

PROGRAMS

Technical programs at Western Dakota Tech offer a wide array of career options. Students attending WDT know they receive the training that leads to immediate employment, a good salary, and professional satisfaction. Students are learning the skills they will need to enter the job market for the first time, to make a career change, to advance more quickly with their current employer, or to keep pace with technological change.

The programs at Western Dakota Tech are in step with today's job requirements and the developments that will affect students in the future. Instructors are in touch with the realities of the working world. The equipment, facilities, and courses for each program are reviewed annually with the assistance of professional advisory board committee members.

This section contains an overview of WDT programs and their requirements. Program and general education course descriptions are located under Course Descriptions.

ACCOUNTING

ADMINISTRATIVE SERVICES

ALLIED HEALTH

BUSINESS MANAGEMENT & MARKETING

COLLISION REPAIR TECHNOLOGY

COMPUTER-AIDED DRAFTING TECHNICIAN

ELECTRICAL TRADES

ENVIRONMENTAL ENGINEERING TECHNICIAN

FIRE SCIENCE

HEALTH INFORMATION MANAGEMENT

**HEALTH UNIT COORDINATOR/PATIENT CARE
TECHNICIAN**

LAW ENFORCEMENT TECHNOLOGY

LIBRARY TECHNICIAN

MEDICAL ASSISTING

PARALEGAL/LEGAL ASSISTANT

PARAMEDIC

PHARMACY TECHNICIAN

PHLEBOTOMY/LABORATORY ASSISTANT

PRACTICAL NURSING

PROGRAMMING/APPLICATION DEVELOPMENT

PROGRAMMING & COMPUTER NETWORKING

SURGICAL TECHNOLOGY

TRANSPORTATION TECHNOLOGY

WELDING MANUFACTURING

ACCOUNTING

Associate in Applied Science, 71 Credit Hours, 18-Month Program

The Accounting Program will prepare students for entry-level positions in accounting-related employment opportunities by providing them with technical and social skills.

Because accountants and bookkeepers are an organization's financial record-keepers and assistants to management, graduation from this two-year program with an AAS degree can lead to a number of good-paying employment opportunities. Students will learn the principles of accounting and the concepts behind the principles. Students receive up-to-date training on some of the latest software available. Payroll accounting, taxes, and managerial accounting are included in this program. With the general education and business courses required to obtain this degree, graduates are well equipped to compete for employment.

Course No.	Course Title	CREDITS
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATION I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATIONS II	
CIS 130	INTRODUCTION TO 10-KEY	1
ECON 202	PRINCIPLES OF MACRO ECONOMICS <i>or</i>	3
ECON 204	PRINCIPLES OF ECONOMICS (MACRO)	
ENGL 101	COMPOSITION* <i>or</i>	3
ENGL 203	TECHNICAL WRITING II** (online)	
MATH 101	INTERMEDIATE ALGEBRA**	3
MATH 112	BUSINESS MATHEMATICS	3
ORT 010	ORIENTATION	1
ORT 030	E-LEARNING FOR THE ONLINE STUDENT****	1
PSYC 101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	
Total		20
Technical Requirements		
ACCT 210	PRINCIPLES OF ACCOUNTING I	4
ACCT 211	PRINCIPLES OF ACCOUNTING II	4
ACCT 212	INTERMEDIATE ACCOUNTING I	4
ACCT 213	INTERMEDIATE ACCOUNTING II	4
ACCT 215	PAYROLL ACCOUNTING	3
ACCT 218	TAX ACCOUNTING I	3
ACCT 223	MANAGERIAL ACCOUNTING	3
ACCT 227	EXCEL FOR ACCOUNTING	3
ACCT 228	QUICKBOOKS ACCOUNTING	3
ACCT 280	ETHICS IN ACCOUNTING AND BUSINESS <i>or</i>	3
ACCT 290	INTERNSHIP***	
BUS 134	WRITTEN COMMUNICATIONS FOR BUSINESS	4
BUS 136	ORAL COMMUNICATIONS IN BUSINESS	2
BUS 140	BUSINESS LAW	3
BUS 210	SUPERVISORY MANAGEMENT	3
BUS 224	PERSONAL FINANCE	3
BUS 226	PERSONAL INVESTMENTS	2
Total		51

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Elementary Algebra.

