



South Central
COLLEGE

Academic Catalog

2017-2018



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Accounting

Start Your Career in Business Now

Accounting is considered the backbone of almost every business and challenges you to analyze, verify and report the results of financial information. The most effective accounting employees are trusted business advisors, have a passion for numbers, are organized and are highly valued by their employers. Integrity is a key characteristic of those who choose Accounting as a career.

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

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

The Accounting Program at South Central College Includes:

- Business Law
- Computerized Accounting
- Fund/Non-Profit Accounting
- Cost Accounting
- Fraud, Auditing, and Internal Controls
- Principles of Finance
- Managerial Accounting
- Financial Accounting
- Personal Financial Management

Core Competencies

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

Accounting Degrees

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

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Accountant AAS Degree

71 Credits

AAS 2214/AAS 3230
Degree Description

The A.A.S. Degree in Accounting is designed to prepare learners to examine, analyze and interpret accounting data for the purpose of giving advice and preparing financial statements. Responsibilities may include recording receipts, recording disbursements, closing year end records, compiling financial statements, preparing internal management, and/or state and federal reports. Accountants perform these duties both manually and with computer assistance.

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (16 Courses)

Complete all of the following courses:

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

Elective Credits (3 Credits)

Choose 3 credits from ACCT, MKT,COMP or OTEC

Required Liberal Arts and Sciences (5 Courses)

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

The following courses are required:

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

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

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Accounting Technician AAS Degree

67 Credits

AAS 2242/AAS 3259
Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (14 Courses)

Complete all of the following courses:

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

Technical Electives (3 Credits)

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

Required Liberal Arts and Sciences (5 Courses)

To complete the Accounting Technician AAS Degree, students must complete 17 MNTC credits from 3 of the 10 MNTC Goal areas.

The following courses are required:

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

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Accounting Assistant Diploma

34 Credits

DIP 2229/DIP 3242
Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (8 Courses)

Complete the following courses:

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

Required Liberal Arts and Sciences (1 Course)

Complete the following course:

ENGL100 Composition (4 Credits)

Elective Credits (5 Credits)

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

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

Or

COMM120 Small Group Communication (3 Credits)

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

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Accounting Technician Diploma

48 Credits

DIP 2213/DIP 3241

Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (12 Courses)

Complete all of the following courses:

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

Required Liberal Arts and Sciences (1 Course)

Complete the following course:

ENGL100 Composition (4 Credits)

Elective Credits (5 Credits)

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

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

Or

COMM120 Small Group Communication (3 Credits)

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Payroll Clerk Certificate

23 Credits

CERT2248/CERT3270

Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (5 Courses)

Complete all of the following courses:

ACCT1810 Financial Accounting (4 Credits)

ACCT1814 Payroll Accounting (3 Credits)

ACCT1835 Computerized Accounting II (3 Credits)

ACCT1870 Professional Accounting Careers (1 Credit)

Elective Credits (9 Credits)

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

ACCT1811 Managerial Accounting (4 Credits)

ACCT2847 Fraud, Auditing and Internal Controls (4 Credits)

MKT 1930 Human Resource Management (3 Credits)

COMM140 Interpersonal Communication (3 Credits)

COMM110 Public Speaking (3 Credits)

Or

COMM120 Small Group Communication (3 Credits)

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Agribusiness

Produce Global Results

Agribusiness is one of Minnesota's most important industries and provides a variety of related career opportunities. South Central College has designed a number of ag-specific educational programs that prepare students to contribute to this industry based upon a well-rounded understanding of current ag concepts, innovations and trends.

The agribusiness faculty at South Central believe in and utilize a focused, hands-on approach toward learning that puts students first. The faculty is not only concerned about your education, they are focused on providing you with the opportunities to learn and grow in order for you to succeeding ultimate employment and career success.

Many agricultural students go directly into the workforce after completing courses at South Central College or while other continue on with their education. Should you decide to transfer to a four-year college after completing your courses or program at South Central College, there are several options available to you. SCC has entered into several unique partnerships to help students transfer seamlessly into ag-related majors at the University of Minnesota – Twin Cities, University of Minnesota – Crookston and Southwest Minnesota State University – Marshall.

South Central College's Agribusiness Programs

Agribusiness Service Technician: With both gasoline and diesel equipment and vehicle maintenance becoming increasingly complex, expert technicians are in high demand. Graduates from the Service Technician program are prepared to work with farm equipment, food processing companies, independent repair shops, trucking and bus companies as well as related diesel industries.

Agribusiness Production: Given the increasing focus on productivity, efficiency and consolidation, formal training is almost a requirement for anyone interested in production agriculture. With emphasis in both plant and animal production, our Agribusiness Production program will prepare you for a career as a self-employed farmer or a farm manager.

Agribusiness Service & Management: A wide variety of Agribusinesses need individuals to deliver services and sell their products. The Service & Management program will prepare you for a career with fertilizer and ag chemical companies, farm cooperatives, feed suppliers, grain elevators, farm service and supply centers, and other ag-related enterprises.

Agribusiness Office Specialist/Manager: South Central College's agribusiness and Office Administration and Technology programs have joined together to offer an Agribusiness Office Specialist/Manager degree. Individuals with this combination of skills can work in a variety of agricultural office settings including modern faarm operations, ag lenders, implement dealers, farm and home retail operations and government agencies.

Ag Chemical Applicator Technician: The use of sophisticated, high tech chemical application equipment provides many opportunities for trained technicians. South Central College will prepare you for a position with farm cooperatives, fertilizer suppliers and herbicide companies.

Professional Swine Manager: South Central Agribusiness has worked with The National Pork Board and industry leaders to develop a certificate program for production technicians and managers. The certificate is focused on the skills and knowledge needed to lead a production team in producing 21st century food products in the safest, most humane and environmentally sound way as possible.

Viticulture: Viticulture is the science, production and study of grapes, especially for wine production. Grape production is expanding in Minnesota and this certificate program will address the establishment and management of vineyards. The program is offered in cooperation with the Viticulture & Enology Science & Technology Alliance (VESTA).

Agriculture Education Technology: The shortage of qualified agricultural educators was the catalyst for the creation of unique partnerships between South Central College and a select few regional four-year institutions. These "2 + 2" programs enable you to complete your first two years at South Central College and then apply your earned credits toward a four-year degree in Ag Education at the University of Minnesota, either at their Twin Cities campus or on the U of M – Crookston campus. SCC also has a similar articulation agreement with Southwest Minnesota State – Marshall. Credits may also be transferable to other colleges as well.

Job Outlook

As Minnesota's largest industry, Agribusiness career opportunities continue to increase across the board. According to the 2013-2014 AgCareers.com Agribusiness Human Resources Review™, 65% of US ag companies are expecting to increase their workforce in the next two years. Correspondingly, compensation is increasing as 98% of companies surveyed indicated that all or at least some staff would be likely to receive a salary increase.

Scholarship Opportunities

South Central College Agribusiness Department is dedicated to preparing college men and women for careers in agriculture. Agriculture is a diverse, challenging, exciting industry. It needs people who have a passion for the importance of the industry and are excited about the promising future it offers. SCC Agribusiness Department serves approximately 100 students from across southern Minnesota. The teaching philosophy of the agribusiness faculty of SCC is an aggressive "hands-on-approach" to learning. A goal of the department is students first and for each student to have success in gaining employment. At the 2004 National Agriculture Educators Convention, South Central College Agribusiness Program was named the National Region III "Outstanding Post Secondary Agriculture Program."

Core Competencies

1. Demonstrate effective participation on an agribusiness team

Agribusiness Degrees

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

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Agricultural Education Technology Partnership Associate of Science Degree

60 Credits

AS 3129
Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (7 Courses)

Complete all of the following courses:

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

Other Recommended Courses

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

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

Required Liberal Arts and Sciences

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

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

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Agribusiness Office Specialist/Manager AAS Degree

72 Credits

AAS 3126

Degree Description

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

Degree Student Learning Outcomes

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (15 Courses)

Complete the following courses:

- AGBS1100** Agricultural Selling Skills (3 Credits)
- AGBS2150** Agribusiness Financial Management (4 Credits)
- AGEC1100** Introduction to Agricultural Economics (3 Credits)
- AGRI1800** Employer/Employee Relations (2 Credits)
- AGRI2700** Agricultural Technology Seminar (2 Credits)
- AGRI2780** Agribusiness Internship (1 - 9 Credits)
- ANSC1100** Livestock Production Principles (3 Credits)
- OTEC1815** Keyboarding for Speed and Accuracy (2 Credits)
- OTEC1820** Business English (3 Credits)
- OTEC1822** Microsoft Excel (4 Credits)
- OTEC1840** Business Presentations (3 Credits)
- OTEC1860** Microsoft Word (4 Credits)
- OTEC2814** Office Procedures (4 Credits)
- OTEC2870** Information Resource Management (3 Credits)
- SGAG1000** Ag Orientation (1 Credit)

Technical Electives (10 Credits)

Choose 10 credits from the following courses:

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

Required Liberal Arts and Sciences (3 Courses)

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

The following courses are required:

ENGL100 Composition (4 Credits)

COMM140 Interpersonal Communication (3 Credits)

ECON110 Principles of Macroeconomics (3 Credits)

Or

ECON120 Principles of Microeconomics (3 Credits)

Elective Liberal Arts and Sciences

Select 5 additional MnTC credits in goals 1-10. Courses must be selected in consultation with advisor/faculty. Recommended courses are: COMM 110, BIOL 101, PSYC 100, PHIL 100.

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Agribusiness Production AAS Degree

72 Credits

AAS 3152

Degree Description

Emphasis Areas available include: Agronomy, Animal Science, Diversified

Program emphasis areas provide learners with an opportunity for study in the areas of plant and animal production. The crop production areas consist of selection, planning, management, harvesting, and marketing. Areas of soil science are also studied focusing on fertility, conservation, and tillage. The animal production study consists of areas in breeding, feeding, care, management, and marketing. In addition, courses in farm machinery, buildings and structures, farm management, farm accounting, farm business analysis, and farm business reorganization provide a broad-based program of study. Learners will be required to keep a complete farm record for analysis and interpretation. An on-the-farm internship will be required. The A.A.S. Degree includes 15 credits of Liberal Arts and Sciences and the Diploma includes up to 6 credits of Liberal Arts and Sciences respectively.

Degree/Diploma Student Learning Outcomes

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (11 Courses)

You must complete all of the following classes:

AGEC1100 Introduction to Agricultural Economics (3 Credits)

AGEC1200 Principles of Farm Records (3 Credits)

AGEC2400 Commodity Marketing Principles (3 Credits)

AGEC2250 Farm Business Planning & Analysis (4 Credits)

AGEC2500 Agribusiness Transfer & Law (2 Credits)

AGRI2700 Agricultural Technology Seminar (2 Credits)

ANSC1100 Livestock Production Principles (3 Credits)

MEAG1500 Facility Maintenance (3 Credits)

PLSC1100 Soils I (3 Credits)

PLSC1300 Agronomy I (2 Credits)

SGAG1000 Ag Orientation (1 Credit)

Internship (11 Credits)

Complete 11 credits

AGRI2780 Agribusiness Internship (1 - 9 Credits)

Agribusiness Emphasis Areas (17 Credits)

Select at least 17 credits from one of the following Agribusiness emphasis areas.

Animal Science Emphasis: ANSC1105,1200,1205,1305 ANSC2100, SWPR1050,1200,1300,1500,2000, PLSC1105, AGRI1800, AGE2450,2600

Agronomy Emphasis: PLSC1105,1200,1205,1400,2100,2700, MEAG1610, AGRI1800, AGE2450,2600

Diversified Emphasis: Select 14 credits from any of these departments: AGE2, AGBS, AGRI, ANSC, MEAG, PLSC or SWPR.

Liberal Arts and Sciences

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

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

South Central College

2017-2018 Academic Catalog

Agribusiness Service and Management AAS Degree

72 Credits

AAS 3150

Degree Description

Emphasis Areas available include: Agronomy, Animal Science, Diversified

Program emphasis areas are designed to prepare learners to sell and deliver services as employees of agribusiness firms in the crop and livestock related industries. Duties include performance of retail and office procedural tasks, preparation and implementation of marketing programs, sales and sales management, preparation of financial and business reports, delivery of products and services, and managing selected aspects of these businesses. The program includes technical agriculture courses in the areas of plant, soil, and animal science as well as agricultural industry equipment operation and maintenance. The courses in business include the subject areas of accounting, business procedures, interpersonal communication, financial/business management, marketing, selling, and computer operations. An 11 credit supervised occupational internship in an agribusiness firm is required. The A.A.S. Degree includes 15 credits of Liberal Arts and Sciences and the Diploma includes up to 6 credits of Liberal Arts and Sciences respectively.

Degree/Diploma Student Learning Outcomes

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (9 Courses)

You must complete all of the following classes:

AGBS1100 Agricultural Selling Skills (3 Credits)
AGBS2150 Agribusiness Financial Management (4 Credits)
AGEC1100 Introduction to Agricultural Economics (3 Credits)
AGEC2400 Commodity Marketing Principles (3 Credits)
AGRI2700 Agricultural Technology Seminar (2 Credits)
ANSC1100 Livestock Production Principles (3 Credits)
PLSC1100 Soils I (3 Credits)
PLSC1300 Agronomy I (2 Credits)
SGAG1000 Ag Orientation (1 Credit)

Internship (11 Credits)

Complete 11 credits

AGRI2780 Agribusiness Internship (1 - 9 Credits)

Agribusiness Emphasis Areas (22 Credits)

Select at least 22 credits from one of the following Agribusiness emphasis areas.

Animal Science Emphasis: ANSC1105,1200,1205,1305 ANSC2100, SWPR1050,1200,1300,1500,2000, PLSC1105, AGRI1800, AGE2450,2600

Agronomy Emphasis: PLSC1105,1200,1205,1400,2100,2700, MEAG1500,1700, AGBS2105, AGE2600

Diversified Emphasis: Select 22 credits from any of these departments: AGE2, AGBS, AGRI, ANSC, MEAG, PLSC or SWPR.

Liberal Arts and Sciences

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

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

South Central College

2017-2018 Academic Catalog

Agribusiness Service Technician AAS Degree

72 Credits

AAS 3127

Degree Description

This degree provides an opportunity for study in the area of agricultural power and mechanization. The major areas of study include gasoline and diesel engine component repair including the support lubrication, cooling, air intake, exhaust, and basic fuel systems. Other areas of emphasis are power trains (clutches and transmissions), DC electrical systems and monitors, hydraulics, and diesel fuel systems (nozzles and injection pumps). In addition, safety, air conditioning and outdoor power products complete the technical course offerings. The curriculum will provide both basic and advanced technical instruction. This degree includes a Liberal Arts & Sciences component of 15 credits.

Degree Student Learning Outcomes

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (20 Courses)

Complete the following courses:

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

Internship (11 Credits)

Complete 11 credits:

AGME2940 Agribusiness Service Technician Internship (11 Credits)

Technical Electives (3 Credits)

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

AGBS2015 Commercial Driver's License (1 Credit)

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

AGME2882 Ag Tech Seminar (1 Credit)

AGME2945 Tractor/Equipment Repair I (3 Credits)

AGME2946 Tractor/Equipment Repair II (4 Credits)

AGME2947 Tractor/Equipment Diagnosis and Repair (4 Credits)

PLSC1205 Precision Agriculture (3 Credits)

Liberal Arts and Sciences

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

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

South Central College

2017-2018 Academic Catalog

Agribusiness Service Technician, Diversified AAS Degree

72 Credits

AAS 3130

Degree Description

This degree provides an opportunity for study in the area of agricultural power and mechanization. The major areas of study include gasoline and diesel engine component repair including the support lubrication, cooling, air intake, exhaust and basic fuel systems. Other areas of emphasis are power trains (clutches and transmissions), DC electrical systems and monitors, hydraulics, and diesel fuel systems (nozzles and injection pumps). In addition, safety, air conditioning and outdoor power products complete the technical course offerings. The curriculum will provide both basic and advanced technical instruction. This degree includes a Liberal Arts & Sciences component of 15 credits.

Degree Student Learning Outcomes

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (8 Courses)

Complete the following courses:

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

AGME1822 Gas/Diesel Engine Repair I (3 Credits)

AGME1823 Engine Support Systems and Lab (3 Credits)

AGME1831 Tractor Power Trains (3 Credits)

AGME1861 Tractor Electrical Systems (3 Credits)

AGME2841 Air Conditioning (1 Credit)

AGME2852 Introduction to Diesel (1 Credit)

AGME2892 Hydraulic Theory and Diagnosis (4 Credits)

Internship (11 Credits)

Complete 11 credits:

AGME2940 Agribusiness Service Technician Internship (11 Credits)

Technical Electives (26 Credits)

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

AGBS2015 Commercial Driver's License (1 Credit)

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

AGME1801 Outdoor Power Equipment (3 Credits)

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

AGME1821 Precision Measuring Tools (1 Credit)

AGME1881 Parts Department Operation (1 Credit)

AGME1891 Hydraulic Theory (1 Credit)

AGME1923 Gas/Diesel Engine Repair II (4 Credits)

AGME1930 Ag Welding (2 Credits)

AGME2832 Hydraulic Assist/Hydrostatic Transmissions (2 Credits)

AGME2853 Diesel Injection (Pumps) (3 Credits)

AGME2863 Advanced Agricultural Electrical/Electronics (2 Credits)

AGME2882 Ag Tech Seminar (1 Credit)

AGME2945 Tractor/Equipment Repair I (3 Credits)

AGME2946 Tractor/Equipment Repair II (4 Credits)

AGME2947 Tractor/Equipment Diagnosis and Repair (4 Credits)

PLSC1205 Precision Agriculture (3 Credits)

SGAG1000 Ag Orientation (1 Credit)

Liberal Arts & Sciences

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

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

South Central College

2017-2018 Academic Catalog

Agribusiness Production Diploma

72 Credits

DIP 3153
Degree Description

Emphasis Areas available include: Agronomy, Animal Science, Diversified

Program emphasis areas provide learners with an opportunity for study in the areas of plant and animal production. The crop production areas consist of selection, planning, management, harvesting, and marketing. Areas of soil science are also studied focusing on fertility, conservation, and tillage. The animal production study consists of areas in breeding, feeding, care, management, and marketing. In addition, courses in farm machinery, buildings and structures, farm management, farm accounting, farm business analysis, and farm business reorganization provide a broad-based program of study. Learners will be required to keep a complete farm record for analysis and interpretation. An on-the-farm internship will be required. The A.A.S. Degree includes 15 credits of Liberal Arts and Sciences and the Diploma includes up to 6 credits of Liberal Arts and Sciences respectively.

Degree/Diploma Student Learning Outcomes

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (14 Courses)

You must complete all of the following classes:

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

Internship (11 Credits)

Complete 11 credits

AGRI2780 Agribusiness Internship (1 - 9 Credits)

Agribusiness Emphasis Areas (19 Credits)

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

Animal Science Emphasis: ANSC1105,1200,1205,1305 ANSC2100, SWPR1050,1200,1300,1500,2000, PLSC1105, AGE2600

Agronomy Emphasis: PLSC1105,1200,1205,1400,2100,2700, MEAG1610, AGE2600, AGBS2015

Diversified Emphasis: Select 19 credits from any of these departments: AGE2, AGBS, AGRI, ANSC, MEAG, PLSC or SWPR.

Required Liberal Arts and Sciences (1 Course)

Choose 1 course from MnTC Goal Area 1:

Additional Required Liberal Arts and Sciences (1 Course)

Choose 1 course from MnTC Goal Areas 2 through 10.

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

South Central College

2017-2018 Academic Catalog

Agribusiness Service and Management Diploma

72 Credits

DIP 3151
Degree Description

Emphasis Areas available include: Agronomy, Animal Science, Diversified

Program emphasis areas are designed to prepare learners to sell and deliver services as employees of agribusiness firms in the crop and livestock related industries. Duties include performance of retail and office procedural tasks, preparation and implementation of marketing programs, sales and sales management, preparation of financial and business reports, delivery of products and services, and managing selected aspects of these businesses. The program includes technical agriculture courses in the areas of plant, soil, and animal science as well as agricultural industry equipment operation and maintenance. The courses in business include the subject areas of accounting, business procedures, interpersonal communication, financial/business management, marketing, selling, and computer operations. An 11 credit supervised occupational internship in an agribusiness firm is required. The A.A.S. Degree includes 15 credits of Liberal Arts and Sciences and the Diploma includes up to 6 credits of Liberal Arts and Sciences respectively.

Degree/Diploma Student Learning Outcomes

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (15 Courses)

You must complete all of the following classes:

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

Internship (11 Credits)

Complete 11 credits

AGRI2780 Agribusiness Internship (1 - 9 Credits)

Agribusiness Emphasis Areas (18 Credits)

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

Animal Science Emphasis: ANSC1105,1200,1205,1305 ANSC2100, SWPR1050,1200,1300,1500,2000, PLSC1105, AGE2600

Agronomy Emphasis: PLSC1105,1200,1205,1400,2100,2700, AGE2600, AGBS2990,2995

Diversified Emphasis: Select 18 credits from any of these departments: AGE2, AGBS, AGRI, ANSC, MEAG, PLSC or SWPR.

Required Liberal Arts and Sciences (1 Course)

Choose 1 course from MnTC Goal Area 1:

Additional Required Liberal Arts and Sciences (1 Course)

Choose 1 course from MnTC Goal Areas 2 through 10.

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

South Central College

2017-2018 Academic Catalog

Agribusiness Service Technician Diploma

72 Credits

DIP 3128

Degree Description

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

Diploma Student Learning Outcomes

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (23 Courses)

Complete the following courses:

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

Internship (11 Credits)

Complete 11 credits:

AGME2940 Agribusiness Service Technician Internship (11 Credits)

Elective Credits (1 Credit)

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

Liberal Arts and Sciences (6 Credits)

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

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

South Central College

2017-2018 Academic Catalog

Agribusiness Service Technician, Diversified Diploma

72 Credits

DIP 3131

Degree Description

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

Diploma Student Learning Outcomes

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (9 Courses)

Complete the following courses:

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

AGME1822 Gas/Diesel Engine Repair I (3 Credits)

AGME1823 Engine Support Systems and Lab (3 Credits)

AGME1831 Tractor Power Trains (3 Credits)

AGME1861 Tractor Electrical Systems (3 Credits)

AGME2841 Air Conditioning (1 Credit)

AGME2852 Introduction to Diesel (1 Credit)

AGME2892 Hydraulic Theory and Diagnosis (4 Credits)

SGAG1000 Ag Orientation (1 Credit)

Internship (11 Credits)

Complete 11 credits:

AGME2940 Agribusiness Service Technician Internship (11 Credits)

Technical Electives (34 Credits)

Complete 34 credits from the following courses:

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

Liberal Arts and Sciences

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

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

South Central College

2017-2018 Academic Catalog

Agribusiness Technician Diploma

37 Credits

DIP 3147

Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (12 Courses)

Complete the following courses:

AGME2832 Hydraulic Assist/Hydrostatic Transmissions (2 Credits)

AGME2841 Air Conditioning (1 Credit)

AGME2852 Introduction to Diesel (1 Credit)

AGME2853 Diesel Injection (Pumps) (3 Credits)

AGME2863 Advanced Agricultural Electrical/Electronics (2 Credits)

AGME2882 Ag Tech Seminar (1 Credit)

AGME2892 Hydraulic Theory and Diagnosis (4 Credits)

AGME2945 Tractor/Equipment Repair I (3 Credits)

AGME2946 Tractor/Equipment Repair II (4 Credits)

AGME2947 Tractor/Equipment Diagnosis and Repair (4 Credits)

AGME2940 Agribusiness Service Technician Internship (11 Credits)

OTEC1001 Computer Software for College (2 Credits)

Or

OTEC1790 Keyboarding for College (2 Credits)

Elective Credit (1 Credit)

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

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

South Central College

2017-2018 Academic Catalog

Agribusiness Technician's Aide Diploma

35 Credits

DIP 3146

Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (16 Courses)

Complete the following courses:

- AGME1801** Outdoor Power Equipment (3 Credits)
- AGME1812** Equipment Assembly, Operation, Adjustment and Reconditioning I (2 Credits)
- AGME1813** Equipment Assembly, Operation, Adjustment and Reconditioning II (2 Credits)
- AGME1821** Precision Measuring Tools (1 Credit)
- AGME1822** Gas/Diesel Engine Repair I (3 Credits)
- AGME1823** Engine Support Systems and Lab (3 Credits)
- AGME1831** Tractor Power Trains (3 Credits)
- AGME1861** Tractor Electrical Systems (3 Credits)
- AGME1881** Parts Department Operation (1 Credit)
- AGME1891** Hydraulic Theory (1 Credit)
- AGME1923** Gas/Diesel Engine Repair II (4 Credits)
- AGME1930** Ag Welding (2 Credits)
- AGME2940** Agribusiness Service Technician Internship (11 Credits)
- AGRI1800** Employer/Employee Relations (2 Credits)
- HLTH1952** First Aid (1 Credit)
- SGAG1000** Ag Orientation (1 Credit)

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

South Central College

2017-2018 Academic Catalog

Ag Chemical Applicator Technician Certificate

30 Credits

CERT3117

Degree Description

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

Certificate Core Competencies

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (12 Courses)

Complete the following courses:

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

Elective Courses (Suggested)

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

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

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

South Central College

2017-2018 Academic Catalog

Agribusiness AgSpark Agronomy Certificate

14 Credits

CERT3134

Degree Description

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

Offered on the North Mankato Campus

Required Technical Courses (7 Courses)

Complete all of the following courses:

AGBS1100 Agricultural Selling Skills (3 Credits)

AGBS2015 Commercial Driver's License (1 Credit)

AGRI2780 Agribusiness Internship (1 - 9 Credits)

PLSC1100 Soils I (3 Credits)

PLSC1300 Agronomy I (2 Credits)

PLSC2000 Commercial Pesticide License Training (1 Credit)

SGAG1000 Ag Orientation (1 Credit)

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

South Central College

2017-2018 Academic Catalog

Professional Swine Manager Certificate

18 Credits

CERT3100

Degree Description

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

Offered on the North Mankato Campus

Required Technical Courses (8 Courses)

Complete all of the following courses:

AGRI1800 Employer/Employee Relations (2 Credits)

AGRI2780 Agribusiness Internship (1 - 9 Credits)

MEAG1510 Facility Operations Maintenance (3 Credits)

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

SWPR1050 Swine Artificial Insemination (1 Credit)

SWPR1200 Swine Breeding Stock Management (3 Credits)

SWPR1300 Nursery Finish Management (3 Credits)

SWPR2000 Swine Records and Analysis (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Viticulture Certificate

30 Credits

CERT3133

Degree Description

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

Admission Dates: Fall Semester

Offered on the North Mankato Campus

Required Technical Courses (12 Courses)

Complete all of the following courses:

AGBS1100 Agricultural Selling Skills (3 Credits)

AGRI1800 Employer/Employee Relations (2 Credits)

SGAG1000 Ag Orientation (1 Credit)

VITI1111 Introduction to Viticulture and Vineyard (3 Credits)

VITI1112 Botanical Viticulture (4 Credits)

VITI1113 Winter Viticulture Technology (2 Credits)

VITI1114 Spring Viticulture Technology (2 Credits)

VITI1115 Summer/Fall Viticulture Technology (2 Credits)

VITI1190 Viticulture Safety (1 Credit)

VITI1211 Integrated Pest Management (2 Credits)

VITI1213 Regional Vineyard Management (2 Credits)

VITI1293 Soils for Viticulture (3 Credits)

Required Liberal Arts and Sciences (1 Course)

The following course is required:

CHEM108 Introduction to Chemistry (4 Credits)

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

South Central College

2017-2018 Academic Catalog

Architectural Drafting and Design

Design Your Dreams

Are you ready to make your mark? Imagine the pride of seeing a building and knowing you contributed to its creation. That's what Architectural Drafting and Design is all about. At South Central College you'll gain the building engineering and technical skills needed to work as part of a team alongside architects, engineers and planners. The comprehensive curriculum includes commercial design, 3D modeling and drafting in the following areas: architectural, mechanical, electrical, plumbing and structural. Instructors have extensive professional experience, so they'll equip you with the skills you need into today's workplace. And as a graduate from South Central College, you'll also be prepared for LEED Green Associate, a nationally recognized "green" credential. Start your own design process today at South Central College.

Core Competencies

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

Architectural Drafting and Design Degrees

- Architectural Drafting and Design AAS Degree
- Architectural Drafting and Design Diploma

South Central College

2017-2018 Academic Catalog

Architectural Drafting and Design AAS Degree

60 Credits

AAS 3496

Degree Description

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

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (16 Courses)

You must complete all of the following courses:

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

BDET1110 Studio I (4 Credits)

BDET1120 Estimating Concepts (2 Credits)

BDET1130 Materials and Methods (3 Credits)

BDET1210 Studio II (4 Credits)

BDET1220 Building Analyst (3 Credits)

BDET1240 Construction Documents (2 Credits)

BDET1250 Revit (2 Credits)

BDET1260 Special Topics in Environmental Design (1 Credit)

BDET2110 Studio III (4 Credits)

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

BDET2140 Building Codes (2 Credits)

BDET2210 Studio IV (6 Credits)

BDET1320 Internship (3 Credits)

Required Liberal Arts & Sciences (3 Courses)

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

MATH125 Trigonometry (3 Credits)

Liberal Arts and Sciences - Electives (4 Credits)

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

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

South Central College

2017-2018 Academic Catalog

Architectural Drafting and Design Diploma

32 Credits

DIP 3498

Degree Description

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

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

Offered on the North Mankato Campus

Required Technical Courses (10 Courses)

You must complete all of the following courses:

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

BDET1110 Studio I (4 Credits)

BDET1120 Estimating Concepts (2 Credits)

BDET1130 Materials and Methods (3 Credits)

BDET1150 AutoCAD (2 Credits)

BDET1210 Studio II (4 Credits)

BDET1220 Building Analyst (3 Credits)

BDET1240 Construction Documents (2 Credits)

BDET1250 Revit (2 Credits)

BDET1260 Special Topics in Environmental Design (1 Credit)

Required Liberal Arts and Sciences (8 Credits)

Please complete both of the following courses:

MATH120 College Algebra (4 Credits)

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

South Central College

2017-2018 Academic Catalog

Auto Body and Collision Technology

Accelerate Your Career Prospects

Take your passion for cars to a new level and put it to good use by becoming an Auto Body and Collision technician at South Central College. The Auto Body and Collision Technology program at SCC is certified by The National Automotive Tech Education Foundation and Automotive Service Excellence (NATEF/ASE) organization and is an Inter-Industry Conference on Auto Collision Repair (I-CAR) training alliance member. SCC complies with I-CAR industry training program standards and as an SCC Auto Body and Collision student, you have the opportunity to receive professional industry I-CAR credentials while earning your degree.

You'll gain the knowledge and skills necessary to start a rewarding career in the auto body and collision repair industry. Classroom presentations, demonstrations and hands-on shop work will train you in vehicle repair procedures and practices. Use of specialized tools, materials and techniques will prepare you for industry challenges. Core areas of instruction include damage appraisal, structural and non-structural panel repair, collision related mechanical and electrical repair, restraint system operation and repair, glass servicing/replacement and refinishing procedures including custom painting techniques and automotive detailing.

Instructors in this program are certified as master technicians by the National Institute for Automotive Service Excellence (ASE) and are I-CAR Gold Class professionals. In addition, our faculty regularly receives advanced training from vehicle manufacturers and aftermarket suppliers to keep up with current trends and developments.

Arts and sciences curriculum accompanying the technical skills training in this program are included in order to enhance students' personal communication abilities and enrich their overall understanding of fundamental life skills.

The Auto Body and Collision Technology Program at South Central College Includes:

- Workplace safety
- Damage appraisal and shop management
- Structural damage analysis, repair and replacement (frame and unibody)
- Non-structural (sheet metal) repair and replacement
- Auto body welding
- Collision related mechanical and electrical repair
- Restraint system repair and component replacement
- Glass, trim and hardware service operations
- Paint refinishing techniques
- Detailing operations

Core Competencies

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

Auto Body and Collision Technology Degrees

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

South Central College

2017-2018 Academic Catalog

Auto Body and Collision Technology AAS Degree

72 Credits

AAS 3415

Degree Description

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

Admission Dates: Fall Semester

Offered on the North Mankato Campus

Required Technical Courses (18 Courses)

Select the following courses:

ABCT1805 Auto Body Collision Technology Fundamentals (2 Credits)

ABCT1801 Auto Body Lab I (4 Credits)

ABCT1810 Sheet Metal I (3 Credits)

ABCT1820 Priming and Refinish System Preparation (3 Credits)

ABCT1860 Auto Body Welding (3 Credits)

ABCT1802 Auto Body Lab II (4 Credits)

ABCT1850 Trim, Hardware and Glass (3 Credits)

ABCT1870 Refinishing (3 Credits)

ABCT1880 Sheet Metal II (3 Credits)

ABCT2800 Damage Appraisal and Shop Management (3 Credits)

ABCT2803 Auto Body Lab III (4 Credits)

ABCT1840 Auto Collision Mechanical I (3 Credits)

ABCT2810 Appearance Matching (3 Credits)

ABCT2820 Composites (2 Credits)

ABCT2830 Measuring and Pulling Systems (3 Credits)

ABCT2850 Structural Repair (3 Credits)

ABCT2870 Auto Collision Mechanical II (3 Credits)

ABCT2804 Auto Body Lab IV (4 Credits)

Or

ABCT2910 Occupational Internship (1 - 9 Credits)

Technical Elective Credits (1 Credit)

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

ABCT2910 Occupational Internship (1 - 9 Credits)

ABCT2920 Special Problems (1 - 6 Credits)

ABCT2805 Auto Body and Collision Air Conditioning (2 Credits)

Required Liberal Arts & Sciences

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

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

South Central College

2017-2018 Academic Catalog

Auto Body and Collision Technology Diploma

64 Credits

DIP 3414

Degree Description

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

Admission Dates: Fall Semester

Offered on the North Mankato Campus

Required Technical Courses (19 Courses)

Complete all of the following courses:

ABCT1805 Auto Body Collision Technology Fundamentals (2 Credits)

ABCT1801 Auto Body Lab I (4 Credits)

ABCT1810 Sheet Metal I (3 Credits)

ABCT1820 Priming and Refinish System Preparation (3 Credits)

ABCT1860 Auto Body Welding (3 Credits)

ABCT1802 Auto Body Lab II (4 Credits)

ABCT1850 Trim, Hardware and Glass (3 Credits)

ABCT1870 Refinishing (3 Credits)

ABCT1880 Sheet Metal II (3 Credits)

ABCT2800 Damage Appraisal and Shop Management (3 Credits)

ABCT2803 Auto Body Lab III (4 Credits)

ABCT1840 Auto Collision Mechanical I (3 Credits)

ABCT2810 Appearance Matching (3 Credits)

ABCT2820 Composites (2 Credits)

ABCT2830 Measuring and Pulling Systems (3 Credits)

ABCT2805 Auto Body and Collision Air Conditioning (2 Credits)

ABCT2850 Structural Repair (3 Credits)

ABCT2870 Auto Collision Mechanical II (3 Credits)

ABCT2804 Auto Body Lab IV (4 Credits)

Or

ABCT2910 Occupational Internship (1 - 9 Credits)

Required Liberal Arts and Sciences (6 Credits)

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

Elective Courses (Suggested)

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

ABCT2900 Auto Body Lab (1 - 4 Credits)

ABCT2910 Occupational Internship (1 - 9 Credits)

ABCT2920 Special Problems (1 - 6 Credits)

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

South Central College

2017-2018 Academic Catalog

Automotive Service

Gear up for a great career as an Automotive Service Technician.

If your fascination for cars has you wanting to turn your object of interest into a career, South Central College can help prepare you to work in this interesting, ever-changing field. Contemporary automobile systems are complex and automotive service technicians must rely upon a comprehensive, hands-on education to become familiar with the many mechanical and electrical components within the contemporary cars of today.

The Automotive Service program at South Central College is a proven leader in providing students the opportunity to acquire the skills necessary for entry-level employment in the automotive service industry. Our Automotive Service Technician courses are taught by industry-experienced instructors that have been designated Automotive Service Excellence (ASE) Certified Master Automobile Technicians.

The Automotive Service program was evaluated by the National Automotive Technicians Education Foundation (NATEF) and has been an Accredited Automotive Training Program since 1998.

An individual completing this program will find employment opportunities available in a variety of settings. Graduates of the SCC Automotive Service program are qualified for service technician positions in dealerships, independent repair facilities and fleet services. With additional training and experience, auto service technicians can become shop foremen, service advisors, service managers or open up their own businesses.

The Automotive Program Includes Course Work In:

- Auto Service/Management
- Basic Tune Up
- Electrical/Electronics
- Brakes
- Starting/Charging Systems
- Rear Axle/Differential
- Engine Diagnosis
- Automatic Transmission
- Upper/Lower Engine Service
- Fuel Systems
- Clutch & Drive Line
- Engine Performance & Drivability
- Suspension/Steering & Wheel Alignment
- Air Conditioning

Employment Outlook

Region	2014 Jobs	2022 Jobs	% Change	Average Hourly Wage	Average Annual Wage
Regional	1,233	1,290	5%	\$14.14	\$29,952
State	13,568	14,073	5%	\$15.32	\$31,865
National	781,089	806,690	5%	\$16.49	\$34,299

Core Competencies

1. Engine diagnosis and repair
2. Automatic transmission and transaxle diagnosis and repair
3. Manual drive train and axles diagnosis and repair
4. Suspension and steering diagnosis and repair
5. Brake system diagnosis and repair
6. Electrical and electronic systems diagnosis and repair
7. Heating and air conditioning diagnosis and repair
8. Engine performance diagnosis and repair
9. Describe professional and courteous customer service practices

Automotive Service Degrees

- Automotive Service AAS Degree
- Automotive Service Diploma

South Central College

2017-2018 Academic Catalog

Automotive Service AAS Degree

72 Credits

AAS 3417

Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (24 Courses)

Complete all of the following courses:

AST 1112 Introduction to Auto Service (2 Credits)
AST 1121 Service Management (1 Credit)
AST 1212 Basic Electrical (2 Credits)
AST 1222 Advanced Electrical/Electronics (2 Credits)
AST 1233 Starting and Charging Systems (3 Credits)
AST 1311 Engine Diagnosis (1 Credit)
AST 1323 Lower Engine Service (3 Credits)
AST 1332 Upper Engine Service (2 Credits)
AST 1341 Engine Lab (1 Credit)
AST 1412 Clutch & Drive Line (2 Credits)
AST 1423 Manual Transmission/Transaxle & 4X4 (3 Credits)
AST 1513 Suspension/Steering & Wheel Alignment (3 Credits)
AST 1613 Brakes (3 Credits)
AST 1622 Advanced Brakes (2 Credits)
AST 1712 Basic Tune-up (Non-computer) (2 Credits)
AST 2432 Rear Axle/Differential (2 Credits)
AST 2442 Automatic Transmission I (2 Credits)
AST 2452 Automatic Transmission II (2 Credits)
AST 2462 Automatic Transmission III (2 Credits)
AST 2723 Fuel Systems I (3 Credits)
AST 2733 Introduction to Automotive Computers (3 Credits)
AST 2743 Fuel Systems II (3 Credits)
AST 2752 Engine Performance & Drivability (2 Credits)
AST 2812 Basic Air Conditioning (2 Credits)

Auto Lab (4 Credits)

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

AST 2911 Auto Lab I (1 Credit)
AST 2931 Auto Lab III (1 Credit)
AST 2941 Auto Lab IV (1 Credit)

Elective Technical Courses (2 Credits)

Select at least two credits from the following:

AST 2951 Individualized Study (1 - 8 Credits)
AST 2961 Cooperative Occupational Experience (1 - 8 Credits)
AST 2822 Advanced Heating and Air Conditioning (2 Credits)

Liberal Arts and Sciences

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

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

South Central College

2017-2018 Academic Catalog

Automotive Service Diploma

64 Credits

DIP 3416

Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (28 Courses)

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

AST 1112 Introduction to Auto Service (2 Credits)
AST 1121 Service Management (1 Credit)
AST 1212 Basic Electrical (2 Credits)
AST 1222 Advanced Electrical/Electronics (2 Credits)
AST 1233 Starting and Charging Systems (3 Credits)
AST 1311 Engine Diagnosis (1 Credit)
AST 1323 Lower Engine Service (3 Credits)
AST 1332 Upper Engine Service (2 Credits)
AST 1341 Engine Lab (1 Credit)
AST 1412 Clutch & Drive Line (2 Credits)
AST 1423 Manual Transmission/Transaxle & 4X4 (3 Credits)
AST 1513 Suspension/Steering & Wheel Alignment (3 Credits)
AST 1613 Brakes (3 Credits)
AST 1622 Advanced Brakes (2 Credits)
AST 1712 Basic Tune-up (Non-computer) (2 Credits)
AST 2432 Rear Axle/Differential (2 Credits)
AST 2442 Automatic Transmission I (2 Credits)
AST 2452 Automatic Transmission II (2 Credits)
AST 2462 Automatic Transmission III (2 Credits)
AST 2723 Fuel Systems I (3 Credits)
AST 2733 Introduction to Automotive Computers (3 Credits)
AST 2743 Fuel Systems II (3 Credits)
AST 2752 Engine Performance & Drivability (2 Credits)
AST 2812 Basic Air Conditioning (2 Credits)
AST 2911 Auto Lab I (1 Credit)
AST 2921 Auto Lab II (1 Credit)
AST 2931 Auto Lab III (1 Credit)
AST 2941 Auto Lab IV (1 Credit)

Required Liberal Arts and Sciences (6 Credits)

Complete 6 MNTC credits from MNTC goals 1-10.

Technical Electives (1 Credit)

Complete 1 credit from the following courses:

AST 1622 Advanced Brakes (2 Credits)
AST 2822 Advanced Heating and Air Conditioning (2 Credits)
AST 2951 Individualized Study (1 - 8 Credits)
AST 2961 Cooperative Occupational Experience (1 - 8 Credits)

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

South Central College

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Biology

The Biology department at South Central College allows learners to take the first two years of their Biology degree at SCC and then transfer to complete a Bachelor's degree at a 4-year institution. SCC has an articulation agreement with Minnesota State University, Mankato to make transferring easy! Pursuing a career in Biology can be immensely rewarding and exciting. The study of Biology includes learning to ask questions, making observations, evaluating evidence and solving problems. It also provides insight on how living things work, how they interact with one another and how they evolve. There are several career paths to follow as a Biologist including: research, healthcare, environmental management and conservation as well as biology education.

Employment Outlook

An education in biology can be immensely interesting as you learn to ask questions, make observations, evaluate evidence and solve problems. Through your studies, you gain insight into how living things work, how they interact with one another and how they evolve. A biology degree also has the potential to steer you toward other exciting career areas like medicine, research, environmental/conservation management and education. The Bureau of Labor and Statistics is projecting a faster than average growth rate for biologists with an anticipated 21% increase in the demand for biological scientists between now and 2018.

Biology Program Course Work

In addition to a diversified liberal arts and sciences course load, the coursework covered in the Biology degree program includes:

- General Biology
- Genetics
- Human Physiology
- Physics
- Chemistry
- Human Anatomy
- Microbiology
- Composition

Biology Degrees

- Biology AS Degree

South Central College

2017-2018 Academic Catalog

Biology Associate of Science

60 Credits

AS 3513
Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Courses (9 Courses)

Complete the following courses:

BIOL115 General Biology I (4 Credits)
BIOL116 General Biology II (4 Credits)
BIOL211 Genetics (4 Credits)
BIOL250 Biology Capstone (2 Credits)
BIOL220 Human Anatomy (4 Credits)
BIOL230 Human Physiology (4 Credits)
BIOL270 Microbiology (4 Credits)
CHEM120 Principles of Chemistry I (5 Credits)
CHEM121 Principles of Chemistry II (5 Credits)

Required Liberal Arts and Sciences Communication (3 Courses)

Choose the following courses:

ENGL100 Composition (4 Credits)
COMM110 Public Speaking (3 Credits)
ENGL240 Technical Communication (4 Credits)

Required Liberal Arts and Science Math (1 Course)

Complete one of the following courses. If you plan a Microbiology option, select MATH 154. If you plan a General Biology option, select MATH 125.

MATH125 Trigonometry (3 Credits)
MATH154 Elementary Statistics (4 Credits)

Liberal Arts and Sciences Electives

To complete an AS degree in Biology, students must complete 30 MNTC credits from 6 of the 10 MnTC Goals.

If you plan a Microbiology Option, you must complete 9 additional credits in at least three MnTC goals outside of 1, 3 and 4.

If you plan the General Biology option, PHYS 101 is required. You must also complete at least 7 additional credits in at least 3 MnTC goals outside of 1, 3 and 4.

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

South Central College

2017-2018 Academic Catalog

Business Management

How to Succeed in Business

The world of business can be very competitive and not always easy to maneuver. If you want to succeed, you will need to be prepared and proper preparation means being armed with the kind of knowledge, skills and experience you will receive from the Business Management program at South Central College. This focused, contemporary business program has been specifically designed to provide you with the tools you need in several key areas of business management that include accounting, marketing, computer technology and office administration.

Although the responsibilities of business managers can vary depending upon the industry, there are similar elements that run through most managerial positions. Business managers need to be able to communicate effectively as they are often charged with hiring staff, motivating the people they supervise and leading work groups toward the accomplishment of shared goals. They also need to be able to make informed decisions, negotiate on behalf of their company and have the capacity to put together an efficient business plan.

At South Central, you will benefit from many advantages that a community college has to offer while working toward your degree. Smaller class sizes, more individualized attention and greater affordability are just a few reasons that makes SCC an excellent college choice.

If you decide to continue on with your education and get a four-year degree, you will find smooth transferability of credits to many four-year institutions. South Central College, as a member of MnSCU, participates in the Minnesota Transfer Curriculum program which enables students to transfer credits easily between the colleges within the system.

The Business Management program includes courses/coursework in liberal arts and sciences and focused curriculum in the following areas:

- Principles of Marketing
- Financial and Managerial Accounting
- Principles of Finance
- Management Information Systems
- Sales
- Business and Management
- Liberal Arts & Sciences
- Entrepreneurship
- Human Resources
- Communications
- Economics

Employment Outlook

The business world is very diverse and can provide opportunities to accommodate almost any area of personal interest. Overall, the career outlook is good for business managers with positive job growth expected over the next five years. If you choose to work in high-growth industries such as healthcare or technology, you can expect even greater career potential.

Region	2014 Jobs	2019 Jobs	% Change	Average Hourly Wage	Average Annual Wage
Regional	18,280	18,566	2%	\$19.62	\$40,809
State	2237,826	245,193	4%	\$24.57	\$52,110
National	1,9,805,765	10,434,116	6%	\$29.52	\$61,401

Core Competencies

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

Business Management Degrees

- Business Transfer Pathway AS Degree
- Business Management AAS Degree

South Central College

2017-2018 Academic Catalog

Business Transfer Pathway Associate of Science

60 Credits

AS 3299/ AS 2288
Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Courses (9 Courses)

Complete the following courses:

ACCT1800 Business Law (3 Credits)
ACCT1810 Financial Accounting (4 Credits)
ACCT1811 Managerial Accounting (4 Credits)
ACCT1834 Computerized Accounting I (3 Credits)
MKT 1800 Introduction to Sales (3 Credits)
MKT 1810 Principles of Marketing (3 Credits)
MKT 1820 Introduction to Business (3 Credits)
MKT 1900 Principles of Management (3 Credits)
MKT 1910 Entrepreneurship (3 Credits)

Required Liberal Arts and Sciences (6 Courses)

To complete the Business Management AS Degree, students must complete 31 MNTC credits from 6 of the 10 MNTC Goal Areas.

The following courses are required:

ENGL100 Composition (4 Credits)
COMM110 Public Speaking (3 Credits)
ECON110 Principles of Macroeconomics (3 Credits)
ECON120 Principles of Microeconomics (3 Credits)
MATH120 College Algebra (4 Credits)
MATH154 Elementary Statistics (4 Credits)

Liberal Arts and Sciences Electives

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

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

South Central College

2017-2018 Academic Catalog

Business Management AAS Degree

60 Credits

AAS 2280/AAS 3280
Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (14 Courses)

Complete all of the following courses:

- ACCT1834** Computerized Accounting I (3 Credits)
- MKT 1800** Introduction to Sales (3 Credits)
- MKT 1810** Principles of Marketing (3 Credits)
- MKT 1820** Introduction to Business (3 Credits)
- MKT 1900** Principles of Management (3 Credits)
- MKT 1910** Entrepreneurship (3 Credits)
- MKT 1920** Marketing Research (3 Credits)
- MKT 1930** Human Resource Management (3 Credits)
- OTEC1820** Business English (3 Credits)
- OTEC2820** Business Communications (3 Credits)

Required Liberal Arts & Sciences (3 Courses)

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

Select 3 of the following courses:

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

Or

- ECON120** Principles of Microeconomics (3 Credits)

Elective Liberal Arts and Science Credits

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

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

South Central College

2017-2018 Academic Catalog

Carpentry

Build a sturdy foundation for career success

While physical dexterity and coordination are key elements to succeeding in this profession, carpentry also requires a keen mind. The SCC carpentry program will provide you with the core hands-on training you'll need to become skilled in the carpentry craft and will prepare you to tackle the more complicated aspects of this enduring profession as well.

General carpenters do everything from laying the foundation of a building - to framing the structure - to providing interior and external finishing services. They are in demand on both residential and commercial construction projects, on new builds and on rehabs. Whether your ambition is to be a general carpenter or become more specialized in one area of expertise, the solid base of construction theory and practices you receive at South Central College will serve you well.

Many of South Central College's carpentry students go directly to work in the construction industry, but some go on to pursue bachelor's degrees in construction management or other related fields.

The Carpentry Program at South Central College Includes:

- Carpentry Tools and Safety
- Print Reading
- Residential Principles I
- Residential Principles II
- Stairway Technology
- Interior Finish I
- Interior Finish II
- Exterior Finish
- Carpentry Lab
- Foundations and Footings
- Commercial Construction Concepts
- Construction Site Experience I
- Residential Framing
- Construction Site Experience II
- Math for Technical Careers

Employment Outlook

Region	2014 Jobs	2022 Jobs	% Change	Average Hourly Wage	Average Annual Wage
Regional	2,031	2,147	6%	\$18.13	\$37,710
State	30,118	32,001	6%	\$22.45	\$46,696
National	1,743,301	1,785,383	2%	\$20.57	\$42,786

Carpentry Degrees

- Carpentry AAS Degree
- Carpentry Diploma
- Carpentry Certificate

South Central College

2017-2018 Academic Catalog

Carpentry AAS Degree

60 Credits

AAS 2452

Degree Description

****The Carpentry AAS program is no longer accepting new applicants****

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

Admission Dates: Fall Semester

Offered on the Faribault Campus

Required Technical Courses (15 Courses)

Complete the following courses:

CARP1110 Carpentry Tools and Safety (2 Credits)

CARP1121 Print Reading (2 Credits)

CARP1123 Residential Principles I (5 Credits)

CARP1130 Residential Principles II (5 Credits)

CARP1226 Stairway Technology (2 Credits)

CARP1227 Interior Finish I (2 Credits)

CARP1228 Interior Finish II (4 Credits)

CARP1229 Exterior Finish (2 Credits)

CARP1232 Carpentry Lab (2 Credits)

CARP2100 Foundations and Footings (3 Credits)

CARP2101 Commercial Construction Concepts (2 Credits)

CARP2102 Construction Site Experience I (4 Credits)

CARP2103 Residential Roof Framing (2 Credits)

CARP2202 Construction Site Experience II (5 Credits)

MATH1050 Mathematics for Technical Careers (3 Credits)

Required Liberal Arts and Sciences (1 Course)

To complete an AAS Degree, students must complete 15 MnTC credits from 3 of the 10 MnTC goal areas. Choose one of the following COMM courses:

COMM100 Introduction to Human Communication (3 Credits)

COMM110 Public Speaking (3 Credits)

COMM120 Small Group Communication (3 Credits)

COMM130 Intercultural Communication (3 Credits)

COMM140 Interpersonal Communication (3 Credits)

Required MATH Course (1 Course)

Choose one MATH course approved in MnTC Goal 4:

Additional Liberal Arts and Sciences

Select 8 or 9 additional MnTC credits. At least one Course must be outside of MnTC Goals 1 and 4. Courses must be chosen in consultation with your advisor

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

South Central College

2017-2018 Academic Catalog

Carpentry Diploma

65 Credits

DIP 2451

Degree Description

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

Admission Dates: Fall Semester

Offered on the Faribault Campus

Required Technical Courses (19 Courses)

You must complete all of the following classes:

MATH1050 Mathematics for Technical Careers (3 Credits)

CARP1110 Carpentry Tools and Safety (2 Credits)

CARP1121 Print Reading (2 Credits)

CARP1123 Residential Principles I (5 Credits)

CARP1130 Residential Principles II (5 Credits)

CARP1210 Introduction to Cabinetmaking (3 Credits)

CARP1229 Exterior Finish (2 Credits)

CARP1239 Interior Finish (4 Credits)

CARP1232 Carpentry Lab (2 Credits)

CARP1221 Commercial Print Reading (2 Credits)

CARP2023 Advanced Principles I (4 Credits)

CARP2030 Advanced Principles II (5 Credits)

CARP2101 Commercial Construction Concepts (2 Credits)

CARP2032 OSHA 30 For Construction (2 Credits)

CARP1226 Stairway Technology (2 Credits)

CARP2105 Job Site Experience (5 Credits)

CARP2103 Residential Roof Framing (2 Credits)

CARP2129 Advanced Exterior Finish (3 Credits)

CARP2139 Advanced Interior Finish (4 Credits)

Required Liberal Arts and Sciences (1 Course)

Choose 1 course from the following list:

COMM100 Introduction to Human Communication (3 Credits)

COMM110 Public Speaking (3 Credits)

COMM120 Small Group Communication (3 Credits)

COMM130 Intercultural Communication (3 Credits)

COMM140 Interpersonal Communication (3 Credits)

Additional Liberal Arts and Sciences (3 Credits)

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

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

South Central College

2017-2018 Academic Catalog

Carpentry Certificate

17 Credits

CERT2453

Degree Description

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

Admission Dates: Fall Semester

Offered on the Faribault Campus

Required Technical Courses (5 Courses)

Complete the following courses:

CARP1110 Carpentry Tools and Safety (2 Credits)

CARP1121 Print Reading (2 Credits)

CARP1123 Residential Principles I (5 Credits)

CARP1130 Residential Principles II (5 Credits)

MATH1050 Mathematics for Technical Careers (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Child Development Careers

Make a Difference in the Lives of Children

Early childhood education is an exciting career for people who are passionate about helping children learn and grow. The Child Development Careers program will prepare you to be a professional in a variety of early childhood and educational settings. You'll learn skills such as guidance techniques, health and safety, cultural sensitivity, curriculum planning, enhancing literacy and interpersonal communication. Graduates may pursue positions such as early childhood teachers, director, site coordinator, or as paraprofessionals within a school system.

South Central College's AS degree in Child Development has a seamless transfer of credits in a partnership with Southwest Minnesota State University in Marshall to work towards a Bachelor's degree in a Birth to 3rd Grade Licensure Program. Our AAS degree in Child Development offers a seamless transfer to the University of Wisconsin-River Falls to pursue a Bachelor's degree in Early Childhood Education, with or without certification.

The Child Development program is designed to meet the needs of both full-time and part-time students with many courses offered online. On campus courses may be offered in the morning, late afternoon or early evening. South Central College would be proud to provide the education necessary for you to become a skilled early childhood professional. Education for early childhood licensure is provided by South Central College according to the Minnesota Department of Human Services requirements.

The Child Development Careers Program at South Central College Includes:

- Hands On Activities
- Small Class Sizes
- On the Job Experience
- One-on-One Academic Advising

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.
4. Plan, develop and implement lesson plans.
5. Demonstrate knowledge of appropriate physical environments for learning.
6. Demonstrate techniques for observing, recording and analyzing observations.
7. Identify and implement techniques of collaboration with parents, colleagues, children and community services.

Child Development Careers Degrees

- Child Development AS Degree
- Administration of Child Care Programs AAS Degree
- Child Development AAS Degree
- Family Services Specialist AAS Degree
- Child Development Diploma
- Administration of Child Care Programs Certificate
- Child Development Certificate

South Central College

2017-2018 Academic Catalog

Child Development Associate of Science Degree

60 Credits

AS 2509/AS 3510
Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (11 Courses)

Complete the following courses:

- CDEV1210** Child Growth and Development (3 Credits)
- CDEV1220** Health, Safety & Nutrition (3 Credits)
- CDEV1240** Working with Diverse Families and Children (3 Credits)
- CDEV1260** Observation and Assessment 1 (1 Credit)
- CDEV1270** Learning Environment & Curriculum (3 Credits)
- CDEV1310** Infant-Toddler Development and Learning Experiences (3 Credits)
- CDEV2210** Observation and Assessment 2 (2 Credits)
- CDEV2510** Internship (3 Credits)
- CDEV2310** Children with Differing Abilities (3 Credits)
- CDEV2530** Curriculum Planning (3 Credits)
- CDEV2560** Language and Literacy Development (3 Credits)

Required Liberal Arts & Sciences (3 Courses)

To complete the Child Development AS Degree, students must complete 30 MNTC credits from 6 of the 10 MNTC Goal areas. The following courses are required:

- ENGL100** Composition (4 Credits)
- COMM110** Public Speaking (3 Credits)
- MATH120** College Algebra (4 Credits)

Liberal Arts and Sciences Electives

Select an additional 19 credits to fulfill four other MNTC Goal Areas (MNTC Goals 2,3,5,6,7,8,9,10).

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

South Central College

2017-2018 Academic Catalog

Administration of Child Care Programs AAS Degree

60 Credits

AAS 2512/AAS 3512
Degree Description

A manager of an early childhood or afterschool program has complex responsibilities that require a wide range of knowledge and skills. The Administration of Child Care Programs degree is designed to build students' knowledge and abilities to adequately and effectively evaluate the qualifications and performance of employees, develop sound personnel practices, oversee the purchase, care and maintenance of equipment, develop and evaluate sound curricula, build and maintain professional relationships with parents, staff and colleagues, and respond sensitively to the diverse needs of children, their parents, and staff. The skills obtained in this degree will prepare students for career opportunities such as a Director, Assistant Director, Site Coordinator, Early Childhood Teacher or Paraprofessional.

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (18 Courses)

Complete the following courses:

CDEV1210 Child Growth and Development (3 Credits)
CDEV1220 Health, Safety & Nutrition (3 Credits)
CDEV1240 Working with Diverse Families and Children (3 Credits)
CDEV1260 Observation and Assessment 1 (1 Credit)
CDEV1270 Learning Environment & Curriculum (3 Credits)
CDEV1310 Infant-Toddler Development and Learning Experiences (3 Credits)
CDEV1312 Preschool Development and Learning Experiences (3 Credits)
CDEV2210 Observation and Assessment 2 (2 Credits)
CDEV2310 Children with Differing Abilities (3 Credits)
CDEV2510 Internship (3 Credits)
CDEV2520 Children with Challenging Behaviors (3 Credits)
MKT 1900 Principles of Management (3 Credits)
MKT 1930 Human Resource Management (3 Credits)
ACCT1814 Payroll Accounting (3 Credits)
 Or
ACCT1810 Financial Accounting (4 Credits)
CDEV2940 Managing Multiple Sites (1 Credit)
CDEV2990 Practicum Project (1 Credit)
HLTH1950 CPR (1 Credit)
 Or
HLTH1952 First Aid (1 Credit)
 Or
HLTH1954 Safety (1 Credit)

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

Select one ENGL or COMM course from MNTC Goal 1.

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

Select one SOC or PSYC course from MNTC Goal 5.

Additional Liberal Arts and Sciences (9-11 Credits)

To complete an AAS Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC goal areas. At least one course must be from outside MNTC Goal Areas 1 and 5.

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

South Central College

2017-2018 Academic Catalog

Child Development AAS Degree

60 Credits

AAS 2507/AAS 3507
Degree Description

Education for early childhood licensure is provided by South Central College according to the Minnesota Department of Human Services requirements. Individuals will be prepared for careers in a variety of early childhood and educational settings. Graduates may pursue positions such as early childhood teachers or assistants, or as paraprofessionals within a school system. Graduates receiving an A.A.S. Degree in Child Development may transfer the degree to Metropolitan State University to pursue a B.A.S. Degree in the Early Childhood Studies, Psychology Department. This articulation agreement may be revised when program changes are made in the B.A.S. Degree in the Early Childhood Studies, Psychology Department at Metropolitan State University.

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (16 Courses)

Complete the following courses:

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

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

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

Liberal Arts and Sciences - Communication (1 Course)

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

Required Liberal Arts & Sciences (7 - 9 Credits)

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

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

South Central College

2017-2018 Academic Catalog

Family Services Specialist AAS Degree

60 Credits

AAS 2515/AAS 3515

Degree Description

This award will prepare individuals for careers in a variety of family and child services settings. Students will learn skills such as positive behavioral interventions, health and safety, cultural sensitivity, family dynamics, record keeping and interpersonal communication.

The Family Service Specialist program is designed to establish a foundation in early childhood education, improve the quality of early childhood services, and prepares learners for positions in several areas in the health, human services, and education fields with children, adolescents, adults, and senior citizens. Those who may be interested in Social Work, Sociology, Psychology, Home Visitor for children and families or other health related areas may want to consider the Family Service Specialist program as a well-rounded educational base to support further development.

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (13 Courses)

Complete the following courses:

- CDEV1210** Child Growth and Development (3 Credits)
- CDEV1220** Health, Safety & Nutrition (3 Credits)
- CDEV1240** Working with Diverse Families and Children (3 Credits)
- CDEV1310** Infant-Toddler Development and Learning Experiences (3 Credits)
- CDEV1312** Preschool Development and Learning Experiences (3 Credits)
- CDEV2310** Children with Differing Abilities (3 Credits)
- CDEV2510** Internship (3 Credits)
- CDEV2590** Social-Emotional Development and Learning (3 Credits)
- CSS 1801** Direct Service Professionalism (3 Credits)
- CSS 1811** Facilitating Positive Behaviors (4 Credits)
- CSS 1902** Physical Developmental Supports II (3 Credits)
- CSS 1911** Community Social Service Internship Seminar (1 Credit)
- CSS 1913** Supportive Interventions (4 Credits)

Required Liberal Arts and Sciences (4 Courses)

To complete an AAS Degree, students must complete 21 credits from 3 of the 10 MnTC goal areas.

The following courses are required:

- ENGL100** Composition (4 Credits)
- SOWK100** Introduction to Social Work (3 Credits)
- SOWK105** Social Welfare Services (3 Credits)
- SOC 201** Marriage and Family (3 Credits)

Liberal Arts and Sciences Electives

Select an additional 8 credits of Liberal Arts and Sciences in consultation with your Advisor.

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

South Central College

2017-2018 Academic Catalog

Child Development Diploma

33 Credits

DIP 2506/DIP 3506

Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (10 Courses)

Complete the following courses:

CDEV1210 Child Growth and Development (3 Credits)

CDEV1220 Health, Safety & Nutrition (3 Credits)

CDEV1240 Working with Diverse Families and Children (3 Credits)

CDEV1260 Observation and Assessment 1 (1 Credit)

CDEV1270 Learning Environment & Curriculum (3 Credits)

CDEV1310 Infant-Toddler Development and Learning Experiences (3 Credits)

CDEV1312 Preschool Development and Learning Experiences (3 Credits)

CDEV2210 Observation and Assessment 2 (2 Credits)

CDEV2510 Internship (3 Credits)

Required Liberal Arts & Sciences (6 Credits)

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

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

South Central College

2017-2018 Academic Catalog

Administration of Child Care Programs Advanced Certificate

11 Credits

CERT2511/CERT3511

Degree Description

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

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

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (5 Courses)

MKT 1900 Principles of Management (3 Credits)

MKT 1930 Human Resource Management (3 Credits)

ACCT1814 Payroll Accounting (3 Credits)

Or

ACCT1810 Financial Accounting (4 Credits)

CDEV2940 Managing Multiple Sites (1 Credit)

CDEV2990 Practicum Project (1 Credit)

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

South Central College

2017-2018 Academic Catalog

Child Development Certificate

16 Credits

CERT2505/CERT3508

Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (6 Courses)

Choose the following courses

CDEV1210 Child Growth and Development (3 Credits)

CDEV1220 Health, Safety & Nutrition (3 Credits)

CDEV1230 Guiding Children's Behavior (3 Credits)

CDEV1240 Working with Diverse Families and Children (3 Credits)

CDEV1260 Observation and Assessment 1 (1 Credit)

CDEV1270 Learning Environment & Curriculum (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Civil Engineering Technology

Do you have a strong inclination towards math, science, and technology?

Are you curious to know how to construct highways, bridges, and learn about land surveying? If so, you will do well with a Civil Engineering Technology degree from South Central College. The need to maintain and repair infrastructure continues to increase; this puts you in high demand in today's professional work force.

The Civil Engineering Technology program prepares students for entry-level employment as engineering technicians. Graduates will learn surveying techniques, along with design and construction practices dealing with sewer, water, streets, roads, and land surveying.

This hands-on learning program gives students the opportunity to apply real-world skills with the latest technology. Faculty members are working professionals who provide industry expertise in the classroom. Students will be introduced to the newest surveying equipment, computer programming, and computer aided drafting and surveying systems.

The abilities to work independently and make decisions, along with accuracy and neatness, are very important qualities for technicians. Technicians must be able to deal with professional people as well as the general public on a day to day basis. Technicians can work in a variety of positions including: engineering designer, construction inspector, construction manager, and CAD operator. The A.A.S. degree provides students with the necessary technical skills plus the Liberal Arts and Sciences base to broaden their horizons and aid them in seeking employment advancement.

The Civil Engineering Technician Program at South Central College Includes:

- Surveying
- Design
- Inspection
- Drafting
- Practical Mathematics
- Project Management
- Construction Estimating
- GPS/GIS

Core Competencies

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

Civil Engineering Technology Degrees

- Civil Engineering Technology AAS Degree

South Central College

2017-2018 Academic Catalog

Civil Engineering Technology AAS Degree

60 Credits

AAS 3405

Degree Description

Learners in the Civil Engineering Technology program will learn surveying techniques along with design and construction practices dealing with sewer, water, streets, roads and land surveying. Learners will be introduced to the newest surveying equipment plus computer programming, computer aided drafting and surveying systems. The ability to work independently and make decisions, along with accuracy and neatness are very important qualities for technicians. Technicians must be able to deal with professional people as well as the general public on a daily basis. The A.A.S. degree provides students with the necessary technical skills plus the Liberal Arts and Sciences base to broaden their horizons and aid them in seeing employment advancement.

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (13 Courses)

Complete the following courses:

CTLS1800 Construction Contract Documents (3 Credits)

CTLS1805 Civil Cad (3 Credits)

CTLS1810 Introduction to Surveying (4 Credits)

CTLS1815 Surveying 2 (4 Credits)

CTLS1820 Materials Technology (4 Credits)

CTLS2825 Civil Design (4 Credits)

CTLS2830 Construction Estimating and Inspections (4 Credits)

CTLS2835 Introduction to Land Surveying (3 Credits)

CTLS2846 Hydrology and Hydraulics (3 Credits)

CTLS2851 Internship (3 Credits)

Required Liberal Arts and Sciences (1 Course)

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

The following course is required:

ENGL100 Composition (4 Credits)

Required Math Courses (1 Course)

Select one or two courses to complete the Math requirement:

MATH120 College Algebra (4 Credits)

And

MATH125 Trigonometry (3 Credits)

Or

Liberal Arts and Science Electives (4 Credits)

Select 4 - 7 MnTC credits to reach a total of 15 credits. At least one course must be outside of MnTC Goal Areas 1 and 4.

Courses must be chosen in consultation with advisor/faculty.

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

South Central College

2017-2018 Academic Catalog

College Readiness

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

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

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

College Readiness Degrees

- College Readiness

South Central College

2017-2018 Academic Catalog

College Readiness

NA 8003/NA 3803

Degree Description

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

Offered on the Faribault and North Mankato Campuses

Reading Courses (2 Courses)

READ0080 Reading I (4 Credits)

READ0085 Reading and Critical Thinking I and II Modular (6 Credits)

READ0090 Reading and Critical Thinking II (4 Credits)

Writing Courses (2 Courses)

ENGL0080 English and Writing I (4 Credits)

ENGL0085 Writing and English I and II Modular (6 Credits)

ENGL0090 Writing and English II (4 Credits)

Math Courses (2 Courses)

MATH0075 Introductory Algebra (4 Credits)

MATH0085 Intermediate Algebra (4 Credits)

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

South Central College

2017-2018 Academic Catalog

Community Social Service

****This program is no longer accepting new students****

The Community Social Service Program (CSS) prepares learners for positions in several areas in the health, human services, and education fields with children, adolescents, adults, and senior citizens. Graduates may serve a variety of at-risk populations including people with disabilities, mental illness, substance abuse, poverty, and disadvantaged. Those 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.

Mission Statement

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

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

Core Competencies

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

Community Social Service Degrees

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

South Central College

2017-2018 Academic Catalog

Community Social Services AAS Degree

60 Credits

AAS 2262/AAS 3362
Degree Description

****This program is no longer accepting new applicants****

The A.A.S. degree entitles learners to the Designated Coordinator status in addition to having three years of work experience and applies to supervisory and middle management positions in human services settings licensed by the Consolidated Standards Rule. Learners completing the A.A.S. degree must have certification in CPR and First Aid at the time of graduation. These certifications may be completed through SCC or an employer. The A.A.S. degree offers the graduates the option to continue their education at a four-year institution upon completion.

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (12 Courses)

Complete the following courses:

CSS 1910 Community Social Service Internship (4 Credits)
CSS 1911 Community Social Service Internship Seminar (1 Credit)
HC 1000 Medical Terminology (3 Credits)
HCTC1886 Nursing Assistant (4 Credits)
OTEC1001 Computer Software for College (2 Credits)

Other Required Technical Courses

Students are responsible for these two courses outside of the credit totals for the program:

HLTH1950 CPR (1 Credit)
HLTH1952 First Aid (1 Credit)

Required Liberal Arts and Sciences (4 Courses)

To complete an AAS Degree, students must complete 24 credits from 3 of the 10 MnTC goal areas.

The following courses are required:

ENGL100 Composition (4 Credits)
SOWK100 Introduction to Social Work (3 Credits)
SOWK105 Social Welfare Services (3 Credits)
SOWK110 Community Social Service Projects (3 Credits)

Liberal Arts and Sciences Electives

Select an additional 11 credits of Liberal Arts and Sciences in consultation with your Advisor.

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

South Central College

2017-2018 Academic Catalog

Community Social Service Diploma

43 Credits

DIP 2261/DIP 3361

Degree Description

****This program is no longer accepting new applicants****

Through the diploma program learners will, in addition to completing the certificate coursework, gain knowledge and skills in human behavior, communication, and medication areas. The diploma will provide the learner with the ability to obtain Designated Coordinator status in addition to having three years of work experience. Learners completing the diploma must have certification in CPR and First aid at the time of graduation. These certifications may be completed through SCC or an employer. Upon completing the coursework from the certificate and diploma the learner will also have the option to complete the A.A.S. degree, which includes 15 credits of transferable Liberal Arts & Sciences coursework. Graduates also have the ability to transfer to Minnesota State University, Mankato as we have an agreement with the Social Work Department.

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (12 Courses)

Please complete the following courses:

CSS 1911 Community Social Service Internship Seminar (1 Credit)

HC 1000 Medical Terminology (3 Credits)

HCTC1886 Nursing Assistant (4 Credits)

OTEC1001 Computer Software for College (2 Credits)

Other Required Technical Courses

Students are responsible for these courses outside of the credit totals for the program.

HLTH1950 CPR (1 Credit)

HLTH1952 First Aid (1 Credit)

Required Liberal Arts & Sciences: (1 Course)

You must complete the following course.

ENGL100 Composition (4 Credits)

Elective Credits (1 Course)

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

BIOL100 Introduction to Biology (4 Credits)

MATH154 Elementary Statistics (4 Credits)

ETHN101 American Racial Minorities (3 Credits)

PSYC110 Lifespan Psychology (3 Credits)

SOC 101 Introduction to Sociology (4 Credits)

ASL 101 American Sign Language 1 (3 Credits)

ECON110 Principles of Macroeconomics (3 Credits)

ECON120 Principles of Microeconomics (3 Credits)

PHIL100 Ethics in Society (3 Credits)

POL 110 American Government (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Community Social Service Certificate

17 Credits

CERT2260/CERT3360
Degree Description

****This program is no longer accepting new applicants****

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

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (5 Courses)

Complete the following courses:

CSS 1801 Direct Service Professionalism (3 Credits)

CSS 1802 Physical Developmental Supports I (3 Credits)

CSS 1804 Person Centered Planning (3 Credits)

CSS 1811 Facilitating Positive Behaviors (4 Credits)

HCTC1886 Nursing Assistant (4 Credits)

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

South Central College

2017-2018 Academic Catalog

Computer Careers

Find the Right Computer Program

If you are thinking that a career in computers is for you, then South Central College has a great program for you. Our full-menu of computer career options is sure to provide you with just the right information technology education you're looking for.

For decades, computer careers have provided high wages and low unemployment rates for tech-trained professionals. As a computer specialist, you will find opportunities in virtually any field that may be of interest to you including health care, entertainment and gaming, science and research labs.

At South Central College, you'll have an opportunity to select the area of computer science that you want to specialize in. Our program flexibility offers the option to become a:

- Computer programmer/analyst
- Database programmer/administrator
- Technical support specialist
- Technical writer
- Help desk specialist
- Software tester
- Network administrator
- Database administrator
- Web designer/developer

Hands-on training is provided on multiple platforms: Windows, Linux and Cloud environments. Within this framework, you will have the opportunity to learn current in-demand programming languages, software design skills, networking, and working with systems in the Cloud. Online classes and Web programming certification are also available to students.

While many South Central College computer career graduates go directly to work, some go on to pursue bachelor's degrees in computer-related fields.

Economic Outlook

Region	2014 Jobs	2019 Jobs	Growth %	Average Hourly Beginning Wage	Average Annual Beginning Wage
Regional	4881	5210	7%	\$19.50	\$40,560
State	96,964	101,771	6%	\$21.43	\$44,574
National	4,443,496	4,676,316	5%	\$22.28	\$46,342

Computer Careers Core Coursework:

- Foundations of Computing
- Spreadsheet/Database Integration
- Programming Fundamentals
- Web for Business
- PC Hardware/Software Essentials
- Data Communications
- Networking

Computer Careers Degrees

- Information Systems AAS Degree
- Networking Services AAS Degree
- Information Systems Diploma
- Networking Services Diploma
- Cloud Computing and Virtualization Certificate
- Computer Assistant Certificate
- Enterprise Computing Certificate
- Network Administration Certificate
- Web Programmer Certificate

South Central College

2017-2018 Academic Catalog

Information Systems AAS Degree

60 Credits

AAS 3275

Degree Description

This program is designed to prepare the learner for a career as a computer programmer, programmer/analyst, database programmer, database administrator, technical writer, technical support specialist, help desk specialist, web designer, web developer, webmaster, software or software tester. The learner will receive a solid background in the basic concepts of computer programming, web page development, web server application development, management and maintenance of web servers, and electronic commerce concepts. The learner will be exposed to major programming languages, systems analysis and software design, computer operating systems, and Internet services. **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 Student Learning Outcomes

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (6 Courses)

Complete all of the following courses:

- COMP1120** Foundations of Computing (4 Credits)
- COMP1125** Spreadsheet/Database Integration (4 Credits)
- COMP1130** Programming Fundamentals (4 Credits)
- COMP1140** Web for Business (3 Credits)
- COMP1200** PC Hardware and Software Essentials (4 Credits)
- COMP1360** Introduction to Data Communications and Networking (4 Credits)

Technical Electives (5 Courses)

Select any 5 courses from the following list.

- COMP2145** Web Programming (4 Credits)
- COMP2150** Web Services (4 Credits)
- COMP2310** Visual Basic.Net (4 Credits)
- GCC 1120** Graphic Software 1 (4 Credits)
- COMP2200** IBM i5 (iSeries) Operating System (4 Credits)
- COMP2205** RPG IV (iSeries) (4 Credits)
- COMP2220** SQL/DB2 (4 Credits)
- COMP2460** Linux Administration (4 Credits)
- COMP2500** Emerging Technologies (4 Credits)

Required Capstone (2 Credits)

Complete 2 credits:

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

Required Liberal Arts & Sciences (3 Courses)

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

ENGL100 Composition (4 Credits)

Or

ENGL240 Technical Communication (4 Credits)

COMM110 Public Speaking (3 Credits)

Or

COMM120 Small Group Communication (3 Credits)

Or

COMM140 Interpersonal Communication (3 Credits)

MATH115 Concepts in Math (4 Credits)

Or

MATH120 College Algebra (4 Credits)

Elective Liberal Arts & Sciences

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

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

South Central College

2017-2018 Academic Catalog

Networking Services AAS Degree

60 Credits

AAS 3277

Degree Description

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

Degree Student Learning Outcomes

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (6 Courses)

Complete the following courses:

- COMP1120** Foundations of Computing (4 Credits)
- COMP1125** Spreadsheet/Database Integration (4 Credits)
- COMP1130** Programming Fundamentals (4 Credits)
- COMP1140** Web for Business (3 Credits)
- COMP1200** PC Hardware and Software Essentials (4 Credits)
- COMP1360** Introduction to Data Communications and Networking (4 Credits)

Technical Electives (5 Courses)

Select any 5 courses from the following list.

Required Capstone (2 Credits)

Complete 2 credits:

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

Required Liberal Arts & Sciences (3 Courses)

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

- ENGL100** Composition (4 Credits)

Or

- ENGL240** Technical Communication (4 Credits)

- COMM110** Public Speaking (3 Credits)

Or

- COMM120** Small Group Communication (3 Credits)

Or

- COMM140** Interpersonal Communication (3 Credits)

- MATH115** Concepts in Math (4 Credits)

Or

- MATH120** College Algebra (4 Credits)

Elective Liberal Arts & Sciences

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

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

South Central College

2017-2018 Academic Catalog

Information Systems Diploma

60 Credits

DIP 3276

Degree Description

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

Diploma Student Learning Outcomes

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (6 Courses)

Complete all of the following courses:

- COMP1120** Foundations of Computing (4 Credits)
- COMP1125** Spreadsheet/Database Integration (4 Credits)
- COMP1130** Programming Fundamentals (4 Credits)
- COMP1140** Web for Business (3 Credits)
- COMP1200** PC Hardware and Software Essentials (4 Credits)
- COMP1360** Introduction to Data Communications and Networking (4 Credits)

Technical Electives (5 Courses)

Choose 5 courses from the following list:

- COMP2145** Web Programming (4 Credits)
- COMP2150** Web Services (4 Credits)
- COMP2300** Java (4 Credits)
- COMP2310** Visual Basic.Net (4 Credits)
- GCC 1120** Graphic Software 1 (4 Credits)

Additional Technical Electives (2 Courses)

Choose two courses from the following:

- COMP2200** IBM i5 (iSeries) Operating System (4 Credits)
- COMP2205** RPG IV (iSeries) (4 Credits)
- COMP2220** SQL/DB2 (4 Credits)
- COMP2460** Linux Administration (4 Credits)
- COMP2462** Microsoft Administration (4 Credits)
- COMP2468** (Credit)
- COMP2475** Security Basics (4 Credits)

Required Capstone (2 Credits)

Complete 2 credits:

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

Required Liberal Arts and Sciences (2 Courses)

Select the following courses:

ENGL100 Composition (4 Credits)

Or

ENGL240 Technical Communication (4 Credits)

COMM110 Public Speaking (3 Credits)

Or

COMM120 Small Group Communication (3 Credits)

Or

COMM140 Interpersonal Communication (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Networking Services Diploma

60 Credits

DIP 3278

Degree Description

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

Diploma Student Learning Outcomes

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (11 Courses)

Complete the following courses:

- COMP1120** Foundations of Computing (4 Credits)
- COMP1125** Spreadsheet/Database Integration (4 Credits)
- COMP1130** Programming Fundamentals (4 Credits)
- COMP1200** PC Hardware and Software Essentials (4 Credits)
- COMP1360** Introduction to Data Communications and Networking (4 Credits)
- COMP2460** Linux Administration (4 Credits)
- COMP2462** Microsoft Administration (4 Credits)
- COMP2466** Routing & Switching (4 Credits)
- COMP2475** Security Basics (4 Credits)
- COMP2453** Virtualization Technologies (4 Credits)

Technical Electives (2 Courses)

You must complete two courses from the following list:

- COMP2456** Cloud Technologies and Services (4 Credits)
- COMP2452** Information Storage and Management (4 Credits)
- COMP2145** Web Programming (4 Credits)
- COMP2150** Web Services (4 Credits)
- COMP2300** Java (4 Credits)
- COMP2310** Visual Basic.Net (4 Credits)
- COMP2200** IBM i5 (iSeries) Operating System (4 Credits)
- COMP2205** RPG IV (iSeries) (4 Credits)

Required Capstone (2 Credits)

Complete 2 credits:

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

Required Liberal Arts & Sciences (2 Courses)

Complete the following courses:

ENGL100 Composition (4 Credits)

Or

ENGL240 Technical Communication (4 Credits)

COMM110 Public Speaking (3 Credits)

Or

COMM120 Small Group Communication (3 Credits)

Or

COMM140 Interpersonal Communication (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Cloud Computing and Virtualization Certificate

20 Credits

CERT3298

Degree Description

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

Admission Dates: Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (3 Courses)

Complete the following courses:

COMP2456 Cloud Technologies and Services (4 Credits)

COMP2452 Information Storage and Management (4 Credits)

COMP2453 Virtualization Technologies (4 Credits)

Technical Electives (8 Credits)

Select two of the following courses:

COMP2460 Linux Administration (4 Credits)

COMP2462 Microsoft Administration (4 Credits)

COMP2466 Routing & Switching (4 Credits)

COMP2475 Security Basics (4 Credits)

COMP2500 Emerging Technologies (4 Credits)

COMP2145 Web Programming (4 Credits)

COMP2150 Web Services (4 Credits)

COMP2300 Java (4 Credits)

COMP2310 Visual Basic.Net (4 Credits)

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

South Central College

2017-2018 Academic Catalog

Computer Assistant Certificate

23 Credits

CERT3279

Degree Description

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

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (6 Courses)

Complete all of the following courses:

COMP1120 Foundations of Computing (4 Credits)

COMP1125 Spreadsheet/Database Integration (4 Credits)

COMP1130 Programming Fundamentals (4 Credits)

COMP1140 Web for Business (3 Credits)

COMP1200 PC Hardware and Software Essentials (4 Credits)

COMP1360 Introduction to Data Communications and Networking (4 Credits)

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

South Central College

2017-2018 Academic Catalog

Enterprise Computing Certificate

20 Credits

CERT3296

Degree Description

This certificate provides learners with an additional skill-set to support IBM's Power Systems Platform and the IBMi Operating System. Successful graduates will gain experience with RPG, DB2/SQL, and IBMi. This will help a learner bridge the gap between current computer systems and legacy systems still used as part of several enterprise computing systems. Prior to entry into the program, it is strongly recommended that learners complete the Computer Assistant certificate or have advanced programming skills and/or IT related industry experience.

Admission Dates: Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (4 Courses)

Complete the following courses:

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

COMP2205 RPG IV (iSeries) (4 Credits)

COMP2220 SQL/DB2 (4 Credits)

COMP2300 Java (4 Credits)

Technical Electives (4 Credits)

Select one of the following courses:

COMP2145 Web Programming (4 Credits)

COMP2150 Web Services (4 Credits)

COMP2460 Linux Administration (4 Credits)

COMP2500 Emerging Technologies (4 Credits)

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

South Central College

2017-2018 Academic Catalog

Network Administration Certificate

20 Credits

CERT3297

Degree Description

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

Admission Dates: Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (4 Courses)

Complete the following courses:

COMP2460 Linux Administration (4 Credits)

COMP2462 Microsoft Administration (4 Credits)

COMP2466 Routing & Switching (4 Credits)

COMP2475 Security Basics (4 Credits)

Technical Electives (4 Credits)

Select one of the following courses:

COMP2456 Cloud Technologies and Services (4 Credits)

COMP2452 Information Storage and Management (4 Credits)

COMP2453 Virtualization Technologies (4 Credits)

COMP2500 Emerging Technologies (4 Credits)

COMP2145 Web Programming (4 Credits)

COMP2150 Web Services (4 Credits)

COMP2300 Java (4 Credits)

COMP2310 Visual Basic.Net (4 Credits)

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

South Central College

2017-2018 Academic Catalog

Web Programmer Certificate

20 Credits

CERT3261

Degree Description

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

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (5 Courses)

Complete all of the following courses:

COMP2145 Web Programming (4 Credits)

COMP2150 Web Services (4 Credits)

COMP2300 Java (4 Credits)

COMP2310 Visual Basic.Net (4 Credits)

GCC 1120 Graphic Software 1 (4 Credits)

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

South Central College

2017-2018 Academic Catalog

Computer Integrated Machining

Integrate and Accelerate

With manufacturing booming, the need for machinists is as great as ever. And graduates from South Central College's Computer Integrated Machining (CIM) program get hired – with a 93% field placement rate! South Central College's CIM program includes a combination of classroom instruction and hands-on application. Machining labs feature state-of-the art equipment, featuring equipment by Haas Automation, Inc. and other leading manufactures, assuring you'll gain hands on experience utilizing today's technology. Maybe that's why South Central College CIM students took home medals in 13 different categories in the 2014 Minnesota SkillsUSA competition!

Your instruction at South Central College will begin with the "Right Skills Now" program of the National Association Manufacturers (NAM). This accelerated program, which is automatically embedded into the first semester curriculum for all CIM students, enables you to earn four NAM-endorsed certificates from the National Institute of Metalworking Skills (NIMS) in your initial coursework at South Central College. Then you can earn an additional seven NIMS certificates while pursuing your Associate of Applied Science Degree, which certifies you for the NIMS Machining Level I credential. Also, because the NIMS certificates are nationally recognized and build upon one another, you have the flexibility to obtain each certificate at a time that is right for you and use these credentials to demonstrate your skill level.

The CIM Program at South Central College Includes:

- Quality Assurance
- CNC Programming
- Concept Engineering
- Applications
- Machining Computations
- Applied Welding
- Lathe Turning
- Milling
- Grinding
- Machine Tool

Core Competencies

1. Operate industry-specific computer software
2. Demonstrate computer machining skills
3. Demonstrate safe machining practices
4. Produce quality machined parts
5. Evaluate the quality of machined parts against industry standards

Computer Integrated Machining Degrees

- Computer Integrated Machining AAS Degree
- Computer Integrated Machining Diploma
- CIM Right Skills Now Certificate

South Central College

2017-2018 Academic Catalog

Computer Integrated Machining AAS Degree

72 Credits

AAS 2442/AAS 3458

Degree Description

The A.A.S degree in the Computer Integrated Machining program consists of opportunities for students to work with multiple aspects including working with engineering drawings, CNC programming, lathe turning, vertical milling and grinding, jig and fixtures, and mold and die. During this A.A.S. degree program, learners will have the opportunity to receive eleven national credentials from the National Institute for Metalworking Skills (NIMS). In addition to the technical training, learners in the A.A.S. degree will receive the benefits of valuable Liberal Arts and Sciences courses.

Admission Dates: Fall Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (23 Courses)

You must complete all of the following classes:

CMAE1514 Safety Awareness (2 Credits)
CMAE1518 Manufacturing Process and Production (2 Credits)
CMAE1522 Quality Practices (2 Credits)
CMAE1526 Maintenance Awareness (2 Credits)
CIM 1102 CNC Programming I (2 Credits)
CIM 1103 Lathe Turning I (2 Credits)
CIM 1104 Vertical Milling I (2 Credits)
CIM 1106 Machine Tool Theory I (1 Credit)
CIM 1150 Machining Computations (2 Credits)
CIM 1201 Interpreting Engineering Drawings II (2 Credits)
CIM 1202 CNC Programming II (3 Credits)
CIM 1203 Lathe Turning II (3 Credits)
CIM 1204 Vertical Milling II (2 Credits)
CIM 1206 Machine Tool Theory II (2 Credits)
CIM 1207 Interpreting Engineering Drawings (2 Credits)
CIM 1209 Surface Grinding (2 Credits)
CIM 2101 Interpreting Engineering Drawings III (2 Credits)
CIM 2103 CNC Programming III (4 Credits)
CIM 2106 Jigs and Fixtures (2 Credits)
CIM 2109 Applications II (4 Credits)
CIM 2204 CNC Programming IV (4 Credits)
CIM 2205 Advanced Quality and Inspection (4 Credits)
CIM 2206 Mold and Die (2 Credits)

CIM Capstone (2 Credits)

Select 2 credits from the following:

CIM 2211 Capstone (2 - 4 Credits)

Required Liberal Arts and Sciences (2 Courses)

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

Choose two courses from the following:

COMM120 Small Group Communication (3 Credits)

Or

COMM140 Interpersonal Communication (3 Credits)

PHYS101 Introductory Physics (3 Credits)

Additional Required Liberal Arts and Sciences (1 Course)

Select at least one course from MnTC Goal 4.

