

GENERAL EDUCATION

GENERAL EDUCATION PHILOSOPHY

The General Education program at Western Dakota Tech is designed to help students develop the knowledge and skills that will contribute to their intellectual, personal, and professional growth and place them on a path of lifelong learning. General Education provides the skills that employers demand in today's world and the core abilities needed to be *knowledge workers* in a global society. Knowledge workers use their abilities and intellect to solve problems. The core abilities at Western Dakota Tech include life skills, analytic techniques, communication skills, technology skills, teamwork techniques, social values, and employability.

Specifically, knowledge workers will:

- Apply the principles of physical and psychological wellness to their lives
- Apply the principles and strategies of purposeful, active, and organized thinking
- Apply appropriate writing, speaking, and listening skills in order to precisely convey information, ideas, and opinions
- Possess the knowledge and skills necessary to use a computer and other technology methods utilized within their chosen fields
- Be capable of working with others to complete tasks, solve problems, and resolve conflicts
- Possess an awareness of differences in backgrounds/cultures and demonstrate respect while working with different backgrounds/cultures
- Possess and apply effective work habits and attitudes

Student Learning Outcomes:

As a result of completing the General Education program, the graduates of Western Dakota Tech will be able to:

- Take responsibility for their behavior
- Use time management skills
- Demonstrate good judgment in etiquette and ethics
- Make sound inferences from data
- Use effective problem-solving techniques
- Communicate effectively through speaking, listening, writing, and reading
- Use technology
- Interact effectively
- Accept individual differences
- Recognize importance of community
- Appreciate diversity
- Acquire the skills to obtain employment

Both Diploma and Associate in Applied Science Degree candidates are required to successfully complete general education courses as designated by the technical department. General Education courses are designed to enhance the student's major field of study. Core abilities outlined by Western Dakota Tech and business and industry are stressed.

ONE- OR TWO-YEAR DIPLOMA

Students pursuing a one-year diploma are required to complete a minimum of 2* credits in communications, 3* credits in computer literacy, 2* credits in mathematics, and 3* credits in behavioral science.

Communication courses include:

ENGL	102	Career Communications***	(2 credit)
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Computer courses available include:

CIS	090	Intro to Computers**	(1 credit)
CIS	100	Intro to Keyboarding	(1 credit)
CIS	109	Word I	(1 credit)
CIS	111	Word II	(1 credit)
CIS	112	Excel I	(1 credit)
CIS	113	Excel II	(1 credit)
CIS	114	PowerPoint I	(1 credit)
CIS	115	PowerPoint II	(1 credit)
CIS	116	Access I	(1 credit)
CIS	117	Access II	(1 credit)
CIS	118	Publisher I	(1 credit)

Mathematic courses available include:

MATH	090	Basic Mathematics	(2 credits)
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Behavior science courses available include:

PSYC	103	Human Relations in the Workplace	(3 credits)
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* Individual programs may require additional credits or higher-level courses.

**This course is remedial and does not meet minimum computer requirements.

*** This course cannot be front- loaded.

AAS DEGREE

Students pursuing the Associate in Applied Science Degree are required to complete a minimum of 3* general education credits in each of the following subject areas. Students have the following general education course options to choose from:

Communications			3 Credits Required*
ENGL	101	Composition I	3
ENGL	201	Technical Writing I	3
ENGL	202	Technical Communications***	3
ENGL	203	Technical Writing II - online	3
SPCM	101	Fundamentals of Speech	3
Mathematics			3 Credits Required*
MTH	100	Elementary Algebra	3
MATH	101	Intermediate Algebra	3
MATH	102	College Algebra	3
MATH	104	Technical Math	3
MATH	112	Business Math	3
MATH	120	Trigonometry	3
Computer Literacy			3 Credits Required*
CIS	090	Intro to Computers**	1
CIS	100	Intro to Keyboarding	1
CIS	109	Word I	1
CIS	111	Word II	1
CIS	112	Excel I	1
CIS	113	Excel II	1
CIS	114	PowerPoint I	1
CIS	116	Access I	1
CIS	117	Access II	1
CIS	118	Publisher I	1
Behavioral Science			3 Credits Required*
PSYC	101	General Psychology	3
PSYC	103	Human Relations in the Workplace	3
Social Science			3 Credits Required*
ECN	202	Principles of Economics (Macro)	3
ECN	204	Principles of Macroeconomics (on-line)	3
SOC	100	Introduction to Sociology	3

* Individual programs may require additional credits or higher-level courses.

**This course is remedial and does not meet minimum computer requirements.

*** This course cannot be front- loaded.

PREPARATORY COURSES

Some students may be required, according to placement test scores, to complete review/preparatory courses to help strengthen their skills and prepare them for success in diploma or degree courses.

1. Students pursuing the diploma or AAS degree with low placement test score in math must complete Math 090 Basic Mathematics with a “C” grade or better *before* proceeding into their technical subject math.
2. Students pursuing the AAS Degree with a low placement test score in algebra will be required to complete one or more of the following:
MATH 090 Basic Mathematics (2 credits) *before* entering MTH 100 Elementary Algebra or MATH 101 Intermediate Algebra. Students must complete Math 090 Basic Mathematics with a “C” grade or better *before* proceeding into their technical subject math.

MTH 100 Elementary Algebra (3 credits) *before* entering MATH 101 Intermediate Algebra or MATH 104 Technical Mathematics. Students must complete MTH 100 Elementary Algebra with a “C” grade or better before proceeding into their technical subject math.

MATH 101 Intermediate Algebra (3 credits) *before* entering MATH 120 Trigonometry.
3. Students pursuing the AAS Degree with low placement test scores in reading or writing will be required to complete:
ENGL 091 Basic Writing (2 credits) *before* entering ENGL 101 composition, ENGL 201 Technical Writing or ENGL 202 Technical Communications.
4. Students may be advised to take the Pre-Tech workshop during the summer session before entering a program. Pre-Tech is an intensive academic review workshop designed to help students improve test scores in reading, comprehension, study skills, and math. At the conclusion of the Pre-Tech week, students will be re-tested to determine their academic progress. The Admissions office has more information.