***Internship option is only available to on-campus students.

****ORT030 This course is for all Accounting students enrolled in the online program.

Semester breakdown on next page

Semester Breakdown

First Semester			Second Semester		
		CR			CR
ACCT 210	Principles of Accounting I	4	ACCT 211	Principles of Accounting II	4
BUS 136	Oral Communications	2	ACCT 215	Payroll Accounting	3
CIS 105	Microcomp Software App I <i>or</i>	3	ACCT 228	QuickBooks Accounting	3
CIS 106	Microcomp Software App II		BUS 134	Written Communications for Business	4
CIS130	Introduction to 10-Key	1	MATH 101	Intermediate Algebra	3
MATH 112	Business Math	3			
ORT 010	Orientation	1			
PSYC 101	General Psychology <i>or</i>	3			
PSYC 103	Human Relations in the Workplace				
	Total Credit Hours	17		Total Credit Hours	17
Third Semester			Fourth Semester		
		CR			CR
ACCT 212	Intermediate Accounting I	4	ACCT 213	Intermediate Accounting II	4
ACCT 218	Tax Accounting I	3	ACCT 223	Managerial Accounting	3
ACCT 227	Excel for Accounting	3	ACCT 280	Ethics in Accounting & Business <i>or</i>	3
BUS 210	Supervisory Management	3	ACCT 290	Internship	
BUS 224	Personal Finance	3	BUS 140	Business Law	3
ENGL 101	Composition <i>or</i>	3	BUS 226	Personal Investments	2
ENGL 203	Technical Writing II (online)		ECON 202	Principles of Macroeconomics <i>or</i>	3
			ECON 204	Principles of Economics (Macro)	
	Total Credit Hours	19		Total Credit Hours	18

Other Accounting Program options are available including online and a five- or six-semester plan. Contact Admissions or your advisor for information.

ADMINISTRATIVE SERVICES

Diploma, 35 Credit Hours, 9-Month Program

Administrative Services personnel prepare reports, speeches, letters, and other business correspondence. They also utilize records management techniques, schedule appointments, answer telephone calls, record payments, and sometimes transcribe documents.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATIONS II	3
ENGL 010	BASIC ENGLISH	3
MATH 112	BUSINESS MATHEMATICS	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	3
Total		16
Technical Requirements		
BUS 134	WRITTEN COMMUNICATIONS FOR BUSINESS	4
BUS 136	ORAL COMMUNICATIONS FOR BUSINESS	2
BUS 137	PROFESSIONAL DEVELOPMENT	1
BUS 115	KEYBOARDING	3
COC 132	RECORDS MANAGEMENT	3
	ELECTIVE	6
Total		19

Semester Breakdown

First Semester			Second Semester		
		CR			CR
BUS 115	Keyboarding	3	BUS 134	Written Communications for Business	4
BUS 136	Oral Communications for Business	2	BUS 137	Professional Development	1
CIS 105	Microcomputer Software App I	3	CIS 106	Microcomputer Software App II	3
ENGL 010	Basic English	3	COC 132	Records Management	3
MATH 112	Business Math	3		Elective	6
ORT 010	Orientation	1			
PSYC 103	Human Relations in the Workplace	3			
Total Credit Hours		18	Total Credit Hours		17

ALLIED HEALTH

Associate in Applied Science, 65 Credit Hours, 18-Month Program

Students entering the Allied Health AAS degree will also enter one or more WDT diploma health programs. Each of the health programs has separate entry requirements students need to meet. Included in the diploma entry requirements are General Education course placement requirements. These placement requirements are not entry requirements into WDT programs, but are designed to place students initially into the most appropriate writing and math course or into preparatory courses. COMPASS test scores may also inform students they could succeed in a higher-level course than the required course when available.

The following curriculum is designed to fit the needs of students in the array of health programs at WDT. The technical requirements in some programs such as Surgical Technology will not fulfill the total technical requirements for this AAS degree. These students will supplement the technical elective courses with health courses. This will add to their skills in health occupations. Students in other health programs such as Practical Nursing will have technical requirements that exceed the technical requirements for this degree. Their total credits for the AAS degree will exceed the minimum requirements of 64 credits. These excess credit requirements will not exceed 68 credits.

Course	No.	Course Title	Credits
General Education Requirements			
CHEM	106	Chemistry Survey	3
CHEM	106L	Chemistry Lab	1
CIS	105	Microcomputers Software Applications I <i>or</i>	3
CIS	106	Microcomputers Software Applications II	
ENGL	101	Composition*	3
ENGL	202	Technical Communication*	3
ENGL	201	Technical Writing I* <i>or</i>	3
SPCM	101	Fundamentals of Speech	
MATH	101	Intermediate Algebra** <i>or</i>	3
MATH	102	College Algebra	
ORT	100	Orientation	1
PSYC	101	General Psychology <i>or</i>	3
PSYC	103	Human Relations in the Workplace	
SOC	100	Introduction to Sociology	3
Total General Education Requirements			26
HC	113	Medical Terminology	2
HC	114	Anatomy & Physiology	3
ALH	200	See below for technical elective breakdown	
Technical Requirements:			34
Complete the technical requirements in at least one of the following health programs: Health Unit Coordinator, , Pharmacy Technician, Phlebotomy/Laboratory Assistant, Practical Nursing, and Surgical Technology.			
Total Technical Requirements (minimum)			39
Total Requirements for AAS (minimum)			65
*Prerequisite: Acceptable COMPASS score or Basic Writing.			
**Prerequisite: Acceptable COMPASS score or Basic Math.			