Elective Liberal Arts and Sciences

Select an additional 6 credits from the MnTC goal areas to total the 15 credits required.

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

South Central College

2017-2018 Academic Catalog

Computer Integrated Machining Diploma

66 Credits

DIP 2443/DIP 3459

Degree Description

The diploma program in Computer Integrated Machining consists of opportunities for students to work with multiple aspects including working with engineering drawings, CNC programming, lathe turning, vertical milling and grinding, jig and fixtures, and mold and die. During this diploma program, learners will have the opportunity to receive eleven national credentials from the National Institute for Metalworking Skills (NIMS).

Admission Dates: Fall Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (24 Courses)

You must complete all of the following courses:

CMAE1514 Safety Awareness (2 Credits)
CMAE1518 Manufacturing Process and Production (2 Credits)
CMAE1522 Quality Practices (2 Credits)
CMAE1526 Maintenance Awareness (2 Credits)
CIM 1102 CNC Programming I (2 Credits)
CIM 1103 Lathe Turning I (2 Credits)
CIM 1104 Vertical Milling I (2 Credits)
CIM 1106 Machine Tool Theory I (1 Credit)
CIM 1107 Internship (2 Credits)
CIM 1100 Interpreting Engineering Drawings I - Introduction (1 Credit)
CIM 1206 Machine Tool Theory II (2 Credits)
CIM 1201 Interpreting Engineering Drawings II (2 Credits)
CIM 1202 CNC Programming II (3 Credits)
CIM 1203 Lathe Turning II (3 Credits)
CIM 1204 Vertical Milling II (2 Credits)
CIM 1150 Machining Computations (2 Credits)
CIM 1209 Surface Grinding (2 Credits)
CIM 2101 Interpreting Engineering Drawings III (2 Credits)
CIM 2102 CNC Programming III (3 Credits)
CIM 2106 Jigs and Fixtures (2 Credits)
CIM 2108 Applications II (2 - 4 Credits)
CIM 2202 CNC Programming IV (3 Credits)
CIM 2206 Mold and Die (2 Credits)
MATH1050 Mathematics for Technical Careers (3 Credits)

CIM Capstone (4 Credits)

Select 4 credits from the following:

CIM 2211 Capstone (2 - 4 Credits)

Required Liberal Arts and Sciences (2 Courses)

Choose from the following courses:

COMM120 Small Group Communication (3 Credits)

Or

COMM140 Interpersonal Communication (3 Credits)

PHYS101 Introductory Physics (3 Credits)

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

South Central College

2017-2018 Academic Catalog

CIM Right Skills Now Certificate

23 Credits

CERT3468/CERT2447

Degree Description

This is an entry-level certificate, providing a pathway to the longer Computer Integrated Machining Diploma and A.A.S. degree. It provides an introduction to multiple elements of CNC production, including working with engineering drawings, CNC programming, lathe turning, vertical milling, and grinding. Additionally, there will be an internship component to the program thus making the program a Right Skills Now academic award. While earning this certificate, learners will have the opportunity to receive national credentials from the National Institute for Metalworking Skills (NIMS).

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (11 Courses)

Complete the following courses:

CIM 1102 CNC Programming I (2 Credits)

CIM 1103 Lathe Turning I (2 Credits)

CIM 1104 Vertical Milling I (2 Credits)

CIM 1106 Machine Tool Theory I (1 Credit)

CIM 1202 CNC Programming II (3 Credits)

CIM 1203 Lathe Turning II (3 Credits)

CIM 1204 Vertical Milling II (2 Credits)

CIM 1206 Machine Tool Theory II (2 Credits)

CIM 1207 Interpreting Engineering Drawings (2 Credits)

CIM 1150 Machining Computations (2 Credits)

CIM 1107 Internship (2 Credits)

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

South Central College

2017-2018 Academic Catalog

Culinary Arts

A Recipe for Success

The Culinary Arts program at South Central College is very well-established and has earned a stellar reputation for training high-quality professional food service managers, chefs and cooks. The SCC program is designed to meet the varied needs of food service establishments of all kinds.

Under the direction of Chef Michael Broughten, himself an accomplished chef, you'll be provided with a solid background of hot and cold food preparation, food service management and cost control. From basic cooking and baking techniques to menu planning and advanced culinary skills training, the Culinary Arts program will prepare you to help you find your place in the fast-moving, sometimes demanding world of professional food preparation and service.

Demonstrations and practical experience provided in the SCC operational dining room/cafeteria permit learners to develop the necessary food preparation skills necessary for gainful employment.

Whether people are engaging in fine dining as a source of entertainment, attending work related luncheons and dinners or simply grabbing a quick meal out of necessity, patrons expect restaurants, hotels, conference centers, fast food outlets, sports arenas and even convenience stores to have well-equipped food services. This ever-growing cultural dynamic creates and sustains a solid demand for efficient, qualified food service workers, managers and chefs.

The Culinary Arts Program Includes Course Work In:

- Basic Cooking Principles
- Baking Basics
- Advanced Culinary Skills
- Hospitality Nutrition
- Health Safety
- Buffet Prep Service
- Menu Preparation
- Purchasing/ReceivingSpecialty Kitchen Skills

Employment Outlook

Region	2014 Jobs	2019 Jobs	% Growth	Average Hourly Beginning Wage	Average Annual Beginning Wage
Regional	2,552	2,650	6%	\$11.32	\$23,556
State	41,876	44,223	6%	\$11.91	\$24,773
National	2,136,693	2,319,413	8%	\$12.50	\$26,000

Core Competencies

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

Culinary Arts Degrees

- Culinary Arts AAS Degree
- Culinary Arts Diploma

South Central College

2017-2018 Academic Catalog

Culinary Arts AAS Degree

67 Credits

AAS 3409

Degree Description

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

Admission Dates: Fall Semester

Offered on the North Mankato Campus

Required Technical Courses (18 Courses)

Complete the following courses:

CULN1100 Introduction to Foodservice (2 Credits)

CULN1101 Sanitation & Food Safety (2 Credits)

CULN1102 Culinary Math (1 Credit)

CULN1103 Culinary Fundamentals 1 (4 Credits)

CULN1104 Culinary Fundamentals 2 (4 Credits)

CULN1105 Butchery (4 Credits)

CULN1106 World Cuisine & Cultures (2 Credits)

CULN1200 Garde Manager 1 (3 Credits)

CULN1201 Garde Manager 2 (3 Credits)

CULN1202 A la Carte Cooking & Production (4 Credits)

CULN1203 Baking 1 (2 Credits)

CULN1204 Baking 2 (4 Credits)

CULN1205 Hospitality Nutrition (2 Credits)

CULN1300 Culinary Management (4 Credits)

CULN1301 Advanced Culinary (4 Credits)

CULN1302 Sustainable Foods & Organic Cooking (1 Credit)

MKT 1800 Introduction to Sales (3 Credits)

MKT 1830 Customer Service (3 Credits)

Required Liberal Arts and Sciences (1 Course)

To complete an AAS degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas. Courses must be approved by advisor/faculty.

Choose one COMM course from the following list:

COMM100 Introduction to Human Communication (3 Credits)

COMM110 Public Speaking (3 Credits)

COMM120 Small Group Communication (3 Credits)

COMM130 Intercultural Communication (3 Credits)

COMM140 Interpersonal Communication (3 Credits)

Required Liberal Arts and Sciences Course (1 Course)

Choose one course from MnTC Goal Area 9 (if COMM 110 is chosen, it will only be used in requirement 2 and will NOT fulfill this requirement).

COMM110 Public Speaking (3 Credits)
(Credit)

MASS110 Introduction to Mass Communication (4 Credits)

PHIL100 Ethics in Society (3 Credits)

PHIL150 Medical Ethics (3 Credits)

PHIL210 Environmental Ethics (3 Credits)

PHIL215 Business Ethics (3 Credits)

PHIL220 (Credit)

PSYC140 Psychology of Positive Adjustment (4 Credits)

POL 110 American Government (3 Credits)

SOC 106 Introduction to Criminal Justice (4 Credits)

SOC 205 Special Topics in Sociology: (3 Credits)

AIIS 120 Dakota Culture, History and Language (3 Credits)

SOC 206 Juvenile Delinquency (3 Credits)

SOC 251 Criminology and Criminal Behavior (4 Credits)

SOC 259 Drugs and Society (3 Credits)

Additional Liberal Arts and Sciences

Select 9 more credits from any MnTC goal area. Courses must be chosen in consultation with your Advisor.

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

South Central College

2017-2018 Academic Catalog

Culinary Arts Diploma

55 Credits

DIP 3411

Degree Description

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

Admission Dates: Fall Semester

Offered on the North Mankato Campus

Required Technical Courses (17 Courses)

CULN1100 Introduction to Foodservice (2 Credits)
CULN1101 Sanitation & Food Safety (2 Credits)
CULN1102 Culinary Math (1 Credit)
CULN1103 Culinary Fundamentals 1 (4 Credits)
CULN1104 Culinary Fundamentals 2 (4 Credits)
CULN1105 Butchery (4 Credits)
CULN1106 World Cuisine & Cultures (2 Credits)
CULN1200 Garde Manager 1 (3 Credits)
CULN1201 Garde Manager 2 (3 Credits)
CULN1202 A la Carte Cooking & Production (4 Credits)
CULN1203 Baking 1 (2 Credits)
CULN1204 Baking 2 (4 Credits)
CULN1205 Hospitality Nutrition (2 Credits)
CULN1300 Culinary Management (4 Credits)
CULN1301 Advanced Culinary (4 Credits)
CULN1302 Sustainable Foods & Organic Cooking (1 Credit)
MKT 1830 Customer Service (3 Credits)

Required Liberal Arts and Sciences (1 Course)

Choose one COMM course from the following list:

COMM100 Introduction to Human Communication (3 Credits)
COMM110 Public Speaking (3 Credits)
COMM120 Small Group Communication (3 Credits)
COMM130 Intercultural Communication (3 Credits)
COMM140 Interpersonal Communication (3 Credits)

Required Liberal Arts and Sciences (1 Course)

Choose one course from MnTC Goal Area 9 (if COMM 110 is chosen, it will only be used in requirement 2 and will NOT fulfill this requirement).

COMM110 Public Speaking (3 Credits)
(Credit)

MASS110 Introduction to Mass Communication (4 Credits)

PHIL100 Ethics in Society (3 Credits)

PHIL150 Medical Ethics (3 Credits)

PHIL210 Environmental Ethics (3 Credits)

PHIL215 Business Ethics (3 Credits)

PHIL220 (Credit)

PSYC140 Psychology of Positive Adjustment (4 Credits)

POL 110 American Government (3 Credits)

SOC 106 Introduction to Criminal Justice (4 Credits)

SOC 205 Special Topics in Sociology: (3 Credits)

AIS 120 Dakota Culture, History and Language (3 Credits)

SOC 206 Juvenile Delinquency (3 Credits)

SOC 251 Criminology and Criminal Behavior (4 Credits)

SOC 259 Drugs and Society (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Dental Assisting

Smile About Being a Valuable Dental Care Team Member

Dental Assisting is a licensed dental profession dedicated to the oral health care for patients of all ages. As a vital member of the dental team, you are involved with assisting the dentist and the hygienist along with independently performing procedures. You will take x-rays, place sealants, take teeth impressions, and work directly with a dentist completing procedures essential to the oral health of patients. Other duties you might complete include treatment room and tray setups, infection control, patient record management, manipulation of dental materials and patient education.

South Central College's Dental Assisting programs meet the American Dental Association's Commission on Dental Accreditation Standard for Dental Assisting. Once you successfully complete the program and the written board exams, you will be licensed through the Minnesota State Board of Dentistry. As part of the program, you complete foundational courses at the North Mankato campus, continue clinical courses at Minnesota State University-Mankato as part of a cooperative program with Dental Hygiene, and complete two internship rotations within the dental community.

The Dental Assisting Program at South Central College Includes:

- Dental Technology
- Dental Science
- Oral Anatomy
- Radiology
- Dental Nutrition
- Nitrous Oxide Sedation
- CPR
- First Aid
- Dental Materials
- Dental Practice Management
- Safety

Core Competencies

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

Dental Assisting Degrees

- Dental Assisting AAS Degree
- Dental Assisting Diploma

South Central College

2017-2018 Academic Catalog

Dental Assisting AAS Degree

63 Credits

AAS 3303

Degree Description

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

Admission Dates: Fall Semester

Offered on the North Mankato Campus

Required Technical Courses (17 Courses)

The following courses must be completed:

DA 1811 Dental Science I (2 Credits)
DA 1812 Oral Anatomy (2 Credits)
DA 1813 Preclinical Dental Assisting (2 Credits)
DA 1814 Chairside Dental Assisting I (4 Credits)
DA 1815 Dental Materials (3 Credits)
DA 1816 Radiology I (3 Credits)
DA 1823 Dental Science II (2 Credits)
DA 1825 Dental Assisting Expanded Functions (5 Credits)
DA 1826 Radiology II (3 Credits)
DA 1827 Dental Nutrition (1 Credit)
DA 1828 Nitrous Oxide Sedation (1 Credit)
DA 1830 Chairside Dental Assisting II (4 Credits)
DA 1845 Clinical Affiliations (8 Credits)
DA 1850 Dental Business Technologies (3 Credits)
HLTH1950 CPR (1 Credit)
HLTH1952 First Aid (1 Credit)
HLTH1954 Safety (1 Credit)

Required Liberal Arts & Sciences (3 Courses)

To complete an AAS Degree, students must complete 17 MNTC credits from 3 of the 10 MNTC Goal Areas. Courses must be approved by advisor/faculty. The following courses are required:

COMM140 Interpersonal Communication (3 Credits)
ENGL100 Composition (4 Credits)
PHIL100 Ethics in Society (3 Credits)

Required MATH Course (1 Course)

Choose one course from the following list:

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

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

Select 3 credits from MnTC Goal 5: History and Social and Behavioral Sciences. Course should be chosen with Advisor approval.

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

South Central College

2017-2018 Academic Catalog

Dental Assisting Diploma

52 Credits

DIP 3302

Degree Description

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

Admission Dates: Fall Semester

Offered on the North Mankato Campus

Required Technical Courses (17 Courses)

Complete all of the following courses:

DA 1811 Dental Science I (2 Credits)

DA 1812 Oral Anatomy (2 Credits)

DA 1813 Preclinical Dental Assisting (2 Credits)

DA 1814 Chairside Dental Assisting I (4 Credits)

DA 1815 Dental Materials (3 Credits)

DA 1816 Radiology I (3 Credits)

DA 1823 Dental Science II (2 Credits)

DA 1825 Dental Assisting Expanded Functions (5 Credits)

DA 1826 Radiology II (3 Credits)

DA 1827 Dental Nutrition (1 Credit)

DA 1828 Nitrous Oxide Sedation (1 Credit)

DA 1830 Chairside Dental Assisting II (4 Credits)

DA 1845 Clinical Affiliations (8 Credits)

DA 1850 Dental Business Technologies (3 Credits)

HLTH1950 CPR (1 Credit)

HLTH1952 First Aid (1 Credit)

HLTH1954 Safety (1 Credit)

Required General Education (2 Courses)

Courses must be selected in consultation with advisor/faculty.

PHIL100 Ethics in Society (3 Credits)

COMM140 Interpersonal Communication (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Emergency Medical Services

Rapid Response to Help People

South Central College's Emergency Medical Services (EMS) programs educate you to provide emergency care essential to helping people in crisis. As the most highly trained pre-hospital emergency care provider in the EMS field, the Paramedic accepts the challenging responsibility for patient care and directs others to carry out treatment plans. The Emergency Medical Technician program and the Emergency Medical Responder training focus on the public service field such as ambulance personnel, law enforcement officer, fire and rescue personnel or industry safety officer. If you are interested in a fast-paced job in the medical field, check out the Emergency Medical Services programs at South Central College.

The EMS offerings at South Central College include credit and hour based instruction ranging from the more comprehensive Intensive Care Paramedic training to CPR and First Aid Training. For current Paramedics the college offers additional training in the Advanced Medical Services Paramedic track. South Central College provides an assortment of options to train you for work in Emergency Medical Services.

The Emergency Medical Service Program Includes Training In:

- CPR
- Airway Management
- Cardiac Care
- Trauma Care
- Medical Emergencies
- Special Populations
- Hazardous Materials
- Incident Management
- Rescue

Employment Outlook

The South Central College Emergency Medical Services programs offer numerous options for a career in the emergency medical field. Employment opportunities for you are varied in nature and depend on your career goals.

	SCC	Market Area	Minnesota	National
2014 Jobs	508	4,190	240,574	
2019 Jobs	560	4,536	268,591	
Growth %	10.3%	8.2%	11.6%	
Average Hourly Wage	\$12.18	\$16.46	\$14.91	
Average Annual Wage	\$25,330	\$34,240	\$31,000	
(based on 40 hours worked per week)				

Source: QCEW data compiled by Economic Modeling Specialist, Inc.

Emergency Medical Services Degrees

- Emergency Medical Technician

South Central College

2017-2018 Academic Catalog

Emergency Medical Technician

NA 8002/NA 3802

Degree Description

Emergency Medical Technician is NOT a program leading to a degree at South Central College. Rather, SCC offers a series of courses that lead to certifications which prepare learners to render emergency medical services to the public.

These certifications are not eligible for federal student aid.

Basic Entrance Requirements

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

Student Background Studies

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

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

(1 Course)

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

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

South Central College

2017-2018 Academic Catalog

Energy Technical Specialist

Energize Your Career

The Energy Technical Specialist Associate of Applied Science degree will convey the skills and knowledge necessary to be successful in both the traditional and renewable energy fields. Learners will have the option to take courses in windsmith, ethanol, biodiesel, solar power, fossil fuels and power generation.

Core Competencies

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

Energy Technical Specialist Degrees

- Energy Technical Specialist AAS Degree

South Central College

2017-2018 Academic Catalog

Energy Technical Specialist AAS Degree

60 Credits

AAS 3482

Degree Description

The Energy Technical Specialist Associate of Applied Science degree will convey the skills and knowledge necessary to be successful in both the traditional and renewable energy fields. Learners will have the option to take courses in windsmith, ethanol, biodiesel, solar power, fossil fuels and power generation.

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (12 Courses)

Select the following courses:

MECA1122 Electricity - Devices and Circuits I (3 Credits)

MECA1210 Digital Electronics (3 Credits)

MECA1220 Mechanical Systems (3 Credits)

MECA1222 Electricity - Devices and Circuits II (3 Credits)

MECA1250 Mechatronics Systems Operations I (3 Credits)

MECA1270 Modeling and Simulation (3 Credits)

MECA2110 Sensors and Control (3 Credits)

MECA2120 Fluid Power 1 (3 Credits)

MECA2130 Fluid Power II (3 Credits)

RNEW1115 Mechanical Fundamentals (MN West) (3 Credits)

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

HLTH1954 Safety (1 Credit)

And

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

Or

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

Elective Credits (10 Credits)

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

WIND POWER

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

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

SOLAR

SEE ADVISOR

ETHANOL

RNEW1100 Process Dynamics (MN West) (3 Credits)

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

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

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

BIODIESEL

RNEW1100 Process Dynamics (MN West) (3 Credits)

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

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

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

FOSSIL FUEL

SEE ADVISOR

POWER GEN

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

Required Liberal Arts and Sciences (3 Courses)

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

ENGL100 Composition (4 Credits)

BIOL106 Introduction to Cell Biology (3 Credits)

And

CHEM108 Introduction to Chemistry (4 Credits)

Or

PHYS101 Introductory Physics (3 Credits)

Or

PHYS211 Principles in Physics I (4 Credits)

MATH120 College Algebra (4 Credits)

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

South Central College

2017-2018 Academic Catalog

Farm Business Management

Engaged in Farm Business

The Farm Business Management program is designed for those actively engaged in the operation and management of a farm business. The purpose of the program is to develop the manager's ability to organize resources in order to meet business and family goals. Management is the utilization of resources to maximize the return to the scarcest resource which is a continuous decision-making process. The program emphasizes goal setting, the identification of resources, records management, business analysis and interpretation.

Core Competencies

1. Establish, compile, maintain, and understand business records.
2. Perform analysis and inquiry of financial data, production data, and historical financial ratios.
3. Establish and regularly evaluate business goals and plans
4. Acquire the necessary skills to manage the resources of the business

Farm Business Management Degrees

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

South Central College

2017-2018 Academic Catalog

Farm Business Management Diploma

60 Credits

DIP 2101/DIP 3118

Degree Description

The Farm Business Management program is designed for those actively engaged in the operation and management of a farm business. The purpose of the program is to develop the manager's ability to organize resources in order to meet business and family goals. Management is the utilization of resources to maximize the return to the scarcest resource which is a continuous decision-making process. The program emphasizes goal setting, the identification of resources, records management, business analysis and interpretation.

This program is eligible for state grant funding only.

Admission Dates: Fall, Spring, and Summer Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (12 Courses)

Complete the following courses:

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

Technical Electives (6 Credits)

Complete 6 credits from the following courses:

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

Required Liberal Arts and Sciences (6 Credits)

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

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

South Central College

2017-2018 Academic Catalog

Advanced Farm Business Management Certificate

30 Credits

CERT2110/CERT3122
Degree Description

The Advanced Farm Business Management Certificate is designed for learners who have completed the full Farm Business Management program and wish to continue to update their management skills in the rapidly changing and challenging area of farm business management. Similar to Farm Business Management, most learners in the Advanced Farm Business Management program will enroll as part-time students and will carry 5 credits per semester.

Admission Dates: Fall, Spring, and Summer Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (12 Courses)

Select the following courses:

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

Elective Credits (Suggested)

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

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

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

South Central College

2017-2018 Academic Catalog

Applications in Farm Business Management Certificate

30 Credits

CERT2149/CERT3149

Degree Description

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

Admission Dates: Fall, Spring, and Summer Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (6 Courses)

Select the following courses:

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

Required Electives (6 Credits)

Select 6 credits from the following courses:

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

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

South Central College

2017-2018 Academic Catalog

Essentials of Farm Business Management Certificate

30 Credits

CERT2148/CERT3148

Degree Description

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

Admission Dates: Fall, Spring, and Summer Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (6 Courses)

Select the following courses:

FBMT1112 Foundations for Farm Business Management (4 Credits)

FBMT1121 Preparation for Farm Business Analysis (4 Credits)

FBMT1122 Implementing the System Management Plan (4 Credits)

FBMT1131 Managing and Modifying Farm System Data (4 Credits)

FBMT1132 Interpreting and Using Farm System Data (4 Credits)

FBMT1211 Intro to Farm Business Management (4 Credits)

Required Electives (6 Credits)

Select 6 credits from the following courses:

FBMT1213 Managing a Farm System in a Global Economy (2 Credits)

FBMT1223 Using System Analysis in Total Farm Planning (2 Credits)

FBMT1233 Application of Productive Enterprise Information (2 Credits)

FBMT2200 Special Topics-General Farm Management (1 Credit)

FBMT2239 Special Topics-Livestock (2 Credits)

FBMT2253 System Plans and Projections (2 Credits)

FBMT2300 Computer Applications in Business Management (2 Credits)

FBMT2305 Legal Issues in Ag (2 Credits)

FBMT2310 Environmental Interactions in Agriculture (2 Credits)

FBMT2315 Effective Time Management (2 Credits)

FBMT2320 Family Wellness and Business Relationships (2 Credits)

FBMT2325 Ethics in this Business of Agriculture (2 Credits)

FBMT2330 Business Math Principles (2 Credits)

FBMT2335 Labor Economics and Management (2 Credits)

FBMT2340 Rural Leadership (2 Credits)

FBMT2345 CPR and First Aid (2 Credits)

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

South Central College

2017-2018 Academic Catalog

FBM AgSpark Certificate

14 Credits

CERT3135

Degree Description

In effort to attract new farmers and beginning farmers to rural Minnesota, FBM instructors have identified several courses that would aid individuals as they start their farming careers. Our mission is to meet the personal and career goals of a wide range of individual learners that enhances the quality of life as individuals sustain their agricultural entrepreneurial venture.

Admission Dates: Fall, Spring, and Summer Semester

Offered on the North Mankato Campus

Required Technical Courses (3 Courses)

Select the following courses:

FBMT1112 Foundations for Farm Business Management (4 Credits)

FBMT1211 Intro to Farm Business Management (4 Credits)

FBMT2325 Ethics in this Business of Agriculture (2 Credits)

Elective Credits (4 Credits)

Choose 4 credits from the following courses:

FBMT1112 Foundations for Farm Business Management (4 Credits)

FBMT1211 Intro to Farm Business Management (4 Credits)

FBMT2315 Effective Time Management (2 Credits)

FBMT2320 Family Wellness and Business Relationships (2 Credits)

FBMT2325 Ethics in this Business of Agriculture (2 Credits)

FBMT2340 Rural Leadership (2 Credits)

FBMT2345 CPR and First Aid (2 Credits)

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

South Central College

2017-2018 Academic Catalog

Foreign Language

Foreign Language Degrees

South Central College

2017-2018 Academic Catalog

Geographic Information Systems

Creating the World Around Us

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

The Geographic Information Systems Program at South Central College Includes:

- Collection, management, and analysis of spatial data
- Creation of maps
- GIS data development
- Management for web applications

Geographic Information Systems Degrees

- Geographic Information Systems Certificate

South Central College

2017-2018 Academic Catalog

Geographic Information Systems Certificate

16 Credits

CERT3481

Degree Description

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

Admission Dates: Fall Semester

Offered on the North Mankato Campus

Required Technical Courses (2 Courses)

Complete the following courses:

GIS 2840 Introduction to Geographic Information Systems (4 Credits)

GIS 2841 Intermediate GIS (4 Credits)

Elective Credits - Choose 5 credits from the following: (5 Credits)

GIS 2842 Field Mapping with GPS (4 Credits)

GIS 2843 GIS Practicum (1 - 4 Credits)

GIS 2844 GIS Internship (1 - 4 Credits)

GIS 2845 Introduction to Remote Sensing (4 Credits)

Choose one of the following courses: (1 Course)

GEOG100 Elements of Geography (3 Credits)

GEOG101 Introduction to Physical Geography (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Graphic Communications

Bring Your Passion to Life

In today's fast-paced, media driven culture, graphic communications is becoming our go-to when it comes to communicating with each other. Whether in business, education, entertainment, government or the non-profit world, graphic communications is utilized in important, impactful ways. As a student in the Graphic Communications program at South Central College, we'll help you develop your skills to express your passion, your perspective and your ultimate potential.

The SCC Graphic Communications program features a focused curriculum and talented instructors that work in tandem to expertly guide you as you prepare to share your talent for graphic design and print production with an industry responsible for work in magazines and newspapers, advertising, book printing, web design and digital publishing.

In addition to learning the essential elements of graphic design utilizing the Adobe Creative Suite Design Premium software, the industry standard for professional graphic designers and printers, you'll gain experience and build proficiency in an actual print production setting. The Print Center at SCC has cutting edge equipment that allows you to gain familiarity with print machinery utilized in the professional print industry.

The Graphic Communications Program Includes Course Work In:

- Graphic Layout & Design
- Graphic Productions
- Web Design
- Interactive Media
- Illustration
- Typography
- Work Flow Management
- Print Processes
- Product Photography

Employment Outlook

While graphic communications jobs in traditional print and production positions will remain constant, the real growth areas of graphic communications will be in providing design services for website and interactive media projects.

Region	2014 Jobs	2019 Jobs	% Change	Average Hourly Wage	Average Annual Income
Regional	323	349	8%	\$17.19	\$35,755
State	6,898	6,877	1%	\$21.61	\$44,949
National	273,227	276,429	1%	\$20.25	\$42,120

Core Competencies

1. Students will be able to demonstrate principles, elements and planning processes of design when preparing digital layouts.
2. Students will demonstrate proficiency in the use of digital publishing softwares to produce professional quality work.
3. Students will be able to clearly articulate production processes of an ever-changing industry.

Graphic Communications Degrees

- Graphic Communications AAS Degree
- Graphic Communications Diploma

South Central College

2017-2018 Academic Catalog

Graphic Communications AAS Degree

72 Credits

AAS 3493

Degree Description

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

Admission Dates: Fall Semester

Offered on the North Mankato Campus

Required Technical Courses (16 Courses)

Complete the following courses:

GCC 1100 Introduction to Graphic Communications (4 Credits)

GCC 1120 Graphic Software 1 (4 Credits)

GCC 1130 Layout and Typography (3 Credits)

GCC 1141 Digital Image Exploration (3 Credits)

GCC 1210 Drawing for Graphic Designers (3 Credits)

GCC 1220 Graphic Software 2 (4 Credits)

GCC 1260 Printing Processes (4 Credits)

GCC 2110 Design and Illustration 1 (4 Credits)

GCC 2120 Portfolio 1 (3 Credits)

GCC 2150 Web/Interactive Media 2 (3 Credits)

GCC 2161 Production Work Flow 1 (3 Credits)

GCC 2210 Design and Illustration 2 (4 Credits)

GCC 2220 Portfolio 2 (3 Credits)

GCC 2250 Web/Interactive Media 3 (3 Credits)

GCC 2261 Production Work Flow 2 (3 Credits)

COMP1140 Web for Business (3 Credits)

Technical Courses (Optional)

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

GCC 2275 Special Problems (1 - 4 Credits)

GCC 2290 Graphic Communications Internship (1 - 3 Credits)

Required Liberal Arts and Sciences (3 Courses)

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

Select the following courses:

ENGL100 Composition (4 Credits)

COMM140 Interpersonal Communication (3 Credits)

Or

COMM110 Public Speaking (3 Credits)

ART 110 Art Structure (3 Credits)

Or

ART 130 Painting (3 Credits)

Or

ART 140 Digital Photography (3 Credits)

Elective Liberal Arts and Sciences

Select 8 additional MNTC credits from goals 1 - 10.

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

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

South Central College

2017-2018 Academic Catalog

Graphic Communications Diploma

60 Credits

DIP 3494

Degree Description

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

Admission Dates: Fall Semester

Offered on the North Mankato Campus

Required Technical Courses (16 Courses)

Complete the following courses:

GCC 1100 Introduction to Graphic Communications (4 Credits)

GCC 1120 Graphic Software 1 (4 Credits)

GCC 1130 Layout and Typography (3 Credits)

GCC 1141 Digital Image Exploration (3 Credits)

GCC 1210 Drawing for Graphic Designers (3 Credits)

GCC 1220 Graphic Software 2 (4 Credits)

GCC 1260 Printing Processes (4 Credits)

GCC 2110 Design and Illustration 1 (4 Credits)

GCC 2120 Portfolio 1 (3 Credits)

GCC 2150 Web/Interactive Media 2 (3 Credits)

GCC 2161 Production Work Flow 1 (3 Credits)

GCC 2210 Design and Illustration 2 (4 Credits)

GCC 2220 Portfolio 2 (3 Credits)

GCC 2250 Web/Interactive Media 3 (3 Credits)

GCC 2261 Production Work Flow 2 (3 Credits)

COMP1140 Web for Business (3 Credits)

Technical Courses (Optional)

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

GCC 2275 Special Problems (1 - 4 Credits)

GCC 2290 Graphic Communications Internship (1 - 3 Credits)

Required Liberal Arts & Sciences (2 Courses)

Complete the following courses:

COMM140 Interpersonal Communication (3 Credits)

Or

COMM110 Public Speaking (3 Credits)

ART 110 Art Structure (3 Credits)

Or

ART 130 Painting (3 Credits)

Or

ART 140 Digital Photography (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Health Science Broad Field

The Health Science Broad Field program provides a general, introductory curriculum in health sciences that prepares individuals for transfer to a variety of baccalaureate degree programs. Applicable programs include:

Bemidji State University –including but not limited to Community Health, Exercise Science, Nursing (limited seats available on a competitive basis)

Metropolitan State University- including but not limited to Nursing (limited seats available on a competitive basis)

Minnesota State University, Mankato - including but not limited to Communication Disorders, Foods and Nutrition, Dental Hygiene (limited seats available on a competitive basis), Therapeutic Recreation, Dietetics, Nursing (limited seats available on a competitive basis), Corrections, Psychology, Health Science, Social Work

Minnesota State University Moorhead- including but not limited to Health Education, Exercise Science, Community Health

St. Cloud State University- including but not limited to Athletic Training, Community Health, Social Work

Southwest Minnesota State University - including but not limited to Exercise Science

Winona State University - including but not limited to Health, exercise and Rehabilitative Sciences, Movement Sciences, Cardiopulmonary Rehabilitation, Exercise Sciences, Health Promotion, Nursing (limited seats available on a competitive basis), Biology – Allied Health

Health Science Broad Field Degrees

- Health Sciences Broad Field AS Degree

South Central College

2017-2018 Academic Catalog

Health Sciences Broad Field Associate of Science

60 Credits

AS 2366/AS 3366
Degree Description

****The Health Science Broad Field program is no longer accepting new applications****

This degree includes instruction in the basic sciences and aspects of the subject matter related to various health occupations.

The Health Science Broad Field program provides a general, introductory curriculum in health sciences that prepares individuals for transfer to a variety of baccalaureate degree programs. Applicable programs include:

Bemidji State University - Community Health BS, Exercise Science BS, Nursing BS

Metropolitan State University - Nursing BSN

Minnesota State University, Mankato - Communications Disorders BA/BS, Corrections BS, Dental Hygiene BS, Family Consumer Science Education BS (Emphases: Dietetics, Food and Nutrition), Food Science Technology BS, Nursing BS, Psychology BA/BS, Recreation Parks and Leisure Services BS (Emphasis: Therapeutic Recreation), Social Work BSSW

Minnesota State University, Moorhead - Exercise Science BS, Health Teacher Education BS

St. Cloud State University - Athletic Training BS, Community Health BS, Social Work BS

Southwest Minnesota State University - Exercise Science BS

Winona State University - Biology BS (Emphasis: Allied Health), Exercise and Rehabilitative Science BS (Emphases: Cardiopulmonary Rehabilitation, Exercise Science), Health Promotion BT, Health Promotion: Community Health BT, Nursing BS

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Courses (14 Courses)

Complete the following courses:

BIOL100 Introduction to Biology (4 Credits)

BIOL220 Human Anatomy (4 Credits)

Or

BIOL225 Anatomy and Physiology I (4 Credits)

BIOL230 Human Physiology (4 Credits)

Or

BIOL235 Anatomy and Physiology II (4 Credits)

BIOL270 Microbiology (4 Credits)

CHEM108 Introduction to Chemistry (4 Credits)

COMM130 Intercultural Communication (3 Credits)

ENGL100 Composition (4 Credits)

FCS 105 Nutrition and Healthy Living (3 Credits)

MATH120 College Algebra (4 Credits)

MATH154 Elementary Statistics (4 Credits)

PHIL100 Ethics in Society (3 Credits)

PSYC100 Introduction to Psychology (4 Credits)

PSYC110 Lifespan Psychology (3 Credits)

SOC 101 Introduction to Sociology (4 Credits)

Elective Credits (8 Credits)

Chosen based on selected baccalaureate degree program. Courses should be selected in consultation with advisor/faculty. You must complete enough elective credits (8) to total 60 credits in your program.

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

South Central College

2017-2018 Academic Catalog

Health Unit Coordinator

A Pathway to the Medical Field

As a Health Unit Coordinator (HUC) you will perform tasks that help patients, physicians, nursing staff, and other departments in health facilities such as hospitals, clinics, and nursing homes. You will help keep the facility organized and maintain communications between patients and medical staff. Each day will vary for you, one day greeting and checking in patients and scheduling appointments, and the next compiling patient charts and transcribing physicians' order. Government agencies and insurance companies also hire Health Unit Coordinators.

South Central College's HUC program can be completed in one semester and offers you a pathway to advance your academic career in other medical fields. After completing the program you will be eligible to take the National Association of Health Unit Coordinators Certification Exam and become a Certified Health Unit Coordinator.

The Health Unit Coordinator Program at South Central College Includes:

- HUC Fundamentals
- HUC Procedures
- Medical Terminology
- Healthcare Foundation: Introduction to Health Careers
- Electronic Health Records
- Medical Office Procedures

Core Competencies

1. Demonstrate understanding of patient confidentiality including HIPPA regulations
2. Communicate effectively with health care team members, patients, and visitors using therapeutic communication both in person and through the use of office equipment
3. Utilize medical terminology and accepted abbreviations to accurately transcribe physician, medication, nursing and dietary orders
4. Demonstrate understanding of how to maintain a patient chart, in both paper and electronic formats

Health Unit Coordinator Degrees

- Health Unit Coordinator Certificate

South Central College

2017-2018 Academic Catalog

Health Unit Coordinator Certificate

16 Credits

CERT2318/CERT3313

Degree Description

Our classes emphasize the importance of effective communication skills both in person and by phone with clients/patients, visitors, health care team members and ancillary departments. Courses have been developed based on industry standards and the learner is prepared to work in a variety of health care environments. Experienced instructors offer plenty of personal attention to each learner. This program will also help prepare you for the National Association of Health Unit Coordinators certification exam.

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (6 Courses)

Complete all of the following courses:

HUCF1101 Introduction to Health Unit Coordinating (1 Credit)

HUCF1201 Health Unit Coordinator Procedures (3 Credits)

HC 1000 Medical Terminology (3 Credits)

HC 1525 Health Care Core Foundations (1 - 4 Credits)

HC 1550 Electronic Health Records (2 Credits)

MA 1020 Medical Office Procedures (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Heating, Ventilation, Air Conditioning, and Refrigeration

Choose a Career That's in Demand

The Heating, Ventilation, Air Conditioning, Refrigeration (HVAC/R) field has evolved significantly in recent years, requiring an increasingly higher level of training and technical expertise. Individuals with advanced technical skills are highly sought after, with current demand outweighing supply. If you are an independent thinker with a strong mechanical tendency who enjoys troubleshooting and solving problems, this is the career field for you. Where do you want to work? HVAC/R technicians can work in a variety of settings - from homes to commercial buildings to trains, planes and cruise ships. And with HVAC/R technology continuing to advance, this career will never get old. Changes in technology and continued education and learning are a part of what makes this field so interesting.

The HVAC/R Program at South Central College Includes:

- Electrical Circuits
- Motors and Auxiliary Controls
- Indoor Air Quality
- Hydronic Heat
- Gas Heat
- Sheet Metal Ductwork Fabrication
- Brazing
- Refrigeration, Coolers, and Freezers
- Central Air Conditioning
- Commercial Systems

Core Competencies

1. Test electrical circuits
2. Build or repair a refrigeration system
3. Conduct testing of different heating systems
4. Recover system refrigerants
5. Identify electrical, heating, and refrigeration components

Heating, Ventilation, Air Conditioning, and Refrigeration Degrees

- Heating, Ventilation, Air Conditioning/Refrigeration AAS Degree
- Heating, Ventilation, Air Cond/Refrig - Foundation Diploma
- Heating, Ventilation, Air Conditioning/Refrigeration - Advanced Diploma
- Heating, Vent., Air Cond./Refrigeration (Refrigeration Cert) Certificate
- Heating, Ventilation, Air Cond/Refrigeration (Heating Cert) Certificate

South Central College

2017-2018 Academic Catalog

Heating, Ventilation, Air Conditioning/Refrigeration AAS Degree

72 Credits

AAS 3456

Degree Description

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial heating, ventilation, air conditioning and refrigeration industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. The HVAC/R program at SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field. To participate in the program, individuals should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses: (16 Courses)

Complete all of the following courses:

- HVAC2000** Electrical Circuits (2 Credits)
- HVAC2010** IPH Motors and Auxiliary Controls (2 Credits)
- HVAC2100** Refrigeration Theory (2 Credits)
- HVAC2110** Refrigeration Controls (2 Credits)
- HVAC2120** Testing Refrigeration Systems (2 Credits)
- HVAC2205** Coolers/Freezers Electrical Systems & Components (3 Credits)
- HVAC2215** Coolers/Freezers Refrigeration Diagnostics & Operations (3 Credits)
- HVAC2220** Commercial Ice Makers (3 Credits)
- HVAC2230** Commercial Alternative Systems (1 Credit)
- HVAC2240** Central Air Conditioning (2 Credits)
- HVAC2251** Brazing (2 Credits)
- HVAC2301** Indoor Air Quality (1 Credit)
- HVAC2310** Hydronic Heat (2 Credits)
- HVAC2320** Gas Heat (3 Credits)
- HVAC2325** Commercial Package Heat/Cool Units (2 Credits)
- HVAC2340** Sheet Metal Ductwork Fabrication (3 Credits)

Required Technical Electives (19 Credits)

Complete 19 credits from the following courses:

- HLTH1950** CPR (1 Credit)
- HVAC2410** Advanced Central Air Conditioning Lab II (2 Credits)
- HVAC2420** Air Conditioning Internship I (1 Credit)
- HVAC2430** Air Conditioning Internship II (2 Credits)
- HVAC2440** Advanced Refrigeration Lab I (1 Credit)
- HVAC2450** Advanced Refrigeration Lab II (2 Credits)
- HVAC2460** Refrigeration Internship I (1 Credit)
- HVAC2470** Refrigeration Internship II (2 Credits)
- HVAC2500** Advance Heating Lab I (1 Credit)
- HVAC2510** Advanced Heating Lab II (2 Credits)
- HVAC2520** Heating Internship I (1 Credit)
- HLTH1952** First Aid (1 Credit)
- HVAC2530** Heating Internship II (2 Credits)
- HLTH1954** Safety (1 Credit)
- MKT 1800** Introduction to Sales (3 Credits)
- OTEC2000** Employment Search Skills (2 Credits)
- HVAC1000** Alternative Refrigeration Systems Lab I (1 Credit)
- HVAC1200** Alternative Refrigeration Systems Lab II (2 Credits)
- HVAC2330** Alternative Heating Systems (2 Credits)
- HVAC2400** Advance Central A/C Lab 1 (1 Credit)

Other Elective Credits (3 Credits)

Technical Courses- Select three credits from any technical courses in consultation with advisor/faculty.

Required Liberal Arts and Sciences

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

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

South Central College

2017-2018 Academic Catalog

Heating, Ventilation, Air Cond/Refrig - Foundation Diploma

44 Credits

DIP 3483

Degree Description

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial heating, ventilation, air conditioning and refrigeration industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. The HVAC/R program at SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field. To participate in the program, individuals should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (16 Courses)

Complete the following courses:

- HVAC2000** Electrical Circuits (2 Credits)
- HVAC2010** IPH Motors and Auxiliary Controls (2 Credits)
- HVAC2100** Refrigeration Theory (2 Credits)
- HVAC2110** Refrigeration Controls (2 Credits)
- HVAC2120** Testing Refrigeration Systems (2 Credits)
- HVAC2205** Coolers/Freezers Electrical Systems & Components (3 Credits)
- HVAC2215** Coolers/Freezers Refrigeration Diagnostics & Operations (3 Credits)
- HVAC2220** Commercial Ice Makers (3 Credits)
- HVAC2230** Commercial Alternative Systems (1 Credit)
- HVAC2240** Central Air Conditioning (2 Credits)
- HVAC2251** Brazing (2 Credits)
- HVAC2301** Indoor Air Quality (1 Credit)
- HVAC2310** Hydronic Heat (2 Credits)
- HVAC2320** Gas Heat (3 Credits)
- HVAC2325** Commercial Package Heat/Cool Units (2 Credits)
- HVAC2340** Sheet Metal Ductwork Fabrication (3 Credits)

Elective Credits (9 Credits)

Technical Courses - Select 9 credits from any HVAC course or MKT 1800.

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

South Central College

2017-2018 Academic Catalog

Heating, Ventilation, Air Conditioning/Refrigeration - Advanced Diploma

60 Credits

DIP 3472

Degree Description

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial heating, ventilation, air conditioning and refrigeration industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. The HVAC/R program at SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field. To participate in the program, individuals should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (16 Courses)

Complete the following courses:

- HVAC2000** Electrical Circuits (2 Credits)
- HVAC2010** IPH Motors and Auxiliary Controls (2 Credits)
- HVAC2100** Refrigeration Theory (2 Credits)
- HVAC2110** Refrigeration Controls (2 Credits)
- HVAC2120** Testing Refrigeration Systems (2 Credits)
- HVAC2205** Coolers/Freezers Electrical Systems & Components (3 Credits)
- HVAC2215** Coolers/Freezers Refrigeration Diagnostics & Operations (3 Credits)
- HVAC2220** Commercial Ice Makers (3 Credits)
- HVAC2230** Commercial Alternative Systems (1 Credit)
- HVAC2240** Central Air Conditioning (2 Credits)
- HVAC2251** Brazing (2 Credits)
- HVAC2301** Indoor Air Quality (1 Credit)
- HVAC2310** Hydronic Heat (2 Credits)
- HVAC2320** Gas Heat (3 Credits)
- HVAC2325** Commercial Package Heat/Cool Units (2 Credits)
- HVAC2340** Sheet Metal Ductwork Fabrication (3 Credits)

Technical Electives (19 Credits)

Complete 19 credits from the following courses:

- HLTH1950** CPR (1 Credit)
- HVAC2410** Advanced Central Air Conditioning Lab II (2 Credits)
- HVAC2420** Air Conditioning Internship I (1 Credit)
- HVAC2430** Air Conditioning Internship II (2 Credits)
- HVAC2440** Advanced Refrigeration Lab I (1 Credit)
- HVAC2450** Advanced Refrigeration Lab II (2 Credits)
- HVAC2460** Refrigeration Internship I (1 Credit)
- HVAC2470** Refrigeration Internship II (2 Credits)
- HVAC2500** Advance Heating Lab I (1 Credit)
- HVAC2510** Advanced Heating Lab II (2 Credits)
- HVAC2520** Heating Internship I (1 Credit)
- HLTH1952** First Aid (1 Credit)
- HVAC2530** Heating Internship II (2 Credits)
- HLTH1954** Safety (1 Credit)
- MKT 1800** Introduction to Sales (3 Credits)
- OTEC2000** Employment Search Skills (2 Credits)
- HVAC1000** Alternative Refrigeration Systems Lab I (1 Credit)
- HVAC1200** Alternative Refrigeration Systems Lab II (2 Credits)
- HVAC2330** Alternative Heating Systems (2 Credits)
- HVAC2400** Advance Central A/C Lab 1 (1 Credit)

Required Liberal Arts and Sciences (6 Credits)

To complete the Advanced Diploma, students must complete 6 MnTC credits from 2 of the 10 MnTC goal areas.

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

South Central College

2017-2018 Academic Catalog

Heating, Vent., Air Cond./Refrigeration (Refrigeration Cert) Certificate

26 Credits

CERT3461

Degree Description

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial heating, ventilation, air conditioning and refrigeration industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. The HVAC/R program at SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field. To participate in the program, individuals should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (12 Courses)

Complete the following courses:

HVAC2000 Electrical Circuits (2 Credits)

HVAC2010 IPH Motors and Auxiliary Controls (2 Credits)

HVAC2100 Refrigeration Theory (2 Credits)

HVAC2110 Refrigeration Controls (2 Credits)

HVAC2120 Testing Refrigeration Systems (2 Credits)

HVAC2205 Coolers/Freezers Electrical Systems & Components (3 Credits)

HVAC2215 Coolers/Freezers Refrigeration Diagnostics & Operations (3 Credits)

HVAC2220 Commercial Ice Makers (3 Credits)

HVAC2230 Commercial Alternative Systems (1 Credit)

HVAC2240 Central Air Conditioning (2 Credits)

HVAC2251 Brazing (2 Credits)

HVAC2325 Commercial Package Heat/Cool Units (2 Credits)

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

South Central College

2017-2018 Academic Catalog

Heating, Ventilation, Air Cond/Refrigeration (Heating Cert) Certificate

26 Credits

CERT3460

Degree Description

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial heating, ventilation, air conditioning and refrigeration industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. The HVAC/R program at SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field. To participate in the program, individuals should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (7 Courses)

Complete the following courses:

- HVAC2000** Electrical Circuits (2 Credits)
- HVAC2010** IPH Motors and Auxiliary Controls (2 Credits)
- HVAC2301** Indoor Air Quality (1 Credit)
- HVAC2310** Hydronic Heat (2 Credits)
- HVAC2320** Gas Heat (3 Credits)
- HVAC2325** Commercial Package Heat/Cool Units (2 Credits)
- HVAC2340** Sheet Metal Ductwork Fabrication (3 Credits)

Technical Electives (11 Credits)

Complete 11 credits from the following courses:

- HLTH1950** CPR (1 Credit)
- HLTH1952** First Aid (1 Credit)
- HLTH1954** Safety (1 Credit)
- OTEC2000** Employment Search Skills (2 Credits)
- HVAC2330** Alternative Heating Systems (2 Credits)
- HVAC2500** Advance Heating Lab I (1 Credit)
- HVAC2510** Advanced Heating Lab II (2 Credits)
- HVAC2520** Heating Internship I (1 Credit)
- HVAC2530** Heating Internship II (2 Credits)

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

South Central College

2017-2018 Academic Catalog

Intensive Care Paramedic Technician

Grow in Your Field and Help Others

As the most highly trained pre-hospital emergency care provider in the EMS field, the paramedic accepts the challenging responsibility for patient care. A willingness to accept this challenge and direct others to carry out treatment plans is the first step in becoming a paramedic. Paramedicine is a relatively young field with a wide range of employment opportunities, including ambulance services, fire departments, police departments, hospitals, helicopter services, and educational institutions. The Paramedic Program at South Central College is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 214-703-8445 fax 214-703-8992).

Achievement Results

- Percent of Graduates Passing National Registry Written Exam (Average 2015-2013): 90%
- Percent of Graduates Passing National Registry Practical Exam (Average 2015-2013): 100%
- Percent Retention (Average 2015-2013): 84%
- Percent of Grads Positive Placement (Average 2015-2013): 88%

Core Competencies

1. Conduct assessment to determine differential diagnosis, and provide treatment for patients in pre-hospital/hospital settings
2. Demonstrate technical competence in performing paramedic skills.
3. Demonstrate effective communication skills in interaction with patients, families, and other healthcare team members.
4. Demonstrate the ability to adapt, anticipate, and accommodate changing circumstance.
5. Demonstrate environmental and cultural understanding in delivery of paramedic care.
6. Measure and evaluate personal performance of paramedic responsibilities.

Intensive Care Paramedic Technician Degrees

- Intensive Care Paramedic Technician AAS Degree
- Intensive Care Paramedic Technician Diploma
- Community Paramedic Certificate

South Central College

2017-2018 Academic Catalog

Intensive Care Paramedic Technician AAS Degree

67 Credits

AAS 3311

Degree Description

As the most highly trained pre-hospital emergency care provider in the EMS field, the paramedic accepts the challenging responsibility for patient care. A willingness to accept this challenge and direct others to carry out treatment plans is the first step in becoming a paramedic. Paramedicine is a relatively young field with a wide range of employment opportunities, including ambulance services, fire departments, police departments, hospitals, helicopter services and educational institutions. The program is fully accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals. (CoAEMSP 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 214-703-8445 fax 214-703-8992)

Admission Dates: Fall Semester

Offered on the North Mankato Campus

Required Technical Courses (15 Courses)

Complete the following courses:

ICP 1000 Introduction to Paramedicine (3 Credits)

ICP 1005 Applied Anatomy and Physiology for EMS (3 Credits)

ICP 1010 EMS Skills (5 Credits)

ICP 1020 Pharmacology for EMS (3 Credits)

ICP 1040 Cardiac Care in EMS (4 Credits)

ICP 1050 Trauma Care (3 Credits)

ICP 1060 Pathophysiology in EMS (5 Credits)

ICP 2010 EMS Advanced Skills (5 Credits)

ICP 2030 Critical Care I (3 Credits)

ICP 2040 Critical Care II (3 Credits)

ICP 2050 Field Internship I (3 Credits)

ICP 2060 Field Internship II (3 Credits)

ICP 2070 Special Populations (5 Credits)

ICP 2080 Paramedic Refresher (3 Credits)

ICP 2090 Hazardous Materials (1 Credit)

Required Liberal Arts & Sciences

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

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

South Central College

2017-2018 Academic Catalog

Intensive Care Paramedic Technician Diploma

58 Credits

DIP 3310

Degree Description

As the most highly trained pre-hospital emergency care provider in the EMS field, the paramedic accepts the challenging responsibility for patient care. A willingness to accept this challenge and direct others to carry out treatment plans is the first step in becoming a paramedic. Paramedicine is a relatively young field with a wide range of employment opportunities, including ambulance services, fire departments, police departments, hospitals, helicopter services and educational institutions. The program is fully accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals. (CoAEMSP 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 214-703-8445 fax 214-703-8992)

Admission Dates: Fall Semester

Offered on the North Mankato Campus

Required Technical Courses (15 Courses)

Complete the following classes:

ICP 1000 Introduction to Paramedicine (3 Credits)

ICP 1005 Applied Anatomy and Physiology for EMS (3 Credits)

ICP 1010 EMS Skills (5 Credits)

ICP 1020 Pharmacology for EMS (3 Credits)

ICP 1040 Cardiac Care in EMS (4 Credits)

ICP 1050 Trauma Care (3 Credits)

ICP 1060 Pathophysiology in EMS (5 Credits)

ICP 2010 EMS Advanced Skills (5 Credits)

ICP 2030 Critical Care I (3 Credits)

ICP 2040 Critical Care II (3 Credits)

ICP 2050 Field Internship I (3 Credits)

ICP 2060 Field Internship II (3 Credits)

ICP 2070 Special Populations (5 Credits)

ICP 2080 Paramedic Refresher (3 Credits)

ICP 2090 Hazardous Materials (1 Credit)

Required Liberal Arts and Sciences (6 Credits)

Complete 6 credits from any of the 10 MNTC Goal Areas.

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

South Central College

2017-2018 Academic Catalog

Community Paramedic Certificate

12 Credits

CERT3325

Degree Description

The Community Paramedic program responds to identified health needs in underserved communities, ultimately improving the quality of life and health of rural and remote citizens and visitors. The program seeks to prepare learners for roles that include the following: outreach, wellness, health screening assessments, health teaching, providing immunizations, wound care, recognition of mental health issues, and referral into the existing mental health care systems, and functioning as physician extenders in rural clinics and hospitals. Community Paramedic learners will also receive instruction in disease management, including a thorough understanding of monitoring diabetes, congestive heart failure and other high-cost diseases, and the methods and medications used to treat them.

NOTE: Students must be admitted to the Community Paramedic program by following a defined application process. Requirements for admittance include: current certification as an Emergency Medical Technician Paramedic (EMT-P) and a record of at least two years of full time service as an EMT-P or the part time equivalent.

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (4 Courses)

Select the following courses:

CP 2500 Roles Advocacy and Outreach (2 Credits)

CP 2505 Community Assessment (2 Credits)

CP 2510 Care and Prevention Development Strategies (3 Credits)

CP 2520 Community Paramedic Clinical (5 Credits)

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

South Central College

2017-2018 Academic Catalog

Liberal Arts & Sciences

Get a Great Start and Transferable Credits

If you are college-bound and looking for the best place to begin your new journey, earning an Associate of Arts (AA) degree in Liberal Arts and Sciences from South Central College is a great start. Take advantage of all that a community college has to offer by doing your first 2 years of college here and transferring to a 4-year college later. By completing the first two years of a four-year degree at South Central College, you will experience the many benefits of a community college, including:

- Expert instruction
- Individualized attention
- Small class sizes
- Lower tuition rates
- Academic advising help with course selection
- Professional transfer assistance
- College readiness support in math, reading and writing
- Opportunities to engage, learn and grow

Our contemporary course content, based on the classic liberal arts and sciences tradition, offers students abundant class choices in the ten required course goal areas of the Minnesota Transfer curriculum.

In addition to meeting the requirements of your AA degree, the credits you earn at South Central College are transferable to all Minnesota State Colleges and Universities (MnSCU) schools through the Minnesota Transfer Curriculum agreement and to most four-year colleges and universities outside of Minnesota. Get a great start on your future at SCC!

Minnesota Transfer Curriculum Goal Areas:

- Communications
- Critical Thinking
- Natural Sciences
- Mathematical/Logical Reasoning
- History & Social & Behavioral Sciences
- Humanities & Fine Arts
- Human Diversity
- Global Perspective
- Ethical & Civic Responsibility
- People & the Environment

Courses are available in the following disciplines:

Our flexible scheduling and many course offerings are especially appealing, when exploring classes that may include courses in the following areas:

- Math and Science
- Humanities
- Social and Behavioral Sciences
- English

Liberal Arts & Sciences Degrees

- Associate of Arts

South Central College

2017-2018 Academic Catalog

Associate of Arts AFA Degree

60 Credits

NA 3805/NA 8005

Degree Description

The Associate in Arts (AA) degree is awarded for successful completion of a 60 semester credit program in Liberal Arts & Sciences and is intended primarily for students who plan to transfer to another college or university to complete a bachelor's degree. Although no specific major is listed in conjunction with this degree, students may choose to concentrate in a particular field of study in preparation for a planned major or professional emphasis at a four-year college or university. An AA degree must include the entire 40-credit Minnesota Transfer Curriculum (MNTC) specified below, which, pursuant to Minnesota statute, must transfer to any institution in the Minnesota State Colleges and Universities System or to the University of Minnesota. Students are strongly encouraged to develop an educational plan with their academic advisor and the Transfer Specialist to assure that AA degree and pre-major requirements are fulfilled.

To view the Associate in Arts website, please browse to:

<http://www.southcentral.edu/liberal-arts-and-sciences/liberal-arts-a-sciences-program-description.html>

General Requirements

MINNESOTA TRANSFER CURRICULUM

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

To complete the Minnesota Transfer Curriculum students must:

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

ASSOCIATE OF ARTS DEGREE / GRADUATION REQUIREMENTS:

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

1. Complete the Minnesota Transfer Curriculum (MnTC)
2. Complete the FYE 100 First Year Experience course (1 credit) within the first three semesters (Fall, Spring, Summer) of attendance at South Central College. This course is required for all A.A. students unless the student has:
 - Completed 24 college level credits at another institution or in another SCC program before transferring to the AA program
 - Taken a First Year Experience course at another accredited college
3. Complete the Capstone course after the completion of at least 40 credits (1 credit)
4. Complete electives to meet 60 semester credits (Up to 16 credits can be from technical/career courses)
5. Complete at least one (1) credit in a health and wellness course
6. Earn a cumulative GPA of 2.0 and a 67% completion rate
7. Earn a GPA of 2.0 or higher in MnTC coursework.

NOTE: Credits from repeated courses count only once

Admission Dates: Fall, Spring, and Summer Semester

Offered on the Faribault and North Mankato Campuses

Goal Area 1 - Oral and Written Communication

The following courses apply to MNTC Goal 1. To complete the goal, students must complete ENGL 100 and one COMM course from COMM 100, 110, 120 or 140.

PART A

ENGL100 Composition (4 Credits)

PART B

COMM100 Introduction to Human Communication (3 Credits)

Or

COMM110 Public Speaking (3 Credits)

Or

COMM120 Small Group Communication (3 Credits)

Or

Goal Area 2 - Critical Thinking

The following courses apply to MNTC Goal 2. Complete all 9 other MNTC goal areas OR select one course.

CHEM101 The Chemistry of Everything (3 Credits)

CHEM110 Chemistry for the Health Sciences (4 Credits)

CRTK100 Critical Thinking (3 Credits)

PHIL130 Logic (4 Credits)

PHIL150 Medical Ethics (3 Credits)

PHIL215 Business Ethics (3 Credits)

MASS110 Introduction to Mass Communication (4 Credits)

CAP 250 Associate of Arts Capstone Class (1 Credit)

Goal Area 3 - Natural Sciences

The following courses apply to MNTC Goal 3. To complete the goal, students must select at least two courses from two different disciplines.

BIOL100 Introduction to Biology (4 Credits)

BIOL101 Introduction to Ecology (4 Credits)

BIOL106 Introduction to Cell Biology (3 Credits)

BIOL110 Biology of Disease (3 Credits)

BIOL115 General Biology I (4 Credits)

BIOL116 General Biology II (4 Credits)

BIOL152 Tropical Rain Forest Ecology (4 Credits)

BIOL162 Human Biology (4 Credits)

BIOL220 Human Anatomy (4 Credits)

BIOL225 Anatomy and Physiology I (4 Credits)

BIOL230 Human Physiology (4 Credits)

BIOL235 Anatomy and Physiology II (4 Credits)

BIOL240 Pathophysiology (3 Credits)

BIOL270 Microbiology (4 Credits)

CHEM101 The Chemistry of Everything (3 Credits)

CHEM108 Introduction to Chemistry (4 Credits)

CHEM110 Chemistry for the Health Sciences (4 Credits)

CHEM120 Principles of Chemistry I (5 Credits)

CHEM121 Principles of Chemistry II (5 Credits)

GEOG101 Introduction to Physical Geography (3 Credits)

GEOG104 Introduction to Weather and Climate (3 Credits)

PHYS101 Introductory Physics (3 Credits)

PHYS211 Principles in Physics I (4 Credits)

PHYS212 Principles in Physics II (4 Credits)

PHYS221 General Physics I (4 Credits)

PHYS222 General Physics II (4 Credits)

Goal Area 4 - Mathematical/Logical Reasoning

The following courses apply to MNTC Goal 4. To complete the goal, students must complete one course.

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

Goal Area 5 - History and Social Sciences

The following courses apply to MNTC Goal 5. To complete the goal, students must complete at least two courses from two different disciplines.

ANTH100 Introduction to Anthropology (4 Credits)
ANTH121 Cultural Anthropology (4 Credits)
ECON110 Principles of Macroeconomics (3 Credits)
ECON120 Principles of Microeconomics (3 Credits)
ECON130 Economics of Public Issues (3 Credits)
ETHN101 American Racial Minorities (3 Credits)
ETHN110 The Immigrant Experience (3 Credits)
GEOG100 Elements of Geography (3 Credits)
GEOG103 Introduction to Cultural Geography (3 Credits)
GEOG200 Special Topics in Geography: (3 Credits)
HIST120 U.S. History I (4 Credits)
HIST121 U. S. History II (4 Credits)
HIST160 World History I (4 Credits)
HIST161 World History II: The Rise of the West (4 Credits)
HIST162 World History III: The Twentieth Century (4 Credits)
HIST205 Special Topics in History: (1 - 4 Credits)
POL 110 American Government (3 Credits)
PSYC100 Introduction to Psychology (4 Credits)
PSYC110 Lifespan Psychology (3 Credits)
PSYC140 Psychology of Positive Adjustment (4 Credits)
PSYC210 Social Psychology (4 Credits)
PSYC220 Health Psychology (4 Credits)
PSYC230 Abnormal Psychology (4 Credits)
PSYC240 Child and Adolescent Psychology (4 Credits)
PSYC250 Industrial Organizational Psychology (4 Credits)
PSYC280 Special Topics in Psychology: (4 Credits)
SOC 101 Introduction to Sociology (4 Credits)
SOC 106 Introduction to Criminal Justice (4 Credits)
SOC 110 Social Problems (3 Credits)
SOC 201 Marriage and Family (3 Credits)
SOC 205 Special Topics in Sociology: (3 Credits)
SOC 206 Juvenile Delinquency (3 Credits)
SOC 210 Social Stratification - Who Gets What and Why? (3 Credits)
SOC 251 Criminology and Criminal Behavior (4 Credits)
SOC 259 Drugs and Society (3 Credits)
SOWK100 Introduction to Social Work (3 Credits)
SOWK105 Social Welfare Services (3 Credits)
SOWK110 Community Social Service Projects (3 Credits)

Goal Area 6 - Humanities and Fine Arts

The following courses apply to MNTC Goal 6. To complete the goal, students must select at least two courses from two different disciplines.

ART 100 Art Appreciation (3 Credits)
ART 110 Art Structure (3 Credits)
ART 115 Three Dimensional Design (3 Credits)
ART 120 Metal Art (3 Credits)
ART 125 Sculpture (3 Credits)
ART 130 Painting (3 Credits)
ART 135 Introduction to Watercolor (3 Credits)
ART 140 Digital Photography (3 Credits)
ART 145 Mixed-Media (3 Credits)
ART 150 Drawing I (3 Credits)
ART 155 Visual Narrative (3 Credits)
ART 165 Public Art (3 Credits)
ART 170 Digital Video Production (3 Credits)
ART 180 Digital Photography 2 (3 Credits)
ART 201 Art History I (3 Credits)
ART 202 Art History II (3 Credits)
ART 250 Drawing II (3 Credits)
ART 270 Digital Video Production 2 (3 Credits)
ENGL110 Introduction to Literature (4 Credits)
ENGL111 Introduction to Film (4 Credits)
ENGL120 Human Diversity in Literature and Film (4 Credits)
ENGL130 World Literature and Film (4 Credits)
ENGL140 British Literature (4 Credits)
ENGL150 Introduction to Poetry (4 Credits)
ENGL160 Introduction to Short Story (4 Credits)
ENGL205 Special Topics in Literature & Film: (4 Credits)
ENGL206 Children's Literature (4 Credits)
ENGL208 African American Literature (4 Credits)
ENGL210 Introduction to Creative Writing (4 Credits)
ENGL220 Creative Writing: Fiction (4 Credits)
ENGL230 Creative Writing: Screen Writing (4 Credits)
HUM 111 Introduction to Film (4 Credits)
HUM 121 Introduction to the Humanities (4 Credits)
HUM 122 Introduction to Humanities II (4 Credits)
HUM 130 China: Cultural Tradition and Change (3 Credits)
HUM 150 Global Connections Travel Seminar (1 Credit)
HUM 205 Special Topics in the Humanities: (1 - 4 Credits)
HUM 250 Global Connections Travel Seminar II (1 - 3 Credits)
PHIL105 World Religions (4 Credits)
PHIL110 Philosophy and Popular Culture (3 Credits)
PHIL115 Global Philosophies (3 Credits)
PHIL205 Special Topics in Philosophy: (1 - 3 Credits)
PHIL220 (Credit)
MUSC100 Music in the Global Culture (3 Credits)
MUSC121 Class Guitar (2 Credits)
MUSC131 Music Theory 1 (2 Credits)
And
MUSC141 Vocal Ensemble - Concert Choir (1 Credit)
THTR100 Introduction to Theater (3 Credits)
THTR110 Introduction to Acting I (3 Credits)

Goal Area 7 - Human Diversity

The following courses apply to MNTC Goal 7. To complete the goal, students must complete one course.

AIS 112 Native American Perspectives (4 Credits)
AIS 120 Dakota Culture, History and Language (3 Credits)
ANTH121 Cultural Anthropology (4 Credits)
ART 155 Visual Narrative (3 Credits)
ASL 101 American Sign Language 1 (3 Credits)
COMM130 Intercultural Communication (3 Credits)
ENGL120 Human Diversity in Literature and Film (4 Credits)
ENGL208 African American Literature (4 Credits)
ETHN110 The Immigrant Experience (3 Credits)
HIST120 U.S. History I (4 Credits)
HIST121 U. S. History II (4 Credits)
PHIL100 Ethics in Society (3 Credits)
PSYC110 Lifespan Psychology (3 Credits)
PSYC230 Abnormal Psychology (4 Credits)
PSYC240 Child and Adolescent Psychology (4 Credits)
PSYC250 Industrial Organizational Psychology (4 Credits)
SOC 110 Social Problems (3 Credits)
SOC 201 Marriage and Family (3 Credits)
SOWK100 Introduction to Social Work (3 Credits)
SOWK105 Social Welfare Services (3 Credits)
SOWK110 Community Social Service Projects (3 Credits)

Goal Area 8 - Global Perspective

The following courses apply to MNTC Goal 8. To complete the goal, students must complete one course.

ANTH100 Introduction to Anthropology (4 Credits)
ART 201 Art History I (3 Credits)
ART 202 Art History II (3 Credits)
ASL 101 American Sign Language 1 (3 Credits)
COMM130 Intercultural Communication (3 Credits)
ENGL130 World Literature and Film (4 Credits)
GEOG100 Elements of Geography (3 Credits)
GEOG103 Introduction to Cultural Geography (3 Credits)
GEOG105 World Regional Geography (3 Credits)
HIST160 World History I (4 Credits)
HIST161 World History II: The Rise of the West (4 Credits)
HIST162 World History III: The Twentieth Century (4 Credits)
HIST205 Special Topics in History: (1 - 4 Credits)
HUM 122 Introduction to Humanities II (4 Credits)
HUM 130 China: Cultural Tradition and Change (3 Credits)
HUM 150 Global Connections Travel Seminar (1 Credit)
HUM 250 Global Connections Travel Seminar II (1 - 3 Credits)
MUSC100 Music in the Global Culture (3 Credits)
PSYC210 Social Psychology (4 Credits)
PHIL105 World Religions (4 Credits)
PHIL115 Global Philosophies (3 Credits)
SOC 101 Introduction to Sociology (4 Credits)
SOC 210 Social Stratification - Who Gets What and Why? (3 Credits)
SOLA100 Somali Language I (4 Credits)
SOLA102 Somali Language II (4 Credits)
SPAN105 Elementary Spanish I (4 Credits)
SPAN110 Elementary Spanish II (4 Credits)
SPAN205 Intermediate Spanish (4 Credits)

Goal Area 9 - Ethical and Civic Responsibility

The following courses apply to MNTC Goal 9. To complete the goal, students must complete one course.

AIS 120 Dakota Culture, History and Language (3 Credits)
COMM110 Public Speaking (3 Credits)
ECON110 Principles of Macroeconomics (3 Credits)
ECON120 Principles of Microeconomics (3 Credits)
ECON130 Economics of Public Issues (3 Credits)
ENGL115 Global Peace and Social Justice (4 Credits)
ETHN101 American Racial Minorities (3 Credits)
ETHN110 The Immigrant Experience (3 Credits)
MASS110 Introduction to Mass Communication (4 Credits)
PHIL100 Ethics in Society (3 Credits)
PHIL140 (Credit)
PHIL150 Medical Ethics (3 Credits)
PHIL210 Environmental Ethics (3 Credits)
PHIL215 Business Ethics (3 Credits)
PHIL220 (Credit)
POL 110 American Government (3 Credits)
PSYC140 Psychology of Positive Adjustment (4 Credits)
SOC 106 Introduction to Criminal Justice (4 Credits)
SOC 205 Special Topics in Sociology: (3 Credits)
SOC 206 Juvenile Delinquency (3 Credits)
SOC 251 Criminology and Criminal Behavior (4 Credits)
SOC 259 Drugs and Society (3 Credits)

Goal Area 10 - People and the Environment

The following courses apply to MNTC Goal 10. To complete the goal, students must complete one course.

AIS 112 Native American Perspectives (4 Credits)
BIOL101 Introduction to Ecology (4 Credits)
BIOL152 Tropical Rain Forest Ecology (4 Credits)
GEOG101 Introduction to Physical Geography (3 Credits)
GEOG104 Introduction to Weather and Climate (3 Credits)
GEOG105 World Regional Geography (3 Credits)
HHP 101 Health and the Environment (3 Credits)
PHIL210 Environmental Ethics (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Manufacturing Production Technology

This entry-level certificate introduces students to production technologies and information to start on a manufacturing career pathway. Additionally, students are given opportunities to enhance or develop important work-place knowledge and skills in the areas of communication, math, and physics.

The Manufacturing Production Technology Certificate Program Includes Course Work In:

- Safety Awareness
- Manufacturing Processes and Production
- Quality Practices
- Maintenance Awareness
- Mathematics and Physics
- Group Communication

Manufacturing Production Technology Degrees

- Manufacturing Production Technology Certificate

South Central College

2017-2018 Academic Catalog

Manufacturing Production Technology Certificate

17 Credits

CERT3286/CERT2259

Degree Description

This entry-level certificate introduces students to production technologies and information to start on a manufacturing career pathway. Additionally, students are given opportunities to enhance or develop important work-place knowledge and skills in the areas of communication, math, and physics.

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (5 Courses)

Complete all of the following courses:

CMAE1514 Safety Awareness (2 Credits)

CMAE1518 Manufacturing Process and Production (2 Credits)

CMAE1522 Quality Practices (2 Credits)

CMAE1526 Maintenance Awareness (2 Credits)

MATH1050 Mathematics for Technical Careers (3 Credits)

Required Liberal Arts and Sciences (2 Courses)

Choose from the following courses:

PHYS101 Introductory Physics (3 Credits)

COMM120 Small Group Communication (3 Credits)

Or

COMM140 Interpersonal Communication (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Marketing Management

Set Your Sights on a Targeted Business Career

If you are looking to work in the business world and would like a career that encourages you to be creative, strategic and forward-thinking, then marketing could be the right choice for you. This widely-diverse business concentration has many different areas of focus and can provide exciting opportunities for almost any personality type or area of personal interest.

Marketing is the process that takes a product from concept to consumer and coordinates the four Ps: Product, price, place and promotion. Whether large or small, for-profit or not-for-profit, innovative marketing is critical to the success of every organization.

Careers in marketing can specialize in one particular area or can span the entirety of the marketing process. A large share of marketing people end up employed in medium- to large-sized companies that have the budgets necessary to maintain their own in-house marketing resources. Others work for advertising agencies and consulting firms that provide marketing services to other organizations, while still others prefer working in small companies or independently as free-lance writers, graphic designers or Internet marketing experts.

At South Central College, you have the choice to earn an Associate of Applied Science (AAS) degree, a diploma or a certificate in marketing management. Depending upon your specific goals, you could do a marketing internship that will help you gain valuable, real-world experience and further your professional growth and development. Many marketing management students go straight into the workforce after graduation but others choose to transfer to four-year colleges or universities to complete their Bachelor's degree.

The Marketing Management Program Includes Course Work In:

- Fundamentals of Marketing
- Marketing Research
- Professional Development
- Principles of Advertising
- Management Theory
- Sales Techniques
- Retail Management
- Entrepreneurship
- Internet Marketing

Employment Outlook

Marketing is everywhere. Every time you turn on your TV, open a magazine, use your computer or even climb on to public transportation, there's a marketing message involved and a marketing person's strategy behind it. With the competition for consumer attention and buying power soaring, demand for marketing specialists is growing right along with it. Organizations of all kinds are clamoring to build and expand their individual market shares and need educated and highly-trained marketers to accomplish their goals. According to industry job experts, the field of marketing is expected to grow by nearly 10% by 2020. This is due, in part, to the expansive growth of the Internet and subsequent marketing opportunities that continue to surface as the Web evolves.

Region	2014 Jobs	2019 Jobs	% Growth	Average Hourly Beginning Wage	Average Annual Beginning Wage
Regional	4,881	5,210	7%	\$19.50	\$40,560
State	96,964	101,771	6%	\$21.43	\$44,574
National	4,443,496	4,676,316	5%	\$22.28	\$46,342

Core Competencies

1. Manage human resources effectively
2. Apply business related technology
3. Develop and deliver professional presentations

Marketing Management Degrees

- Marketing Management AAS Degree
- Marketing Management Diploma
- Marketing Management Certificate

South Central College

2017-2018 Academic Catalog

Marketing Management AAS Degree

60 Credits

AAS 3272/AAS 2284

Degree Description

The Associate of Applied Science Marketing Management degree is designed to prepare individuals for employment in marketing, sales management, and retail management fields. Learners will learn current practices and acquire knowledge in marketing fundamentals, management, sales, retail operations, managing human resources, sales force management, managing a sales business for profitability and new applications in the art of selling. Learners are required to participate in a business and industry internship in positions including customer service, sales, retailing, marketing and advertising to reinforce newly acquired skills. In addition, the program requires Liberal Arts and Sciences courses designed to provide an understanding of the culture and environment in which we live. Advisors will work with students in developing a program of study, encouraging timely program completion. After completing an A.A.S. Degree in Marketing, graduates can transfer their program credits toward a Bachelor of Applied Science Degree in Marketing from Southwest Minnesota State University. Courses are offered at South Central via ITV, and online. See an advisor for program requirements.

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (11 Courses)

Complete all of the following courses:

- MKT 1800** Introduction to Sales (3 Credits)
- MKT 1810** Principles of Marketing (3 Credits)
- MKT 1820** Introduction to Business (3 Credits)
- MKT 1830** Customer Service (3 Credits)
- MKT 1840** Principles of Advertising (3 Credits)
- MKT 1850** Professional Development I (1 Credit)
- MKT 1900** Principles of Management (3 Credits)
- MKT 1910** Entrepreneurship (3 Credits)
- MKT 1920** Marketing Research (3 Credits)
- MKT 1930** Human Resource Management (3 Credits)
- MKT 1940** Leadership Strategies (3 Credits)

Management Core (2 Courses)

Select the following two courses:

- MGT 2810** Retail Management (3 Credits)
- ACCT1834** Computerized Accounting I (3 Credits)

Marketing Internship (6 Credits)

You must complete 6 credits of internship from the following:

- MKT 1817** Internship (3 Credits)
- MKT 2817** Internship (3 Credits)
- MKT 2827** Marketing Management Internship (1 - 3 Credits)

Technical Elective Credits (2 Credits)

Complete 2 additional credits from the following:

- MKT 1860** Marketing and Business Management Practicum (2 Credits)
- MKT 1875** Internet Marketing (2 Credits)
- MKT 1950** Special Topics in Marketing (2 Credits)
- MKT 2827** Marketing Management Internship (1 - 3 Credits)

Required Liberal Arts & Sciences (2 Courses)

To complete an AAS Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas. Courses must be approved by advisor/faculty.

The following two courses are required:

COMM110 Public Speaking (3 Credits)

ENGL100 Composition (4 Credits)

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

South Central College

2017-2018 Academic Catalog

Marketing Management Diploma

53 Credits

DIP 3273

Degree Description

The Marketing Management Diploma is designed to prepare individuals for employment in sales and marketing related positions requiring entry-level skills and knowledge necessary to perform typical job functions. Individuals seeking opportunities to upgrade present skills will also benefit from the diploma. Courses will cover the fundamentals of marketing, management, sales, retail operations, managing human resources, the art of selling, and entrepreneurship. Business and industry internships are required, with positions concentrating in a variety of areas including sales, customer service, retailing, advertising, and marketing. Liberal Arts & Sciences courses in public speaking and composition are required. Academic advisors will assist learners in choosing additional coursework for the diploma.

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (15 Courses)

Complete all of the following courses:

MGT 2810 Retail Management (3 Credits)
MGT 2820 Introduction to Management Information Systems (3 Credits)
MKT 1800 Introduction to Sales (3 Credits)
MKT 1810 Principles of Marketing (3 Credits)
MKT 1817 Internship (3 Credits)
MKT 1820 Introduction to Business (3 Credits)
MKT 1830 Customer Service (3 Credits)
MKT 1840 Principles of Advertising (3 Credits)
MKT 1850 Professional Development I (1 Credit)
MKT 1900 Principles of Management (3 Credits)
MKT 1910 Entrepreneurship (3 Credits)
MKT 1920 Marketing Research (3 Credits)
MKT 1930 Human Resource Management (3 Credits)
MKT 1940 Leadership Strategies (3 Credits)
MKT 2817 Internship (3 Credits)

Required Liberal Arts and Sciences (2 Courses)

Complete the following courses:

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

Elective Credits (3 Credits)

Complete 3 additional credits from any MGT, MKT, ACCT, OTEC, COMP or Liberal Arts and Sciences courses. Courses must be approved by advisor/faculty.

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

South Central College

2017-2018 Academic Catalog

Marketing Management Certificate

30 Credits

CERT3274

Degree Description

The Marketing Management Certificate is designed to provide skills for those individuals wishing to complete a compressed program of study with specific skills unique to their individual needs. With advisor approval, learners will develop a program of study consisting of 18 credits of technical courses and 12 credits of core management courses. Learners are encouraged to complete an internship, providing experience in the world of work.

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (4 Courses)

Complete all of the following courses

MKT 1810 Principles of Marketing (3 Credits)

MKT 1820 Introduction to Business (3 Credits)

MGT 2810 Retail Management (3 Credits)

MGT 2820 Introduction to Management Information Systems (3 Credits)

Elective Credits (18 Credits)

Choose 18 credits from the following courses:

MKT 1800 Introduction to Sales (3 Credits)

MKT 1817 Internship (3 Credits)

MKT 1830 Customer Service (3 Credits)

MKT 1840 Principles of Advertising (3 Credits)

MKT 1850 Professional Development I (1 Credit)

MKT 1900 Principles of Management (3 Credits)

MKT 1910 Entrepreneurship (3 Credits)

MKT 1920 Marketing Research (3 Credits)

MKT 1930 Human Resource Management (3 Credits)

MKT 1940 Leadership Strategies (3 Credits)

MKT 2817 Internship (3 Credits)

MKT 2827 Marketing Management Internship (1 - 3 Credits)

OTEC2810 Computer Technology (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Mechatronics Engineering Technology

Systems for Success

Today's high tech manufacturing environment calls for individuals who can install and maintain a wide variety of computer-controlled systems, machinery and equipment. It was with this need in mind that South Central College created its Mechatronics program in 2009. The program provides comprehensive instruction and hands-on experience with Mechanical Systems (Mecha), Electronics (Tronics), Fluid Power, Automation and Robotics. Guided by instructors who have worked in the field, you will gain the skills required by today's advanced manufactures. The program also incorporates nationally recognized certifications so you will have the credentials you need to demonstrate your skill level wherever your Mechatronics career takes you.

The Mechatronics Program at South Central College Includes:

- Physics
- Electricity
- Computer Applications
- Mechanical Systems
- Quality Concepts
- Industrial Controls (PLC's)
- Fluid Power
- Robotics
- Sensors and Controls

Core Competencies

1. Work individually or in small teams to troubleshoot and repair mechatronics systems.
2. Successfully complete a nationally recognized Mechatronics assessment such as those available from SkillsUSA, NOCTI or AMTEC.
3. Build some portion of a Mechatronics system to the print specifications.
4. Demonstrate knowledge and professional skills necessary to retain employment in related program field.

Mechatronics Engineering Technology Degrees

- Mechatronics Engineering Technology AAS Degree
- Intermediate Mechatronics Engineering Technology Diploma
- Mechatronics Industrial Maintenance Certificate

South Central College

2017-2018 Academic Catalog

Mechatronics Engineering Technology AAS Degree

60 Credits

AAS 3470

Degree Description

Mechatronics is a relatively new and rapidly growing field that integrates electronics, mechanics, pneumatics, hydraulics, and computer control systems to create new and improved automated manufacturing production systems. This program is designed for people who are interested in plant maintenance, set up, installation, and assembly. These jobs are found in medical, electronics, agriculture, biotechnology, and automotive industries.

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Technical Courses (16 Courses)

Select the following courses:

CMAE1518 Manufacturing Process and Production (2 Credits)

CMAE1514 Safety Awareness (2 Credits)

CMAE1526 Maintenance Awareness (2 Credits)

CMAE1522 Quality Practices (2 Credits)

MECA1122 Electricity - Devices and Circuits I (3 Credits)

MECA1222 Electricity - Devices and Circuits II (3 Credits)

MECA1223 Mechanical Systems 1 (3 Credits)

MECA1250 Mechatronics Systems Operations I (3 Credits)

MECA2110 Sensors and Control (3 Credits)

MECA2120 Fluid Power 1 (3 Credits)

MECA2123 Mechanical Systems 2 (3 Credits)

MECA2130 Fluid Power II (3 Credits)

MECA2150 Mechatronics Systems Operations II (3 Credits)

MECA2235 Robotics (3 Credits)

MECA2240 Senior Project (1 - 5 Credits)

MECA2250 Mechatronics Systems Operations III (3 Credits)

Required Liberal Arts and Sciences (4 Courses)

To earn an AAS degree, students must complete 15 MNTC credits in 3 of the 10 MNTC goal areas.

The following courses are required:

ENGL100 Composition (4 Credits)

ENGL240 Technical Communication (4 Credits)

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

South Central College

2017-2018 Academic Catalog

Intermediate Mechatronics Engineering Technology Diploma

39 Credits

DIP 3485/DIP 2477

Degree Description

Mechatronics is a relatively new and rapidly growing field that integrates electronics, mechanics, pneumatics, hydraulics, and computer control systems to create new and improved automated manufacturing production systems. This program is designed for people who are interested in plant maintenance, set up, installation, and assembly. These jobs are found in medical, electronics, agriculture, biotechnology, and automotive industries.

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (12 Courses)

Complete the following courses:

CMAE1518 Manufacturing Process and Production (2 Credits)

CMAE1514 Safety Awareness (2 Credits)

CMAE1526 Maintenance Awareness (2 Credits)

CMAE1522 Quality Practices (2 Credits)

MECA1122 Electricity - Devices and Circuits I (3 Credits)

MECA1222 Electricity - Devices and Circuits II (3 Credits)

MECA1223 Mechanical Systems 1 (3 Credits)

MECA1250 Mechatronics Systems Operations I (3 Credits)

MECA2120 Fluid Power 1 (3 Credits)

MECA2123 Mechanical Systems 2 (3 Credits)

MECA2130 Fluid Power II (3 Credits)

MECA2150 Mechatronics Systems Operations II (3 Credits)

Required Liberal Arts and Sciences (2 Courses)

Complete the following courses:

MATH120 College Algebra (4 Credits)

PHYS101 Introductory Physics (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Mechatronics Industrial Maintenance Certificate

25 Credits

CERT3603/CERT2493
Degree Description

This certificate is designed to prepare learners to enter the Industrial Maintenance field in an entry-level position and to enhance the skills of those already employed in the field. This certificate will allow successful learners to be proficient in many different areas including plant safety, reading technical drawings, mechanical drives, bearings, lubrication, alignment, pneumatics, industrial electricity, motor controls, boilers and welding. This stackable certificate allows a pathway for learners to continue their education in Mechatronics.

Admission Dates: Fall Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (10 Courses)

Complete the following courses:

CMAE1518 Manufacturing Process and Production (2 Credits)

CMAE1514 Safety Awareness (2 Credits)

CMAE1526 Maintenance Awareness (2 Credits)

CMAE1522 Quality Practices (2 Credits)

MECA1223 Mechanical Systems 1 (3 Credits)

MECA1250 Mechatronics Systems Operations I (3 Credits)

MECA2120 Fluid Power 1 (3 Credits)

MECA2240 Senior Project (1 - 5 Credits)

MATH1050 Mathematics for Technical Careers (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Medical Assistant

Dedicated to Patient Care

As a Medical Assistant you will be a professional dedicated to assisting in patient care management. Your duties are varied and include greeting patients, updating and filling patient medical records, filling out insurance forms, scheduling appointments and arranging admission and laboratory services. You might even work with patients with discharge instructions, authorize medication refills, or even perform x-ray procedures. As a Medical Assistant you will be classified as an allied health practitioner working in any of a number of different medical facilities.

South Central College's Medical Assistant program can lead you to a Bachelor's in Healthcare Management.

The Medical Assistant program at SCC has an average job placement rate of over 97% over the past 5 years.

The Medical Assistant program at South Central College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assistant Education Review Board.