Technical Electives

ALH200 – Technical Electives

HC145 - Electronic Health Records

HC118 - Ethical Issues in Health Care

HC119 - Surgical Concepts for the Allied Health Professional

ALH203 – Technical Elective: Perioperative Concepts in Orthopedic Surgery

ALH204 – Technical Elective: Introduction to Care of the Perioperative Patient

ALH205 – Technical Elective: Introduction to Ophthalmic Surgery

See the program advisor for the appropriate technical electives for the following programs:

Health Unit Coordinator-16 Credits

Pharmacy Technician-6 Credits

Phlebotomy/Lab Assistant-17 Credits

BUSINESS MANAGEMENT & MARKETING

Associate in Applied Science, 72 Credit Hours, 18-Month Program

The Business Management and Marketing program prepares students for careers in business. The blending of extensive classroom instruction, in-the-field internships, and specialized projects allow students to develop skills required in business occupations.

Business Management and Marketing offers students opportunities for both financial and personal growth. Endless employment avenues are available with a business management and marketing degree. This program is also offered online.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATIONS II	
ECON 202	PRINCIPLES OF MACRO ECONOMICS <i>or</i>	3
ECON 204	PRINCIPLES OF ECONOMICS (MACRO)	
ENGL 101	COMPOSITION* <i>or</i>	3
ENGL 203	TECHNICAL WRITING II (online)	
MATH 112	BUSINESS MATHEMATICS	3
ORT 010	ORIENTATION	1
ORT 030	E-LEARNING FOR THE ONLINE STUDENT***	0
PSYC 101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	
	Total	16
Technical Requirements		
ACCT 210	PRINCIPLES OF ACCOUNTING I	4
ACCT 228	QUICKBOOKS ACCOUNTING	3
BUS 101	INTRODUCTION TO BUSINESS	3
BUS 120	PRINCIPLES OF MARKETING	3
BUS 134	WRITTEN COMMUNICATIONS FOR BUSINESS	4
BUS 136	ORAL COMMUNICATIONS FOR BUSINESS	2
BUS 137	PROFESSIONAL DEVELOPMENT	1
BUS 140	BUSINESS LAW	3
BUS 150	ADVERTISING	3
BUS 152	DESKTOP PUBLISHING FOR MARKETING I **	3
BUS 156	WEBSITE DEVELOPMENT FOR BUSINESS **	3
BUS 157	MULTIMEDIA FOR BUSINESS **	3
BUS 160	PRINCIPLES OF SELLING	3
BUS 210	SUPERVISORY MANAGEMENT	3
BUS 224	PERSONAL FINANCE	3
BUS 225	RETAIL MANAGEMENT	3
BUS 233	SMALL BUSINESS ENTREPRENEURSHIP	3
BUS 240	ADVANCED COMPUTER APPLICATIONS FOR BUSINESS	4
BUS 290	INTERNSHIP <i>or</i>	2
BUS 226	PERSONAL INVESTMENTS	
	Total	56

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**In order to meet the software requirements, students need to take the following courses in sequential order without skipping semesters: (1) BUS156 Website Development, (2) Bus152 Desktop Publishing for Marketing, (3) Bus157 Multimedia for Business.

***ORT030 is for all BMM students enrolled in the online program.

Semester breakdown on next page

Semester Breakdown

First Semester			Second Semester		
		CR			CR
BUS 101	Introduction to Business	3	BUS 120	Principles of Marketing	3
BUS 136	Oral Communications for Business	2	BUS 156	Website Development for Business	3
ACCT 210	Principles of Accounting I	4	BUS 134	Written Communications for Business	4
CIS 105	Microcomputer Software App I <i>or</i>	3	BUS 137	Professional Development	1
CIS 106	Microcomputer Software App II		BUS 140	Business Law	3
MATH 112	Business Mathematics	3	ACCT 228	QuickBooks Accounting	3
ORT 010	Orientation	1			
PSYC 101	General Psychology <i>or</i>	3			
PSYC 103	Human Relations in the Workplace				
Total Credit Hours		19	Total Credit Hours		17
Third Semester			Fourth Semester		
		CR			CR
BUS 152	Desktop Publishing for Marketing I	3	BUS 150	Advertising	3
BUS 160	Principles of Selling	3	BUS 157	Multimedia for Business	3
BUS 210	Supervisory Management	3	BUS 225	Retail Management	3
BUS 224	Personal Finance	3	BUS 233	Small Business Entrepreneurship	3
BUS 240	Advanced Computer Apps for Business	4	ECON 202	Principles of Macro Economics <i>or</i>	3
ENGL 101	Composition <i>or</i>	3	ECON 204	Principles of Economics (Macro)	
ENGL 203	Technical Writing II (online)		BUS 290	Internship <i>or</i>	2
			BUS 226	Personal Investments	
Total Credit Hour		19	Total Credit Hours		17

Other Business Marketing & Management Program options are available including online and a five- or six-semester plan. Contact Admissions or your advisor for information.

COLLISION REPAIR TECHNOLOGY

Associate in Applied Science, 67 Credit Hours, 18-Month Program

Diploma, 36 Credit Hours, 9-Month Program

The mission of WDT's Collision Repair Technology program is to conduct an academic, hands-on training program that provides highly qualified employees for entry-level positions in all categories of the professional collision repair trade. This program will afford the student the opportunity to attain an Associate in Applied Science degree or a diploma in this field. A close working relationship will be maintained with a collision repair industry advisory council to keep abreast of the needs of future employers.

Costly damage to motor vehicles occurs from traffic accidents every day. Collision repair technicians straighten bent bodies, remove dents, and replace crumpled parts that are beyond repair. Collision repair work has variety and challenges—each damaged vehicle presents a different problem. Repairers must develop appropriate methods for each job, using their broad knowledge of automotive construction and repair techniques. Collegiate training is highly desirable because advances in technology have greatly changed the structure, components, and materials used in automobiles. Formal training in collision repair can enhance opportunities for employment and promotion.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATION I or	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATION II	
ECON 202	PRINCIPLES OF MACROECONOMICS <i>or</i>	3
SOC 100	INTRODUCTION TO SOCIOLOGY	
ENGL 101	COMPOSITION*	3
ENGL 102	CAREER COMMUNICATIONS	2
MATH 104	TECHNICAL MATH**	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	3
	Total	18
Technical Requirements		
CRT 110	NONSTRUCTURAL PANEL ALIGNMENTS	4
CRT 112	SHOP ORIENTATION MAINT. & SAFETY	1
CRT 115	BASIC SHEETMETAL REPAIR	4
CRT 113	COLLISION REPAIR WELDING	4
CRT 123	REFINISHING, PROCEDURES AND APPLICATION	4
CRT 125	PAINT DEFECTS/CAUSES & CURES W/FIANL DETAILING	4
CRT 129	PANEL PREP	4
CRT 148	AUTO PLASTICS REPAIR	1
CRT 211	ESTIMATING AND WORK ORDER COMPREHENSION	2
CRT 215	ADVANCED PANEL PREPARATION	4
CRT 218	ADVANCED REFINISHING	5
CRT 220	STRUCTURAL PANEL REPAIR	4
CRT 225	FRAME & BODY REALIGNMENT	4
CRT 227	FRAME SET UP AND MEASURE	4
	Total	49

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester breakdown on next page

Semester Breakdown --AAS

First Semester			Second Semester		
		CR			CR
CRT 110	Nonstructural Panel Adjustment	4	CRT 123	Refinishing Procedures & Application	4
CRT 112	Shop Orientation, Maintenance & Safety	1	CRT 125	Paint Defects Cause & Cures w/Final Detailing	4
CRT 113	Collision Repair Welding	4	CRT 129	Panel Preparation	4
CRT 115	Basic Sheet Metal Repair	4	PSYC 103	Human Relations in the Workplace	3
CIS 105	Microcomputer Software App I	3	ENGL 101	Composition	3
MATH 104	Technical Math	3			
ORT 010	Orientation	1			
Total Credit Hours		20	Total Credit Hours		18
Third Semester			Fourth Semester		
		CR			CR
CRT 148	Auto Plastics Repair	1	CRT 220	Structural Panel Repair	4
CRT 211	Estimating & Work Order Comprehension	2	CRT 225	Frame & Body Realignment	4
CRT 215	Advanced Panel Preparation	4	CRT 227	Frame Setup and Measure	4
CRT 218	Advanced Refinishing	5	ENGL 102	Career Communications	2
ECON 202	Principles of Macroecon <i>or</i>	3			
SOC 100	Introduction to Sociology				
Total Credit Hours		15	Total Credit Hours		14