Commission on Accreditation of Allied Health Education Programs

25400 US Highway 19 N., Suite 158

Clearwater, FL 33763

727-210-2350

www.caahep.org

The Medical Assistant Program at South Central College Includes:

- Radiography
- Clinical Skills
- Office Procedures
- Laboratory Skills
- Pharmacology
- Anatomy & Physiology/Disease Conditions
- Electronic Health Records
- Medical Terminology
- CPR

Core Competencies

1. Use effective oral and written communication skills to engage with patients, family members and other health care professionals
2. Have knowledge of procedures for preparing patients for examinations and/or lab tests
3. Describe and demonstrate the proper procedures for using infection control and universal precautions
4. Engage with the health care interdisciplinary team using accurate medical terminology while referencing appropriate medical information
5. Have knowledge of and understanding of health care informatics as it related to the role of the Medical Assistant

Medical Assistant Degrees

- Medical Assistant AAS Degree

South Central College

2017-2018 Academic Catalog

Medical Assistant AAS Degree

60 Credits

AAS 3364

Degree Description

Medical Assistants are classified as allied health practitioners. They can be found in doctor offices, hospitals, outpatient clinics, ambulatory facilities, and other health care related businesses. The program goal is to prepare competent, entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Admission Dates: Fall Semester

Offered on the North Mankato Campus

Required Technical Courses (14 Courses)

Complete the following courses:

HC 1000 Medical Terminology (3 Credits)

HC 1914 Anatomy & Physiology/Disease Conditions I (4 Credits)

HC 1924 Anatomy & Physiology Disease Conditions II (4 Credits)

HC 1550 Electronic Health Records (2 Credits)

FCS 105 Nutrition and Healthy Living (3 Credits)

OTEC1001 Computer Software for College (2 Credits)

MA 1000 Medical Assisting Orientation (3 Credits)

MA 1020 Medical Office Procedures (3 Credits)

MA 2000 Pharmacology for Medical Assistants (3 Credits)

MA 2010 Laboratory Skills for Medical Assistants (3 Credits)

MA 2020 Clinical Skills II (3 Credits)

MA 2030 Radiography Skills for Medical Assistants (3 Credits)

MA 2040 Medical Assistant Internship (5 Credits)

Required Liberal Arts and Sciences (5 Courses)

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

COMM140 Interpersonal Communication (3 Credits)

PHIL150 Medical Ethics (3 Credits)

ENGL100 Composition (4 Credits)

PSYC110 Lifespan Psychology (3 Credits)

Or

COMM130 Intercultural Communication (3 Credits)

HUM 100 Critical Thinking (3 Credits)

Or

CRTK100 Critical Thinking (3 Credits)

Or

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

South Central College

2017-2018 Academic Catalog

Medical Laboratory Technician

Play a Significant Role in the Medical World

As a Medical Laboratory Technician (MLT) you will work in an expanding medical field under the supervision of a medical technologist or a physician. The job requires you to be dependable, give attention to detail, and to be honest and ethical. You will work with people mostly in hospitals but also in clinics and doctor's offices. You will conduct laboratory tests for the diagnosis, treatment, and prevention of disease, and play a significant role in the medical world.

The Medical Laboratory Technician curriculum at South Central College allows you to apply your newly gained knowledge in a simulated laboratory setting. You will gain experience and practice in basic clinical laboratory techniques, procedures, and phlebotomy while you earn your AAS degree. The MLT program at South Central College is nationally accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Once you have completed the program you will be eligible for the national certification exam through the American Society for Clinical Pathology (ASCP).

South Central College's Medical Lab Technician program is considered a "hybrid" class with hands-on and face-to-face laboratory experiences combined with online material. You will get the additional experience of being placed in a hospital or clinic internship.

The Medical Laboratory Technician Program at South Central College Includes:

- Hematology
- Microbiology
- Immunology
- Chemistry
- Coagulation
- Immunohematology

Core Competencies

1. Demonstrate standard safety practices designed for the medical laboratory professions.
2. Perform basic phlebotomy procedures that include both venipuncture and capillary techniques.
3. Demonstrate multitasking skills where a wide variety of testing procedures are performed.
4. Demonstrate standard quality assurance practices to ensure quality patient outcomes.
5. Demonstrate proper procedures in maintenance, calibration, operation, and troubleshooting of laboratory analyzers and equipment.
6. Correlate pathologic conditions and the laboratory's role in diagnosis and treatment.

Medical Laboratory Technician Degrees

- Medical Laboratory Technician AAS Degree

South Central College

2017-2018 Academic Catalog

Medical Laboratory Technician AAS Degree

65 Credits

AAS 2301/AAS 3309
Degree Description

The Medical Laboratory Technician curriculum includes a combination of general education and support courses, online lectures, face-to-face student laboratory sessions, and placement of students in a hospital or clinic internship experience. The program is considered a "hybrid" program because there are required face-to-face student laboratory sessions in which a student must physically be present on one of SCC's two campuses in order to fulfill the requirements of the student laboratory sessions. Lab work is conducted under the supervision of a certified Clinical Laboratory Scientist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the clinical laboratory gaining experience and practice in basic clinical laboratory techniques, procedures, and phlebotomy.

Admission Process

Application to the Medical Laboratory Technician program requires a separate application process from admission to the college. Applications for the program are typically due on April 1st for a Fall Semester start. To obtain an application, please visit the MLT program website. Applicants must have completed or be in the process of completing the following sequence of courses with a grade of "C" or higher:

- HC 1000 Medical Terminology (3 credit)
- CHEM108 Introduction to Chemistry (4 credits)
- MDLT1810 Laboratory Techniques and Orientation (3 credits)
- BIOL162 Human Biology (4 credits)

Admission Dates: Fall Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (13 Courses)

You must complete the following required courses:

MDLT1810 Laboratory Techniques and Orientation (3 Credits)
MDLT1815 Hematology I (3 Credits)
MDLT1820 Coagulation (2 Credits)
MDLT1825 Urinalysis/Body Fluids (3 Credits)
MDLT1830 Hematology II (3 Credits)
MDLT1835 Immunology (2 Credits)
MDLT2806 Immunohematology I (2 Credits)
MDLT2807 Immunohematology II (2 Credits)
MDLT2811 Microbiology I (3 Credits)
MDLT2817 Chemistry I (4 Credits)
MDLT2818 Chemistry II (3 Credits)
MDLT2821 Microbiology II (3 Credits)
MDLT2825 Clinical Practice & Orientation (1 Credit)

Required Liberal Arts and Sciences (4 Courses)

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

The following courses are required:

COMM140 Interpersonal Communication (3 Credits)

Or

CHEM108 Introduction to Chemistry (4 Credits)

Or

CHEM110 Chemistry for the Health Sciences (4 Credits)

PSYC100 Introduction to Psychology (4 Credits)

Or

PSYC140 Psychology of Positive Adjustment (4 Credits)

Other Required Courses (2 Courses)

Applicant must have completed or be in the process of completing the following pre-major courses with a grade of "C" or higher.

HC 1000 Medical Terminology (3 Credits)

OTEC1001 Computer Software for College (2 Credits)

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

South Central College

2017-2018 Academic Catalog

Minnesota Transfer Curriculum (MNTC)

Most courses designated Liberal Arts & Sciences at SCC develop the competencies of the Minnesota Transfer Curriculum. The goal of the Minnesota Transfer Curriculum is to develop student competencies in ten goal areas.

A course may satisfy more than one goal area, but credit for the course may only be counted once. Liberal Arts & Sciences courses are listed with the particular Minnesota Transfer Curriculum category or categories they satisfy. Students participating in Liberal Arts & Sciences use computers, libraries, media, and appropriate technologies and information resources. Competency development is also reinforced in the technical courses and in activities such as student organization projects, community events, and service learning. Students should consult with their advisors prior to registration for Liberal Arts & Sciences courses to be sure they are in compliance with their program plan.

Students may complete the Minnesota Transfer Curriculum (MnTC) without completing an Associate of Arts degree. To accomplish this, students must complete 40 credits and satisfy each of the 10 MnTC goal areas. Technical course credits do not apply to meeting the MnTC requirements. Completion of the MnTC will be noted on the transcript at the student's request. Please contact the Student Affairs Center for more information.

Program Goals and Student Competencies

Goal Area 1: Communications

Goal: To develop writers and speakers who use the English language effectively and who read, write, speak and listen critically. As a base, all students should complete introductory communication requirements early in their collegiate studies. Writing competency is an ongoing process to be reinforced through writing-intensive courses and writing across the curriculum. Speaking and listening skills need reinforcement through multiple opportunities for interpersonal communication, public speaking, and discussion.

Student competencies: Students will be able to

- Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
- Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
- Select appropriate communication choices for specific audiences.
- Construct logical and coherent arguments.
- Use authority, point-of-view, and individual voice and style in their writing and speaking.
- Employ syntax and usage appropriate to academic disciplines and the professional world.

Goal Area 2: Critical Thinking

Goal: To develop thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought. Critical thinking will be taught and used throughout the general education curriculum in order to develop students' awareness of their own thinking and problem-solving procedures. To integrate new skills into their customary ways of thinking, students must be actively engaged in practicing thinking skills and applying them to open-ended problems.

Student competencies: Students will be able to

- Gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.
- Imagine and seek out a variety of possible goals, assumptions, interpretations, or perspectives which can give alternative meanings or solutions to given situations or problems.
- Analyze the logical connections among the facts, goals, and implicit assumptions relevant to a problem or claim; generate and evaluate implications that follow from them.
- Recognize and articulate the value assumptions which underlie and affect decisions, interpretations, analyses, and evaluations made by ourselves and others.

Goal Area 3: Natural Sciences

Goals: To improve students' understanding of natural science principles and of the methods of scientific inquiry, i.e., the ways in which scientists investigate natural science phenomena. As a basis for lifelong learning, students need to know the vocabulary of science and to realize that while a set of principles has been developed through the work of previous scientists, ongoing scientific inquiry and new knowledge will bring changes in some of the ways scientists view the world. By studying the problems that engage today's scientists, students learn to appreciate the importance of science in their lives and to understand the value of a scientific perspective. Students should be encouraged to study both the biological and physical sciences.

Student competencies: Students will be able to

- Demonstrate understanding of scientific theories.
- Formulate and test hypotheses by performing laboratory, simulation, or field experiments in at least two of the natural science disciplines. One of these experimental components should develop, in greater depth, students' laboratory experience in the collection of data, its statistical and graphical analysis, and an appreciation of its sources of error and uncertainty.
- Communicate their experimental findings, analyses, and interpretations both orally and in writing.
- Evaluate societal issues from a natural science perspective, ask questions about the evidence presented, and make informed judgments about science-related topics and policies.

Goal Area 4: Mathematical/Logical Reasoning

Goal: To increase students' knowledge about mathematical and logical modes of thinking. This will enable students to appreciate the breadth of applications of mathematics, evaluate arguments, and detect fallacious reasoning. Students will learn to apply mathematics, logic, and/or statistics to help them make decisions in their lives and careers. Minnesota's public higher education systems have agreed that developmental mathematics includes the first three years of a high school mathematics sequence through intermediate algebra.

Student competencies: Students will be able to

- Illustrate historical and contemporary applications of mathematics/logical systems.
- Clearly express mathematical/logical ideas in writing.
- Explain what constitutes a valid mathematical/logical argument (proof).
- Apply higher-order problem-solving and/or modeling strategies.

Goal Area 5: History & the Social & Behavioral Sciences

Goal: To increase students' knowledge of how historians and social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

Student competencies: Students will be able to

- Employ the methods and data that historians and social and behavioral scientists use to investigate the human condition.
- Examine social institutions and processes across a range of historical periods and cultures.
- Use and critique alternative explanatory systems or theories.
- Develop and communicate alternative explanations or solutions for contemporary social issues

Goal Area 6: The Humanities & Fine Arts

Goal: To expand students' knowledge of the human condition and human cultures, especially in relation to behavior, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the fine arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

Student competencies: Students will be able to

- Demonstrate awareness of the scope and variety of works in the arts and humanities.
- Understand those works as expressions of individual and human values within an historical and social context.
- Respond critically to works in the arts and humanities.
- Engage in the creative process or interpretive performance.
- Articulate an informed personal reaction to works in the arts and humanities.

Goal Area 7: Human Diversity

Goal: To increase students' understanding of individual and group differences (e.g. race, gender, class) and their knowledge of

the traditions and values of various groups in the United States. Students should be able to evaluate the United States' historical and contemporary responses to group differences.

Student competencies: Students will be able to

- Understand the development of and the changing meanings of group identities in the United States' history and culture.
- Demonstrate an awareness of the individual and institutional dynamics of unequal power relations between groups in contemporary society.
- Analyze their own attitudes, behaviors, concepts and beliefs regarding diversity, racism, and bigotry.
- Describe and discuss the experience and contributions (political, social, economic, etc.) of the many groups that shape American society and culture, in particular those groups that have suffered discrimination and exclusion.
- Demonstrate communication skills necessary for living and working effectively in a society with great population diversity.

Goal Area 8: Global Perspective

Goal: To increase students' understanding of the growing interdependence of nations and peoples and develop their ability to apply a comparative perspective to cross-cultural social, economic and political experiences.

Student competencies: Students will be able to

- Describe and analyze political, economic, and cultural elements which influence relations of states and societies in their historical and contemporary dimensions.
- Demonstrate knowledge of cultural, social, religious and linguistic differences.
- Analyze specific international problems, illustrating the cultural, economic, and political differences that affect their solution.
- Understand the role of the world citizen and the responsibility world citizens share for their common global future.

Goal Area 9: Ethical & Civic Responsibility

Goal: To develop students' capacity to identify, discuss, and reflect upon the ethical dimensions of political, social, and personal life and to understand the ways in which they can exercise responsible and productive citizenship. While there are diverse views of social justice or the common good in a pluralistic society, students should learn that responsible citizenship requires them to develop skills to understand their own and other's positions, be part of the free exchange of ideas, and function as public-minded citizens.

Student competencies: Students will be able to:

- Examine, articulate, and apply their own ethical views.
- Understand and apply core concepts (e.g. politics, rights and obligations, justice, liberty) to specific issues.
- Analyze and reflect on the ethical dimensions of legal, social, and scientific issues.
- Recognize the diversity of political motivations and interests of others.
- Identify ways to exercise the rights and responsibilities of citizenship.

Goal Area 10: People & the Environment

Goal: To improve students' understanding of today's complex environmental challenges. Students will examine the inter-relatedness of human society and the natural environment. Knowledge of both bio-physical principles and socio-cultural systems is the foundation for integrative and critical thinking about environmental issues.

Student competencies: Students will be able to:

- Explain the basic structure and function of various natural ecosystems and of human adaptive strategies within those systems
- Discern patterns and interrelationships of bio-physical and socio-cultural systems.
- Describe the basic institutional arrangements (social, legal, political, economic, religious) that are evolving to deal with environmental and natural resource challenges.
- Evaluate critically environmental and natural resource issues in light of understandings about interrelationships, ecosystems, and institutions. propose and assess
- Alternative solutions to environmental problems.

Articulate and defend the actions they would take on various environmental issues.

Minnesota Transfer Curriculum (MNTC) Degrees

- Minnesota Transfer Curriculum (MNTC)

South Central College

2017-2018 Academic Catalog

Minnesota Transfer Curriculum (MNTC)

NA 8004/NA 3804

Degree Description

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

To complete the Minnesota Transfer Curriculum students must:

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

If a student completes an MNTC goal area at South Central College and transfers to another MnSCU institution, the goal area will also be complete at the receiving institution.

Offered on the Faribault and North Mankato Campuses

Goal Area 1 - Oral and Written Communication

The following courses apply to MNTC Goal 1. To complete the goal, students must complete ENGL 100 and one COMM course from COMM 100, 110, 120 or 140.

ENGL100 Composition (4 Credits)

ENGL240 Technical Communication (4 Credits)

Goal Area 2 - Critical Thinking

The following courses apply to MNTC Goal 2. Complete all 9 other MNTC goal areas OR select one course.

CHEM101 The Chemistry of Everything (3 Credits)

CHEM110 Chemistry for the Health Sciences (4 Credits)

CRTK100 Critical Thinking (3 Credits)

PHIL130 Logic (4 Credits)

PHIL150 Medical Ethics (3 Credits)

PHIL215 Business Ethics (3 Credits)

CAP 250 Associate of Arts Capstone Class (1 Credit)

MASS110 Introduction to Mass Communication (4 Credits)

Goal Area 3 - Natural Sciences

The following courses apply to MNTC Goal 3. To complete the goal, students must select at least two courses from two different disciplines.

BIOL100 Introduction to Biology (4 Credits)
BIOL101 Introduction to Ecology (4 Credits)
BIOL106 Introduction to Cell Biology (3 Credits)
BIOL110 Biology of Disease (3 Credits)
BIOL115 General Biology I (4 Credits)
BIOL116 General Biology II (4 Credits)
BIOL152 Tropical Rain Forest Ecology (4 Credits)
BIOL162 Human Biology (4 Credits)
BIOL225 Anatomy and Physiology I (4 Credits)
BIOL230 Human Physiology (4 Credits)
BIOL235 Anatomy and Physiology II (4 Credits)
BIOL240 Pathophysiology (3 Credits)
BIOL270 Microbiology (4 Credits)
CHEM101 The Chemistry of Everything (3 Credits)
CHEM108 Introduction to Chemistry (4 Credits)
CHEM110 Chemistry for the Health Sciences (4 Credits)
CHEM120 Principles of Chemistry I (5 Credits)
CHEM121 Principles of Chemistry II (5 Credits)
CHEM220 Organic Chemistry I (5 Credits)
GEOG101 Introduction to Physical Geography (3 Credits)
GEOG104 Introduction to Weather and Climate (3 Credits)
PHYS101 Introductory Physics (3 Credits)
PHYS211 Principles in Physics I (4 Credits)
PHYS212 Principles in Physics II (4 Credits)
PHYS221 General Physics I (4 Credits)
PHYS222 General Physics II (4 Credits)

Goal Area 4 - Mathematical/Logical Reasoning

The following courses apply to MNTC Goal 4. To complete the goal, students must complete one course.

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

Goal Area 5 - History and Social Sciences

The following courses apply to MNTC Goal 5. To complete the goal, students must complete at least two courses from two different disciplines.

ANTH100 Introduction to Anthropology (4 Credits)
ANTH121 Cultural Anthropology (4 Credits)
ECON110 Principles of Macroeconomics (3 Credits)
ECON120 Principles of Microeconomics (3 Credits)
ETHN101 American Racial Minorities (3 Credits)
ETHN110 The Immigrant Experience (3 Credits)
GEOG100 Elements of Geography (3 Credits)
GEOG103 Introduction to Cultural Geography (3 Credits)
GEOG200 Special Topics in Geography: (3 Credits)
HIST120 U.S. History I (4 Credits)
HIST121 U. S. History II (4 Credits)
HIST160 World History I (4 Credits)
HIST161 World History II: The Rise of the West (4 Credits)
HIST162 World History III: The Twentieth Century (4 Credits)
HIST205 Special Topics in History: (1 - 4 Credits)
POL 110 American Government (3 Credits)
PSYC100 Introduction to Psychology (4 Credits)
PSYC110 Lifespan Psychology (3 Credits)
PSYC140 Psychology of Positive Adjustment (4 Credits)
PSYC210 Social Psychology (4 Credits)
PSYC220 Health Psychology (4 Credits)
PSYC230 Abnormal Psychology (4 Credits)
PSYC240 Child and Adolescent Psychology (4 Credits)
PSYC250 Industrial Organizational Psychology (4 Credits)
PSYC280 Special Topics in Psychology: (4 Credits)
SOC 101 Introduction to Sociology (4 Credits)
SOC 106 Introduction to Criminal Justice (4 Credits)
SOC 110 Social Problems (3 Credits)
SOC 201 Marriage and Family (3 Credits)
SOC 205 Special Topics in Sociology: (3 Credits)
SOC 206 Juvenile Delinquency (3 Credits)
SOC 210 Social Stratification - Who Gets What and Why? (3 Credits)
SOC 251 Criminology and Criminal Behavior (4 Credits)
SOC 259 Drugs and Society (3 Credits)
SOWK100 Introduction to Social Work (3 Credits)
SOWK105 Social Welfare Services (3 Credits)
SOWK110 Community Social Service Projects (3 Credits)

Goal Area 6 - Humanities and Fine Arts

The following courses apply to MNTC Goal 6. To complete the goal, students must select at least two courses from two different disciplines.

ART 100 Art Appreciation (3 Credits)
ART 110 Art Structure (3 Credits)
ART 115 Three Dimensional Design (3 Credits)
ART 120 Metal Art (3 Credits)
ART 125 Sculpture (3 Credits)
ART 130 Painting (3 Credits)
ART 135 Introduction to Watercolor (3 Credits)
ART 140 Digital Photography (3 Credits)
ART 145 Mixed-Media (3 Credits)
ART 150 Drawing I (3 Credits)
ART 155 Visual Narrative (3 Credits)
ART 165 Public Art (3 Credits)
ART 170 Digital Video Production (3 Credits)
ART 180 Digital Photography 2 (3 Credits)
ART 201 Art History I (3 Credits)
ART 202 Art History II (3 Credits)
ART 250 Drawing II (3 Credits)
ART 270 Digital Video Production 2 (3 Credits)
ENGL110 Introduction to Literature (4 Credits)
ENGL111 Introduction to Film (4 Credits)
ENGL120 Human Diversity in Literature and Film (4 Credits)
ENGL130 World Literature and Film (4 Credits)
ENGL140 British Literature (4 Credits)
ENGL150 Introduction to Poetry (4 Credits)
ENGL160 Introduction to Short Story (4 Credits)
ENGL205 Special Topics in Literature & Film: (4 Credits)
ENGL206 Children's Literature (4 Credits)
ENGL208 African American Literature (4 Credits)
ENGL210 Introduction to Creative Writing (4 Credits)
ENGL220 Creative Writing: Fiction (4 Credits)
ENGL230 Creative Writing: Screen Writing (4 Credits)
HUM 111 Introduction to Film (4 Credits)
HUM 121 Introduction to the Humanities (4 Credits)
HUM 122 Introduction to Humanities II (4 Credits)
HUM 130 China: Cultural Tradition and Change (3 Credits)
HUM 150 Global Connections Travel Seminar (1 Credit)
HUM 205 Special Topics in the Humanities: (1 - 4 Credits)
HUM 250 Global Connections Travel Seminar II (1 - 3 Credits)
PHIL105 World Religions (4 Credits)
PHIL110 Philosophy and Popular Culture (3 Credits)
PHIL115 Global Philosophies (3 Credits)
PHIL205 Special Topics in Philosophy: (1 - 3 Credits)
PHIL220 (Credit)
MUSC100 Music in the Global Culture (3 Credits)
MUSC121 Class Guitar (2 Credits)
MUSC131 Music Theory 1 (2 Credits)
And
MUSC141 Vocal Ensemble - Concert Choir (1 Credit)
THTR100 Introduction to Theater (3 Credits)
THTR110 Introduction to Acting I (3 Credits)

Goal Area 7 - Human Diversity

The following courses apply to MNTC Goal 7. To complete the goal, students must complete one course.

AIS 112 Native American Perspectives (4 Credits)
AIS 120 Dakota Culture, History and Language (3 Credits)
ANTH121 Cultural Anthropology (4 Credits)
ART 155 Visual Narrative (3 Credits)
ASL 101 American Sign Language 1 (3 Credits)
COMM130 Intercultural Communication (3 Credits)
ENGL120 Human Diversity in Literature and Film (4 Credits)
ENGL208 African American Literature (4 Credits)
ETHN110 The Immigrant Experience (3 Credits)
HIST120 U.S. History I (4 Credits)
PHIL100 Ethics in Society (3 Credits)
HIST121 U. S. History II (4 Credits)
PSYC110 Lifespan Psychology (3 Credits)
PSYC230 Abnormal Psychology (4 Credits)
PSYC240 Child and Adolescent Psychology (4 Credits)
PSYC250 Industrial Organizational Psychology (4 Credits)
SOC 110 Social Problems (3 Credits)
SOC 201 Marriage and Family (3 Credits)
SOWK100 Introduction to Social Work (3 Credits)
SOWK105 Social Welfare Services (3 Credits)
SOWK110 Community Social Service Projects (3 Credits)

Goal Area 8 - Global Perspective

The following courses apply to MNTC Goal 8. To complete the goal, students must complete one course.

ANTH100 Introduction to Anthropology (4 Credits)
ART 201 Art History I (3 Credits)
ART 202 Art History II (3 Credits)
ASL 101 American Sign Language 1 (3 Credits)
COMM130 Intercultural Communication (3 Credits)
ENGL130 World Literature and Film (4 Credits)
GEOG100 Elements of Geography (3 Credits)
GEOG103 Introduction to Cultural Geography (3 Credits)
GEOG105 World Regional Geography (3 Credits)
HIST160 World History I (4 Credits)
HIST161 World History II: The Rise of the West (4 Credits)
HIST162 World History III: The Twentieth Century (4 Credits)
HIST205 Special Topics in History: (1 - 4 Credits)
HUM 122 Introduction to Humanities II (4 Credits)
HUM 130 China: Cultural Tradition and Change (3 Credits)
HUM 150 Global Connections Travel Seminar (1 Credit)
HUM 250 Global Connections Travel Seminar II (1 - 3 Credits)
MUSC100 Music in the Global Culture (3 Credits)
PHIL115 Global Philosophies (3 Credits)
PSYC210 Social Psychology (4 Credits)
PHIL105 World Religions (4 Credits)
SOC 101 Introduction to Sociology (4 Credits)
SOC 210 Social Stratification - Who Gets What and Why? (3 Credits)
SOLA100 Somali Language I (4 Credits)
SOLA102 Somali Language II (4 Credits)
SPAN105 Elementary Spanish I (4 Credits)
SPAN110 Elementary Spanish II (4 Credits)
SPAN205 Intermediate Spanish (4 Credits)

Goal Area 9 - Ethical and Civic Responsibility

The following courses apply to MNTC Goal 9. To complete the goal, students must complete one course.

AIS 120 Dakota Culture, History and Language (3 Credits)
COMM110 Public Speaking (3 Credits)
ECON110 Principles of Macroeconomics (3 Credits)
ECON120 Principles of Microeconomics (3 Credits)
ENGL115 Global Peace and Social Justice (4 Credits)
ETHN101 American Racial Minorities (3 Credits)
ETHN110 The Immigrant Experience (3 Credits)
MASS110 Introduction to Mass Communication (4 Credits)
PHIL100 Ethics in Society (3 Credits)
PHIL140 (Credit)
PHIL150 Medical Ethics (3 Credits)
PHIL210 Environmental Ethics (3 Credits)
PHIL215 Business Ethics (3 Credits)
PHIL220 (Credit)
POL 110 American Government (3 Credits)
PSYC140 Psychology of Positive Adjustment (4 Credits)
SOC 106 Introduction to Criminal Justice (4 Credits)
SOC 205 Special Topics in Sociology: (3 Credits)
SOC 206 Juvenile Delinquency (3 Credits)
SOC 251 Criminology and Criminal Behavior (4 Credits)
SOC 259 Drugs and Society (3 Credits)

Goal Area 10 - People and the Environment

The following courses apply to MNTC Goal 10. To complete the goal, students must complete one course.

AIS 112 Native American Perspectives (4 Credits)
BIOL101 Introduction to Ecology (4 Credits)
BIOL152 Tropical Rain Forest Ecology (4 Credits)
GEOG101 Introduction to Physical Geography (3 Credits)
GEOG104 Introduction to Weather and Climate (3 Credits)
GEOG105 World Regional Geography (3 Credits)
HHP 101 Health and the Environment (3 Credits)
PHIL210 Environmental Ethics (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Multimedia Technology

You're Creative. Unique. Tech Savvy.

And you're looking for a college experience that is, too. At South Central College, there's a track designed for people like you that seeks to strategically balance your artistic freedom with professional industry standards.

The Multimedia Technology program at South Central College is a fast-paced technology and culture-driven major. The program utilizes a project-oriented approach to develop and nurture your creativity and passion while building the necessary knowledge required for meaningful employment in computer-aided multimedia design.

Utilizing your ideas, you'll create and design original works using graphics, video, photography, sound and animation.

Utilizing our curriculum, you'll develop the analytical, communication and management skills you'll need to succeed in the competitive world of multimedia design.

Students enrolled in the Multimedia Technology program benefit from personalized attention, current computer labs and work stations set in a relaxed atmosphere perfect for learning new design techniques and exploring new media elements.

2+2 = more! Students that earn South Central College's AS degree in Multimedia Technology have the option to continue on with their learning. Graduates can take advantage of the seamless transfer of credits via our 2 + 2 articulation agreement with Bethany Lutheran College and work towards a bachelor's degree.

The Multimedia Program Includes Course Work In:

- Graphic Design
- Web Development
- Photography
- Video Production
- Business Management
- Marketing
- Communications
- Animation

Employment Outlook

Region 2014 Jobs 2024 Jobs % Change

Regional	1,037	1,139	9.8%
State	24,643	25,444	3.2%
National	1,210,641	1,318,268	8.9%

Multimedia Technology Degrees

- Multimedia Technology AS Degree

South Central College

2017-2018 Academic Catalog

Multimedia Technology Associate of Science

60 Credits

AS 3284

Degree Description

Here is a list of courses required to earn the Multimedia Technology Associate of Science

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Courses (6 Courses)

Complete the following courses:

GCC 1120 Graphic Software 1 (4 Credits)

GCC 1130 Layout and Typography (3 Credits)

GCC 1220 Graphic Software 2 (4 Credits)

GCC 2150 Web/Interactive Media 2 (3 Credits)

GCC 2250 Web/Interactive Media 3 (3 Credits)

COMP1140 Web for Business (3 Credits)

Complete two of the following courses: (2 Courses)

MKT 1840 Principles of Advertising (3 Credits)

Internship/Capstone (4 Credits)

Complete 4 credits of one or a combination of the following two courses:

MULT2295 Multimedia Technology Internship (1 - 4 Credits)

MULT2285 Multimedia Technology Capstone (1 - 4 Credits)

Required Liberal Arts and Sciences (6 Courses)

To complete the Multimedia Technology AS Degree, students must complete 30 MNTC credits from 6 of the 10 MNTC Goal Areas.

The following courses are required:

ENGL100 Composition (4 Credits)

Or

COMM110 Public Speaking (3 Credits)

ART 140 Digital Photography (3 Credits)

ART 170 Digital Video Production (3 Credits)

ART 180 Digital Photography 2 (3 Credits)

ART 270 Digital Video Production 2 (3 Credits)

MASS110 Introduction to Mass Communication (4 Credits)

Or

PHIL100 Ethics in Society (3 Credits)

Or

PHIL215 Business Ethics (3 Credits)

Liberal Arts and Sciences Electives

Select an additional 11-12 credits to fulfill three other MNTC Goal Areas (MNTC Goals 2,3,4,5,7,8,10).

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

South Central College

2017-2018 Academic Catalog

Nursing

The South Central College Practical Nursing Diploma and Associate in Science Degree are approved by Minnesota State Colleges and Universities (MnSCU) and the Minnesota Board of Nursing (MBN).

South Central College's (SCC) Nursing Program is committed to excellence and provides invaluable educational preparation through classroom, lab, and clinical experiences. SCC offers two nursing programs: a Practical Nursing Diploma and an Associate in Science Degree Professional Nurse.

PROGRAM ADMISSION

Application to both the Practical Nursing and Associate of Science Degree is a separate process from admission to the college.

For more information on how to apply, click on "[How to Apply](#)".

INFORMATION SESSIONS

Want to learn more about the two nursing programs? Join us for one of our monthly Information Sessions!

We strongly recommended that any student who is considering nursing as major attend a [Nursing Information Session](#).

View the dates of our upcoming [Info Sessions](#).

At the Info Sessions participants will hear about:

- Steps on becoming a pre-nursing student
- Differences between pre-nursing and nursing programs
- Program Policies
- Entrance Exams
- Admission criteria
- A question/answer period is included
- Info Sessions are two-hours in duration
- Note: Attendance at an up-to-date Info Session is a required component to both the **RN and PN core-nursing application**

After attending a Nursing Info Session, if you still have questions, please reach out to one of our [professional academic advisors](#) at (800) 722-9359 or at advising@southcentral.edu.

If you are not an admitted student and have questions, please contact us at (800) 722-9359 or at admissions@southcentral.edu.

Core Competencies

1. Human Flourishing: Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings
2. Nursing Judgment: Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context
3. Professional Identity: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe quality care for diverse patients within a family and community context
4. Spirit of Inquiry: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities

Nursing Degrees

- Nursing AS Degree
- Practical Nursing Diploma
- Nursing Assistant (Basic Nursing)

South Central College

2017-2018 Academic Catalog

Nursing Associate of Science Degree

64 Credits

AS 2317/AS 3363
Degree Description

The South Central College Professional Nursing Associate of Science in Nursing Degree (ASN) is approved by Minnesota State Colleges and Universities and the Minnesota Board of Nursing.

An **Associate of Science in Nursing (ASN)** Degree will prepare a student for the future registered nurse role. The RN role is important to leading a team and overseeing safe, high-quality care for diverse clients and families across the lifespan. Employment is with clinics, long-term care and assisted living, home care, treatment facilities, and hospitals.

The ASN degree can be earned in four semesters after the Pre-Nursing requirements are completed. Once accepted into the Professional Nursing program, you will be able to enroll in nursing (NURS) classes. Successful completion of the Professional Nursing program provides eligibility to take the NCLEX-RN exam enabling you to obtain the RN credential for entry level practice.

If already an LPN and interested in becoming a registered nurse, the Associate of Science in Nursing (ASN) degree is an option for you. This is accomplished by applying to the **LPN to RN Transition Plan** which is part of the ASN program. The LPN to RN Transition Plan grants advanced standing of four (4) credits to the future LPN to RN student. In your first semester of the nursing program, completion of one course, NURS 2200 LPN to RN Transition Role is required. The course is four (4) credits and a combination of theory, lab, and clinical to "transition" LPN students to the RN role. Subsequent semesters are with the traditional, non-degree ASN students.

*National Council Licensure Examination (NCLEX) is a nationwide examination for licensure in the U.S. and Canada

It is recommended students take as many of the required liberal arts and science courses as possible before beginning the Nursing program which is a full-time study.

Individuals earning an ASN Degree may transfer credits to a four-year institution to work towards a Bachelors of Nursing Degree. Learners will be required to take additional liberal arts and science courses, and should visit with whichever institution they wish to transfer to for further information.

Admitted Nursing candidates are required to participate in a background study.

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (13 Courses)

Complete the following courses:

NURS2230 Semester 1 Pharmacology (2 Credits)
NURS2240 Fundamental Concepts (2 Credits)
NURS2275 Semester 1 Skills Lab (2 Credits)
NURS2250 Semester 1 Clinical Practice (2 Credits)
NURS2320 Semester 2 Med-Surg Basics (3 Credits)
NURS2375 Semester 2 Skills Lab and Pharmacology (2 Credits)
NURS2350 Semester 2 Clinical Practice (4 Credits)
NURS2420 Semester 3 Maternal-Child Health (2 Credits)
NURS2430 Semester 3 Mental Health (2 Credits)
NURS2455 Semester 3 Clinical Practice Specialty (3 Credits)
NURS2520 Semester 4 Leadership (1 Credit)
NURS2550 Semester 4 Clinical Practice (4 Credits)
NURS2560 Semester 4 Med Surg Advanced (3 Credits)

Required Liberal Arts and Sciences (9 Courses)

To complete an A.S. Degree, student must complete 32 MNTC credits from 6 of the 10 MNTC Goal Areas. Complete the following required courses:

BIOL240 Pathophysiology (3 Credits)
BIOL270 Microbiology (4 Credits)
CHEM110 Chemistry for the Health Sciences (4 Credits)
COMM130 Intercultural Communication (3 Credits)
ENGL100 Composition (4 Credits)
PHIL150 Medical Ethics (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Practical Nursing Diploma

40 Credits

DIP 2302/DIP 3304

Degree Description

The South Central College Practical Nursing (PN) Diploma of Occupational Proficiency is approved by Minnesota State Colleges and Universities and the Minnesota Board of Nursing.

South Central College's **Practical Nursing (PN)** program prepares the student for the future licensed practical nurse role. The LPN role is valuable in working within the health care team to promote safe, quality care to clients from diverse populations across the lifespan. Employment is with clinics, long-term care and assisted living, home care, treatment facilities, and hospital depending on your location.

A Practical Nursing Diploma of Occupational Proficiency can be earned in two semesters after the Pre-Nursing requirements are completed. Once accepted into the Practical Nursing program, you will be able to enroll in nursing (NURS) classes. Successful completion of the Practical Nursing program provides eligibility to take the NCLEX-PN exam enabling you to obtain the LPN credential for entry level practice.

*National Council Licensure Examination (NCLEX) is a nationwide examination for licensure in the U.S. and Canada

Admitted Practical Nursing candidates are required to participate in a background study.

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (11 Courses)

You must complete the following courses:

HC 1525 Health Care Core Foundations (1 - 4 Credits)

NURS1110 Foundation of Nursing (2 Credits)

NURS1150 Clinical Foundation (3 Credits)

NURS1175 Nursing Interventions (3 Credits)

NURS1275 Medication Administration (1 Credit)

NURS1220 Pharmacology for Practical Nurses (2 Credits)

NURS1310 Application of Nursing (4 Credits)

NURS1350 Clinical Application (4 Credits)

NURS1375 Laboratory Application (2 Credits)

NURS1410 Maternal Child Nursing (2 Credits)

NURS1610 Psychosocial Nursing (2 Credits)

Required Liberal Arts & Sciences (3 Courses)

Complete the following courses:

ENGL100 Composition (4 Credits)

BIOL220 Human Anatomy (4 Credits)

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

South Central College

2017-2018 Academic Catalog

Nursing Assistant (Basic Nursing)

NA 8001/NA 3801

Degree Description

The Nursing Assistant-Home Health Aide Program prepares individuals to work in the hospitals, nursing homes and home care settings. Students learn to safely assist clients with basic physical and emotional needs.

Nursing Assistant is NOT a degree program at South Central College. Rather, it is a course designed to prepare you for the Nursing Assistant/Home Health Aide Competency Test.

This course may not be eligible for federal student aid if not taken as part of a designated program. See advisor for further information.

Minnesota law requires that all persons who provide services that involve direct contact with patients and residents at a health care facility be subject to a background study. A student who is disqualified from having direct patient contact as a result of the background study will not be permitted to participate in a clinical placement in a health care facility and will not be allowed to continue in the nursing program or Nursing Assistant Course. Students who have a disqualification that the Minnesota Commissioner of Health may consider setting aside will not be allowed to continue in the nursing program (an exception may be made for students enrolled in the Nursing Assistant Course).

Admission Dates: Fall, Spring, and Summer Semester

Offered on the Faribault and North Mankato Campuses

(1 Course)

HCTC1886 Nursing Assistant (4 Credits)

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

South Central College

2017-2018 Academic Catalog

Office Administration and Technology

Office Administration and Technology for Today!

South Central College (SCC) has been offering Office Administration and Technology programs for more than 50 years. In that time, the field has evolved significantly, incorporating advanced technology, industry-specific skills and increased opportunities. To meet the needs of administrative professionals and employers, South Central College offers several options in this high-growth field that is expected to see a 7% increase in jobs in Minnesota in the next five years.

The program's dedicated instructors are in a unique position to judge the needs of today's employers, with many years of experience. Because of their longevity, the Office Administration and Technology instructors are extremely adept when it comes to adopting the latest technology utilized by businesses today. These instructors are often called on to present at conferences throughout the state and have helped position the college as a leader in Office Administration and Technology education.

Students find learning convenient through a variety of online courses taught by South Central College's knowledgeable and experienced faculty. Office Administration and Technology graduates locate career opportunities in a variety of fields, such as engineering, agriculture, education, government, manufacturing, banking, law-related offices, and medical facilities. Employers hire South Central College graduates because of their excellent computer application skills, professionalism, customer relations, and communication skills.

Core Competencies

1. Input data with speed and accuracy at industry standard.
2. Apply knowledge of application software and file management.
3. Demonstrate oral and written business communications.
4. Demonstrate professional office etiquette.
5. Apply office organization principles.

Office Administration and Technology Degrees

- Administrative Office Management AS Degree
- Administrative Office Specialist AAS Degree
- Administrative Office Specialist - Financial AAS Degree
- Administrative Office Specialist - Legal AAS Degree
- Administrative Office Specialist - Medical AAS Degree
- Administrative Office Specialist - Technical AAS Degree
- Administrative Office Specialist - Business Software Certificate
- Administrative Office Specialist - Client Relations Certificate

South Central College

2017-2018 Academic Catalog

Administrative Office Management Associate of Science

60 Credits

AS 2281/AS 3281

Degree Description

Learners enrolled in the Administrative Office Management Associate in Science (A.S.) Degree are prepared to manage functions in the office environment. This degree option is recommended for experienced office professionals as well as entry-level administrative professionals who are looking to increase their potential for promotion. Graduates with this degree receive training in a variety of office management functions including those in communications, information resources, and management. Learners earn half of the required credits (30) in business-related courses and the other half (30) in business-related liberal arts and sciences classes. Learners may also choose to transfer this degree to Winona State University's Bachelor of Science Degree in Business Education - Teaching to prepare as a business educator or as a corporate trainer.

Degree Student Learning Outcomes

1. Apply current office management procedures and techniques.

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

NOTE: Basic Entrance Requirement

Students must either currently have or attain the skills in OTEC 1001 Computer Software for College and OTEC 1790 Keyboarding for College before entry in the Office Administration and Technology programs.

Required Technical Courses (8 Courses)

Select the following courses:

- ACCT1810** Financial Accounting (4 Credits)
- ACCT1811** Managerial Accounting (4 Credits)
- OTEC1001** Computer Software for College (2 Credits)
- OTEC1820** Business English (3 Credits)
- OTEC1822** Microsoft Excel (4 Credits)
- OTEC1860** Microsoft Word (4 Credits)
- OTEC2820** Business Communications (3 Credits)
- OTEC2860** Office Management (3 Credits)

Select 3 credits from the following courses: (3 Credits)

- ACCT1700** Personal Financial Management (3 Credits)
- MKT 1810** Principles of Marketing (3 Credits)

Required Liberal Arts and Sciences (4 Courses)

To complete an AS degree, students must complete 30 MNTC credits from 6 of the 10 MNTC goal areas. You are required to complete MNTC Goal 6 by taking two courses from two disciplines.

The following courses are required:

- COMM140** Interpersonal Communication (3 Credits)
- ECON110** Principles of Macroeconomics (3 Credits)
- Or
- ECON120** Principles of Microeconomics (3 Credits)

Additional Required Liberal Arts and Sciences: (1 Course)

Choose one course from the following list of MNTC Goal Area 3 courses:

BIOL100 Introduction to Biology (4 Credits)

Or

BIOL101 Introduction to Ecology (4 Credits)

Or

CHEM108 Introduction to Chemistry (4 Credits)

Or

PHYS211 Principles in Physics I (4 Credits)

Additional required MNTC Goal Area 5 course: (1 Course)

Choose 1 additional History or Social Science course not in ECON.

Additional required MATH Course (1 Course)

Choose one course from the following list:

MATH120 College Algebra (4 Credits)

Or

MATH130 Pre-Calculus (4 Credits)

Or

MATH154 Elementary Statistics (4 Credits)

Additional required MNTC Goal 6 Courses

Choose TWO courses from TWO different disciplines in MNTC Goal 6.

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

South Central College

2017-2018 Academic Catalog

Administrative Office Specialist AAS Degree

60 Credits

AAS 2255/AAS 3292AAS 3292TAAS OFFTESTAAS OTEC
Degree Description

This degree is designed to prepare learners for employment as administrative assistants. Administrative assistants perform a variety of tasks, which may include the following: learn and use various computer applications, prepare and edit business documents, file, manage records, use electronic calendars, handle telephone calls, schedule meetings, make travel arrangements, greet visitors, and process mail. Other responsibilities may include the following: perform research, supervise or train others, record minutes at meetings, purchase equipment and supplies, and present data. After completion of this program, students will be proficient with verbal and written communications, as well as decision-making and problem-solving skills.

Offered on the Faribault and North Mankato Campuses

NOTE: Basic Entrance Requirement

Students must either currently have or attain the skills in OTEC 1001 Computer Software for College and OTEC 1790 Keyboarding for College before entry in the Office Administration and Technology programs.

Required Core Courses (8 Courses)

Complete all of the following courses:

OTEC1820 Business English (3 Credits)

OTEC1822 Microsoft Excel (4 Credits)

OTEC1860 Microsoft Word (4 Credits)

OTEC2800 Office Keyboarding (3 Credits)

OTEC2810 Computer Technology (3 Credits)

OTEC2814 Office Procedures (4 Credits)

OTEC2815 Employment Portfolio (3 Credits)

OTEC2820 Business Communications (3 Credits)

Required Emphasis Courses (6 Courses)

Complete the following courses:

COMP1140 Web for Business (3 Credits)

OTEC1840 Business Presentations (3 Credits)

OTEC2830 Microsoft Publisher (3 Credits)

OTEC2850 Integrated Information Systems (3 Credits)

OTEC2870 Information Resource Management (3 Credits)

MKT 1830 Customer Service (3 Credits)

Or

OTEC2855 Internship (3 Credits)

Required Liberal Arts and Sciences (2 Courses)

To complete an AAS Degree, students must complete 16 MNTC credits from 3 of the 10 MNTC Goal Areas.

The following courses are required:

COMM130 Intercultural Communication (3 Credits)

Or

COMM140 Interpersonal Communication (3 Credits)

PHIL100 Ethics in Society (3 Credits)

Or

PHIL215 Business Ethics (3 Credits)

Elective Liberal Arts and Sciences

Select 9 additional MNTC credits in consultation with advisor/faculty.

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

South Central College

2017-2018 Academic Catalog

Administrative Office Specialist - Financial AAS Degree

60 Credits

AAS 2253/AAS 3290
Degree Description

This program is designed to prepare learners for employment as administrative office specialists in financial offices. Administrative office specialists in financial offices perform a variety of tasks, which may include learning and using various computer applications, preparing and editing business documents, filing, managing records, using electronic calendars, handling telephone calls, scheduling meetings, making travel arrangements, greeting visitors, and processing mail. Other responsibilities may include: routine calculating, posting, and verifying primary financial data in maintaining accounting records, preparing daily bank deposits, writing checks, and maintaining a cash disbursement system.

Offered on the Faribault and North Mankato Campuses

NOTE: Basic Entrance Requirement

Students must either currently have or attain the skills in OTEC 1001 Computer Software for College and OTEC 1790 Keyboarding for College before entry in the Office Administration and Technology programs.

Required Core Courses (8 Courses)

Complete all of the following courses:

OTEC1820 Business English (3 Credits)

OTEC1822 Microsoft Excel (4 Credits)

OTEC1860 Microsoft Word (4 Credits)

OTEC2800 Office Keyboarding (3 Credits)

OTEC2810 Computer Technology (3 Credits)

OTEC2814 Office Procedures (4 Credits)

OTEC2815 Employment Portfolio (3 Credits)

OTEC2820 Business Communications (3 Credits)

Required Emphasis Courses (5 Courses)

Complete the following courses:

ACCT1800 Business Law (3 Credits)

ACCT1810 Financial Accounting (4 Credits)

ACCT1811 Managerial Accounting (4 Credits)

ACCT1814 Payroll Accounting (3 Credits)

MKT 1830 Customer Service (3 Credits)

Or

OTEC2855 Internship (3 Credits)

Required Liberal Arts and Sciences (3 Courses)

To complete an AAS Degree, students must complete 16 MNTC credits from 3 of the 10 MNTC Goal Areas.

The following courses are required:

COMM130 Intercultural Communication (3 Credits)

Or

COMM140 Interpersonal Communication (3 Credits)

PHIL100 Ethics in Society (3 Credits)

Or

PHIL215 Business Ethics (3 Credits)

ECON110 Principles of Macroeconomics (3 Credits)

Or

ECON120 Principles of Microeconomics (3 Credits)

Elective Liberal Arts and Sciences

Select 7 additional MNTC credits in consultation with advisor/faculty.

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

South Central College

2017-2018 Academic Catalog

Administrative Office Specialist - Legal AAS Degree

60 Credits

AAS 3291/AAS 2254

Degree Description

Legal administrative assistants perform the administrative tasks in a law office such as answering the telephone, managing the electronic and paper files, transcribing, preparing law office correspondence and legal documents, maintaining the calendar, personal contact with attorneys, courthouse personnel, law office personnel, and others. In addition, the legal administrative assistant drafts documents, gathers information relevant to the client's case, has personal and phone contact with the client, and does minimal legal research. Overall, the legal administrative assistant manages the procedural tasks for clients in the law office with an attorney's supervision. All courses in this program are offered online. Some courses are hybrid meaning that there is some live learner/instructor contact. All class sessions are recorded for those who can't attend live. The difference between a Legal Administrative Assistant Degree and a Legal Administrative Assistant Diploma is that the degree has 16 credits of Liberal Arts and Sciences.

Degree Student Learning Outcomes

1. Create basic legal documents
2. Proofread, edit, and revise legal documents

Offered on the Faribault and North Mankato Campuses

NOTE: Basic Entrance Requirement

Students must either currently have or attain the skills in OTEC 1001 Computer Software for College and OTEC 1790 Keyboarding for College before entry in the Office Administration and Technology programs.

Required Core Courses (10 Courses)

Complete all of the following courses:

- OTEC1820** Business English (3 Credits)
 - OTEC1822** Microsoft Excel (4 Credits)
 - OTEC1860** Microsoft Word (4 Credits)
 - OTEC2800** Office Keyboarding (3 Credits)
 - OTEC2810** Computer Technology (3 Credits)
 - OTEC2814** Office Procedures (4 Credits)
 - OTEC2815** Employment Portfolio (3 Credits)
 - OTEC2820** Business Communications (3 Credits)
 - OTEC2870** Information Resource Management (3 Credits)
 - OTEC2850** Integrated Information Systems (3 Credits)
- Or
- OTEC2855** Internship (3 Credits)

Additional Required Courses (3 Courses)

Complete the following courses offered through Alexandria Technical College:

- LEGL1602** (Credit)
- LEGL1603** (Credit)
- LEGL1614** (Credit)

Required Liberal Arts and Sciences (2 Courses)

To complete an AAS Degree, students must complete 16 MNTC credits from 3 of the 10 MNTC Goal Areas.

The following courses are required:

- COMM130** Intercultural Communication (3 Credits)
- Or
- COMM140** Interpersonal Communication (3 Credits)
 - PHIL100** Ethics in Society (3 Credits)
- Or
- PHIL215** Business Ethics (3 Credits)

Elective Liberal Arts and Sciences

Select 10 additional MNTC credits in consultation with advisor/faculty.

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

South Central College

2017-2018 Academic Catalog

Administrative Office Specialist - Medical AAS Degree

60 Credits

AAS 3295/AAS 2251
Degree Description

The Administrative Office Specialist-Medical program is designed for learners interested in working in a medical facility and who enjoy office work. Learners will become proficient in keyboarding, word processing, grammar and sentence structure, medical terminology, computer technology, and medical records. The increased technology in this field demands skilled office personnel as physicians and other health care professionals rely upon the expertise of the Administrative Office Specialist. Examples of duties include scheduling appointments, medical prior authorizations, and verifying medical insurance. The opportunity to work in many health care settings is appealing for those wishing to engage with health care specialists and patients. Employment opportunities would include clinics, hospitals, long-term care facilities, chiropractic clinics, and other health care related facilities.

Offered on the Faribault and North Mankato Campuses

NOTE: Basic Entrance Requirement

Students must either currently have or attain the skills in OTEC 1001 Computer Software for College and OTEC 1790 Keyboarding for College before entry in the Office Administration and Technology programs.

Required Core Courses (8 Courses)

Complete all of the following courses:

OTEC1820 Business English (3 Credits)

OTEC1822 Microsoft Excel (4 Credits)

OTEC1860 Microsoft Word (4 Credits)

OTEC2800 Office Keyboarding (3 Credits)

OTEC2810 Computer Technology (3 Credits)

OTEC2814 Office Procedures (4 Credits)

OTEC2815 Employment Portfolio (3 Credits)

OTEC2820 Business Communications (3 Credits)

Required Emphasis Courses (6 Courses)

Complete the following courses:

COMP1140 Web for Business (3 Credits)

HC 1000 Medical Terminology (3 Credits)

HC 1500 Healthcare Foundation: Introduction to Health Careers (1 - 3 Credits)

HC 1550 Electronic Health Records (2 Credits)

MA 1020 Medical Office Procedures (3 Credits)

MKT 1830 Customer Service (3 Credits)

Additional Required Courses (2 Courses)

Choose two courses from the following list:

HLTH1950 CPR (1 Credit)

HLTH1952 First Aid (1 Credit)

HLTH1954 Safety (1 Credit)

Required Liberal Arts and Sciences (2 Courses)

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

The following courses are required:

COMM130 Intercultural Communication (3 Credits)

Or

COMM140 Interpersonal Communication (3 Credits)

PHIL100 Ethics in Society (3 Credits)

Or

PHIL150 Medical Ethics (3 Credits)

Or

Elective Liberal Arts and Sciences

Select 9 additional MNTC credits in consultation with advisor/faculty.

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

South Central College

2017-2018 Academic Catalog

Administrative Office Specialist - Technical AAS Degree

60 Credits

AAS 2252/AAS 3289
Degree Description

This program is designed to prepare learners as Administrative Office Specialists with a focus on technical support. Learners will develop skills in computer software, electronic mail, network management, media management, applications support, systems administration tasks, computer maintenance, Internet, and emerging software technologies.

Degree Student Learning Outcomes

1. Demonstrate support of hardware and software applications.
2. Create and maintain web documents.

Offered on the Faribault and North Mankato Campuses

NOTE: Basic Entrance Requirement

Students must either currently have or attain the skills in OTEC 1001 Computer Software for College and OTEC 1790 Keyboarding for College before entry in the Office Administration and Technology programs.

Required Core Courses (8 Courses)

Complete all of the following courses:

- OTEC1820** Business English (3 Credits)
- OTEC1822** Microsoft Excel (4 Credits)
- OTEC1860** Microsoft Word (4 Credits)
- OTEC2800** Office Keyboarding (3 Credits)
- OTEC2810** Computer Technology (3 Credits)
- OTEC2814** Office Procedures (4 Credits)
- OTEC2815** Employment Portfolio (3 Credits)
- OTEC2820** Business Communications (3 Credits)

Required Emphasis Courses (5 Courses)

Complete the following courses:

- COMP1140** Web for Business (3 Credits)
 - COMP1200** PC Hardware and Software Essentials (4 Credits)
 - COMP1360** Introduction to Data Communications and Networking (4 Credits)
 - OTEC2870** Information Resource Management (3 Credits)
 - MKT 1830** Customer Service (3 Credits)
- Or
- OTEC2855** Internship (3 Credits)

Required Liberal Arts and Sciences (2 Courses)

To complete an AAS Degree, students must complete 16 MNTC credits from 3 of the 10 MNTC Goal Areas.

The following courses are required:

- COMM130** Intercultural Communication (3 Credits)
- Or
- COMM140** Interpersonal Communication (3 Credits)
 - PHIL100** Ethics in Society (3 Credits)
- Or
- PHIL215** Business Ethics (3 Credits)

Elective Liberal Arts and Sciences

Select 10 additional MNTC credits in consultation with advisor/faculty.

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

South Central College

2017-2018 Academic Catalog

Administrative Office Specialist - Business Software Certificate

18 Credits

CERT3293/CERT2256

Degree Description

The Administrative Office Specialist Business Software Certificate allows learners to upgrade their technology and software skills. Learners will learn the Microsoft Office applications including Word, Excel, and PowerPoint. Students may choose from a varied list of electives to tailor the certificate to their individual needs.

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (5 Courses)

Complete the following courses:

OTEC1822 Microsoft Excel (4 Credits)

OTEC1840 Business Presentations (3 Credits)

OTEC1860 Microsoft Word (4 Credits)

OTEC2800 Office Keyboarding (3 Credits)

OTEC2814 Office Procedures (4 Credits)

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

South Central College

2017-2018 Academic Catalog

Administrative Office Specialist - Client Relations Certificate

24 Credits

CERT3294/CERT2257

Degree Description

This program is designed to prepare learners for employment as a client relations specialist. Because client relations specialists answer questions from external and internal customers about the organization, they need to develop strong interpersonal and communication skills. Client relations specialists may be asked to perform general office responsibilities as well as client relations tasks.

Offered on the Faribault and North Mankato Campuses

Note: Keyboarding Prerequisite Requirement

Students must either currently have or attain the skills in OTEC1001 Computer Software for College and OTEC1790 Keyboarding for College before entry in the Office Administration and Technology programs.

Required Technical Courses (7 Courses)

Complete all of the following courses:

MKT 1830 Customer Service (3 Credits)

OTEC1820 Business English (3 Credits)

OTEC1822 Microsoft Excel (4 Credits)

OTEC1860 Microsoft Word (4 Credits)

OTEC2800 Office Keyboarding (3 Credits)

OTEC2814 Office Procedures (4 Credits)

OTEC2820 Business Communications (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Pharmacy Technician

A Prescription for Success

The South Central College Pharmacy Technician Program is nationally accredited by the American Society of Health-System Pharmacists (ASHP) and meets its rigorous requirements.

Admission Dates: Application to this program is no longer being accepted.

The Pharmacy Technician Program at South Central College Includes:

- Sterile Compounding
- Non-Sterile Compounding
- Pharmacology
- Community Pharmacy Practices
- Institutional Pharmacy Methods
- Laboratory Simulation
- Medical Terminology
- Physiology & Anatomy
- Pharmacy Law & Ethics

Employment Outlook

Region	2014 Jobs	2019 Jobs	% Change	Average Hourly Wage	Average Annual Wage
Regional	454	494	9%	\$14.44	\$30,035
State	30,118	8,060	10%	\$14.29	\$29,723
National	367,267	402,571	10%	\$14.13	\$29,390

Core Competencies

1. Exhibit professional interpersonal communications
2. Adapt to emerging technologies and new environments
3. Triage common pharmacy situations
4. Describe the pharmacy billing and adjudication process
5. Demonstrate the ability to accurately perform common pharmaceutical dosage calculations
6. Identify common brand and generic medications and their common indications
7. Demonstrate aseptic technique through use of a validation model

Pharmacy Technician Degrees

- Pharmacy Technician AAS Degree

South Central College

2017-2018 Academic Catalog

Pharmacy Technician AAS Degree

60 Credits

AAS 2319/AAS 3324
Degree Description

****This program is no longer accepting new applicants****

The Pharmacy Technician A.A.S. Degree will prepare learners for the Pharmacy Technician Certification Exam (PTCE). Upon passing this exam, students will earn the credential: CPhT (Certified Pharmacy Technician).

Admission Dates: Fall Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (14 Courses)

Complete all of the following courses:

- HC 1000** Medical Terminology (3 Credits)
- HC 1914** Anatomy & Physiology/Disease Conditions I (4 Credits)
- HHP 210** Stress Management (3 Credits)
- OTEC1001** Computer Software for College (2 Credits)
- PHRM1110** Pharmacy Technician Orientation (1 Credit)
- PHRM1111** Pharmacy Law and Ethics (1 Credit)
- PHRM1112** Retail Pharmacy (2 Credits)
- PHRM1113** Pharmacy Math (4 Credits)
- PHRM2114** Pharmacology (4 Credits)
- PHRM2115** Pharmacy Non-Sterile Compounding (2 Credits)
- PHRM2116** Institutional Pharmacy (4 Credits)
- PHRM2117** Community Pharmacy Internship (4 Credits)
- PHRM2118** Pharmacy Technician Seminar (1 Credit)
- PHRM2119** Institutional Pharmacy Internship (4 Credits)

Required Liberal Arts and Sciences (6 Courses)

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

- ETHN101** American Racial Minorities (3 Credits)
- ENGL100** Composition (4 Credits)
- HUM 100** Critical Thinking (3 Credits)
- CHEM108** Introduction to Chemistry (4 Credits)
- PSYC100** Introduction to Psychology (4 Credits)
- COMM140** Interpersonal Communication (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Phlebotomy

A Specialized Medical Career

Phlebotomy is one of the fastest growing job sectors of all medical occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations need phlebotomists to perform blood work. You will provide personal assistance, medical attention, emotional support, or other personal care to coworkers, customers, and patients. If you like to help people, interact with patients and work closely with healthcare professionals, and are exact and accurate, then this is a great entry-level career for you. As a Phlebotomist, you will 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.

South Central College's Phlebotomy Certificate helps you acquire the knowledge, skills, and attitudes necessary for becoming a specialist in obtaining blood specimens for the purpose of laboratory analysis. Upon successful completion of the program, and after completion of one-year full time acceptable work experience as a phlebotomy technician in an accredited laboratory, you are eligible to take the American Society of Clinical Pathology (ASCP) Phlebotomy Technician National Registry Examination administered by the Board of Certification (BOC).

Since much of the course work is considered "hybrid," blending online material and face-to-face laboratory sessions, there is less time needed to be on campus.

The Phlebotomy Program at South Central College Includes:

- Medical Terminology
- Laboratory Techniques and Orientation
- Anatomy and Physiology
- Legal/Ethical Issues for Phlebotomists

Core Competencies

1. Demonstrate standard safety practices designed for the medical laboratory professions
2. Perform basic phlebotomy procedures that include both venipuncture and capillary techniques
3. Demonstrate standard quality assurance practices to ensure quality patient outcomes

Phlebotomy Degrees

- Phlebotomy Certificate

South Central College

2017-2018 Academic Catalog

Phlebotomy Certificate

16 Credits

CERT2306

Degree Description

The goals of the Phlebotomy program are to provide academic education for individuals to acquire the knowledge, skills, and attitudes necessary for becoming a specialist in obtaining blood specimens by venipuncture, arterial, and microtechniques, for the purpose of laboratory analysis. A phlebotomist must have knowledge of the healthcare system, the anatomy and physiology related to laboratory testing and phlebotomy, the collection and transport requirements for tests performed in all areas of the laboratory, documentation and patient records, and interpersonal skills needed to provide quality patient care.

Offered on the Faribault Campus

Required Technical Courses (4 Courses)

Complete the following courses:

PHLE1400 Intro to Phlebotomy (4 Credits)

PHLE1450 Phlebotomy Skills (3 Credits)

PHLE1500 Phlebotomy Internship (3 Credits)

HC 1000 Medical Terminology (3 Credits)

Required Liberal Arts and Sciences (1 Course)

Please complete the following course:

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

South Central College

2017-2018 Academic Catalog

Small Business Management

Let's Get Down to Business

Learners in the Small Business Management program must be actively engaged in the ownership, management or operation of a small business, or the start-up of a business. The purpose of the program is to develop the skill set of the owner and/or manager in order to organize resources that maximize the potential for meeting business and personal goals. The program emphasizes planning, record keeping, marketing, financial and human resource management. This is a three-year part-time program with online classes that also feature both group instruction and one-on-one mentoring.

The SBM Core program is a hybrid of:

- online classes to fill in your knowledge gaps
- web/phone one-on-one consultations making the learning real
- in-person cohort meetings to learn from other business owners and develop a solid network of peer contacts
- at-the-business mentoring focuses on your business and allows for real-time learning. These sessions also give the instructor first-hand understanding of your operation so there is knowledgeable support when you need it.

This program is part-time and eligible for state grant funding only.

Core Competencies

1. Strategic Planning
2. Marketing
3. Finance/accounting/bookkeeping
4. Human Resources
5. Business related technology

Small Business Management Degrees

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

South Central College

2017-2018 Academic Catalog

Small Business Management Diploma

39 Credits

DIP 2109/DIP 3121

Degree Description

The Small Business Management diploma provides a broad spectrum of education in the management of a small business. The curriculum focuses on strategic planning, record keeping, financial analysis, marketing and personnel management through the required classes. Additionally, elective classes allow the business owner or manager to focus on specific areas they feel are most important to their business.

Admission Dates: Fall, Spring, and Summer Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (8 Courses)

Select all of the following courses:

SBMT1110 SBM Organizational Planning (2 Credits)

SBMT1120 SBM Business Systems (3 Credits)

SBMT1210 SBM Financial Systems (3 Credits)

SBMT1220 SBM Financial Management (3 Credits)

SBMT1230 SBM Financial Analysis (3 Credits)

SBMT1310 SBM Marketing Systems (2 Credits)

SBMT1320 SBM Marketing Management (2 Credits)

SBMT1410 SBM Personnel Systems (3 Credits)

Required Technical Course Electives (18 Credits)

You must complete 18 credits of electives from the following lists.

SBMT2130 SBM Record Keeping (3 Credits)

SBMT2131 SBM Asset & Inventory Management (2 Credits)

SBMT2132 SBM A/R & A/P Management (2 Credits)

SBMT2133 SBM Reconciliation & Closing Accounts (2 Credits)

SBMT2134 SBM Payroll Systems (3 Credits)

SBMT2135 SBM Payroll Reports (2 Credits)

SBMT2136 SBM Year End Closing (1 Credit)

SBMT2240 SBM Organizational Structure (1 Credit)

SBMT2241 SBM Financial & Tax Planning (2 Credits)

SBMT2242 SBM Risk Management (1 Credit)

SBMT2243 SBM Cost Analysis (2 Credits)

SBMT2244 SBM Pro-Forma Financial Statements (2 Credits)

SBMT2330 SBM Sales & Marketing Analysis (2 Credits)

SBMT2331 SBM Marketing Research (1 Credit)

SBMT2332 SBM e-Business Sales (2 Credits)

SBMT2333 SBM Customer Information Systems (1 Credit)

SBMT2334 SBM Customer Service (2 Credits)

SBMT2420 SBM Supervisory Skills 1 (2 Credits)

SBMT2421 SBM Supervisory Skills 2 (2 Credits)

SBMT2422 SBM Employee Compensation (2 Credits)

SBMT2531 SBM Business Communications (1 Credit)

SBMT2532 SBM Business Math (1 Credit)

SBMT2533 SBM Time Management Skills (1 Credit)

SBMT2534 SBM Stress Management Skills (1 Credit)

SBMT2610 SBM Computerization-Accounting (3 Credits)

SBMT2611 SBM Computerization-Sales & Marketing (3 Credits)

SBMT2612 SBM Computerization-Human Resources (3 Credits)

SBMT2700 SBM Going Into Business (3 Credits)

SBMT2900 SBM Special Projects (1 - 3 Credits)

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

South Central College

2017-2018 Academic Catalog

Small Business Management Certificate

21 Credits

CERT2144/CERT3144
Degree Description

The SBM certificate provides a broad spectrum of education in the management of a small business. The curriculum focuses on strategic planning, record keeping, financial analysis, marketing and personnel management through the required classes. No electives are available for this certificate.

Admission Dates: Fall, Spring, and Summer Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (8 Courses)

Complete all of the following courses:

SBMT1110 SBM Organizational Planning (2 Credits)

SBMT1120 SBM Business Systems (3 Credits)

SBMT1210 SBM Financial Systems (3 Credits)

SBMT1220 SBM Financial Management (3 Credits)

SBMT1230 SBM Financial Analysis (3 Credits)

SBMT1310 SBM Marketing Systems (2 Credits)

SBMT1320 SBM Marketing Management (2 Credits)

SBMT1410 SBM Personnel Systems (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Small Business Management Financial Management Certificate

14 Credits

CERT2142/CERT3142

Degree Description

The SBM certificate provides a broad spectrum of education in the management of a small business. The curriculum focuses on strategic planning, record keeping, financial analysis, marketing and personnel management through the required classes. No electives are available for this certificate.

Admission Dates: Fall, Spring, and Summer Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (5 Courses)

Complete all of the following courses:

SBMT1110 SBM Organizational Planning (2 Credits)

SBMT1120 SBM Business Systems (3 Credits)

SBMT1210 SBM Financial Systems (3 Credits)

SBMT1220 SBM Financial Management (3 Credits)

SBMT1230 SBM Financial Analysis (3 Credits)

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

South Central College

2017-2018 Academic Catalog

Small Business Management Human Resources Certificate

12 Credits

CERT2140/CERT3140

Degree Description

The SBM Human Resources certificate provides a focus on HR skills needed by the small business owner or manager. Required classes cover the basics of small business management and personal or human resources management. Electives allow the business owner or manager to focus on areas of specific need or interest.

Admission Dates: Fall, Spring, and Summer Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (3 Courses)

Complete all of the following courses:

SBMT1110 SBM Organizational Planning (2 Credits)

SBMT1120 SBM Business Systems (3 Credits)

SBMT1410 SBM Personnel Systems (3 Credits)

Choose 4 credits from the following list: (4 Credits)

SBMT2420 SBM Supervisory Skills 1 (2 Credits)

SBMT2421 SBM Supervisory Skills 2 (2 Credits)

SBMT2422 SBM Employee Compensation (2 Credits)

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

South Central College

2017-2018 Academic Catalog

Small Business Management Marketing Certificate

14 Credits

CERT2141/CERT3141

Degree Description

The SBM Marketing certificate provides a focus on marketing skills needed by the small business owner or manager. Required classes cover the basics of small business management and marketing. Electives allow the business owner or manager to focus on areas of specific need or interest.

Admission Dates: Fall, Spring, and Summer Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (4 Courses)

Complete all of the following courses:

SBMT1110 SBM Organizational Planning (2 Credits)

SBMT1120 SBM Business Systems (3 Credits)

SBMT1310 SBM Marketing Systems (2 Credits)

SBMT1320 SBM Marketing Management (2 Credits)

Choose 5 credits from the following list: (5 Credits)

SBMT2330 SBM Sales & Marketing Analysis (2 Credits)

SBMT2331 SBM Marketing Research (1 Credit)

SBMT2332 SBM e-Business Sales (2 Credits)

SBMT2333 SBM Customer Information Systems (1 Credit)

SBMT2334 SBM Customer Service (2 Credits)

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

South Central College

2017-2018 Academic Catalog

Small Business Management Record Keeping Certificate

18 Credits

CERT2143/CERT3143

Degree Description

The SBM Record Keeping certificate provides a focus on record keeping skills needed by the small business owner or manager. Required classes cover the basics of small business management and record keeping. Electives allow the business owner or manager to focus on areas of specific need or interest.

Admission Dates: Fall, Spring, and Summer Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (4 Courses)

Complete all of the following courses:

SBMT1110 SBM Organizational Planning (2 Credits)

SBMT1120 SBM Business Systems (3 Credits)

SBMT1210 SBM Financial Systems (3 Credits)

SBMT1230 SBM Financial Analysis (3 Credits)

Choose 7 credits from the following list: (7 Credits)

SBMT2130 SBM Record Keeping (3 Credits)

SBMT2131 SBM Asset & Inventory Management (2 Credits)

SBMT2132 SBM A/R & A/P Management (2 Credits)

SBMT2133 SBM Reconciliation & Closing Accounts (2 Credits)

SBMT2134 SBM Payroll Systems (3 Credits)

SBMT2135 SBM Payroll Reports (2 Credits)

SBMT2136 SBM Year End Closing (1 Credit)

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

South Central College

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Visual Arts

Unveil Your Artistic Potential

If you are interested in expanding your creative talents and working toward a college degree, obtaining an Associate of Fine Arts degree from South Central College puts you on the right path to a fulfilling career in fine art.

The Associate of Fine Arts at South Central College is built upon a firm foundation of classic liberal arts coursework coupled with a specialized focus on the studio arts. Students will gain the knowledge, skills and insight necessary to prepare them for the next step in the pursuit of a Bachelor's of Fine Arts degree at a four-year college or university.

At SCC, you'll enjoy all the benefits a community college has to offer - with expert instruction from experienced faculty, small class sizes, individualized attention as well as lower tuition rates. In our collaborative learning environment, your experiential art classes at South Central will help you refine your talents in two-dimensional and three dimensional design, as well as provide a greater awareness of art in a historical and contemporary context.

You may also choose to benefit from an existing articulation agreement between South Central College and Minnesota State University, Mankato that allows for transferability of credits toward a Bachelor of Fine Arts (BFA) degree.

The Visual Arts Program Includes Course Work In:

- Mathematics
- Natural Sciences
- History
- Studio Art Electives
- Humanities
- Communications
- Social & Behavioral Sciences
- Art History

Visual Arts Degrees

- Visual Arts AFA Degree

South Central College

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Visual Arts Associate of Fine Arts

60 Credits

AFA 3514
Degree Description

South Central College's Associate of Fine Arts Degree (AFA) in Visual Arts is a combination of liberal arts courses and foundation courses in Art and Art History. The AFA provides first and second year art courses leading to the Bachelor of Fine Arts degree. Students desiring a two-year AFA degree for job placement or enhancement, as well as those returning to school for enrichment purposes, will also benefit from this degree. Studio Art majors will graduate with experience across a substantial number of studio disciplines and develop a strong, creative direction of their choosing. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

An articulation agreement exists providing direct transfer into the Bachelor of Fine Arts degree at Minnesota State University, Mankato.

Admission Dates: Fall and Spring Semester

Offered on the North Mankato Campus

Required Courses (11 Courses)

Complete the following courses:

ART 110 Art Structure (3 Credits)
ART 115 Three Dimensional Design (3 Credits)
ART 150 Drawing I (3 Credits)
ART 201 Art History I (3 Credits)
ART 202 Art History II (3 Credits)
ENGL100 Composition (4 Credits)
PHIL130 Logic (4 Credits)

Required MSU-Mankato Courses (12 Credits)

Up to 12 additional credits will be taken at Minnesota State University, Mankato. See your Advisor for more information. ART 103, ART 202, ART 250, ART 290

Elective Courses (15 Credits)

Choose 15 credits from the following courses:

ART 120 Metal Art (3 Credits)
ART 125 Sculpture (3 Credits)
ART 130 Painting (3 Credits)
ART 135 Introduction to Watercolor (3 Credits)
ART 140 Digital Photography (3 Credits)

Additional MnTC Goal Area 1 Course (1 Course)

Complete one of the following courses:

COMM130 Intercultural Communication (3 Credits)
COMM140 Interpersonal Communication (3 Credits)

Additional MnTC Goal 3 Course (6 Credits)

Choose 6-7 credits from the following MnTC Goal Area 3 courses:

(Credit)

BIOL162 Human Biology (4 Credits)
BIOL211 Genetics (4 Credits)
BIOL220 Human Anatomy (4 Credits)
BIOL225 Anatomy and Physiology I (4 Credits)
BIOL235 Anatomy and Physiology II (4 Credits)
BIOL230 Human Physiology (4 Credits)
BIOL240 Pathophysiology (3 Credits)
BIOL270 Microbiology (4 Credits)
CHEM101 The Chemistry of Everything (3 Credits)
CHEM108 Introduction to Chemistry (4 Credits)
BIOL100 Introduction to Biology (4 Credits)
CHEM110 Chemistry for the Health Sciences (4 Credits)
CHEM120 Principles of Chemistry I (5 Credits)
CHEM220 Organic Chemistry I (5 Credits)
CHEM121 Principles of Chemistry II (5 Credits)
GEOG101 Introduction to Physical Geography (3 Credits)
GEOG104 Introduction to Weather and Climate (3 Credits)
PHYS101 Introductory Physics (3 Credits)
PHYS211 Principles in Physics I (4 Credits)
PHYS212 Principles in Physics II (4 Credits)
PHYS221 General Physics I (4 Credits)
BIOL101 Introduction to Ecology (4 Credits)
PHYS222 General Physics II (4 Credits)

Additional MnTC Goal 5 Course (3 Credits)

Choose 3 credits from the following MnTC Goal Area 5 courses:

(Credit)

GEOG103 Introduction to Cultural Geography (3 Credits)
GEOG200 Special Topics in Geography: (3 Credits)
HIST120 U.S. History I (4 Credits)
HIST121 U. S. History II (4 Credits)
HIST160 World History I (4 Credits)
HIST161 World History II: The Rise of the West (4 Credits)
HIST162 World History III: The Twentieth Century (4 Credits)
HIST205 Special Topics in History: (1 - 4 Credits)
POL 110 American Government (3 Credits)
PSYC100 Introduction to Psychology (4 Credits)
ANTH100 Introduction to Anthropology (4 Credits)
PSYC110 Lifespan Psychology (3 Credits)
PSYC140 Psychology of Positive Adjustment (4 Credits)
PSYC210 Social Psychology (4 Credits)
PSYC220 Health Psychology (4 Credits)
PSYC230 Abnormal Psychology (4 Credits)
PSYC240 Child and Adolescent Psychology (4 Credits)
PSYC250 Industrial Organizational Psychology (4 Credits)
PSYC280 Special Topics in Psychology: (4 Credits)
SOC 101 Introduction to Sociology (4 Credits)
SOC 106 Introduction to Criminal Justice (4 Credits)
ANTH121 Cultural Anthropology (4 Credits)
SOC 110 Social Problems (3 Credits)
SOC 201 Marriage and Family (3 Credits)
SOC 205 Special Topics in Sociology: (3 Credits)
SOC 206 Juvenile Delinquency (3 Credits)
SOC 210 Social Stratification - Who Gets What and Why? (3 Credits)
SOC 251 Criminology and Criminal Behavior (4 Credits)
SOC 259 Drugs and Society (3 Credits)

Additional MnTC Goal 6 Course (3 Credits)

Choose 3-4 credits from MnTC Goal Area 6 that is NOT an ART course:

ART 100 Art Appreciation (3 Credits)
ART 150 Drawing I (3 Credits)
ART 155 Visual Narrative (3 Credits)
ART 165 Public Art (3 Credits)
ART 170 Digital Video Production (3 Credits)
ART 180 Digital Photography 2 (3 Credits)
ART 201 Art History I (3 Credits)
ART 202 Art History II (3 Credits)
ART 250 Drawing II (3 Credits)
ART 270 Digital Video Production 2 (3 Credits)
ENGL110 Introduction to Literature (4 Credits)
ART 110 Art Structure (3 Credits)
ENGL111 Introduction to Film (4 Credits)
ENGL120 Human Diversity in Literature and Film (4 Credits)
ENGL130 World Literature and Film (4 Credits)
ENGL140 British Literature (4 Credits)
ENGL150 Introduction to Poetry (4 Credits)
ENGL160 Introduction to Short Story (4 Credits)
ENGL205 Special Topics in Literature & Film: (4 Credits)
ENGL206 Children's Literature (4 Credits)
ENGL208 African American Literature (4 Credits)
ENGL210 Introduction to Creative Writing (4 Credits)
ART 115 Three Dimensional Design (3 Credits)
ENGL220 Creative Writing: Fiction (4 Credits)
ENGL230 Creative Writing: Screen Writing (4 Credits)
HUM 111 Introduction to Film (4 Credits)
HUM 121 Introduction to the Humanities (4 Credits)
HUM 122 Introduction to Humanities II (4 Credits)
HUM 150 Global Connections Travel Seminar (1 Credit)
HUM 205 Special Topics in the Humanities: (1 - 4 Credits)
HUM 250 Global Connections Travel Seminar II (1 - 3 Credits)
MUSC100 Music in the Global Culture (3 Credits)
MUSC121 Class Guitar (2 Credits)
ART 120 Metal Art (3 Credits)
MUSC131 Music Theory 1 (2 Credits)
MUSC141 Vocal Ensemble - Concert Choir (1 Credit)
PHIL100 Ethics in Society (3 Credits)
PHIL105 World Religions (4 Credits)
PHIL110 Philosophy and Popular Culture (3 Credits)
PHIL115 Global Philosophies (3 Credits)
PHIL150 Medical Ethics (3 Credits)
PHIL205 Special Topics in Philosophy: (1 - 3 Credits)
THTR100 Introduction to Theater (3 Credits)
THTR110 Introduction to Acting I (3 Credits)
ART 125 Sculpture (3 Credits)

Choose one course from MnTC Goal Areas 7,9 or 10 (1 Course)

that is NOT in MnTC Goal Area 6. Course must be chosen in consultation with your Advisor.

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South Central College

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Welding

Fire Up Your Future

Welding is a critical skill in high demand. With a Welding Certificate from South Central College, you're on your way to a skilled trade career in manufacturing, commercial construction, mining, agriculture, and repair and maintenance.

The future looks promising for welding. It is and will continue to be a productive, cost-effective manufacturing process. Advanced technology is creating more uses for welding in the workplace and expanding employment opportunities.

The Welding Program at South Central College is designed to help you quickly develop technical knowledge and hands-on skills for a high-demand job. You have the option to complete the full 16-credit program or take any individual class through the Center for Business and Industry (cbi.southcentral.edu/enroll). With these options, novices and advanced-level students can benefit from the program.

The Welding Program at South Central College Includes:

- Blueprint Reading
- OSHA Welding Safety
- Shielded Metal Arc Welding
- Gas Metal Arc Welding
- Gas Tungsten Arc Welding
- Oxy-Fuel Welding and Cutting

Welding Degrees

- Welding Diploma
- Welding Certificate

South Central College

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Welding Diploma

35 Credits

DIP 2258/DIP 3285
Degree Description

Students will learn the technical skills of various types of welding using various types of materials. They will learn critical safety skills, along with how to read mechanical drawings and prints specific to welding and applied math skills. Students will gain instruction and practice in the welding lab with Shielded Metal Arc, Tungsten Arc, Metal Arc, and plasma cutting and brazing. Students will also receive the Manufacturing Skills Standards Council (MSSC) Certified Production Technician credential, which allows students to show competency in Safety, Maintenance, Process & Production, and Quality Practices in a manufacturing setting.

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (13 Courses)

Complete all of the following courses:

WELD1007 Blueprint Reading for Welding (2 Credits)
WELD1011 Welding Safety (1 Credit)
WELD1025 Introduction to Shielded Metal Arc Welding (SMAW) (1 Credit)
WELD1035 Introduction to Gas Metal Arc Welding (GMAW) (2 Credits)
WELD1045 Introduction to Gas Tungsten Arc Welding (3 Credits)
WELD1055 Cutting and Brazing (3 Credits)
WELD1075 Advanced Welding Lab (4 Credits)
WELD1085 Welding Capstone (2 Credits)
CMAE1514 Safety Awareness (2 Credits)
CMAE1518 Manufacturing Process and Production (2 Credits)
CMAE1522 Quality Practices (2 Credits)
CMAE1526 Maintenance Awareness (2 Credits)
MATH1050 Mathematics for Technical Careers (3 Credits)

Required Liberal Arts and Sciences (2 Courses)

Choose the following courses:

COMM120 Small Group Communication (3 Credits)

Or

COMM140 Interpersonal Communication (3 Credits)

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South Central College

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Welding Certificate

16 Credits

CERT2460/CERT3660

Degree Description

The Welding Program at South Central College is designed to help you quickly develop technical knowledge and hands-on skills for a high demand job. You have the option to complete the full 16-credit program or take any individual class through the Center for Business and Industry (cbi.southcentral.edu/enroll). With these options, novices and advanced level students can benefit from the program.

Admission Dates: Fall and Spring Semester

Offered on the Faribault and North Mankato Campuses

Required Technical Courses (7 Courses)

Complete all of the following courses:

WELD1007 Blueprint Reading for Welding (2 Credits)

WELD1011 Welding Safety (1 Credit)

WELD1025 Introduction to Shielded Metal Arc Welding (SMAW) (1 Credit)

WELD1035 Introduction to Gas Metal Arc Welding (GMAW) (2 Credits)

WELD1045 Introduction to Gas Tungsten Arc Welding (3 Credits)

WELD1055 Cutting and Brazing (3 Credits)

WELD1075 Advanced Welding Lab (4 Credits)

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ABCT - Courses in Auto Body Collision Technology

Auto Body Lab I

ABCT 1801 4.00 Credits

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

ABCT 1802 4.00 Credits

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

Auto Body Collision Technology Fundamentals

ABCT 1805 2.00 Credits

This course introduces students to the auto body industry, its careers and work standards. Basic shop procedures are covered in the course and students gain insight to the equipment, personal health, safety, and special tools used in auto body repair. (Prerequisites: None)

Sheet Metal I

ABCT 1810 3.00 Credits

Students learn the characteristics of sheet metal repair processes in minor damage. Students practice sheet metal repair on panels or damage on vehicles. Students learn material product safety and safe use of body fillers.

Priming and Refinish System Preparation

ABCT 1820 3.00 Credits

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

Auto Collision Mechanical I

ABCT 1840 3.00 Credits

This course covers the principles of removing and replacing mechanical components in front and rear wheel drive vehicles as related to the auto body industry. The course includes environmental issues. (Prerequisites: None)

Trim, Hardware and Glass

ABCT 1850 3.00 Credits

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

ABCT 1860 3.00 Credits

This course covers safety procedures, setup and operation of MIG and oxyacetylene welding equipment. Flat, vertical, horizontal and overhead positions on automotive sheet metal will be practiced. Oxyacetylene and plasma arc cutting processes are included.

Refinishing

ABCT 1870 3.00 Credits

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

Sheet Metal II

ABCT 1880 3.00 Credits

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

Damage Appraisal and Shop Management

ABCT 2800 3.00 Credits

This course includes identification and calculation of vehicle damage using manuals and computer assisted procedures. Shop management procedures will include inventory management, parts and repair ordering, customer relations, and communication skills.

Auto Body Lab III

ABCT 2803 4.00 Credits

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

ABCT 2804 4.00 Credits

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

Auto Body and Collision Air Conditioning

ABCT 2805 2.00 Credits

This course covers the principles of air conditioning. Various system types, collision damage analysis, malfunction diagnosis, testing, and repair are studied in the classroom. Practical work such as component replacement, system evacuation,

charging, and performance testing will be included.
(Prerequisites: None)

Appearance Matching

ABCT 2810 3.00 Credits

This course teaches students identification and correction of color match and appearance problems. The techniques of tinting, color correction, paint, and vehicle detailing will be covered.

Composites

ABCT 2820 2.00 Credits

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

Measuring and Pulling Systems

ABCT 2830 3.00 Credits

Students will use mechanical and computer assisted measuring systems to analyze and develop repair procedures on frame and unibody vehicles. Frame racks, bench, and floor pulling systems will be utilized to repair direct and indirect damage on open and closed panels.

Structural Repair

ABCT 2850 3.00 Credits

This course covers replacement, sectioning procedures and corrosion protection of the frame, unibody, and structural members and components. Wheel alignment as it applies during structural repair will be covered.

Auto Collision Mechanical II

ABCT 2870 3.00 Credits

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

Auto Body Lab

ABCT 2900 1 - 4 Credits

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

Occupational Internship

ABCT 2910 1 - 9 Credits

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

Special Problems

ABCT 2920 1 - 6 Credits

This course will be of individual design to allow students hands-on or classroom as needed to practice skills required in the auto body industry.

ACCT - Courses in Accounting

Personal Financial Management

ACCT 1700 3.00 Credits

The purpose of this course is to provide insight into personal financial decision making. This includes budgeting, banking, use of credit and credit cards, renting vs. owning a home, retirement investing, investment opportunities, insurance, income taxes, wills, and effects of financial distress on one's life. In addition, we will compare income levels for various occupations. Students will examine real life situations. There will be some professional guest speakers who will share their expertise with the students. (Prerequisites: None)

Business Law

ACCT 1800 3.00 Credits

This course is an introduction to the principles of law as they apply to citizens and businesses. Topics include ethics, the court system, the legal system, contracts, negotiable instruments, agency and employment, bailments, business organizations, sales and insurance. (Prerequisites: None)

Financial Accounting

ACCT 1810 4.00 Credits

This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include an introduction to accounting and business, completing the accounting cycle, inventories, internal controls, receivables, cash flow statements and financial analysis.