Semester Breakdown--Diploma

First Semester			Second Semester		
		CR			CR
CRT 110	Nonstructural Panel Alignment	4	CRT 123	Refinishing Procedures	4
CRT 112	Shop Ort/Maint & Safety	1	CRT 125	Paint Defects, Causes & Cures w/Final Detailing	4
CRT 113	Collision Repair Welding	4	CRT 129	Panel Preparation	4
CRT 115	Basic Sheet Metal Repair	4	ENGL 101	Composition	3
CIS 105	Microcomp Software App I	3	PSYC 103	Human Relations in the Workplace	3
MATH 090	Basic Math <i>or higher or</i>	2/3			
MATH 104	Tech Math				
ORT 010	Orientation	1			
Total Credit Hours		18/19	Total Credit Hours		18

COMPUTER-AIDED DRAFTING TECHNICIAN

Associate in Applied Science, 72 Credit Hours, 18-Month Program

The Computer Aided Drafting Technician program at WDT equips students with the skills and knowledge necessary to produce accurate technical drawings using industry-standard CAD systems. Graduates will be prepared for entry-level positions in the architectural, civil and mechanical CAD fields.

Architectural drafters assist architects by preparing technical plans and details showing the dimensions, construction materials, and processes used for residential and commercial building projects. Mechanical drafters prepare detail and assembly drawings of a wide variety of machinery and mechanical devices, indicating dimensions, fastening methods, and other requirements. Civil drafters create drawings that detail the construction related to land, roads, bridges, and other infrastructure. The Computer Aided Drafting Technician program at WDT provides students with a solid base of knowledge in all three of these fields and allows them to emphasize a particular field during their final semester.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATIONS II	
ECON 202	PRINCIPLES OF MACROECONOMICS <i>or</i>	3
SOC 100	INTRO TO SOCIOLOGY	
ENGL 101	COMPOSITION* <i>or</i>	3
ENGL 201	TECHNICAL WRITING I	
ENGL 202	TECHNICAL COMMUNICATIONS	3
MATH 104	TECHNICAL MATHEMATICS**	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	
Total		19
Technical Requirements		
CAD 101	DRAFTING FUNDAMENTALS	3
CAD 111	ARCHITECTURAL DRAFTING I	3
CAD 132	INTRODUCTION TO 2D CAD	3
CAD 140	ADVANCED 2D CAD	3
CAD 135	ARCHITECTURAL CONSTRUCTION THEORY I	3
CAD 255	INTRODUCTION TO 3D CAD	3
CAD 202	MECHANICAL DRAFTING	3
CAD 203	PRINCIPLES OF COMMERCIAL THEORY I	3
CAD 214	INTRODUCTION TO CIVIL DRAFTING	3
CAD 232	MECHANICAL PRINCIPLES	3
CAD 234	MECHANICAL PRINT READING	2
CAD 237	ARCHITECTURAL DRAFTING II	3
CAD 250	INTRODUCTION TO MAPPING/GPS	2
CAD 252	INTRODUCTION TO SURVEYING	3
CAR 216	BLUE PRINT READING	2
Total		42
Technical Electives-Choose minimum 11 credits		
CAD 215	LIGHT COMM CONST W/MECH & ELECTRICAL	3
CAD 221	MECHANICAL DIMENSIONING	3
CAD 222	PRINCIPLES OF COMMERCIAL THEORY II	3
CAD 240	3D ARCHITECTURAL DESIGN	3
CAD 242	COMPUTER AUTOMATED MANUFACTURING	2
CAD 244	3D ENGINEERING DESIGN	3
CAD 251	INTRODUCTION TO GIS	3
CAD 299	INTERNSHIP	2

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester breakdown on next page

Semester Breakdown

First Semester			Second Semester		
		CR			CR
CAD 101	Drafting Fundamentals	3	CAD 111	Architectural Drafting I	3
CAD 132	Introduction to 2D CAD	3	CAD 140	Advanced 2D CAD	3
CAD 135	Architectural Construction Theory I	3	CAD 232	Mechanical Principles	3
CAD 250	Introduction to Mapping/GPS	2	CAD 234	Mechanical Print Reading	2
CIS 105	Microcomputer Software App I <i>or</i>	3	CAD 252	Introduction to Surveying	3
CIS 106	Microcomputer Software App II		CAR 216	Blueprint Reading	2
MATH 104	Technical Mathematics	3	ENGL 101	Composition <i>or</i>	3
ORT 010	Orientation	1	ENGL 201	Technical Writing I	3
Total Credit Hours		18	Total Credit Hours		19
Third Semester			Fourth Semester		
		CR			CR
CAD 202	Mechanical Drafting	3	Required Courses		
CAD 203	Principles of Commercial Theory I	3	ECON 202	Principles of Macroeconomics <i>or</i>	3
CAD 214	Introduction to Civil Drafting	3	SOC 100	Introduction to Sociology	
CAD 237	Architectural Drafting II	3	PSYC 101	General Psychology <i>or</i>	3
CAD 255	Introduction to 3D CAD	3	PSYC 103	Human Relations in the Workplace	
ENGL 202	Technical Communications	3		Electives	11
Total Credit Hours		18	Total Credit Hours		17

ELECTRICAL TRADES

Associate in Applied Science, 76 Credit Hours, 18-Month Program

This program provides in-depth instruction in the theories and principles of electricity and electrical construction. Strong math skills are a requirement. Principles of operation for electrical devices and equipment, and correct and safe operation of tools are covered. A typical job description for an electrician may include typically working 40 hours per week. However, some jobs may require working evenings or weekends and ladder work. Electricians must be physically capable of climbing and working at heights and outside. Other physical work may be required.