(Prerequisites: None)

Managerial Accounting

ACCT 1811 4.00 Credits

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

Payroll Accounting

ACCT 1814 3.00 Credits

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

Computerized Accounting I

ACCT 1834 3.00 Credits

This course is an introduction to the use of computers and related software used in the accounting function of the business environment. Topics include, but are not limited to general ledger accounting, payroll procedures, accounts receivable, and accounts payable. The student is also introduced to spreadsheet and database software and their interrelationship with a fully integrated accounting software program. Software for this program includes QuickBooks, Excel, and Access. (Prerequisites: None)

Computerized Accounting II

ACCT 1835 3.00 Credits

This is the second of the two computerized accounting application series. Topics include, but are not limited to, general ledger accounting, payroll procedures, accounts receivable, accounts payable, and job cost accounting. The student is also introduced to advance functions of spreadsheet software and their interrelationship with a fully integrated accounting software program. Software for this program includes SAGE 50 and EXCEL Expert. (Prerequisite: ACCT 1834)

Professional Accounting Careers

ACCT 1870 1.00 Credits

This course covers specific topics relating to applying for accounting positions. Topics covered in this course are your appearance, networking tips, exploring different accounting careers, meeting your job's expectations, preparing resumes, and interviewing techniques. Each student is required to have one employment interview as part of this course. (Prerequisites: None)

Intermediate Accounting I

ACCT 2821 3.00 Credits

This is the first of the two course intermediate accounting series. The content of this course covers

an overview of the accounting process, the balance sheet, the income statement and statement of cash flows, the time value of money and other various components of the balance sheet. (Prerequisite: ACCT 1810)

Intermediate Accounting II

ACCT 2822 3.00 Credits

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

Principles of Finance

ACCT 2827 3.00 Credits

This course introduces the student to finance concepts for small to medium size businesses. Concepts covered in this course include financial markets, implication of interest rates to business, understanding of financial statements, risk versus return, use of debt financing, use of equity financing, capital budgeting concepts, cost of capital, determining the appropriate financing mix, forecasting techniques, working capital management, and liquid asset management. (Prerequisites: ACCT 1810)

Fraud, Auditing and Internal Controls

ACCT 2847 4.00 Credits

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

Accounting Internship

ACCT 2850 1 - 8 Credits

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

Cost Accounting I

ACCT 2861 4.00 Credits

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

Cost Accounting II

ACCT 2862 3.00 Credits

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

Fund/NonProfit Accounting

ACCT 2863 3.00 Credits

The purpose of this course is to assist students in gaining a knowledge of accounting and financial reporting currently recommended for state and local governmental entities, school districts, and other not-for-profit organizations. The course will assist the student in developing a knowledge of the accounting differences between governmental and not-for-profit entities and business enterprises. (Prerequisites: ACCT 1810)

Income Tax I

ACCT 2864 4.00 Credits

The purpose of this course is to expose students to an explanation of Federal and Minnesota individual income tax as it relates to the preparation of the required tax returns. Tax research is also examined in this course. Students will have hands-on experience in preparing Federal and Minnesota income tax returns. (Prerequisites: None)

Income Tax II

ACCT 2865 3.00 Credits

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

Advanced/International Accounting

ACCT 2875 3.00 Credits

This course will cover international accounting

standards unique to seven (+) countries, a study on business cultural differences, and United States business consolidation procedures. (Prerequisites: ACCT 2821 or concurrent)

Accounting Review

ACCT 2900 3.00 Credits

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

AGBS - Courses in Agri-Business

Agricultural Selling Skills

AGBS 1100 3.00 Credits

This course covers the basic and advanced principles and techniques used in selling agricultural merchandise and services. Agricultural Sales has taken on increased importance in recent years. The introduction of new products and services has magnified the need for technically competent knowledgeable sales personnel. Role-playing and advanced, in-depth sales presentations will be done in class. Students will also be required to make an industry visit and write appropriate letters. (Prerequisites: None)

Commercial Driver's License

AGBS 2015 1.00 Credits

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

AGBS 2150 4.00 Credits

This course covers major aspects of agribusiness from financial management through financial problem solving, analysis, and planning. Students will apply economic and financial concepts by creating balance sheets, income statements, cash

flows, inventory controls, and budgets. Students will have the opportunity to apply what they have learned in a computerized farm supply business simulation. Students will also develop management skills needed to be an effective agribusiness manager. (Prerequisites: AGECE 1100)

International Field Study

AGBS 2990 3.00 Credits

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

Individualized Study/Special Problems

AGBS 2995 1 - 6 Credits

This course allows the student to pursue special projects or areas of interest. The number of credits must be agreed upon by advisor/advisee prior to registration. (Prerequisites: Successful completion of two semesters of training or by special arrangement)

AGCH - Courses in Ag Chemical Applicator Technician

Fertilizer Industry Equipment

AGCH 1100 2.00 Credits

This course covers all fertilizer application methods. Equipment focus will include airflow, spinner, soilection, liquid application, and injection application systems. Knowledge of equipment, associated systems operation, and maintenance will be learned. Safe operation of this equipment will be emphasized. (Prerequisites: None)

Herbicide Industry Equipment

AGCH 1200 2.00 Credits

This course covers all herbicide application methods. Equipment will include terragator, rogator, operation and maintenance along with the associated systems. Safe operation of this

equipment will be emphasized. Monitors, marking systems, controllers and hydraulic systems will be reviewed. Customer relations between the operator and farmer will be covered. Calculation of product applied and application record keeping is a part of the class. (Prerequisites: Instructor and Agribusiness operator prior approval and a signed agreement)

Work Experience - Equipment Operation I

AGCH 1300 1 - 4 Credits

This course is a cooperative work-study program between SCC and local fertilizer and chemical businesses to allow the students to have on the job experience in the Ag Chemical field. (Prerequisites: Instructor and Agribusiness operator prior approval and a signed agreement.)

Work Experience-Equipment Operation II

AGCH 1305 1 - 4 Credits

This course features a cooperative on the job education program in an agribusiness field. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: Instructor and Agribusiness operator prior approval and a signed agreement)

AGEC - Courses in Agri-Business

Introduction to Agricultural Economics

AGEC 1100 3.00 Credits

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

Principles of Farm Records

AGEC 1200 3.00 Credits

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

AGEC 2250 4.00 Credits

This course covers closeout and analysis of a farm accounting problem or the student's own farm business. Also covered will be various analysis techniques, a comparative analysis of all farm production, efficiency and financial factors and a review of current tax management factors. The course will review enterprise, whole farm business and personal expenses in South Central Minnesota region. The course will also cover cash flows, business plans and enterprise budgeting. This course will focus on financial management records and the analysis of each production component of the business. Students will use FinPack software to complete their analysis and to develop business plans for their future business goals. (Prerequisites: AGECE 1200)

Commodity Marketing Principles

AGEC 2400 3.00 Credits

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

Commodity Marketing Strategies

AGEC 2450 2.00 Credits

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

Agribusiness Transfer & Law

AGEC 2500 2.00 Credits

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

Alternative Agriculture

AGEC 2600 2.00 Credits

One of the changes taking place in agriculture is an increasing interest in the production of alternative crop and animal enterprises. This class will examine and evaluate those enterprises. A look at the profitability, marketing and risks of producing a alternative product as well as the resources and information available to assist in developing a plan to produce an alternative product. The opportunities to produce a value-added product will be studied. A close look will be taken of producers currently raising and marketing alternative agriculture products. We will also examine the current factors driving the movement towards local foods and alternative enterprises. (Prerequisites: None)

AGME - Courses in Ag Business Mechanics

Outdoor Power Equipment

AGME 1801 3.00 Credits

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

Equipment Assembly, Operation, Adjustment and Reconditioning I

AGME 1812 2.00 Credits

This course covers basic tillage and planting equipment. The student will learn all component parts and proper adjustment of units. Machine

adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment, or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a 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

AGME 1813 2.00 Credits

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

AGME 1821 1.00 Credits

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

Gas/Diesel Engine Repair I

AGME 1822 3.00 Credits

This course covers overhauling an engine. Students will rebuild gas and diesel heads. Steps covered include grinding valves, seats, and rocker arms; replacing worn seats and guides; testing springs; and reassembling heads. In addition, students will perform tasks such as engine removal/replacement

and disassembly/reassembly; sleeve removal/replacement; and crankshaft, camshaft, sleeve, piston, bearing, and rod measuring. The reassembled engine will be timed, adjusted, and tested on the dynamometer. (Prerequisites: AGME 1821)

Engine Support Systems and Lab

AGME 1823 3.00 Credits

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

Tractor Power Trains

AGME 1831 3.00 Credits

This course includes lecture instruction and laboratory experience in dry clutches, wet clutches, mechanical transmissions, power take-off units, final drives, differentials, brakes, and steering. (Prerequisites: None)

Tractor Electrical Systems

AGME 1861 3.00 Credits

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

Parts Department Operation

AGME 1881 1.00 Credits

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

Hydraulic Theory

AGME 1891 1.00 Credits

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

safety eyeglass form required by the state.
(Prerequisite: None)

Gas/Diesel Engine Repair II

AGME 1923 4.00 Credits

This course is designed to assist the students in building their understanding and application of materials and procedures learned in Gas/Diesel Engine Repair I, Power Trains, Electrical Systems, and other mechanical courses. The students will repair customer units. The primary repair work will involve engine overhaul (gas and diesel), clutch, brake, and electrical repairs. Customer units must be completed by the end of the course. (Prerequisites: AGME1821. Students must be enrolled in the Agribusiness Service Technician program)

Ag Welding

AGME 1930 2.00 Credits

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

Hydraulic Assist/Hydrostatic Transmissions

AGME 2832 2.00 Credits

This course covers speed change, powershaft, and hydrostatic transmissions. The student identifies transmission operation, traces powerflow, and diagnoses problems. The student performs disassembly, repairing, reassembly, testing, and adjusting of various transmissions. The transmissions covered in the course include John Deere 8 and 16 speed, International Harvester TA, White 3 speed, Case RPS-34, Case-IH Magnum, and Sunstrand/Eaton hydrostatic. (Prerequisites: AGME 1821, AGME 1831)

Air Conditioning

AGME 2841 1.00 Credits

This course covers the air conditioning system. The student will reclaim, evacuate, charge, test, and diagnose the air conditioning system. Refrigerant identification equipment will be utilized. Compressor seal and head gasket replacement is included. (Prerequisites: None)

Introduction to Diesel

AGME 2852 1.00 Credits

This course covers an introduction to the diesel system, components, operation, and servicing nozzles. The student will study construction and operation of nozzles, as well as test, clean, repair,

adjust, and diagnose multi-orifice and pintle nozzles. (Prerequisites: None)

Diesel Injection (Pumps)

AGME 2853 3.00 Credits

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

Advanced Agricultural Electrical/Electronics

AGME 2863 2.00 Credits

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

Ag Tech Seminar

AGME 2882 1.00 Credits

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

Hydraulic Theory and Diagnosis

AGME 2892 4.00 Credits

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

Agribusiness Service Technician Internship

AGME 2940 11.00 Credits

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

AGME 2945 3.00 Credits

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

Tractor/Equipment Repair II

AGME 2946 4.00 Credits

This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customer tractors and school units. (Prerequisite: AGME 2945)

Tractor/Equipment Diagnosis and Repair

AGME 2947 4.00 Credits

This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students will perform repair services on customer tractors and school units and will compare their component repair time with flat rate. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible. (Prerequisites: AGME 2945. Student must be enrolled in the Agribusiness Service Technician program)

AGRI - Courses in Agri-Business

Employer/Employee Relations

AGRI 1800 2.00 Credits

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

Agricultural Technology Seminar

AGRI 2700 2.00 Credits

This seminar will provide students the opportunity to self-direct studies in agricultural technology in their areas of interest. Technologies to be considered could include but, are not limited to, plant protection, precision farming, application industries, livestock equipment, bio-technologies, financial resource management, sustainable agriculture, environmental impacts of agriculture, agricultural workforce, and agricultural production. Some organized events will be part of this course. The major emphasis will be self-directed learning. (AGEC 2400 or Instructor Permission)

Agribusiness Internship

AGRI 2780 1 - 9 Credits

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

AIS - Courses in American Indian Studies

Native American Perspectives

AIS 112 4.00 Credits

Native American Perspectives introduces students to writings about Native American life. Students will become acquainted with some myths and legends as well as contemporary literature. Students will also

explore Native American culture, with a special emphasis on the environmental impacts of colonization. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 7, 10: Human Diversity, People & the Environment)

Dakota Culture, History and Language

AIS 120 3.00 Credits

This course is an introduction to the language, history and culture of the Dakota nation. Students will gain cultural, historical, and sociological knowledge and understanding of the Dakota nation through readings, lectures, guest speakers, and media. Students will learn some basic Dakota language skills. Students will be encouraged to engage critically on historical and contemporary issues and be inspired towards activism as they participate in service learning opportunities within the Native population. Various outside resources will be brought in to explore the Dakota language. (MNTC Goal Areas 7: Human Diversity and 9: Ethical and Civic Responsibility) (Prerequisites: Accuplacer Reading Comprehension score of 78 or above or completion of READ 0090)

AMST - Courses in American Studies

Introduction to Popular Culture

AMST 120 4.00 Credits

This course is designed to introduce students to a variety of critical approaches used in the study of popular culture. Students will move beyond simply consuming popular culture to explore how it reflects and constructs widely shared (and fiercely contested) beliefs, ideologies and social realities. They will examine a wide range of subjects (such as film, television, video games, advertising, and the internet) using a variety of critical approaches (including genre theory, audience reception theory, and cultural hegemony theory) to better understand how contemporary American culture shapes our lives. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher.) (MNTC 5, 7: History and the Social and Behavioral Sciences, Human Diversity)

ANSC - Courses in Agri-Business

Livestock Production Principles

ANSC 1100 3.00 Credits

This course covers animal production history and economic impact, breed development, animal anatomy and physiology, animal product features, gland and hormone functions, growth and lactation physiology, environmental animal production factors, and animal research. Course will focus on disease prevention and the means required to promote productive livestock production. Some time will be spent on analyzing specific diseases, describing symptoms, and treatment. (Prerequisites: None)

Beef Production Management

ANSC 1105 3.00 Credits

This course covers topics current to the beef industry as a productive enterprise, including beef and dairy-beef feedlot and cow-calf operations. Course enrollees will concentrate on current resources available to the industry via the Internet, guest speakers and beef industry publications. (Prerequisites: None)

Livestock Lab

ANSC 1200 2.00 Credits

This course is designed to teach the fundamental principles of livestock genetics in a practical manner. The course deals with the physiology of reproduction and application of genetics for improvement of the livestock herd. Livestock selection materials and methods of live animal and carcass evaluation will be conducted. Subjective and objective evaluation methods and measurements will be included. (Prerequisites: None)

Ruminant Animal Production

ANSC 1205 3.00 Credits

Students will critically evaluate genetic, reproductive, economic and management criteria that influence profitability and sustainability of ruminants as viable agricultural animal enterprises in Minnesota, the United States and the World. This course will specifically focus on ruminant animals such as dairy, beef cattle, sheep and goats, as productive enterprises, including milk production, dairy-beef feedlot, as well as other ruminant animal

production enterprises. Course enrollees will concentrate on current resources available to the industry via the Internet, guest speakers, tours and industry publications. (Prerequisites: None)

Cattle Artificial Insemination

ANSC 1305 1.00 Credits

This course covers a study of the techniques and equipment necessary for the artificial insemination in cattle. Principles involved in heat selection, bull selection, semen collection and storage, semen evaluation, insemination, record keeping, mating appraisal, and cleanup procedures will all be addressed in this course. (Prerequisites: None)

Principles of Animal Nutrition

ANSC 2100 3.00 Credits

This course provides basic information about the fundamentals of nutrition and the essential nutritional requirements of livestock. Units of instruction will include: nutrients and digestion, evaluating feedstuffs, characteristics of feedstuffs, processing techniques of various feeds, feed formulations, commercial feeds and feed additives. This course includes the discussion of the feeding practices of swine, cattle, poultry, and equine. (Prerequisites: None)

Ruminant and Non-Ruminant Nutrition

ANSC 2200 3.00 Credits

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: ANSC 2100)

ANTH - Courses in Anthropology

Introduction to Anthropology

ANTH 100 4.00 Credits

Introduction to Anthropology is a survey course investigating the biological and cultural nature of humans and their past. The course examines our evolutionary beginning and the role culture plays among humans. Examined also is the methods anthropologists use to study the discipline. (Prerequisites: Must have a score of 78 or higher on

the Reading portion of the Accuplacer test or completion of READ 0090 with a grade of C or higher) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

Cultural Anthropology

ANTH 121 4.00 Credits

This course will take an in-depth look into four different cultures. We will look at cultures from Band, Tribe, Chiefdom and State levels of political-social organization. The theoretical focus of anthropological thought in the class will be include; functionalism, structuralism, configurationism, neo-evolutionism and cultural materialism.

(Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090 with a grade of C or higher) (MNTC 5, 7: History & Social & Behavioral Sciences, Human Diversity)

ART - Courses in Art Studies

Art Appreciation

ART 100 3.00 Credits

Art Appreciation is the historical and topical study of art and its relationship to culture and society. This course incorporates the extensive use of visual materials to teach the essentials and aesthetics of art, civilization, and daily life. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6: Humanities and Fine Arts)

Art Appreciation (CONSORTIUM)

ART 101 3.00 Credits

Consortium from Iowa Lakes Community College

Art Structure

ART 110 3.00 Credits

Art Structure is an introductory studio course for all students. It is designed to acquaint the student with the materials and techniques of the visual artist, principles of design, basic color theory, creativity, and the artistic process. Students will explore and produce works in various traditional and contemporary media of the visual arts.

(Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

Three Dimensional Design

ART 115 3.00 Credits

This course is an introduction to creating art in three dimensions. It is designed to acquaint students with traditional and non-traditional 3D materials, techniques and concepts. Students will learn about the elements and principles of composition in three dimensions and the various ways this art can be used as a tool for aesthetic and conceptual understanding. Students will apply their understanding of these concepts through hands-on studio work as well as through evaluation and analysis in critiques and class discussions. (Prerequisite: none.) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

Metal Art

ART 120 3.00 Credits

This course introduces you to the creative process of metal arts. You will use a variety of materials and will work with both traditional and contemporary methods of metal fabrication. Designs will initially be art ideas which will be articulated through a traditional mode of drawing before articulated into a metal form. Primary Assemblage methods include Brazing, Welding, Cutting, Fabricating, Finishing, and Patina; Primary Materials include a variety of steel, brass/bronze, aluminum, and found objects. Lectures and critiques include some historical, cultural, and environmental issues of public sculpture. The emphasis on art ideas as they relate to form, space, and time. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

Sculpture

ART 125 3.00 Credits

Sculpture will introduce students to the basic concepts, techniques, materials and methods used to create three-dimensional objects, installations and site-specific works. Students will explore three-dimensional form, and space while experimenting with fabrication, assemblage and carving techniques. Students will learn basic principles of design as they relate to sculpture and the three-dimensional environment. Extra learner supplies required. (Prerequisites: ART 110) (MNTC 6: Humanities and Fine Arts)

Painting

ART 130 3.00 Credits

Painting is an introductory studio course in the elements of traditional and contemporary oil

painting. Students will explore and discuss the various techniques and methods basic to the creation of paintings. Students will participate in the discussions and critiques of traditional and contemporary paintings and explore the creative process via the medium of oil paint. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

Introduction to Watercolor

ART 135 3.00 Credits

This course is an introduction to Watercolor and the various ways it can be used as a creative tool for aesthetic and conceptual understanding. Students will expand their skills in compositional design through the study and practice of the Elements of Art and the Principles of Organization: Line, Shape, Texture, Value, Color, Space, Balance, Emphasis, Rhythm, Scale/Proportion and Unity. Also examined and practiced in class are the painting techniques of watercolor, including the preservation of whites, transparencies, bleeds, dropping color, wet on wet technique, drybrush and lifting. Through lectures and visual references, historical and contemporary examples of watercolor will be explored and analyzed to expand students understanding of fine art and their own work within this context. In addition, students will learn how to discuss, analyze and evaluate their own work as well as the work of their peers, through class discussions and critiques. Additional learner supplies will be required for this course. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

Digital Photography

ART 140 3.00 Credits

Introduction to the conceptual, technical and historical aspects of photography as a creative medium using digital technology within the fine arts context. Students study camera operation and techniques, composition and design, digital image capture, related software, and digital output. This class also utilizes the computer as a digital darkroom to enhance photographic images. Projects provide students with an understanding of how photographs function, not only technically, but also visually and conceptually. Students must have a digital camera; (variable F. Stop, and shutter recommended) Textbook and other supplies will also be required. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

Mixed-Media

ART 145 3.00 Credits

This course engages students in a three-dimensional art making experience that draws from a variety of studio practices. Students will participate in artistic endeavors involving traditional and non-traditional materials, techniques and concepts. Emphasis is placed upon the development of aesthetic, conceptual and technical skills to further personal artistic evolution. (Prerequisite: none.) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

Drawing I

ART 150 3.00 Credits

This drawing course will further the students' understanding of the core elements of drawing: line, composition, perspective, proportion, texture, value, and shading. These drawing elements will be taught through both traditional and modern methods. The course will also include several short lectures to give examples of the work, and to expand art appreciation. There will be a strong emphasis on the student's ability to critique their own work along with their peers. The dialogue within the classroom will help to expand the student's skills and process. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

Visual Narrative

ART 155 3.00 Credits

This course is an introduction to the fundamentals of visual narrative and the various ways it can be used as a tool for aesthetic and conceptual expression. Students will expand their knowledge of storytelling in artistic practice by examining compositional design, symbolic imagery and sequential image making. While studying the methodology of narrative, students will create their own storyboard layout in preparation for a final, refined visual narrative presentation in the student's format of choice, (film/video, graphic novel, drawings/paintings, etc.) In addition, this course will also explore visual narratives from cultures that are not mainstream American culture. Included in this examination is the study of non-linear and multi-linear formats. Through the investigation of traditional and non-traditional visual narrative, students will be provided with the tools to express their own voice with new insight and perspective. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a

grade of C or higher) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

Public Art

ART 165 3.00 Credits

Public Art is a painting course focused on the creation of art through painting a large-scale mural. Students will work collaboratively to complete the site-specific work while developing and refining their painting and drawing skills. Through lectures and presentations, historical and contemporary examples of mural painting will be explored, giving students a sound basis for understanding the significance of murals in the historical and global context. Students will hone drawing skills while transferring the design onto the wall surface, learn to mix colors and to adapt painting techniques to the use of exterior latex paint. Students will also learn to work cooperatively with others on the completion of the project, and to align their work with one another in order to develop a cohesive single painting. They will critique the work on a weekly basis as the project progresses, keeping journals of their experience and using photographic documentation as a means of analyzing technical development. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

Digital Video Production

ART 170 3.00 Credits

This course introduces students to the fundamentals of digital video production. Students will learn how to produce digital video productions utilizing storyboarding, lighting and shooting techniques. Students will use video and audio editing software to import, assemble and edit clips, add transitions, create super-impositions and titles in finished video productions. In addition, they will learn hardware set-up, capturing techniques and video compression schemes as they output their work to various video formats. The course also examines the history and application of video in contemporary art, documentary, film and television production. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

Digital Photography 2

ART 180 3.00 Credits

This course will introduce the student to both the practical and theoretical application of controlling the digital photographer's most important tool, light. The course will deal with, through the use of light modifying devices and software, how to control the

direction, quantity, quality, ratio and color of light for both outdoor (natural) and indoor (existing) light. Students enrolled in this course will study advanced lighting techniques, contemporary practices and theories in digital photography. Students will work with intermediate and advanced digital imaging software. This course will emphasize the student's development of individual artistic voice applied in a portfolio of digital photographic images. Students enrolling in this course are required to supply their own digital camera, tripod, image editing software, and lighting equipment as specified in the course syllabus. Image editing software will also be available for use in the open computer lab at South Central College's North Mankato campus. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

Art History I

ART 201 3.00 Credits

This course provides an overview of visual culture from prehistory through the Middle Ages, including art and architecture from both Western and non-Western cultures. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

Art History II

ART 202 3.00 Credits

This course provides an overview of visual culture, including art and architecture, from the Middle Ages to the present time. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

Drawing II

ART 250 3.00 Credits

This course builds upon the concepts of Drawing I (ART 150). Students will further their understanding of drawing issues by creating artwork that explores process, personal imagery, formal analysis, and conceptual goals. Historical and contemporary models will continue to be explored and discussed relative to the students' own artwork. (Prerequisite: ART 150) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

Digital Video Production 2

ART 270 3.00 Credits

This course covers advanced digital video techniques including scripting, lighting, shooting, editing and the overall video/audio production sequence. Students will develop advanced skills for any profession that involves video production such as television, documentation, filmmaking, contemporary art, web design, multimedia communication, animation and computer gaming. Students will use advanced non-linear video and audio editing software. Final project is a video series or single production of substantial length within the field of artistic, commercial and/or documentary video. Students will examine and utilize advanced application of cinematic philosophy, production techniques and technologies in the fields of film, videography, documentary production, and multimedia. This course also covers the current visual culture and how it applies to a digital cinematic/video production. Students will participate as a member of a production crew on college productions when available. (Prerequisite: a grade of C or higher in ART 170 or instructor permission) (MNTC 6: Humanities and Fine Arts)

ASL - Courses in American Sign Language

American Sign Language 1

ASL 101 3.00 Credits

This course teaches the basics of American Sign Language. (Prerequisites: None) (MNTC 7: Human Diversity)

AST - Courses in Auto Service Technology

Introduction to Auto Service

AST 1112 2.00 Credits

This course is a requisite for the Automotive Service program. The course will include the following topics: shop safety, shop practices and procedures, vehicle identification, use of electronic service information, proper use of hand tools, power tools, hoist and other shop equipment, basic fasteners, tires, lubricants and fluids. (Prerequisite: Admission into the Automotive Service program)

Service Management

AST 1121 1.00 Credits

This course is designed for individuals who will be responsible for the operation of an automotive repair facility. It provides instruction in customer service, parts and service marketing, shop management, and business ethics in the automotive repair field. (Prerequisite: Admission into the Automotive Service program)

Basic Electrical

AST 1212 2.00 Credits

This course covers the fundamentals of electricity and electronics. Electrical circuits and components, magnetism, resistance, current flow, capacitance, instruments, diodes, and solid-state devices will be presented in a manner which relates the subject to the occupation. (Prerequisites: Admission into the Automotive Service program)

Advanced Electrical/Electronics

AST 1222 2.00 Credits

This course covers the operation and diagnosis of lighting systems, gauges and warning systems, horns, windshield wiper and washer systems, power locks, power windows and seats, and other automotive electrical systems. Prior knowledge gained by the successful completion of AST 1212 is required for student success in this course. (Prerequisites: Admission into the Automotive Service program)

Starting and Charging Systems

AST 1233 3.00 Credits

This course covers the theory and operation of starting and charging systems. Instruction in parts identification, circuit operation, component testing, rebuilding procedures, and circuit diagnosis will be included. Prior knowledge gained by the successful completion of AST 1222 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

Engine Diagnosis

AST 1311 1.00 Credits

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

Lower Engine Service

AST 1323 3.00 Credits

This course covers the theory of engine operation and construction, parts identification, measurements, and engine wear locations. Determining the service procedures an engine will require and the reconditioning of all lower engine components are included in this course. Prior knowledge gained by the successful completion of AST 1311 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

Upper Engine Service

AST 1332 2.00 Credits

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

Engine Lab

AST 1341 1.00 Credits

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

Clutch & Drive Line

AST 1412 2.00 Credits

This course covers standard automotive and light truck clutches. Content includes design, adjustment, overhaul, diagnosis, and repair. Also included are mechanical and hydraulic systems. The drive line section includes phasing, alignment and balance. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

Manual Transmission/Transaxle & 4X4

AST 1423 3.00 Credits

This course covers the operation and the proper repair procedures for the types of manual transmissions/transaxles and transfer cases used in

late model vehicles. Four wheel drive, locking hubs, axle disconnects, AWD, full-time, and part-time four-wheel drive systems will also be covered.

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

Suspension/Steering & Wheel Alignment

AST 1513 3.00 Credits

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

Brakes

AST 1613 3.00 Credits

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

Advanced Brakes

AST 1622 2.00 Credits

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

Basic Tune-up (Non-computer)

AST 1712 2.00 Credits

This course covers the theory and principles of operation of automotive gasoline engines, fuel systems, ignition systems, and emission systems. Prior knowledge gained by the successful completion of AST 1212 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

Rear Axle/Differential

AST 2432 2.00 Credits

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

Automatic Transmission I

AST 2442 2.00 Credits

This course covers how an automatic transmission works, the basic parts, functions, and power flow of the hydraulic circuits. This course also includes the basic theory of torque converters, planetary gears, clutches, bands, and hydraulic circuit operation. Prior knowledge gained by successful completion of AST 1112 is required for student success in this class. (Prerequisite: Admission into the Automotive Service program)

Automatic Transmission II

AST 2452 2.00 Credits

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

Automatic Transmission III

AST 2462 2.00 Credits

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

Fuel Systems I

AST 2723 3.00 Credits

This course will cover the principles of operation of the automotive fuel and emission systems. Fuel system components and emission control devices associated with the fuel system will be included. System diagnosis and repair will be emphasized. Prior knowledge gained by the successful completion of AST 1712 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

Introduction to Automotive Computers

AST 2733 3.00 Credits

This course covers the theory and operating principles of automotive computers, sensors, and control devices. Prior knowledge gained by the successful completion of AST 1222, AST 1712, and AST 2723 is required for student success in this

course. (Prerequisite: Admission into the Automotive Service program)

Fuel Systems II

AST 2743 3.00 Credits

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. Prior knowledge gained by the successful completion of AST 2733 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

Engine Performance & Drivability

AST 2752 2.00 Credits

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. Prior knowledge gained by the successful completion of AST 2743 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

Basic Air Conditioning

AST 2812 2.00 Credits

This course covers the principles of air conditioning. Various system types, malfunction diagnosis, testing, and repair are studied in the classroom. Practical work such as component replacement, charging, and performance testing will be on actual systems. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

Advanced Heating and Air Conditioning

AST 2822 2.00 Credits

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

Auto Lab I

AST 2911 1.00 Credits

This course is designed to provide students an opportunity to develop practical automotive repair skills. Auto Lab provides the student shop time to complete projects and lab assignments required in the Automotive Service program. This is a hands-on,

performance based course where students work on diagnosing, maintaining and repairing vehicles. Prior knowledge gained by the successful completion of AST 1112 or concurrent enrollment in AST 1112 is required for student success in this course.

(Prerequisite: Admission into the Automotive Service program)

Auto Lab II

AST 2921 1.00 Credits

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

Auto Lab III

AST 2931 1.00 Credits

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

Auto Lab IV

AST 2941 1.00 Credits

This course is designed to provide students an opportunity to develop practical automotive repair skills. Auto Lab provides the student shop time to complete projects and lab assignments required in the Automotive Service program. This is a hands-on,

performance based course where students work on diagnosing, maintaining and repairing vehicles. Prior knowledge gained by the successful completion of AST 1112 or concurrent enrollment in AST 1112 is required for student success in this course.
(Prerequisite: Admission into the Automotive Service program)

Individualized Study

AST 2951 1 - 8 Credits

This course allows the student to design a program of study geared toward individual need and special interest. The student will specialize in developing skills and competencies in selected areas.
(Prerequisites: Instructor approval)

Cooperative Occupational Experience

AST 2961 1 - 8 Credits

Students will work in a sponsoring automotive service facility. The tasks and activities must be consistent with prior course work. The work schedule will be determined on a case-by-case basis.
(Prerequisites: The student must be in the second year of the program and instructor approval is required. Credits are variable up to a maximum of 8)

BDET - Courses in Architectural Drafting & Design

Introduction to Building Design and Energy Technology

BDET 1100 1.00 Credits

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

Studio I

BDET 1110 4.00 Credits

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

Estimating Concepts

BDET 1120 2.00 Credits

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

Materials and Methods

BDET 1130 3.00 Credits

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

AutoCAD

BDET 1150 2.00 Credits

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

Studio II

BDET 1210 4.00 Credits

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

Building Analyst

BDET 1220 3.00 Credits

This course will provide an understanding of technical standards for home performance and weatherization retrofit. The course will provide an introduction to building performance as it relates to the residential sector. The student will be introduced to the building shell components, combustion zone and blower door testing. In addition, the student will be aware of the auditing process and customer relations. This course will follow the Building Performance Institute (BPI) standards and content

for building analyst and envelop professional.
(Prerequisites: BDET 1110, 1130)

Materials and Methods II

BDET 1230 3.00 Credits

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

Construction Documents

BDET 1240 2.00 Credits

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

Revit

BDET 1250 2.00 Credits

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

Special Topics in Environmental Design

BDET 1260 1.00 Credits

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

Internship

BDET 1320 3.00 Credits

This course covers applying classroom knowledge to the workplace. Students are responsible for finding an appropriate program related job. Course

requirements will be adapted to the type of work performed by the student. (Prerequisites: BDET 2210, Advisor approval)

Studio III

BDET 2110 4.00 Credits

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

Statics and Strengths of Materials

BDET 2120 3.00 Credits

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

MEP Systems (Mechanical, Electrical and Plumbing)

BDET 2130 3.00 Credits

This course provides students with a fundamental knowledge of Mechanical, Electrical, and Plumbing systems. HVAC, lighting, plumbing, and communication systems will be analyzed in reference to their impact on commercial design, space planning, construction cost, and sustainable design. (Prerequisites BDET 1210)

Building Codes

BDET 2140 2.00 Credits

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

Revit II

BDET 2150 3.00 Credits

This course enables students to expand their

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

Studio IV

BDET 2210 6.00 Credits

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

BIOL - Courses in Biology

Introduction to Biology

BIOL 100 4.00 Credits

Introduction to Biology familiarizes students with fundamental biological principles and processes occurring within our natural world. This course engages students in the methodology and practice of scientific investigation, and emphasizes molecular and cellular processes, systems of the human body, and human impact on the environment. Discussions of organisms are framed by the sciences of ecology and evolution with a focus on the relationship between biological structure and function. Lecture and a 2 hour lab are included. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 3: Natural Sciences)

Introduction to Ecology

BIOL 101 4.00 Credits

Introduction to Ecology introduces the student to fundamental principles of ecology while focusing on interactions occurring at all of its levels. Students will become familiar with interrelationships between biotic and abiotic components of the natural world,

investigate population, community, and ecosystem structures and dynamics, and gain knowledge of human impact on the environment. Lecture and a 3 hour lab are included. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 3, 10: Natural Sciences, People and the Environment)

Introduction to Cell Biology

BIOL 106 3.00 Credits

This is an introductory cell biology course dealing with: the cell structure and organelles; basic chemistry and biochemical molecules; cell transport and energy concepts; cellular respiration; cell reproduction; patterns of inheritance; structure and function of DNA; how genes are controlled; DNA technology. (Prerequisites: Must have a score of 78 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)

Biology of Disease

BIOL 110 3.00 Credits

This course is a survey of human disease including physiological and infectious diseases. Possible topics include infectious diseases, cancer, heart disease, disorders of the immune system, diabetes, etc. Prevention of disease through control of risk factors and early detection will be covered. Diagnosis and treatment will also be addressed. (Prerequisites: Must have a score of 78 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)

General Biology I

BIOL 115 4.00 Credits

This course covers biological processes at the cellular and molecular level. It serves as an introduction to macromolecules and metabolism, cell biology, Mendelian genetics, gene expression and development. This course involves a weekly three hour lab. (Prerequisites: Score of 86 or above on the Sentence Skills portion of the Accuplacer test or completion of ENGL 0090 with a grade of C or higher and a score of 50 or above on the College Level Math portion of the Accuplacer test or completion of MATH 0085 with a grade of C or higher) (MNTC 3: Natural Sciences)

General Biology II

BIOL 116 4.00 Credits

This course covers biology at the organismal population and system level. It will emphasize organismal diversity, population and community ecology and ecosystems. Students will gain an understanding of how evolutionary advances have occurred among organisms within a kingdom due to natural selection. This course involves a weekly three hour lab. (Prerequisites: Score of 86 or above on the Sentence Skills portion of the Accuplacer test or completion of ENGL 0090 with a grade of C or higher and a score of 50 or above on the College Level Math portion of the Accuplacer test or complete of MATH 0085 with a grade of C or higher) (MNTC 3: Natural Sciences)

Tropical Rain Forest Ecology

BIOL 152 4.00 Credits

Tropical Rain Forest Ecology introduces students to fundamental ecological concepts, processes and dynamics within the tropical rain forest biome. Discussions of flora and fauna will be framed within the context of evolution with an emphasis on adaptations. A special focus will be made on the rain forests and culture of Costa Rica and the Galapagos Islands. This course includes a one-week study abroad to Costa Rica or the Galapagos Islands. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 3, 10: Natural Sciences, People and the Environment)

Human Biology

BIOL 162 4.00 Credits

This one-semester course is an introduction to the biology of the human body. Basic form and function of the body systems and their interactions will be emphasized. Other topics include: terminology, basic chemistry, cell biology genetics, molecular biology and nutrition as it relates to the human body. This course contains a laboratory portion. (Minnesota Transfer Curriculum goal area 3) (Prerequisites: A Reading Comprehension Score of 78 or above or READ 0090.) (MNTC 3: Natural Sciences)

Genetics

BIOL 211 4.00 Credits

This is an introductory Genetics course which covers the study of biologically inherited traits. It will emphasize Mendelian genetics as well as molecular

genetics. Students will explore classical, population and molecular genetics. Students will learn genetics through lecture, solving genetics problems and demonstrating concepts from lecture through laboratory experimentation. (Prerequisites: BIOL 115 and BIOL 116) (MNTC Goal Area 3)

Human Anatomy

BIOL 220 4.00 Credits

This course takes an in-depth look at the anatomy of the human body systems. The course emphasizes structure and anatomical function at the cellular, tissue, organ and systemic level. Dysfunctions are included but the body in homeostasis is emphasized. This course includes a weekly three hour lab. Some labs include dissection. (Prerequisite: Accuplacer Reading Comprehension Score of 78 or READ0090 with a grade of C or better) (MNTC Goal Area 3)

Anatomy and Physiology I

BIOL 225 4.00 Credits

Anatomy and Physiology I is an introduction to the structure and function of the human body under normal and abnormal conditions. It is the first in a two course series. It will cover tissues, the integumentary, skeletal, and muscular systems, articulations, nervous tissue, spinal cord and nerves, brain and cranial nerves, anatomy of the heart, blood vessels and circulation and the lymphatic structures. It will also cover cellular biology, cellular transport, cell respiration, cell reproduction and basic review of biochemistry as it relates to the human body. This course contains a laboratory component which includes dissection. For Biology majors, please see BIOL 220 Anatomy and BIOL 230 Physiology. (Prerequisite: CHEM 108 or CHEM 110, and must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 3: Natural Sciences)

Human Physiology

BIOL 230 4.00 Credits

This course provides an in-depth study of the functioning of most body systems, including muscle, nervous, cardiovascular, respiratory, digestive, urinary, and endocrine systems at both the cellular and systemic level. An emphasis is placed on normal physiology, but dysfunction will also be discussed. This course contains a weekly 3 hour laboratory component. (Prerequisites: BIOL 220 with a grade of C or better and CHEM 108, CHEM 110 or CHEM 120 with a grade of C or better) (MNTC Goal Area 3)

Anatomy and Physiology II

BIOL 235 4.00 Credits

Anatomy and Physiology II is an introduction to the structure and function of the human body under normal and abnormal conditions. It is the second in a two course series. It will cover the autonomic, endocrine, immune, respiratory, digestive urinary and reproductive systems. It will also cover fluid electrolyte, acid-base balance, blood, blood pressure regulation and functional characteristics of the heart, special senses, development and inheritance. This course also has a lab component in which students will perform hands on activities to reinforce some of the material taught in lecture. For Biology majors, please see BIOL 220 Anatomy and BIOL 230 Physiology. (Prerequisite: Completion of BIOL 225 with a grade of C or higher) (MNTC 3: Natural Sciences)

Pathophysiology

BIOL 240 3.00 Credits

This course provides an in-depth study of the chemical, biological and psychological process involved with alterations of health, using systemic and non-systemic approaches. Besides the two hour lecture, this course meets one additional hour to work on case studies. (Prerequisite: BIOL 230 or 235) (MNTC 3: Natural Sciences)

Biology Capstone

BIOL 250 2.00 Credits

Biology Capstone is a course that is required before completion of an AS degree in Biology. It is a project based course in which students will demonstrate a culmination of the skills developed while at South Central College. The student enrolled in this course will complete a scientific research project and present the findings by writing a research paper and giving a poster presentation. In addition, students may be required to participate in all assessment activities as directed by the instructor and the Biology program. This course should be taken during the last semester before completion of an A.S. degree in Biology. (Prerequisite: Instructor permission)

Microbiology

BIOL 270 4.00 Credits

This course is an introduction to the general principles and methods used in the study of microorganisms. It includes a survey of prokaryotic and eukaryotic microorganisms emphasizing bacteria

and viruses. Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of microorganisms in disease, immunity and other selected applied areas. Laboratory techniques include isolating, culturing and identifying microorganisms. This course contains a three hour per week laboratory component. (Prerequisites: A grade of C or higher in BIOL115 OR BIOL225 OR BIOL220 AND CHEM108 OR CHEM110) (MNTC Goal Area 3)

CAP - Courses in Capstone

Associate of Arts Capstone Class

CAP 250 1.00 Credits

This course should be taken by students seeking the Associates of Arts degree during their final semester at SCC. It assesses fulfillment of the program's Learning Outcomes (Communication, Critical Thinking, Research Proficiency, Global Perspective and Social Responsibility), and allows students to demonstrate their readiness to take junior-level classes at a four-year institution. (Prerequisite: Unless instructor grants special permission, students must be in their last semester of the Associate in Arts program at SCC) (MNTC 2: Critical Thinking)

CARP - Courses in Carpentry

Carpentry Tools and Safety

CARP 1110 2.00 Credits

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

Print Reading

CARP 1121 2.00 Credits

This course will be an introduction to Residential Blue Print reading as well as Light Commercial Blue Print reading. Symbols, plans, details, and diagrams will be addressed along with other trades and their connections to the carpentry field. Each student will be required to read text assignments, answer questions from workbook and participate in classroom discussion and presentations. Different print types will be used in the instruction of materials as students look for specific details and

answers to real life problems that arise on the job site. (Prerequisites: Declared major as carpentry)

Residential Principles I

CARP 1123 5.00 Credits

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

Residential Principles II

CARP 1130 5.00 Credits

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

Introduction to Cabinetmaking

CARP 1210 3.00 Credits

This course is designed to give students an understanding of kitchen design, cabinet sizes when purchasing factory cabinets and the importance of knowing appliance sizes. Students will read cabinet blueprints, build face frames and cabinet boxes. Students will use these new skills and build a base cabinet and upper cabinet. These skills could be incorporated into any number of larger cabinet projects. (Prerequisite CARP 1110; CARP 1121; CARP 2023; Carpentry as a major)

Commercial Print Reading

CARP 1221 2.00 Credits

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

Stairway Technology

CARP 1226 2.00 Credits

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

Interior Finish I

CARP 1227 2.00 Credits

This course covers the insulation, vapor barrier, and drywall of the class residential project. It involves applying knowledge of the proper type, use, and technique to achieve the maximum R-value possible. Vapor barrier will be installed and sealed according to local building codes. Drywall will be installed on ceilings and walls and readied for the taper. (Prerequisites: CARP 1110, 1121, 1130)

Interior Finish II

CARP 1228 4.00 Credits

This course is the completion of the inside of the residential building project constructed in earlier classes. This course covers the installation of doors, casing, window trim, and base. Students will install cabinets, counter tops, and all the details to finish a kitchen. This may include crown mold, base shoe, toe kick, and flooring. Students will also be involved with the finishing of closets, shelving, door bumpers, and door knobs. (Corequisite: CARP 1227)

Exterior Finish

CARP 1229 2.00 Credits

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

Carpentry Lab

CARP 1232 2.00 Credits

Carpentry Lab will encompass a wide variety of projects in the shop. The students could be involved in the construction of a fish house, yard shed, play

house, or other construction project deemed appropriate for the course by the instructor. This lab time may also be used for extra practice or refresher on new skills learned. This may involve wall framing, rafter layout, door hanging, and trim practice. If time allows, students may be introduced to cabinet construction. (Prerequisite: CARP 1110)

Interior Finish

CARP 1239 4.00 Credits

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

Carpentry Internship

CARP 2000 2.00 Credits

Students will work in residential construction with a licensed and insured contractor registered with the State of Minnesota. Students will keep an accurate time sheet for South Central College and will turn in such paperwork prior to graduation. The employing contractor will also keep accurate records and evaluate the student who performed such duties for them during the internship. (Prerequisites: Must have instructor approval)

Advanced Principles I

CARP 2023 4.00 Credits

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

Advanced Principles II

CARP 2030 5.00 Credits

Advanced Principles II is the continuation of the house project. Trusses will be set, the roof sheathed and shingled. Windows and doors will be installed along with house wrap. Students will be insulating the house and installing drywall. This is a big part of the program and all students will be expected to

work as a team. (Prerequisites CARP 1110; CARP 1121; CARP 2023)

OSHA 30 For Construction

CARP 2032 2.00 Credits

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

Foundations and Footings

CARP 2100 3.00 Credits

This course covers site preparation for a residence which involves property lines, setbacks, and compliance with local city or county ordinances. Students will stake out a house and assist in excavation while the hole for the house is dug. Many types and designs of foundations and footings will be discussed. Appropriate foundations and footings will then be formed and poured by the students. (Prerequisite: CARP 1130)

Commercial Construction Concepts

CARP 2101 2.00 Credits

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

Construction Site Experience I

CARP 2102 4.00 Credits

This course will involve second-year students continuing to build on the foundation they constructed in the Foundations and Footings class. Students will build bearing and knee walls, and set basement posts and beams on the student-built residence. Many types of floor systems will be analyzed and studied. After plans have been reviewed, the appropriate floor system will be constructed and installed on the residence. Students will also do exterior and interior wall framing on the residence. (Prerequisite: CARP 1130)

Residential Roof Framing

CARP 2103 2.00 Credits

This course covers the roof framing of the student-built home. Students will study many aspects of roof framing with varying techniques of residential

construction. (Prerequisites: CARP 1110; CARP 1121; CARP 1130)

Job Site Experience

CARP 2105 5.00 Credits

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

Advanced Exterior Finish

CARP 2129 3.00 Credits

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

Advanced Interior Finish

CARP 2139 4.00 Credits

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

Construction Site Experience II

CARP 2202 5.00 Credits

This course is the culmination of the Carpentry program's second year. Students will participate in all aspects of construction required to complete the student-built residence. Students will perform pouring of concrete floors and stairway finishing. Additionally, they will apply knowledge and skills in regards to roof covings, window and siding installation, and every aspect of interior trim including doors, windows, and cabinet installation. (Prerequisite: CARP 2102)

CDEV - Courses in Child Development

Professional Relations in EC Careers

CDEV 1200 3.00 Credits

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)

Child Growth and Development

CDEV 1210 3.00 Credits

This course is the first in a series of courses that is required for a certificate, diploma, or degree in Child Development Careers. The course provides an overview of typical and atypical child development across cultures, from prenatal through school age. It includes physical, social, emotional, language, cognitive, aesthetic, and identity/individual development. This course integrates developmental theory with appropriate practices in a variety of early childhood care and educational settings. (Prerequisites: None)

Health, Safety & Nutrition

CDEV 1220 3.00 Credits

This course will guide the student in obtaining skills needed to establish and maintain a physically and psychologically safe and healthy learning environment for young children. Topics include preventing illness and accidents, handling emergencies, providing health, safety, and nutrition educational experiences, meeting children's basic nutritional needs, child abuse and, current health-related issues. This course does NOT include CPR or first aid certification. (Prerequisites: None)

Guiding Children's Behavior

CDEV 1230 3.00 Credits

This course examines positive child guidance techniques for individual and group situations. Emphasis on problem prevention and positive guidance strategies, communication, setting limits, problem solving and behavior modification. Examines ways to establish supportive relationships with children and guide them in order to enhance learning, development, and well-being. (Prerequisites: None)

Working with Diverse Families and Children

CDEV 1240 3.00 Credits

Examines how to work with many types of families. Investigates the importance of the family/school partnership, study methods of effectively communicating with families, and identify community organizations and networks that support families. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all

children in becoming competent members of a diverse society. (Prerequisites: None)

Observation and Assessment 1

CDEV 1260 1.00 Credits

This course introduces students to the most common observation methods used in early childhood programs. It will explore the fundamentals of using observation and evaluation techniques. (Prerequisites: None)

Learning Environment & Curriculum

CDEV 1270 3.00 Credits

This course presents an overview of skills to provide appropriate learning environments for young children. It examines the role of the teacher in providing learning experiences to meet each child's needs, capabilities, and interests, and ways to implement the principles of developmentally appropriate practices. (Prerequisite: None)

Infant-Toddler Development and Learning Experiences

CDEV 1310 3.00 Credits

This course will examine infant and toddler development as it applies to early childhood educational settings. Students will integrate strategies that support diversity and anti-bias perspectives, analyze development, correlate prenatal conditions with development, summarize child development theories, analyze the role of heredity and the environment, examine research-based curriculum models, and examine culturally and developmentally appropriate environments for infants and toddlers. (Prerequisite: CDEV 1210)

Preschool Development and Learning Experiences

CDEV 1312 3.00 Credits

This course provides an overview of preschool theory and development in home or center-based settings. Students will integrate knowledge of developmental needs, developmentally appropriate environments, effective caregiving, teaching strategies, and observation methods. (Prerequisite: CDEV 1210)

School Age Development and Learning Experiences

CDEV 1314 4.00 Credits

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

CDEV 1340 4.00 Credits

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)

Observation and Assessment 2

CDEV 2210 2.00 Credits

This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, multiple assessment tools and portfolios are explored. There will be a focus on increasing objectivity in observing and interpreting children's behavior, observing developmental characteristics and increasing the awareness of normal patterns of behavior. (Prerequisite: CDEV 1260)

Children with Differing Abilities

CDEV 2310 3.00 Credits

This course examines the development of children with differing abilities. Students will integrate strategies that support diversity and anti-bias perspectives, providing inclusive programs for children, apply legal and ethical requirements including ADA and IDEA (Individuals with Disabilities Education Act). Exploration of differing abilities of children with physical, cognitive, health/medical, communication, and/or emotional/behavioral disorders, adapt curriculum to meet the needs of children with developmental differences, and cultivate partnerships with families who have children with differing abilities. (Prerequisites: CDEV 1210)

Internship

CDEV 2510 3.00 Credits

This course is designed to provide the student with a purposeful occupational experience in the Child Development and Family Services field. Each internship is an individualized experience. Site selection is based on each student's area of interest in conjunction with the instructor's approval to

provide experience related to the skills and knowledge acquired in the program. The focus of the Child Development program is to allow students to integrate and apply skills and knowledge gained in the actual work environment. (Prerequisite: Instructor approval must be granted)

Children with Challenging Behaviors

CDEV 2520 3.00 Credits

This course supports students' understanding of children's behavioral problems and identifies intervention strategies to prevent and resolve problem behaviors. Effective behavior modification techniques and designing behavior plans will be explored. (Prerequisite: CDEV 1230)

Curriculum Planning

CDEV 2530 3.00 Credits

This course provides an advanced level of curriculum planning. Emphasis is on organizing, implementing, and evaluating developmentally appropriate curricula. (Prerequisite: CDEV 1270)

Cognitive Development

CDEV 2550 3.00 Credits

This course provides an overview of cognitive and multimedia learning experiences in either home, school, or center-based settings. Students integrate knowledge of child development, learning environments, and teaching methods to promote curiosity, attention, perception, memory, problem solving, logical thinking, and media literacy. (Prerequisite: CDEV 1210)

Language and Literacy Development

CDEV 2560 3.00 Credits

This course provides an overview of language and literacy learning experiences in home, school, or center-based settings. Students integrate knowledge of child development, learning environments, and teaching methods to promote literacy, conversation, literature, literacy, and bilingualism. (Prerequisite: CDEV 1210)

Social-Emotional Development and Learning

CDEV 2590 3.00 Credits

This course provides an overview of social-emotional learning experiences. Students integrate knowledge of child development, learning environments, and teaching methods to promote emotional development, moral development, self concept, self

esteem, social skills, diversity awareness, and social studies. (Prerequisite: CDEV 1210)

Professional Leadership

CDEV 2600 3.00 Credits

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 1210; Recommended ENGL 100)

Program Planning

CDEV 2640 3.00 Credits

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 1340 or concurrent)

Internship II

CDEV 2810 3.00 Credits

This course provides an opportunity to apply knowledge and skill in an early childhood setting. Students implement a variety of learning experiences that are developmentally appropriate for and culturally sensitive to a specific age and group of children. (Prerequisites: CDEV 2510)

Management of Child Care Programs

CDEV 2910 3.00 Credits

This class will discuss a variety of management topics related to early childhood education. It will look at the importance of well-written policies and procedures, how to demonstrate effective leadership, how to build a strong team, and using interpersonal communication skills. (Prerequisites: CDEV majors only)

Strategies for Staff Development

CDEV 2920 3.00 Credits

Students will learn the basics in recruiting, interviewing, training, evaluating, reprimanding and retaining employees. This class will also discuss record keeping and documentation as it relates to personnel management. (Prerequisites: CDEV majors only)

Financial Aspects in Child Care Administration

CDEV 2930 3.00 Credits

This class will discuss a variety of financial management areas: payroll and compensation, cost

analysis, budgeting, grant writing and fundraising. Students will also learn how to create a variety of financial documents. (Prerequisites: CDEV majors only)

Managing Multiple Sites

CDEV 2940 1.00 Credits

This course will examine challenges unique to managing multiple sites. It provides practical information and tools to help managers close the communication gaps created by distance, and get peak performance from employees they don't see everyday. (Prerequisites: CDEV majors only)

Practicum Project

CDEV 2990 1.00 Credits

During this project you will gain a broad view of program quality in an early childhood setting from an organizational perspective, learn how to administer and score the Program Administration Scale, learn how to analyze the results of the PAS and structure program improvements based on these results. (Prerequisite: Instructor Approval)

CFSU - Courses in Construction Field Supervision

Professional Practice

CFSU 1100 3.00 Credits

Obligations of a professional job superintendent. Emphasis on leadership, project standards, scope of work, and the construction plan including team organization, constructibility factors, phased construction, legal aspects of the owner-contractor relationship, communications, business writing and marketing. The value of schedule and planning ahead.

Introduction to Construction Field Supervision

CFSU 1120 1.00 Credits

This course provides an introduction to the roles and duties of construction field supervisors and managers and the various career opportunities available to construction graduates. Overview of academic preparation for successful completion of the Construction Field Supervision program. (Prerequisite: None)

Practicum: Materials & Methods

CFSU 1130 4.00 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. (Prerequisite: None)

Print Reading/Construction Graphics

CFSU 1140 2.00 Credits

The course uses a variety of construction prints used in the construction industry. The use of the specifications and correlation to the different drawings. Strict focus on the architectural, structural, mechanical, electrical, site plans among others. The students will also learn about process of completing drawings from concept to completion. (Prerequisites: None)

Construction Contract Documents

CFSU 1150 2.00 Credits

Overview of construction 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. (Prerequisites: None)

Building Codes

CFSU 1200 3.00 Credits

Survey of codes used in the construction industry including the International Residential Code, Minnesota Energy Code, and the Americans with Disabilities Act. Introduction to the International Building Code and other building codes used in the construction industry; emphasis on content and uses of the building code, definitions and general requirements; detailed study of relationship between occupancy groups, construction types,

height and area requirements, and exit requirements. (Prerequisites: None)

Principles of Construction Supervision, Management, and Leadership

CFSU 1210 3.00 Credits

Leadership emphasis on team leadership, change management, delegation and team member learning and development. Management emphasis on interpersonal relationships, time management and organization, conflict management, communications, decision making and problem solving. Union vs. non-union, two gate systems, collective bargaining and AGC. (Prerequisites: None)

Basic AutoCAD

CFSU 1220 2.00 Credits

An introduction to AutoCAD software. This is a 2D computer-aided drafting course that encompasses a hands-on approach to techniques, uses, and methods of AutoCAD. (Prerequisites: None)

Construction Site Principles

CFSU 1230 3.00 Credits

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. Emphasis on site preparation including large construction and excavation machinery, grading, underground utility installation. Organization strategies for effective job site coordination, safety and utilization of facilities. The use of safety and site security focusing on materials and site preparations for adverse weather conditions and deliveries. (Prerequisites: CFSU 1130, 1140, Instructor Consent)

Site Organization

CFSU 1240 2.00 Credits

Emphasis on organizing strategies for effective job site coordination, safety and utilization of facilities. The use of safety and site security focusing on materials and site preparations for adverse weather conditions and deliveries. (Prerequisites: CFSU 1100, 1110, and 1130)

Construction Safety Management

CFSU 1250 3.00 Credits

Safety emphasis on loss and control management, strict focus on policies and procedures that govern the construction industry students will work directly with federal agencies. Creation of safety policies and

procedures used in construction. (Prerequisite: None)

Construction Project Management and Administration

CFSU 2110 3.00 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. (Prerequisites: None)

Estimating

CFSU 2120 2.00 Credits

This course provides an introductory discussion of quantity takeoffs; labor, materials, equipment, and overhead costs; profit; and bidding strategies for construction projects. (Prerequisites: CFSU 1130, 1140, Instructor Consent)

Practicum: Construction Planning and Scheduling

CFSU 2130 4.00 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. (Prerequisites: None)

Computerized Construction Estimating

CFSU 2140 2.00 Credits

This course is specifically designed to be taken concurrently with the estimating class. The use of various software packages for cost data, materials costing, labor, and equipment estimating. Takeoff software also included the computer based software packages are the strict focus. (Prerequisites: CFSU 1130, 1140, Instructor Consent)

Practicum: Construction Field Supervision

CFSU 2200 4.00 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, estimating, field engineering, project management and administration, risk management, cost management, safety management, and quality management. Major student project. (Prerequisites: CFSU 2120, 2130, 2140)

Construction Business Management

CFSU 2210 3.00 Credits

The emphasis on the construction organization and business practices. It includes managing cash flow, construction accounting and financial statements, financial analysis, business development, human resources, strategic planning, and information management. Introduction to construction law and practices used in the industry. (Prerequisite: CFSU 1210)

Internship

CFSU 2240 3.00 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. (Prerequisite: Instructor Consent)

CHEM - Courses in Chemistry

The Chemistry of Everything

CHEM 101 3.00 Credits

A chemistry course for non-science major which explores the world from a chemical perspective. This course is designed to increase students' scientific literacy. A two-hour lab is included. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 2, 3: Critical Thinking, Natural Sciences)

Introduction to Chemistry

CHEM 108 4.00 Credits

A one-semester introduction to the field of chemistry, this course is designed to allow the student to understand how chemistry relates to everyday life and to learn some of the language and

concepts of chemistry related to applied health. This course uses a math-based approach. (Prerequisite: Must have a score of 75.5 or higher in the Elementary Algebra portion of the Accuplacer test or completion of MATH 0085 with a grade of C or higher.) (MNTC 3: Natural Sciences)

Chemistry for the Health Sciences

CHEM 110 4.00 Credits

Key concepts of general, organic, and biological chemistry are introduced in an integrated approach with applications from the medical fields. The course is designed to prepare students for Anatomy, Physiology, and Microbiology or to be utilized as a general Liberal Arts and Sciences course. Limited mathematical approach; this course does not meet the requirements of a prerequisite for CHEM 120. Lecture and a 2-hour lab are included. (Prerequisite: Must have a score of 76 or higher on the Elementary Algebra portion of the Accuplacer test or completion of MATH 0085 with a grade of C or higher AND Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090 with a grade of C or higher) (MNTC 2, 3: Critical Thinking, Natural Sciences)

Principles of Chemistry I

CHEM 120 5.00 Credits

This course introduces the student to the basic principles of chemistry, including atomic and molecular structure, bonding, chemical reactions, solution chemistry, stoichiometry, thermochemistry, periodicity, and states of matter. Laboratory reinforces lecture concepts. (Prerequisites: MATH 120, CHEM 108 or high school chemistry) (MNTC 3: Natural Sciences)

Principles of Chemistry II

CHEM 121 5.00 Credits

Principles of Chemistry II is the second in a series of Chemistry courses designed for students who plan to major in a scientific or health related field. Topics include kinetics, chemical equilibria, acids and bases, buffers, precipitation reactions, thermodynamics, and electrochemistry. Lab topics reinforce lecture concepts. (Prerequisite: CHEM 120) (MNTC 3: Natural Sciences)

Organic Chemistry I

CHEM 220 5.00 Credits

Organic Chemistry I is the first course in a two semester sequence which covers the structure, stereochemistry, physical properties, reactivity,

reaction mechanisms and synthesis of carbon-containing compounds. Emphasis on alkanes, alkenes, alkynes, alcohols, alkyl halides, aldehydes, ketones, and carboxylic acids and their derivatives. Laboratory experiments will integrate green methods into common synthetic techniques and the preparation and reactions of functional groups. (Prerequisite: CHEM 121)

CHW - Courses in Community Health Worker

Role, Advocacy and Outreach

CHW 1000 2.00 Credits

This course focuses on the role of the community health workers' personal safety, self care, and personal wellness and the promotion of health and disease prevention of clients. (Prerequisites: None)

Organization and Resources

CHW 1015 1.00 Credits

This course focuses on the community health worker's knowledge of the community and their ability to prioritize and organize their work. Emphasis is on the use and critical analysis of resources and information problem solving. It is offered online. (Prerequisite: CHW 1000 Role, Advocacy and Outreach)

Teaching and Capacity Building

CHW 1025 2.00 Credits

This course focuses on the community health worker's role in teaching and increasing the capacity of the community and of the client to access the health care system. Emphasis is on establishing healthy lifestyles and clients' developing agreements to take responsibility for achieving health goals. You will learn about and practice methods for planning, developing and implementing plans with clients to promote wellness. It is offered online. (Prerequisite: CHW 1015 Organization and Resources)

Legal and Ethical Responsibilities

CHW 1035 1.00 Credits

This course focuses on the legal and ethical dimensions of the community health workers role. You will study the boundaries of the community health worker position, agency policies, confidentiality, liability and mandatory reporting and cultural issues that can influence legal and ethical

responsibilities. It is offered online. (Prerequisite: CHW 1025 Teaching and Capacity Building)

Coordination, Documentation and Reporting

CHW 1045 1.00 Credits

This course focuses on the importance and ability of the community health worker to gather, document and report on client visits and other activities. The emphasis is on appropriate, accurate and clear documentation with consideration of legal and agency requirements. It is offered online. (Prerequisite: CHW 1035 Legal and Ethical Responsibilities)

Communication Skills and Cultural Competence

CHW 1055 2.00 Credits

This course provides the content and skills in communication to assist community health workers in effectively interacting with a variety of clients, their families and a range of healthcare providers. Students will learn about communicating verbally and non-verbally, listening and interviewing, networking, building trust and working in teams. Students will practice communication skills in the context of a community's culture and the cultural implications that can affect client communication. It is offered online. (Prerequisite: CHW 1045 Coordination, Documentation and Reporting)

Community Health Worker Health Promotion

CHW 1065 3.00 Credits

This course focuses on the knowledge and skills a CHW needs in order to assist clients in realizing healthy eating patterns, controlling their weight, integrating exercise into their lives, taking their medications, talking with their doctors, controlling substances such as tobacco, managing stress, achieving life balance, and attaining personal and family wellness. Emphasis will be on learning strategies that can be used to aid in client awareness, and assist clients in understanding and linking to services in heart disease and stroke, maternal care, diabetes, cancer, oral health and mental health. (Prerequisite: CHW 1000 Role, Advocacy and Outreach)

Internship

CHW 1075 2.00 Credits

The CHW internship is an on-site, agency experience

that offers continuous opportunities for CHW students to prepare for work in the Community Health Worker Role. CHWs work within their assigned agency to achieve competencies of the defined core roles of Community Health Workers. Upon successful completion, graduates will have achieved the competencies to make them eligible to work, with minimal supervision, as a CHW in an employing agency. (Prerequisite: CHW 1055 Communication and Cultural Competence)

The CHW as a Public Health Professional

CHW 1085 2.00 Credits

This course focuses on the field of public health and the CHW as a Public Health professional. Students learn about public health practice as it relates to CHWs, health inequities and the social determinants of health. It is offered online. (Prerequisites: CHW 1000 Role, Advocacy and Outreach)

CIM - Courses in Computer Integrated Machining

Interpreting Engineering Drawings I - Introduction

CIM 1100 1.00 Credits

This course provides an overview of basic prints and drawings involved in machining. Upon completion of this course the student will be able to interpret drawing information, describe basic symbols and notation and interpret basic GD&T feature control frames. (Prerequisite: None)

Interpreting Engineering Drawings I - Application

CIM 1101 1.00 Credits

In this course the student will have opportunities to use lab time to practice the skills learned in CIM 1100, the Interpreting Engineering Drawings lecture. (Prerequisite: None)

CNC Programming I

CIM 1102 2.00 Credits

This course covers creation and editing of basic computer control programs, incorporating knowledge of G&M codes and hands-on control functions. Application lab time is allocated for students to practice basic computer control

programs for machining. (Prerequisites: Declare CIM as a major)

Lathe Turning I

CIM 1103 2.00 Credits

This course is an application of the turning components discussed in the introductory machine tool theory course. Proper set-up, operation, and safety of lathe use will be introduced in a lab setting. (Prerequisites: Declare CIM as a major)

Vertical Milling I

CIM 1104 2.00 Credits

This course is an application of the milling and drilling components discussed in the introductory machine tool theory course. Proper set-up, operation, and safety of the manual mill and drill press will be introduced in a lab setting. (Prerequisites: Declare CIM as a major)

Surface Grinding I

CIM 1105 2.00 Credits

This course is an introductory to the grinding process as it pertains to machining. This includes an understanding of using pedestal grinders and an introduction to surface grinding. Fundamentals of grinding, such as appropriate wheel identification and use, will be addressed. Proper set-up, operation, and safety of the bench and basic surface grinders will be introduced in a lab setting. (Prerequisites: Declare CIM as a major)

Machine Tool Theory I

CIM 1106 1.00 Credits

This course explores the basics in machining, raw materials, use of hand tools, safety and maintenance. A basic foundational knowledge regarding lathe, milling, grinding, and drill press is also established. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare CIM as a major)

Internship

CIM 1107 2.00 Credits

This course is a paid internship designed to facilitate learning in the manufacturing environment. Course competencies are developed and approved as a cooperative learning contract between employer, student and course instructor. Students are required to develop reports and a final presentation to present their individual learning competencies to the rest of their class. Instructors will meet with the

student during the internship to assess progress.
(Prerequisite: Declare CIM as a major)

Quality Assurance I

CIM 1115 3.00 Credits

This course provides an exploration of the basics in machining, raw materials, use of hand tools, safety and maintenance. Topics include an overview of measurement techniques, materials, safety, machine tool math, quality control and maintenance.

Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Must declare CIM as program major)

Concept Engineering I

CIM 1126 4.00 Credits

This course provides an exploration of the basics of hand tools, understanding drawings, manual machines and layout. Upon completion of this course the student will be able to interpret drawing information, describe basic symbols and notation and interpret basic GD&T feature control frames. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Must declare CIM as a program major)

Machining Computations

CIM 1150 2.00 Credits

This course is designed to provide foundations of the mathematical processes used in the technical field of machine tool practices. Topics will include arithmetic, algebra, geometry, trigonometry, and applications. (Prerequisite: Declare CIM as a major)

MIG Welding

CIM 1160 2.00 Credits

This course will cover gas metal arc welding process using short circuit transfer on carbon steel in various positions.

TIG Welding

CIM 1161 3.00 Credits

This course covers the basics of gas tungsten arc welding on carbon steel. (Prerequisite: None)

Basic Blue Print Reading

CIM 1162 2.00 Credits

This course covers the blueprint reading basics needed for entry level production welders as well as providing additional shop time for continued development of welding skills.

Interpreting Engineering Drawings II

CIM 1201 2.00 Credits

This course expands on the introductory-level information about prints and drawings and provides more experiential learning opportunities for students to work with symbols, notations, and GD&T feature control frames. (Prerequisite: CIM 1101)

CNC Programming II

CIM 1202 3.00 Credits

This course prepares students to become an introductory CNC machine operator. The topics include machine safety, proper tool setup, tool/work offsets, and CNC controller layout. This also includes a basic introduction to Mastercam. (Prerequisites: CIM 1102)

Lathe Turning II

CIM 1203 3.00 Credits

In this course, students will have the opportunity to continue to develop their skills with lathe turning with practical, hands-on experiences in a lab setting. Set-up, operation, and safety of lathe use will be reinforced in this course. (Prerequisites: CIM 1103)

Vertical Milling II

CIM 1204 2.00 Credits

In this course, students will have the opportunity to continue to develop their skills with vertical milling with practical, hands-on experiences in a lab setting. Set-up, operation, and safety of the manual mill use will be reinforced in this course. (Prerequisites: CIM 1104)

Surface Grinding II

CIM 1205 2.00 Credits

Grinding II is a further application of surface grinding covered in Grinding I that includes more advanced set-ups and fixturing. (Prerequisites: CIM 1105)

Machine Tool Theory II

CIM 1206 2.00 Credits

In this course, students will continue developing their understanding of machining and use of tools. Their skills are more fully developed in terms of lathe, milling, grinding, and drill press. Hands-on experience and practical application opportunities allow students to increase proficiency with machine tools. (Prerequisite: CIM 1106)

Interpreting Engineering Drawings

CIM 1207 2.00 Credits

This course provides an overview of basic prints and drawings involved in machining. Upon completion of

this course the student will be able to interpret drawing information, describe basic symbols and notation and interpret basic Geometric Dimensioning and Tolerancing (GD&T) feature control frames. (Prerequisite: CIM 1106)

Applications I

CIM 1208 2.00 Credits

This course is designed to give hands on experience. The student will use the saw, drill press, mill, and lathe. The projects will be used in the final assembly of an advanced project. (Prerequisites: CIM 1106)

Surface Grinding

CIM 1209 2.00 Credits

This course is an introduction to the grinding process as it pertains to machining. This includes an understanding of using pedestal grinders and an introduction to surface grinding. Fundamentals of grinding, such as appropriate wheel identification and use, will be addressed. Proper set-up, operation, and safety of the bench and basic surface grinders will be introduced in a lab setting. (Prerequisites: Declare CIM as a major)

Quality Assurance II

CIM 1216 2.00 Credits

This course is a continuation of the skills obtained in CIM 1115. New topics include standard and digital height gauges along with the Rockwell hardness tester and the basics of Statistical Process Control. (Prerequisite: CIM 1115)

Concept Engineering II

CIM 1225 4.00 Credits

This course builds on the skills obtained in CIM1126. Included in this course are advanced G&M code programming, canned cycles, interpolation, and cutter compensation. Set ups and manual and CNC machine operations will also be covered in this course. (Prerequisite: CIM 1126)

Interpreting Engineering Drawings III

CIM 2101 2.00 Credits

This course expands on the other courses concerning usage of prints and drawings in machining. Students will be provided with more learning opportunities, including continued, hands-on interaction with symbols, notations, and Geometric Dimensioning and Tolerancing (GD&T) feature control frames. (Prerequisite: CIM 1201)

CNC Programming III

CIM 2102 3.00 Credits

This course provides students with continuing opportunities to work with CNC programming, building on what was learned in the previous programming course. Topics include lathe programming, program downloading, editing, and advanced set-ups and operations. (Prerequisite: CIM 1202)

CNC Programming III

CIM 2103 4.00 Credits

This course provides students with continuing opportunities to work with CNC programming, building on what was learned in the previous programming course. Topics include lathe programming, program downloading, editing, and advanced set-ups and operations. (Prerequisite: CIM 1202)

Jigs and Fixtures

CIM 2106 2.00 Credits

This course will provide an introduction and explanation on the basic features and uses of jigs and fixtures. Additionally, students will identify essential application of jigs and fixtures, having a chance to practice in the lab. (Prerequisites: CIM 1206)

Quality Process and Inspection

CIM 2107 2.00 Credits

This course provides an overview of measurement systems, machine tool math, and quality control. Students will have opportunities to inspect the quality of final products and focus on implementing quality assurance procedures. (Prerequisite: CIM 1208)

Applications II

CIM 2108 2 - 4 Credits

This course provides students with continuing opportunities to work on applying their skills, building on what was learned in the previous Applications course. Additional material is also introduced; topics include machining with carbide, producing heat treated parts and basic surface grinding. This is a variable credit course. If the Internship (CIM 1107) was completed, only 2 credits of this course are required for CIM students. If the Internship was not completed, all 4 credits are required. (Prerequisites: CIM 1208)

Applications II

CIM 2109 4.00 Credits

This course provides students with continuing opportunities to work on applying their skills, building on what was learned in the previous Applications course. Additional material is also introduced; topics include machining with carbide, producing heat treated parts and basic surface grinding. (Prerequisite: CIM 1206)

Quality Assurance III

CIM 2115 3.00 Credits

This course is a continuation of CIM 1216. New topics include alternative measuring techniques and Statistical Process Control. (Prerequisite: CIM 1216)

Concept Engineering III

CIM 2125 4.00 Credits

This course is a continuation of CIM 1225. The topics include introduction to solid modeling and assembly drawings. (Prerequisite: CIM 1225)

Interpreting Engineering Drawings IV

CIM 2201 3.00 Credits

This course expands on the introductory and intermediate-level information about prints and drawings and provides more experiential learning opportunities for students to work with symbols, notations, and GD&T feature control frames. (Prerequisite: CIM 2101)

CNC Programming IV

CIM 2202 3.00 Credits

This course provides students with continuing opportunities to work with CNC programming, building on what was learned in the previous programming course. Additional material includes alternative work holding and advanced tooling set-up and operation for production of an advanced project. (Prerequisite: CIM 2102)

CNC Programming IV

CIM 2204 4.00 Credits

This course provides students with continuing opportunities to work with CNC programming, building on what was learned in the previous programming course. Additional material includes alternative work holding and advanced tooling set-up and operation for production of an advanced project. (Prerequisite: CIM 2103)

Advanced Quality and Inspection

CIM 2205 4.00 Credits

This course provides an overview of measurement

systems, machine tool math, and quality control. Students will have opportunities to inspect the quality of final products and focus on implementing quality assurance procedures. (Prerequisite: CIM 1201)

Mold and Die

CIM 2206 2.00 Credits

The purpose of this course is to present the fundamentals of mold construction, processes involved in using molds, and die casting. The knowledge and skills presented in this course will introduce machinist to various terminology and functions of molds in industry. (Prerequisite: CIM 2106)

Machining & Process Theory

CIM 2207 2.00 Credits

This course explores concepts in machining such as raw materials, heat treatment, standard and digital gauges. Students will have hands-on opportunities in a lab setting to interact with the concepts. Teamwork and critical thinking are emphasized in this course. (Prerequisite: CIM 2108)

Applications III

CIM 2208 2 - 4 Credits

This course provides students with continuing opportunities to work on applying their skills, building on what was learned in the previous Applications courses. Additional material is also introduced; topics include advanced grinding techniques. This is a variable credit course. If the Internship (CIM 1107) was completed or if 4 credits of Applications II (CIM 2108) were completed, only 2 credits of this course are required for CIM students. If the Internship was not completed and only 2 credits of Applications II were completed, all 4 credits are required. (Prerequisites: CIM 2108)

Capstone

CIM 2211 2 - 4 Credits

This course provides students with continuing opportunities to work on applying their skills, building on what was learned in the previous Applications courses. Additional material is also introduced; topics include advanced grinding techniques. This is a variable credit course. (Prerequisites: CIM 2108)

Quality Assurance IV

CIM 2216 3.00 Credits

This course is a continuation of CIM 2115. New

topics include more alternative measuring techniques and final inspection of advanced project. (Prerequisite: CIM 2115)

Concept Engineering IV

CIM 2225 4.00 Credits

This course is a continuation of CIM 2125. New topics include advanced design procedures and alternative work holding techniques for the production of an advanced project. (Prerequisite: CIM 2125)

Applications IV

CIM 2245 4.00 Credits

This course is a continuation of CIM 2145, Applications III. New topics include the finishing of products for the staging of the advanced project. (Prerequisite: CIM 2145)

Applied Welding

CIM 2250 2.00 Credits

This course covers necessary topics for the production of the advanced project. Topics included will be Beginner and Advance Tungsten Inert Gas Welding (TIG). (Prerequisite: CIM 1110)

Special Problems

CIM 2990 1 - 2 Credits

Special problems as assigned.

CMAE - Courses in Advanced Manufacturing Core

Safety Awareness

CMAE 1514 2.00 Credits

This course is designed to align with the National Skill Standard assessment and certification system for Safety Awareness. The course curriculum is based on federally-endorsed national standards for production workers. This course will introduce OSHA standards relating to personal protective equipment, Hazard Communication, tool safety, confined spaces, electrical safety, emergency responses, lockout/tagout, and others. (Prerequisites: None)

Manufacturing Process and Production

CMAE 1518 2.00 Credits

This course is designed to align with the National Skill Standard assessment and certification system for Manufacturing Processes. The course curriculum is based on federally-endorsed national standards

for production workers. The course emphasizes Just-In-Time manufacturing principles, basic supply chain management, communication skills, and customer service. (Prerequisites: None)

Quality Practices

CMAE 1522 2.00 Credits

This course is designed to align with the National Skills Standard assessment and certification system for Quality Practices. The course curriculum is based upon federally-endorsed national standards for production workers. Emphasis is placed on continuous improvement concepts and how they relate to a quality management system. Students will be introduced to a quality management system and its components. These include corrective actions, preventative actions, control of documents, control of quality records, internal auditing of processes, and control of non-conforming product. (Prerequisites: None)

Maintenance Awareness

CMAE 1526 2.00 Credits

This course is designed to align with the National Skills Standard assessment and certification system for Maintenance Awareness. The course curriculum is based upon federally-endorsed national standards for production workers. The Maintenance Awareness course introduces the concepts of Total Productive Maintenance and preventative maintenance. Students will be introduced to lubrication, electricity, hydraulics, pneumatics, and power transmission systems. (Prerequisites: None)

COMM - Courses in Communication

Introduction to Human Communication

COMM 100 3.00 Credits

This course is an introductory survey course of the communication discipline. It provides a sample of topics from interpersonal communication, intercultural communication, public speaking, small group communication, media, organizational communication, and interviewing. This course will offer students knowledge about communication and offer the opportunity to improve their skills. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or

completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 1: Communication)

Public Speaking

COMM 110 3.00 Credits

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 86 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, 9: Communication, Ethical & Civic Responsibility)

Small Group Communication

COMM 120 3.00 Credits

This 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 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 1, 2: Communication, Critical Thinking)

Intercultural Communication

COMM 130 3.00 Credits

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural and intracultural interactions. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 7, 8: Human Diversity, Global Perspectives)

Interpersonal Communication

COMM 140 3.00 Credits

In this class, participants will examine key components of interpersonal communication theory, identify the interpersonal communication skills

necessary for healthy relationships, assess their own interpersonal communication effectiveness, and practice and hone interpersonal communication skills necessary for healthy home and work relationships. This course will also address relevant issues of social interaction, including how human diversity/culture (age, race, gender, etc.) affects our interpersonal communication. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 1: Communication)

Practicum in Forensics Competition

COMM 160 2.00 Credits

Forensics is an activity where students will be able to learn more about the process of human communication through actively engaging and performing in public address, oral interpretation, limited preparation and debate competition with colleges and universities from across the nation. Each week students will participate in lessons, workshops and coaching sessions that will assist them in preparing for intercollegiate competition. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090 with a grade of C or higher) Permission of instructor is REQUIRED.

COMP - Courses in Computer Careers

Foundations of Computing

COMP 1120 4.00 Credits

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

Spreadsheet/Database Integration

COMP 1125 4.00 Credits

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: None)

Programming Fundamentals

COMP 1130 4.00 Credits

Programming Fundamentals is designed to be a person's first exposure to the world of computer programming. This course covers how to design and implement a computer program, writing a program that will make different types of decisions, how to solve problems using computer programs that remember things, make decisions, and perform repetitive tasks. The course uses both Alice and JavaScript to help the student meet these objectives. Alice is a 3-D programming environment from Carnegie Mellon University designed to teach programming concepts. It is an enjoyable and easy-to-user programming environment that assists the student in making 3-D, animated movies. JavaScript, is a popular language used for by web browsers to get input from the user. JavaScript teaches client-side scripting. This course is part of the Web Programming Certificate and the AAS Information Systems programming degree at South Central College. You will need to have a basic understanding of (X)HTML for the second half of this course which uses JavaScript. A minimum typing speed of 20-35 wpm is recommended. (Prerequisites: COMP 1120)

Web for Business

COMP 1140 3.00 Credits

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

PC Hardware and Software Essentials

COMP 1200 4.00 Credits

PC Hardware and Software, presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance, and safety issues. Through hands on activities and labs, students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, an introduction to networking is included. This course helps students prepare for CompTIA's A+ certification. (Prerequisites: None)

Introduction to Data Communications and Networking

COMP 1360 4.00 Credits

This course serves as a general introduction for students seeking to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network. Network concepts such as the OSI model, topologies, and major protocols, as well as the basic functions of system administration and operation are also included. The course is operating system independent and provides an introduction to several popular network operating systems. (Prerequisite: COMP 1200 or instructor approval)

Advanced Spreadsheets/Database & Programming

COMP 2130 4.00 Credits

This course covers advanced topics and VBA within the Microsoft Office suite (primarily database and spreadsheet applications). The students will solve business scenarios using advanced features of Access and Excel and the Visual Basic for Applications (VBA) macro language. In addition, the students will integrate data between these applications. Students will work on individual and team projects. (Prerequisite: COMP 1125)

Web Programming

COMP 2145 4.00 Credits

This course covers the popular server-side language PHP and Drupal, a popular CMS (Content Management System). It includes important

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

Web Services

COMP 2150 4.00 Credits

This course focuses on XML (eXtensible Markup Language) and the supporting technologies of XML used in person-to-computer and computer-to-computer communications. Some of the technologies covered will include using DTDs (Document Type Definitions), Schema, Namespaces, XPath, DOM, SAX, Data Models, XSLT, SVG, Flex and SOAP as well as web services and the Semantic web. Here's what you'll learn by taking this course: 1. How to create an XML document. It's just like HTML only with customized tag names. 2. Using DTD and Schemas to validate the XML data. 3. How XML can be formatted, filtered, and transformed using a language called XSLT. 4. Several common XML technologies including SVG, SMILE, RSS, and SOAP. 5. How XML will be used to create the Semantic (intelligent) Web. Minimum typing speed of 35 wpm (60 wpm recommended) Find your typing speed at <http://typingtest.com>. Here's a free, open-source typing programming that's fun to play: TuxType. (Prerequisites: Successful completion of COMP 1130 and COMP 1140, with a C or higher, or a working knowledge of XHTML, CSS, and FTP)

IBM i5 (iSeries) Operating System

COMP 2200 4.00 Credits

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

RPG IV (iSeries)

COMP 2205 4.00 Credits

This course introduces the RPG IV programming

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

COBOL

COMP 2210 4.00 Credits

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 ISAM & VSAM file updating. (Prerequisites: COMP 1120 and 1130 or Instructor Approval)

SQL/DB2

COMP 2220 4.00 Credits

This course covers Structured Query Language (SQL) and the Database Management System (DB2) commonly used on IBM platforms, such as the IBM Power System. Topics covered include data modeling and design as it pertains to the relational database model and the use of SQL commands to create schemas and tables, manipulate data, and retrieve data. (Prerequisite: COMP 2200 or Instructor Approval)

Java

COMP 2300 4.00 Credits

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

Visual Basic.Net

COMP 2310 4.00 Credits

VB.NET covers common programming techniques used in writing Visual Basic applications as well as demonstrating how to use the popular Visual Studio programming environment. Topics include: Object

Oriented programming, control statements, database programming, writing reports using Crystal Reports, and producing web-based applications with ASP.NET. The Capstone Project for this course involves creating an application for a real-life business problem. Minimum typing speed of 35 wpm. Find your typing speed at <http://typingtest.com>. Here's a free, open-source typing programming that's fun to play: TuxType. A working knowledge of the Windows operating system and file management. (Prerequisites: Successful completion of COMP 1130 with a grade of C or higher, or a working knowledge of at least one programming language.)

Information Storage and Management

COMP 2452 4.00 Credits

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

Virtualization Technologies

COMP 2453 4.00 Credits

The Virtualization Technologies course is designed to get students up to speed on one of the most important aspects of today's IT environment. This course covers the fundamental concepts, components, infrastructure, as well as security and privacy considerations for virtualization systems. Through lectures, discussions, demonstrations, and labs, students learn the skills and knowledge necessary to install, configure and manage virtual environments. Students will learn how to effectively plan, implement and manage Cloud Computing in virtual data centers and complete introductory coursework in Virtualization software. Topics will include creating virtualized switches and storage, creating and managing virtual machines, establishing

access controls, and performing resource monitoring. With additional effort, students can use this knowledge to pass the VCP Certification Exam. (Prerequisite: COMP 1200)

Cloud Technologies and Services

COMP 2456 4.00 Credits

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

Linux Administration

COMP 2460 4.00 Credits

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

Microsoft Administration

COMP 2462 4.00 Credits

This course provides students with a comprehensive understanding of Microsoft Windows Server and prepares them to perform server administration. The class is based on the requirements of the Microsoft Certified Professional (MCP) credential and teaches the skills to successfully implement, manage, and

troubleshoot Microsoft-Windows-based operating environments. Students apply their knowledge through hands-on projects and case study assignments, and learn how to install and administer Active Directory services and manage Active Directory objects. In addition, they learn how to implement and configure core services such as Networking, Storage, Active Directory Domain Services (ADDS), Group Policy, File and Print services, and Hyper-V. Finally, students learn how to install and administer network protocols and services such as virtual private networking, Routing and Remote Access Service, DHCP, and DNS. (Prerequisites: COMP 1360)

Application of Wireless & Mobile Networks

COMP 2464 4.00 Credits

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, LEAP, WEP, SSID, and vendor interoperability strategies. This course helps students prepare for CWNA (Certified Wireless Network Administrator) Certification Exam. (Prerequisite: COMP 1360)

Routing & Switching

COMP 2466 4.00 Credits

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

Security Basics

COMP 2475 4.00 Credits

An introduction to the various technical and

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

Capstone - Software Development

COMP 2496 1 - 4 Credits

This course is used to assess and validate student learning and performance throughout the previous semesters as well as to give students an opportunity to practice their skills in a simulated business environment. It is also an opportunity for students to demonstrate that they have achieved the learning goals established by South Central College's Computer Careers Department. This course integrates learning from the courses in the major with the courses from the rest of the student's academic experience. Students will work in teams under the supervision of faculty members who will act as project managers. (Prerequisite: Instructor Approval)

Capstone - Networking Services

COMP 2498 1 - 4 Credits

This course is an opportunity for students to demonstrate that they have achieved the learning goals established by South Central College's Computer Careers Department. This course integrates learning from the courses in the major with the courses from the rest of the student's academic experience. It requires the application of that learning to a service learning project that meets the community need of providing technology assistance to lower income families. Students will gain real world experience using their troubleshooting skills to fix, upgrade and refurbish donated computers. These computers are then

recycled back into the community to no-profit organizations and families in need. Students will have an opportunity for reflection through assignments that promote greater understanding of computer concepts and themselves. Students are strongly encouraged to "pass it on," by sharing their computer skills and knowledge through a mentoring process of community members and volunteers. This course will provide an environment, where students can develop a good balance between their technical and "soft" skills. It will include concepts such as team dynamics, conflict management, thinking "outside the box", working with diverse populations and developing professional attitudes and habits. (Prerequisite: Instructor Approval)

Emerging Technologies

COMP 2500 4.00 Credits
eCatalog Use Only

Capstone Project/Internship

COMP 2605 1 - 8 Credits
This course is used to assess and validate student learning and performance throughout the previous semesters as well as to give students an opportunity to practice their skills in a simulated business environment. Students will work in teams under the supervision of faculty members who will act as project managers. (Prerequisite: Instructor Approval)

Special Issues:

COMP 2610 1 - 3 Credits
This course allows students to pursue special interest areas and to gain exposure to emerging technologies in Information Systems and Networking. (Prerequisite: Instructor Approval)

CP - Courses in Community Paramedic

Roles Advocacy and Outreach

CP 2500 2.00 Credits
This is an introduction to the role and function of the Community Paramedic (CP). The student will learn about the Community Paramedic's specific role and function as a member of the health care team and part of the community. The student will identify the components of the role, define it, and explain the "scope of practice" for the position of CP. Additionally, the student will learn about the role of the CP as an advocate for clients in the community.

(Prerequisite: Acceptance into the Community Paramedic Program. All CP courses must be taken concurrently)

Community Assessment

CP 2505 2.00 Credits
This course is designed to introduce the role of the Community Paramedic (CP) as a member of the health care team in community assessment. The student will map the community health care services, describe the demographics of the community and assess their impact on the health of the clients. Additionally, the student will gain understanding of community health services in order to give advice on health care needs in the community. (Prerequisite: Acceptance into the Community Paramedic Program. All CP courses must be taken concurrently)

Care and Prevention Development Strategies

CP 2510 3.00 Credits
This course will introduce the responsibilities of the Community Paramedic (CP) for gathering appropriate patient/client information and maintaining accurate records, including documentation of encounters between the CP and the patient/client. The student will also learn about the CP's role in assessing health care needs and appraising health care conditions. (Prerequisite: Acceptance into the Community Paramedic Program. All CP courses must be taken concurrently)

Community Paramedic Clinical

CP 2520 5.00 Credits
This course will provide the student with clinical training under the supervision of a medical director, physician, nurse practitioner, physician's assistant or public health provider. The student will recommend appropriate health and/or social care professionals for the patient, prioritize jobs, and provide both advice and care. The student's placement in the clinical is based on qualifications and past training and experience. (Prerequisite: Acceptance into the Community Paramedic Program. All CP courses must be taken concurrently)

CRTK - Courses in Critical Thinking

Critical Thinking

CRTK 100 3.00 Credits

This course helps students acquire and develop critical thinking skills. Focused on the practical application of the principles of good reasoning, it encourages them to cultivate cognitive virtues such as consistency, self-awareness, open-mindedness, fairness, and intellectual humility. Students will be taught how to: recognize (and make) good arguments, identify (and avoid) logical fallacies and cognitive biases, articulate ideas in a clear and precise way, understand the significance and limits of the scientific method, and critically evaluate sources in the media. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ0090 with a C or higher) (MNTC: 2 Critical Thinking)

CSS - Courses in Community Social Service

Direct Service Professionalism

CSS 1801 3.00 Credits

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

CSS 1802 3.00 Credits

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

CSS 1804 3.00 Credits

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

CSS 1811 4.00 Credits

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)

Social Welfare Services

CSS 1813 3.00 Credits

This course will discuss the history of social welfare as an institution. Various social problems will be examined and discussed in terms of at-risk populations, societal norms and values, and how policy is developed to address these problems.

(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. Must have 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)

Community Social Service Projects

CSS 1814 3.00 Credits

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: 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. Must have 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.)

Physical Developmental Supports II

CSS 1902 3.00 Credits

This course will review specific types of developmental, physical, and mental disabilities including: Cerebral Palsy, Autism, Epilepsy, Mental Retardation, 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 be explored within the context of the individual and family 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. Must have 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. CSS 1802)

Community Social Service Internship

CSS 1910 4.00 Credits

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. The focus of the Community Social Service program is to allow students to integrate and apply skills and knowledge gained in the actual work environment. (Prerequisites: Instructor permission) (Co-requisite: CSS 1911)

Community Social Service Internship Seminar

CSS 1911 1.00 Credits

Internship seminar must be taken in conjunction with CSS 1910 Internship. Seminar is a one credit course which meets four times during the semester to integrate concepts learned while completing the 192 hour internship capstone project. Students will apply the NADSP Code of Ethics and/or NASW Code of Ethics (depending on internship setting) to the role of designated coordinator or entry level social service worker. Students will apply culminated information and skills learned throughout the CSS coursework in a social service agency. (Prerequisite: Instructor permission) (Co-requisite: CSS 1910)

Supportive Interventions

CSS 1913 4.00 Credits

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 access a problem behavior, plan and implement interventions, designed proactive manipulations, and integrate a multi-intervention, multidisciplinary team approach. (Prerequisite: CSS 1811)

CTLS - Courses in Civil Engineering Technology

Basic AutoCAD

CTLS 1110 3.00 Credits

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

Construction Contract Documents

CTLS 1800 3.00 Credits

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

Civil Cad

CTLS 1805 3.00 Credits

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

Introduction to Surveying

CTLS 1810 4.00 Credits

This course covers the principles of plane surveying involving methods of measuring horizontal and vertical distance, elevation and angles. Practice in the use of common measurement equipment, leveling instruments, compass, transit, theodolite and total station is stressed along with introduction to Global Positioning Systems and proper care and maintenance of all equipment. Recording of field information and correction of acquired data are an important part of this course. (Prerequisite: Successful completion of MATH 0075 with a grade of C or above, or an Accuplacer Arithmetic score of 56 or above)

Surveying 2

CTLS 1815 4.00 Credits

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

Materials Technology

CTLS 1820 4.00 Credits

This course covers the types of materials, construction methods, and quality control necessary in the construction of driven surfaces. The course examines basic geology with soil identification and classification for base construction, materials evaluation, testing methods for quality assurance in

grading and base, bituminous surfacing, and concrete surfacing. This course is based on MnDOT certification requirements in the areas of Aggregate Production and Concrete Field 1. (Prerequisite: Must have a 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)

Statics and Strengths of Materials

CTLS 2110 3.00 Credits

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

Civil Design

CTLS 2825 4.00 Credits

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

Construction Estimating and Inspections

CTLS 2830 4.00 Credits

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

Introduction to Land Surveying

CTLS 2835 3.00 Credits

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

Special Studies

CTLS 2845 - Credits

Students work independently or in groups on special

problems or subjects relating to the industry.
(Prerequisites: Instructor approval)

Hydrology and Hydraulics

CTLS 2846 3.00 Credits

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

Internship

CTLS 2851 3.00 Credits

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

CULN - Courses in Culinary Arts

Introduction to Foodservice

CULN 1100 2.00 Credits

This course includes an introduction to the food service industry, culinary terms, use of weights and measures, and kitchen safety. The course also covers equipment and knife identification and use. (Prerequisites: None)

Sanitation & Food Safety

CULN 1101 2.00 Credits

This course develops an understanding of the basic principles of sanitation and safety in order to maintain a safe and healthy environment in the food service industry for the consumer. Also covered is an understanding of the laws and regulations related to sanitation in food service operations. (Prerequisites: None)

Culinary Math

CULN 1102 1.00 Credits

Students will learn standard units of measurements and unit conversions, recipe scaling, percentages, rounding, and yield tests as they relate to the food service industry. (Prerequisite: 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)

Culinary Fundamentals 1

CULN 1103 4.00 Credits

Students will learn basic concepts and principles of cooking. Students will be introduced to mise en place. Students will identify herbs and spices and different cooking methods. They will demonstrate proper knife skills and basic vegetable cuts. Students will make basic stocks, mother sauces and soups. (Corequisites: CULN 1101 and CULN 1104)

Culinary Fundamentals 2

CULN 1104 4.00 Credits

Students will be introduced to all conventional and non-conventional cooking methods. They will convey knowledge and perform proper cooking of meats, poultry, fish, starches, and vegetables. They will expand their knowledge and skills in creation of sauces, from mother sauces to small sauces. In addition, they will create relishes, flavored oils, salsas, compotes, coulis, and purees. (Corequisite: CULN 1103)

Butchery

CULN 1105 4.00 Credits

This course covers the identification and preparation techniques of various cuts and grades of meats, poultry, fish/shellfish, and game meats. This course will also teach the processing (butchering) and the storage of fresh meats and the operation and cleaning of meat processing equipment. (Pre- or Corequisite: CULN 1101)

World Cuisine & Cultures

CULN 1106 2.00 Credits

This course is designed to introduce students to world cuisines and their cultures. Students will prepare food from Europe, the Middle East, Africa, Asia and cuisines of the Americas. (Corequisite: CULN 1101)

Garde Manager 1

CULN 1200 3.00 Credits

Students will be introduced to Garde Manger: the art of cold foods. They will gain knowledge and demonstrate skills used for the creation of salads, dressings, and a variety of hot and cold sandwiches. (Prerequisite: CULN 1101) (Corequisite: CULN 1201)

Garde Manager 2

CULN 1201 3.00 Credits

Students will be introduced to the fine art of fruit

and vegetable carvings, buffet presentations, appetizers, and hors d'oeuvres along with the art of charcuterie. (Corequisite: CULN 1200)

A la Carte Cooking & Production

CULN 1202 4.00 Credits

Students will apply the foundation of cooking techniques and fundamentals in a la Carte and batch cooking. Students will work as a team as well as individually to demonstrate their skills. (Prerequisite: CULN 1104)

Baking 1

CULN 1203 2.00 Credits

This course covers the preparation and makeup of a variety of yeast raised doughs. Students use a variety of commercial equipment to produce breads, Danish, croissants, rolls and yeast raised coffee cakes. Students will be introduced to baking equipment, recipe conversions, and sanitation processes in a bakery. (Prerequisite: CULN 1101) (Corequisite: CULN 1204)

Baking 2

CULN 1204 4.00 Credits

This course covers baking terminology, function of ingredients and the preparation of finished products: quick breads, pies, cakes, cookies, dessert sauces, custards, puddings, classical desserts, and specialty cake decorating. (Corequisite: CULN 1203)

Hospitality Nutrition

CULN 1205 2.00 Credits

This course covers the basic information to understand food trends, digestion and utilization processes, menu development for normal and special diets, and the preparation of nutritionally balanced meals. (Prerequisite: CULN 1100)

Culinary Management

CULN 1300 4.00 Credits

Students will learn of various management topics including: leadership, training, motivation, delegation, hiring, problem solving, and conflict resolution. Students will learn information and skills necessary to analyze and improve profitability. Other topics covered are income statements, forecasting sales, labor and food costs. They will also learn about the cycle of food purchasing. (Prerequisite: CULN 1100)

Advanced Culinary

CULN 1301 4.00 Credits

This is the capstone culinary class where students

demonstrate their advanced culinary abilities by creating a menu, developing a budget, planning and management of a team, menu preparation, and serving. (Prerequisites: CULN 1201, 1204)

Sustainable Foods & Organic Cooking

CULN 1302 1.00 Credits

Students will be introduced to sustainable farming and why it is important. They will also explore organic versus conventional farming and the nutritional differences. (Prerequisite: CULN 1100)

DA - Courses in Dental Assisting

Dental Science I

DA 1811 2.00 Credits

Dental Science is designed to provide the student with the fundamental, anatomical, and physiological structures of the human body. All body systems will be covered including embryology and histology. The focus of the course is to help students with no prior preparation in science to have a fundamental understanding of the structure and function of the human body with emphasis on the head and neck. The student will develop the necessary background knowledge to be a successful chairside and clinical assistant. (Prerequisite: Admitted to Dental Assisting program; AND a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090 with a grade of C or higher; AND a score of 86 or higher on the Sentence Skills portion of the Accuplacer test or completion of ENGL 0090 with a grade of C or higher)

Oral Anatomy

DA 1812 2.00 Credits

Dental anatomy is the fundamental study of permanent and primary dentition, including function, occlusion and annotation systems. The focus of this course is to provide the student with the knowledge to identify adult and children's dentition, distinguish occlusion, understand eruption patterns and developmental process. (Prerequisites: admission to Dental Assisting program; AND a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090 with a grade of C or higher; AND a score of 86 or higher on the Sentence Skills portion of the Accuplacer test or

completion of ENGL 0090 with a grade of C or higher)

Preclinical Dental Assisting

DA 1813 2.00 Credits

Pre-Clinical Dental Assisting is designed to provide fundamental knowledge of microbiology and infection control measures. Emphasis will be placed on personal protection, risk management, sterilization, chemical disinfection, environment surface and equipment aseptic techniques. The student will develop the skills necessary to apply the techniques gained within the course to all clinical and laboratory courses. Standard precautions will be utilized throughout the entire curriculum, within all courses which apply. (Prerequisites: COMM 140, PHIL 100; HLTH 1950, HLTH 1952, HLTH 1954 Co-requisite: DA 1814)

Chairside Dental Assisting I

DA 1814 4.00 Credits

This course is designed to provide laboratory and clinical knowledge of skills required for dental assisting. Areas of emphasis are: clinical asepsis, safety, ergonomics, and patient management. Learners will also be exposed to an introduction into chairside assisting techniques including 4 and 6 handed dentistry. (Prerequisites: HLTH 1950, HLTH 1952, HLTH 1954, COMM 140, PHIL 100, DA 1812; Co-requisite DA 1813)

Dental Materials

DA 1815 3.00 Credits

This course is designed to give students in-depth knowledge in dental material usage, manipulation, properties and purposes. The course includes both didactic and laboratory instruction for various material types including gypsum, impression materials, waxes, cements and restorative materials. Safety in handling materials will be emphasized in laboratory. (Prerequisites: DA 1811, DA 1812)

Radiology I

DA 1816 3.00 Credits

Radiology I is designed to provide knowledge and skills in intra-oral radiographic techniques, image principles and techniques, radiographic equipment and image receptors, radiation exposure guidelines, patient and operator protection and safety, anatomical landmarks and pathologies, radiographic film, film processing mounting and viewing, record keeping and quality assurance. (Prerequisites: DA 1811, DA 1812, DA 1850)

Clinical Dental Assisting

DA 1822 2.00 Credits

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: DA 1811, 1812, 1813, 1814, 1815, 1816)

Dental Science II

DA 1823 2.00 Credits

This course is designed to provide basic knowledge in oral pathology and pharmacology. Emphasis will be placed on methods of application, classifications and usage of knowledge in clinical settings. (Prerequisites: DA 1811, DA 1812)

Dental Assisting Expanded Functions

DA 1825 5.00 Credits

Dental Assisting Expanded Functions is designed to train chairside dental assistants in the Expanded Functions for an advanced level of skills and knowledge permitted to provide intra-oral patient care procedures beyond traditional dental assisting duties. Procedures emphasized will be those legally allowed by the Minnesota Board of Dentistry for Licensed Dental Assistants. (Prerequisites: DA 1814, 1815)

Radiology II

DA 1826 3.00 Credits

This course is a continuation of Radiology I. This in-depth course will cover the history of radiation, radiation physics, and differing radiation characteristics. The course will also include patient exposures, patient management and quality assurance. Students will also learn film techniques and processing. (Prerequisites: DA 1816)

Dental Nutrition

DA 1827 1.00 Credits

This course is designed to provide basic background knowledge in nutrition as it pertains to dental health and preventative dental philosophies. Emphasis will be placed on preventative dentistry and nutrition benefits of dental health. The focus of this course is to provide the student with the knowledge to define nutrition, describe key nutrients, use dietary guidelines, food labeling, food pyramids, define dental diets. Emphasis will be placed on dental health and nutritional guidelines. (Prerequisite: Admitted to Dental Assisting program)

Chairside Dental Assisting II

DA 1830 4.00 Credits

Chairside Dental Assisting II is a continuation of Chairside Dental Assisting I designed to provide knowledge of general and specialty dentistry with associated chairside dental assisting laboratory and clinical skills. Emphasis will be placed on general and specialty dental procedures, associated skills, dental armamentarium and supplies. (Prerequisites: DA 1814, 1815)

D.A. Internship I

DA 1831 4.00 Credits

Dental Assisting Internship I is designed to introduce the dental assisting student to the dental practice environment with clinical application of all knowledge and skills learned throughout the Dental Assisting program. The extra-mural experience provides delegated clinical duties and expanded functions assigned to the dental assistant within the field of dentistry in the local community. (Prerequisites: Successful completion of all previous dental assisting course work. Valid Healthcare Provider CPR)

D.A. Internship II

DA 1841 4.00 Credits

Dental Assisting II is a continuation of the extramural dental assisting experience designed to give the dental assistant student practical experience in dental practices. Clinical duties and expanded functions covering all aspects of the dental practice will be utilized. (Prerequisites: Successful completion of all previous dental assisting courses. Valid Healthcare Provider CPR)

Clinical Affiliations

DA 1845 8.00 Credits

This course is designed to give the dental assistant student practical experience in dental practices. The extra-mural experiences will be completed in local dental offices including specialty areas as available. Clinical duties and expanded functions covering all aspects of the dental practice will be utilized. (Prerequisites: Successful completion of all previous dental assisting courses. Valid Healthcare Provider CPR)

Dental Business Technologies

DA 1850 3.00 Credits

The course is designed to introduce students to dental software and implement software skills in clinical courses. This course will also expose students

to business management aspects including administrative, financial and records management. Basic computer skills are needed for successful completion of course (Prerequisites: Admission to the Dental Assisting program)

Dental State Board Refresher

DA 3000 - Credits

Review of material for Dental registration exam.

EAP - Courses in English for Academic Purposes

EAP Reading and Oral Communication

EAP 0080 6.00 Credits

English for Academic Purposes: Reading and Oral communication is a course for nonnative readers and speakers of English. In this course, English Language learners will increase proficiency in phonics, academic vocabulary, reading comprehension, oral communication skills. Students will develop and practice skills essential for successful literacy experiences in college level coursework. Students develop skills and confidence in using and understanding spoken English language in relation to comprehension of academic subject matter. (Prerequisite: None) This course is equivalent to Reading 0080. Upon successful completion, students are able to enroll in Reading 0090. This course does not fulfill a general studies or general education requirement.

EAP College Writing and Grammar

EAP 0085 6.00 Credits

EAP College Writing and Grammar is a course for non-native speakers of English. In this course, English Language Learners will increase proficiency in the writing and grammar skills of Standard English necessary for successful personal and academic communication. Students learn to use Standard English in understanding the parts of the speech, sentence structure, punctuation, vocabulary, and grammar. Students will learn and implement the writing process and employ academic professionalism when writing academic paragraphs. (Prerequisites: None. Accuplacer ESL indicates EAP course placement.) This course is equivalent to ENGL 0080. Upon successful completion, students are able to enroll in ENGL 0090. This course does not fulfill a general studies or general education requirement.

ECON - Courses in Economics

Principles of Macroeconomics

ECON 110 3.00 Credits

Macroeconomics is the study of issues that affect whole economies, including economic growth, employment levels, management of the money supply, international trade, and economic instability. The course will examine tools governments can use to stabilize and grow economies, as well as controversies surrounding their use. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

Principles of Microeconomics

ECON 120 3.00 Credits

Microeconomics is the study of how people, businesses, governments, and other institutions make economic decisions. Topics include market price determination, income determination, resource allocation, and impacts of government policies. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 9 History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

Economics of Public Issues

ECON 130 3.00 Credits

Approaches used by economists to analyze controversial public policy issues will be introduced. In addition, students will read articles explaining or advocating contrasting sides to issues. A variety of topics will be studied, with the list changing in different semesters. Topic examples may include economic inequality, climate change, and remedies for the Great Recession. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical and Civic Responsibility)

ELWT - Courses in Energy Technical Specialist

Wind Energy Fundamentals (MN West)

ELWT 1100 3.00 Credits

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

Environmental Health and Safety (MN West)

ELWT 1160 1.00 Credits

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

OSHA Standards & Climbing Lab (MN West)

ELWT 1170 2.00 Credits

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

ENGL - Courses in English

English and Writing I

ENGL 0080 4.00 Credits

This course offers a review in the use, basic study, and review of the Standard English language and an introduction to writing essays. The course emphasizes the development of narrative, expository, and argument writing skills using a writing process that includes pre-writing, drafting, revising, and editing final drafts for proper spelling, punctuation, and grammar. Minnesota K-12 Academic Standards in Writing and Language are indicated in parentheses after each competency on the Common Course Outline. (Prerequisites: None)

Writing and English I and II Modular

ENGL 0085 6.00 Credits

In this beginning and intermediate combination writing course, students practice basic grammar and sentence writing skills for two hours per week using a computer-based writing program. Students practice only the writing skills in which they are deficient. Deficiencies are identified by a diagnostic

sentence skills test taken at the beginning of the course. While practicing basic sentence writing skills in a computer-based writing program, students concurrently expand and apply these writing skills in the intermediate section, ENGL 0090, which meets an additional four hours per week. The ENGL 0090 section takes place in a traditional classroom and utilizes writing textbooks, teacher instruction, and implementation of the writing process to apply the writing skills and concepts learned. Students must score 50-62 on the Reading Comprehension portion of the Accuplacer Test in order to enroll in this course. This course does not fulfill General Education requirements. Successful completion of this course is equivalent to successful completion of ENGL 0090. (Prerequisite: Must have a score of 50-62 on the Reading portion of the Accuplacer Test)

Writing and English II

ENGL 0090 4.00 Credits

This course consists of a review of Standard English grammar, including English usage, sentence structure, punctuation, grammar, and spelling. Students will also study the writing process as it applies to writing both paragraphs and essays. The final project of this class will consist of developing, writing, and editing a persuasive essay. (Prerequisite: 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, or completion of EAP 0040 with a grade of C- or higher)

Composition

ENGL 100 4.00 Credits

Composition is concerned with developing, through theory and practice, the ability to communicate in written form for personal and professional reasons. Students will develop writing skills, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher 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)

Composition I (CONSORTIUM)

ENGL 105 3.00 Credits

Consortium Class - Iowa Lakes Community College

Introduction to Literature

ENGL 110 4.00 Credits

Introduction to Literature allows students to sample various literary forms (plays, prose, poetry, nonfiction) from various histories and cultures. The course is designed to develop critical thinking, reading and writing skills, and increase appreciation of the diversity of human experience. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6: Humanities and the Fine Arts)

Introduction to Film

ENGL 111 4.00 Credits

This course is designed to introduce and acclimate students to film as a significant artistic, rhetorical and cultural medium. Course content focuses on film as an element of popular culture, as well as film genres, cinematic techniques and cinematic conventions. (Prerequisites: Accuplacer Reading Comprehension score of 78 or higher or completion of READ 0090) (MnTC 6: Humanities and Fine Arts)

Global Peace and Social Justice

ENGL 115 4.00 Credits

Using works of literature such as War is a Force that Gives us Meaning and The Things They Carried, this course provides an introduction to the nature, scope, and methodology of peace studies with a view toward the future. It explores the concept of peace, non-violent movements, and the resolution of conflict between individuals, groups, societies, and nations. It considers the relationships between social justice and economics, human psychology, governmental power, and religion as forces for war as well as forces for peace. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 9: Ethical & Civic Responsibility)

Human Diversity in Literature and Film

ENGL 120 4.00 Credits

This course introduces students to works of literature and film with a focus on understanding the literary and cinematic contributions made by under-represented peoples. The course is designed to

develop critical thinking, reading, and writing skills, and increase appreciation of the diversity of human experience. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

World Literature and Film

ENGL 130 4.00 Credits

This course introduces students to works of literature and film from a variety of world cultures. The course is designed to increase knowledge of world cultures and appreciation and understanding of cultural differences in representation and in seeing, believing, and being. The course emphasizes critical thinking, reading, and writing. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

British Literature

ENGL 140 4.00 Credits

This is a one-semester course for students who are interested in the development of English thought and language from the days of the Anglo-Saxons to the present time. Students will examine the historical context of the literature as well as particular authors, ideas, and styles. Class time will be devoted to reading, discussing, and analyzing selected groups of writings representative of major historical periods in the development of British writing. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6: Humanities and Fine Arts)

Introduction to Poetry

ENGL 150 4.00 Credits

This course introduces students to various elements of the genre of poetry, including (but not limited to) word choice, images, figures of speech, symbols, sounds, patterns of rhythm, and poetic forms. Students will use literary criticism techniques as they study poets and poems from many times, places, and movements of literature. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6: Humanities and Fine Arts)

Introduction to Short Story

ENGL 160 4.00 Credits

This course introduces students to the genre of short story and literary analysis. Students will examine literary concepts such as time, setting, place, narrative, plot, characterization, and literary device. They will also study the authors and the influence of history and place on the short story form. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6: Humanities and Fine Arts)

Special Topics in Literature & Film:

ENGL 205 4.00 Credits

All ENGL 205 courses help students understand how literature and film tell stories and create versions of history. Students will explore literary concepts such as time, setting, place, narrative, plot, characterization, and literary device. Students will also study the individual cultures that generate the narratives covered in the class. Any ENGL 205 class has been specially designed by an SCC English instructor to appeal to SCC students. The instructor has chosen the subject material related to his or her interests, students' interests, or his or her teaching expertise. (Prerequisite: ENGL 100 or instructor permission.) (MNTC 6: Humanities and Fine Arts)

Children's Literature

ENGL 206 4.00 Credits

Children's Literature provides a survey of literature for children from through history to its place in contemporary society. The course introduces students to literature for children from birth to age 21, pairing literature with cognitive, emotional, and social development. Students will explore children's literature as real literature, examining literary concepts such as time, setting, place, narrative, plot, characterization, and literary device. We will also study the individual aspects of culture(s) that generate the narratives covered in class and how children's literature can create its own version of history and reflect its culture. (Prerequisite: ENGL 100 or instructor permission) (MNTC 6: Humanities and Fine Arts)

African American Literature

ENGL 208 4.00 Credits

Surveys African American literature, including short stories, poetry, novels and criticism. Students will be

thoroughly acquainted with a scope of African American authors, poets and recognize their contributions to the contextual fabric of America. Students will explore many historical benchmarks within African American history such as slavery, the Reconstruction, the Harlem Renaissance, and the Civil Rights movement. This course will situate literary works within these historic and cultural contexts, but will also emphasize close readings of the texts. (Prerequisites: This course requires a passing grade in ENGL 100 or instructor permission) (MNTC 6, 7: Humanities & Fine Arts, Human Diversity)

Introduction to Creative Writing

ENGL 210 4.00 Credits

This course introduces students to the study of creative writing. Course content focuses primarily on reading several genres of writing (e.g., short story, poetry, non-fiction, and play/screenplay) and then practicing those forms and completing constructive critique of students' practice. (Prerequisite: ENGL 100 or instructor permission) (MNTC 6: Humanities and Fine Arts)

Creative Writing: Fiction

ENGL 220 4.00 Credits

For students who have been introduced to the study of creative writing, this course content will focus primarily on the development of fiction-writing skills through reading, evaluating, and practicing the form. Emphasis will be placed on elements of fiction such as character, setting, plot, theme, point of view, and narrative voice. Constructive critique and revision will be practiced. Assignments may take the form of reading, written critical evaluations of literature, quizzes, and student presentations, as well as student creation of works of fiction. (Prerequisite: ENGL 210 or instructor permission) (MNTC 6: Humanities and Fine Arts)

Creative Writing: Screen Writing

ENGL 230 4.00 Credits

For students who are interested in the study of creative writing or film-making, this course content will focus primarily on the development of screen-writing skills through watching film clips, reading screenplays, evaluating story conveyance through the film medium, and practicing writing in the form. Emphasis will be placed on creating a story arc with a three-act sequence while incorporating elements of fiction such as character, setting, plot, theme, point of view, and elements of film such as scene

set-up, camera angle, transitions, and primarily dialogue. Constructive critique and revision will be practiced. Assignments may take the form of reading, written critical evaluations of film and literature, occasional quizzes, student presentations, discussion, as well as student creation of screenplay. (Prerequisite: ENGL 100) (MNTC 6: The Humanities and Fine Arts)

Technical Communication

ENGL 240 4.00 Credits

This course will teach the essential skills of technical communication. It is an introduction in written communication, design production, and design evaluation of technical information. Adapting technical material using a procedural writing style targeted for specific audiences is emphasized. Students will be using rhetorical analysis, collaborative writing, and usability testing. Topics include the design, writing, and editing of proposals and reports. (Prerequisite: ENGL 100 or a score of 104 or higher on the Sentence Skills portion of the Accuplacer test) (MNTC 1: Communication)

ENGR - Courses in Engineering

Introduction to Engineering

ENGR 1110 2.00 Credits

This course introduces students to the engineering profession and its various branches. Students will be introduced to some of the principles and physical laws that they will use throughout their college career. It also focuses on introducing the skills needed for college success by; assisting in the transition from high school to college, developing good study habits, networking with other students, organizations, and professionals, and developing team work, people, communication and time management skills. This course will cover standard ABET professional outcomes f through k. (Prerequisite: Must have a score of 49.5 or above on the College Level Math portion of the Accuplacer test or completion of MATH0085 with a grade of C or higher)

Engineering Design and Principles 1

ENGR 1121 2.00 Credits

This course is an introduction to personal digital fabrication using the fabrication laboratory. In this project based learning environment, students will

fabricate and test their design projects. It also introduces the concept of artifact dissection as it relates to understanding engineering concepts and continuous improvements. This course will cover standard ABET professional outcome c.
(Prerequisites: MATH 125 or MATH 130)

Introduction to Problem Solving and Design

ENGR 1210 2.00 Credits

This course introduces students to engineering design concepts and provides students with opportunities to improve their technical written and oral communication skills. The course also introduces the students to problem solving skills including programming logic through the use of Microsoft Excel spreadsheets and Power Point. This course will cover standard ABET professional outcomes a, and f through k. (Prerequisite: ENGR 1110)

Engineering Drafting

ENGR 1211 2.00 Credits

This course covers the basic operations of both AutoCAD and Solidworks drafting software. Students will use both programs to make drawings of parts and plans related to the engineering field. This course will cover standard ABET professional outcomes g and k. (Prerequisite: ENGR 1110)

Engineering Design and Principles 2

ENGR 1222 2.00 Credits

This course is a continuation of Engineering Design and Principles 1. It expands the knowledge, tools, and software of personal digital fabrication using the fabrication laboratory. It will explore the needs and methods for creating prototypes. This course will cover standard ABET professional outcome c.
(Prerequisite: ENGR 1121)

Surveying

ENGR 1810 2.00 Credits

This course covers the principles of plane surveying involving methods of measuring distances, angles, bearings, and elevations. It has a laboratory component that covers the use of the common measurement equipment, leveling instruments, total station and Global Positioning Systems. This course will cover standard ABET professional outcomes a and d. (Prerequisite: MATH 125)

Statics

ENGR 2110 3.00 Credits

This is the first course in the engineering mechanics sequence. Course topics include vector math, equivalent systems of forces, equilibrium of particles and rigid bodies, trusses and frames, forces in beams, friction, and properties of areas including centroids and moments of inertia. This course will cover standard ABET professional outcomes a and e.
(Prerequisite: PHYS 221)

Engineering Design and Principles 3

ENGR 2113 1.00 Credits

This course is a continuation of Engineering Design and Principles 2. It expands the knowledge, tools, and softwares of personal digital fabrication using the fabrication laboratory. It will explore the needs and methods of electronic fabrication and other materials. This course will cover standard ABET professional outcome c. (Prerequisite: ENGR 1212)

Dynamics

ENGR 2211 3.00 Credits

This course focuses on the kinematics and kinetics of particles and rigid bodies. Students learn to analyze the motion of bodies using Newton's Second law, the method of work and energy and the method of impulse and momentum. This course will cover standard ABET professional outcomes a and e.
(Prerequisite: ENGR 2110)

Engineering Design and Principles 4

ENGR 2214 1.00 Credits

This course is a continuation of Engineering Design and Principles 3 and is the final capstone project using the fabrication laboratory. This course will cover standard ABET professional outcome c.
(Prerequisite: ENGR 2113)

Mechanics of Materials

ENGR 2220 3.00 Credits

This course teaches the fundamentals of deformable body mechanics beginning with the underlying concepts of stress, strain and the relationships between stress and strain. Students learn to analyze deformable bodies subjected to axial, torsional, bending, shear, internal pressure, and combined loadings. Students learn to predict the effects of such loadings on internal stresses, deformations and stability of structures. Methods of plane stress transformation are explored. This course will cover standard ABET professional outcomes a and e.
(Prerequisite: ENGR 2110)

Circuits I

ENGR 2231 4.00 Credits

This course provides an exploration of the basics in electricity and electronics. Topics include an overview of direct current, circuit laws, components, and use of test equipment. Students learn the basic technique of troubleshooting electric circuits, including measurement techniques, analysis of faults, and repair procedures. This course will cover standard ABET professional outcomes a and b. (Prerequisites: MATH 131, ENGR 1110)

Computer Programming

ENGR 2311 3.00 Credits

This course introduces students to problem solving skills by solving engineering and scientific problems utilizing spreadsheets, programming language(s), and mathematical software. Topics include engineering and scientific problems that may employ statistics, algebra, calculus, linear algebra, optimization, and image processing in their solutions. Use of computers as a means for written and graphical communication is stressed. This course will cover standard ABET professional outcomes a, and f through k. (Prerequisite: ENGR 1110)

Thermodynamics

ENGR 2510 3.00 Credits

This course covers the first and second law of thermodynamics, properties and phase changes of pure substances, ideal gases, energy analysis of closed and open systems, enthalpy, entropy, reversibility, and Carnot and gas power cycles. It will cover standard ABET professional outcomes a and e. (Prerequisite: ENGR 2110)

Circuits II

ENGR 2532 3.00 Credits

This course created for eCatalog only.

ETEC - Courses in Energy Technical Specialist

Power Plant Technology (St. Cloud TCC)

ETEC 2546 4.00 Credits

This course is offered through St. Cloud Technical & Community College. Please refer to the course description located at the SCTCC website: www.sctcc.edu

ETHN - Courses in Ethnic Studies

American Racial Minorities

ETHN 101 3.00 Credits

This course will introduce students to the importance and the understanding of the nature of race relations in the United States of America. Students will use the various sociological perspectives as a lens to examine the social construction of race, ethnicity and the evolving nature of race and ethnic relations in the U.S. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

The Immigrant Experience

ETHN 110 3.00 Credits

This course is devoted to understanding controversial issues around immigration to the U.S. The United States is an immigrant country. No other land can challenge America's claim as the ultimate melting pot, although we can argue about whether or not we have really "melted together" to form a cohesive society. Immigrants play a significant role in enriching American culture and fueling economic growth. Yet at the same time, they are also regarded as an "unsettling force" and a burden on the taxpayers. As the numbers of legal as well as illegal, immigrants have climbed precipitously since the 1970s and 1980s, we have seen a backlash against immigration. Immigrants have always been a part of the American scene, but in some periods, more people have come than in others. Currently, immigration is a hot topic as many immigrants are coming from countries such as Somalia, Laos and Mexico. This course will explore questions such as: What is an "American"?; Where do "Americans" come from?; What kinds of immigration issues will affect the future of the United States?; What relevance does immigration have to my life? (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

FBMA - Courses in Farm Business Management

Fundamentals of Financial Management as it Relates to Risk Management

FBMA 2100 3.00 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

FBMA 2101 3.00 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

FBMA 2110 3.00 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

FBMA 2111 3.00 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

FBMA 2120 3.00 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

FBMA 2121 3.00 Credits

This course will provide the necessary instruction to put together and implement a business plan for the farm business.

Directed Study - Decision Making

FBMA 2130 2.00 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

FBMA 2131 2.00 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

FBMA 2132 2.00 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

FBMA 2133 2.00 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

FBMA 2134 2.00 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

FBMA 2135 2.00 Credits

This course will assist those students wanting to make changes in their farm business through enterprise expansion, addition or enhancement. The course will develop a set of procedures for exploring and evaluating alternative choices. (Prerequisites: None)

Current Issues in Farm Business Management

FBMA 2200 1 - 5 Credits

This course is designed to assist students further develop their skills in business management by providing an opportunity to investigate and apply tools that may be effective in reducing potential risk, performing strategic planning, and revising business plans in their farm business operations. Emphasis is placed on the research of business management alternatives to meet their business and personal needs. As a current issues course, this course may be repeated as desired. Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs. (Prerequisites: None, but recommended in sequence with FBMA2201-Directed Studies-Current Issues in Farm Business Management)

Directed Study-Current Issues in Farm Business Management

FBMA 2201 1 - 5 Credits

This course is designed to assist students further develop their skills in business management by

providing an opportunity for students to maintain the financial and enterprise data base, and to generate financial statements, business analyses, and financial projections required for risk management planning, strategic management planning, farm business plan development, commodity market planning, and tax management planning. Emphasis is placed on the development and maintenance of farm business data, reports, and plans. As a current issues course, this course may be repeated as desired. Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs. (Prerequisites: None, but recommended in sequence with FBMA2200-Current Issues in Farm Business Management)

FBMM - Courses in Farm Business Management

Intro to Farm Commodity Marketing

FBMM 1170 3.00 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

FBMM 1173 2.00 Credits

This course provides the student with the opportunity to use the various marketing methods and tools.

Applying Commodity Marketing Fundamentals

FBMM 1180 3.00 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

FBMM 1183 2.00 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

FBMM 1190 3.00 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

FBMM 1193 2.00 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

FBMM 2170 3.00 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

FBMM 2173 2.00 Credits

This course will provide activities directed toward monitoring and refining the student's farm commodity marketing plan.

Strategies in Farm Commodity Marketing

FBMM 2180 3.00 Credits

This course is designed to help students plan marketing strategies necessary to achieve farm business and personal goals. It focuses on formulating long term marketing strategies appropriate to the farm business.

Directed Study-Strategies in Farm Commodity Marketing

FBMM 2183 2.00 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.

FCS - Courses in Family & Consumer Science

Nutrition and Healthy Living

FCS 105 3.00 Credits

This course provides an overview of basic principles of nutrition. Topics include contemporary issues such as food labeling, dieting practices, eating disorders, fitness, malnutrition, and nutrition throughout the life cycle. This course also focuses on the knowledge and skills necessary for the development and enhancement of a healthy lifestyle throughout the life span. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher)

FYE - Courses in First Year Experience

First Year Experience

FYE 100 1.00 Credits

First Year Experience is a course created to support students making the transition to college, to empower students to take control of their educational lives, and to help students be successful. The course will promote the development of critical thinking skills and positive educational values. Students will enhance their understanding of communication and learning styles, and lifestyle risks; learn to identify and use appropriate resources both on campus and within the community; acquire skills needed to promote study, personal wellness, goal setting and achievement; develop strategies to manage money, time and stress wisely; and in general develop the necessary skills to be a successful college student. (Prerequisite: None)

GCC - Courses in Graphic Communications - Design & Production

Introduction to Graphic Communications

GCC 1100 4.00 Credits

This is an exploratory course covering many aspects of Graphic Communications. Hands-on projects will acquaint the learner with the various processes that

encompass what graphic communications means to the general population. History of graphic communications, industry jargon, industry tours and guest speakers are also part of this course. (Prerequisites: None)

Graphic Software 1

GCC 1120 4.00 Credits

This course will be taught in a hands-on atmosphere learning the basics of a page layout software, vector software and raster software. Students will learn the tools, menus and panels within each of the softwares, and integrate the use of all the softwares for photographs, graphics and layout applications. Students will prepare projects for both print and web environments. (Prerequisites: None)

Layout and Typography

GCC 1130 3.00 Credits

Students will be introduced to the conceptual planning process used in layout and design. Students will understand that type as well as graphics are important design elements of a layout. It will be demonstrated how type interacts with graphics in a layout. Layout principles, color, proofing and preparing literature for output and printing will also be included in this course. (Prerequisites: None)

Digital Image Exploration

GCC 1141 3.00 Credits

This course is designed to cover basic topics which include input/output hardware and the software involved; basic scanning of graphics and photographs; basic digital camera usage; and file formats, size and resolution comparisons. Additionally, students will cover the basics of color theory and color management with practical knowledge for print and web. The course is taught in a hands-on atmosphere with an emphasis on the different methods of output to various devices and their effect on the digitized image. (Prerequisites: None)

Drawing for Graphic Designers

GCC 1210 3.00 Credits

This course covers basic drawing fundamentals and the use of drawing as a planning tool. Basic drawing techniques will be used to create thumbnail sketches, comprehensives and digital illustrations. Students will utilize traditional and computer drawing tools. (Prerequisite: GCC 1120)

Graphic Software 2

GCC 1220 4.00 Credits

Graphic Software 2 is a continuation of GCC 1120 Graphic Software 1. The course is taught in a hands-on atmosphere learning more advanced features of the page layout, vector and raster softwares. Students should already have the fundamentals of the tools, menus and panels within each of the software packages. More advanced topics, interactive features and animation software will be explored. (Prerequisite: GCC 1120 Graphic Software 1)

Printing Processes

GCC 1260 4.00 Credits

This course is designed to acquaint the learner with the fundamentals of printing ink on various substrates. Coursework includes terminology, equipment and safety. The principles of offset lithography, screen, laser and inkjet printing are stressed in a hands-on laboratory atmosphere. Basic prep and post-press processes are also stressed in this course. (Prerequisites: GCC 1120 Graphic Software 1, GCC 1130 Layout and Typography)

Design and Illustration 1

GCC 2110 4.00 Credits

Students will learn planning procedures for advanced design, illustration and production principles on the board and in the use of various software. Projects may include brochure, package and logo design, variable data layouts, and product photography planning. Color, preflight, output and live industry work will also be covered in this course. The advanced use of industry-used software will be essential in all assignments. (Prerequisites: GCC 1210 Drawing for Graphic Designers, GCC 1220 Graphic Software 2)

Portfolio 1

GCC 2120 3.00 Credits

Students will design personal business logos and stationery ensembles which will include stationery, cover letters and resumes. Traditional portfolio page layouts will be designed and revised throughout the semester. Student work will be prepared for display in their portfolios. (Prerequisite: GCC 1220 Graphic Software 2)

Web/Interactive Media 2

GCC 2150 3.00 Credits

This course covers the basic preparation, planning and software used for multimedia and web

presentation. Students will learn planning procedures for web and interactive media. These procedures will include planning flowcharts, wireframes and storyboards. Students will also learn file formatting and file preparation for web and interactive media. (GCC 1220 Graphic Software 2)

Production Work Flow 1

GCC 2161 3.00 Credits

This course is designed to introduce the Graphic Communications student to the workplace through tours, live projects, and special topics. Students will perform production tasks of design work of the student and/or live work of a customer within the college or non-profit entities within the community. These hands-on projects will incorporate all phases of graphic communications from design to workflow to production and finishing. Emerging technology and topics will also be discussed and researched as part of this course. (Prerequisites: GCC 1220 Graphic Software 2, GCC 1260 Printing Processes)

Design and Illustration 2

GCC 2210 4.00 Credits

This course is a continuation of GCC 2110 Design and Illustration 1. Students will work in a hands-on atmosphere with higher-level projects such as packaging layouts, multi-page layouts and large format printing. The advanced use of industry-used software will be essential in all assignments. (Prerequisite: GCC 2110 Design and Illustration 1)

Portfolio 2

GCC 2220 3.00 Credits

Students will continue to research potential employment sites and prepare for the interviewing process in the graphic communications field. The students will continue to research, update and expand their portfolios with projects from other Graphic Communications courses as they prepare for graduation and entering the job market. (Prerequisite: GCC 2120 Portfolio 1)

Web/Interactive Media 3

GCC 2250 3.00 Credits

This course builds on the course work covered in GCC 2150. The capabilities of different web and interactive applications will continue to be explored. Students will finalize their webfolios, and design other various promotional web and interactive projects. (Prerequisite GCC 2150 Web/Interactive Media 2)

Production Work Flow 2

GCC 2261 3.00 Credits

This course is a continuation of GCC2161 - Production Work Flow 1. Students will work on production projects that will incorporate all phases of graphic communications from design to workflow to production to finishing. Fourth semester Graphic Communications students prepare materials to promote their annual spring display of work through various communication methods. Students continue to formulate their problem-solving, teambuilding and lifelong learning skills through this course. (Prerequisites: GCC 2161 Production Work Flow 1)

Special Problems

GCC 2275 1 - 4 Credits

The student will propose and produce a project in their area of interest. (Prerequisite: GCC 1220 Graphic Software 2 OR advisor approval)

Graphic Communications Internship

GCC 2290 1 - 3 Credits

This course is designed to provide the student with a purposeful occupational experience in the Graphic Communications field. Each internship is an individualized experience. A plan is created for each student in conjunction with the training site to provide experience related to the skills and knowledge acquired in the program. This plan is based on the college's and the program's core competencies. One credit of Internship is equal to 48 hours. (Prerequisites: GCC 1210 Drawing for Graphic Designers; GCC 1220 Graphic Software 2; and GCC 1260 Printing Processes; OR advisor approval)

GEOG - Courses in Geography

Elements of Geography

GEOG 100 3.00 Credits

The course will answer the question "What is Geography?" Therefore, this course provides students with an introduction to the basic themes of geography. The scope and nature of geographic inquiry is used to explore topics about the physical and human characteristics of the Earth's surface. Special emphasis is placed on the significance of humans, environment, and cultural processes in the organization of space on the earth's surface. Natural and cultural landscapes are very important components of this course and students will examine physiographic regions, climates,

demography, and urban areas. Also, different environmental issues will be discussed.

(Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090 with a grade of C or higher) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

Introduction to Physical Geography

GEOG 101 3.00 Credits

This course is an introduction to physical geography that systematically examines the spatial patterns and interrelationships among physical elements at the earth's surface. Students will study the earth's physical environment, its systems, and the physical processes that drive them through study of weather, climate, natural vegetation, soil, and landforms.

However, these topics are not just discussed independently since the course concentrates on understanding the integration of these areas of the natural world. Geography focuses on human activities, and so the course will highlight some of the basic interactions between human activity and the natural environment. Current issues will be discussed and a scientific foundation provided for understanding global warming and other critical environmental issues. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090 with a grade of C or higher) (MNTC 3, 10: Natural Sciences, People & the Environment)

Introduction to Cultural Geography

GEOG 103 3.00 Credits

This course is an introduction to cultural geography through the study of global patterns of many aspects of human culture, including population, migration, folk and popular culture, language, religion, ethnicity, political geography, development, agriculture, industry, services, urban patterns, and resource issues. Students will examine all of these and several other issues during the semester.

Students will stress the variation in the cultural landscape and critically analyze several current problems facing modern society, such as overpopulation and differences between societies. Cultural geography is focused on those things that are human-created. Therefore, the basic theme addressed throughout the course will be to discover where and why human activities are located where they are found. Students will participate in the discussions and will exchange ideas that will help

them to better understand the diversity of the cultural landscape and the similarities and differences between different social groups.

(Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090 with a grade of C or higher) (MNTC 5, 8: History & the Social & Behavioral Sciences, Global Perspective)

Introduction to Weather and Climate

GEOG 104 3.00 Credits

This course will serve as an introduction to the basic atmospheric processes described as weather. Topics including atmospheric pressure, winds, temperature patterns, humidity and precipitation, and severe weather phenomena will be examined. The spatial distribution of global climates and climate change will also be explored. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 3, 10: Natural Sciences, People & The Environment)

World Regional Geography

GEOG 105 3.00 Credits

This course will allow students to examine the political, economic, cultural, and physical differences between the world's major regions. These differences will help foster a better understanding of how world citizens interact in the global age. Place-location literacy will be emphasized to enable students to apply information learned in this course beyond the confines of the classroom. Map and data interpretation skills will also be learned. An appreciation of world current events will be developed throughout the semester. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 8, 10: Global Perspective, People & The Environment)

Special Topics in Geography:

GEOG 200 3.00 Credits

Students will explore a region to learn its unique characteristics and how its physical geography and human geography are closely linked within that region. The focus will be on real-world and hands-on activities that will use an inquiry-driven approach to learning. When applicable, geographic tools, such as GIS (Geographic Information Systems), remote sensing, and map skills, will be presented. The course will have a research component.

(Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5: History & Social & Behavioral Sciences)

GIS - Courses in Geographic Information Systems

Introduction to Geographic Information Systems

GIS 2840 4.00 Credits

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

Intermediate GIS

GIS 2841 4.00 Credits

This course is a continuation of CTLS 2840 Introduction to Geographic Information systems, with emphasis placed on continued learning of the manipulation, and management of spatial data, and understanding of relationships between features and database attributes. In addition, this course will cover the development of web mapping components that can be used to communicate information to those who need access to spatial data via the internet. The primary software used in this course will be (Environmental Systems Research Institute, Inc.) ESRI ArcGIS Software and extensions. (Prerequisite: GIS 2840)

Field Mapping with GPS

GIS 2842 4.00 Credits

This course covers the strategies of using mapping grade and survey grade GPS equipment and software to electronically collect spatial features for use in the development of GIS and CAD projects. (Prerequisite: GIS 2840 or consent of the Instructor)

GIS Practicum

GIS 2843 1 - 4 Credits

This variable credit course expands upon the knowledge students gained in previous geospatial technology courses and serves to hone their GIS skills. Students will have the opportunity to design,

develop, and implement a GIS-based solution in response to a defined problem and present their results. (Prerequisite: GIS 2841 or instructor consent)

GIS Internship

GIS 2844 1 - 4 Credits

This variable credit course is one of the capstones of the GIS certificate program, where upon the students are provided a real world working atmosphere with area partners, such as state, county, and local governments, and consulting agencies. Students in this course work on assignments as requested by the governing agency and will be directed by the course instructor. (Prerequisite: GIS 2841 or consent of the Instructor)

Introduction to Remote Sensing

GIS 2845 4.00 Credits

This course will introduce students to the basic concepts and fundamentals of remote sensing. Digital image processing techniques and aerial photo interpretation will be reviewed and applied to practical problems through the use of various lab activities. (Prerequisite: None)

HC - Courses in Health Core

Medical Terminology

HC 1000 3.00 Credits

This course is an introduction to the language of medicine that is used in the health care profession. The student will learn to spell, pronounce, define, and interpret medical terminology related to body structure, disease, diagnosis, and treatment. (Prerequisites: None)

Advanced Medical Terminology

HC 1001 3.00 Credits

This course is the continuation of HC 1000. Review of medical terminology as it pertains to the body systems that were covered previously with emphasis on developing an understanding of the pathological terminology used in the language of medicine. Specialty areas within the allied health professional fields of respiratory therapy, physical therapy, pathology, radiology, anesthesia, pharmacology, and others will be introduced. (Prerequisite: HC 1000)

Healthcare Foundation: Introduction to Health Careers

HC 1500 1 - 3 Credits

This course will focus on the requirements needed by healthcare workers to effectively work in a variety of healthcare settings with a diverse population of clients. Students will explore workplace skills such as accountability and responsibility, standard of dress, workplace behavior, approaches to assist clients, and expectations of teams and team members. Also included is discussion about how healthcare workers can impact the quality of health care and balance their work and personal life to maintain personal wellness. In addition, students will examine the emotional, spiritual, and social needs of clients as well as the type of care needed by different populations. The course also provides a framework for healthcare workers to interact with diverse clients and staff. Included are belief systems, cultural practices, and respect and sensitivity to cultural, gender, and age issues. (Prerequisite: None)

Special Topics in Healthcare

HC 1510 1 - 3 Credits

Special Topics in Healthcare will help students understand how various healthcare trends, policies, and procedures impact providers, healthcare professionals, and patients. Students will explore a broad range of healthcare concepts through specific topics of relevance. The instructor has chosen subject matter that relates to today's healthcare trends in areas such as technology, government and institutional policies, education, and treatment practices. This course is a variable credit course to accommodate the credit needs of the student in various healthcare programs. (Prerequisite: None)

Health Care Core Foundations

HC 1525 1 - 4 Credits

This variable credit course will focus on the requirements needed by healthcare professionals to effectively work in a variety of healthcare settings and explore workplace skills such as accountability and responsibility, workplace behavior, approaches to assist clients, and expectations of teams and team members. This course provides a framework for healthcare workers to interact with diverse clients and staff, including belief systems, cultural practices, and respect and sensitivity to cultural, gender, and age issues. Identifying elements of communication and how those elements can develop into effective communication within the healthcare setting is a key

focus, as well as learning when and how to utilize those skills in challenging situations. Health care ethics will be addressed and target ethical decision-making and personal and professional values. Legal issues in healthcare will round out the course, concentrating on healthcare laws and social media in healthcare. Healthcare safety and standards precautions will be incorporated, as well as personal wellness for the healthcare professional. This variable credit course was designed as a part of the Minnesota Health Care Core Curriculum. (Prerequisites: None)

Electronic Health Records

HC 1550 2.00 Credits

With the implementation of the electronic health record in today's healthcare environment, it's essential for students entering the healthcare field to understand this technology and how it relates to work in the industry. This course is designed as an introduction to the history of Electronic Health Records (EHRs) and concepts behind the structure of electronic medical recording systems. Additionally, it will provide students the opportunity to use multiple functions of an educational electronic health record. (Prerequisites: None)

Anatomy & Physiology/Disease Conditions I

HC 1914 4.00 Credits

This course is designed to provide two approaches to assist the student in learning about the human body. The first is in developing a basic understanding of the normal structure and function of the human body and secondly to discuss disease processes that affect each body system. (Prerequisite: HC 1000)

ICD-9-CM Coding I

HC 1920 3.00 Credits

This course is the first in the introduction of the coding rules and conventions for coding diseases and procedures and in-depth study of ICD-9-CM. This system is used in all health care facilities for diagnosis and in hospitals for coding of procedures. (Prerequisite: None)

Anatomy & Physiology Disease Conditions II

HC 1924 4.00 Credits

This course is a continuation of HC 1914 Anatomy/Physiology/Disease Conditions I with emphasis on the pathophysiology of the human body. The student will apply previous knowledge in

medical terminology and structure and function of the human body. This course prepares the student in understanding the abnormalities and diseases that affect the organs and organ systems. (Prerequisites: HC 1914, 1000)

ICD-9-CM Coding II

HC 1925 3.00 Credits

This course is a continuation of HC 1920. The course covers the ICD-9-CM diagnostic and procedural coding in depth for both inpatient and outpatient facilities. It compares the reimbursement systems and for both facilities and introduces the compliance plans for both facilities and is a continuation of the coding conventions for inpatient and outpatient settings. (Prerequisites: HC 1000, 1920)

CPT Coding I

HC 1928 3.00 Credits

This course is the introduction of CPT coding and provides an in-depth review of the coding and reimbursement system used in outpatient facilities and physician billing. The course reviews all CPT sections and sub-sections. The student will learn the importance of physician documentation and impact of CPT coding on reimbursement and for both the medical facility and the physician. The student will gain knowledge of medical procedures and services and the importance of understanding medical terminology. (Prerequisite: HC 1000)

ICD-9-CM Coding III - CPT Coding II

HC 1930 4.00 Credits

This course is a continuation of HC 1920, 1925, 1928 with an emphasis on coding ICD-9-CM and CPT for physician billing/outpatient facilities and in-patient discharges. It combines all previous coding experiences with regard to reimbursement and compliance for Diagnosis Related Groups (DRG's) and the Relative Based Resource Value Scale (RBRVS). The course provides for coding experience in mental health facilities (cross-walk with DSM-IV), long-term facilities, and Ambulatory Surgery Centers (ASC's). (Prerequisites: HC 1000, 1001, 1914, 1920, 1925, 1928, 1930)

Trained Medication Aide

HC 1934 2.00 Credits

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

HC 2930 4.00 Credits

This course reviews the evolution of health care and the health insurance industry. The course will introduce the types of healthcare facilities and discusses concepts of healthcare finance. The student will gain knowledge of the major types of healthcare insurance, medical record systems, confidentiality, and the legal aspects of medical records and health care. The course reviews medical documentation and the standardization of forms used in the health record and will review both manual and electronic medical records (EMR) and how each provides the documentation of care provided to patients. (Prerequisites: None)

HCTC - Courses in Nursing-Nursing Assistant

Nursing Assistant

HCTC 1886 4.00 Credits

This 4 credit course meets federal and state criteria for eligibility to take the state test to become a NA, R/HHA. It introduces concepts of basic human needs, the health/illness continuum and focuses on preparing the student to safely perform basic nursing skills needed to function as a Nursing Assistant or Home Health Aide. (Prerequisites: None)

Nursing Assistant Theory

HCTC 1889 3.00 Credits

This course meets federal and state criteria for eligibility to take the state test to become an NAR (Nursing Assistant, Registered). Additionally, the course meets the requirements for Basic Nursing 101, a prerequisite for the Practical Nursing Program. It introduces the concepts of basic human needs, the health/illness continuum and focuses on preparing the student to demonstrate basic nursing skills needed to function as a Nursing Assistant. After completion of HCTC 1889, the student is eligible to take the CNA (Certified Nursing Assistant) test to gain certification. Upon successful completion of the test, the student will be placed on the Minnesota

Nursing Assistant Registry. The student in this course is NOT eligible to take the test for HHA (Home Health Aide), since it is not part of instruction in this course.

Home Health Aid/Homemaker

HCTC 1890 1.00 Credits

This course prepares students to be eligible for employment at a home health agency, public health or assisted living facility. Successful completion prepares the student to practice at the Home Health Aide/Homemaker (HHA) level. Completion of the Minnesota Department of Health Nursing Assistant course is required before enrollment into the HHA course because this course builds upon knowledge gained from the Nursing Assistant course. The student will demonstrate a basic understanding of infection control; basic human needs; communication; personal cares; legal issues and care across the lifespan as it pertains to the home health setting. Upon satisfactory completion of the Home Health Aide course, the student is eligible to take the federal Home Health Aide Exam. (Prerequisites: Satisfactory completion of the Minnesota Department of Health Nursing Assistant course. 18 years of age or older)

HEMS - Courses in Emergency Medical Services

Emergency Medical Technician Initial (160 Hours)

HEMS 1200 7.00 Credits

This course will provide the participant the necessary didactic and cognitive skills to enter the Basic Life Support Ambulance occupation arena as an EMT. Upon successful completion of this course the participant will be able to take the National registry of Emergency Medical Technician written and practical examination, administered by the Minnesota EMS Regulatory Board. The course follows the guidelines established by the United States Department of Transportation and meets the requirements set forth by the Minnesota EMS Regulatory Board. This course is a requirement to progress into the Intensive Care Paramedic Program of study. (Prerequisite: Student must be 18 years of age by the start of the course.)

EMT Practical Skills Review & Exam

HEMS 1202 - Credits

This course is designed for second year paramedic students who are using the 48 hour EMSRB

continuing education option for recertification. This course will review the basic skills for the EMT practical exam and also test those skills.

Emergency Medical Technician Refresher (24 Hours)

HEMS 1220 2.00 Credits

This course will provide the participant the necessary didactic and cognitive skills to continue in the Basic Life Support Ambulance occupation arena as an EMT. Upon successful completion of this course, the participant will be able to take the practical examination administered by the Minnesota EMS Regulatory Board. The course follows the guidelines established by the guidelines established by the United States Department of Transportation and meets the requirements set forth by the Minnesota EMS Regulatory Board.

First Responder Initial (48 Hours)

HEMS 1300 2.00 Credits

This 48-hour course provides emergency care training to fire/rescue personnel, law enforcement officers, industrial safety personnel, especially when they are the first on the scene of injuries and medical problems. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. As a result of 1999 Minnesota Legislation, prospective First Responder students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as First Responders. (Prerequisite: None)

First Responder Refresher (16 Hours)

HEMS 1320 1.00 Credits

This course is designed to provide the First Responder at the scene of a medical emergency the necessary knowledge and skills to manage patient care until the arrival of ambulance personnel. This course is for individuals who are currently First Responders needing to refresh to maintain certification. This course meets or exceeds the guidelines set forth by the United States Department of Transportation and the Minnesota EMS Regulatory Board.

First Responder Refresher (16 Hours)

HEMS 1321 - Credits

This 16-hour course provides refresher training for state certified First Responders who need to refresh every two years. It is intended as an update on revised emergency care skills and techniques for recertification. The course is approved by the

Minnesota EMS Regulatory Board and Post-Board approved. Certification is recognized for a two-year period. As a result of 1999 Minnesota Legislation, prospective First Responder students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as First Responders. (Prerequisite: State Certified First Responder).

3 Hr. Athletic Injuries

HEMS 2825 - Credits

This course will teach the learning more information about athletic injuries and how to treat them.

8-Hour OSHA Emergency Care/First Aid

HEMS 2830 - Credits

This training course in emergency care includes topics for initial treatment of injuries and medical emergencies which may occur in the workplace. This course meets OSHA and MSHA standards and certification is issued for a two-year period. This course does not include any CPR training.

3-Hour OSHA Emergency Care/First Aid

HEMS 2831 - Credits

Learn the proper immediate first steps of treating workplace injuries and medical emergencies. Covering those first-action topics; this course satisfies OSHA and MSHA standards with certification issued for a two-year period. The course does not include CPR training.

8-Hour AHA CPR Instructor Initial

HEMS 2838 - Credits

This is the course you need to become an AHA instructor for CPR, AED and First Aid. This training expands your teaching methodologies, provides you with the background and in-depth understanding of the material you'll be teaching and sharpens your skills as an instructor for all of the AHA's Basic Life Support CPR courses. Prerequisites: 1) Must have a current AHA Healthcare Provider CPR card; 2) Must align with an AHA Training Center, purchase a BLS Instructor Manual, read the BLS Instructor Student Workbook; order and complete the online BLS Instructor Course Essentials, print the certificate of completion to provide a copy to the College to take the classroom portion of the class; 3) Must attend an in-person class with our AHA Training Center Faculty. Once you have completed this class, you will be monitored by Training Center Faculty as you teach

your first course. Please note: The BLS Instructor Card is issued by the Training Center you are aligned with, and only after all steps and corresponding paperwork are completed.

8-Hour AHA CPR Instructor Recertification

HEMS 2840 - Credits

This class provides a skills refresher for participants with a current Basic Life Support (BLS) CPR Instructor Certification. This class will enable you to renew your certification with the American Heart Association and your Training Center. You must have also taught four (4) classes in the previous recertification period and be in good standing with the AHA Minnesota Affiliate.

6-Hour Healthcare Provider CPR Recertification

HEMS 2841 - Credits

Still CPR-certified but want a refresher? This course is for those certified during the previous two years and covers the current National CPR guidelines for adult, child and infant CPR, obstructed airway techniques and automatic defibrillation procedures. A new 2-year American Heart Association card will be issued.

5-Hour Healthcare Provider CPR Recertification

HEMS 2843 - Credits

This course is designed as a refresher training for persons certified during the previous two years. Content includes current National CPR guidelines for Adult, Child and Infant CPR and obstructed airway techniques as well as automatic defibrillation procedures. A 2 year American Heart Association card will be issued upon course completion.

3-Hour AdultSaver CPR

HEMS 2845 - Credits

This course will show you not only how to administer CPR, but to recognize the signs and symptoms of heart attack and stroke. You'll learn how to perform CPR, clear airway obstructions and use the automatic defibrillator. The course will also cover risk factors for heart disease and stroke. A 2-year American Heart Association card will be issued.

8-Hour Healthcare Provider CPR - Initial

HEMS 2855 - Credits

Designed for emergency care/health care providers,

this course covers the current national CPR guidelines for adult, child and infant CPR, obstructed airway techniques and automatic defibrillation procedures. A 2-year American Heart Association card will be issued.

4-Hour Pediatric CPR

HEMS 2870 - Credits

This course includes skills for CPR and relief of obstructed airways for infants 0-1 year old and children 1-8 years old. This course certification meets requirements for licensed daycare providers and also valuable for parents and others in charge of care for children. Participants receive a 2-year certification card upon successful completion.

Pediatric CPR & 1st Aid

HEMS 2872 - Credits

This course will combine both CPR and first aid skills. The CPR portion includes skills for CPR and relief of obstructed airways for infants 0-1 year old and children 1-8 years old. This course certification meets requirements for licensed daycare providers and also valuable for parents and others in charge of care for children. For the first aid portion, the course will also cover some basic first aid skills which would be needed for day care providers. Skills to include bleeding, shock, falls, seizures, heat & cold emergencies, and poisonings. Participants receive a 2-year certification card upon successful completion.

Pediatric CPR & 1st Aid

HEMS 2873 - Credits

This course will combine both CPR and first aid skills. The CPR portion includes skills for CPR and relief of obstructed airways for infants 0-1 year old and children 1-8 years old. This course certification meets requirements for licensed daycare providers and also valuable for parents and others in charge of care for children. For the first aid portion, the course will also cover some basic first aid skills which would be needed for day care providers. Skills to include bleeding, shock, falls, seizures, heat & cold emergencies, and poisonings. Participants receive a 2-year certification card upon successful completion.

Tot Saver CPR & 1st Aid

HEMS 2874 - Credits

This course includes skills for CPR and relief of obstructed airways for infants 0-1 year old and children 1-8 years old. This course certification meets requirements for licensed daycare providers and also valuable for parents and others in charge of

care for children. Participants receive a 2-year certification card upon successful completion.

OSHA Emergency Care & First Aid w/ AdultSaver CPR

HEMS 2880 - Credits

This training course in emergency care includes topics for initial treatment of injuries and medical emergencies which may occur in the workplace. This course does not include any CPR training.

HHC - Courses in Health Courses (Hour Based)

Trained Medication Aide Training

HHC 2000 - Credits

This program, formerly medication administration for unlicensed personnel, is for training unlicensed persons to administer medications under the supervision of a licensed professional nurse. Meets MN Board of Nursing standards for TMA Program. Prerequisites for a TMA: - Must be a Registered Nursing Assistant - Must be 18 years of age when registering for certification - Must pass criminal background study

Mental Health Basics for Front Line Workers

HHC 3100 - Credits

What Participants will Gain Skills for safely working with people with mental health issues as a front line worker. A greater understanding of mental health issues, types and treatments. Learn the basics of community based care and resources for mental illness. Gain information about cultural aspects of mental health care. Learn about the role of prevention and early intervention. 4 Continuing Education Hours provided.

Mental Health Basics for Front Line Workers

HHC 3105 - Credits

What Participants will Gain Skills for safely working with people with mental health issues as a front line worker. A greater understanding of mental health issues, types and treatments. Learn the basics of community based care and resources for mental illness. Gain information about cultural aspects of mental health care. Learn about the role of prevention and early intervention. 8 Continuing Education Hours provided.

ICD-10 for Existing Coding Professionals - CODESMART

HHC 5001 - Credits

This dynamic online training program will teach current medical coding professionals to be proficient with using the new ICD-10-CM/PCS coding systems. With the successful completion of this program, the individual will gain new knowledge and enhance their skill sets.

HHP - Courses in Health & Human Performance

Introduction to Health

HHP 100 3.00 Credits

This course introduces students to basic health information and the essential concepts of health which are necessary to improve health literacy. Students will work to develop the essential skills needed to adopt, practice and maintain health enhancing behaviors. Topics may include general health topics such as: drug use and misuse, nutrition and fitness basics, disease prevention, stress management, reproductive and sexual health, complementary and alternative medicine, and consumerism. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher)

Health and the Environment

HHP 101 3.00 Credits

This course will examine the impact of complex environmental challenges on human health. This course focuses on the ecological model of health and wellness, a framework that addresses the interrelationships between individuals and their environment, and how these relationships influence the choices that affect health. The course will address the impact of the environment on human risk for common health concerns, to include cancer, heart disease, mental health, infectious disease, and nutrition/fitness. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 10: People and the Environment)

Introduction to Fitness and Wellness

HHP 102 3.00 Credits

This course will be an introduction to a path in fitness and wellness by exploring core concepts, real life student case studies, and action steps to help student develop a personal lifetime fitness and wellness program. The course concentrates on health-related physical fitness components with beneficial information about wellness. It also focuses on motivation and behavior modification with an emphasis on teaching individuals how to take control of their personal fitness, health, and lifestyle habits while exploring occupations in the fitness and wellness profession. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher)

Nutrition in Exercise and Performance

HHP 103 2.00 Credits

This course provides the latest sports nutrition information that can help athletes and fitness enthusiasts achieve their athletic goals. This course covers the basics of sports nutrition, energy metabolism, the main nutrients, nutritional ergogenic aids and dietary supplements, and weight management. It also focuses on applying those basics to endurance athletes, strength/power athletes, team sports, and special populations. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher)

Concepts of Fitness

HHP 104 2.00 Credits

This course will provide students with current information, tools, and guidelines to implement and adhere to a lifetime physical fitness and wellness program. The course will encourage students to take a critical look at their current behaviors in order to help them identify and abandon negative habits and adopt and maintain healthy behaviors. It also focuses on how to take control of personal lifestyles and make changes to promote overall health and wellness. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher)

Topics in Aerobic Conditioning:

HHP 121 1.00 Credits

Students will participate in a variety of aerobic conditioning fitness activities that promote improved cardiovascular fitness. Topics may include but are not limited to: walking, running, kickboxing, step aerobics, dance-based aerobics and/or a combination of these activities. Students will learn the basic concepts related to fitness and health, and particularly those related to aerobic conditioning. Students will be able to recognize behaviors that lead to a healthy lifestyle and prevent disease, illness and disability. Students will monitor and track their own cardiovascular fitness level. Students will incorporate a sense of appreciation for and a commitment to fitness and wellness in everyday life and create a personalized plan of action for continuing behaviors that promote a healthy lifestyle. This course may be repeated for credit. (Prerequisite: None)

Topics in Mind/Body Fitness:

HHP 122 1.00 Credits

Students will participate in mind body fitness activities that promote increased flexibility, core strength as well as mental focus and relaxation. Topics may include but are not limited to: different styles of yoga, Pilates, tai chi, dance-based activities and/or a combination of these activities. Students will study and understand basic health and fitness concepts as well as concepts related to mind body fitness. Students will be able to recognize behaviors that lead to a healthy lifestyle and prevent disease, illness and disability. Students will monitor and track their own core strength and flexibility fitness levels. Students will incorporate a sense of appreciation for and a commitment to fitness and wellness in everyday life and create a personalized plan of action for continuing fitness activities that promote a healthy lifestyle. This class can be repeated for credit. (Prerequisite: None)

Topics in Strength Training:

HHP 123 1.00 Credits

Students will participate in a variety of strength training activities that promote improved muscular endurance and strength in major muscle groups. Topics may include but are not limited to: the use of resistance bands, free weights, weighted bars, body weight and/or a combination of these activities. Students will learn the basic concepts related to fitness and health, and particularly those related to

safe and effective resistance training. Students will be able to recognize behaviors that lead to a healthy lifestyle and prevent disease, illness and disability. Students will monitor and track their own muscular endurance and strength fitness level. Students will incorporate a sense of appreciation for and a commitment to fitness and wellness in everyday life and create a personalized plan of action for continuing behaviors that promote a healthy lifestyle. This course may be repeated for credit. (Prerequisite: None)

Topics in Lifetime Fitness Activities:

HHP 124 1.00 Credits

Students will participate in lifetime fitness activities to promote maintenance of an active lifestyle throughout the lifecycle. Topics may include but are not limited to: bowling, tennis, soccer, volleyball, golf, skiing, softball, basketball, martial arts, etc. Students will learn the basic concepts related to fitness and health, and particularly those related to lifetime activities. Students will incorporate a sense of appreciation for and a commitment to fitness and wellness in everyday life. This course may be repeated for credit. (Prerequisite: None)

Topics in Aerobic Conditioning - Cycling

HHP 126 1.00 Credits

Students will participate in cycling activities to promote improved cardiovascular fitness. Students will learn the basic concepts related to cycling, fitness, and health. Students will be able to recognize behaviors that lead to a healthy lifestyle and prevent disease, illness and disability. Students will monitor and track their own cardiovascular fitness level. Students will incorporate a sense of appreciation for and a commitment to fitness and wellness in everyday life and create a personalized plan of action for continuing behaviors that promote a healthy lifestyle. There is no prerequisite for this course. This course may be repeated for credit. (Prerequisite: None)

Topics in Mind/Body Fitness Pilates

HHP 127 1.00 Credits

Students will participate in mind body fitness activities that promote self-awareness, flexibility, core and overall strength, mental focus, and relaxation. Topics may include but are not limited to: Pilates, core conditioning, functional training, yoga, and other fitness activities. Students will understand

basic health and fitness concepts related to mind body fitness and core strength. Students will be able to recognize behaviors that lead to a healthy lifestyle and prevent disease, illness, and disability. Students will monitor and track their own fitness and wellness levels. Students will incorporate a sense of appreciation for and a commitment to fitness and wellness in everyday life and create a personalized plan of action for continuing mind/body fitness activities that promote a healthy lifestyle. This class can be repeated for credit. Supplies needed for class include a Pilates mat. (Prerequisite: None)

Topics in Mind/Body Fitness Yoga

HHP 128 1.00 Credits

Students will participate in mind body fitness activities that promote self-awareness, flexibility, strength, mental focus, and relaxation. Topics may include but are not limited to: different styles of yoga, Pilates, tai chi, and other mind/body activities. Students will understand basic health and fitness concepts related to mind body fitness. Students will be able to recognize behaviors that lead to a healthy lifestyle and prevent disease, illness, and disability. Students will monitor and track their own fitness and wellness levels. Students will incorporate a sense of appreciation for and a commitment to fitness and wellness in everyday life and create a personalized plan of action for continuing mind/body fitness activities that promote a healthy lifestyle. This class can be repeated for credit. Supplies needed for class include a yoga mat. (Prerequisite: None)

Drug Education

HHP 205 3.00 Credits

This course provides an overview of drugs and drug use, as well as current issues and themes regarding both individual health and social function. Topics include drug use from a psychological, emotional, behavioral, pharmacological, legal, and medical perspective. This course also includes an analysis of the personal decisions regarding use/non-use of drugs to the topics of social norms, politics, economics, crime, prevention and treatment. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher)

Stress Management

HHP 210 3.00 Credits

This course exposes students to a holistic approach to stress management. Students will learn the basic

principles, theories, coping skills and relaxation techniques to effectively manage personal stress. Topics include: the effects of the stress response, the relationship between stress and health/disease, the identification of personal stress levels, the application of coping skills and relaxation techniques, and the understanding of the importance of personal responsibility for health. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher)

HIST - Courses in History

U.S. History I

HIST 120 4.00 Credits

This course surveys the history of America from the contributions of the indigenous indian people through the Colonial Era (17th and 18th centuries) to the American Revolution and Early Republic (18th and 19th centuries). It examines how historical American culture, institutions, and events influence the present United States in the latter part of the twentieth century. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 7: History & Social & Behavioral Sciences, Human Diversity)

U. S. History II

HIST 121 4.00 Credits

This course surveys the history of America from the Civil War and Reconstruction, through the New South and the New West, Industrialization, Populism and Progressivism, World War I, the Great Depression and the New Deal, World War II, Cold War America, the 1960's, Vietnam and Beyond. It examines how historical American culture, institutions, and events influence the present United States in the latter part of the twentieth century. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

World History I

HIST 160 4.00 Credits

This course is a survey of world history examining ancient, classical, and medieval civilizations prior to

the emergence of the West as a world power (c. 3500 BCE - 1450 CE). The course explores how environmental, economic, political, social, religious and other intellectual and cultural factors combined in different ways to influence the development of major world regions - Africa, EurAsia, and the Americas. The goal is for students to understand how fundamental institutions and cultural norms of different world regions developed out of their own internal environments as well as in response to developments and influences from other cultural systems and historical forces. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

World History II: The Rise of the West

HIST 161 4.00 Credits

The history of world civilizations from 1500 C.E. through World War I, the rise of Europe, the age of revolutions, colonization and resistance to colonization, industrialization and its effects on people living in both imperialist and colonized societies and the connection between industrialization and imperialism as causes of World War I. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

World History III: The Twentieth Century

HIST 162 4.00 Credits

This course will present a history of world civilizations from 1900 to the present. Course topics will include the rise of national liberation movements beginning with the Boxer Rebellion of 1900, decolonization, total war, holocausts, globalization, the rise and fall of the Soviet Union, the Cold War, terrorism, fundamentalism and the rise of the United States as the only superpower at the end of the 20th century. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

Special Topics in History:

HIST 205 1 - 4 Credits

Any HIST class has been specially designed by an SCC History instructor to appeal to SCC students. The instructor has chosen the subject material related to his/her interests, students' interests, or his/her teaching expertise. (Prerequisites: Any HIST course or instructor permission) (MNTC 5, 8: History & the Social & Behavioral Sciences, Global Perspective)

HLTH - Courses in Health

Medical Terminology

HLTH 1000 1.00 Credits

This course teaches students to recognize and build medical terms after learning the meaning of word parts. The course is based on a systems approach. Students also learn how to interpret and use common medical abbreviations and symbols. With instructor approval, this course may be taken on independent study. (Prerequisite: None)

CPR

HLTH 1950 1.00 Credits

This course covers the skills of infant, child and adult single and two rescue CPR as well as relief of foreign body airway obstruction procedures for infant, child and adult. Automated external defibrillators, bag-valve-masks and pocket masks are also used. Signs and symptoms of vascular disease are discussed. This meets the current criteria of the American Heart Association guidelines. (Prerequisites: None)

First Aid

HLTH 1952 1.00 Credits

This course includes emergency care training for initial treatment of illness and injury. Patient assessment, bleeding control, shock management, soft tissue injury, orthopedic injury, diabetic problems, seizures, poisons, heat exposure and cold exposure are some of the topics covered in the course. This course is appropriate for anyone who may need to render immediate care. The topics covered do meet the course requirements for OSHA and MSHA first aid training.

Safety

HLTH 1954 1.00 Credits

This course includes basic OSHA safety standards. Hearing protection, eye protection, back injuries, lockout/tagout procedures, Hazard Communication Standard, bloodborne pathogens and substance use

and abuse in the workplace are examples of topics covered in the course. The consequences of disregarding safety practices are explored.
(Prerequisites: None)

HSS - Courses in Health Support Specialist

Introduction to the Health Support Specialist

HSS 1000 3.00 Credits

This course will provide students with an orientation to aging services role of the Health Support Specialist (HSS). The course will also focus on the history of aging services and the concept of Culture Change and Person Directed Living. Topics will include; implementing person directed living in the health care setting and participation in a mentorship and apprenticeship model of training. Effective communication skills needed to work with families, residents, and other healthcare workers will be explored. This course will provide an introduction to the computer skills used for the HSS curriculum.
(Prerequisite: Acceptance into the program)

Health Support Specialist in Meaningful Activities

HSS 1001 1.00 Credits

This activity course will provide direct caregivers with the fundamental skills, knowledge, and resources for engaging residents in meaningful activity programs, groups, and one to one's during their daily care giving routines. In this course student will also be given the opportunities for residents to engage in activities that meet their needs and interests which will provide quality of life and meaningful living for those living in a healthcare setting. (Prerequisites: Acceptance into the program)

Health Support Specialist in Memory Care

HSS 1002 1.00 Credits

This course will explore the aging process as it relates to the resident who has memory loss and/or dementia related diagnosis. Topics will include; changes affecting communication skills and daily routines, recognizing common behaviors associated with memory loss, and implementing behavior interventions. The course will also introduce the student to methods for involving the family in decisions that provide purposeful living for the

resident. (Prerequisites: Acceptance into the program)

Health Support Specialist in Culinary Care

HSS 1003 1.00 Credits

This course will provide the student with basic culinary information that will help them purchase, plan, prepare and deliver a nutritionally adequate diet for the resident. Principles of infection control and basic nutrition will also be covered.
(Prerequisites: Acceptance into the program)

Health Support Specialist in Physiological Care

HSS 1004 1.00 Credits

This course introduces the student to the basic body structure and function during the aging process. Each body system is explored for the influences and implication of aging, common disorders, completion of body functions and common disease processes.
(Prerequisites: Acceptance into the program)

Health Support Specialist in Psychosocial Care

HSS 1005 1.00 Credits

In this course student will develop greater awareness of the psychosocial and spiritual impact of aging and end-of-life care. Losses resulting from aging extend much deeper, are more challenging to measure and thus often go unnoticed or unattended. Students will examine the emotional, social and spiritual dimensions of holistic care as a HSS and how each can be influenced by transition and loss. Students will also explore ways to identify and support individual and family needs in each of these dimensions. (Prerequisites: Acceptance into the program)

Health Support Specialist in Environmental Services

HSS 1006 1.00 Credits

This course will cover the basics in providing a clean and safe environment. Topics include basic housekeeping practices, laundering procedures and simple maintenance tasks required within the guidelines of facility policies and procedures and comply with OSHA, state and federal regulations.
(Prerequisites: Acceptance into the program)

HUCF - Courses in Health Unit Coordinator

Introduction to Health Unit Coordinating

HUCF 1101 1.00 Credits

This course includes the study of health care facility office and communication skills for nonclinical functions. Information about working with nursing and medical staff, other department staff, patients and visitors to contribute to the patients'/clients'/residents' care and well-being is explored. Telephone, written, electronic, and interpersonal communication is discussed, along with an emphasis in clerical support duties such as scheduling, faxing, and using various electronic devices. This course will help prepare students for the National Association of Health Unit Coordinators certification exam. (Prerequisites: None)

Health Unit Coordinator Fundamentals

HUCF 1200 2.00 Credits

This course includes the study of health care facility office and communication skills for nonclinical functions. Information about working with nursing and medical staff, other department staff, patients and visitors to contribute to the patients'/clients'/residents' care and well being is emphasized. Communication of many kinds, including telephone, written, electronic, and interpersonal is a focus of the course. Students will also learn about clerical support duties such as typing, scheduling, faxing, and using the computer. Chart creation and interaction are also explored, both in paper format and in the Electronic Health Record. (Prerequisite: None)

Health Unit Coordinator Procedures

HUCF 1201 3.00 Credits

This course expands on the role and job duties of the Health Unit Coordinator. Students will work with medical terminology and information necessary to comprehend and process a variety of orders within a health care setting. Examples of various kinds of orders are studied and many opportunities for practicing procedures is provided. Interaction with the patient chart and the Electronic Health Record continue to be explored, and multiple types of entries are practiced by students. Also, an overview of basic anatomy as well as disease and disorders will be covered to enhance understanding of orders

and other elements of working in a health care setting. This course will focus on preparing students for certification through the National Association of Health Unit Coordinators. (Prerequisite: None)

Health Unit Coordinator Internship

HUCF 1202 3.00 Credits

This course is designed to provide the student with a purposeful occupational experience in the health unit coordinating field. Each internship is an individualized experience. A training plan is created for each student in conjunction with the training site to provide and experience related to the skills and knowledge acquired in the HUC training program. Students must have completed the Anatomy and Physiology Disease Conditions, Medical Terminology and Applied Medical Terminology courses and the HUCF Fundamentals course. (Prerequisites: HUCF 1200 or Instructor approval)

HUM - Courses in Humanities

Critical Thinking

HUM 100 3.00 Credits

This course introduces students to the importance of critical thinking in our culture today. Students will be provided with methods of critical thinking as well as relevant topics on which to practice their skills. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 2: Critical Thinking)

Introduction to Film

HUM 111 4.00 Credits

This course is designed to introduce and acclimate students to film as a significant artistic, rhetorical and cultural medium. Course content focuses on film as an element of popular culture, as well as film genres, cinematic techniques and cinematic conventions. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6: Humanities & Fine Arts)

Global Connections Seminar

HUM 115 1.00 Credits

This seminar is designed to run concurrently with the 2010 Global Connections Conference at the North Mankato Campus of South Central College. Students will focus on preparing for the two-day conference in

order to best utilize its learning opportunities. They will then attend and assist in the conference. Students will end the seminar by evaluating their learning experience. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 8: Global Perspective)

Introduction to the Humanities

HUM 121 4.00 Credits

This course is an overview of the principal trends in Western thought and artistic expression from ancient times to the contemporary. Its aim is to foster an appreciation of how diverse ideas and works of art have contributed to our understanding of the universal human experience. Classroom instruction will be supplemented by guided tours of museums/exhibitions, and attendance at live performances of works pertinent to the course. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6: Humanities & Fine Arts)

Introduction to Humanities II

HUM 122 4.00 Credits

This course is an overview of the principal trends in Western thought and artistic expression from the Middle Ages transition into the Renaissance to the modern world. Its aim is to foster an appreciation of how diverse ideas and works of art have contributed to our understanding of the universal human experience. Classroom instruction will be supplemented by guided tours of museums/exhibitions, and attendance at live performances of works pertinent to the course. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

China: Cultural Tradition and Change

HUM 130 3.00 Credits

Students in this course study the expression of Chinese values through intellectual and artistic pursuits and their influence on humans throughout the world. By taking a panoramic view of Chinese culture and civilization, students develop an appreciation for the treasure of Chinese achievements and the wealth of Chinese

contributions to humanity. This view will also provide a context for the study of specific topics such as artistic expression, language, key points in history, traditions, human rights and conditions, and philosophy of health. Beyond an appreciation for Chinese culture, this introductory course aims to increase our understanding of China's presence, which has risen to a dominant position in global economic and political affairs. (Prerequisites: A score of 78 or higher on the reading portion of the Accuplacer test or complete READ 0090 with a grade of "C" or higher; MNTC Goal Areas 6 Humanities and Fine Arts and 8 Global Perspective).

Global Connections Travel Seminar

HUM 150 1.00 Credits

The Global Connections Seminar is a one-credit course which prepares students for traveling with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history, geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

Special Topics in the Humanities:

HUM 205 1 - 4 Credits

Any HUM class that has been specially designed by an SCC Humanities instructor to appeal to SCC students. The instructor has chosen the subject material related to his/her interests, students' interests, or his/her teaching expertise. (Prerequisite: All HUM 205 courses require a passing grade in ENGL 100 or instructor permission) (MNTC 6: Humanities & Fine Arts)

Global Connections Travel Seminar II

HUM 250 1 - 3 Credits

The Global Connections Seminar is a three-credit course which travel with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history, geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher)

(MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

HVAC - Courses in Heating/Air Conditioning

Alternative Refrigeration Systems Lab I

HVAC 1000 1.00 Credits

This course covers all types of refrigeration systems, residential and commercial. The course is designed for the student who wants more hands-on training. The student will troubleshoot, repair, and replace refrigeration systems. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, controls and refrigeration sealed systems. (Prerequisites: None)

Alternative Refrigeration Systems Lab II

HVAC 1200 2.00 Credits

This course covers all types of refrigeration systems, residential and commercial. The course is designed for the student who wants more hands-on training. The student will troubleshoot, repair, and replace refrigeration systems. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, controls and refrigeration sealed systems. (Prerequisites: None)

Electrical Circuits

HVAC 2000 2.00 Credits

This is an introductory course designed to help students understand the relationships of electricity. Electrical units, terms, formulas, and electrical schematics are covered. (Prerequisites: None)

IPH Motors and Auxiliary Controls

HVAC 2010 2.00 Credits

The course will introduce the student to the different types of single-phase and three phase AC motors used on HVAC/R equipment. Motor starting devices and motor protection devices for single-phase motors will also be covered in depth. From an electrical controls schematic the student will connect and wire motors in start-stop circuits, reversing circuits and three phase circuits. The student will learn to electrically troubleshoot motors and motor control circuits utilizing motor wiring schematics. To be successful in this class the student will need to be enrolled in the HVAC program and be

in their second or third semester. (Prerequisites: None)

Refrigeration Theory

HVAC 2100 2.00 Credits

This course introduces the students to the refrigeration system, how it works, and the relationship between pressure and temperatures. We will discuss the reasons for EPA testing, refrigeration terminology, troubleshooting, and the proper handling of refrigerants. (Prerequisites: None)

Refrigeration Controls

HVAC 2110 2.00 Credits

This course covers controls found in both household and commercial refrigeration systems. The functions and operation of these controls will be discussed along with proper troubleshooting procedures. This course will be offered concurrently with refrigeration theory and electrical circuits. (Prerequisites: None)

Testing Refrigeration Systems

HVAC 2120 2.00 Credits

This course will cover analyzing, troubleshooting and testing of both the electrical and refrigeration systems. Safety will be stressed throughout this course. This course will be offered concurrently with refrigeration controls. (Prerequisites: None)

Coolers/Freezers Electrical Systems & Components

HVAC 2205 3.00 Credits

This course will cover both commercial coolers and freezers. The electrical components that are used in commercial coolers and freezers will be studied, analyzed, operated, and tested. A large portion of the class will be designated to the drawing and understanding of wiring schematics for the purpose of troubleshooting electrical failures. Proper safety and troubleshooting techniques will be followed. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, and refrigeration controls. (Prerequisite: HVAC 2120)

Coolers/Freezers Refrigeration Diagnostics & Operations

HVAC 2215 3.00 Credits

This course will cover both commercial coolers and freezers. We will discuss the operation of the refrigeration sealed system and analyze how to diagnose system failures and their causes. The

student will learn the proper way to recover and charge a commercial refrigeration unit. The students will study and follow EPA regulations regarding the handling of refrigerants. Proper safety and troubleshooting techniques will be followed. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, and controls. (Prerequisite: HVAC 2120)

Commercial Ice Makers

HVAC 2220 3.00 Credits

This course covers commercial ice makers used in the industry today. The electrical, mechanical and water systems will be studied, analyzed, connected and operated. The students will study proper troubleshooting and safety procedures. The students will then apply this knowledge when testing the electrical, mechanical and water systems. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, controls and refrigeration sealed systems. (Prerequisites: None)

Commercial Alternative Systems

HVAC 2230 1.00 Credits

This course will take a look at commercial refrigeration systems found in the Mankato area, along with the companies that service them. The class will take field trips to local businesses and service companies to see how they operate. To be successful in this course, you should have an understanding of the refrigeration sealed system components and how they work. (Prerequisites: None)

Central Air Conditioning

HVAC 2240 2.00 Credits

This course covers the different central air conditioning systems found in residential and light commercial applications today. The electrical and mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting techniques for testing electrical and mechanical operations in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

Brazing

HVAC 2251 2.00 Credits

This course covers brazing equipment and materials. Students will be introduced to the soldering and

brazing process, terms, and personal safety. (Prerequisites: None)

Indoor Air Quality

HVAC 2301 1.00 Credits

This course covers equipment that deals with today's problem with indoor air quality. Students will study, analyze the causes of poor IAQ in homes and the work place. Each student will give an oral report on a topic picked by the instructor. (Prerequisites: None)

Hydronic Heat

HVAC 2310 2.00 Credits

This course covers systems that utilize fluid for the transfer of heat known as hydronic heating. The electrical and mechanical systems will be studied and analyzed along with troubleshooting system fluid problems, air infiltration and proper operating pressures. The students will identify fluid control components, and demonstrate knowledge of each component's purpose in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

Gas Heat

HVAC 2320 3.00 Credits

This course covers the forced air gas heating systems found in residential and light commercial applications. The electrical and mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting techniques for testing electrical and mechanical operations in the lab. To be successful in this class the student should take HVAC 2000 and HVAC 2100 before or concurrent. (Prerequisite: None)

Commercial Package Heat/Cool Units

HVAC 2325 2.00 Credits

This course covers the different commercial packaged heating and cooling systems found in residential, commercial and industrial applications. The electrical, mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The principle and operation of economizers and their controls will be discussed in class. The student will then take this knowledge and apply it in the lab. To be successful in this class the student will need to be enrolled in the HVAC

program and be in their second or third semester.
(Prerequisites: None)

Alternative Heating Systems

HVAC 2330 2.00 Credits

This course covers a variety of alternative heating systems, some of the systems included will be oil heating systems, a variety of electrical heating systems, heat pump systems and alternative fuel sources will be discussed. Electrical and mechanical systems will be explored along with safety, troubleshooting and equipment performance. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and have already taken HVAC 2240, and HVAC 2320 or concurrent. (Prerequisites: None)

Sheet Metal Ductwork Fabrication

HVAC 2340 3.00 Credits

The course will introduce the student to the layout and fabrication of sheet metal ductwork in both commercial and residential applications. The student will fabricate fittings including reducers, transitions, takeoffs, ogee offsets and radius elbows. Residential duct design and sizing methods will be discussed along with heat loss/heat gain calculations with related computer software applications. The student will be exposed to blue print reading and related specification books. (Prerequisites: None)

Advance Central A/C Lab 1

HVAC 2400 1.00 Credits

This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and take HVAC 2240 before or concurrent. (Prerequisites: None)

Advanced Central Air Conditioning Lab II

HVAC 2410 2.00 Credits

This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student

themselves. Manufacturer instillation guides will be studied and detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and take HVAC 2240 before or concurrent. (Prerequisites: None) ,

Air Conditioning Internship I

HVAC 2420 1.00 Credits

This course covers air conditioning work related experiences. Each student taking this course will be required to fill-out an internship experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. To be successful in this course, you must have knowledge in electrical circuits, refrigeration theory, controls, refrigeration sealed systems or concurrently taking HVAC 2240. (Prerequisites: None)

Air Conditioning Internship II

HVAC 2430 2.00 Credits

This course covers air conditioning work related experiences. Each student taking this course will be required to fill-out an internship experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. To be successful in this course, you must have knowledge in electrical circuits, refrigeration theory, controls, refrigeration sealed systems or concurrently taking HVAC 2240. (Prerequisites: None)

Advanced Refrigeration Lab I

HVAC 2440 1.00 Credits

This course covers all aspects of today's refrigeration systems. This course is designed for students who want more hands-on training. The students will repair, replace and troubleshoot different types of refrigeration systems. EPA regulations will be followed. To be successful in this course, you must be knowledgeable in the following areas: electrical circuits, refrigeration theory, controls, and sealed systems. (Prerequisites: None)

Advanced Refrigeration Lab II

HVAC 2450 2.00 Credits

This course covers all aspects of today's refrigeration systems. This course is designed for students who want more hands-on training. The students will

repair, replace and troubleshoot different types of refrigeration systems. EPA regulations will be followed. To be successful in this course, you must be knowledgeable in the following areas: electrical circuits, refrigeration theory, controls, and sealed systems. (Prerequisites: None)

Refrigeration Internship I

HVAC 2460 1.00 Credits

This course covers household or commercial refrigeration work related experiences. Each student taking this course will be required to fill-out an internship experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. In order to be successful in this course, you must be knowledgeable in the areas of electrical circuits, refrigeration theory, controls, and sealed systems. (Prerequisites: None)

Refrigeration Internship II

HVAC 2470 2.00 Credits

This course covers household or commercial refrigeration work related experiences. Each student taking this course will be required to fill-out an internship experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. In order to be successful in this course, you must be knowledgeable in the areas of electrical circuits, refrigeration theory, controls and sealed systems. (Prerequisites: None)

Advance Heating Lab I

HVAC 2500 1.00 Credits

This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and taken HVAC 2320. (Prerequisites: None)

Advanced Heating Lab II

HVAC 2510 2.00 Credits

This course is designed to give the student a more hands on learner guided course work. The student

will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and a detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and have already taken HVAC 2320. (Prerequisites: None)

Heating Internship I

HVAC 2520 1.00 Credits

This course covers heating work related experiences. Each student taking this course will be required to fill-out an internship experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. In order to be successful in this course, you must be knowledgeable in electrical circuits, controls or concurrently taking HVAC 2320. (Prerequisites: None)

Heating Internship II

HVAC 2530 2.00 Credits

This course covers heating work related experiences. Each student taking this course will be required to fill-out an internship experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. In order to be successful in this course, you must be knowledgeable in electrical circuits, controls or concurrently taking HVAC 2320. (Prerequisites: None)

ICP - Courses in Intensive Care Paramedic

Introduction to Paramedicine

ICP 1000 3.00 Credits

The Paramedic has a variety of duties. This course demonstrates the difference between the various levels of the Emergency Medical Technician and the responsibilities that accompany each level of training. It also includes introductory topics that the individual must understand in order to function as a paramedic. Such topics include medical/legal issues, communications, stress, system structure, lifting mechanics, medical terminology, infection control, etc. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

Applied Anatomy and Physiology for EMS

ICP 1005 3.00 Credits

This course is designed as an introduction to body structure and function. An emphasis will be placed on body systems specifically related to paramedicine and how that knowledge can be applied to EMS care. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

EMS Skills

ICP 1010 5.00 Credits

EMS SKILLS focuses on the Basic Life Support skills that the EMT-P must master along with this introduction to advanced skills. These include: Patient assessment, airway control with adjuncts, IV therapy, suctioning, communication skills, AED's, intubation, medication administration, cardiac skills, and other invasive techniques. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

Pharmacology for EMS

ICP 1020 3.00 Credits

The intent of this course is to introduce the student to basic pharmacological concepts, principles of drug safety and basic drug categories. Legal aspects of drug administration, drug standards, and use of reference material will be included. Specialized medications utilized in ALS transports will also be discussed. This course will have a primary focus on specific drugs used by paramedics. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

Cardiac Care in EMS

ICP 1040 4.00 Credits

The course will prepare the EMT-P to assess and manage those cardiac emergencies that result from coronary atherosclerosis, along with a number of conditions involving pathology of peripheral/central circulation. The interpretation of cardiac dysrhythmias receives much emphasis in this course. ACLS Provider certification may be included. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

Trauma Care

ICP 1050 3.00 Credits

This course deals with the many aspects of trauma, including kinematics, evaluation, management, packaging, and transport. Advanced ITLS certification may be obtained. (Prerequisite: Admission into the

Paramedic Program. All classes must be taken in sequence.)