Students will study and learn to interpret and apply the requirements of the National Electric Code. A solid background in the theory and technology of the electrical field will give the knowledge and ability to install, maintain, troubleshoot, and repair electrical circuits and equipment. The training gives students the flexibility to pursue different areas of employment as entry-level electricians. Most lab time is spent at actual work sites where students gain real-life work experience. The Electrical Trades Program prepares students for employment as an apprentice electrician in the construction, mining, and industrial manufacturing sectors of the Trades and Construction Industry.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APP I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APP II	
CPR 100	CPR/FIRST RESPONDER	1
ECON 202	PRINCIPLES OF MACROECONOMICS <i>or</i>	3
SOC 100	INTRO TO SOCIOLOGY	
ENGL 102	CAREER COMMUNICATIONS	2
ENGL 201	TECHNICAL WRITING I	3
MATH 104	TECHNICAL MATHEMATICS**	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	3
	Total	19
Technical Requirements		
ELT 217	COMPUTER HARDWARE INSTALLATION & TROUBLESHOOTING	4
IEL 122	NATIONAL ELECTRICAL CODE I	3
IEL 123	INDUSTRIAL DATA COMMUNICATIONS	2
IEL 130	INTRO TO ELECTRICAL WIRING	2
IEL 132	ELECTRICAL FUNDAMENTALS	5
IEL 133	ELECTRICAL FUNDAMENTALS LAB	7
IEL 135	BASIC ELECTRICAL MATERIALS AND DEVICES	1
IEL 140	WELDING & FABRICATION FOR LIGHT COMMERCIAL APPLICATIONS	2
IEL 210	BLUEPRINT READING, ELECT PLANNING & ESTIMATING	5
IEL 226	ELECTRICAL MOTOR FUNDAMENTALS & MAINT	2
IEL 129	INTRO TO ELECTRICAL WIRING LAB	1
IEL 223	ELECTRICAL MOTOR FUNDAMENTALS & MAINT LAB	1
IEL 213	ELECTRIC HEATING AND APPLIANCES	2
IEL 218	WIRING LAB I	3
IEL 211	ELECTRICAL MOTOR CONTROL	3
IEL 216	MOTOR CONTROL LAB	2
IEL 214	NATIONAL ELECTRICAL CODE II	2
IEL 221	PROGRAMMABLE LOGIC CONTROLLERS	2
IEL 222	PROGRAMMABLE LOGIC CONTROLLERS LAB	3
IEL 220	WIRING LAB II	3
IEL 224	POWER DISTRIBUTION	2
	Total	57
Technical Electives		
AET 240	INTRODUCTION TO ALTERNATIVE POWER SYSTEMS	3
AET 242	ELECTRICAL CODE STUDY FOR ALTERNATIVE ENERGY	1
AET 245	ELECTRONIC CONTROLS	2
AET 246	ELECTRONIC CONTROLS LAB	2
AET 248	WIND & SOLAR POWER SYSTEMS THEORY	3
AET 249	WIND & SOLAR POWER SYSTEMS LAB	3
IEL 299	ELECTRICIAN INTERNSHIP/CO-OP	6