Pathophysiology in EMS

ICP 1060 5.00 Credits

This course discusses a variety of topics and medical conditions that occur in the various body systems. Emphasis is placed on field management of medical emergencies. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

EMS Advanced Skills

ICP 2010 5.00 Credits

This course is designed to orient the student to the rescue environment. Emphasis is placed on the role and responsibilities of the paramedic during a rescue response, including essential skills needed to keep the paramedic and the patient safe. Topics include Mass Casualty Incidents (includes ICS & START disaster response), hazardous materials, basic rescue, water and ice rescue awareness, high level-low angle rescue, emergency driving, special rescue situations and auto extrication for the paramedic. Also included is an introduction to advanced intensive care paramedic skills. Additional clinical rotations will also be completed. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

Critical Care I

ICP 2030 3.00 Credits

This course orients students to the emergency room, intensive care unit, cardiac intensive care, telemetry unit and critical care departments. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

Critical Care II

ICP 2040 3.00 Credits

Clinical areas may include: Psychiatric Unit, Obstetrics, Pediatrics and Geriatrics. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

Field Internship I

ICP 2050 3.00 Credits

This internship involves experiences with an advanced life support system provided by a fire service, municipal, hospital or other. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

Field Internship II

ICP 2060 3.00 Credits

This internship involves experiences with and advanced life support system provided by a private service. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

Special Populations

ICP 2070 5.00 Credits

This course covers medical considerations in areas such as geriatrics, obstetrics, gynecology, neonates, pediatrics, behavior disorders, and patients with special needs. PALS certification may be obtained. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

Paramedic Refresher

ICP 2080 3.00 Credits

This course is a comprehensive review of the technical courses and designed to prepare the candidate to challenge the National Registry Exam. It also meets the requirements for the 48-hour refresher. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

Hazardous Materials

ICP 2090 1.00 Credits

This course is designed to meet the training standards designed in NFPA473 "Standards for Competencies of EMS Personnel Responding to Hazardous Materials Incidents". The class combines didactic training with audio-visual materials that will provide a review of pertinent "awareness" level information. To insure a safe EMS response to a hazardous materials situation at the Operations Level, additional information and practical laboratory time will be provided as necessary. (Prerequisite: Permission of the Instructor)

MA - Courses in Medical Assistant

Medical Assisting Orientation

MA 1000 3.00 Credits

This course covers an overview of the healthcare team and the role of the medical assistant in an ambulatory care setting. Emphasis is on professionalism, communication, attitude, behaviors, and duties in the medical environment. (Pre/Corequisites: None)

Medical Office Procedures

MA 1020 3.00 Credits

This course will review administrative duties that are performed by a medical assistant. Emphasis will be on clerical functions, bookkeeping procedures, insurance claims, professional communications, medical coding, legal concepts, medical office operational functions including written and electronic. (Prerequisite: Acceptance into one of the following programs: Medical Assisting, Health Unit Coordinator, or Administrative Office Specialist - Medical)

Pharmacology for Medical Assistants

MA 2000 3.00 Credits

In this course students will learn topics essential for the Medical Assistant to thoroughly understand drug sources, herbs and supplements, legislation relating to drugs, drug references and drug classifications. Students will also gain knowledge in basic principles for administering different types of medications and the universal precautions and standards related to the role of a Medical Assistant. (Prerequisites: HC 1001, 1914, MA 2010)

Laboratory Skills for Medical Assistants

MA 2010 3.00 Credits

This course is designed to teach laboratory fundamentals of medical assisting in a clinical office setting. Students will learn aspects of standard precautions, laboratory safety, venipuncture, collection of patient specimens, perform CLIA waived laboratory testing along with identification of infectious agents. (Prerequisites: None)

Clinical Skills I

MA 2015 3.00 Credits

This course introduces skills utilized in a clinical setting for Medical Assistants. Using primary care as the framework students will utilize their critical thinking skills to learn specific health testing, obtaining vitals and procedures and treatments in a primary care department within the ambulatory care setting. (Prerequisites: MA 2010)

Clinical Skills II

MA 2020 3.00 Credits

This course builds on the skills obtained in Clinical Skills I for Medical Assistants. Using medical specialties as the framework students will utilize their critical thinking skills to learn specific health testing, procedures and treatments in medical

specialty departments within the ambulatory care setting (Prerequisites: MA 2015)

Radiography Skills for Medical Assistants

MA 2030 3.00 Credits

This course is a comprehensive look at the skills and process needed to obtain a limited scope of practice certificate in radiography. Students will learn information regarding, radiation protection, image production and evaluation, equipment operation and quality control, patient care and education, as well as radiographic procedures for each anatomical region. (Prerequisites: HC 1000, 1914)

Medical Assistant Internship

MA 2040 5.00 Credits

Students will engage in a non paid medical assisting internship within an ambulatory health care setting. In actual work situations, students will perform administrative and clinical competencies. Administrative competencies may include and are not limited to, clerical functions, performing bookkeeping tasks and scheduling appointments. Clinical competencies may include and are not limited to, specimen collection, diagnostic testing and patient care. Students will participate in mandatory campus meetings where the student will learn job search and interview techniques along with participation in test preparation for their National Certification Exam. (Prerequisites: MA 2000, 2020)

MASS - Courses in Mass Communication

Introduction to Newspaper Writing

MASS 100 3.00 Credits

Introduction to Newspaper Writing focuses on the principles of gathering information and writing news and feature stories for the mass media, with an emphasis on newspaper writing. Students enrolled in this course will be staff members of SCC's student run college newspaper - The Spotlight. Students will attend lectures, participate in regular meetings of the newspaper staff, and meet deadlines for writing articles for the school newspaper. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC: None, will be used as an elective)

Introduction to Mass Communication

MASS 110 4.00 Credits

This course explores the structures, functions, responsibilities, and effects of the media in contemporary society. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

MATH - Courses in Math

Introductory Algebra

MATH 0075 4.00 Credits

This course is designed to provide students with a review of basic fundamentals of algebra and mathematics. Topics include: algebraic expressions, functions, polynomials, exponents, solving and graphing linear equalities and inequalities, interpreting data in graphical form, factoring polynomials, simplifying rational expressions, and solving and simplifying radical and rational equations. Students needing foundational level improvement are highly encouraged to gain this first and/or concurrently with this course. Minnesota K-12 Academic Standards in Mathematics indicated in parenthesis after each competency on the Common Course Outline. (Prerequisites: None)

Intermediate Algebra

MATH 0085 4.00 Credits

This course is function - based. It starts with a general overview of equations and inequalities. It then proceeds to cover linear functions, polynomial and rational functions, quadratic functions, equations involving radicals, and absolute values. Minnesota K-12 Academic Standards in Mathematics are indicated in parentheses after each competency on the Common Course Outline. (Prerequisites: 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)

Elementary Algebra (CONSORTIUM)

MATH 100 3.00 Credits

Consortium Course Iowa Lakes Community College

Mathematics for Technical Careers

MATH 1050 3.00 Credits

Designed primarily for those entering the technical fields, this course develops a number of essential

mathematical techniques in algebra, trigonometry and geometry. Among other things, the participant will learn how to simplify and factor algebraic expressions, solve linear and quadratic equations and systems of linear equations, evaluate and use the six trigonometric functions in computing triangle results, and apply geometric concepts to the measurement of both two- and three-dimensional objects. This course is not a prerequisite for college level math courses. (Prerequisite: 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)

Concepts in Math

MATH 115 4.00 Credits

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

College Algebra

MATH 120 4.00 Credits

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Completion of MATH 0085 with a grade of C or higher, or an Accuplacer test score of 56 in Elementary Algebra and a score of 50 in College Level Mathematics.) (MNTC 4: Mathematical/Logical Reasoning)

College Algebra (CONSORTIUM)

MATH 121 4.00 Credits

Consortium Course Iowa Lakes Community College

Trigonometry

MATH 125 3.00 Credits

A study of the six trigonometric functions, their inverses and their applications forms the heart of this course. First, the two common methods of angle measure are derived along with the related notions of length of arc and area of a sector. Then the trigonometric functions are defined in terms of the unit circle and their properties such as domain, range, period and amplitude are explored, along with their associated graphs. This leads to a study of identities and conditional equations. Triangle trigonometry and real-world applications follow, with an investigation of associated themes such as vectors, exponential and logarithmic functions. (Prerequisites: MATH 120 with a grade of C or better or a score of 63 or above on the College Level Mathematics portion of the Accuplacer test.) (MNTC 4: Mathematical/Logical Reasoning)

Pre-Calculus

MATH 130 4.00 Credits

This is an accelerated course covering many topics from both College Algebra and Trigonometry. These include functions, graphs of functions, analytic geometry of the conic sections, systems of equations and inequalities, elementary matrix operations and determinants, properties and applications of exponential, logarithmic and trigonometric functions, complex numbers, vectors, polar coordinates and elementary combinatorics. Should not be taken for credit in addition to either MATH 120 or MATH 125. (Prerequisites: A score of 86 or higher on the College Level mathematics portion of the Accuplacer test.) (MNTC 4: Mathematical/Logical Reasoning)

Calculus I

MATH 131 4.00 Credits

This course introduces the key concepts of the derivative and the integral. Beginning with the definition of limit, the notion of continuity is developed which is perhaps the most important thread running throughout the calculus. This leads naturally to the process of differentiation and then integration, concluding with the all important Fundamental Theorem of the Calculus. Along the way, applications to classical and modern science, economics, the social sciences and other fields are explored. (Prerequisites: MATH 125 or MATH 130 with a grade of C or higher, or a score of 103 or higher on the College Level Mathematics portion of

the Accuplacer test.) (MNTC 4: Mathematical/Logical Reasoning)

Calculus II

MATH 132 4.00 Credits

In this continuation of Calculus I, you will begin by investigating more applications of the definite integral, along with useful techniques for evaluating them. This leads in a natural way to a brief introduction to differential equations, and the evaluation of improper integrals and indeterminate forms. Next, the calculus of the transcendental functions is explored in some detail. Then the study of sequences and series is taken up, including power series and Taylor series. Important geometrical concepts such as polar coordinates, parametric equations and vectors in the plane and in space are also covered. (Prerequisites: MATH 131, with a grade of C or better) (MNTC 4: Mathematical/Logical Reasoning)

Elementary Statistics

MATH 154 4.00 Credits

This course introduces the essential mathematical elements of statistics, applying them to a broad range of areas including business, manufacturing, economics, and the physical, biological and social sciences. Topics include descriptive measures of data, measures of central tendency, variability, standard probability distributions, tests of hypotheses, confidence intervals, and estimation. To put the treatment on a strong foundation, concepts of probability are developed throughout, and shown to form the unifying theme behind modern statistics. (Prerequisites: 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)

Ordinary Differential Equations

MATH 231 4.00 Credits

This is a traditional introductory course in ordinary differential equations for students pursuing careers in engineering, mathematics and the sciences; the focus is primarily on lower order equations. Topics include the solution of linear equations with constant coefficients, homogeneous and nonhomogeneous equations, assorted methods such as undetermined coefficients, variation of parameters and Laplace transforms. Also studied are existence and uniqueness theorems, numerical approximations, operator methods and various

applications to physical phenomena. (Prerequisite: MATH 132 with a grade of C or higher) (MNTC 4: Mathematical/Logical Reasoning)

Multivariable Calculus

MATH 233 4.00 Credits

Multivariable Calculus extends the notions of Calculus I and Calculus II to functions of more than one variable. Topics include such things as curves and surfaces in Euclidean n-space, partial derivatives, directional derivatives, tangent planes and differentials, double- and triple-integrals, the rectangular, cylindrical and spherical coordinate systems, line integrals, surface integrals, Green's theorem, Stokes' theorem and the divergence theorem. (Prerequisite: MATH 132 with a grade of C or higher) (MNTC 4: Mathematical/Logical Reasoning)

Elementary Linear Algebra

MATH 240 4.00 Credits

This is a first course in linear algebra for students intending to go into engineering, mathematics, the sciences, economics, statistics and other technical fields. Among the topics covered are matrices, determinants, systems of linear equations, vector spaces, linear 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)

MDLT - Courses in Medical Laboratory Technician

Laboratory Techniques and Orientation

MDLT 1810 3.00 Credits

This course is an orientation course that familiarizes the student with a career in the medical laboratory field. It covers basic skills in clinical laboratory techniques and provides the student with practice. Topics include: MLT/Phlebotomy program policies; certification; working with various pieces of equipment; safety; infection control; quality control; specimen collection/handling/processing; good laboratory technique and maintaining efficiency and accuracy. The practice of phlebotomy is heavily emphasized in this course. Students will continue to enhance their phlebotomy skills in other technical

courses, where blood samples are needed, and also during the clinical internship. (Prerequisites: None)

Hematology I

MDLT 1815 3.00 Credits

This course covers basic hematology procedures involving such tests as red cell counts, white cell counts, platelet counts, hemoglobin determination, hematocrits, sedimentation rates and reticulocyte counts. Also covered are the abnormalities of these elements which cause diseases, and bone marrow procedures. (Prerequisite: MDLT 1810 may also be taken concurrently or with Program Director permission)

Coagulation

MDLT 1820 2.00 Credits

This course covers the basic principles of the hemostasis, the clotting system of the body. The course of study includes the coagulation factors and their cascade sequence, vascular and platelet components, fibrinolysis, thrombosis, anticoagulant therapy and quality control. Abnormalities of the coagulation system will also be covered. (Prerequisite: MDLT 1810, & MDLT 1815 with a grade of C or higher.)

Urinalysis/Body Fluids

MDLT 1825 3.00 Credits

The lecture component of this course will cover basic theory in urine formation, renal physiology, and metabolic disorders that produce abnormalities in the urine. Complete urinalysis examinations will be performed in the student laboratory. Basic analysis of other body fluids will be discussed with an emphasis on laboratory methods currently in use. (Prerequisite: MDLT 1810 & MDLT 2818 with a grade of C or higher.)

Hematology II

MDLT 1830 3.00 Credits

This course is a continuation of MDLT 1815 Hematology I. It includes the study of anemias and leukemias, and the correlation of these disease processes. Instruction includes lecture and laboratory case studies, and the use of automated hematology analyzers. (Prerequisite: MDLT 1810 & MDLT 1815 with a grade of C or higher.)

Immunology

MDLT 1835 2.00 Credits

This course is a basic overview of the immune system. Laboratory instruction is designed to instruct

the students in basic immunology testing methods for the correlation of immunologic disorders. (Prerequisite: MDLT 1810 & MDLT 2818 with a grade of C or higher.)

Immunohematology I

MDLT 2806 2.00 Credits

This course covers the introduction to both the theory and practical aspects of Immunohematology. Areas of study include red blood cell antigens and antibodies, blood typing, antibody screening, antibody identification, compatibility testing, and quality control in the blood bank.. The course is designed to prepare the student for practical training in Immunohematology. (Prerequisite: MDLT 1810, & MDLT 1815 with a grade of C or higher.)

Immunohematology II

MDLT 2807 2.00 Credits

This course is a continuation of MDLT 2806 Immunohematology I. The student will receive further basic training and practical instruction on both the theory and practical aspects of immunohematology. Areas of study include pretransfusion testing, transfusion therapy, adverse transfusion reactions, hemolytic disease of the newborn, hemolytic anemias, human leukocyte antigens, donor selection, and component processing. The course is designed to prepare the student for practical training in immunohematology. (Prerequisite: MDLT 1810 and MDLT 2806 with a grade of C.)

Microbiology I

MDLT 2811 3.00 Credits

This course covers the isolation and identification of clinically significant microorganisms. Emphasis is placed on specimen sources, growth characteristics, techniques for identification, and quality control. (Prerequisite: MDLT 1810 may be taken concurrently or with Program Director permission)

Chemistry I

MDLT 2817 4.00 Credits

This course covers the analysis of chemical constituents of plasma, serum, urine and other body fluids. Emphasis is placed on physiology, methodology and clinical significance of carbohydrate metabolism, non-protein nitrogen, renal and liver function, tumor markers and porphyrins. Accuracy in performance, quality control and laboratory safety is stressed. (Prerequisites:

MDLT 1810 may also be taken concurrently or with Program Director permission)

Chemistry II

MDLT 2818 3.00 Credits

This course is a continuation of MDLT 2817 Chemistry I and includes the theory and clinical correlations of acid/base balance, liver function, cardiac function, gastrointestinal function, pancreatic function, endocrinology, therapeutic drug monitoring, toxicology, tumor markers, nutritional assessment, biochemical assessment during pregnancy, and point-of-care testing. The MLT student learns the theory and technique of each procedure, quality control, and normal values of chemical constituents analyzed. Concepts that are basic to the operation of automated laboratory instruments will be discussed. (Prerequisites: MDLT 1810 & MDLT 2817 with a grade of C or higher.)

Microbiology II

MDLT 2821 3.00 Credits

This course is a continuation of Microbiology I. The students will receive further basic practical instruction in the isolation and identification of clinically significant microorganisms. A short introduction to parasitology/mycology/virology/Mycobacterium species will also be included. (Prerequisite: MDLT 1810 and MDLT 2811 with a grade of C or higher.)

Clinical Practice & Orientation

MDLT 2825 1.00 Credits

This course covers an explanation of the hospital and clinic structure and the student's role in the clinical practice setting. The student will learn the basic knowledge necessary for effective understanding of his/her expectations and evaluations as an MLT student in the clinical practice training and his/her role as an employee after graduation. (Prerequisites: MDLT 1825, MDLT 1835, and MDLT 2807)

Clinical: Hematology & Coagulation

MDLT 2826 2.00 Credits

During the clinical hematology and coagulation experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic

laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807)

Clinical: Chemistry & Immunology

MDLT 2827 2.00 Credits

During the clinical chemistry and immunology experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807)

Clinical: Immunoematology

MDLT 2828 2.00 Credits

During the clinical immunoematology experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807)

Clinical: Microbiology

MDLT 2829 3.00 Credits

During the clinical microbiology experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807.)

Clinical: Urinalysis/Body Fluids

MDLT 2830 1.00 Credits

During the clinical urinalysis/body fluids experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of

their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807)

Clinical: Phlebotomy

MDLT 2831 1.00 Credits

During the clinical phlebotomy experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807)

Clinical: Hematology

MDLT 2900 3.00 Credits

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission) Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

Clinical: Chemistry

MDLT 2901 3.00 Credits

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission) Clinical sequence courses consist of the following: Hematology, Chemistry,

Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

Clinical: Urinalysis and Body Fluids

MDLT 2902 2.00 Credits

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission) Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

Clinical: Immunohematology

MDLT 2903 4.00 Credits

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission) Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

Clinical: Immunology

MDLT 2904 1.00 Credits

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission) Clinical sequence courses

consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

Clinical: Microbiology

MDLT 2905 3.00 Credits

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy.

(Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission) Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

Clinical: Coagulation

MDLT 2906 1.00 Credits

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy.

(Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission) Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

Clinical: Urinalysis and Body Fluids

MDLT 2907 1.00 Credits

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy.

(Prerequisites: completion of all MDLT technical courses and general education courses OR Program

Director permission) Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

Special Topics

MDLT 2990 1 - 6 Credits

This course is designed for MLT/Phlebotomy students who after a lapse in their MLT/Phlebotomy training due to circumstances beyond their control, require a review in basic medical laboratory techniques, require phlebotomy technique re-training, need additional time to complete assigned projects for their program major, etc. Each student will be advised by the Program Director. Enrollment credits are variable and will be determined by individual student circumstances. (Prerequisite: Program Director permission)

MEAG - Courses in Agri-Business

Precision Agriculture Equipment

MEAG 1206 3.00 Credits

This class is an introduction to many of the equipment systems involved in precision agriculture. The areas covered will include equipment used for steering and guidance, fertilizer and chemical application, and harvest data collection. Basic understanding of DC electrical systems and basic hydraulics will be reviewed along with computer skills needed for upgrading system components. Instruction will include offsite tours and demonstrations to assure current information is available. (Prerequisites: None)

Facility Maintenance

MEAG 1500 3.00 Credits

This course covers farm and residential electrical wiring. Practical 120/240-volt circuit wiring, electrical safety, device selection, installation methods, grounding, bonding and service entrance panels 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)

Facility Operations Maintenance

MEAG 1510 3.00 Credits

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

Ag Equipment Maintenance

MEAG 1610 3.00 Credits

This course covers basic harvesting, tillage and planting equipment. The student will learn all component parts and proper adjustments of equipment. Machine adjustment may be accomplished on demonstration units, operator manual examples, actual equipment or field trips. In the machinery operation, set-up, and reconditioning portion, the student identifies preventative maintenance, set-up and reconditioning procedures, follows the set-up and operators manual, uses a check sheet and torque chart. (Prerequisites: None)

Agricultural Industry Machinery Maintenance

MEAG 1700 3.00 Credits

This course covers theory and service competencies necessary to maintain small engines, gasoline-powered vehicles, and diesel-powered vehicles. Students will gain an awareness of equipment maintenance programs. The course includes field trips and instruction in maintaining equipment found in feed mills, fertilizer plants, and grain elevators. The course will also cover tillage, crop protection and planting equipment. Students will learn all component parts and proper adjustment of the particular units. Machine adjustment may be accomplished on demonstration units, operator manual examples or on actual industry equipment. The course will also cover chemical, fertilizer, pesticide handling considerations. (Prerequisites: None)

Planning Farmstead Environments

MEAG 2200 3.00 Credits

This course covers farm building materials and

methods of construction. Farmstead planning concepts are examined and applied to the student's home farm situation. Design and drawing of various types of farm buildings are included. The storing, drying, processing and handling of grain and feed are included. Ventilation of livestock buildings and animal waste management is emphasized. Students will gain experience in sizing and selecting equipment for agricultural materials handling applications. (Prerequisite: None)

Ag Equipment Maintenance I

MEAG 2300 4.00 Credits

This course covers a theory and service competencies necessary to maintain small engine, gasoline and diesel powered vehicles on the farm. Students will gain an awareness of equipment maintenance programs. The electrical portion covers farm and residential electrical wiring. Practical 120/240 circuit wiring, electrical safety, device selection, installation methods, grounding, bonding and service entrance panels are included. The final component includes both electric arc, gas welding and a short section on the wire welding system. Students will spend time in the welding lab completing welds. NOTE: Students will merge with the MEAG 1500 Facility Maintenance plus combine at the end of the Agribusiness Spring semester schedule (mid-April) to enhance the ability to successfully teach the ag equipment specifics in an agricultural education program. (Prerequisite: None)

MECA - Courses in Mechatronics

Introduction to Mechatronics

MECA 1000 3.00 Credits

Introduction to Engineering Design is a foundation course in the Mechatronics program. By exploring various technology systems and manufacturing processes, students will learn how technicians use technology in manufacturing and production settings. Theoretical and hands-on problem-solving activities are emphasized. This course will also engage the student to the proper and safe use of hand and shop tools. Hands-on labs and software are used as learning tools for students to design and produce projects related to industry. Students should take this as the first course in the sequence of Mechatronics courses. This course will also provide an overview of decision-making techniques

and the application and benefits of decision-making using the Value Method process. (Prerequisites: None)

Solidworks

MECA 1110 2.00 Credits

This course is designed to teach the student the use of Solidworks mechanical design automation software. The student will make drawings of parts and assemblies related to the field of Mechatronics. (Prerequisites: None)

Electricity - Devices and Circuits I

MECA 1122 3.00 Credits

This course provides an exploration of the basics in electricity and electronics. Topics include an overview of direct current, circuit laws, components, and use of test equipment. Students learn the basic technique of troubleshooting electric circuits, including measurement techniques, analysis of faults, and repair procedures. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: Must have a score of 56 or higher on the Arithmetic portion of the Accuplacer test or Instructor approval)

Computer Applications

MECA 1131 3.00 Credits

This course is designed to provide students programs enrolled in technical programs an understanding of how the computer can be used as a tool to address a variety of applications utilizing input and output sources common to industry. Activities will also include, but are not limited to browser usage, word processing, spreadsheets, graphing capabilities, engineering scheduling applications and modeling and simulation software. (Prerequisites: None)

Introduction to Geometric Dimensioning & Tolerancing

MECA 1140 1.00 Credits

Students receive step-by-step instruction in Geometric Dimensioning & Tolerancing (GD&T) fundamentals with detailed explanations of each topic, GD&T symbols and definitions. Practice exercises are used throughout the instruction to provide additional discussion and learning opportunities. Students also learn to apply GD&T to industry-standard drawings. (Prerequisite: None)

Boiler Operation Principles

MECA 1150 1.00 Credits

This course is designed for anyone who needs to understand fundamental boiler operation in order to improve efficiencies and safety at their industrial plants or large building facilities. This course can also help students prepare for Boiler Operating Licensing exams. Individuals involved with residential hot water systems will also find this course extremely valuable. (Prerequisite: None)

Digital Electronics

MECA 1210 3.00 Credits

This course explores the general fundamentals of digital electronic circuits. To learn the theory and operation of digital electronics, students will get hands-on experience with basic logic gates; sequential logic circuits, such as flip-flops, counters, and shift registers; and combinational logic circuits that include encoders, decoders, multiplexers, and arithmetic devices. A variety of measurement equipment will be used to test and troubleshoot solid state and digital circuits created on breadboards during lab sessions. Teamwork, critical thinking skills, and practical applications of circuits will be emphasized. (Prerequisite: None)

Mechanical Systems

MECA 1220 3.00 Credits

This course includes an introduction to mechanical drive systems, power transmission systems, chain drives, v-belt and, multiple shaft drives, linear motion assemblies, and auxiliary control functions. The student will study the application of spur, helical, bevel and worm gears as well as the use of keys, pins, and splines to attach gears to shafts. Machine elements such as; displacement, velocity, acceleration, springs, power screws, brakes and clutches will also be topics covered. Computer simulation and 3D software will be used throughout the course. Troubleshooting of mechanical systems will be emphasized. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisites: PHYS 101 or comparable with approval of Instructor)

Electricity - Devices and Circuits II

MECA 1222 3.00 Credits

This course provides an exploration of the basics in electricity and electronics. Topics include an overview of alternating current, circuit laws, components, and use of test equipment. Students

learn the basic technique of troubleshooting electric circuits, including measurement techniques, analysis of faults, and repair procedures. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: MECA 1122))

Mechanical Systems 1

MECA 1223 3.00 Credits

This course includes an introduction to mechanical drawings, Geometric Dimensioning & Tolerancing and simple machines. The student will study the application and kinematic motion of simple machines elements. In addition, lab work will emphasize the safe use of hand tools, portable power tools and mechanical measuring tools and instruments. Troubleshooting of mechanical systems will be emphasized. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: None)

Automated Process Measurement

MECA 1230 1.00 Credits

This course covers applications of virtual measurement tools for industrial applications. Topics include basic virtual tool programming concepts, experiment setup and result presentation. (Prerequisites: MECA 1130 or instructor permission required)

Quality Concepts in Manufacturing

MECA 1240 2.00 Credits

This is an introductory course to quality for students who are pursuing careers in technical fields. Topics include fundamentals of statistics, control chart variables and attributes, reliability and quality costs. This course also introduces the student to the requirements of ISO 9000, Lean concepts, Value Stream Mapping and 5S philosophies, principles and techniques of managing quality. (Prerequisites: Must have a score of 56 or higher on the Arithmetic portion of the Accuplacer test or Instructor approval)

Mechatronics Systems Operations I

MECA 1250 3.00 Credits

This course will provide the student with the principles of programmable logic controllers (PLC) hardware and fundamental sequence control systems. The student will gain essential knowledge necessary to create and edit basic PLC programs that will include timers, counters and special function blocks. As well as gaining an understanding of interfacing discrete input-output (I/O). The student

will also perform fundamental PLC troubleshooting procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisites: MECA 1122)

Microprocessor Systems

MECA 1260 3.00 Credits

This course will provide students with the knowledge required to understand, program, and apply microcontrollers using 8 and 16 bit microcontrollers. The student will learn the basics of interfacing embedded system hardware and software by programming and interfacing simple peripheral circuitry using microprocessor development boards, programming environments, and peripheral application modules. Topics will include introduction to programming in assembler and C programming, applying C coding standards, controlling inputs and outputs, human interface devices such as displays and key pads, and motion control. Technical writing skills, embedded coding standards, and safety procedures will be implemented throughout the course. (Prerequisites: MECA 1122, 1125, 1130)

Modeling and Simulation

MECA 1270 3.00 Credits

This course will provide students with the understanding of the interaction of the parts of a system, and of the system as a whole. A unified approach to modeling of dynamic systems using computer simulation and model validation is used. Emphasis will be on modeling and simulation of mechanical parts and assemblies, electronic circuits, fluid power systems and PLC controlled automation systems. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisites: MECA 1131)

Sensors and Control

MECA 2110 3.00 Credits

This course will provide students with the principles of measurement and control systems. The student will gain an understanding of different sensor technologies used to measure and detect physical properties used in a variety of electro mechanical, electro hydraulic and electro pneumatic systems. The student, through lab work, will also learn how to use and troubleshoot sensors used in open and closed loop control systems. Technical writing skills and safety procedures will be implemented throughout the course. This course assumes the student understands basic electrical, mechanical,

and programming concepts. (Prerequisites: MECA 1122)

SolidWorks II

MECA 2115 3.00 Credits

Student will advance their SolidWorks skills beyond core concepts of parts, assemblies and drawings. Learning outcomes are designed to prepare students in the more advanced concepts evaluated in the Certified SolidWorks Associate Exam in areas such as: Advanced Parts, Advanced Assemblies, Advanced Surfacing, Sheet Metal, Routing and Simulation. (Prerequisite: None)

Fluid Power 1

MECA 2120 3.00 Credits

This course provides the basics of fluid powered devices and systems found in modern industrial machinery and automation. Topics include proper safety procedures, basic laws of fluid mechanics, standard symbols, pumps, control valves, control assemblies, actuators, maintenance procedures, and switching and control devices. At the completion of this course, the student will be able to apply basic laws of fluid mechanics to design and specify characteristics of a pneumatic system; select and size actuators and control valves, and match the pneumatic components with its American National Standards Institute (ANSI) symbol. Upon completion of this course, the student should be able to identify long-term symptoms associated with a lack of preventive maintenance of pneumatic components while demonstrating good safety practices including lock out procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: None)

Mechanical Systems 2

MECA 2123 3.00 Credits

This course includes an introduction to mechanical drives, bearing mechanisms, shaft alignment, shaft coupling, clutches and brakes. Also included is an introduction to industrial rigging using slings, hoists, cranes, scaffolds and ladders. Troubleshooting of mechanical systems will be emphasized. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: MECA 1223 and PHYS 101 or equivalent)

Fluid Power II

MECA 2130 3.00 Credits

This course provides the basics of hydraulically operated devices and systems found in modern

industrial machinery and automation. Topics include proper safety procedures, basic laws of fluid mechanics, standard symbols, pumps, control valves, control assemblies, actuators, maintenance procedures, and switching and control devices. At the completion of this course, the student will be able to design and specify characteristics of a hydraulic system, select and size actuators, and match the hydraulic component name with its American National Standards Institute (ANSI) symbol. Additionally, the student should be able to identify long-term symptoms associated with a lack of preventive maintenance of hydraulic components while demonstrating good safety practices including lock out procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: MECA 2120)

Mechatronics Systems Operations II

MECA 2150 3.00 Credits

This course will focus on advanced principles of Programmable Logic Controllers (PLC). The student will become familiar with interfacing input and output with automation motion control systems used in manufacturing. Introduction of analog inputs and outputs, internal registers and tables, comparison functions, computational functions, data move functions, subroutines, data manipulation and sequencing functions, high speed counting, analog functions, trigonometric and advanced math functions. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: MECA 1250)

Micromechanical Measurement and Positioning

MECA 2220 4.00 Credits

This course will provide students with the principles of measurement, control and monitoring systems. The student will gain an understanding of different measurement and tracking tools such as vision systems, RFID tags and sensor technologies used to measure, detect and track the physical properties used in a variety of mechanical and fluid power systems. The student, through lab work, will also learn how to implement this knowledge in control systems. Technical writing skills and safety procedures will be implemented throughout the course. This course assumes the student understands basic electrical, mechanical, and programming concepts. (Prerequisites: MECA 2120, and 2150, or Instructor approval)

Robotics

MECA 2230 4.00 Credits

This course will provide students with the principles of programming and control of automated systems and multi-axis robotic systems in an industrial environment. The student will gain the ability to simulate program, and implement various types of automated machine systems, integrate actuators and sensors commonly found in robotic systems, and setup an automated robotic work cell. The student will also perform fundamental automated system troubleshooting procedures. Technical writing skills and safety procedures will be implemented throughout the course. This course builds on the student's understanding of basic electrical, mechanical, pneumatic, and programming concepts. (Prerequisite: MECA 2150)

Robotics

MECA 2235 3.00 Credits

This course will provide students with the principles of programming and control of multi-axis robotic systems used in an industrial environment. The student will gain the ability to program FANUC Robots and setup an automated robotic work cell. The student will also perform fundamental automated system troubleshooting procedures. Technical writing skills and safety procedures will be implemented throughout the course. This course builds on the student's understanding of basic electrical, mechanical and programming concepts. (Prerequisites: MECA 2110 Sensors and Controls and MECA 2150 Mechatronics System Operation II)

Senior Project

MECA 2240 1 - 5 Credits

The Senior Project at South Central College (SCC) is an opportunity for students to demonstrate what they know and to showcase their achievement. The project must be successfully completed as a component of the Mechatronics program, which is a required course for all graduating seniors. The Senior Project is a fitting conclusion to a student's education because through this endeavor, one is able to demonstrate accumulated skills in reasoning, research, problem solving, human interaction, organization, and public speaking. This course may also include an internship and will follow the SCC internship guidelines. This course may also be taken in variable increments of 1 to 5 credits. (Prerequisite: MECA 2150 - Mechatronics Systems Operations I or consent of Instructor)

Mechatronics Systems Operations III

MECA 2250 3.00 Credits

This course will focus on advanced principals of Programmable Logic Controllers (PLC). The student will become familiar with interfacing input and output with automation motion control systems used in manufacturing. Introduction of PLC networking, Supervisory Control and Data Acquisition (SCADA), Proportional - Integral - Derivative (PID) Control and the use of Human Machine Interface (HMI) in a Control System. Troubleshooting exercises, technical writing assignments and safety procedures will be implemented throughout the course. (Prerequisite: MECA 2150)

MGT - Courses in Marketing

Sales Management

MGT 2800 3.00 Credits

This course is designed to provide the student with an opportunity to apply concepts and competencies gained from their academic studies. Training plans that are competency-based will be developed. (Prerequisites: MKT 1800)

Retail Management

MGT 2810 3.00 Credits

This course focuses on the changing demographics of retail marketing, the growth of new retail formats and the use of information technology to enable quick responses to market dynamics through customer service, vendor-retailer partnering and employee diversity. (Prerequisites: None)

Introduction to Management Information Systems

MGT 2820 3.00 Credits

This course is an introduction to management information systems (MIS) and involves the interactions between technology and business practices. The course involves the planning, organizing and controlling of information technologies related to organizational objectives. Specific attention will be given to database management with a focus on contact management. The course also involves the use of spreadsheet applications, collaborative tools, and other technologies utilized in the business environment. (Prerequisites: None)

Retail Operations

MGT 2830 3.00 Credits

This course focuses on the components of retail operations and design. Retail design includes the necessary use of display for the effective visual presentation of goods and services. Opportunities will be provided to utilize the principles and techniques that are common to display work in various types of businesses. Emphasis will be placed on design, color, tools, materials and installation of displays. Topics include: design principles, color principles, tools and materials of the trade, props and fixtures, lighting and signing, installation of displays, store planning and safety.

MKT - Courses in Marketing

Introduction to Sales

MKT 1800 3.00 Credits

This course serves as a foundation for future sales courses. The instructional approach combines both traditional and innovative presentations of course content that is dependent upon student involvement. The content covers the role of sales, steps of the selling process, the importance of communication skills and a positive attitude. In addition, special attention is devoted throughout the course on how the salesperson is viewed as an ambassador for the company that they represent. (Prerequisite: None)

Principles of Marketing

MKT 1810 3.00 Credits

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

Internship

MKT 1817 3.00 Credits

This course allows the student to receive practical experience in his/her chosen career area. A training plan outlining what will be learned is jointly developed among the student, employer and college. (Prerequisites: None)

Introduction to Business

MKT 1820 3.00 Credits

This course covers the basic fundamentals of the

world of business. Emphasis will be placed on the nature of business and the trends that will change the way business is conducted in the twenty-first century. The latest technology and business terms will provide an updated look at the business world.

Customer Service

MKT 1830 3.00 Credits

This course covers the importance of customer service and how the student can achieve quality customer service. Total Quality Management is an essential part of customer service and how quality service is relayed to the consumer. This course explains how to develop a service attitude, dealing with various types of customers, handling customer complaints, decision making and using the team concept.

Principles of Advertising

MKT 1840 3.00 Credits

This course provides a broad overview of the entire advertising and sales promotion industry. The focus will cover the entire spectrum of paid and non-paid activities designed to encourage the purchase and use of products, services and ideas. Discussion will include theory and practice about advertising media, public relations, packaging, special events, creation of ads and evaluation.

Professional Development I

MKT 1850 1.00 Credits

This course focuses on the importance of professionalism and leadership opportunities. Students will have the opportunity to improve their understanding, interpretation and participation in a variety of activities within the college and their community. Attendance in professional conferences, seminars and meetings will be required.

Marketing and Business Management Practicum

MKT 1860 2.00 Credits

This course is designed to assist Marketing and Business Management Students in learning more about actively giving back to the community through student learning projects and participating in internationally affiliated competitions through Collegiate DECA. Students will experience volunteer opportunities and professional growth opportunities through classroom projects and by attending professional development conferences in and outside of the state of Minnesota. Students will have the opportunity to meet and compete against similar

two and four year institutions to improve personal and professional growth in the field of Marketing and Business Management. (Prerequisite: None)

Internet Marketing

MKT 1875 2.00 Credits

This course provides an overview of Internet marketing and electronic commerce marketing. Issues involved with Business to Consumer (B2C), Business to Business (B2B), and Consumer to Consumer (C2C) E-Commerce will be explored.

Principles of Management

MKT 1900 3.00 Credits

This course will introduce the student to the responsibilities and roles of managers and supervisors. Course focus will be on topics related to the management functions of planning, organizing, leading and controlling. Project management, the decision-making process, organizational structures and team skills will be explored. (Prerequisites: None)

Entrepreneurship

MKT 1910 3.00 Credits

This course utilizes a variety of tools to stimulate student interest and to promote learning. We will discuss the importance of entrepreneurship in our business climate with an emphasis on the small business. The course culminates with each student creating parts of a business plan. (Prerequisites: None)

Marketing Research

MKT 1920 3.00 Credits

This course involves practical application of the concepts of involved in marketing research. Students will work in teams to explore the fundamentals of marketing research by completing a major project. The course content includes: finding secondary data, conducting focus groups, organizing observational research, creating surveys, statistical analysis and report writing.

Human Resource Management

MKT 1930 3.00 Credits

This course focuses on human resource management issues. The course covers the techniques and legal aspects of recruiting, hiring, firing, promotion, documentation, evaluation and other areas essential to the personnel function. (Prerequisites: None)

Leadership Strategies

MKT 1940 3.00 Credits

This course is designed to help students recognize their leadership potential and help improve their interpersonal skills needed in today's workplace. Students will explore various leadership strategies through self assessment and reflection. Self assessments will then be used to provide the framework for developing career portfolios. Resume development, interviewing skills and networking are an integral part of the course.

Special Topics in Marketing

MKT 1950 2.00 Credits

All Special Topics in Marketing courses help students understand how marketing is part of and impacts consumers, business and society. Students will explore broad marketing concepts such as products, price, distribution and promotion through a specific topic of relevance. Any Special Topics in Marketing offering will be specially designed by an SCC Marketing instructor to appeal to SCC students. The instructor has chosen the subject material related to his or her interests, students' interests, or his or her teaching expertise. (Prerequisite: None)

Internship

MKT 2817 3.00 Credits

This course allows students the opportunity to continue to develop their marketing & management skills in an internship. (Prerequisites: None)

Marketing Management Internship

MKT 2827 1 - 3 Credits

This course allows the student to receive practical experience in his/her chosen career area. This internship is designed to offer students a customized experience. A training plan, outlining what will be learned, is jointly developed between the student, employer and the department site coordinator. This course is designed for students in Restaurant Management who need a minimum of 9 credits of internship or for Marketing Management or Business Management students wishing to further their internship experience with elective credits. (Prerequisites: It is recommended, after advisor review, that students register for this variable credit course after completing MKT 1817 & 2817)

MULT - Courses in Multimedia Technology

Multimedia Technology Capstone

MULT 2285 1 - 4 Credits

The student will propose and produce a project in their area of interest. This plan is based on the college's and the program's core competencies. One credit of Capstone is equal to 32 hours.

(Prerequisites: ART 140 Digital Photography 1 and ART 170 Video Production 1, OR instructor permission)

Multimedia Technology Internship

MULT 2295 1 - 4 Credits

This course is designed to provide the student with a purposeful occupational experience in the Multimedia Technology field. Each internship is an individualized experience. A plan is created for each student in conjunction with the training site to provide experience related to the skills and knowledge acquired in the program. This plan is based on the college's and the program's core competencies. One credit of Internship is equal to 48 hours. (Prerequisites: ART 140 Digital Photography 1 and ART 170 Video Production 1, OR instructor permission)

MUSC - Courses in Music

Music in the Global Culture

MUSC 100 3.00 Credits

This course is a historical study of music and its relation to culture and society including a brief survey of the elements of music, incorporating the extensive use of audio recordings. Attendance at a live performance is required. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

Class Guitar

MUSC 121 2.00 Credits

This class will offer our students the chance to learn how to play the guitar at the beginners level. Students who take this class must provide their own guitar. There will be individual instruction with the student along with class instruction. Students will start with the basics of how to tune their guitar both in standard tuning and alternate tunings. They will then create selected musical scale and learn how to play them on the guitar. They will then learn basic open-chords and bar-chords and how to play them in proper order. We will look at simple chord

progressions of pop, rock and country music and will then learn how to play them on their guitar.

Students will also learn the basics of a guitar solo. (Prerequisite: None) (MNTC 6: Humanities & Fine Arts)

Music Theory 1

MUSC 131 2.00 Credits

Music Theory 1 focuses on written music notation skills including scales, tonality, key modes, intervals, transposition, chords, cadences, non-harmonic tones and melodic organization. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher)

Vocal Ensemble - Concert Choir

MUSC 141 1.00 Credits

Vocal Ensemble is a performing ensemble. Students will meet for rehearsals three times a week and learn a repertoire of both traditional and modern songs while practicing appropriate vocal techniques. After learning their music for several weeks in the semester, the vocal ensemble will perform at selected elderly and assisted care facilities in the area. (Prerequisite: None)

NURS - Courses in Nursing

Foundation of Nursing

NURS 1110 2.00 Credits

This course introduces the student to the basic concepts in nursing. Students will discuss the role of the LPN as it relates to the nursing process and professionalism. Communication strategies will be applied for communication techniques, standardized communication, and documentation methods. Students will discuss cultural influences in health care. Legal and ethical aspects related to nursing will be discussed. Physical comfort, safety concerns, and nutrition are identified for health promotion using evidence-based practice concepts. Physical and psychological disorders are explained in the elderly population. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

Clinical Foundation

NURS 1150 3.00 Credits

This course provides an opportunity to integrate laboratory and actual clinical learning with supervised client care in a healthcare setting.

Students utilize the nursing process to collect data, implement nursing interventions and administer medications, and begin the documentation process. Nursing care is individualized to meet each client's needs with consideration of the client's culture. Emphasis is placed on organization, critical thinking, therapeutic communication and a holistic approach to client care. Professional behavior is an expectation in this course. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

Nursing Interventions

NURS 1175 3.00 Credits

This course provides students the opportunity to learn nursing procedures in a simulated supervised lab setting. Basic comfort and safety devices will be demonstrated. Body systems are reviewed with an emphasis on the neurological, respiratory, gastrointestinal and genitourinary systems. Infection control theories and infection preventative measures will be described. Demonstration of interventions and use of devices related to asepsis, oxygenation, and elimination will be achieved. Introduction to common conditions associated with assessments and interventions will be explored. Concepts for care of the elderly will be applied. Critical thinking and medical terminology are threaded throughout the course. Students will be required to demonstrate skills learned in the laboratory setting. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

Pharmacology for Practical Nurses

NURS 1220 2.00 Credits

This course will address basic concepts of pharmacology and the effects on the body. The course focuses on drug classifications as they apply to all body systems. Understanding the therapeutic and adverse drug effects and appropriate actions will be addressed. The student will describe federal regulations to guide practice. The role of the practical nurse for client medication administration will be discussed using credible resources. (Prerequisite: Acceptance into Nursing Program is required in order to register for Nursing Courses)

Medication Administration

NURS 1275 1.00 Credits

This course introduces the student to the six rights

of medication administration. The course will include non-parenteral administration routes including: oral, topical, nasal, rectal, eye, and ear. The course will also address safe medication administration utilizing the parenteral routes including: topical, intradermal, subcutaneous, intramuscular, and intravascular. Medication dosage calculations competency is expected. Medical terminology and abbreviations are threaded throughout the course. Best practices related to medication administration for the practical nurse will be used. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

Application of Nursing

NURS 1310 4.00 Credits

This course introduces the student to disease processes of the body systems: integumentary, respiratory, gastrointestinal, genitourinary, endocrine, cardiovascular, hematological, lymphatic, immune, neurological, sensory, reproductive, and musculoskeletal. Students will recognize signs and symptoms, as well as identify diagnostic tests, medications, and nutrition in the study of body system diseases. The student will use the nursing process to select effective treatments and interventions specific to the altered body systems. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

Clinical Application

NURS 1350 4.00 Credits

Students will apply nursing theories for clients with a variety of health conditions and altered body systems. Application of knowledge includes client interaction across the lifespan in a variety of laboratory and actual health care settings. Nursing interventions are individualized to meet each client's needs with consideration of the client's culture. The nursing process is implemented with an emphasis on critical thinking. Organizational skills are developed with an opportunity to care for multiple clients. Students may have the opportunity to observe the role of the nurse in specialty areas. Students will demonstrate effective communication with other members of the health care team. Professional nursing behavior will be demonstrated. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal.

(Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

Laboratory Application

NURS 1375 2.00 Credits

This course facilitates preparation for the future role of a licensed practical nurse (LPN). Emphasis is placed on understanding concepts of organizational structure and managing care as it relates to the LPN role and practice. Students will demonstrate ability to function within a variety of simulated client situations across the lifespan. Information technology including evidence-based practice will be used to meet client needs. Time management, prioritization, and effective, professional communication will be used to manage client care, enhance teamwork, and provide accurate information as a member of the interdisciplinary team. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

Maternal Child Nursing

NURS 1410 2.00 Credits

The concepts of pregnancy, the fundamental principles of labor and delivery, and nursing care of the mother and newborn will be described and applied. The student is introduced to the fundamental concepts of growth and development. Common illnesses and disorders of the newborn and the child will be discussed. Throughout the course, maternal child nursing and pediatric care will include communication skills, specific medications, vaccinations, laboratory tests, assessments, nutrition, and cultural influences. Maternal child and pediatric quality care issues and current will be discussed. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

Psychosocial Nursing

NURS 1610 2.00 Credits

This course introduces students to concepts in mental health and mental illness. The impact of culture and value systems on mental health is identified. Treatments discussed include medication and behavior therapy, crisis intervention, and group therapy. Appropriate nursing interventions for clients exhibiting maladaptive behaviors will be discussed. Clinical experience is included to reinforce theoretical concepts and quality client care.

(Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

LPN to RN Role Transition

NURS 2200 4.00 Credits

This course is intended to assist students to transition from the role of the Licensed Practical Nurse to the Associate Degree Nurse. Learning opportunities will occur in lecture, laboratory, and clinical settings. Transitional topics include differences in the scope of practice between the licensed practical nurse and the registered nurse. The nursing process is used as a framework for critical thinking and problem solving. Current and future trends in healthcare will be explored. Legal and ethical issues as they relate to nursing are discussed. (Prerequisite: Acceptance into Nursing Program is required in order to register for Nursing Courses)

Semester 1 Fundamentals

NURS 2220 1.00 Credits

This course introduces the student to the basic concepts in nursing. Topics include: nursing process, critical thinking, communication, cultural competence, professionalism, the multi-disciplinary team, scope of practice, nutritional concepts, and legal and ethical issues. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

Semester 1 Pharmacology

NURS 2230 2.00 Credits

This course provides students the opportunity to learn pharmacology concepts and biological influences on body systems. Drug classifications will provide the foundation for learning medications within groups including desired and undesired effects. Standards for safe practice will be identified. Students will use the nursing process for medication management. Use of current pharmacology and technology resources will be identified. (Prerequisite: Acceptance into Nursing Program is required in order to register for Nursing Courses)

Fundamental Concepts

NURS 2240 2.00 Credits

This course introduces the student to the basic concepts in nursing. Topics include: nursing process, critical thinking, communication, cultural competence, professionalism, the multi-disciplinary team, scope of practice, nutritional concepts, and legal and ethical issues. (Prerequisites: Acceptance

into Nursing Program is required in order to register for Nursing Courses)

Semester 1 Clinical Practice

NURS 2250 2.00 Credits

This course provides an opportunity to integrate laboratory and supervised client care in the long-term health care setting. Students utilize the Nursing Process to collect data, implement nursing interventions and administer medications. Emphasis is placed on organization, critical thinking, therapeutic communication, and use of the EHR (electronic health record). Professional behavior will be modeled including ethics, maintaining confidentiality, and recognizing the hierarchy structure in health care. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisite: Acceptance into Nursing Program is required in order to register for Nursing Courses)

Semester 1 Skills Lab

NURS 2275 2.00 Credits

This course provides students the opportunity to learn basic nursing procedures, equipment, and health assessments in the laboratory setting. The six rights of medication administration and dosage calculation will be explained and practiced. Medical terminology, abbreviations, and documentation will be threaded throughout the course. Credible nursing resources will be identified. Competencies related to infection control, asepsis, patient safety, mobility, vital sign measurements, oxygenation, and elimination will be achieved. (Prerequisite: Acceptance into Nursing Program is required in order to register for Nursing Courses)

Semester 2 Med-Surg Basics

NURS 2320 3.00 Credits

This course will focus on the medical-surgical nursing basics for assessment and planning of the care for adult patient with common illnesses. The emphasis is on the following systems/conditions: cardioavascular, respiratory, endocrine, neurological, musculoskeletal, gastrointestinal, and renal. Case studies, discussions, group projects, software programs, and exams will be utilized in identifying the patient's response to illness. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

Semester 2 Clinical Practice

NURS 2350 4.00 Credits

Students apply theory related to alteration in body systems through observation, assessment and interaction with clients in laboratory and acute care settings. Nursing interventions are individualized to meet each client's needs with consideration of the client's culture. The Nursing Process is implemented with an emphasis on critical thinking. Organizational skills are developed with opportunities to care for multiple clients. Students will demonstrate effective communication with other members of the multidisciplinary health care team. Professional nursing behavior will be demonstrated. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

Semester 2 Skills Lab and Pharmacology

NURS 2375 2.00 Credits

Students will refine nursing skills including performing a health history, assessments, pharmacology, math competence, and advanced skills in the laboratory setting to enhance the acute care clinical experiences. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

Semester 3 Maternal-Child Health

NURS 2420 2.00 Credits

This course introduces the student to the specialty area of Maternal Child Health. It will explore the unique health care considerations of women, children and their families. Incorporating growth and development theories, culture, legal, and ethical implications, and family centered patient education. This course explores antepartum, intrapartum, postpartum, well-child care, and pediatric health issues and health promotion. The importance of family centered care is emphasized. (Prerequisites: Successfully complete all Semester 2 Courses in order to advance to Semester 3 Courses)

Semester 3 Mental Health

NURS 2430 2.00 Credits

This course introduces the student to the specialty area of Mental Health. The Mental Health content will explore the unique health care considerations for persons with mental illness across the lifespan.

(Prerequisites: Successfully complete all Semester 2 Courses in order to advance to Semester 3 Courses)

Semester 3 Clinical Practice

NURS 2450 4.00 Credits

This course will focus on the client with specialized needs across the lifespan. Students will have the opportunity to explore the wonder of human gestation from conception to post-partum care of the newborn and mother. Pediatric nursing will be experienced in the clinical and simulation setting where theories of growth and development will be foundational in designing patient care. Family-centered care will be examined as the context of client development, response to illness and health promotion. External systems such as culture and religion will be considered as influencing client health and illness. Students will provide care for the client with complex multiple needs in the clinical setting. Concepts of mental health and illness will be explored in the clinical and simulation setting. Students will have the opportunity to observe, experience, and design nursing care for the hospitalized and community client with mental health needs. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Successfully complete all Semester 2 Courses in order to advance to Semester 3 Courses)

Semester 3 Clinical Practice Specialty

NURS 2455 3.00 Credits

This course will focus on the client with specialized needs across the lifespan. Students will have the opportunity to explore the wonder of human gestation from conception to post-partum care of the newborn and mother. Pediatric nursing will be experienced in the clinical and simulation setting where theories of growth and development will be foundational in designing patient care. Family-centered care will be examined as the context of client development, response to illness and health promotion. External systems such as culture and religion will be considered as influencing client health and illness. Students will provide care for the client with complex multiple needs in the clinical setting. Concepts of mental health and illness will be explored in the clinical and simulation setting. Students will have the opportunity to observe, experience, and design nursing care for the hospitalized and community client with mental health needs. This course will also cover the

characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Successfully complete all Semester 2 Courses in order to advance to Semester 3 Courses)

Semester 4 Leadership

NURS 2520 1.00 Credits

This course introduces concepts related to leadership skills and management for nurses within the multidisciplinary health care team. Healthcare policy and regulatory processes impact on nursing practice are analyzed. Ethical principles and diversity are reviewed. Quality improvement concepts in health care are examined. Community service and education projects are implemented. (Prerequisites: Successfully complete all Semester 3 Courses in order to advance to Semester 4 Courses)

Semester 4 Med-Surg Acute

NURS 2530 4.00 Credits

This course synthesizes knowledge from previous semesters to provide care for hospitalized patients with complex medical-surgical needs. (Prerequisites: Successfully complete all Semester 3 Courses in order to advance to Semester 4 Courses)

Semester 4 Med-Surg Acute

NURS 2540 3.00 Credits

This course synthesizes knowledge from previous semesters to provide care for hospitalized patients with complex medical-surgical needs. (Prerequisites: NURS 2410, 2450, BIOL 270, COMM 130)

Semester 4 Clinical Practice

NURS 2550 4.00 Credits

This course offers opportunities to care for patients across the lifespan in a variety of medical-surgical settings. The student will have opportunity to apply theory to practice in complex clinical situations. Critical thinking is supported by best practice and threaded throughout the course. The leadership role is explored in clinical and simulated laboratory experiences. The student nurse will be mentored by a practicing Registered Nurse in the patient care setting. The student will establish learning outcomes and identify areas of growth. Students will demonstrate professionalism and accountability for their actions. (Prerequisites: Successfully complete all Semester 3 Courses in order to advance to Semester 4 Courses)

Semester 4 Med Surg Advanced

NURS 2560 3.00 Credits

This course synthesizes knowledge from previous semesters to provide care for hospitalized patients with complex medical-surgical needs. (Prerequisites: Successfully complete all Semester 3 Courses in order to advance to Semester 4 Courses)

OTEC - Courses in Office Technology

Computer Basics

OTEC 0100 2.00 Credits

The Computer Basics course is designed for students with little or no computer experience. In a small group setting, students will learn the basics of using a computer. Students will apply the information learned through a lecture to a hands-on, in-class experience lead by a knowledgeable instructor. (Prerequisites: None)

Computer Software for College

OTEC 1001 2.00 Credits

This course covers basic information about computer hardware and software and the use of computer software as a business productivity tool. Students will be given introductory training on a Windows operating system and the common business applications of word processing, spreadsheets, database, and presentation graphics. This course is designed to equip the student with knowledge of hardware and software applications. This course will cover the business application software that will be used in more advanced courses. (Prerequisites: Basic computer skills or Computer Basic class; mouse proficiency, keyboarding skill of 25 words per minute)

Transactional Law

OTEC 1725 3.00 Credits

This course will include an in-depth discussion and hands on experience in creation of documents for Minnesota real estate, probate, and corporate Law. Students will create documents and proofread for accuracy. Emphasis will be on Minnesota Law. (Prerequisites: Students must type at least 35 words per minute and have a working knowledge of Microsoft Word)

Civil Procedures

OTEC 1730 3.00 Credits

This course will include an in depth discussion and

hands on experience in creation of documents for the Minnesota and federal court systems, civil litigation and appeal procedures. Students will create documents and proofread for accuracy. This course will emphasize Minnesota procedures. (Prerequisites: Students must type at least 45 words per minute and have a working knowledge of Microsoft Word)

Keyboarding for College

OTEC 1790 2.00 Credits

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

Keyboarding for Speed and Accuracy

OTEC 1815 2.00 Credits

This course follows the basic keyboarding techniques using the touch method. Emphasis is on building speed and accuracy on a computer keyboard. It will require extensive and systematic skill building to achieve and improve speed and accuracy. (Prerequisite: A minimum speed of 35 words per minute on a 3-minute timed writing, with 3 errors or less)

Business English

OTEC 1820 3.00 Credits

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

Microsoft Excel

OTEC 1822 4.00 Credits

This course prepares students to work with Microsoft Excel 2013 in a career setting or for personal use. It begins with the introduction of concepts such as creating, editing, and formatting worksheets in a uniform, attractive style. It includes inserting formulas, creating charts, and enhancing the display of worksheets of varying complexity. The course will move on to the advanced concepts and

features of formatting, using functions, analyzing numerical data, and projecting outcomes to make informed decisions. Features of protecting workbooks, using macros, using pivot tables, and customizing the Excel environment are also included. Current communication needs will be met by including hyperlinks to external information, as well as importing, exporting, and sharing data. (Prerequisite: None)

Business Presentations

OTEC 1840 3.00 Credits

This course is designed to teach students how to organize, analyze and present information in a professional setting. Students will learn the skills needed to build eye-catching presentations that communicate key information to audiences in business, academics, and organization settings. The learner will compose individual and composite presentations using text, graphs, sounds, and images. (Prerequisites: Basic Windows navigation skills required, applications software knowledge very helpful, speech course also helpful)

Microsoft Word

OTEC 1860 4.00 Credits

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

Employment Search Skills

OTEC 2000 2.00 Credits

This course introduces students to a process for developing self-awareness - considering career opportunities, constraints, choices, and consequences - identifying career related goals - and planning of work, education, and related experiences to attain specific career goals. Students will also create job search documents and develop interviewing skills. The students will develop an understanding of and appreciation for the job search process. Students will use Internet and library resources.

Family and Criminal Law

OTEC 2735 3.00 Credits

This course will include an in depth discussion and hands on experience in creation of documents for the Minnesota family law and criminal procedures. Students will create documents using word processing and proofread for accuracy. Minnesota procedures will be emphasized. (Prerequisite: OTEC 1730)

Legal Editing and Proofreading

OTEC 2740 3.00 Credits

This course covers transcription of dictated material into a variety of usable legal documents using word processing equipment/software. Emphasis will be on forms and materials, editing, proofreading, and correcting errors. (Prerequisites: OTEC 2735)

Office Keyboarding

OTEC 2800 3.00 Credits

This course covers the continuing development of keyboarding speed and accuracy. Advanced document formatting, such as letters, tables with special features, templates, labels, mail merges, multi-page reports, columns, etc., will be included. Students will continue to develop proofreading skills as they format documents from straight copy, rough draft, handwritten copy, and arranged and unarranged sources. (Prerequisite: OTEC1815 or advisor approval with a minimum keyboarding speed of 45 words per minute on a 3-minute timing, with 3 errors or less)

Computer Technology

OTEC 2810 3.00 Credits

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

Office Procedures

OTEC 2814 4.00 Credits

The course Office Procedures emphasizes the skills students need to meet the challenges of the constantly changing workforce. Students will learn the importance of developing an effective professional image, appropriate selfmanagement,

and the importance of working successfully in teams. Also, this course stresses development of essential administrative professional skills including written and verbal communications, global communications, paper and electronic records management, event planning, travel arrangements, and workplace mail and copying. Emphasis is also placed on the development of soft skills such as etiquette, selfmanagement, teamwork, ethics, leadership, and customer service. Students will also learn how to effectively use Microsoft Outlook to manage email, contacts, and calendars/scheduling. Students will learn how to create tasks and notes as well as customize, integrate, and archive Outlook components. (Prerequisite: OTEC1860)

Employment Portfolio

OTEC 2815 3.00 Credits

This course is a capstone course for the Office Administration and Technology Program and will focus on developing knowledge that will serve as a foundation for the student's employment search process by assisting him/her in the development of successful marketing strategies for employment by providing the information necessary about the skills, knowledge, attitudes, and interpersonal skills required to secure positions of choice and to be contributing and productive employees. As a capstone course, students are given online assessment of the use of software and keyboarding skills to ensure competence prior to graduation. The Training Skills Assessment (TSA) -- NOCTI will be administered during this course. Students will develop distinctive portfolios to assist in their career search. Limited to final semester Office Administration and Technology program students. (Prerequisites: OTEC 1822 Microsoft Excel, OTEC1860 Microsoft Word, OTEC2810 Computer Technology, OTEC2814 Office Procedures, OTEC2820 Business Communications)

Business Communications

OTEC 2820 3.00 Credits

This course covers the principles of effective writing and requires students to plan, compose, and format a variety of business communications. Emphasis is on proofreading, editing, and revising communications not just to make them correct but also to make them better. Types of communications may include letters, memos, e-mail, announcements, instructions, form letters, and news releases. Specific letter or memo types may include request and

response, claim and adjustment, persuasive, 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. (Prerequisite: OTEC1820)

Microsoft Publisher

OTEC 2830 3.00 Credits

Students will integrate word processing, graphics, and manipulate text graphics to produce professional quality publications. The topics covered are most useful to the student who has prior word processing experience and who needs to understand page compositions and typography for the purpose of preparing documents with flair. The course introduces the concepts, terminology, techniques, and applications of desktop publishing. Design concepts are limited to those useful in business applications and are not intended to present a "graphics/commercial art" focus. The emphasis will be on developing proficiency, preparing applications-based projects, and mastery of the software. Microsoft Publisher 2013: Complete is intended for a first course on Publisher 2013. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required. (Prerequisites: None)

Integrated Information Systems

OTEC 2850 3.00 Credits

This is an intensive course that provides project-based learning with a business scenario setting utilizing critical thinking skills. The projects emphasize the integration of various computer applications to create professional documents. Students will incorporate time management, electronic communication, Internet searches, and current technology practices to be successful in an office work setting. (Prerequisites: OTEC 1822, OTEC 1860, OTEC 2870)

Internship

OTEC 2855 3.00 Credits

This course is designed to provide the student with a purposeful occupational experience in the Office Administration and Technology field. The internship is an individualized experience. A plan is created for each student in conjunction with the training site to

provide experience related to the skills and knowledge acquired in the program. This plan is based on the college's and the program's core competencies. (Prerequisites: OTEC 1822 Excel, OTEC 1860 Word, OTEC 2810 Computer Technology, OTEC 2814 Office Procedures, OTEC 2820 Business Communications or Internship Coordinator's approval)

Office Management

OTEC 2860 3.00 Credits

This course covers the managerial and organizational processes of Administrative Office Management; office environmental management, which include office layout, office environment, and office equipment and furniture; office employee management, which includes selecting, developing, supervising, and motivating office employees as well as performance appraisal, job analysis, job evaluation, salary administration, and work measurement and productivity; office systems analysis; and office functions management. (Prerequisites: OTEC 1860 Microsoft Word, OTEC 2820 Business Communications)

Special Problems

OTEC 2865 1 - 4 Credits

This course allows the student to pursue special projects or areas of interest. The topics and the number of credits must be agreed upon by instructor prior to registration.

Information Resource Management

OTEC 2870 3.00 Credits

This course covers rules and procedures for coding, indexing, filing, and retrieving documents in alphabetical, numeric, geographic, and subject systems. Applications include simulated correspondence filing and card filing using both manual and electronic methods. Students will learn how to use database management software (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)

PHIL - Courses in Philosophy

Ethics in Society

PHIL 100 3.00 Credits

This course studies the foundations for moral beliefs

and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisite: Must have a score of 78 or higher on the Reading Comprehension portion of the Accuplacer test or completion of READ 0090) (MNTC Goal Areas 7, 9)

World Religions

PHIL 105 4.00 Credits

This course is a basic introduction to the major world religions including Hinduism, Buddhism, Judaism, Christianity and Islam. It also explores related issues in the Philosophy of Religion. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

Philosophy and Popular Culture

PHIL 110 3.00 Credits

This course introduces some basic concepts in philosophy and identifies positions taken on these concepts by important figures in the Western tradition. This course utilizes examples from popular culture to illustrate and elucidate these ideas and critically analyzes themes within and specific aspects of contemporary culture. Finally, it encourages students to articulate, develop, and defend their own views on perennial issues in philosophy. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6: Humanities and Fine Arts)

Global Philosophies

PHIL 115 3.00 Credits

This course provides a practical introduction to the discipline of philosophy. In addition to exploring what philosophy has meant in Western society, this course will survey perspectives on philosophy in non-Western cultures -- including Indian, Chinese and indigenous traditions. It will explore how different philosophical schools have answered several "essential questions" regarding human nature, the purpose of life, and how society should be structured to maximize human flourishing.

Special emphasis will be placed on philosophies which offer practical guidance for living, and students will be encouraged to develop and articulate their own philosophical perspective. (Prerequisite: Must have a score of 78 or higher on the Reading Comprehension portion of the Accuplacer test or completion of READ 0090) (MNTC Goal Areas 6, 8)

Logic

PHIL 130 4.00 Credits

In this course we will explore some of the methods and principles that distinguish logically correct from incorrect reasoning. We will also learn to use formal techniques to evaluate the cogency of everyday argumentation. Most of the semester will be spent becoming familiar with a variety of elementary logical techniques and rules: distinguishing inductive from deductive arguments, valid from invalid arguments, mastering the formal rules of inference, truth tables and the propositional logic. Some find this material fascinating in its own right. Others value logic for the light it casts on everyday argumentation, and for its uses in philosophy, mathematics, and computing. Logical skills are not only an important component of aptitude tests such as the GRE and LSAT, but are also valuable in almost any course or job that involves using analytical techniques. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 2, 4: Critical Thinking, Mathematical/Logical Reasoning)

Medical Ethics

PHIL 150 3.00 Credits

This course examines the moral problems confronting medical providers and surveys the broader field of bioethics. After providing a general introduction to ethical concepts and theories, it focuses on specific issues relating to the American health care system, including access to care, inequality, obesity, reproductive rights, end-of-life care, disability, organ transplantation, and alternative medicine. Emphasis is placed on practical application of moral principles and critical analysis of case studies. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090 with a grade of C or higher) (MNTC Goal Areas 2, 9)

Special Topics in Philosophy:

PHIL 205 1 - 3 Credits

All PHIL 205 courses will help students learn about other areas of philosophy which are important to the study of other disciplines and philosophy itself. Students will explore broader areas of philosophical concern such as metaphysics (free-will, truth, realism, universals, necessity/contingency, causation, mind, time, God, etc.); epistemology (skepticism, inferential justification, knowledge, internalism/externalism, a priori/a posteriori, closure, direct/indirect realism, memorial knowledge, etc.); meta-ethics (moral knowledge, oral realism/anti realism, ethical intuitionism, reductionisms such as utilitarianism, relativism, subjectivism, divine command theory, contractarianism, Aristotelianism/teleology, virtue ethics, etc.). Furthermore, students can also focus on political philosophy, philosophy of religion, and philosophy of science or specialize in some facet of the above topics. All PHIL 205 courses will emphasize the use of primary texts and the development of philosophical thought throughout history. These courses will focus on the most basic questions of human existence (this indeed is philosophy) such as truth, knowledge, free-will, moral rightness, justice, and so forth. We assume answers to these questions in every other study we partake in. For instance, science presupposes the legitimacy of inductive reasoning, the law of non-contradiction, the justification of using inference to the best explanation, the uniformity of nature, the reliability of perception, the nature and possibility of a posteriori knowledge and others. These courses will deal with the questions we presuppose answers to in discussing those things that matter to us. In the end, PHIL 205 courses will give philosophy instructors and students the opportunity to explore areas of philosophy which are of interest not only to the psychologist, historian, and novelist, but also to those who wish to pursue a career in philosophy or become competent in philosophical problems. As Socrates said, "the unexamined life is not worth living." These courses will help encourage others to avoid the unexamined life. (Prerequisite: Any 100 level PHIL course or instructor permission) (MNTC 6: Humanities and Fine Arts)

Environmental Ethics

PHIL 210 3.00 Credits

This class explores the place of human beings within the broader ecosystem, focusing on the

environmental impact of human behavior and sustainable alternatives to consumerist lifestyles. In addition to surveying the scientific evidence for the ecological problems humans cause, it addresses the political, economic, cultural, philosophical and religious dimensions of the current environmental crisis. The class also includes discussion and application of solutions to these problems, encouraging students to become involved in environmental activism and consider changes in their own behavior. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090 with a grade of C or higher) (MNTC 9, 10: Ethical and Civic Responsibility, People and the Environment)

Business Ethics

PHIL 215 3.00 Credits

The intent of this course is to show that the world of business traffics in the world of ethics. Business is not a neutral domain where one may do as one pleases. For instance, there is the question of what sorts of obligations businesses have toward their employees. Do businesses have a positive moral duty to promote social goods? Do they have a primary obligation or do their moral responsibilities comprise a set of different and equally important obligations? We will examine several views of the moral relation between businesses and others including the stockholder theory and the stakeholder theory. The goals of this course are to become acquainted with the architecture of morality, master the various moral theories and their unique implications for business, and to gain facility sliding between talk of each and applying each in various business contexts. We will examine various moral theories like utilitarianism and deontological type theories and then examine them in the context of applied business ethical issues. We will also look at broader issues about the nature of a just society and just economy in which the business is to function. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090 with a grade of C or higher) (MNTC 2, 9: Critical Thinking, Ethical & Civil Responsibility)

PHLE - Courses in Phlebotomy

Anatomy & Physiology

PHLE 1000 2.00 Credits

This course provides the student with a basic understanding of the structure and function of the human body. Instruction includes terminology, function, structure, diagnostic tests, and disorders of the anatomical systems. (Prerequisites: MDLT 1810)

Legal/Ethical Issues for Phlebotomists

PHLE 1100 1.00 Credits

This course familiarizes the student with various legal and ethical issues that affect their activities as a healthcare professional. The topics of instruction include, but are not limited to, confidentiality, patient bill of rights, right of privacy, and patient consent. (Prerequisites: MDLT 1810)

Multiskilling for Phlebotomists

PHLE 1200 3.00 Credits

This course cross trains the phlebotomy student in several different skill areas within the laboratory. Instruction includes EKGs, CLIA'88 waived procedures, and POCT (point-of-care-testing). (Prerequisites: MDLT 1810 or Program Director permission)

Internship

PHLE 1300 5.00 Credits

PHLE1300 constitutes the student's clinical rotation. It consists of 160 contact hours of supervised practice of phlebotomy at an affiliated hospital or clinic. Internship experiences are specifically planned and implemented through the coordinated efforts of the faculty and staff of South Central College and the internship site. (Prerequisites: All support and technical phlebotomy coursework must be completed or Program Director permission)

Intro to Phlebotomy

PHLE 1400 4.00 Credits

This course provides an orientation that familiarizes the student with a career in the field of Phlebotomy. The course will include a basic overview of the structure and function of the human body, various legal and ethical issues that affect a healthcare professional and specific phlebotomy topics. These topics include: program policies, certification, safety, infection control, quality control, specimen collection/handling/processing, good laboratory technique and maintaining the standards of a Phlebotomist based on industry criteria.

(Concurrently with PHLE1450 & PHLE 1500 or Program Director permission)

Phlebotomy Skills

PHLE 1450 3.00 Credits

This course teaches students phlebotomy skills which will be further enhanced during the clinical internship. This course also cross trains the phlebotomy student in several different skill areas within the laboratory. Instruction includes EKGs (electrocardiograms), CLIA'88 (Clinical Laboratory Improvement Amendment) waived procedures, and POCT (point-of-care-testing). (Concurrently with PHLE 1400 & PHLE 1500 or Program Director permission)

Phlebotomy Internship

PHLE 1500 3.00 Credits

This course constitutes the student's clinical rotation. It consists of 100 contact hours of supervised practice of phlebotomy at an affiliated hospital or clinic. Internship experiences are specifically planned and implemented through the coordinated efforts of the faculty and staff of South Central College and the internship site. (Prerequisite: Completion of PHLE 1400 and PHLE 1450 with a grade of C or higher.)

PHRM - Courses in Pharmacy Technician

Pharmacy Technician Orientation

PHRM 1110 1.00 Credits

In this course students will gain a historical perspective of the pharmacy profession along with an understanding of the role of the pharmacy technician. Emphasis is placed upon the duties and responsibilities of the pharmacy technician along with an introduction to the various pharmacy practice settings. Students will also be required to complete the required paperwork for the pharmacy technician program. This course is intended to satisfy goals 23 and 41 of the model curriculum for pharmacy technician training, developed by the American Society of Health-System Pharmacists. (Prerequisite: None)

Pharmacy Law and Ethics

PHRM 1111 1.00 Credits

This course will give students a general understanding of the laws and regulations that

govern pharmacy practice. This course will also cover the ethical principles governing the pharmacy technician and the roles they play in a practice setting. This course is intended to satisfy goals 2, 3, 6, 7, 11, 14, 17 and 29 of the model curriculum for pharmacy technician training, developed by the American Society of Health System Pharmacists. (Prerequisite: None)

Retail Pharmacy

PHRM 1112 2.00 Credits

This course is designed to give students an in-depth understanding of the retail pharmacy. Emphasis is placed on the role and responsibilities of the pharmacy technician in the retail pharmacy environment. Students will be given opportunities to apply these skills as active participants in the mock retail pharmacy environment. This course is intended to satisfy goals 1, 2, 3, 5, 8, 9, 10, 24, 26 and 27 of the model curriculum for pharmacy technician training developed by the American Society of Health-System Pharmacists. (Prerequisites: PHRM 1110, 1111)

Pharmacy Math

PHRM 1113 4.00 Credits

In this course students will learn basic terminology, abbreviations and units necessary to perform pharmacy calculations. Pharmaceutical measuring systems and conversions will be addressed as well as a review of calculations pertinent to pharmacy practice. Students will learn to calculate the correct oral and parenteral dosages of drugs and other ingredients using information from prescriptions, medication orders, and drug labels. During the laboratory portion of the course, students will be given an opportunity to demonstrate a practical application of concepts. This course is intended to satisfy goals 2, 3, 15, 25 and 27 of the model curriculum for pharmacy technician training, developed by the American Society of Health-System Pharmacists. (Prerequisites: CHEM 108, PHRM 1110)

Pharmacology

PHRM 2114 4.00 Credits

Students will gain knowledge of pharmacology, including a systematic approach to the classifications of medications, their indications and contraindications, mechanisms of action, side effects, drug interactions, and methods of administration. This course is intended to satisfy goals 1, 24, 25, 26, and 34 of the model curriculum for pharmacy technical training, developed by the

American Society of Health-System Pharmacist.
(Prerequisites: HC 1000, 1914, PHRM 1110)

Pharmacy Non-Sterile Compounding

PHRM 2115 2.00 Credits

This course will enable students to learn general preparation of non-sterile pharmaceutical dosage forms. Practical experience in the manipulative and record keeping functions associated with compounding and the dispensing of compounded prescriptions will be provided. This course is intended to satisfy goals 3, 11, 12, and 35 of the model curriculum for pharmacy technician training, developed by the American Society of Health-System Pharmacists. (Prerequisites: PHRM 1113)

Institutional Pharmacy

PHRM 2116 4.00 Credits

In this course, students will learn general practices associated with institutional pharmacy services. The student will also acquire knowledge of aseptic technique through both demonstrations and hands on experiences in the preparation of sterile compounds and IV admixtures. This course covers the preparation, calculations, and procedures for intravenous drug admixtures, TPN compounding, and critical care admixtures. Students will also have the opportunity to participate in various pharmacy technician duties using the Pyxis Medstation. This course is intended to satisfy goals 2, 3, 5, 10, 12, 26, 27, 30, and 35 of the model curriculum for pharmacy technician training, developed by the American Society of Health-System Pharmacists. (Prerequisite: PHRM 1113)

Community Pharmacy Internship

PHRM 2117 4.00 Credits

In this course students will take part in a pharmacy practice experience in the community setting to refine skills necessary for employment as a pharmacy technician. Students will participate in their internship experience along with on-line and in-class participation. This course is intended to satisfy goals 1, 2, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28, 29, 31, 32, 33, and 35 of the model curriculum for pharmacy technician training developed by the American Society of Health-System Pharmacists. (Prerequisites: PHRM 1112, 1113, 2114)

Pharmacy Technician Seminar

PHRM 2118 1.00 Credits

This course is designed for students to discuss

pertinent topics related to the internship experiences as well as their futures as pharmacy technicians. This course is also designed to aid the student in the review of materials prior to the PTCE exam. This course is intended to satisfy goals 1-35 of the model curriculum for pharmacy technician training, developed by the American Society of Health-System Pharmacists. (Prerequisite: None)

Institutional Pharmacy Internship

PHRM 2119 4.00 Credits

This course will offer an intense pharmacy practice experience in an institutional setting with the purpose of refining skills introduced in previous coursework that are necessary to pursue a career as a pharmacy technician. Students will participate in their internship experience along with on-line and in-class participation. This course is intended to satisfy goals 1, 3, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 24, 25, 26, 27, 29, 30, 31, 32, 33, and 35 of the model curriculum for pharmacy technician training, developed by the American Society of Health-System Pharmacists. (Prerequisites: PHRM 2116)

PHYS - Courses in Physics

Introductory Physics

PHYS 101 3.00 Credits

A one semester course covering the basic principles of physics at a conceptual level and with a minimal amount of math. Topics generally included mechanics, simple machines, atomic structure, heat, light, and sound. Lecture and laboratory. (Prerequisites: 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) (MNTC 3: Natural Sciences)

Principles in Physics I

PHYS 211 4.00 Credits

This is the first half of a one-year sequence in physics. It covers the general background in algebra-based physics. Topics include classical mechanics, fluid mechanics, wave and sound, thermal physics. Lecture and laboratory. (Prerequisites: MATH 120 and 125, or MATH 130) (MNTC: 3, Natural Sciences)

Principles in Physics II

PHYS 212 4.00 Credits

This second course will provide students with the principles of algebra based physics. The course will

cover basic principles of waves, electricity and magnetism, light and optics, and topics in modern physics. (Prerequisite: PHYS 211) (MNTC 3: Natural Sciences)

General Physics I

PHYS 221 4.00 Credits

This course will provide students with the principles of calculus based physics. The course has been designed for students who plan advanced study of science and/or engineering. The course will cover basic principles of mechanics including kinematics, statics, equilibrium and dynamics of particles, work and energy, rotational motion, gravitation, and oscillation. (Prerequisites: High School Physics, PHYS 101 or 211, MATH 131 with a grade of "C" or better or by instructor permission) (MNTC: 3, Natural Sciences)

General Physics II

PHYS 222 4.00 Credits

This second course will provide students with the principles of calculus based physics. The course has been designed for students who plan advanced study of science and/or engineering. The course will cover basic principles of waves in light and sound; temperature, heat, and the First Law of Thermodynamics; electric charge; electric fields; Gauss' Law; electric potential; capacitance; resistance; electrical circuits; magnetic fields; induction; electromagnetic oscillations; and Maxwell's Equations. (Prerequisites: PHYS 221 with a grade of "C" or better, MATH 132 with a grade of "C" or better or by instructor permission) (MNTC: 3, Natural Sciences)

PLSC - Courses in Agri-Business

Soils I

PLSC 1100 3.00 Credits

This course has a lecture and a lab component. Areas of study will include the physical properties, chemical properties, biological properties, soil formation, classification, essential nutrient and soil survey. There will be emphasis on soil and water conservation and practices that can be used to reduce soil erosion. Evaluations of soil samples will be conducted in the agribusiness lab and in the field. (Prerequisites: None)

Forages and Pasture Management

PLSC 1105 2.00 Credits

This course includes the study of the management and production of small grains and forages. Subject areas will include varietal selection, planting, calculating yields, production costs, growth management, harvesting techniques and marketing techniques. The forage management will focus on alfalfa production, emphasis on establishment, winter survival, fertilization, cutting management and variety selection. (Prerequisites: None)

Soils II

PLSC 1200 3.00 Credits

This course covers both the technical and practical information that should be of assistance to a student who would farm or go into the fertilizer business. The course deals with the basic soil-plant relationships and the effects of fertility. Detailed information on fertilizer materials and the information of test results will also be covered. Students will put into practice many of the cropping practices that are required by someone pursuing a career in the fertilizer and/or chemical field. Students will determine the proper rates and application methods. (Prerequisites: PLSC 1100)

Precision Agriculture

PLSC 1205 3.00 Credits

The course objectives include basic understanding of precision agriculture, high-tech equipment, and strategies. Students will gain an understanding of the hardware, software and management strategies of precision agriculture. Areas of study will include GIS, GPS, remote sensing, differential correction, yield monitoring, and grid mapping. Farmworks software will be incorporated into the course.

Agronomy I

PLSC 1300 2.00 Credits

This course covers agronomy principles for midwest crops. The course covers basic components of plant growth, seed quality, plant parts, plant growth and development, plant classification, maturity systems and seeding rates. Corn and soybean production will be major crops of consideration. (Prerequisites: None)

Agronomy II

PLSC 1400 3.00 Credits

This course considers the characteristics and identification of noxious and common weeds and weed seeds, methods of control, evaluation of

herbicide performance and tolerance to herbicides. Topics on herbicide characteristics, formulations and application methods will be taken into account in determining the most economic method of weed control. (Prerequisite: PLSC 1300)

Commercial Pesticide License Training

PLSC 2000 1.00 Credits

This course is designed to complement other courses offered in weed, insect and disease control and pesticide application so as to help facilitate the student with skills necessary to pass the state examinations for applicator licensing and the federal examination for private applicator licensing. (Prerequisite: None)

Agronomy Lab

PLSC 2100 2.00 Credits

This course covers the determination of grain quality, proper storage and handling. Laboratory exercises will be run on grain samples and student's home grains. Grain drying systems will be explained with advantages and disadvantages of each system identified. This course covers commercial grain grading practices including seed identification and grain grading. The course will also cover state grain marketing procedures and an introduction to USDA standards for corn, soybeans, wheat, oats, barley and sunflowers. (Prerequisite: None)

Advanced Agronomy

PLSC 2700 3.00 Credits

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

POL - Courses in Political Science

American Government

POL 110 3.00 Credits

American Government introduces students to the

fundamentals of American National Government. The course includes an examination of basic American political principles and practices, the Constitution, major institutions, and civil liberties. The objective of this course is to acquaint students with the complexities of the American political system. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 9: History/Social & Behavioral Science, Ethical and Civic Responsibility)

PSYC - Courses in Psychology

Introduction to Psychology

PSYC 100 4.00 Credits

This course will introduce the broad spectrum of theories and applications that make up the field of psychology. Psychology is the scientific study of behavior and mental processes, and how they are affected by physical and mental states, and external environments and social forces. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5: History/Social & Behavioral Sciences)

Lifespan Psychology

PSYC 110 3.00 Credits

This is an introductory course examining human development across the lifespan, with emphasis on normal physical, cognitive, and social development. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

Psychology of Positive Adjustment

PSYC 140 4.00 Credits

The Psychology of Positive Adjustment introduces students to the scientific literature on positive adjustment to modern life. We will examine the questions: What is well-being and happiness? Who achieves it? Why does it elude some people? Which practices foster well-being and happiness? We will draw from the research in social psychology, neuroscience, personality psychology, cognitive psychology and sociocultural psychology. The course will incorporate the concepts of ethical living, values clarification, and civic responsibility as part of the

mature development of psychological well-being. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

Social Psychology

PSYC 210 4.00 Credits

Social Psychology introduces the broad spectrum of theories and applications that make up the field of social psychology. Social Psychology is the scientific study of human interactions and includes issues of aggression, attraction, self, benevolence, attitude development and change, prejudice, etc. (Prerequisites: PSYC 100 or any other college-level psychology course) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

Health Psychology

PSYC 220 4.00 Credits

Health psychology is a subfield of psychology that addresses the mental, emotional, behavioral, and societal factors that influence the onset, duration, recovery, and prevention of illness and the promotion of wellness. Students will explore the theoretical foundations of health psychology and the role of psychological research and principles relevant to the field. Students will be exposed to a variety of topics including stress and coping, preventative behaviors and attitudes, treatment options, and management of pain and illness. Students will gain an understanding of the academic issues and a respect for the human experience related to health, illness, and disease. (Prerequisites: PSYC 100 Introduction to Psychology or any other college-level psychology course. Must have a score of 77.5 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5: History/Social & Behavioral Sciences)

Abnormal Psychology

PSYC 230 4.00 Credits

In this course, students will increase their awareness and understanding of mental illness and psychological disorders. Students will become familiar with the history of the field, clinical descriptions, classification, etiology, course of onset, and typical treatment regimens specific to various disorders and mental illness. Abnormal behavior will be explored from various theoretical perspectives including psychological, biological, and socio-cultural

approaches. (Prerequisites: 8 credits of psychology or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

Child and Adolescent Psychology

PSYC 240 4.00 Credits

This course examines the development of children from conception through adolescence. The major areas of focus include physical, cognitive, language, moral, and social development. The developing child will be understood as an active participant in a world of biological, familial, social, and cultural influences that help shape his or her individual life path. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

Industrial Organizational Psychology

PSYC 250 4.00 Credits

Industrial-organizational (I/O) psychology is the scientific study of the workplace. Students will be introduced to a variety of issues of relevance to business and industry, including selection and placement of employees, the importance of training and development, organizational development and evaluation, employee motivation and productivity, and the importance of fostering work-life balance. Diversity among organizations and cultures in how they approach these issues will be emphasized. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

Special Topics in Psychology:

PSYC 280 4.00 Credits

This course is designed to provide students with a deeper understanding of a special topic within the field of psychology. Key theoretical and historical underpinnings will be presented to prepare a foundation of understanding. Attention will be focused on how the topic has or may add to the knowledge base of psychology and, if applicable, other academic disciplines. Students will explore the actual or potential applicability of the topic to self, others, and society at large. The course will have a research component. Course may address one of Goal Areas 7-10 depending on the topic. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5: History/Social & Behavioral Sciences)

QFPR - Courses in Culinary Arts

Stocks, Sauces and Soups

QFPR 1842 3.00 Credits

This course covers the preparation of classical and convenience stocks. From these stocks, different soups and sauces will be prepared using various preparation techniques. (Prerequisites: None)

Introduction to Breakfast and Pantry

QFPR 1846 3.00 Credits

This course teaches the cooking of meats, eggs, cereals, potatoes, batter products and the preparation of fresh fruits for breakfast and the proper techniques and procedures for the preparation of salads, salad dressings and sandwiches. This course will include commercial production techniques used in the preparation of breakfast and pantry foods. (Prerequisites: None)

Basic Baking

QFPR 1850 4.00 Credits

This course covers baking terminology, function of ingredients, and the preparation of finished products such as quick breads, pies, cakes, cookies, dessert sauces, custards, puddings and classical pastries. (Prerequisites: None)

Quality Assurance

QFPR 1880 2.00 Credits

This course develops an understanding of the basic principles of sanitation and safety in order to maintain a safe and healthy environment for the consumer in the food service industry. An understanding of the laws and regulations related to sanitation in food service operation is also covered. (Prerequisites: None)

READ - Courses in Reading

Reading I

READ 0080 4.00 Credits

This college reading course offers a step-by-step approach to building the reading skills needed to successfully comprehend college-level textbook readings. Students practice reading comprehension skills and strategies, and then apply them to college-level textbook readings. Students also work on vocabulary acquisition through the study of academic words typically found in college-level reading materials. Minnesota K-12 Academic Standards in Reading are indicated in parentheses after each competency on the Common Course Outline. (Prerequisites: None)

Reading and Critical Thinking I and II Modular

READ 0085 6.00 Credits

In this beginning and intermediate combination reading course, students first practice basic reading strategies using a computer-based reading program. They practice only the reading skills in which they are deficient. Deficiencies are identified by a diagnostic reading test taking at the beginning of the course. After practicing basic reading strategies in a computer-based reading program, students then expand and apply these reading strategies in Reading and Critical Thinking II, the application section of the course. The application section takes place in an actual classroom, and utilizes reading textbooks and supplemental literature in the application of reading strategies and concepts learned. Students must score 50-62 on the Reading Comprehension portion of the Accuplacer Test in order to enroll in this course. A grade of "C" or better is required for successful completion of this course. This course does not fulfill General Education requirements. This course is equivalent to READ 0090. (Prerequisites: Must have a score of 50-62 on the Reading portion of the Accuplacer test)

Reading and Critical Thinking II

READ 0090 4.00 Credits

This intermediate-to-advanced reading course focuses on applying the reading strategies, concepts, and skills learned in Reading I. This application course utilizes college-level texts of all genres in the application of reading comprehension strategies, concepts, and skills. A grade of "C" or better is required for successful completion of this course. This course does not fulfill General Education requirements. (Prerequisites: Reading Comprehension score of 63 through 77 on the Accuplacer Reading Test, or satisfactory completion of Reading I.)

RNEW - Courses in Energy Technical Specialist

Process Dynamics (MN West)

RNEW 1100 3.00 Credits

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

Ethanol Process Fundamentals (MN West)

RNEW 1101 2.00 Credits

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

Biodiesel Process Fundamentals (MN West)

RNEW 1102 2.00 Credits

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

Mechanical Fundamentals (MN West)

RNEW 1115 3.00 Credits

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

Industrial Water Treatment (MN West)

RNEW 1175 2.00 Credits

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

Feedstock, Technology & Regulations (MN West)

RNEW 1195 2.00 Credits

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

Introduction to Traditional/Renewable Energy (MN West)

RNEW 1300 3.00 Credits

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

Ethanol Separation Technology (MN West)

RNEW 2120 2.00 Credits

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

RSTM - Courses in Restaurant Management

Restaurant Management

RSTM 2819 3.00 Credits

This course is designed to be industry specific; covering a wide range of restaurant management topics. Emphasis will include information on security measures, cash register operation, cash flow, crisis outbreak management, food service franchising, training, scheduling and legal topics unique to the food industry. The focus of the course will be on food retailing and management concepts.

SBMT - Courses in Small Business Management

SBM Organizational Planning

SBMT 1110 2.00 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

SBMT 1120 3.00 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

SBMT 1210 3.00 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

SBMT 1220 3.00 Credits

In this class the student will study cost controls and break-even analysis. They will also learn the process

of pricing products and services for the business.
(Prerequisites: None)

SBM Financial Analysis

SBMT 1230 3.00 Credits

In this class the student will study how to analyze the profit and loss statement, the balance sheet and how to do ratio and trend analysis. (Prerequisites: SBMT 1210)

SBM Marketing Systems

SBMT 1310 2.00 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

SBMT 1320 2.00 Credits

In this class the student will learn advertising and promotional techniques and create an advertising plan. They will also learn the basics of selecting appropriate media and ad design. (Prerequisites: SBMT 1310)

SBM Personnel Systems

SBMT 1410 3.00 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 Management

SBMT 1900 1.00 Credits

This class is designed for those individuals considering or in the process of starting a business. The class will focus on exploring business opportunities, planning and creating an overall business plan, and financial considerations for start-up. (Prerequisites: None)

SBM Record Keeping

SBMT 2130 3.00 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

SBMT 2131 2.00 Credits

In this class the student will learn the process of managing assets, asset allocation and inventory so as

to improve business profitability. (Prerequisites: None)

SBM A/R & A/P Management

SBMT 2132 2.00 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

SBMT 2133 2.00 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

SBMT 2134 3.00 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

SBMT 2135 2.00 Credits

In this class the student will learn to use the appropriate documents for reporting employee earnings to the state and federal governments on a monthly, quarterly and yearly basis. (Prerequisites: SBMT 2134)

SBM Year End Closing

SBMT 2136 1.00 Credits

In this class the student will learn the process of closing expense and revenue accounts and making adjusting entries for the year-end. (Prerequisites: None)

SBM Organizational Structure

SBMT 2240 1.00 Credits

In this class the student will learn about the various organizational structures that a small business may take and their strengths and weaknesses. (Prerequisites: SBMT1230)

SBM Financial & Tax Planning

SBMT 2241 2.00 Credits

In this class the student will begin the process of

financial and tax planning for the company.
(Prerequisites: SBMT 1230)

SBM Risk Management

SBMT 2242 1.00 Credits

In this class the student will learn various techniques for identifying and minimizing risk for their business.
(Prerequisites: None)

SBM Cost Analysis

SBMT 2243 2.00 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

SBMT 2244 2.00 Credits

In this class the student will learn how to construct pro-forma income and balance sheet statements and financial forecasts. (Prerequisites: SBMT 1230)

Small Business Recordkeeping Applications IV

SBMT 2265 2.00 Credits

This course covers the analysis of, and the procedures in, making adjusting entries for accounts receivable, accounts payable, general journal and general ledgers. (Prerequisites: SBMT1160, 1265, 1266)

SBM Sales & Marketing Analysis

SBMT 2330 2.00 Credits

In this class the student will conduct a sales audit of the business and complete a sales and marketing analysis report based on customer and product information. (Prerequisites: SBMT 1310)

SBM Marketing Research

SBMT 2331 1.00 Credits

In this class the student will learn how to conduct some primary and secondary market research as it relates to their business. (Prerequisites: None)

SBM e-Business Sales

SBMT 2332 2.00 Credits

In this class the student will examine business to customer sales transactions and applications for their business. (Prerequisites: None)

SBM Customer Information Systems

SBMT 2333 1.00 Credits

In this class the student will learn the process of collecting and compiling customer information for

increased sales opportunities and improved customer service. (Prerequisites: SBMT 1310)

SBM Customer Service

SBMT 2334 2.00 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

SBMT 2420 2.00 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

SBMT 2421 2.00 Credits

In this class the student will study employee communication skills and dealing with diversity in the workplace. (Prerequisites: None)

SBM Employee Compensation

SBMT 2422 2.00 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

SBMT 2531 1.00 Credits

In this class the student will practice their speaking and writing to improve their communication skills. They will also learn about the different styles of communication and how to address each. (Prerequisites: None)

SBM Business Math

SBMT 2532 1.00 Credits

In this class the student will learn math fundamentals as they apply to small businesses. This will include loan and depreciation schedules as well as the time value of money. (Prerequisites: None)

SBM Time Management Skills

SBMT 2533 1.00 Credits

In this class the student will study time management skills as applied to a small business management position. (Prerequisite: None)

SBM Stress Management Skills

SBMT 2534 1.00 Credits

In this class the student will study stress management skills as applied to a small business management position. (Prerequisites: None)

SBM Computerization-Accounting

SBMT 2610 3.00 Credits

In this class the student will begin the process of computerizing the accounting records of their business. (Prerequisites: None)

SBM Computerization-Sales & Marketing

SBMT 2611 3.00 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

SBMT 2612 3.00 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

SBMT 2700 3.00 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

SBMT 2900 1 - 3 Credits

Topics and projects will be assigned by the instructor. (Prerequisites: None)

SGAG - Courses in Agri-Business

Ag Orientation

SGAG 1000 1.00 Credits

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)

SHA - Courses in Energy Technical Specialist

Introduction to Industrial Safety & Health (Hibbing CC)

SHA 1600 2.00 Credits

This course is offered through Hibbing Community College. Please refer to the course description located at the HCC website: www.hibbing.edu

SOC - Courses in Sociology

Introduction to Sociology

SOC 101 4.00 Credits

The world is a far more diverse place than you might think! This course is a broad survey of sociology and its practical uses for all of us. In this course, students are introduced to a variety of topics, emphasizing breadth rather than depth. After learning about the basic theories and methods of sociology, students will cover topics such as race, gender, education, religion, social class, work, family, the environment, government and politics, organizations and bureaucracy, and other topics. Students will learn about the nature of all of these areas and their effects on individuals and their broader implications for society. In the end, students will leave with a far greater understanding of how society is organized and what that means for where we have been, where we are, and where we are going as a people. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

Introduction to Criminal Justice

SOC 106 4.00 Credits

This course provides an overview of the criminal justice system in the United States, including the foundations, role, structure, and realities of the police, courts, and corrections. Sociological perspectives are applied to an analysis of crime and victimization, ethics, and the concept of justice. Students will also learn about current issues facing the criminal justice system. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5,

9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

Social Problems

SOC 110 3.00 Credits

This course is a survey of the sociology of a selected set of social problems in the U.S. and globally, e.g. crime and violence, poverty, unemployment, war and terrorism, environmental degradation, and population growth. The social-structural and cultural sources of these problems are critically analyzed, and structural and cultural solutions following from such analyses are examined. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 7: History/Social & Behavioral Science, Human Diversity)

Marriage and Family

SOC 201 3.00 Credits

The Sociology of Marriage and Family will help students understand this dynamic institution as an important variable in our contemporary society. Students will be exposed to the various sociological perspectives, methods of study, and core concepts related to the institution of Marriage and Family. Simultaneously, students will also learn how the diverse institution of Marriage and Family continues to affect and inform the society at the local, national and global level. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 7: History/Social & Behavioral Science, Human Diversity)

Special Topics in Sociology:

SOC 205 3.00 Credits

Special Topics in Sociology is a course that is used to cover a specific sociological area that is not otherwise covered by the other sociology courses offered. This course will explore the basic principles, theories, methodologies, and contemporary research and issues of the topic indicated in the course title on the registration page. Students should expect this course to be a survey of topics in the given sociological sub-discipline. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

Juvenile Delinquency

SOC 206 3.00 Credits

This course will provide a survey of sociological perspectives on juvenile delinquency. Juvenile delinquency has only existed as a distinct subdiscipline of criminology for about 100 years. The change in ideas reflects the unique challenges in dealing with delinquents: children commit different kinds of crimes in different ways, their motivations differ from adults, and the effective correction of these behaviors is distinct and separate from adult corrections. This course will survey sociological perspectives of these issues, how delinquents develop, how to identify delinquents and target them for interventions, as well as various "best practices" when it comes to dealing with delinquents. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

Social Stratification - Who Gets What and Why?

SOC 210 3.00 Credits

This course examines the central question of "who gets what and why?" in the contemporary world. In answering this question, the course focuses on the social arrangements of social stratification and inequality and their effects on society and individual lives. It critically examines the historical, theoretical, and empirical foundations, manifestations, and maintenance of social class difference, power and conflict. The course primarily examines the United States, but, because the U.S. is not isolated from world affairs, including global economic affairs, it will necessarily also tend to more global concerns. While cultivating a critical understanding of the nature of social stratification and inequalities, the course will explore alternatives and possibilities for a more equitable and humane society with both individual and structural levels of analysis. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 8: History/Social & Behavioral Science, Global Perspective)

Criminology and Criminal Behavior

SOC 251 4.00 Credits

This course is designed to develop an understanding

of criminally deviant behavior and how it is studied within the discipline of sociology. Students will study criminological theories, theories of causation of crime, as well as the current "trends" in crime coupled with an exhaustive profile of criminals engaging in a given area of crime. Topics of study include the pathology of murder and violent crime, rape, burglary, larceny, white collar crimes such as embezzlement, corporate crime, cybercrime, organized crime, street gangs, and other areas. Public policy implications and considerations from the local to national levels will be examined.

(Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

Drugs and Society

SOC 259 3.00 Credits

This course focuses on drug use and abuse as a social rather than as a medical or psychopathological phenomenon. Specifically, the course deals with the history of drug use and regulatory attempts in the United States and around the world; the relationship between drug use and race/social class; pharmacology and use patterns related to specific drugs; perspectives on the causes of drug abuse; AIDS prevention and harm reduction interventions; drug-using subcultures; drug policy, drug dealing and street gangs, drug legislation, and drug enforcement; and the promotion and condemnation of drug activities in the mass media. Each week, students can expect to discuss one of these issues and also view an episode of a program from the popular media used as a basis for discussion. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOLA - Courses in Somali

Somali Language I

SOLA 100 4.00 Credits

This course provides an introduction to Somali language and culture. Communication skills include: speaking, listening, reading & writing. Sensitivity to cultural differences is emphasized. Simple texts dealing with cultural topics are used to develop skill

in speaking. The four skills - speaking, comprehending, reading, and writing - are developed simultaneously. This course is designed for students with very little or no previous experience with the Somali language. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test, or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 8: Global Perspective)

Somali Language II

SOLA 102 4.00 Credits

This course is a continuation of SOLA 100 with increased emphasis of Somali culture and language skills including speaking, listening, reading articles and elementary creative writing, as well as awareness of sensitivity to cultural. This course is interactive and taught in Somali. This course use text books and modern media including audio, video recordings, information printed on websites and news in Somali from across world. (Prerequisite: SOLA 100 or instructor permission) (MNTC 8: Global Perspective)

SOWK - Courses in Social Work

Introduction to Social Work

SOWK 100 3.00 Credits

This course provides students with an introduction to the profession of social work using a generalist model to practice in a diverse society. Students will learn about the history of the profession, values and ethics, roles and tasks, and theories required for social work practice along with various fields of practice. Students will experience group work learning to develop critical thinking skills and professional communication. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher AND a score of 86 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 5, 7: History/Social & Behavioral Sciences, Human Diversity)

Social Welfare Services

SOWK 105 3.00 Credits

This course will discuss the history of social welfare as an institution. Various social problems will be examined and discussed in terms of at-risk

populations, societal norms and values, and how policy is developed to address these problems. (Prerequisite: ENGL 100) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

Community Social Service Projects

SOWK 110 3.00 Credits

This course is a group-based, experiential learning course that will help students learn problem solving and critical thinking skills to help a target population. Students will learn how to work with action and target groups to assess a social issue, then research, design, implement, and evaluate a community social service project to help address a need that arose from that social issue. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher AND a score of 86 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 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SPAN - Courses in Spanish

Elementary Spanish I

SPAN 105 4.00 Credits

Students will be introduced to Spanish as a foreign language. The primary goal of the course is to acquire communicative competence in Spanish in regards to listening, speaking, reading, and writing. Language learning is a gradual process, in which one skill leads to the next, building the basis for more advanced skills. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 4: Global Perspective)

Elementary Spanish II

SPAN 110 4.00 Credits

The primary goal of the course is to refine the basic communication skills acquired in Elementary Spanish I emphasizing reading, writing, speaking and listening. Students will work to improve speaking and listening skills to communicate in a number of more complicated situations in the target language as a way to build a basis for more advanced skills. In addition, students will have the opportunity to expand their knowledge about the cultures of the Spanish-speaking world. (Prerequisites: SPAN 105

with a grade of C or higher or a passing grade in the placement exam given on the first day of class)(MNTC 8: Global Perspective)

Intermediate Spanish

SPAN 205 4.00 Credits

The primary goal of the course is to refine the communication skills acquired in Elementary Spanish II emphasizing reading, writing, speaking and listening. Students will work to improve speaking and listening skills to communicate in more complicated and specific situations in the target language and build a base of intermediate language skills. In addition, students will continue to expand their knowledge about the cultures of the Spanish-speaking world. (Prerequisites: SPAN 110 with a grade of C or higher or a passing grade in the placement exam given on the first day of class) (MNTC 8: Global Perspective)

SWPR - Courses in Agri-Business

Introduction to U. S. Pork Production

SWPR 1000 2.00 Credits

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

Swine Artificial Insemination

SWPR 1050 1.00 Credits

This course is designed to teach the fundamental principles of livestock genetics in a practical manner. This course covers the study of the equipment necessary for artificial insemination in swine. Principles involved in heat detection, boar training, semen collection, semen evaluation, commercial semen, insemination, recordkeeping, and clean up procedures will all be addressed in this course. (Prerequisite: None)

Swine Breeding Stock Management

SWPR 1200 3.00 Credits

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

Nursery Finish Management

SWPR 1300 3.00 Credits

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

Swine Diseases

SWPR 1500 2.00 Credits

This course is a review of all common swine diseases in relation to their economic significance, symptoms, transmission, prevention, and treatment. This course will consist primarily of disease prevention and the means required to promote productive livestock production. Some time will be spent on the analyzing of specific diseases, describing symptoms and treatment. Artificial immunization and sanitation and how they can be used for specific diseases will be covered. (Prerequisites: None)

Swine Records and Analysis

SWPR 2000 3.00 Credits

This course covers recordkeeping systems for wide range of swine enterprises with an emphasis on interpretation, terms, and accuracy factors. Swine record use and analysis to maintain efficient productivity in all aspects of the swine enterprise is stressed. Computerized record systems are compared and students have an opportunity to

utilize PigChamp or Pigcare record information, as well as other computerized records in swine production systems. Students will explain industry benchmarks and factors that impact obtaining business production goals. (Prerequisites: None)

THTR - Courses in Theater

Introduction to Theater

THTR 100 3.00 Credits

This course introduces students to the study of theater as a performance art rather than as literature. Course content focuses primarily on the collaboration between the creative, artistic, and technical elements in a dramatic production. The evolution of theater from ancient to modern times is also considered. Class activities include lecture/discussions, attendance at live performances, and guided tours of local theater plants. Assignments take the form of reading, written critical evaluations of live and recorded performances, quizzes, and student presentations. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6: Humanities and Fine Arts)

Introduction to Acting I

THTR 110 3.00 Credits

This course introduces the student to the fundamentals of acting and making the student a more informed observer of acting for performance on the stage. This will be accomplished through instruction and practice of acting methodologies and developing the student's inner resources of voice, body, and imagination. The class will explore basic theories of acting, as well as participate in physical and vocal routines, improvisation, and individual and group exercise. The course will also introduce the student to the fundamental rehearsal process culminating in the performances of selected scenes. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6: Humanities and Fine Arts)

VITI - Courses in Viticulture

Introduction to Viticulture and Vineyard

VITI 1111 3.00 Credits

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

Botanical Viticulture

VITI 1112 4.00 Credits

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

Winter Viticulture Technology

VITI 1113 2.00 Credits

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

Spring Viticulture Technology

VITI 1114 2.00 Credits

This course is designed to provide students initiated in the field of viticulture practical experience in spring vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course which will serve as work experience for those

seeking employment in commercial viticulture. (Prerequisites: VITI 1111 or instructor permission).

Summer/Fall Viticulture Technology

VITI 1115 2.00 Credits

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

Viticulture Safety

VITI 1190 1.00 Credits

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

Integrated Pest Management

VITI 1211 2.00 Credits

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

Regional Vineyard Management

VITI 1213 2.00 Credits

This course is a general survey of vineyard management in the general wine growing regions in the Continental United States. The course covers management of the mature vineyard from region to region and builds on the topics covered prerequisite

courses. (Prerequisites: VITI 1111 and one of the following VITI 1113, VITI 1114, VITI 1115)

Soils for Viticulture

VITI 1293 3.00 Credits

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

WELD - Courses in Welding

Blueprint Reading

WELD 1005 1.00 Credits

This course provides an understanding of blueprints used within welding technology settings. Skills for reading, understanding, and interpreting welding symbols will be developed. (Prerequisites: None)

Blueprint Reading for Welding

WELD 1007 2.00 Credits

This course will expand on basic blueprint reading by utilizing skills and knowledge about symbols, charts, and measurements to work more closely with blueprints specific to Welding. (Prerequisite: None)

OSHA 10 Hour and Welding Safety

WELD 1010 1.00 Credits

This course is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid, and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter. An emphasis is placed on safety issues that exist in the welding environment. (Prerequisite: None)

Welding Safety

WELD 1011 1.00 Credits

Topics in this course include the basics of welding safety including proper equipment use and maintenance, machine guarding, bloodborne pathogens, safety and health programs, and overall welding safety. (Prerequisite: None)

Introduction to Stick Welding

WELD 1020 1.00 Credits

This course will cover shielded metal arc welding on carbon steel in various positions. (Prerequisite: None)

Introduction to Shielded Metal Arc Welding (SMAW)

WELD 1025 1.00 Credits

This course will provide an introduction to Shielded Metal Arc Welding (SMAW) on carbon steel in various positions along with an introduction to welding safety, welding, and electrode compatibility. Components of SMAW will be introduced, including selection of materials and steps necessary to complete tasks. Basic information about duty cycle, cable sizing, arc blow, and electrodes will also be presented. (Prerequisite: None)

Shield Metal ARC Welding II

WELD 1026 1.00 Credits

This course will expand on information introduced in SMAW I and will provide more practice time with electrodes: types, selection, discussion of power sources. Types of SMAW will be used in various ways, including selection of materials and steps necessary to complete tasks. Duty cycle, cable sizing, arc blow are expanded upon and advantages, limitations, vertical-up and vertical down are explored. Additionally, this course will prepare for AWS D 1.1 Certification. (Prerequisites: WELD 1025)

Introduction to MIG Welding

WELD 1030 1.00 Credits

This course will cover gas metal arc welding process using short circuit transfer on carbon steel in various positions. (Prerequisite: None)

Introduction to Gas Metal Arc Welding (GMAW)

WELD 1035 2.00 Credits

The course will cover gas metal arc welding process using short circuit and spray methods on carbon steel. (Prerequisites: None)

Gas Metal Arc Welding II

WELD 1036 1.00 Credits

This course will reinforce concepts introduced in GMAW I, including circuits, spray arcs, and effects of shielding gasses. More practice time will be dedicated to mastery of gas metal arc welding. Additionally, this course will prepare for American

Welding Society D 1.1 certification. (Prerequisites: WELD 1035)

Introduction to Gas Tungsten Arc Welding

WELD 1045 3.00 Credits

This course is designed to instruct welders in welding safety and the Gas Tungsten Arc Welding process (GTAW-TIG). The student will learn fundamentals of GTAW (TIG) for steel, stainless steel and aluminum. Welding procedures are taught on aluminum, carbon and stainless steels. The training covers edge, corner, lap, and fillet welds in all positions. Welding is limited to regular thin flat material, which does not include thick plate, pipe or other irregular shapes. (Prerequisites: None)

Cutting and Brazing

WELD 1055 3.00 Credits

An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. The course will demonstrate oxy-fuel welding and cutting safety procedures; identify and classify fuels and filler metals; perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials. A study of all position welding on ferrous and nonferrous metals using oxy-fuel welding process, including welding and cutting, brazing, and soldering operations. (Prerequisite: None)

Metallurgy

WELD 1065 1.00 Credits

Students will learn how metal discoveries and uses have impacted human history. The course will also include an introduction to the internal structure of metals, how alloys are made, and how metals are affected in the welding process. (Prerequisite: None)

Advanced Welding Lab

WELD 1075 4.00 Credits

Advanced welding lab is a course that is designed to allow students to utilize all of their skills with capstone project based assignments that prepares students to get their American Welding Society credentials. Students can also focus on honing a particular skill of choice. (Prerequisite: WELD 1011)

Welding Capstone

WELD 1085 2.00 Credits

This course is an opportunity to put welding skills to work. The Capstone will build on what was learned in the certificate program. Students keep current

with welding skill through designing a project and welding the final project. The Welding Capstone may also include an internship. A learning contract will be developed between the student, college, and worksite to identify the types of specific skills covered through this experiential learning opportunity. Students will gain industry workplace experience while practicing the knowledge and skills learned in class. (Prerequisite: Instructor permission required)

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Student Policies

Academic Dishonesty Policy #4000.07

Purpose: To define academic dishonesty and outline consequences for students who engage in academic dishonesty.

Definitions:

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

includes using papers/writings from an agency engaged in the selling of term papers or other academic materials.

Applicability: When a faculty or staff member encounters an incident of academic dishonesty they will submit the [Academic Dishonesty Report form](#) to the academic dean responsible for the course, which details the alleged incident, and provides evidentiary documentation. The Dean will determine whether other incidences of academic dishonesty have been reported by requesting such information from the Office of the Vice President of Student and Academic Affairs. Violations will be tracked in the dean's office and in the office of the Vice President of Student and Academic Affairs.

Sanctions: If a violation of the code for academic dishonesty is established by a preponderance of evidence the following sanctions will apply:

1. For the first violation: the faculty member will impose sanctions which could include, but are not limited to, a written notice to the student, grade adjustment, additional academic assignments, or course failure. The Dean will inform the student in writing of the evidence and sanctions, and will attach a copy of the academic dishonesty policy. The Dean will set a meeting date with the student to discuss the violation.
2. For the second violation: Failure of the course in which the academic dishonesty occurs. The Dean will issue a written reprimand which becomes part of the permanent student record.
3. For the third violation: college expulsion-permanent separation of the student from the college will be imposed upon the approval of the Vice President of Student and Academic Affairs.

Date & Subject of Revisions: January 22, 2016

Academic Forgiveness Policy #3000.02

Purpose: The purpose of this policy is to outline the requirements for academic forgiveness.

Applicability: This policy is available to all SCC students providing they meet the policy requirements.

Definitions: Academic Forgiveness –Provides students who have not studied at South Central College for a period of at least five calendar years a one-time opportunity to establish a new grade point average (GPA) by removing certain grades from the cumulative GPA.

Policy: Students who request academic forgiveness under this policy must meet the following conditions:

- The student must not have been enrolled for any credit classes at South Central College for a minimum of five calendar years prior to the point of academic forgiveness.
- The student must be readmitted to SCC and must complete at least one term with a 2.0 term GPA and 67% completion before academic forgiveness will be considered.

The student must submit a request for academic forgiveness to the Registrar. The student must indicate the semester at which academic forgiveness would begin. All semesters prior to the selected date will be impacted. Academic forgiveness will be considered on a semester basis only; course-by-course considerations will not be given.

There will be no financial refunds associated with academic forgiveness. All financial obligations to the college must be satisfied.

Academic forgiveness at SCC will only be granted once in a student's academic career.

Procedure: The student must request the academic forgiveness by completing the form in the Registrar's Office. The request for academic forgiveness must be endorsed by the academic advisor.

The Registrar will review the request and make the determination if the eligibility requirements have been met. The student will be notified by email to their SCC email account whether or not the request for academic forgiveness has been granted.

If the request for academic forgiveness is granted, the Registrar will make the following adjustments to the student's transcript:

- The student transcript will be separated into two sections indicating the point of academic forgiveness. *Academic Forgiveness* will be noted on the student transcript.
- No credit will be granted for any course completed at SCC prior to the point of academic forgiveness. The courses will no longer impact the cumulative grade point average (GPA). The courses will no longer impact the cumulative completion percentage. However, the course titles and grades will remain visible on the student transcript.

Date of Final Approval / Policy Adoption: May 8, 2015

Admission Policy #3000.01

Admission Policy

Purpose: The purpose of this policy is to articulate college admission requirements.

Part 1. Definitions: The following definitions apply for purposes of this policy.

- A. **Admission.** Admission means a student's initial entrance as a candidate for a certificate, diploma or degree.
- B. **Academic or Career Program.** Academic or career program means a major leading to an academic credential.
- C. **International student.** International student means a student who is required to be registered under the federal Student and Exchange Visitor Information System (SEVIS).
- D. **Ability to Benefit.** Students who do not have a high school diploma or GED are not eligible for federal financial aid funds. Students must pass an independently administered test approved by the U.S. Secretary of Education to be eligible for state financial aid funds. Students are restricted to courses in specific programs.
- E. **Visiting Student.** A visiting student has not been admitted to South Central College.

Part 2. Admissions. South Central College considers all applicants for admission regardless of age, race, sex, color, religion, sexual orientation, disability or national origin. Admission to the college is open to all students meeting the College's admission requirements. South Central College shall provide clear, accessible information to potential students regarding requirements for appropriate level of academic preparation necessary for success in specific courses or programs of study. Admission to the College does not automatically qualify a student for all college-level courses and programs. Some programs also require special prerequisites and requirements.

Part 3. Admissions Requirements. Admission to the college is open to all students meeting the College's admission requirements.

- 1. Any individual who has graduated from an accredited high school or successfully completed a General Education Development (GED) examination is eligible for admission or
- 2. Current high school students who meet requirements for Postsecondary Enrollment Options (PSEO) program or
- 3. Applicants without a high school diploma, or GED who meet the "Ability to Benefit" standards.

Part 4. Exceptions.

- A. **Students Suspended for Academic Reasons.** Students with an active suspension are required to submit an Academic Financial Aid Reinstatement Appeal Form after completing the admissions process. Admission will not be granted unless the appeal is approved.
- B. **Students Suspended for Disciplinary Reasons.** Students who have been suspended or expelled for disciplinary reasons from any postsecondary institution may be denied admission.
- C. **Financial Holds.** South Central College may admit a student who has a financial hold at another college or university but shall not allow the student to enroll in courses until the financial hold has been removed.

Part 5. Visiting Students. Financial aid through South Central College and academic credentials are not awarded to visiting students.

- A. **Students Not Admitted to a MnSCU institution.** Total enrolled credits may not exceed 22 credits in any semester.
- B. **Students Admitted to a MnSCU institution.** Total number of enrolled credits at all MnSCU institutions shall not exceed 22 in any semester.

List related policies, procedures or plans here (if any): Senior Citizens; MnSCU Board Policy 3.4

SCC Post-Secondary Enrollment Options Policy (PSEO) #3000-35; SCC Satisfactory Academic Progress Policy #4000-03; SCC Credit Life Span Policy #3000-12; SCC Transfer Policy #3000-49; SCC Senior Citizen Policy #4000-03

Date & Subject of Revisions: April 22, 2016

Alternative Format Availability #3000.06

Information in this catalog is available in alternative format for persons with disabilities. Upon request, the catalog material will be made available in Braille, large print or audio format. If you need accommodations to fully participate, such accommodations can be made available upon advance request by calling 507-332-5896 (Faribault Campus) or 507-389-7222 (North Mankato Campus).

Date & Subject of Revisions: January 25, 2013

Attendance Policy #3000.05

Purpose: To provide students with consistent guidelines regarding attendance at South Central College.

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

Attendance in a classroom is allowed only:

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

Date of Final Approval / Policy Adoption: January 24, 2014

Audit Policy #3000.07

Purpose: To provide the framework for which an individual can seek course instruction without academic obligation while compensating the College for human and organizational resources provided.

Applicability: Students may change from a grade to audit status for a course within that course's drop/add period. After changing to audit status, students cannot receive credit and a letter grade unless they retake the course. Audited courses are not eligible for financial aid funding. Tuition for audited courses is the same as for courses taken for credit. Audited courses will be recorded on the transcript as an "AU" and do not count toward graduation requirements.

Date & Subject of Revisions: October 14, 2016

Complaint / Grievance Policy #3000.11

Resources

[Complaint Grievance Procedure](#)

[Student Complaint Form](#)

Purpose: In accordance with Minnesota State Colleges and Universities Board Policy 3.8, a student has the right to seek remedy for a dispute or disagreement through a complaint or grievance procedure.

Applicability: This policy address a student's right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. South Central College (SCC) encourages students to use available informal means to have decisions reconsidered before filing a complaint or grievance.

1. The Student Complaints and Grievance Procedure does not supersede existing college or system policies or procedures that include an appeal or grievance process, such as an grade appeal or a discrimination or harassment complaint.
2. Upon completion of the Student Complaint process, and if the complaint is not resolved, students have the ability to submit a formal grievance with South Central College.
3. No retaliation of any kind will be taken against a student for participation in a complaint or grievance. Complaints and grievance procedures are protected under data privacy rights.

Definitions:

1. **Complaint.** A verbal or written claim concerning a college issue alleging improper, unfair, or arbitrary treatment.
2. **Grievance.** A written claim raised by a student alleging improper, unfair, or arbitrary action by an employee involving the application of a college or board policy or procedure.
3. **Retaliation.** Retribution taken against a student for participating or not participating in a complaint or grievance. Retaliation of any kind is prohibited.
4. **Student.** An individual or group of individuals enrolled at South Central College.

List related policies, procedures or plans here:

- SCC Complaint/Grievance Procedures
- Minnesota State Colleges and Universities Board Policy:
 - 3.8 Student Complaints and Grievances Policy
 - 3.8.1 Student Complaints and Grievances Procedure

Date & Subject of Revisions: November 18, 2016

Complaint / Grievance Procedure 3000.11.1

Resources[Complaint / Grievance Policy](#)[Student Complaint Form](#)**Part 1.** Informal Complaint process.

A student is encouraged to discuss or submit a complaint directly with the college employee (s) whose actions give rise to the complaint and/or with the supervisor to whom the employee(s) report(s) in order to clarify and/or resolve the complaint.

Part 2. Formal complaint process.

If no resolution can be reached in the informal complaint process between the student and staff member, the student may complete the [SCC Student Complaint Form](#). If a student is unable to complete this form, they are encouraged to seek assistance from Student Affairs.

If a complaint is submitted, it will be designated to a reviewer within two business days.

- Academic complaints (grades, program requirements, faculty concerns, etc.) will be routed to the appropriate academic dean.
- Business operations complaints (tuition, parking, building and grounds) will be routed to the Vice President of Finance and Operations.
- Student Affairs department (Admissions, complaints will be routed to the Dean of Student Affairs.
- Student Code of Conduct and Academic Dishonesty complaints will be addressed in accordance with Student Code of Conduct and Academic Dishonesty policies (see related policies).
- Other complaints will be routed to the appropriate supervisor.

After designation, the student will receive a response from the reviewer within five business days.

If the complaint cannot be resolved with the reviewer, the student may proceed to the written grievance procedure.

Grievance Procedure

Students who believe they have not received fair treatment or a suitable outcome may file a written grievance with the Vice President for Student and Academic Affairs.

Upon verification that the requirements of the formal complaint procedure has been followed, the Vice President will refer the grievance to the SCC grievance committee.

- Membership of the Grievance Committee consists of:
- Vice President of Academic Affairs

- Representatives include: faculty members selected from a list of volunteers on file with the Vice President and will not be from the program in which the student is enrolled
- Staff representing the appropriate college departments
- Affirmative Action Officer or designee.
- The grievance will be reviewed at a grievance hearing within ten (10) days (days when classes are in session) of receiving the grievance.
- The complainant and respondent will be allowed to appear and have third party representation at the grievance hearing. Third party participants will only play an advisory role.
- The Grievance Committee will review all relevant facts presented by the parties listed and will issue a written majority decision on its findings to the complainant, respondent, and President of the College.
- The decision of the Grievance Committee is final.

Appeal Procedure

If the grievance involves a board policy or the actions of the College President, an issue of institutional or program quality such as an institution's compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the College decision to the Chancellor. The decision of the Chancellor is final and binding.

Related Policies and Procedures:

- Board policy and procedure 3.8 and 3.8.1
- SCC Complaint/Grievance policy
- SCC Student Code of Conduct
- SCC Academic Integrity policy and procedure

Date & Subject of Revisions: November 18, 2016

Course Drops and Withdrawals Policy #3000.16

Purpose: To comply with Minnesota State College and University Board policy for the refund of tuition and fees and for the period in which a student may drop or withdraw from a class.

Applicability: Students can drop from a course until the 5th day of a standard term. Withdrawal from a course will be allowed after the 5th day of the standard term and until the 60th day of the term or until 80 percent of the course has been held and

will be shown as a W on the transcript. After that point withdrawals will not be allowed and students will be graded according to their performance in the course.

Part 1: Definitions

Subpart A. **Course drop.** A course drop is the removal of a class from a student's record to show no record of enrollment. Course drop deadlines are established each term in accordance with Minnesota State College and University Board policy.

Subpart B. **Course withdrawal.** A course withdrawal is the official way for a student to remove them self from a class they do not intend to complete.

The course withdrawal period follows the course drop period. Course withdrawal deadlines are established each term in accordance with Minnesota State College and University Board policy.

Withdrawn courses remain on a student's record with a grade of W.

Subpart C. **College-initiated course drop or withdrawal.** College administration may initiate a course drop or withdrawal according to policies established by the College and Minnesota State Colleges and Universities Board of Trustees.

Part 2: Financial Implications of a Course Drop or Withdrawal

Subpart A. A student who drops a course or withdraws from all courses may be entitled to a refund or partial refund of tuition and fees.

Subpart B. A student who drops or withdraws from a course after the semester disbursement of financial aid may be subject to the cancellation of a portion or all of the financial aid the student received.

The student may be obligated to return financial aid overages disbursed to them and may be required to pay the tuition and fee charges that were previously covered by the student's aid award.

Part 3: Academic Implications of a Course Drop or Withdrawal

Subpart A. A student who drops or withdraws from a class, or who has been administratively dropped or withdrawn from a class, is no longer eligible to participate in that class.

Subpart B. A dropped course is no longer considered enrolled credits, effective first day of the term. A withdrawn class is no longer considered enrolled credits, effective from the date of withdrawal.

Subpart C. Withdrawn credits are considered attempted but not earned for the calculation of percent completion when assessing satisfactory academic progress.

List related policies, procedures or plans here:

- 4000.03 Satisfactory Academic Policy ACA
- Minnesota State Colleges and Universities Board Policy:
 - 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers
 - 5.11 Tuition and Fees
 - 3. 34.1 Official Academic Semester Start Date

Date & Subject of Revisions: November 18, 2016

Course Drops and Withdrawals Procedure #3000.16.1

Purpose: To comply with Minnesota State Colleges and University Board policy for the refund of tuition and fees and for the period in which a student may drop or withdraw from a class.

Part 1: Course Drops or Withdrawals

Subpart A: During the first five days of the fall and spring semesters and the first five days of the first summer session, students may drop a class (remove it from their academic record). For late-starting classes, weekend classes and other classes that do not meet the full length of the term (including classes that begin after the fifth day of the first summer session), students can drop through the end of the business day following the first class meeting (or online course begin date).

Subpart B: The course withdrawal period immediately follows the course drop period. Course withdrawal allowed until the 60th day of the term or until 80 percent of the course has been held. The College's student information system automatically

calculates the withdrawal deadline. Withdrawal deadlines are published in eServices, and published course schedule. Withdrawn courses remain on a student's record with a grade of W.

Subpart C: College administration may initiate a course drop or withdrawal as a result of the student's failure to pay tuition, failure to attend classes, failure to meet course prerequisites, failure to meet the standards of satisfactory academic progress, violations of the code of conduct and other situations.

Part 2: Financial Implications

Subpart A. Students who drops a course or withdraws from all courses may be entitled to a refund or partial refund of tuition and fees.

Subpart B. Students who drops or withdraws from a course after the semester disbursement of financial aid may be subject to the cancellation of a portion or all of the financial aid the student received. A student may be obligated to return financial aid overages disbursed and may be required to pay the tuition and fee charges previously covered by the aid award.

Subpart C: A student who has been administratively removed from a class may not be eligible for a refund of tuition or fees.

Subpart D: Financial aid recipients who completely withdraw from or stop attending a term prior to the 60% point of that term are subject to the Federal Return of Title IV fund rules for any federal aid not earned. Students are also subject to the Minnesota Office of Higher Education refund calculation for Minnesota State grant, scholarship or loan aid. If the student received financial aid, a portion of the refund will be returned to the grant or loan program from which it was received and the student may owe the college for a portion of the tuition and fees.

The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a return of Title IV aid if the student received federal financial aid and withdrew or stopped attending all classes on or before completing 60% of the semester. The percentage of Title IV aid to be returned (that which is unearned) is equal to the number of calendar days remaining in the semester divided by the total number of calendar days in the semester. Scheduled breaks of more than 4 consecutive days are excluded. After 60% of the semester, the student has earned all financial aid and is not subject to the return of funds.

The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The institution's share is allocated among the Title IV programs, before the student's share, in the following order: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Direct PLUS Loan, Federal Pell Grant, and Federal SEOG. Any remaining unearned aid is the responsibility

of the student, must be collected from the student, and then must be allocated among the Title IV programs in the order indicated above.

Official Withdrawal: The date the student officially withdraws from all courses is used to determine the portion of the Federal Title IV aid earned to be used to pay institutional charges.

Unofficial Withdrawal: Students who stop attending and receive failing grades in all courses are assumed to be an unofficial withdrawal. The date of withdrawal for the Return of Title IV calculation is determined by the last date of attendance as recorded by faculty at the time of grade submission.

Post Withdrawal Disbursement: A student may withdraw from all courses before disbursement. Title IV grant funds will be applied to any unpaid tuition and fees balance for the term, once determined that the student began attendance in all courses and qualified for earned aid. The student is notified of their eligibility and right to return funds within 45 days of notification. If Title IV loan funds are part of a post-withdrawal disbursement, the student (or parent, in the case of a Direct PLUS loan) will be contacted in writing to approve or decline any post-withdrawal disbursement amount. Accepted loan funds will be disbursed within 180 days of the date the school determined the student withdrew. If the post-withdrawal disbursement creates excess financial aid on the student's account, the funds will be disbursed to the student in the manner selected within 4 days of the funds being applied to the account.

The college will calculate its share of unearned Title IV funds and notify the student no later than 30 days after it determines that the student withdrew (official or unofficial) and will return the funds within 45 days. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note. The college allows the student to repay unearned aid attributable to a grant under a payment arrangement satisfactory to the college. The student need not repay any grant calculation that is \$50 or less.

Part 3: Academic Implications

Subpart A. A dropped course is no longer considered enrolled credits, effective from day one of the term. A withdrawn class is no longer considered enrolled credits, effective from the date of withdrawal.

Subpart B. Withdrawn credits are considered attempted but not earned for the calculation of percent completion when assessing satisfactory academic progress.

Subpart C: After 80% of term, withdrawals will not be allowed and student will be graded according to their performance in the course.

List related policies, procedures or plans:

- 4000.03 Satisfactory Academic Policy ACA
- Minnesota State College and Universities Board Policy:
 - 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers
 - 5.11 Tuition and Fees
 - 3.34.1 Official Academic Semester Start Dates

Date & Subject of Revisions: November 18, 2016

Credit for Prior Learning (CPL) Policy #4000.07

Purpose: To create guidelines, standards, and procedures that enable students to enrich or accelerate their programs of study by eliminating duplication of learners' educational efforts through the awarding of credit for prior learning.

Applicability: All Students

Part 1. Authority

This policy is issued pursuant to the Minnesota State College and University (MnSCU) System Policy 3.35 (Credit for Prior Learning Policy) and Procedure 3.35.1 (Credit for Prior Learning Procedure). The South Central College Academic Affairs and Standards Council (AASC) will provide direction regarding Credit for Prior Learning.

Part 2. Definition

CPL evaluation opportunities are available to learners who demonstrate knowledge, skills and abilities. These may be acquired through work, professional training, military training, and other learning domains which are assessed by academically sound and rigorous processes. Credentialed faculty in each discipline will establish the course criteria and assess fulfillment to determine credit awarded.

Part 3. Guiding Principles

- CPL credits will be applicable to a course or academic award offered at South Central College.
- Assessment of prior learning, including the course criteria, is the responsibility of credentialed faculty in the academic discipline of the course(s) or academic award.
- Students initiate the CPL process by documenting how their learning achieves course competencies.
- While CPL is typically pursued prior to enrolling in a course, upon non-successful completion of a course, CPL may be pursued. If CPL credit is approved after non-successful course completion, it will be recorded on the transcript as a repeated course per SCC Repeating a Course policy.

- CPL credits should be awarded only for college-level learning that balances theory and practical application.
- Current best practices will be used in assessing prior learning.
- CPL assessment will be officially documented to ensure academic integrity, consistency and transparency.
- Information, criteria and processes for CPL will be available and easily accessible.
- Students and faculty will evaluate the CPL process in support of continuous improvement; results will be publicly available.
- CPL assessment may be limited by availability of credentialed faculty, space, lab, and materials.

Part 4. Standards and Criteria

Subpart A. Standards

Participating faculty, program leaders and division chairs will use the following standards for assessing CPL credits:

- CPL credit will be awarded only for learning and not for experience.
- CPL credit will be awarded only for college-level learning.
- CPL credit will be awarded only for learning that matches the competencies of a current course in a student's declared program of study.
- CPL credit recommendations must be made by credentialed faculty in the academic discipline of the course(s) or academic award and approved by academic deans.
- CPL credit will be awarded only for non-credit learning which has occurred outside of college coursework.
- All material submitted for review of CPL will be considered the property of the College.

Subpart B. Criteria

- **Admittance/Enrollment:**
 - A student must be fully admitted to South Central College before any Credit for Prior learning can be awarded.
 - CPL credits will not count toward the enrollment of a specific term, nor will credit be counted in determining part-time or full-time student enrollment status.
- **Type of credits:**
 - CPL may be applied toward courses in certificate, diploma and degree programs only for the purpose of satisfying graduation requirements.
- **Number of credits:**
 - The maximum number of CPL credits awarded will be determined on a programmatic basis not to exceed two-thirds of the program award requirements.
- **Grading/Grade Point Average:**

- Letter grades will be assigned by SCC credentialed faculty for each CPL credit course per SCC Grading and Grade Change Policy consistent with the current grading method of the course.
- Credit granted for Standardized Examinations will be recorded as a passing grade (P).
- CPL credits are not included in calculating a student's GPA.
- **Cost/Tuition Structure:**
- Fees charged for CPL should be based on the services performed in the process and not determined by the amount of credit awarded.
- Fees allocated to the maintenance of the CPL program may include costs of administration, marketing, transcription services and compensation for the assessment of the credit.
- A fee shall not be charged for analysis and awarding of credit for training delivered by the United States military as found in MnSCU Board Policy 5.11 and Procedure 5.11.1 Tuition and Fees.
- **Financial Assistance:**
- Assessments completed by institution faculty and recorded as resident credits may qualify for financial aid, according to laws governing federal financial aid.
- **Residency:**
- CPL credits awarded through internal assessment will count for institutional residency and toward graduation residency requirements as found in MnSCU Board Policy 3.36 and Procedure 3.36.1 Academic Programs.
- **Challenges:**
- If the evaluation for competency demonstration is unsuccessful, the student may challenge the decision as soon as the next semester. Students are limited to two attempts at CPL per course.
- **Other:**
- The CPL process may be initiated at any time.

Part 5. Procedures and Practices

Procedures and practices pursuant to this policy shall be developed, maintained and publicized and be consistent with this policy and MnSCU Policy 3.35 (Credit for Prior Learning Policy) and Procedure 3.35.1 (Credit for Prior Learning Procedure).

Part 6. Transferability

SCC will accept the transfer of CPL credits earned at another regionally accredited institution so long as those credits apply to a requirement of the student's academic award.

Part 7. Acceptance of Prior Learning Transfer Credits

South Central College will allow the transfer of credits earned through Prior Learning Assessment at another Minnesota State College and University (MnSCU) institution so long as those credits correlate to a specific course that is required for the student's

program major, and given that the course in question is equivalent to a required South Central College course.

Part 8. Compliance with Legislation

South Central College shall grant credit for prior learning for a veteran's military training or service in compliance with Subd.2 of Minnesota Statute 197.775 Higher Education Fairness.

Part 9. Data Collection and Reporting

SCC will collect, track, evaluate and report the awarding of CPL.

Part 10. Information Dissemination

SCC will provide accessible and timely information to prospective and admitted students regarding opportunities for credit for prior learning.

Part 11. Faculty and Staff Development

Personnel involved in CPL will receive preparation for engagement with the institution's CPL Program Policies and Procedures. Professional development will include benefits, opportunities, assessment tools, and associated processes of SCC credit for prior learning.

Part 12. Policy Review

This policy will be reviewed and modified as appropriate through the Academic Affairs and Standards Council process.

List related policies, procedures or plans here *(if any)*:

- Minnesota State College and University (MnSCU) System Policy 3.35 (Credit for Prior Learning Policy) and Procedure 3.35.1 (Credit for Prior Learning Procedure).
- MnSCU Board Policy 5.11 and Procedure 5.11.1 Tuition and Fees.
- College and University Transcripts (3.29 and 3.29.1)
- MnSCU Board Policy 3.36 and Procedure 3.36.1 Academic Programs. Resident credit
- Transfer of Credit (3.37 and 3.37.1 and MN Transfer Curriculum 3.21 and 3.21.1)
- College-Level Examination Program 3.33
- SCC Grading Policy
- SCC Credit by Examination/Test Out
- SCC Advanced Standing
- SCC Advanced placement
- SCC Recording of Credit granted

Date & Subject of Revisions: 5/11/16

Credit for Prior Learning (CPL) Procedure #4000.07.1

Purpose: These procedures define the requirements for implementation of Policy #3000.50 to enable students to enrich or accelerate their programs of study by eliminating duplication of learners' educational efforts through the awarding of credit for prior learning.

Applicability: All Students

Part 1. Authority

This procedure is issued pursuant to the Minnesota State College and University (MnSCU) System Policy 3.35 (Credit for Prior Learning Policy) and Procedure 3.35.1 (Credit for Prior Learning Procedure).

Part 2. Methods of Assessing Credit for Prior Learning and Definitions

The assessment of CPL includes the use of a broad range of tools for demonstration of competence that includes, but is not limited to: nationally recognized and locally developed examinations; individual assessments; portfolio review; non-college education and training and industry recognized credentials.

1. Standardized Exams

- i. **Advanced Placement (AP)** is a program that offers college level courses at high schools followed by an examination.
- ii. **College Level Examination Program (CLEP)** is a series of examinations that test an individual's college level knowledge.
- iii. **DANTES Subject Standardized Test (DSST)** is a series of 37 examinations in college subject areas that are comparable to the final or end-of-course examinations in undergraduate course examinations in liberal arts and sciences subject areas.
- iv. **Excelsior College Examinations (UExcel)** is a credit by examination program offered in a computer-based format at thousands of test centers globally. These exams include the Excelsior College Examination or UExcel exams and their predecessors, the Regents College Examination and the ACT Proficiency Exam Program.
- v. **International Baccalaureate (IB)** is an educational program and examination administered in English, French, or Spanish.
- vi. **New York University Foreign Language Proficiency (NYUFLP)** tests three skills - listening, reading, and writing in over 50 languages.
- vii. **National Occupational Competency Testing Institute (NOCTI)** delivers assessments or standardized tests for students studying career and technical programs.
- viii. **Thomas Edison College Examination Program (TECEP®)** exams are similar to final exams for college courses. College credit is awarded based

on scores earned on the Thomas Edison State College Examination Program.

2. **Challenge Exams/Credit by Examination (Test Out)**

- i. A challenge exam is an opportunity for a student to demonstrate college-level learning through course-specific institutional examination designed by college faculty who teach the course.

3. **Individual Assessments**

- i. **Portfolio Assessment** is a method of prior learning assessment that includes, but is not limited to: documentation review; candidate interview; performance assessment; product review; written narrative; a combination of these methods; or other means.
- ii. **Skill Simulation or Demonstration** is an assessment of a student's performance or demonstration of a specific skill or competency.
- iii. **Interview-based Assessment** is an evaluation of responses given during a structured interview on the subject matter.

4. **Evaluation of Non-College Education and Training**

- i. **ACE Military – Training, Occupations and Other Military Credit** utilizes the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Forces which recommends college credit for formal courses offered by all branches of the military and for military occupations. These recommendations appear on the service member's Joint Services Transcript (JST) for the Army/National Guard, Navy/Coast Guard, Marine Corps, and Air Force. Other Military Credit refers to SCC's evaluation of military training or experience which has not been recommended by the American Council on Education.
- ii. **ACE CREDIT – Education, Workplace and Training** utilizes the American Council on Education's Guide to College Credit for Workforce Training which recommends college credit for non-accredited general education, corporate, workplace and (non-military) training.
- iii. **NCCRS Workplace and Volunteer Training** utilizes the recommendations of the National College Credit Recommendation Service.
- iv. **Technical or Professional Certification/Credential** is a review of technical or professional certification or industry recognized credential.
- v. **Technical or Professional Apprenticeship** is a review of apprenticeship programs. Credit is considered for a combination of comprehensive on-the-job training and related instruction of theoretical and practical aspects of highly skilled occupations.
- vi. **Technical or Professional Licensure** is a review of technical or professional licensure programs.
- vii. **Digital badges** are an online validation of proof of skills, achievement, outcome, competency or completion of a course that a student has earned.

5. **Other**

- i. **Minnesota Articulated College Credit (Tech Prep)** is an opportunity for students to explore careers and earn college credit before graduating from high school.
- ii. **Assessment of previous education** includes, but is not limited to, non-equivalent and/or non-transferrable education, hour-based, expired credits, and discontinued programs.
- iii. **Evidence of prior learning that does not fit within the other categories** but aligns with a SCC program.

Part 3. General Credit for Prior Learning Procedures

Admitted students who feel they have mastered the content of a college course may apply for Credit for Prior Learning (CPL). This process may be initiated at any time.

1. Students review the CPL information found on the www.southcentral.edu/cpl website to gain an overview of the process and to self-assess eligibility for CPL. CPL credit will be awarded for learning that matches the competencies of a current course in a student's declared program of study.
2. Students submit the following to the CPL Coordinator, at CPL@southcentral.edu:
 - A. CPL Assessment Request form
 - B. Current resume and/or brief summary that explains learning experiences (see Career and Counseling Center for resume assistance)
3. Student and the CPL Coordinator discuss what potential options for CPL are available to the student and the feasibility of documenting skills and knowledge, based on course competencies and learning objectives.
4. When credit can be attained through methods other than CPL, the student will be referred directly to the Transfer Coordinator.
5. The Academic Dean will identify the credentialed faculty to conduct the assessment.
6. The faculty will confer with the student to determine appropriate assessment method(s), CPL method expectations, and timeframe. If agreed upon, the student and faculty sign the CPL Assessment Confirmation form.
7. The faculty submits the CPL Assessment Confirmation form to the Academic Dean for approval, and then it's routed to the CPL Coordinator. The CPL Coordinator documents approval and forwards to the business office to charge the student account.
8. The student is charged a non-refundable fee based on the CPL assessment method.
9. Once the fee has been paid, the student submits paid student account information and appropriate assessment materials to the CPL Coordinator, who verifies payment to faculty and routes materials to the faculty reviewer, if applicable. Students are encouraged to make a complete copy of assessment materials for their own use before submittal. Submitted assessment materials become the property of South Central College.
10. Faculty conducts the assessment of the student's submission and may request further information from the student.

11. Faculty determine whether a student's prior learning demonstrated the equivalency of the course based on meeting 75% of the learning outcomes. Faculty will specifically state what outcomes are met and what outcomes are not met to clearly illustrate whether or not the stated goal of 75% equivalency has or has not been met. If the student met a portion of learning outcomes, the faculty may consider other CPL options or credit awards (for example: partial credit award and/or an independent study).
12. Faculty will complete the CPL Evaluator Response form for each course where credit was requested signifying approval and a corresponding letter grade or denial of the credit request with a sufficient explanation. The CPL Evaluator Response form will be forwarded to the CPL Coordinator.
13. The CPL Coordinator will review the CPL Evaluator Response form, document completion by faculty, verify payment for the CPL assessment, and make appropriate entries to the student transcript. The CPL Coordinator will notify the Registrar, Faculty, and the Dean's Administrative Assistant of process completion.
14. Credits shall be transcribed according to Minnesota State System Policy.
15. The CPL Coordinator will notify the student in writing of the final outcome of their CPL Assessment Request.
16. If the evaluation outcome is a denial of credit, the student may attempt a second time, upon approval of the faculty. Students are limited to two attempts at CPL per course.
17. If a student disagrees with the CPL evaluation outcome, an appeal process is available from the CPL Coordinator. The student must submit an appeal within six months of notification of the CPL assessment decision.

Part 4. Standardized Exams General Procedure and Specific Exam Procedures

Subpart A. Standardized Exams General Procedure

Credit for prior learning can be earned through standardized exams administered by nationally recognized testing organizations.

1. Admitted students must have an official score report sent directly to South Central College, Attn: CPL Coordinator; 1920 Lee Boulevard, North Mankato, MN 56003.
2. When a standardized examination outcome covers substantially similar material to course competencies, SCC will award equivalent course credit.
3. When a standardized examination outcome is deemed to be college-level, but is not substantially similar to an existing course, elective course credits may be granted in a program area and/or in a Minnesota Transfer Curriculum (MnTC) goal area(s).

4. There is no limit to the total number of credits a student may earn through standardized or national exams so long as the total earned credits apply to their academic program and do not exceed the academic program credit limit.
5. Credits earned through standardized exams are not resident credits and may not be used to satisfy resident credit requirements for graduation nor do the credits count toward financial aid calculations.
6. The list of available standardized and national exams and the number of credits granted at SCC is available on the SCC website at www.southcentral.edu/cpl.

Subpart B. Specific Exam Procedures

1. **Advanced Placement Exam (AP)**

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

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

- A score of 3 shall be the minimum for credit awards
- AP testing information can be found at www.collegeboard.org/AP

2. **College Level Examination Program (CLEP)**

Credits may be awarded through the successful completion of CLEP in the general examinations in composition and literature, history and social sciences, and science and mathematics, provided no previous academic credits have been earned in these areas.

SCC will award credit for the completion of CLEP with a score of 50 or higher with the exception of Level 2 foreign language examinations for which a minimum score of 63 for German language, 62 for French language, and 66 for Spanish language is required.

- i. To register for a CLEP exam and select a test center near you, visit www.CLEP.Collegeboard.org
- ii. The number of credits granted at SCC is available on the SCC website at www.southcentral.edu/cpl

3. **DANTES Subject Standardized Test (DSST)**

DSST exams are available to anyone who is seeking college credit outside the traditional classroom, including college students, adult learners, high school students, and military personnel. Credit may be awarded in subject areas such as social sciences, math, applied technology, business, physical sciences, and humanities.

- Students who desire to complete DSST Exams should visit: www.getcollegecredit.com

4. Excelsior College Examinations (UExcel)

UExcel Excelsior College Examination Program is a credit by examination program offered in a computer-based format. Credit may be awarded in subject areas such as business, education, humanities, natural sciences & mathematics, nursing, social sciences/history, technology, and [business ethics](#).

- . Students who desire to complete UExcel Exams should visit: www.excelsior.edu/exams

5. International Baccalaureate (IB)

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

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

0. IB diploma.
 - i. Students who attain an IB diploma will be granted six (6) lower division course credits for scores of 4 or higher on each higher level IB examinations and two (2) lower division course credits for scores of 4 or higher on each standard level IB examination.
1. Individual IB examinations.
 - i. Higher level examinations. A student will receive three (3) or more course credits for scores of 4 or higher on individual higher level IB examinations.
 - ii. Standard level examinations. A student shall receive two (2) or more credits for scores of 4 or higher on individual standard level IB examinations.
2. IB testing information can be found at www.ibo.org

6. New York University Foreign Language Proficiency (NYUFLP)

The NYU School of Professional Studies offers more than 50 different language-testing examinations to evaluate knowledge of a foreign language.

- . Students who desire to complete NYUFLP Exams should visit:
<http://www.scps.nyu.edu/academics/departments/foreign-languages/testing.html>

7. National Occupational Competency Testing Institute (NOCTI)

SCC may grant credit to students who have met or exceeded national average scores on the NOCTI assessments for specific skill sets in specific program areas.

- . Students are responsible to provide documentation to support their request

8. Thomas Edison College Examination Program (TECEP)

TECEP® exams are similar to final exams for college courses and are available to adults who have acquired college-level knowledge outside the classroom. Credit may be awarded in subject areas such as English composition, humanities, social sciences, natural sciences/mathematics, business and management, computer science technology, and applied science and technology.

Students who desire to complete TECEP Exams should visit TECEP at: www.tesu.edu/degree-completion/Testing.cfm

Part 5. Challenge Exams/Credit by Examination (Test Out)

A Challenge Exam is developed by SCC credentialed faculty in the academic discipline that offers the course. Credit is granted for demonstrated proficiency of course-specific requirements by the student through successful completion of the examination.

1. Students may not enroll in the course for which they plan to attempt a Challenge Examination
2. A Challenge Examination may not be attempted for a course in which the student is currently enrolled, has previously taken (earned a grade, failed or withdrawn), or has transferred from another institution
3. Students are limited to two challenge examination attempts per course. After two unsuccessful examination attempts, students should enroll in the course
4. Credits earned through Challenge Examination count toward institutional residency requirements

Part 6. Individual Assessments**1. Portfolio Assessment**

A CPL Portfolio is a collection of information gathered by the student and presented in a systematic format that validates the prior learning.

The assessment of prior learning will be based on the documentation presented. After meeting with the assigned faculty evaluator and agreeing to the portfolio assessment method, expectations, and timeline, the student will submit portfolio materials and any additional documentation requested by the assigned faculty evaluator. Please refer to the portfolio template for assistance with portfolio structure, documentation and writing. If the portfolio is returned for minor revisions, a date of return will be listed on the Evaluator Response Form. Before submitting your portfolio, it is recommended that you make a copy for your own records.

Minimum requirements for the content of a portfolio:

- Cover page
- Table of contents

- Executive summary
 - Chronological autobiography
 - Current resume
 - Course competencies matrix
 - Learning narrative
 - Documentation
 - Appendices
 - Evaluator response form(s)
- i. **Cover page:** Include your name, SCC student I.D. number, address, phone number, and e-mail address.
 - ii. **Table of contents:** Include an itemized list of documents and corresponding page numbers.
 - iii. **Executive summary:** A summary to justify your request and reference your documentation. The summary succinctly links your experiences and learning to the course outcomes.
 - iv. **Chronological autobiography:** Prepare an essay that summarizes the significant prior learning in your life, and defines your educational and career goals.
 - v. **Current resume:** Include education, work and volunteer experiences. Detail significant activities, exact dates, accomplishments in the workplace, and other non-work related learning.
 - vi. **Course competencies matrix:** Organize, categorize and tie your prior learning experiences directly to the course and the specific course competencies for which credit is being requested. For each course competency identify the documentation you provided and briefly summarize how your prior learning demonstrates achievement of each competency.
 - vii. **Learning narrative:** Develop an essay to summarize your prior learning based on the course description and competencies. This narrative is a detailed explanation of how your knowledge applies to the course competencies.
 - viii. **Documentation:** Provide verification (evidence) for each learning experience and competency specific to the course.
 - ix. **Appendices:** Documentation of additional materials such as references used in citation.
 - x. **Assessment form(s):** Include one form for each course. The portfolio is reviewed by a faculty evaluator who determines whether there is sufficient explanation and documentation to assess learning and award credit.
2. **Skill Simulation or Demonstration**
- A skills demonstration is used to assess a wide range of practical based learning outcomes including applied skills and knowledge, such as laboratory skills, interpersonal skills or oral language skills. Sufficient evidence must be made available from the skills demonstration for verification and authentication of learning.

After meeting with the assigned faculty evaluator and agreeing to the skills demonstration assessment method and expectations, the student and faculty agree to the skill demonstration schedule and parameters for assessment:

- i. Student receives clear instructions and guidelines on how the assessment will proceed and what will be assessed.
- ii. Necessary equipment and/or materials are made available to the student.
- iii. Student is observed performing tasks required within a specified timeframe.

3. **Interview-based Assessment**

An interview-based assessment is used to evaluate a wide range of learning outcomes such as interpersonal skills or oral language skills. Sufficient evidence must be made available in the interview for verification and authentication of learning.

After meeting with the assigned faculty evaluator and agreeing to the interview-based assessment method and expectations, the student and faculty agree to the interview schedule and parameters for assessment:

- i. Student receives clear instructions and guidelines on how the assessment will proceed and what will be assessed.
- ii. Necessary materials are made available to the student.
- iii. Student responds to interview questions in order to demonstrate learning related to course competencies.

Part 7. Evaluation of Non-College Education and Training

1. **ACE Military – Training, Occupations and Other Military Credit**

SCC awards applicable credit for validated military service training, experience, or coursework that is recognized by the American Council on Education (ACE) in accordance with Minnesota Statutes §197.775, Subdivision 2, Recognition of Courses. Boot camp, basic training, officer training school, and other courses offered by the military may be eligible for college credit.

The [ACE Guide to the Evaluation of Educational Experience in the Armed Services](#) will be used as the evaluation tool. For further information see *A Transfer Guide: Understanding Your Military Transcript and ACE Credit Recommendations* at www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx

To see how your military training may apply to a specific SCC program, visit the [Veterans Education Transfer System \(VETS\)](#) site at www.mnscu.edu/college-search/public/military

In order to seek credit for military training, complete the following:

- i. Obtain your military transcript:
 - a. [Air Force \(CCAF\) transcripts](http://www.au.af.mil/au/barnes/ccaf/transcripts.asp) go to www.au.af.mil/au/barnes/ccaf/transcripts.asp
 - b. [Army, Navy, Marine Corps, Coast Guard - Joint Services Transcript \(JST\)](http://jst.doded.mil/) go to jst.doded.mil/
- ii. If military transcripts are unavailable, you may submit DD Form 214 (Certificate of Release or Discharge from Active Duty) in addition to Military Occupational Specialty (MOS) and copies of non-commissioned officer enlisted evaluations
- iii. Submit your military transcript(s) and, if needed, supplemental materials to SCC's CPL Coordinator at CPL@southcentral.edu

2. ACE CREDIT – Education, Workplace and Training

The American Council on Education (ACE) College Credit Recommendation Service helps adults gain access to academic credit for formal courses and examinations taken outside traditional academic programs.

To find out if an organization or company you've trained with has a recommended credit award, visit the [ACE Guide](http://www2.acenet.edu/credit/?fuseaction=browse.main) at www2.acenet.edu/credit/?fuseaction=browse.main. This guide will give you the credit equivalence that you can use to discuss earning credit with SCC's CPL Coordinator.

In order to seek credit for ACE recommended education, workplace and training, complete the following:

- i. Have an official ACE transcript sent directly to South Central College, Attn: CPL Coordinator; 1920 Lee Boulevard, North Mankato, MN 56003.
- ii. To request an ACE transcript go to www2.acenet.edu/credit/?fuseaction=transcripts.main##

3. NCCRS Workplace and Volunteer Training

NCCRS (National College Credit Recommendation Service) evaluates training and education programs that are offered outside of the traditional college classroom setting and translates them into college credit equivalency recommendations.

In order to seek credit for NCCRS Workplace and Volunteer Training Credit complete the following:

- i. Have an official transcript from the NCCRS official transcript source sent directly to South Central College, Attn: CPL Coordinator; 1920 Lee Boulevard, North Mankato, MN 56003.
- ii. To request a NCCRS transcript go to www.nationalccrs.org

4. Technical or Professional Certification/Credential

A certification is a designation earned by a person ensuring the individual

is qualified to perform a task or job. Certification is often an employment qualification but not a legal requirement for that profession and can be earned through classes or tests. If you have earned any certifications or industry recognized credentials that align with SCC's programs you may be able to earn college credit.

The following conditions apply:

- i. Certifications and industry credentials will be checked for validity through the issuing body
- ii. Certification/Industry Credential may need to be verified through demonstration of continuation of the knowledge and skill required
- iii. Certification/ Industry Credentials must be current as of the last day of the awarding semester
- iv. Faculty may award credit for multiple courses, dependent upon the content of the Certification/ Industry Credential

In order to seek credit for Technical or a Professional Certification or Industry Credentials complete the following:

- i. Provide official documentation of current certification or industry credential(s)

5. **Technical or Professional Apprenticeship**

Students who have completed or are currently enrolled in a Technical or Professional Apprenticeship Program that aligns with an SCC program may be eligible to earn college credit.

The following conditions apply:

- i. Technical or Professional Apprenticeship will be checked for validity
- ii. Apprenticeship knowledge and skill may need to be verified through demonstration
- iii. Faculty may award credit for multiple courses, dependent upon the content of the Technical or Professional Apprenticeship

In order to seek credit for a Technical or Professional Apprenticeship complete the following:

1. Provide official documentation of the Technical or Professional Apprenticeship. Documentation must include:
 - Occupation and the total hours completed for the apprenticeship
 - Processes learned in the apprenticeship and the hours spent at each process
 - Number of hours spent by the apprentice in related and supplemental instruction
 - Journeymen certificate if applicable
 - Employer contact information for validation

2. Technical or Professional Licensure

Licensure is a means by which "permission to practice" is regulated and is a qualification required by law. If you have earned a Technical or Professional Licensure that aligns with SCC's programs, you may be able to earn college credit.

The following conditions apply:

- i. Licensure will be checked for validity
- ii. Licensure may need to be verified through demonstration of continuation of the knowledge and skill required
- iii. Licensure must be current as of the last day of the awarding semester
- iv. Faculty may award credit for multiple courses, dependent upon the content of the licensure

In order to seek credits for a Professional Licensure complete the following:

- i. Provide official documentation of the Licensure
- ii. Provide contact information for the issuing organization

2. Badges

A badge is an online representation of a skill, mastery of skill and/or recognition of expertise, as well as verification of a technical competence through projects, programs, courses, assessments, and other activities. Badges enable academic institutions and professional associations to recognize professional and experimental learning achievement in a way that can be verified and shared online.

If you have earned a Badge(s) that aligns with SCC's programs you may be able to earn college credit.

The following conditions apply:

- i. Badges will be checked for validity
- ii. Badges may need to be verified through demonstration of the knowledge and skill acquired

In order to seek credits for a Badge(s) complete the following:

- iii. Provide evidence of each Badge
- iv. Provide criteria for earning each badge from the issuing organization
- v. Provide contact information for the issuing organization

Part 8. Other

1. Minnesota Articulated College Credit (Tech Prep)

CTECreditMN is a consortium of high schools and colleges who work together to provide students a pathway from high school to college. Students may earn college credits (Articulated College Credit) for high school courses completed in 10, 11, 12 grades.

Visit www.ctecreditmn.com/schools.php to see what high schools and colleges are participating in Minnesota Articulated College Credit.

In order to seek credits for a Minnesota Articulated College Credit complete the following:

- Student must be admitted and enrolled in SCC
 - Provide a valid articulated college credit record which lists South Central College
- 2. Assessment of previous education** includes, but is not limited to, non-equivalent and/or non-transferrable education, hour-based, expired credits, and discontinued programs.

The following conditions apply:

- Knowledge and skill may need to be verified for currency and/or relevancy
 - Student may be required to provide additional information as per program faculty request
- 3. Evidence of prior learning that does not fit within the other categories** but aligns with a SCC Program.

Part 9. Fee Schedule

SCC will charge a student fee for the evaluation of prior learning according to the annually established fee schedule.

In accordance with Minnesota legislation and System Procedure 5.11.1 Tuition and Fees, Part 5, Subpart B., "A fee shall not be charged for analysis and awarding of credit for training delivered by the United States military."

Part 10. CPL Transcription

SCC shall record the credit earned through Credit for Prior Learning on the official student transcript in compliance with MnSCU Board Policy 3.29 and Procedure 3.29.1, College and University Transcripts.

When equivalent credit is awarded through Credit for Prior Learning, a letter grade will be recorded for each CPL credit course per SCC Grading and Grade Change Policy consistent with the current grading method for the course. CPL credits that apply as residential credit will be recorded the same as any other SCC resident credit.

Documentation will be maintained on file for each CPL assessment. Such documentation will provide evidence of expected learning outcomes, assessment method(s) used, and standards for award of credit.

Part 11. Transparency and Information Dissemination

- **Transparency:**
 - i. Requests should be directed to the Credit for Prior Learning Coordinator in the Student Affairs Office.
 - ii. The www.southcentral.edu/cpl website will include links to CPL forms, minimum standardized test score information, orientation information, self-assessment checklist, list of courses eligible for CPL, fee information by CPL method, sample portfolio templates and more.
- **Information Dissemination:**
 - i. SCC shall provide timely and readily accessible information to prospective and admitted students regarding opportunities for CPL in official publications, such as the college catalog, www.southcentral.edu/cpl web site, through advisors, faculty, advising materials and at SCC events such as orientation.

Part 12. Transferability of Credit for Prior Learning Credits

South Central College does not guarantee that another college or university will accept CPL credit in transfer. Students planning to transfer to a college or university should contact the receiving institution to determine the acceptability of transferring CPL.

Part 13. Faculty and Staff Development

Personnel involved in CPL will receive preparation for engagement with the institution's CPL Program Policies and Procedures. Professional development will include benefits, opportunities, assessment tools, and associated processes of SCC credit for prior learning.

Part 14. Data Tracking and Reporting

SCC will track and report CPL credits by category and method. The benefits of CPL and its relationship to student persistence, degree completion, and time to degree will be evaluated.

Credit awarded for CPL will be coded indicating the category and method of prior learning assessment used with the following codes:

- i. SNE = Standardized/National Exams (e.g. AP, CLEP, IB)
- ii. CE = Challenge Exam/Credit by Examination (i.e. Test Out)
- iii. IA = Individual Assessment (i.e. Portfolio, Skill Simulation, Interview)

- iv. NET = Non-College Education and Training (e.g. Military, ACE, Industry Credential)
- v. O = Other (e.g. Tech Prep, Previous SCC Education)

Part 15. Procedure Review

This procedure will be reviewed and modified as appropriate through the Academic Affairs and Standards Council process.

List related policies, procedures or plans here (*if any*):

- Minnesota State College and University (MnSCU) System Policy 3.35 (Credit for Prior Learning Policy) and Procedure 3.35.1 (Credit for Prior Learning Procedure).
- MnSCU Board Policy 5.11 and Procedure 5.11.1 Tuition and Fees.
- College and University Transcripts (3.29 and 3.29.1)
- MnSCU Board Policy 3.36 and Procedure 3.36.1 Academic Programs. Resident credit
- Transfer of Credit (3.37 and 3.37.1 and MN Transfer Curriculum 3.21 and 3.21.1)
- College-Level Examination Program (CLEP) 3.33
- SCC Grading and Grade Change Policy
- SCC Credit by Examination/Test Out
- SCC Advanced Standing
- SCC Advanced placement
- SCC Recording of Credit granted

Date & Subject of Revisions: October 14, 2016

Credit Hour Policy #4000.05

Purpose: The purpose of this policy is to ensure South Central College's assignment of credit hours is consistent with the federal definition of the credit hour and with the Higher learning Commission Policy 3.10, **Credits, Program Length and Tuition**, and conforms to the commonly accepted practices in higher education.

Part I. Definitions

A. Federal Credit Hour Definition

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than the following:

1. **One lecture (taught) or seminar (discussion) credit hour** represents 1 hour per week of scheduled class/seminar time and 2 hours of out-of-class preparation.
2. **One laboratory credit hour** represents 1 hour per week of lecture or discussion time plus 1-2 hours per week of scheduled supervised or independent laboratory work, and 2 hours of student out-of-class preparation.
3. **One practice credit hour** (supervised clinical rounds, visual or performing art studio, supervised student teaching, field work, etc.) represents 3-4 hours per week of supervised practice. This represents between 45 and 60 hours of work per semester.
4. **One independent study hour** is calculated similarly to practice credit hours.
5. **Internship or apprenticeship credit hours** are determined by the needs of the program and the internship site(s) and calculated similarly to practice credit hours.

B. Clock Hours

Non-degree programs subject to clock hour requirements (an institution is required to measure student progress in clock hours for federal or state purposes or for graduates to apply for licensure) are not subject to the credit hour definition per se but will need to provide conversions to semester or quarter hours for Title IV purposes. For clock-hour institutions, Federal regulations require that a semester hour must include at least 37.5 clock hours of instruction, and a quarter hour must include at least 25 clock hours of instruction.

C. Alternative Modes of Delivery

Alternative modes of delivery refers to any course that is provided through modes other than the traditional face-to-face model of one hour per week per each credit hour. This includes but is not limited to:

1. **Accelerated.** Courses with the same seat time as the traditional fact-to-face model but in a more compressed timeframe than a traditional semester course length. May be termed late start or early end.
2. **Hybrid.** Courses with reduced seat time where at least 30% of course is delivered face-to-face and the remainder through distance or online education. These courses have the same outcomes as traditional face-to-face courses.
3. **Distance.** Courses where instructors interact with students completely through distance

Delivery. These courses have the same outcomes as traditional face-to-face courses.

D. Federal Definition of Distance Education

Distance education/course means education that uses one or more of the [following]: technologies to deliver instruction to students who are separated from the instructor

1. To support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies used may include:
2. the internet,
3. one-way and two-way transmission through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices,
4. audio conferencing, videocassettes, DVDs, and CD-ROMs, if the videocassettes, DVDs or CD-ROMs are used in conjunction with any of the technologies above.

E. Credit for Prior Learning

Credits assigned after demonstration that course outcomes have been completed and documented. Refer to MnSCU Board Policy 3.35.

Part II. Course Credit Assignments

Establishment of new courses

Each new credit course shall be brought through the Curriculum Committee (AASC designated committee) approval process as though it were a traditional face-to-face course. Each course proposal shall include the number of credits assigned as well as the number of lecture hours per week and lab hours per week. Each course proposed shall also include a Common Course Outline with specified content to be covered and learning outcomes. Assigned course credits requested shall conform to the federal credit hour definition as specified above.

Part III. Implementation

A. Dissemination of information to faculty

It is the responsibility of the Dean or designee (e.g., chair) to direct faculty members to the Common Course Outline (CCO). All faculty are expected to follow the CCO for their courses.

B. Dissemination of information to students

Common course outlines shall be available to students through a link from the College catalog.

C. Delivery of courses/alternative modes of delivery

All faculty teaching the same course are expected to address, at minimum, the learning outcomes outlined in the common course outline, regardless of mode of delivery.

D. Evaluation of Credit Hour Designation

As part of the Curriculum Committee process, course material, outcomes, will be reviewed to see if outcomes are consistent with the standard expectations for any course of that credit designation.

Date & Subject of Revisions: March 17, 2017

Credit Life Span #3000.12

Purpose: The purpose of this policy is to establish an acceptable limit for credits to apply toward degree requirements.

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

Technical credits shall have a life span of 5 years from the time the course was completed. Exceptions to this policy may be requested and must be approved by the program advisor and Academic Dean.

Date of Final Approval / Policy Adoption: May 8, 2015

Data Privacy

Information Collection

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

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

Consequences

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

- You may not be admitted for enrollment if you do not complete the admissions application (except social security number).

- You may not receive academic accommodation if you do not verify your disability based on a recent psychological or medical evaluation.
- You may not receive financial aid assistance if you do not provide information on the financial aid form.
- You may not continue in college if you do not comply with immunization information as required by law.

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

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

Should you have questions concerning your rights, please contact Student Affairs Center at 507 389-7220.

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

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

Directory Information

Directory information including name, address, phone number, 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.

Limited Directory Information

Limited Directory information includes email address and Star ID. This data is approved for use in the Office 365 Global Address list. Note that full functionality of Office 365 may not be available when Limited Directory Data are suppressed.

Notify the Student Affairs Center if you wish to exercise your right to suppress the release of directory information.

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

Tennessen Warning (M.S. 13.04, SUBD.2.)

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

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

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

- to other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release;
- to federal, state or local officials for purposes of program compliance, audit or evaluation;
- as appropriate in connection with your application for, or receipt of, financial aid;
- to your parents, if your parents claim you as a dependent student for tax purposes;
- if the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and
- to an organization engaged in educational research or accrediting agency.

FERPA Annual Notice

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

Should you have questions concerning your rights, please contact Student Affairs Center at 507 389-7220.

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

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

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

Notice: If you are currently enrolled in or receiving services from one college or university within the Minnesota State College and University System ("System"), your academic records from that institution are available to officials of other schools within the System while you are in attendance. If you seek or intend to enroll at another institution within the System, your academic records from other institutions are also accessible to officials at the school where you are seeking or intend to enroll. SCC forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to or is already enrolled as long as the disclosure is for purposes related to student's enrollment or transfer. Disclosures of

your records to other schools under other circumstances may require your prior written consent.

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

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

Authorization to Release Student Information

AASC 1/28/11

Disability Rights Policy #3000.15

Purpose: 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.

Applicability: The ADA requires that all programs, services and activities, when viewed in their entirety, are readily accessible to and usable by qualified individuals with disabilities. This institution must communicate effectively with individuals with speech, visual, and hearing impairments and provide auxiliary communication aids to qualified individuals with disabilities participating in or benefiting from this institution's programs, services or activities to afford equal opportunity. If you would like to: review the ADA or its interpretive regulations, ask questions about your rights and remedies under the ADA, request a reasonable modification to this institution's policies, practices or

procedures, or file a written grievance with this institution alleging noncompliance with the ADA Contact one of the SCC designated ADA Compliance Officers listed below:

Employment: Dawn Pearson, Human Resources Director, Human Resources Office, South Central College, 1920 Lee Boulevard, North Mankato, MN 56003 • 1-800-722-9359; Dawn.Pearson@southcentral.edu

College programs, services, activities: Marilyn Weber, Disability Coordinator; 1920 Lee Boulevard, North Mankato, MN 56003; North Mankato Room B132, Faribault Room A 116

VOICE: 507-389-7339 or 507-3321-4291 • 1-800-722-9359; Marilyn.Weber@southcentral.edu

For TTY communication, contact the Minnesota Relay Service at 7-1-1 or 1-800-627-3529

Date of Final Approval / Policy Adoption: January 25, 2013

Grading / Grade Change Policy #3000.22

Purpose: The purpose of this policy is to define acceptable grades for students attending credit classes at South Central College and to define the process for changing a student grade.

Policy: Letter grades will be assigned to each student in each credit course as an evaluation of student performance. Grading deadlines will be communicated from the Office of the Registrar each semester.

The following are acceptable grades that may be used in grading students' work.

A = 4.00
A- = 3.66
B+ = 3.33
B = 3.00
B- = 2.66
C+ = 2.33
C = 2.00
C- = 1.66
D+ = 1.33
D = 1.00
D- = 0.66
F = 0

AU =AUDIT
 CR =TEST-OUT
 I =INCOMPLETE
 P =PASS
 W =WITHDRAW
 Z =NO GRADE ASSIGNED
 FN =0
 EX =TALK TO REGISTRAR
 FN = Failure/Not Attending

Change of Grades

1. A change of grade will be accepted by the Office of the Registrar only if properly authorized by the instructor or at the discretion of the academic dean/director if the instructor is not currently employed by the college.
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. (Please see the Incomplete Policy for additional information.)

Date of Final Approval / Policy Adoption: March 20, 2015

Graduation Policy #3000.23

Purpose: The purpose of this policy is to outline the requirements for graduation from South Central College.

Applicability: This policy applies to all students graduating from South Central College

Requirements

Students are eligible for graduation when they have successfully fulfilled the stated requirements of an academic award.

Requirements for graduation also include the following:

- A minimum cumulative GPA of 2.00. (Some programs require a higher minimum cumulative GPA).

- D- or above in all required courses. Some programs require minimum grades of C or better.
- Student has met all South Central College degree and program requirements.
- Completed graduation application has been reviewed and approved by program advisor and the Office of the Registrar.

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

Deficiencies in graduation requirements must be completed within two years after receipt of deficiency letter from the Office of the Registrar.

Application

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

Honors

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

List related policies, procedures or plans here (if any): Graduation Application form; also see Complaint/Grievance Procedure guidelines

Procedure: Graduation Application form

Date of Final Approval / Policy Adoption: February 13, 2015

Harassment/Nondiscrimination in Employment & Education Policy

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

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

This policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, SCC will give due consideration to an individual's constitutionally protected right to free speech and academic freedom.

South Central College and MnSCU Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity and Procedure 1B.1.1 can be found at: <http://www.mnscu.edu/board/policy/1b01.html>.

COMPLAINT PROCEDURE:

Students and employees who feel they are, or have been, victims of harassment or discrimination should inform the college Affirmative Action Officer or Regional Investigator as soon as possible. You can contact the college's representatives directly using the contact information below or use the [Harassment / Discrimination Complaint Form](#)

Affirmative Action Officer

Dawn Pearson
Director of Human Resources
dawn.pearson@southcentral.edu
North Mankato Phone (507) 389-7219

Regional Investigator

Ricki Walters
507-433-0368
507-438-0588 (Cell)

Immunization Policy #3000.25

Purpose: Uphold Minnesota Law (M.S.135A.14)

Applicability:

Minnesota Law (M.S. 135A.14) requires proof that all students born after 1956, are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. The Immunization form is designed to provide the school with the information required by the law and will be available for review by the Minnesota Department of Health and the local health agency.