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester Breakdown

First Semester			Second Semester		
		CR			CR
IEL 132	Electrical Fundamentals	5	ELT 217	Computer Hardware Installation/Trouble shooting	4
IEL 133	Electrical Fundamentals Lab	7	IEL 123	Industrial Data Communication	2
CIS 105	Microcompute Software App I <i>or</i>	3	IEL 130	Introduction to Elect Wiring	2
CIS 106	Microcomputers Software App II		IEL 129	Intro to Electrical Wiring Lab	1
CPR 100	CPR/First Responder	1	IEL 135	Basic Electrical Materials and Devices	1
MATH 104	Technical Mathematics	3	IEL 140	Welding & Fabrication for Lt Commercial Application	2
ORT010	Orientation	1	IEL 226	Electrical Motor Fundamentals & Maint.	2
			IEL 223	Electrical Motor Fundamentals & Main Lab	1
			ENGL 201	Technical Writing	3
				Total Credit Hours	18
Third Semester			Fourth Semester		
		CR			CR
IEL 122	Electrical Code Study I	3	IEL 213	Electrical Heating & Appliances	2
IEL 210	Blueprint Reading Elect Plan/Est	5	IEL 214	National Electrical Code II	2
IEL 211	Electrical Motor Control	3	IEL 220	Wiring Lab II	3
IEL 216	Motor Control Lab	2	IEL 221	Programmable Logic Controllers-PLC's	2
IEL 218	Wiring Lab I	3	IEL 222	PLC Labs	3
ECON 202	Prin of Macroeconomics- <i>or</i>	3	IEL 224	Power Distribution	2
SOC 100	Intro to Soc		ENGL 102	Career Communications	2
IEL 299	Optional Electrician Internship/CO-OP	6	PSYC 103	Human Relations in the Workplace	3
		19/			
		25		Total Credit Hours	19

ENVIRONMENTAL ENGINEERING TECHNICIAN

Associate in Applied Science, 70-72 Credit, 18-month Program

The Environmental Engineering Technician program is designed to prepare students for work in an exciting and growing field. As our population grows, society puts an ever increasing demand on our natural resources. Program graduates primarily work outdoors in the field, collecting information used to assess how increased demand affects the quality and quantity of our nation's natural resources. Program graduates work in a broad range of jobs such as collecting and analyzing water and soil samples, measuring stream flow and groundwater levels, and conducting soils testing. The work can be physically demanding, requiring technicians to climb or hike long distances, carrying equipment to remote locations. Field work often entails working under varying climatic conditions such as hot summers or cold winters. Technicians may be required to drive off-road vehicles such as 4-wheelers and snowmobiles, or even ride on horses, boats or helicopters, to access some remote sampling sites.

Upon graduation, students can be employed with federal, state, county, and city environmental departments; water treatment facilities; or with private businesses such as consulting engineers, mining companies, and testing labs.

Students will gain experience in environmental sampling and monitoring throughout the program. Field Engineering courses provide students with an excellent balance of theory and hands-on experience that will enable them, upon graduation, to conduct environmental investigations under the supervision of professional Geologists, Engineers, or Hydrologists. Courses such as Soil Testing, Field Instrumentation, Hydrology, and Field Methods provide students with hands-on experience. Some of the other required courses in the program include Mapping, Global Positioning Systems, Surveying, and Geographic Information Systems. In addition, students take courses in communications, human relations, computers, and mathematics that will provide them with the skills necessary to advance in their careers.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATIONS II	
CHEM 106	CHEMISTRY SURVEY	3
CHEM 106L	CHEMISTRY SURVEY LAB	1
ECON 202	PRINCIPLES OF MACROECONOMICS <i>or</i>	3
SOC 100	INTRODUCTION TO SOCIOLOGY	
ENGL 101	COMPOSITION* <i>or</i>	3
ENGL 201	TECHNICAL WRITING I	
ENGL 202	TECHNICAL COMMUNICATIONS	3
MATH 101	INTERMEDIATE ALGEBRA** <i>or (and)</i>	3
MATH 102	COLLEGE ALGEBRA <i>or</i>	
MATH 120	TRIGONOMETRY	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	
Total		26
Technical Requirements		
CAD 250	INTRODUCTION TO MAPPING/GPS	2
CAD 251	INTRODUCTION TO GIS	3
CAD 252	INTRODUCTION TO SURVEYING	3
EET 125	RECORDS COMPUTATION	2
FET 102	ENVIRONMENTAL INSTRUMENTATION	4
FET 105	INTRODUCTION TO ENVIRONMENTAL SCIENCES	4
FET 106	INTRODUCTORY FIELD METHODS	3
FET 110	SOILS TESTING	3
FET 111	ENVIRONMENTAL GEOLOGY	3
FFT 118	40 HOUR HAZWOPER CERTIFICATION	2
FETE 202	WATER QUALITY	3
FETE 205	PRINCIPLES OF HYDROLOGY	3
FETE 204	ENVIRONMENTAL REGULATION	2
FETG 235	CONSTRUCTION MATERIALS SAMPLING & TESTING	4
FETE 222	INTRO TO WASTEWATER TECHNOLOGIES <i>or</i>	3
FET 298	TECHNICAL COOPERATIVE WORK EXPERIENCE	
FET 299	INTERNSHIP (OPTIONAL)	2
Total		44/46

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Elementary Algebra.