Definitions:

"Student" means a person born after 1956 who did not graduate from a Minnesota high school in 1997 or later, and who is (1) registering for more than one class during a full academic term, such as a quarter or a semester or (2) housed on campus and is registering for one or more classes. Student does not include persons who are only enrolled in extension classes, correspondence classes, online classes, or evening or weekend adult accelerated programs.

List related policies, procedures or plans here:

- Procedure: Immunization Procedure 3000.25.1

Date & Subject of Revisions: November 18, 2016

Immunization Procedure #3000.25.1

Purpose: Uphold Minnesota Law (M.S.135A.14)

Applicability: Minnesota law (M.S. 135A.14) requires that students attending post-secondary schools in Minnesota provide a statement that they have received appropriate immunization against measles, mumps and rubella (MMR) and diphtheria and tetanus (DT).

The Immunization Record Form is available at <http://www.southcentral.edu/webdocs/admissions/Immunization%20Form.pdf> or in

the Student Affairs Center. Students who fail to submit their immunization information will be denied registration.

Completed forms are documented in the student record system.

Definitions: MMR vaccinations must have been administered after 12 months of age. DT vaccinations must have been administered within ten years.

List related policies, procedures or plans here:

Immunization Policy 3000.25

Date & Subject of Revisions: November 18, 2016

Incomplete Policy #3000.26

Purpose: The purposes of this policy are the following: to establish guidelines for the appropriate use of the incomplete (I) grade; to identify criteria for the request of an incomplete grade; and to clarify deadlines for completion of incomplete work.

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 student and instructor, no later than the end of the next fall or spring term (whichever is sooner).
- The request for incomplete must be submitted on the Incomplete Grade Request Form, signed by the instructor and the student, and submitted to the Academic Dean's Office. Instructor will assign the grade of "I" online when submitting all grades.
- Refer to Incomplete Grade Request Form for due date and grade options.
- The student shall not re-register for the course while completing the remaining work.
- If the remaining work is not completed by the end of the next fall or spring term, (whichever is sooner), the "I" grade changes to the grade of "F."

Date of Final Approval / Policy Adoption: May 8, 2015

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.

Resources:

[u.select](#) - A multi-state online tool that helps you determine course equivalencies, program requirements and applicability of coursework when transferring between schools.

AASC 4/26/13

Interpreting Services for Deaf & Hard of Hearing Students Policy #3000.28

Purpose: To provide access to the courses, events and activities of the college by arranging sign language interpreting services to students who are deaf and/or hard of hearing.

Applicability:

Sign Language Interpreters will be provided to deaf and hard of hearing (D/HH) students who make a request and demonstrate a need for interpreter services. Interpreting services are available to prospective students, current students, and college guests needing communication access to SCC college courses, customized training, orientations, meetings, events, and activities.

Definitions (*if needed*): Deaf and profound hearing loss: an individual with a hearing loss of such severity that the individual must depend primarily on visual communication, such as writing, lip reading, manual communication and gestures (Minnesota statute 135A.165)

List related policies, procedures or plans here (*if any*):

- Interpreter Usage Guidelines

Procedure:

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. For meetings and events, 2 weeks' advance notice is requested. Contact the SCC Disability Director at: (507) 389-7339 or [Email: asc@southcentral.edu](mailto:asc@southcentral.edu).

Date & Subject of Last Revisions: October 9, 2015

Maximum Credit Load Policy #4000.09

Purpose: The policy specifies maximum credit loads and overload exceptions.

Applicability:

Students will be allowed to register for a maximum of 20 credits in an academic term. Any student who wishes to register for more than 20 credits must request the 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.

Procedure:

[Drop Add Degree Seeking Student - form to get faculty permission](#)

Date & Subject of Last Revisions: : November 13, 2015

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.

AASC 4/26/13

Post-Secondary Enrollment Options (PSEO) Policy #3000.35

Purpose: In accordance with Minn. Stat. § 124D.09 and Policy 3.5, the purpose of this policy is to outline requirements and standards for the Post-Secondary Enrollment Options (PSEO) Program

Applicability: Applies to students as defined below.

Part 1. Definitions:

Subpart A. Post-Secondary Enrollment Options Program or "PSEO." The Post-Secondary Enrollment Options Program is the program established by [Minnesota State Statutes 124D.09](#) to "promote rigorous educational pursuits and provide a wider variety of options for students." Through PSEO, high school students may earn both secondary and postsecondary credit for college or university courses completed on a college or university campus, at a high school, or at another location.

Subpart B. PSEO Concurrent enrollment course. A PSEO concurrent enrollment course is a college or university course made available through the PSEO program, offered through a secondary school, and taught by a secondary teacher.

Part 2. Postsecondary Enrollment Options Expectations. The Minnesota State Colleges and Universities shall provide opportunities for students to participate in the Post-Secondary Enrollment Options Program. Students shall be admitted according to criteria that promote progress through college-level coursework and that augment their continued academic growth consistent with board policies and system procedures.

Subpart A. Enrollment on campus. Enrollment of PSEO students in courses on a college or university campus shall be allowed on the basis of available space as defined by the college or university.

Subpart B. Compliance with standards. Colleges and universities shall require PSEO students to perform to the college's or university's academic and student conduct standards.

Subpart C. Developmental Courses. Colleges and universities shall not enroll students in developmental courses through PSEO.

List related policies, procedures or plans here (if any):

- MnSCU Board Policy 3.5 – <http://www.mnscu.edu/board/policy/305.html>
- Procedure 3.5.1 - <http://www.mnscu.edu/board/procedure/305p1.html>
- Minnesota State Statue 124D.09
- <http://www.revisor.leg.state.mn.us/stats/124D/09.html>
- MN Department of Education Postsecondary Enrollment Options
- <http://education.state.mn.us/MDE/StuSuc/CollReadi/PSEO/>

Date & Subject of Revisions: December 16, 2016

Post-Secondary Enrollment Options Procedure #3000.35.1

Part 1. Purpose: In accordance with Minn. Stat. §124D.09 and Minnesota State Policy 3.5, this procedure governs the implementation of the Post-Secondary Enrollment Options program.

Part 2. Admissions Requirements for PSEO Students.

Subpart A. Eligibility Standards. PSEO participation shall be available to juniors and seniors enrolled through a Minnesota high school, home school, or alternative learning center who present evidence of the ability to perform college-level work. Such evidence includes the following:

1. Seniors, class rank in the upper one-half of their class, or score at or above the 50th percentile on a Minnesota State recognized nationally standardized, norm-referenced test (ACT, SAT, Aspire, or PSAT), or cumulative GPA of 2.8 (on a 4.0 scale) or better
2. Juniors, class rank in the upper one-third of their class, or score at or above the 70th percentile on a Minnesota State recognized nationally standardized, norm-referenced test (ACT, SAT, Aspire, or PSAT), or cumulative GPA of 3.2 (on a 4.0 scale) or better
3. Home schooled students: Seniors must score at or above the 50th on a Minnesota State recognized nationally standardized, norm-referenced test (ACT, SAT, Aspire, or PSAT). Juniors must score at or above the 70th percentile on a Minnesota State recognized nationally standardized, norm-referenced test (ACT, SAT, Aspire, or PSAT). Sophomore-level home schooled students are not eligible for PSEO.
4. Students who are in the 11th or 12th grade who are applying for Technical coursework will be required to demonstrate that they have the ability to successfully complete college coursework at a C level or higher. The following

criteria may be reviewed before an admission decision is determined – recommendations from a high school contact person, coursework taken in high school, GPA, class rank, New Student Assessment Testing and Minnesota State recognized nationally standardized, norm-referenced test results. A student who seeks to change their declared major must meet stated PSEO criteria at the time the request is made.

Subpart B. Eligibility Review Process. Evidence presented by students seeking to participate in the PSEO program will be reviewed as part of the admission process. This process shall address each of the criteria in Part 2 Subpart A of this procedure and shall include faculty participation as appropriate. Students must have successfully completed all PSEO admissions requirements to South Central College.

Subpart C. Career and Technical Education. Notwithstanding the eligibility standards established in Part 2, Subpart A of this procedure, a student who is in 10th grade and has attained a passing score of 850 on the 8th grade Minnesota Comprehensive Assessment in reading and meets any other course prerequisites or course enrollment standards established by the college, including but not limited to assessment test scores, program admission, or other requirements, may enroll in a career or technical education course. Sophomore students are limited to courses outside the Minnesota Transfer Curriculum (MnTC) and approved by the Vice President of Academic and Student Affairs. If the student receives a grade of C or better in the course, the student shall be allowed to take additional career or technical education courses in subsequent terms.

A career or technical course is a course that is part of a career and technical education program that provides individuals with coherent, rigorous content aligned with academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current and emerging professions and provides technical skill proficiency, an industry recognized credential, and a certificate, diploma, or an associate degree.

A student who first enrolls under this provision while in 10th grade and wishes to enroll in general education courses as an 11th or 12th grade student must take the system Assessment for Course Placement and achieve the required scores prior to enrollment. Students admitted under this provision may be required to attend counseling or advising sessions at the discretion of the college.

Part 3. PSEO Admission Appeal. An applicant who is denied acceptance into the PSEO program has the right to appeal the decision to the college. The appeal process requires:

- Student must submit a PSEO Admission Appeal Form
- Student must submit a letter of appeal
- Student must submit a letter of support from a school contact person

A student cannot appeal if denied based on an incomplete application by the deadline date.

Appeal must be received within 10 working days after notification of denial is received by the student.

Part 4. PSEO Student Support, Enrollment, and Performance.

Subpart A. Student Support. PSEO students will be provided information that:

1. describes available academic and student support services and
2. outlines student responsibilities, including their responsibility to communicate with their high school about their academic performance in courses offered through PSEO.

Subpart B. Student Enrollment. Students choosing to enroll in PSEO courses, including PSEO concurrent enrollment courses, shall meet the requirements of Board Policy 3.3 and System Procedure 3.3.1, Assessment for Course Placement, before enrolling. PSEO students must meet age specific requirements for each course. Students are not eligible to take courses that involve travel out of the school area (e.g. trips to Colorado, Africa, Germany).

Subpart C. Student Performance and Program Effectiveness. South Central College will collect data about the performance of each student enrolled in courses through PSEO for use in monitoring student progress and measuring PSEO program effectiveness. This data shall be reported to the system office.

Part 5. PSEO Offered through Concurrent Enrollment Courses.

Subpart A. Definition. As defined in Policy 3.5, a PSEO concurrent enrollment course is a course made available through the PSEO program, offered through a high school, and taught by a high school teacher. As specified in Minn. Stat. §124D.09, concurrent enrollment courses enroll only high school students who may earn both high school and college credit for satisfactorily completed courses.

Subpart B. PSEO Concurrent Enrollment Courses. PSEO concurrent enrollment courses shall be college-level courses approved through the curriculum process, shall meet institutional standards required for accreditation, and shall follow the college approved course outline.

Subpart C. Concurrent Enrollment Agreements. An agreement must be completed to offer one or more concurrent enrollment courses, signed by the appropriate representative of each party which includes the college and the high school district. This agreement shall address at a minimum:

1. qualifications and responsibilities of high school instructors as defined in Subparts E and F of this procedure, including documentation of high school teacher qualifications;
2. college support to be provided to the instructor as defined in Subpart D of this procedure;
3. other resources, such as laboratory space and course materials, needed to support quality concurrent enrollment teaching and learning;
4. compliance with student participation requirements as specified in Part 2 and Part 5, Subpart H of this procedure;
5. financial arrangements for offering the course(s); and
6. duration of the agreement and frequency of its review, which shall be at least annually.

The form of the agreement between a district and a college and the financial arrangements for delivering concurrent enrollment courses shall be in conformance with system-determined practices for concurrent enrollment agreements that exist at the time the agreement is signed.

Subpart D. PSEO Concurrent Enrollment Instructor Support. For each high school teacher approved to provide PSEO instruction as a concurrent enrollment instructor, the college or university shall:

1. provide a college faculty member who shall communicate regularly with the concurrent enrollment instructor and monitor assignments, exams, projects, student academic achievement, and instructional effectiveness to ensure that the course meets the learning outcomes contained in the course outline approved by the college and that students are held to college-level standards; and
2. provide each concurrent enrollment instructor with a required orientation to the concurrent enrollment program and on-going opportunities to participate in appropriate campus-based and/or program-specific faculty development activities.

Subpart E. PSEO Concurrent Enrollment Instructor Designation. Designation of a high school teacher to be a concurrent enrollment instructor requires:

1. completion of an application by the high school teacher;
2. approval by the teacher's principal as part of the application; and
3. approval by the college after consultation with faculty in the relevant discipline, consistent with Subpart F of this procedure.

Participation in a concurrent enrollment program by a high school teacher shall require compliance with all expectations for communicating with the college faculty member and participation in any required orientation and professional development activities, as outlined in the concurrent enrollment agreement and as described in Subparts C and D of this procedure.

Subpart F. PSEO Concurrent Enrollment Instructor Qualifications. The minimum qualifications for concurrent enrollment instructors shall meet the system established credential fields and minimum qualifications for faculty are designated in Board Policy 3.32 and System Procedure 3.32.1 College Faculty Credentialing.

Subpart G. Students in PSEO Concurrent Enrollment Courses. PSEO concurrent enrollment courses shall not simultaneously enroll PSEO and non-PSEO high school students except as provided in Subpart H of this procedure.

Subpart H. PSEO Concurrent Enrollment Exceptions. A high school that wishes to have a college offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to 11th and 12th grade students who meet the PSEO eligibility requirements of Part 2, Subpart A may:

1. request approval for an exception from the president of the college to allow 9th or 10th grade students who rank in the upper one-tenth of their class or attain a score at or above the 90th percentile on a nationally standardized, norm-referenced test, or have a favorable recommendation from a designated high school official to enroll in that course; or
2. request approval for an exception from the president of the college to allow non-PSEO students to enroll in that course. The president of the college shall approve or deny the request after the appropriate college consultation process. In any concurrent enrollment course that enrolls both PSEO and non-PSEO students:
 - a. PSEO students shall be the majority of the students in the course; and
 - b. the concurrent enrollment instructor and college faculty member shall ensure that all PSEO students are held to college-level course standards.

An annual report of all concurrent enrollment exceptions granted by a college shall be provided to the system office and shall include information about efforts made to reduce the number of exceptions approved.

Part 6. PSEO Student Performance Requirements. To continue enrollment in the PSEO program a student must:

- Adhere to Satisfactory Academic Progress policy
- Complete the Postsecondary Enrollment Options form each semester; this form needs to be signed by a secondary school representative
- Comply with SCC's policies in the SCC e-catalog

Financial Information:

- Tuition, textbooks, and fees are covered by the PSEO program. The student is responsible for any other costs incurred at the college (library fees, transportation and supply/classroom fees not covered in tuition costs)

- Student is financially responsible for supplies, tools, clothing and any consumable supplies
- Student is financially responsible for any books not returned by the end of the business day at the end of South Central College's finals. The student will be charged at a used price of the textbook for any books that are not returned on time and in the same condition as when they are picked up. Any CD's or supplemental materials must be returned with the book
- Students may take a course that has an additional fee up to \$100 per credit

Date & Subject of Revisions: December 16, 2016

President's List Policy #3000.34

Purpose: To recognize students who have achieved above average academic progress.

Applicability:

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

Date & Subject of Last Revisions: September 18, 2015

Registration

Information and procedures regarding add/drop/withdraw from courses is found on the [Registration page](#)

AASC 4/26/13

Repeating a Course Policy #3000.36

Purpose: To give information on courses that can be repeated and the transcribing of that course repeat.

Applicability:

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.

Date & Subject of Last Revisions: October 9, 2015

Satisfactory Academic Progress Policy #4000.03

Purpose:

Part 1. South Central College, the Minnesota State Colleges and Universities and Federal and State law require that a student make satisfactory academic progress towards a degree or certificate to attend the College and remain eligible for financial aid.

The standards defined below are cumulative and include all periods of enrollment, whether or not a student received financial aid. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty.

Counseling, tutoring, mentoring, special programs and outside referrals are all available.

Part 2. Qualitative Measure of Progress

All students are required to meet or exceed a cumulative earned grade point average (GPA) of 2.00.

Part 3. Quantitative Measure of Progress

- **Completion Percentage** - All students are required to earn a minimum of 67% of their cumulative registered/attempted credits.
Grades of F, FN, FW, I, N, NC, W, Z and IP (or blank/missing) are treated as registered credits but NOT earned credits and thus negatively impact the percent of completion.

Percent earned = $\frac{\text{cumulative earned credits}}{\text{cumulative registered credits}}$

- **Maximum Time Frame** - All financial aid recipients are expected to complete their degree/certificate within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published credit length of the program. Financial aid recipients may continue to receive aid through their cumulative registered credits that equal 150% of the required number of credits needed to complete their degree/certificate at South Central College.

Part 4. Evaluation

South Central College will evaluate satisfactory academic progress after each term which includes fall, spring and summer. All students with registered credits during a term will be evaluated at the end of that term.

Part 5. Failure to Meet Standards

- **Warning**
- **Warning Status.** If at the end of the evaluation period a student has not met either an institution's GPA or completion percentage standard, the student will be placed on warning for one evaluation period. Students on warning are eligible to register and receive financial aid.
- **Reinstatement of students on warning status.** If at the end of the warning period a student who has been on warning has met both the cumulative GPA and cumulative completion percentage standards, the warning status is ended and the student is returned to good standing.

B. Suspension of Students on Warning Status. If at the end of the warning period a student who has been on warning status has not met both the institution's cumulative grade point average and completion percentage standards, the student shall be suspended. Students on suspension are not eligible to register or receive financial aid.

C. Suspension of Students Not on Warning Status

- **Suspension for Exceeding the Maximum Time-Frame.** If at the end of the evaluation period a student has failed to meet the institution's standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility.
- **Suspension for Inability to Meet Program Requirements within the Maximum Time Frame.** If at the end of the evaluation period the institution determines it is not possible for a student to raise her or his GPA or course completion percentage to meet the institution's standards before the student completes their program of study at South Central College, the student shall be suspended from financial aid.
- **Suspension for Extraordinary Circumstances.** Institutions may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic

performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

- **Suspension at another MnSCU Institution.** Students who have been suspended from another MnSCU institution within the past academic year shall be denied admission at South Central College but may contact the Admissions Office for the appropriate appeal form.

Part 6. APPEALS & PROBATION

- A. **Appeals:** A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on special, unusual or extenuating circumstances causing undue hardship such as death in the family, student's injury or illness or other special circumstances as determined by the institution.
- Appeals are due prior to the first day of the semester the student wishes to be reinstated for financial aid and/or enrollment.
 - Appeals must be submitted in writing with a form(s) available from the College.
 - The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.
 - The appeal must also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
 - Supporting documentation beyond the written explanation is strongly encouraged.
 - Initial consideration of appeals will be undertaken by the Director of Financial Aid, Registrar or designee. If denied, it may be resubmitted, with additional documentation, for consideration by an appeals committee.
 - Appeals that are approved must contain an academic plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.
 - All academic plans put in place for GPA deficiency will require a minimum term GPA of 2.50 during any probationary term. All academic plans put in place for % completion deficiency, will require a term completion percentage of 75% during any probationary term.
- B. **Probationary Status:** A student who has successfully appealed shall be placed on probation for one evaluation period. If, at the end of the next evaluation period, a student on probation status:
1. Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
 2. Has not met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in

his/her academic plan (2.50 term GPA and/or 75% term completion rate, depending upon the deficiency), the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.

3. Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

PART 7. Notifications of Status and Appeal Results

- A. **Status Notification** - Students are notified in writing (letter or email) when the evaluation of satisfactory academic progress results in warning, suspension, or probation.

The notice includes the conditions of the current status and the conditions necessary to regain eligibility for registration and financial aid. Notice of suspension also includes the right and process necessary to appeal suspension.

- B. **Appeal Result Notification** - Students are notified in writing (letter or email) of the results of all appeals. Approved appeals include the conditions under which the appeal is approved and any conditions necessary to retain eligibility for registration and financial aid.

Denied appeals include the reason for denial and the process to appeal the denial.

Part 8. Reinstatement

A student who has been suspended from financial aid eligibility may be reinstated after an appeal has been approved or the minimum cumulative GPA and completion percentage standards have been achieved.

A student suspended from the College may be reinstated to enroll for classes after not attending South Central College for one semester. Subsequent suspensions will be one academic year.

Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility.

Part 9. Treatment of Grades and Credits

- A. **Credits**: The unit by which academic work is measured.
Registered (Attempted) Credits: The total number of credits for which a student is officially enrolled at the end of the registration drop period each term.

Cumulative Registered Credits: Cumulative registered credits are the total number of credits registered for all terms of enrollment at the college, including summer terms and terms for which the student did not receive financial aid.

Earned Credits: Earned credits include grades of A, B, C, D and P. They are successfully completed credits that count towards the required percentage of completion (67%) as defined by the quantitative measure.

Attempted, NOT earned: Grades of F, FN, FW, I, N, NC, W, Z and IP (or a blank/missing) will be treated as credits attempted but NOT successfully completed (earned).

- B. **Academic Review:** Credits for which a student has been granted academic review WILL be included in all financial aid satisfactory academic progress measurements.
- C. **Audited Courses:** Audited courses are not aid eligible courses and are not included in any satisfactory academic progress measurements.
- D. **Consortium Credits:** Consortium credits are those credits for which a student is registered at another college, which are accepted in transfer by this college and are included for purposes of processing financial aid at this college.

These credits are included in all satisfactory academic progress measurements.

- E. **Developmental Credits:** Developmental credits are those awarded for remedial course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 credits hours (excluding English Language Learner).

These credits are included in all satisfactory academic progress measurements. However, up to 30 developmental credits are excluded from the maximum timeframe calculation.

- F. **Repeat Credits:** Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student may repeat a class as allowed by the institution.

The institution will determine, based on its Repeated Courses policy, which grade will become the grade calculated in the GPA. All repeated credits are included in the percent of completion and maximum time frame calculations.

- G. **Transfer Credits:** Transfer credits are credits earned at another college which are accepted by this college.

Transfer credits which are accepted by South Central College and are applicable to the student's program of study shall be counted as credits attempted and completed for calculation of completion percentage and maximum time frame.

Grades associated with these credits are not included in calculating GPA.

- H. **Withdraw:** The mark of "W" (withdrawal) is assigned when a student withdraws from a class after the drop period.

It is not included when calculating grade point average or earned credits.

Thus, it does not impact GPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

- I. **Test Out:** Credits earned through test out do not count toward the total credits enrolled per term for financial aid purposes, but credits are used when calculating student's percent of completion and maximum time frame.
- J. **Credit for Prior Learning (CPL):** Credits earned from previous experience are not eligible for financial aid, but credits are used when calculating student's percent of completion and maximum time frame.
- K. **Incompletes:** The mark of "I" (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. A grade of "I" is not included when calculating grade point average or earned credits. Thus, it does not impact GPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

Definitions:

Academic Plan. A student who successfully appeals for reinstatement will be required by South Central College to complete, during their probationary period, specific requirements contained in an academic plan developed for that student by South Central College.

At a minimum the academic plan will require a student to achieve a 2.50 GPA during their probationary term and/or a 75% completion rate during their probationary term, depending upon the deficiency.

Evaluation Period. South Central College will evaluate satisfactory academic progress after each term which includes fall, spring and summer. All students with registered credits during a term will be evaluated at the end of that term.

Maximum Time Frame. All financial aid recipients are expected to complete their degree/certificate within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published credit length of the program.

Warning Status. Students on warning are eligible to register and receive financial aid for one evaluation period despite a determination that the student has not met either an institution's grade point average standard, or completion percentage standard, or both.

- If at the end of the warning period a student who has been on warning status has met both the institution's cumulative grade point average and completion percentage standards, the warning status is ended and the student is returned to good standing.
- If at the end of the warning period a student who has been on warning status has not met either the institution's cumulative grade point average or completion percentage standards, the institution shall suspend the student.

Suspension Status. A student on suspension status is not eligible to register or receive financial aid. Students who have been suspended may regain their eligibility only through the institution's appeal process or when they are again meeting the institution's satisfactory academic progress cumulative grade point average and completion percentage standards.

Probationary Status. A student who has successfully appealed shall be placed on probation for one evaluation period. If, at the end of the next evaluation period, a student on probation status:

- Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- Has not met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan, the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
- Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

List related policies, procedures or plans here:

- #3000-22 Grading and Grade Change Policy
- #3000-36 Repeated a Course Policy
- #3000-02 Academic Forgiveness Policy

Date & Subject of Revisions: 3/18/16

Service Animal Policy #3000.38

Applicability:

Service Animal Definition: A service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals are not service animals for the purposes of this definition.

Work or Tasks

The following questions will be asked of the person who is accompanied by a service animal:

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform?

College staff will not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability.

Conditions and Control

All service animals must be vaccinated and tagged.

A service animal must be under the control of the handler at all times. The college reserves the right to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it
- The animal is not housebroken
- The presence of the animal constitutes a fundamental alteration to the nature of the service, program, or activity of the college

The animal must be harnessed, leashed or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

If the college properly excludes a service animal it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

The college is not responsible for the care or supervision of a service animal.

Miniature Horses

An exception to the ADA regulations for service animals allows students with disabilities to be accompanied by a trained miniature horse. The same criteria as above will be used to assess whether a miniature horse is allowed on campus (animals must be housebroken, in the owners control, and cannot compromise legitimate safety

requirements necessary for safe operation of the facility.) In addition, miniature horses must have a height under 34 inches and weigh less than 100 pounds.

This guideline is adapted from The Federal Register, Sept. 15, 2010, "Guidance on Revisions to ADA Regulation on Nondiscrimination on the Basis of Disability in State and Local Government Services," Sec. 35.136 Service animals and Section-By-Section Analysis and Response to Public Comments, pages 56192-56195.

Date & Subject of Revisions: February 12, 2016

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Request Procedures

Requests for the use of service animals on the SCC campus will be reviewed by Marilyn Weber, the Director of the Office for Students with Disabilities. A request needs to be made in advance of the attendance of a service animal in a classroom. Upon determination of eligibility, contact will be made with the instructor(s) to notify them that the service animal will accompany the student to class.

This guideline is adapted from The Federal Register, Sept. 15, 2010, "Guidance on Revisions to ADA Regulation on Nondiscrimination on the Basis of Disability in State and Local Government Services," Sec. 35.136 Service animals. and Section-By-Section Analysis and Response to Public Comments, pages 56192-56195.

AASC 12/16/11

Student Background Policy (Health and Child Care Majors)

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

AASC 1/25/13

Student Code of Conduct Policy #3000.44

A. Purpose

The South Central College (SCC) Student Code of Conduct (the Code) define expectations for appropriate conduct to support a productive learning environment. The Code includes an outline of students' right to due process, and sanctions resulting from violations.

B. Student Conduct Policy

Students are expected to conduct themselves in accordance with college policy and

generally accepted norms of conduct in order to preserve a safe and supportive learning environment. Students will be afforded appropriate due process in the resolution of any allegation(s) of violations of the Conduct. Students found responsible for violations are subject to sanctions which may include removal from course(s) or suspension/expulsion from the college.

Allegations of discrimination, harassment, sexual violence, fraud or dishonest acts as defined in Minnesota State Board Policy 1B.1, 1B.2, 1B.3, 1B.4 must be resolved pursuant to Board policy. Allegations of academic dishonesty will be resolved under separate procedures in accordance with SCC Academic Policy #4000-07.

Jurisdiction of the Student Code of Conduct

The Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus in the following circumstances:

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

The Administrator (defined in procedures) shall decide whether the Conduct will apply to conduct occurring off-campus on a case-by-case basis.

C. Prohibited Student Conduct

Any student found to have committed or to have attempted to commit the following misconduct in circumstances falling under the jurisdiction of this Code may be subject to the disciplinary actions outlined in procedures:

1. Violation of any federal, state or local law.
2. Violation of any College or Board policy, rule or regulation published in hard copy or available electronically on the College or MnSCU website.
3. Acts of dishonesty, including but not limited to the following:
 - a. all forms of academic dishonesty including cheating and/or plagiarism;
 - b. furnishing false information to any College official, faculty member or office;
 - c. forgery, alteration or misuse of any College document, record or instrument of identification;
 - d. use of any unauthorized assistance in taking quizzes, tests or examinations;
 - e. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;

- f. acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or
 - g. engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- 4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, routine College activities, other authorized College activities or other unauthorized activities on or off campus.
- 5. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct, in person or electronically, which threatens or endangers the health or safety of any person.
- 6. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.
- 7. Hazing defined as an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
- 8. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 9. Unauthorized possession, duplication or use of keys or other access modes to any College premises or unauthorized entry to or use of College premises.
- 10. Use, possession, manufacturing or distribution of narcotics or other controlled substances except as expressly permitted by law.

Note: Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college owned or controlled property or any function authorized or controlled by the college or university.

- 11. Use, possession, manufacturing or distribution of alcoholic beverages (except as expressly permitted by College or MnSCU regulations), or public intoxication, or violation of Minnesota State Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
- 12. Possession or use of firearms, explosives, other weapons, or dangerous chemicals on College premises, even if legally possessed, in a manner that harms, threatens or causes fear to others. Minnesota State 5.21 policy states: *Students are prohibited from possessing or carrying a firearm while on*

system property, regardless of whether the student has a permit to carry a firearm, except as otherwise provided in this policy.

13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in a gym, locker room or restroom.
15. Sexual violence offenses are processed under MnSCU Sexual Violence Policy 1B.3 and Procedure 1B.3.1
16. Any violation of the College's IT Policies and Procedures or Board Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources.
17. Abuse of the student conduct system, including but not limited to:
 - a. Failure to obey the notice to appear for a meeting or hearing as part of the student conduct system;
 - b. Falsification, distortion, or misrepresentation of information before the Student Conduct Board;
 - c. Disruption or interference with the orderly conduct of Student Conduct Board proceedings;
 - d. Initiating a Student Code of Conduct proceeding in bad faith;
 - e. Attempting to discourage an individual's participation in, or use of, the student conduct system;
 - f. Attempting to influence the impartiality of a member of a Student Rights and Responsibilities Board prior to, and/or during the course of, the Student Rights and Responsibilities Board proceeding;
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Rights and Responsibilities Board prior to, during, and/or after a student Conduct Code proceeding;
 - h. Failure to comply with the sanction(s) imposed under the Code;
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

D. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and this Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this

Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Administrator.

Determinations made or sanctions imposed under this Code shall not be subject to change because criminal complaints arising out of the same facts giving rise to violation of College rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.

E. Maintenance of Records

Annually, and upon amendment, colleges and universities will notify students of the availability and location of the Student Code of Conduct and a copy of the code will be posted at appropriate locations on campus and on the college website.

Related Policies:

- Academic Dishonesty #4000.07
- Complaint/Grievance Policy #3000.11
- Data Privacy #3000.14
- Harassment/Nondiscrimination in Employment & Education Safety & Health Policy #3000.37
- Sexual Violence Policy for students and Employees
- Student Rights and Responsibilities #3000.46
- Student Drug and Alcohol Use Policy #3000.18
- MnSCU 3.6 Student Conduct Policy
- MnSCU 3.5.1 Student Conduct Procedures

Procedure: See Student Code of Conduct Procedure 3000.44.1

Date & Subject of Revisions: September 16, 2016

Student Code of Conduct Procedure # 3000.44.1

A. Purpose: South Central College has established procedures to implement the Student Code of Conduct Policy.

B. Definitions:

1. "College" means South Central College.
2. "Administrator" means that person designated by the college president to be responsible for the administration of the student Code of Conduct by serving as the Hearing Officer.

3. "Alleged student violator" means any student accused of violating the Student Code of Conduct.
4. "College premises" include all land, buildings, facilities and other property in the possession of or owned, used or controlled by the College, including adjacent streets and sidewalks. The Student Code of Conduct applies at all locations rented by the College, including facilities as part of the Education for Global Learning program.
5. "Complainant" means any person who submits a complaint alleging that a student violated the Code of Conduct. A student who believes that s/he has been a victim of another student's misconduct will have the same rights under this Code as are provided to the Complainant, even if another member of the College community submitted the complaint itself.
6. "Hearing Officer" means the person dedicated to preside over procedural matters under review by the Student Right and Responsibilities Board.
7. "Student" includes all persons who:
 - o Are enrolled in one or more courses, either credit or non-credit through the College.
 - o Withdraw, transfer, or graduate after an alleged violation of the student Code of Conduct.
 - o Are not officially enrolled for a particular term but who have a continuing relationship with the college.
 - o Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
8. "Member of the college community" includes any person who is a student, staff or faculty member, administrator or any other person employed by the college.
9. "Organization" means any number of persons who have complied with the formal requirements for College registration as a Student Senate recognized club or Student Life funded group.
10. "Preponderance of evidence" means a standard of responsibility that more likely than not the Code has been violated.
11. "Student Rights and Responsibilities Board (SRRB) means any person or persons authorized by the Dean of Student Affairs and appointed by the SCC Student Senate to determine whether a student has violated the Code and to recommend sanctions that may be imposed or to consider an appeal as to whether a student has violated the Code or the sanctions imposed by the hearing Officer.
12. "Hearing Officer means the person dedicated to preside over procedural matters under review by the Student Rights and Responsibilities Board.
13. "Summary Suspension" means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the College Community.
14. "Suspension" means denial of the privilege of enrollment for a specific period of time after which the student is eligible to return. Conditions may be specified.

C. Investigation and informal Process:

Any member of the college community may submit in writing any concern that a student or organization has violated the Student Conduct Code. The submitter shall be informed of rights in accordance with applicable privacy laws and policies including, but not limited to the Minnesota Government Data Privacy Act (MGDPA), the federal Family Educational Rights and Privacy Act (FERPA) and South Central College's Data Privacy Policy. Following the submission of a concern against a student or student organization, the Administrator shall conduct an investigation of the allegations. The process will include the following practices:

1. If the concern seems unwarranted, the Administrator may discontinue the proceedings.
2. If there is sufficient evidence, the Administrator shall give the student written notice of the specific concern against him/her and the nature of the evidence available to support that concern, as well as a copy of the Student Code of Conduct. The accused student will be invited to attend an informal meeting with the Administrator where the accused student shall have the opportunity to accept responsibility and resolve the alleged violation or present a defense against the complaint. If the student accepts responsibility and agrees to a sanction, there shall be no subsequent proceedings. Within a reasonable time period following the meeting, the Administrator will inform the accused student in writing of his/her decision, whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing.
3. If the accused student fails to appear for the informal hearing, the Administrator may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.

D. Summary Suspension:

In certain circumstances, the Administrator may impose a summary suspension prior to the informal or formal proceedings. A summary suspension may be imposed only when, in the judgment of the Administrator, the accused student's presence on the college campus would constitute a threat to the safety and well-being of members of the college community. To the greatest extent possible before implementing the summary suspension, the accused student shall be given oral or written notice of the intention to impose the summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. Notice of the intention to impose the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for an informal or formal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the Conduct Officer, regardless of the severity of the offense, and will be accompanied by a security officer.

E. Formal Hearing:

1. The Administrator is responsible for convening the Student Conduct Board (SCB). The SCB shall include six members who have been trained in conduct proceedings; three students (appointed by the Student Senate, one faculty member (appointed by the AASC), one staff member and one administrator (designated by the College Vice President of Academic & Student Affairs). The Administrator shall be present and serves as a non-voting chairperson to advise the hearing process.
2. Students or organizations referred for a formal hearing shall be given five days of notice in writing of the time, place, and date of the hearing. A student's or organization's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.
3. Within a reasonable time prior to the hearing, the student must be informed in writing of a) the complaint, b) the evidence to be presented against him/her, c) a list of witnesses, and d) the nature of their testimony.
4. In hearings involving more than one alleged student violator or organization, the administrator may use discretion to permit the hearing concerning each student to be conducted either separately or jointly.
5. The student shall be given the opportunity to speak in his/her own defense, to present witnesses and to question any witnesses and to have an advocate present. The advocate may provide advice to the student, but may not participate in any questioning. When there is likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advocate.
6. The formal hearing will be conducted as follows:
 - a. The Administrator presents an opening statement of the charges and a summary of the supporting evidence.
 - b. The Respondent presents an opening statement of testimony or evidence to refute the charges.
 - c. The Administrator calls witnesses for the College. At the conclusion of each witness statement, the Respondent and/or members of the panel will have the opportunity to ask questions of the witness.
 - d. The Respondent will call witnesses to speak on his/her behalf. At the conclusion of each witness statement, the Administrator and/or the panel will have the opportunity to ask questions of the witness.
 - e. The Administrator provides concluding remarks.
 - f. The Respondent provides concluding remarks.
 - g. In a closed session, the conduct panel shall review the evidence and witness testimony. Using the preponderance of evidence standard, the SRRRC shall determine by majority vote whether it is more likely than not a violation of the student conduct code occurred. If the panel determines that a violation did occur, the Administrator will impose the appropriate sanctioning.
7. A written notice of findings and conclusions by the panel shall be provided to the student within a reasonable time not to exceed 15 instructional days after the

hearing. The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding any applicable appeal process.

8. The hearing may accommodate concerns for the personal safety, well-being and/or fears of direct contact with the complainant, alleged student violator and/or other witness. If necessary, SCC will provide for the presence of law enforcement and/or security, separate facilities, use of a visual screen, and/or by participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or other means, where and as determined in the sole judgement of the administrator to be appropriate.

F. Sanctions:

The following sanctions may be imposed upon any student or organization found to have violated the Student Code of Conduct. Written notice of sanctions will be in an archive accessible by the administrator

- **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations and placed in an archive accessible by an administrator.
- **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The college may impose specific written conditions for the probation.
- **Discretionary Sanctions** - Work assignments, essays, service to the college or other related discretionary assignments.
- **Referral** – use of special support services, including but not limited to services providing by the college, social service agencies or law enforcement agencies.
- **Loss of Privileges** - Denial of specified privileges for a designated period of time including limiting access to facilities, programs, services, activities or members of the College community.
- **Course Withdrawal** – immediate institutional withdrawal from one or more courses. Students are not entitled to refunds when institutionally withdrawn from a course.
- **Restitution** - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Suspension** - Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified. Notice of action may appear on the student's academic transcript.
- **Expulsion** - Permanent denial of the privilege of enrollment at the college. Notice of action may appear on the student's academic transcript.
- **Revocation of Admission and/or Degree** - Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- **Withholding Degree** - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
- **Deactivation** – Loss of all college privileges for student groups or organizations, including college recognition and funding for a specified period of time.

G. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Administrator may be appealed by the alleged student violator(s) or complainant(s) to the Vice President of Student and Academic Affairs, or other designated administrator, within five (5) school or business days of the notification of the decision. Such appeals shall be in writing and shall be delivered to the Administrator or his or her designee.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
 - a. To determine whether the informal or formal hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated, and giving the alleged student violator a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the alleged student violator was based on substantial information--that is, whether there were facts in the case that were sufficient to establish that a violation of the Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Code which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original informal or formal hearing.
3. If an appeal is not upheld by the Vice President of Student and Academic Affairs, the Vice President of Student and Academic Affairs may take any appropriate action. If an appeal is upheld, the matter shall be considered final and binding upon all involved, except in cases involving sanctions of suspension for ten (10) days or longer, in which case students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

Date of Final Approval / Policy Adoption: September 16, 2016

Student Drug and Alcohol Use Policy #3000.18

Purpose: South Central College does not encourage the use of, nor condone the misuse of, alcoholic beverages and other drugs. Federal and state law prohibits the unlawful use, possession, or distribution of alcohol or illegal drugs on campus. Students who use, possess or distribute alcohol or illegal drugs on campus will be subject to disciplinary action as set forth in the College's code of conduct and civil and state laws. This prohibition extends to any person on College grounds, whether he or she is a member of the College community or not. Minnesota Statute defines "alcoholic beverage" as any beverage containing more than one half of one percent alcohol by volume.

Applicability:

This document is in compliance with Federal laws (The Safe and Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1989) which require that all colleges and universities, including South Central College, provide a program to prevent the use of illicit drugs and the abuse of alcohol by students, faculty, and staff.

South Central College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. For additional information regarding accreditation, assessment, and other areas related to academic accountability, contact the Commission at (312) 263-0456, or view the web site at <http://www.ncacihe.org/>

South Central College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, 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 as defined by law.

This document is available in alternative formats to individuals with disabilities by calling (507) 389-7339.

Sanctions may include but are not limited to:

- Confiscation of any alcohol, drugs, or paraphernalia
- Conduct warnings or probation
- Counseling or medical referral
- Suspension or expulsion from the college
- Referral to law enforcement agencies for prosecution of charges

Federal and State Drug Law

Federal

- **Penalty for Possession of Schedule I Drugs:**
 - First Offense: 10 - Life, 10 year mandatory min.; if death or serious injury, 20 year min.; up to \$4 million fine individual, \$10 million other than individual.
 - Second Offense: 20 - Life, 20 year min., up to \$8 million fine individual, \$20 million other than individual.
- **Penalty for Possession of Schedule II Drugs:**
 - First offense: 5-40 years, 5 year mandatory min.; if death or serious injury, 20 year min.; up to \$2 million fine individual, \$5 million other than individual.
 - Second offense: 10-Life, 10 year min.; if death or serious injury, not less than life; up to \$4 million fine individual, \$10 million other than individual.
- **Penalty for Possession of Schedule III Drugs:**
 - First Offense: 0-5 years; up to \$250,000 fine individual, \$1 million other than individual.
 - Second Offense: 0-10 years; up to \$500,000 fine individual, \$2 million other than individual.
- **Penalty for Possession of Schedule IV Drugs:**
 - First Offense: 0-3 years; up to \$250,000 fine individual, \$1 million other than individual.
 - Second offense: 0-6 years; up to \$500,000 fine individual, \$2 million other than individual.
- **Penalty for Possession of Schedule V Drugs:**
 - First offense: 0-1 year; up to \$100,000 fine individual, \$250,000 other than individual.
 - Second offense: 0-2 years; up to \$200,000 fine individual, \$500,000 other than individual.

State

- **First Degree.**

- Sale: 10+ grams of cocaine, 50+ grams of other narcotics, 200+ doses of hallucinogen, 50k of marijuana.
 - Possession: 25+ grams of cocaine, 500+ grams of other narcotics, 500+ doses hallucinogen, 100+ k of marijuana.
 - Penalty: 0-30 years, 4 year mandatory minimum if prior drug felony; up to \$1 million fine.
- **Second Degree.**
 - Sale: 3+ grams cocaine, 10+ grams of other narcotic, 50 doses hallucinogen, 25+ k marijuana or sale of Schedule 1 or II drug narcotic, either to a person under 18 or in a school, park, or public housing zone.
 - Possession: 6+ grams cocaine, 50+ grams of other narcotic. 100+ doses hallucinogen, 25+ k marijuana.
 - Penalty: 0-25 years, 3 year mandatory minimum if prior drug felony; up to \$500,000 fine.
- **Third Degree.**
 - Sale: Narcotic, 10+ doses hallucinogen, 5+ kilos marijuana or sale of any Schedule I, II or III drug (except a Schedule I or II narcotic or marijuana) to a person under 18 or employment of a person under 18 to sell same.
 - Possession: 3+ grams cocaine, 10+ grams of other narcotic, 10+ k of marijuana and any amount of Schedule I and II narcotic in a school, park or public housing zone.
 - Penalty: 0-20 years, 2 year mandatory min. If prior drug felony; up to \$250,000 fine.
- **Fourth Degree:**
 - Sale: Any schedule I, II, III drug (except marijuana), or sale of marijuana in a school, park, or public housing zone.
 - Penalty: 0-15 years, 1 year mandatory min. if prior felony; up to \$100,000 fine.
- **Fifth Degree:**
 - Sale: Marijuana or any schedule IV drug.
 - Possession: All Schedule I, II III, or IV drugs except 42.5 grams or less of marijuana.
 - Penalty: 0-5 years, 6 month mandatory min. if prior drug felony; up to \$10,000 fine.

Schedule Drugs

- I. Heroin, LSD, mescaline and peyote, amphetamine variants, marijuana, other hallucinogens.
- II. Opium, morphine, codeine, methadone, cocaine, barbiturates.
- III. Anabolic steroids, opium, codeine, morphine, barbiturates, other narcotics, stimulants, and depressants.
- IV. Barbiturates, benzodiazepines, chloral hydrate, other narcotics, stimulates and depressants.
- V. Opium, codeine, other narcotics and depressants.

Alcohol Violations

Minnesota has many statutes, which regulate and control alcohol use and misuse. Fines and penalties are given on the basis of minimum requirements and prior violations. Some crimes and violations are as follows:

- **Driving under the influence (blood alcohol content .08)**
 - First offense: \$700 fine, max. 90 days in jail, revocation of driver's license min. 30 days.
 - Second offense: (within 5 years): \$3000 fine, max. One year in jail, revocation of license min. 90 days.
- **Persons under the age of 21**
 - Misdemeanors: Consumption and possession unless in parent or guardians home, purchase or attempts to purchase alcohol, entering licensed premises, misrepresenting age.
- **Aiding Minors**
 - Gross Misdemeanor: To sell, furnish or give a minor alcohol, to induce a minor to purchase alcohol, to lend or permit use of license to a minor.

Health Risks

- Alcohol: Damage to heart, liver, and/or pancreas, addiction, coma, death from overdose, injury or accident.
- Marijuana: Damage to heart, lungs, and/or brain nerve cells, lung cancer, bronchitis, infections.
- Depressants: (Alcohol, Valium, Quaaludes, downers, etc) Irreversible brain or nervous system damage, damage to heart, liver, and/or pancreas, coma, death from overdose.
- Hallucinogens: (LSC, PCP, angel dust, mushrooms, etc.) Agitation, hyperactivity, convulsions, death.
- Inhalants: (Solvents, aerosol sprays, paint thinner, glue, etc.) Damage to nervous system liver and brain, heart failure, seizures.

- Narcotics: (Codeine, heroin, opium, etc.) Respiratory arrest, coma, death due to overdose.
- Steroids: (Roids, juice, d-ball, etc.) Acne, liver and kidney damage, heart disease, gallstones, kidney stones, liver cancer, impotence and sterility in men.
- Stimulants: (Cocaine, crack, uppers, Ritalin, preludes, etc) Headaches, depression, psychosis, cardiac arrest, convulsions, coma, and death.

The abuse of alcohol and drugs has a way of creating turmoil, not just with the law and with ones body; abuse also can create havoc with emotions, which leads to a variety of problems.

Additional Risks

Many students consider drinking to be normal and respectable, but many people forget that the abuse of alcohol can cause serious physical and mental problems.

- Emotional problems
- Difficulty at work
- Family turmoil
- Legal problems
- Health problems
- Spiritual struggle
- Memory loss
- Financial difficulties
- Relationship tension
- Trouble dealing with reality
- Intellectual barriers
- Poor academic performance
- Loss of muscle control
- Impaired judgement
- Impaired thinking and reasoning processes
- Loss of inhibitions
- Social conflict
- Accidents and injuries

Campus Resources

- South Central Counseling Center - (507) 389-7274
- <http://www.mnsu.edu/shs/information/drugs.html>

Community Resources by Location

North Mankato Campus

Emergencies

- **Call 911**
- **Immanuel St. Joseph-Mayo Health System Emergency Room** - 507-625-4031
1025 Marsh Street, Mankato, MN
- **Crisis Line** - 800-477-0466
- **Sexual Violence Resource Center** - 507-625-9034

Agencies

- **Alcoholics Anonymous and Al-Anon Family Group** – 507-387-2772
(Additional meetings listed in Mankato Free Press)
- **Addiction Recovery Technologies** - 507-345-4670
Mankato Place Suite 2116, 12 Civic Center Plaza, Mankato, MN
- **Blue Earth County Human Services (Chemical Health Assessments)** - 507-389-8227
410 S. 5th Street, Mankato, MN
- **Nicollet County Human Services (Chemical Health Assessments)** - 507-931-6800
108 Minnesota Ave, St. Peter, MN
- **House of Hope** – 507-625-4373
1429 3rd Ave, Mankato, MN
- **Immanuel St. Joseph-Mayo Health System** - 507-625-4031
1025 Marsh Street, Mankato, MN
- **Mankato Family Focus** - 507-625-3372
309 Holly Lane, Mankato, MN
- **QUAN Enterprises Incorporated** – 507-934-4595
Locations at Mankato & St. Peter

Faribault Campus

Emergencies

- **Call 911**
- **District One Hospital** - 507-334-6451
200 State St. NE, Faribault, MN
- **Crisis Line** - 800-422-1286

Agencies

- **Alcoholics Anonymous** - 507-645-6282, 700 Division St. S., Northfield, MN
- **Family Focus** – 507-334-6413, 1515 Lyndale Ave. N. Ste 5, Faribault, MN
- **HOPE Center** – 1-507-332-0882, 303 1st Ave NE Ste. 365, Faribault, MN
- **Omada Behavioral Health Services** – 507-664-9407, 401 Division St. S. Ste. A, Northfield, MN
- **Rice County Social Services** – 507-332-6115, 320 Third St NW #2, Faribault, MN

Date & Subject of Revisions: **April 26, 2013**

Student Insurance Policy # 3000.45

Purpose: SCC will make student health insurance available to all students.

Applicability:

Forms for participating in student health insurance plans are available in the Student Affairs center. Students should check their 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.

Date & Subject of Last Revisions: November 13, 2015

Student Rights & Responsibilities #3000.46

Purpose: To specifically identify the rights related to academic freedom and status of students.

Applicability:

Freedom to Learn

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

Freedom of Expression

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

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

Freedom to Association

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

Student-Sponsored Forums

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

Student Publications

Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative or public

disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, system or student body.

- **Catalog and Course Information.** To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions will be accurate and based on information existing at the time of publication. To the extent possible, class schedules will list the names of faculty teaching courses.
- **Academic Information.** Students shall have access to accurate information about general requirements for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.
- **Academic Evaluation.** Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus or student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.
- **Property Rights.** Term papers, essays, projects, works of art and similar property shall be returned to a student upon request, within a reasonable time frame, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.
- **Off-Campus Conduct.** Students who violate a local ordinance or state law risk the legal penalties prescribed by civil authorities. The college need not concern itself with every violation. Nevertheless, the college may take disciplinary action against students for off-campus behavior, following the procedures of the code of student conduct.

Date & Subject of Last Revisions: December 12, 2013

Student Safety & Health Policy #3000.37

Purpose: To ensure the safety of students on campus and/or under the supervision of school personnel.

Applicability:

The College recognizes the Occupational Safety and Health Act of 1970 and associated state legislation to be appropriate to and consistent with the purposes of the school.

The application of federal and state standards for working conditions, structural limits, and acceptable work practices shall be continuous and integral. It is College policy to take all practical steps to safeguard students from accidents and environmental conditions and to maintain at all times an effective safety organization.

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

Date & Subject of Last Revisions: December 13, 2013

Student Transfer Policy #3000.49

Purpose: Provide clear and consistent practices for accepting credit for college coursework to SCC.

Definition: Transfer students are students who have attended a college or university and have attempted / earned college or university credit.

Applicability: Transfer students must follow the same admissions requirements as new students, along with submitting transcripts. Students may need to meet with the SCC Transfer Coordinator for the purpose of evaluating previous college transcripts.

Transfer for Credit

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

1. 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 course outcomes, content and level.
2. SCC determines which credits transfer and whether those credits meet its degree requirements. The accreditation of the sending institution may affect the transfer of the credits.
3. Students requesting credit transfers must have an official transcript from all previously attended colleges submitted to SCC.
4. SCC will accept credits defined within an approved, formal articulation agreement it has with a sending institution.

5. SCC may accept up to 16 occupational and/or professional credits as electives toward the Associate of Arts Degree.
6. In order to review credits granted by institutions outside the United States, SCC requires an official evaluation be done by a recognized credit-evaluation agency.
7. Developmental courses will not be granted college-level credit and they will not apply to certificate, diploma, or degree program completion requirements.
8. 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 (Reference: MnSCU Board Policy 3.37.1 Minnesota Transfer Curriculum).
9. The student must have received a passing grade of at least 'D-' (.66) in order to transfer a specific MNTC course. The student must have received a grade of 'C-' (1.66) or better in order to transfer a non-MNTC course. Specific program requirements must also be met, including additional GPA requirements.

List related policies, procedures or plans here:

- MnSCU Board Policy/Procedure 3.21/3.21.1 Undergraduate Course Credit Transfer); 3.37.1 Minnesota Transfer Curriculum; SCC Transfer Procedure.

Transfer Procedure:

1. The student must complete the SCC Admissions Process.
2. Official college transcripts must be received from every previously attended college or university. A high school transcript or GED is also required.
3. After the college sends notification of acceptance for admissions, and just prior to the on-campus orientation, submitted official transcripts will be evaluated for transferable equivalency.
4. The Transfer Coordinator will consult with faculty members to complete a comparison of course outcomes. If the course meets at least 75% of the outcomes of a similar course at SCC, the course will transfer as equivalent to an SCC course. Documentation of which outcomes are met/not met in determining whether 75% equivalency has been met will remain on file in the office of the Transfer Coordinator.
5. The college will provide to the student a copy of their revised South Central College Transcript or DARS Report indicating courses that transferred to meet program requirements.
6. The student is responsible for verifying that all transcripts have been received and should notify the college if they believe that additional coursework should be evaluated.
7. If there are questions about the transfer evaluation, the student should discuss these with the Transfer Coordinator.

8. Additional supporting documentation may be required (course syllabus, course description, common course outline) to support a request to transfer college credits.

Transfer Appeal Process

Any appeals of the transfer evaluation must use this process:

1. Meet with the Transfer Coordinator to provide clarification of the transfer evaluation. If the student is not satisfied with the result of this meeting, she or he may proceed to the next step.
2. Submit a written appeal (using the **Transfer Course Evaluation Appeal Form**) to the SCC Appeal Committee regarding the result of the transfer. The Committee (Dean of Students Affairs, Academic Dean, Registrar) will examine what courses have been completed and make a final determination on the transfer evaluation.
3. An appeal at the MnSCU Level is available if the college level appeal is not successful. Information can be found at www.mnscu.edu/board/procedure/321p1.html.

Date & Subject of Last Revisions: December 11, 2015

Visiting Students Policy #3000.51

Applicability:

Registration as Visiting Student — Admitted to MnSCU Institution

SCC allows students who are currently admitted at another system college or university to enroll as a visiting student. A visiting student shall not be required to submit an application for admission to SCC, and is not a candidate for a degree, diploma or certificate at SCC. A visiting student may enroll for a maximum of 20 credits per semester at SCC, provided that the student's total number of enrolled credits at all system colleges and universities shall not exceed 22 in any semester.

Registration as Visiting Student — Not Admitted to MnSCU Institution

SCC allows students who are not currently admitted as a student at any system college or university to enroll for a maximum of 20 credits per semester at SCC without submitting an application for admission.

Visiting student provisions

- Visiting students shall satisfy SCC course prerequisites and any necessary requirements as defined acceptance into a major or program of study. Visiting students are required to have course pre-requisites and/or test scores met before

registering for SCC courses that have a pre-requisites listed. Some courses may be restricted to instructor permission or degree seeking students.

- Visiting students who have an enrollment hold due to conduct or satisfactory academic progress must submit an Academic/Financial Aid Reinstatement Appeal Form. Which can be obtained via the SCC website or by visiting the Student Affairs Center. Students who have an outstanding balance at any MnSCU institution will not allowed to enroll at SCC per MnSCU policy.
- Visiting student registration time frames are located on the SCC website.
- SCC may limit enrollment of visiting students in high demand courses and/or programs.

Date & Subject of Last Revisions: September 18, 2015

Student General Policies

Academic Awards Policy 4000.02

Purpose: The purpose of this policy is to outline the requirements for the granting of academic awards by South Central College in alignment with MnSCU Board Policy 3.36.1

Applicability: Guidance in regards to academic program development and implementation, as well as student understanding of academic award components.

Academic Award Requirements are as follows:

Undergraduate certificate. An undergraduate certificate is awarded upon completion of a 9 to 30 credit academic program. An undergraduate certificate program may have an occupational outcome or address a focused area of study. At least one-third of the credits in the undergraduate certificate shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation by the faculty and approval by the president of the college.

Diploma. A diploma is awarded upon completion of a 31 to 72 credit undergraduate academic program that prepares students for employment. A minimum of 24 credits shall be in occupational or technical courses. A diploma may have one or more emphases of at least 9 credits when there are at least 30 credits in the major that are common to the emphases. At least one-third of the credits in the diploma shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation by the faculty and approval by the president of the college.

Associate in applied science degree. (AAS) An associate in applied science degree is awarded upon completion of a 60 to 72 credit academic program in a named field of study in scientific, technological or other professional fields.

- An associate in applied science degree prepares students for employment in an occupation or range of occupations. An associate in applied science degree may also be accepted in transfer to a related baccalaureate program.
- An associate in applied science degree requires a minimum of 15 general education credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 credits shall *be* in the academic program's occupational or technical field of preparation.
- An associate in applied science degree *may* have one or more emphases of at least 9 credits each when there are at least 30 credits in the major that are common to the emphases.

- At least 20 credits in an associate in applied science shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the college.

Associate in arts degree. (AA) An associate in arts degree is awarded upon completion of a 60 to 64 credit program in the liberal arts and sciences without a named field of study. It is designed for transfer to baccalaureate degree-granting institutions. The degree requires completion of at least a 40 credit general education curriculum that fulfills the Minnesota Transfer Curriculum goal areas. At least 20 credits in the associate in arts degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation by the faculty and approval by the president of the college.

Associate in science degree.(AS) An associate in science degree shall not have emphases. An associate in science degree is awarded upon completion of a 60 to 64 credit transfer program in scientific, technological, or other professional fields designed to transfer in its entirety to a related baccalaureate program by way of an articulation agreement. The associate in science degree requires a minimum of 30 general education credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum. At least 20 credits in an associate in science degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the college.

Definitions: Available in MnSCU Board Policy 3.36.1

Date & Subject of Last Revisions: **January 23, 2015**

Campus Closing

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

AASC 11/18/11

Campus Crime Awareness and Security Policy & Protection

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

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

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

SCC encourages accurate and prompt reporting of all crimes to the appropriate Law Enforcement Agency as well as the SCC Security Director. When requested, the SCC Security Director will assist in reporting an occurrence to the appropriate law enforcement agency.

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

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

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

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

Criminal Reports: On the Faribault campus, all criminal actions occurring on campus shall be directed to the SCC Security Director; on the North Mankato campus, all criminal actions occurring on campus shall be directed to the SCC Security Director. The report may be presented orally or in written form.

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

Faribault

Emergency - Police, Fire, Medical 911

Non-Emergency (City Police) 334-4305

Hope Center 1-800-607-2330 or 332-0882

North Mankato

Emergency - Police, Fire, Medical 911

Non-Emergency (City Police)

Business Hours 625-4141

Non-Business Hours 931-1570

CADA House Crisis/Shelter 1-800-477-0466 or 625-7233

Sexual Assault Services 1-800-630-1425

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

The complete report of Campus Crime is available online at www.southcentral.edu; click on student portal; click on resources.

AASC 1/28/11

Class Cancellation Policy #4000.01

Applicability:

On occasion, it may be necessary for an instructor to cancel a class. These cancellations will be posted on classroom/lab doors, monitor, D2L and the SCC website as quickly as possible. Faculty should send e-mail to students.

Date & Subject of Revisions: January 24, 2014

College Fees

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

Parking Fee: The parking fee will be assessed on a per credit basis. with a limit not to exceed the fulltime employee rate. Parking fees are dedicated to the maintenance, improvement and monitoring of SCC parking lots. By statute, neither tuition nor state appropriation dollars may be used for these purposes. This fee is assessed per credit on all credit valued classes.

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

Technology Fee: A technology fee will be charged each term to all students for the acquisition, upgrading and/or maintenance of technology for academic and student support services. The fee will be used to provide or enhance student access to

technology. This fee is assessed per credit on all credit valued classes. Students are represented on the Technology Committee which establishes the technology fee.

Crime Victims' Rights

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

The Minnesota Crime Victims Reparations Board:

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

The Office of Crime Victims Ombudsman:

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

Criminal Offenses:

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

Campus Report of Criminal Activity:

The categories and number of items on the report are alleged criminal activities and do not necessarily constitute an arrest or conviction, and are only an allegation of wrongdoing.

The campus report of criminal activity can be viewed at: <http://ope.ed.gov/security>

A complete report of all criminal offenses may be obtained by request through the South Central College Security Director Al Kluever via email at al.kluever@southcentral.edu or via phone at (507) 389-7412.

Campus Criminal Offenses (2009 North Mankato and Faribault Campuses):

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

Public Property Surrounding the North Mankato and Faribault Campuses Criminal Offenses (2009):

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

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

Motor Vehicle Theft..... 0

Arson..... 0

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

A complete report of all criminal offenses may be obtained through the Security Director at South Central College by calling: 507-389-7412.

AASC 3/26/10

Degree Requirements

Undergraduate certificate. An undergraduate certificate is awarded upon completion of a 9 to 30 credit academic program. An undergraduate certificate program may have an occupational outcome or address a focused area of study. At least one-third of the credits in the undergraduate certificate shall be taught by the faculty recommending the award.

Diploma. A diploma is awarded upon completion of a 31 to 72 credit undergraduate academic program that prepares students for employment. A minimum of 24 credits shall be in occupational or technical courses.

A diploma may have one or more emphases of at least 9 credits when there are at least 30 credits in the major that are common to the emphases. At least one-third of the credits in the diploma shall be taught by the faculty recommending the award.

Associate in applied science degree. (AAS) An associate in applied science degree is awarded upon completion of a 60 to 72 credit academic program in a named field of study in scientific, technological or other professional fields.

An associate in applied science degree prepares students for employment in an occupation or range of occupations. An associate in applied science degree may also be accepted in transfer to a related baccalaureate program.

An associate in applied science degree requires a minimum of 15 general education credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 credits shall be in the academic program's occupational or technical field of preparation.

An associate in applied science degree may have one or more emphases of at least 9 credits each when there are at least 30 credits in the major that are common to the emphases.

At least 20 credits in an associate in applied science shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the college or university.

Associate in arts degree. (AA) An associate in arts degree is awarded upon completion of a 60 to 64 credit program in the liberal arts and sciences without a named field of study. It is designed for transfer to baccalaureate degree-granting institutions.

The degree requires completion of at least a 40 credit general education curriculum that fulfills the Minnesota Transfer Curriculum goal areas. At least 20 credits in the associate in arts degree shall be taught by the faculty recommending the award.

Associate in science degree. (AS) An associate in science degree shall not have emphases. An associate in science degree is awarded upon completion of a 60 to 64 credit transfer program in scientific, technological, or other professional fields designed to transfer in its entirety to a related baccalaureate program by way of an articulation agreement. The associate in science degree requires a minimum of 30 general education credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum. At least 20 credits in an associate in science degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the college or university.

AASC 11/18/11

Drug Free College Policy

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

No student or employee of the college, including any student or employee engaged in work or study in connection with a federal grant, shall unlawfully manufacture, distribute, dispense, possess, or use on campus or in the workplace any narcotic drug, alcohol, amphetamine, barbiturate, marijuana or any other controlled

substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

AASC 4/26/13

Electronic Equipment Checkout Policy DoIT – SCC Students

Overview

The Department of Instructional Technology (DoIT) offers an electronic equipment checkout service to South Central College (SCC) students. Electronic equipment is available for checkout at the Help Desk on the N. Mankato campus and the Library on the Faribault campus. Electronic equipment is to be used for the purposes of study, work, and research related to SCC activities.

Limits & Availability

- The electronic equipment can only be checked out and used by currently enrolled SCC students.
- If any electronic equipment is twelve days past due, the item will be considered lost. The borrower will be charged for replacement costs and denied electronic equipment borrowing privileges for a defined period of time.
- Patrons who have Help Desk fines are ineligible to check out any other Help Desk equipment.
- Electronic equipment will be available on a first-come, first-serve basis. They cannot be reserved ahead of time.
- An eligible patron is allowed to borrow one of each type of electronic equipment at a time.
- Borrowers may not install software on the machines.
- Borrowers may not alter, delete, or copy any software loaded on the electronic equipment or otherwise change its existing configuration.

Checkout Procedure

- Students borrowing any electronic equipment should read and agree to abide by the SCC Electronic Equipment Checkout Policy and the MnSCU Acceptable Use Policy. (<http://www.mnscu.edu/board/policy/522.html>)
- The student borrowing electronic equipment is required to present a valid SCC ID card.

- The borrower must sign the electronic equipment checkout agreement before taking any electronic equipment.
- At the time of checkout, the electronic equipment will be inspected by a Help Desk worker to make sure it is intact and functioning properly.
- The borrower will be cautioned to save files on a separate device. All files will be erased after the computer is returned.
- The electronic equipment will be checked out to the borrower's SCC Library account.

Loan Period & Renewals

The checkout period for each electronic equipment item is as follows:

- Laptops – 1 Week
- Video Camera – same day
- Digital camera– same day
- Sound recorders– 1 week
- Web Cams– 1 week
- Headphones– same day - onsite use only

Weekend check out of same day equipment is up to the discretion of the manager. Items will not be renewed. This allows for maintenance to be performed so the item can be re-circulated.

Check-in Procedure

- When returning, the borrower should allow at least five minutes for the Help Desk worker to check the equipment.
- Borrowers must return the electronic equipment to the Help Desk. Electronic equipment should not be left unattended at the Help Desk counter.
- A Help Desk worker will verify that all parts are present and that the computer and all accessories are in good working order.
- All electronic equipment will be turned on and checked for functionality upon return.
- The electronic equipment will then be checked in from the borrower's library account.

Fines & Liability

- A patron's privilege to check out any electronic equipment may be removed for the upcoming academic semester for which a student is enrolled if the patron has two late returns in one semester.
- Overdue notices are sent to the borrower's SCC email account, starting the day after the equipment is due.
- There is no grace period before fines start for overdue equipment.
- The daily fines for each electronic equipment item is as follows:

- Laptops – \$10.00 per business day (M-F)
- Video Camera – \$10.00 per business day (M-F)
- Digital camera– \$10.00 per business day (M-F)
- Sound recorders– \$10.00 per business day (M-F)
- Web Cams– \$10.00 per business day (M-F)
- After 14 business days unreturned electronic equipment will be considered stolen or lost. The student's account will be billed for the replacement cost of the item and the Director of Public Safety, as well as the appropriate law enforcement agency, will be notified.
- The borrower is responsible for making sure that the electronic equipment is in working order and without physical damage when it is returned.
- Under no circumstances should a borrower leave the electronic equipment unattended. SCC will not be responsible for lost or stolen electronic equipment even when it is used on campus property.
- It is the borrower's full responsibility and fiscal liability for all costs associated with damage to the electronic equipment or its associated peripheral equipment during the period it is checked out or its replacement costs should it be lost or stolen.

Troubleshooting Problems & Questions

- If patrons experience problems with electronic equipment hardware or applications or have questions, they should ask a Help Desk worker.
- The borrower will be fiscally responsible for any damage to any electronic equipment if he/she tries to troubleshoot problems.

Disclaimer

SCC is not responsible for damage to any removable drive (i.e. CD or flash drive) or loss of data (video, photograph, audio) that may occur due to malfunctioning hardware or software.

Created: February 11, 2011 Updated: April 5, 2013

Emergency Procedures

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

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

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

South Central College, in compliance with the Clery Act, has a policy on emergency response, notification, and evacuation procedures. This policy can be accessed online at: <http://southcentral.edu/campus-security/campus-security.html>

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

Accident Reporting Procedure

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

Fire Drill/Emergency Evacuation

Fire drills are held periodically. Each instructor will inform the students of the exits to be used in emergency evacuations. An evacuation plan is posted in each area. The signal to leave the building is a continuous series of blasts from the alarm system. Whenever this occurs, everyone is to leave the building immediately in an orderly manner. Students are to move away from the building so that others may exit to a distance of 300 feet. An all-clear signal will be given to return to the building.

Tornadoes and Severe Thunderstorms

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

North Mankato Campus - In the event of an actual tornado warning, this will be announced over the public address system which will direct students to take shelter in a designated shelter area. Shelter areas include hallways and interior rooms away from glass and windows. A colored floor plan is posted in each room showing safe areas. An all-clear signal will be announced over the public address system which will direct students to return to their classrooms. AASC 1/28/11

Lockdown/Lockout - Drills for Lockdown will be conducted periodically. Information relating to Lockdown or Lockout situations will be communicated via public address systems, STAR ALERT, and system wide email. During a Lockdown, intruder inside the building, people should secure themselves in locked spaces within the college campus remaining silent or as the possibility presents itself leave the campus entirely. During Lockout situations people should remain inside campus buildings and the exterior campus doors will be locked to prevent an intruder from entering the buildings.

AASC 11/18/11

Eye Safety Policy Form

Eye Safety Law: An act requiring all students, Instructors and Visitor's to wear eye protective devises while participating in or directly observing certain Industrial education physics and chemistry laboratory activities and to authorize and provide for the purchase of such devises.

Be it enacted by the Legislature of the state of Minnesota

121A.32 EYE PROTECTIVE DEVICES

Subdivision 1. Requirement to wear eye protective devices.

Every person shall wear industrial quality eye protective devices when participating in, observing or performing any function in connection with, any courses or activities taking place in eye protection areas, as defined in subdivision 3, of any school, college, university or other educational institution in the state.

Subdivision 2. Penalty for failure to wear eye protective devices.

Any student failing to comply with such requirements may be temporarily suspended from participation in said course and the registration of a student for such course may be canceled for willful, flagrant, or repeated failure to observe the above requirements.

Subdivision 3. Eye protection areas.

Eye protection areas shall include, but not to be limited to, vocational or industrial art shops, science or other school laboratories, or school or institutional facilities in which activities are taking place and materials are being used involving:

(1) hot molten metals;

- (2) milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials;
- (3) heat treatment, tempering or kiln firing of any metal or other materials;
- (4) Gas or electric arc welding;
- (5) Repair or servicing of any vehicle or mechanical equipment;
- (6) Any other activity or operation Involving work in any area that is potentially hazardous to the eye.

Subdivision 4. Protective-corrective lenses.

Any person desiring protective-corrective lenses instead of the protective devices supplied by the educational institution shall pay for, procure, keep, and use industrial quality eye protective devices.

Subd.5.1 Industrial quality eye protective devices defined.

"Industrial quality eye protective devices," as used in this section, shall mean devices meeting the standards of the American National Standard Institute, currently identified as Z87.1-1968.

AASC 11/9/12

IT Policies & Procedures

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

1. The lab area and equipment; e.g., users will clean up the work area before leaving.
2. The privacy of other users; e.g., users shall not intentionally seek information on, obtain copies of, or modify files or passwords belonging to other users, or misrepresent others, unless explicitly authorized to do so by those users.
3. The legal protection provided by copyright and license to programs and data; e.g., users shall not make copies of a licensed computer program to avoid paying additional license fees. (Refer to Software Copyright in this document.)
4. The intended usage for which access to SCC computing resources was granted; e.g., users may not use SCC facilities for outside commercial activities.
5. The integrity of computing systems; e.g., users shall not intentionally develop or use programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system.

6. The financial structure of a computing system; e.g., users shall not intentionally develop or use any unauthorized mechanisms to alter or avoid charges levied by the college for computing services or allow anyone else to use their account.
7. The rights of other users; e.g., users shall not engage in public behavior that creates an intimidating, hostile, or offensive environment for other users based on their race, sex, color, religion, creed, age, marital status, handicap, or veteran status. An example would be the viewing of pornographic material.
8. The posted rules of individual computer labs and classrooms.

Official Student Email Policy

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

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

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

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

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

6. Privacy. Users should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the 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 student’s official @my.southcentral.edu accounts are being accessed and faculty can use email for their classes accordingly.

This policy complies with the guidelines as found in:

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

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

Maximum Class Size Policy and Procedure #4000.06

Purpose: Regulation that sets a reasonable maximum class size for all instruction at the college.

Applicability: The MSCF Master Agreement MnSCU (2011-2013) Article 11 (Work Assignments), Section 1. (All Teaching Faculty Workload Provisions), Subd. 11. (Class Size) states “The administration at each college shall establish, through shared governance council, a regulation that sets a reasonable maximum class size for all instruction at the college. Once the regulation is established any change must be considered through the shared governance council at least one (1) semester in advance. However, by mutual agreement, between the college president (or designee) and the State MSCF, the one (1) semester notice for changing class size may be waived. There will be no intentional enrollment beyond the maximum class size unless agreed to by the MSCF and the administration. Under exceptional circumstances as determined by the affected faculty member, an instructor may admit two (2) additional students per section.”

List related policies, procedures or plans here (if any): MSCF 2011-2013, Article 11, Section 1. Subd.11

Procedure:

1. South Central College's procedure for initial class maximum for each course begins at the department level with consensus among all Unlimited Full-time and Unlimited Part-time faculty members, in collaboration with the academic dean.
2. When courses are submitted to faculty shared governance for approval, courses should be submitted on the *Class Maximum Request Form*. (form can be found at <http://southcentral.edu/shared-governance/shared-governance.html>)
 - a. MnSCU credential field information can be obtained from Human Resources or the MSCF seniority roster. (MSCF seniority roster can be found at <http://southcentral.edu/hr-a-college-relations/resources-a-forms.html>).
 - b. Instructional Cost Study information can be obtained from any of the following: Research, Planning & Grants Office, Vice President of Finance & Facilities, or Deans Office.
3. All Unlimited Full-time and Unlimited Part-time faculty members with the appropriate MnSCU credential to teach the proposed course and the academic dean must sign this form. It is the responsibility of the faculty proposing the course class max to secure all required signatures.
 - a. For courses with no Unlimited Full-time and Unlimited Part-time faculty members, Unlimited Full-time and Unlimited Part-time faculty members from the particular division shall work with the academic dean for course maximum.
4. The Deans Office will forward the completed form to the Office of the Vice President of Student & Academic Affairs. All steps must be completed two weeks prior to the Shared Governance scheduled meeting.
5. The Vice President of Student & Academic Affairs verifies the faculty credential information and instructional cost study data by initialing the appropriate area on form.
6. The Vice President of Student & Academic Affairs will forward this completed *Class Maximum Request Form* to Shared Governance Council for discussion and vote at the meeting.
7. Placed on the Shared Governance Council meeting agenda for discussion and vote.
8. Forward to the Office of the President for approval.
9. Approved class maximum request(s) will be forwarded to the Registrar by the Office of the President.
10. Class maximum requests not approved will be returned to the faculty originating the request for necessary correction by the Office of the Vice President of Student & Academic Affairs.

Date & Subject of Revisions: January 30, 2015; Shared Governance Approved

Official Student Email Policy

Use of Email for Official Correspondence with Students

Purpose of the Policy

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

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

Scope

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

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

Policy

1. **College use of email.** Email is a mechanism for official communication for South Central College, which has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the college community.
2. **Assignment of student email.** South Central College official email accounts are available for all enrolled students. The email addresses are all of the form [username]@southcentral.edu.
3. **Redirection of email.** If students wish to have email redirected from their official @southcentral.edu address to another email address (e.g., @aol.com, @hotmail.com), they may do so but at their own risk. South Central College will not be responsible for the handling of email by outside providers. Having email redirected does not absolve students from the responsibilities associated with official communication sent to their @southcentral.edu accounts.

4. **Expectations about student use of email.** Students are expected to check their SCC e-mail account on a frequent and consistent basis in order to stay current with South Central College communications. SCC recommends checking e-mail once a week at a minimum; in recognition that certain communications may be time-critical. Not checking email, an error in forwarding mail and email returned to the college with “Mailbox Full” or “User Unknown” are not acceptable excuses for missing official college communications via email.
5. **Authentication for confidential information.** It is a violation of college policy for any user of official email addresses to impersonate a college office, faculty/staff member or student. To minimize this risk, some confidential information may be made available only through MnSCU portals, which are password protected. In these cases, students will receive email correspondence directing them to a MnSCU portal where they can access the confidential information only by supplying their student ID and PIN. The confidential information will not be available in the email message.
6. **Privacy.** Users should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the “reply” command during email correspondence.
7. **Educational uses of email.** SCC faculty will determine how electronic forms of communication (e.g., email) will be used in their classes and will specify their requirements in the course syllabi. This “Official Student Email Policy” will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can, therefore, make the assumption that students’ official @southcentral.edu accounts are being accessed and faculty can use email for their classes accordingly.

Procedures

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

References

This policy complies with the guidelines as found in:

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

Responsible Organization

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

Appendix A -- Policy Routing

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

Date: May 5, 2005

Approved by: Keith Stover, President – South Central College

Author: Wes Taylor, Dean of Technology

Parking Fee & Regulations

Parking Fee: the parking fee will be assessed on a per credit basis with a limit not to exceed the fulltime employee rate. Parking fees are dedicated to the maintenance, improvement and monitoring of SCC parking lots. By statute, neither tuition nor state appropriation dollars may be used for these purposes. This fee is assessed per credit on all credit valued classes.

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

Parking Regulations:

1. The speed limit on all campus roadways is 20 mph.
2. In compliance with MN Statute 169.346, use of handicapped parking stalls is restricted only to those vehicles bearing a state issued handicapped license plate or displaying a state issued certificate.
3. Violations subject to towing or wheel lock:
 - College employees, seminar participants, and enrolled students parking in visitor area
 - Parking on sidewalks, grass, entries, driveways, or on roadways around the perimeter of the parking lots
 - Diagonal parking

- Using a stolen permit
 - Parking between 12 midnight and 6:00 a.m.
4. *Faribault Campus Only:* The 53 stalls that face the high school (East side of lot) are unavailable for student parking. Students attending overnight conventions and other college activities are asked to notify the Facilities Manager.
 5. *North Mankato Campus Only:* Students attending overnight conventions and other college activities are asked to use the purple lot. Vehicles parked overnight in any other lot will be towed at the owners expense.

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

Learn more about [SCC Security](#)

[Student Parking Waiver Form](#)

[Faculty/Staff Parking Waiver Form](#)

AASC 12/16/11

Senior Citizens #4000.04

Senior Citizens Policy

Purpose: SCC will provide access to Senior Citizens per Minnesota Statute

Applicability: Senior citizens (see definition below) as provided in Minnesota Statutes 2010, sections 135A.51, Subdivision 2, may be enrolled in credit courses on a space-available basis beginning on the second class day of the term through the fifth class day of the term.

Senior citizens enrolled in credit courses are not charged for tuition, but are charged an administrative fee of \$20 per credit in addition to regular and special fees, including but not limited to per-credit Technology and MSCSA fees, textbook and material fees, application and placement fees. A charge will be applied to closed enrollment training programs. Other fees, such as parking or a late fee may be assessed if applicable.*

Senior citizens enrolled in non-credit courses are not charged for tuition unless the course is designed and offered specifically and exclusively for senior citizens. Other fees, such as parking, textbooks, materials, special course fees or a late fee may be assessed if applicable.* A charge will be applied to closed enrollment training programs.

Audited courses: No fees for courses are applied. Other fees, such as parking or a late fee may be assessed if applicable.*

*See MnSCU System Guidelines 5.11.1.3/Procedure 5.11.1 – Tuition and Fees.

Definitions: As defined in Minnesota Statutes +135A.51, a senior citizen is a legal resident of Minnesota who has reached 62 years of age before the beginning of any term in which a course of study is pursued, or a person receiving a railroad retirement annuity who has reached 60 years of age before the beginning of a term.

List related policies, procedures or plans here: MnSCU System Guideline 5.11.1.3 / Procedure 5.11.1 – Tuition and Fees

Date & Subject of Revisions: January 22, 2016

Sexual Violence Policy and Procedure for Students and Employees

Sexual Violence Resources

[Prevention and Reporting](#)
[Sexual Violence Awareness](#)

South Central College is committed to supporting victims of sexual assault, domestic violence and stalking. As such, the college adheres to the Minnesota State Sexual Violence [Policy 1B.3](#) and [Procedure 1B.3.1](#).

Star Alert System

South Central College, with campuses in Faribault and North Mankato, utilizes a wireless emergency notification system for students, faculty and staff called 'Star Alert'. The system utilizes text and email messaging to inform registrants of crisis situations impacting the campus community.

Based on an opt-in registration process, students, faculty and staff are invited to participate by registering their cell phone numbers and email addresses. Spam-free and advertiser free, the Star Alert is only used in real emergencies and weather closings. If the campus is experiencing a crisis situation, is closed, classes are cancelled or postponed, or other critical information must be conveyed, it will be communicated via the Star Alert system.

Online registration is available on the [Campus Security web page](#).

AASC 11/18/11

Tobacco Use Policy

Philosophy

South Central College is committed to creating a clean, safe and healthy learning and working environment for all students and employees. The success of this policy will depend upon the cooperation of all faculty, staff, students to comply with this policy, and to encourage others to comply with the policy, in order to promote a clean, safe, and healthy environment in which to work, study, and live.

Policy

As of July 1, 2010, smoking to include E-cigarettes, tobacco use, tobacco sales (including the use or sales of smokeless tobacco products) are prohibited on college owned, operated, or leased property.

Definitions

Smoking: is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or other product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette which creates a vapor, in any manner or any form, or the use of any oral device for the purpose of circumventing the prohibition of smoking in this Policy.

Smokeless Tobacco Products: Smokeless tobacco including, but not limited to: snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco.

E-cigarette: means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances for inhalation. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor, but does not include any product specifically approved by the U.S. Food and Drug Administration for use in medical treatment, such as an asthma inhaler.

Cessation Programs and Services

To support South Central College students and employees who wish to reduce and/or quit using tobacco products, a variety of tobacco cessation resources and services are available through the Human Resources Office.

Violations

Violations of this policy by employees will be handled through the progressive disciplinary process as outlined in the employee's bargaining unit contract. Violations of

this policy by students will be handled through the Student Code of Conduct process as outlined in the Student Handbook.

Policy Exceptions

1. All research, educational, and/or artistic purposes that involve the use of tobacco on campus, must be approved by the President or his/her designee. Such use must be preceded by reasonable advance notice to the public.
2. This policy does not apply to specific activities when tobacco is used in connection with the practice of cultural activities including those of American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of the College or his/her designee.
3. Tobacco use inside private vehicles is permitted.

Revision 11/22/13

Welding Lab Policy / Manual

This plan is meant as a guide for persons using and/or managing the Welding Laboratories (WL), and to highlight the regulations and standards expected to be used on a daily basis. The elimination of unnecessary safety hazards from the workplace is critical. The Faculty and Staff who work in the WL reaffirm their commitment to this policy. We ask you to join us in this commitment

Important Dates

August 2017

- August 14 to 31 – Bookstore financial aid and agency charging.
- August 21, 2017 – Fall Semester Begins
- August 21, 2017 – Entire bill is due if you have not met minimum payment requirements.
- August 25, 2017 – Last day to totally Withdraw from SCC with a 100% refund
- August 25, 2017 - Registration Cancellation for Non-payment (RCFN) will be processed. Student accounts that do not meet the payment requirements* will have all courses administratively dropped.

September 2017

- September 1, 2017 – Last day to totally Withdraw from SCC with a 75% refund
- September 4, 2017 – Labor Day – SCC Closed
- September 8, 2017 – Initial Financial Aid Disbursement for Fall
- September 11, 2017 – Last day to totally Withdraw from SCC with a 50% refund
- September 18, 2017 – Last day to totally Withdraw from SCC with a 25% refund. NO REFUNDS AFTER THIS DATE.

October 2017

- October 19-20, 2017 – MEA Break – No Classes
- October 30 - November 3, 2017 – Current student registration opens for Spring 2018 – Check your registration window in eServices.

November 2017

- November 10, 2017 – Veterans Day – SCC Closed
- November 20, 2017 – Visiting Student registration opens for Spring 2018
- November 20, 2017 – Last Date to Withdraw from full semester Fall 2017 courses (Aug – Dec).
- November 23-24, 2017 – Thanksgiving – SCC Closed

December 2017

- December 13, 2017 – Fall Semester Ends
- December 25, 2017 – SCC Closed

January 2018

Important Dates

- January 1, 2018 – New Year’s Day – SCC Closed
- January 2 - 19, 2018 – Bookstore financial aid and agency charging.
- January 8, 2018 – Spring semester courses begin. Payment requirements must be met immediately for registrations on or after January 8.
- January 8 - Entire bill is due if you have not met minimum payment requirements.
- January 12, 2018 – Registration Cancellation for Non-payment (RCFN) will be processed. Student accounts that do not meet the payment requirements will have all courses administratively dropped.
- January 12, 2018 – Last day for a total Withdraw from SCC with a 100% refund
- January 15, 2018 – Martin Luther King Day – SCC Closed
- January 22, 2018 – Last day for a total Withdraw from SCC with a 75% refund
- January 26, 2018 – Initial Financial Aid Disbursement for Spring
- January 29, 2018 – Last day for a total Withdraw from SCC with a 50% refund

February 2018

- February 5, 2018 – Last day for a total Withdraw from SCC with a 25% refund. NO REFUNDS AFTER THIS DATE.
- February 19, 2018 – President’s Day – SCC Closed
- March 5-9, 2018 – Spring Break

April 2018

- April 13, 2018 – Workshop Day – SCC Closed

May 2018

- May 9, 2018 – Spring semester ends
- May 10, 2018 – Graduation Commencement North Mankato and Faribault graduates
- May 21 - June 1, 2018 - Summer bookstore financial aid and agency charging.
- May 28, 2018 – Memorial Day – SCC Closed
- May 29, 2018 – Summer A and Summer B semester courses begin
- May 29, 2018 – Entire bill is due if you have not met minimum payment requirements.

June 2018

- June 8, 2018 – Initial Financial Aid Disbursement for Summer
- June 29, 2018 – Summer A semester ends

July 2018

- July 4, 2018 – Fourth of July – SCC Closed
- July 20, 2018 – Summer B semester ends

Fall Semester

July 2017

S	M	T	W	T	F	S
						1
2	3	❖	5	6	7	8
9	10	11	12	13	14	15
16	17	★F	★NM	★NM	/B	22
23	24	25	26	27	28	29
30	31	7/18,19,20; 8/9,10 = 1- Faculty				

August 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	★	★	11	12
13	14	15	W	◆	◆	19
20	▲	22	23	24	25	26
27	28	29	30	31		
		12 - Faculty		9 - Student		

September 2017

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
		20 - Faculty		20 - Student		

October 2017

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	■	■	21
22	23	24	25	26	27	28
29	30	31				
		20 - Faculty		20 - Student		

November 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	❖	11
12	13	14	15	16	17	18
19	20	21	22	❖	❖	25
26	27	28	29	30		
		19 - Faculty		19 - Student		

December 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	/	★F	★NM	16
17	■	■	■	■	■	23
24	❖	■	■	■	■	30
31		11 - Faculty		9 - Student		

TOTAL: 83 - Faculty 77 - Student

Calendar subject to change. 12/16/15



South Central College

A MINNESOTA COMMUNITY
AND TECHNICAL COLLEGE

FARIBAULT · NORTH MANKATO

Spring Semester

January 2018

S	M	T	W	T	F	S
	❖	★F◆	★NM◆	W	◆	6
7	▲	9	10	11	12	13
14	❖	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
		21 - Faculty		17 - Student		

February 2018

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	❖	20	21	22	23	24
25	26	27	28			
		19 - Faculty		19 - Student		

March 2018

S	M	T	W	T	F	S
				1	2	3
4	■	■	■	■	■	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
		17 - Faculty		17 - Student		

April 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	W❖	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
		21 - Faculty		20 - Student		

May 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	/	G	◆	12
13	14	15	16	17	18	19
20	21	★F	★NM	24	25	26
27	❖	▲A/B	30	31		
		9 - Faculty		7 - Student		

TOTAL: 87 - Faculty 80 - Student

2017 - 2018 Calendar

KEY

- Non College Days
- ▲ Semester Starts
- / Semester Ends
- ❖ College Closed
- ◆ Faculty Work Day
- W Workshop Days
- ★ STAR SESSION
- Registration Days
- F (Faribault) NM (North Mankato)
- G Graduation

A Summer Session A
(5 weeks): 5/29/18 – 6/29/18

B Summer Session B
(8 weeks): 5/29/18 – 7/20/18

Summer Session

May 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	/	G	◆	12
13	14	15	16	17	18	19
20	21	★F	★NM	24	25	26
27	❖	▲A/B	30	31		

June 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	★F	★NM	★NM	15	16
17	18	19	20	21	22	23
24	25	26	27	28	/A	30

July 2018

S	M	T	W	T	F	S
1	2	3	❖	5	6	7
8	9	10	11	12	13	14
15	16	★NM	★NM	★F	/B	21
22	23	24	25	26	27	28
29	30	31				

5/22,23; 6/12,13,14 = 1 - Faculty

GRAND TOTAL: 171 - Faculty 157 - Student