Semester Breakdown on next page

Semester Breakdown

First Semester			Second Semester		
		CR			CR
FET 105	Intro to Environmental Sciences	4	FET 102	Environmental Instrumentation	4
FET 106	Introductory Field Methods	3	CAD 251	Introduction to GIS	3
CAD 250	Introduction to Mapping/GPS	2	CAD 252	Surveying	3
CIS 105	Microcomput Software App I <i>or</i>	3	EET 125	Records Computation	2
CIS 106	Microcomputer Software App II		MATH 102	College Algebra <i>or</i>	3
MATH 101	Intermediate Algebra <i>or</i>	3	MATH 120	Trigonometry	
MATH 102	College Algebra		ECON 202	Principles of Macroeconomics <i>or</i>	3
ORT 010	Orientation	1	SOC 100	Introduction to Sociology	
PSYC 101	General Psychology <i>or</i>	3			
PSYC 103	Human Relations in the Workplace				
Total Credit Hours		19	Total Credit Hours		18
Third Semester			Fourth Semester		
		CR			CR
FETE 202	Water Quality	3	FET 110	Soils Testing	3
FETE 205	Principles Of Hydrology	3	FET 111	Environmental Geology	3
FETE 204	Environmental Regulation	2	FETG 235	Construction Materials Sampling & Testing	4
FFT 118	40-Hr Hazwoper Certification	2	FET 298	Technical Coop Work Experience <i>or</i>	3
CHEM 106	Basic Chemistry Survey	3	FETE 222	Intro to Wastewater Technologies	
CHEM 106L	Survey Lab	1	ENGL 202	Technical Communications	3
ENGL 101	Composition <i>or</i>	3			
ENGL 201	Technical Writing I				
Total Credit Hours		17	Total Credit Hours		16
Optional Summer Semester					
		CR			
FET 299	Internship	2			
Total Credit Hours		2			

FIRE SCIENCE

Associate in Applied Science, 74 Credit, 18-month Program

The Fire Science program prepares students for careers in the wildland and structural fire service. The combination of classroom instruction, extensive hands on training, in-the-field experience, and internships allow students to develop skills required for successful employment in the fire service.

This program is designed to meet the specific needs of municipal and wildland firefighting agencies in the Great Plains and Black Hills regions. Completion of the program will result in a firefighter well-prepared to work on a fire in the hills or respond to a large structural fire. The successful student will achieve numerous State and National certifications.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTERS SOFTWARE APPLICATIONS I <i>or</i>	3
CIS 106	MICROCOMPUTERS SOFTWARE APPLICATIONS II	
ENGL 101	COMPOSITION <i>*or</i>	3
ENGL 201	TECHNICAL WRITING I	
ENGL 202	TECHNICAL COMMUNICATIONS	3
MTH 100	ELEMENTARY ALGEBRA** (OR HIGHER)	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	
SOC 100	INTRODUCTION TO SOCIOLOGY	3
	Total	19
Technical Requirements		
FFT 100	WILDLAND FIREFIGHTER I	3
FFT 102	RESCUE I	3
FFT 105	PHYSICAL EDUCATION I	2
FFT 106	STRUCTURAL FIREFIGHTER	6
FFT 110	BUILDING CONSTRUCTION	3
FFT 111	FORESTRY	3
FFT 116	HAZARDOUS MATERIALS OPERATIONS	3
FFT 203	FIREFIGHTER FITNESS TESTING	1
FFT 205	STRUCTURE FIRE ORIGIN & CAUSE	2
FFT 206	WILDLAND FIRE SERVICE DRIVING <i>or</i>	1
FFT 209	EMERGENCY VEHICLE OPERATIONS (EVOC)	
FFT 210	WILDLAND FIREFIGHTER II	2
FFT 215	WILDLAND URBAN INTERFACE FIREFIGHTING	3
FFT 218	STRATEGY & TACTICS	3
FFT 222	ADVANCED WILDLAND FIREFIGHTER	3
FFT 299	INTERNSHIP	2-6
EMT 103	EMERGENCY MEDICAL TECHNICIAN	8
	Total	48-52
Electives for all Fire Science Students		
FFT 112	PUBLIC FIRE EDUCATION	3
FFT 117	FIRE CODES & INSPECTION PROCEDURES	3
FFT 202	RESCUE II	3
FFT 204	DRIVER OPERATOR	3
FFT 207	FIRE INVESTIGATION – WILDLAND	1
FFT 212	ARFF (AIRCRAFT RESCUE FIREFIGHTING)	3
FFT 221	FIRE OFFICER I	3
FFT 223	PROTECTIVE SYSTEMS (STRUCTURE)	2
FFT 224	FIRE SERVICE INSTRUCTOR	1
FFT 227	HAZARDOUS MATERIALS TECHNICIAN	3
FFT 228	URBAN SEARCH & RESCUE (STRUCTURE COLLAPSE TRAINING)	3
FFT 229	INDUSTRY STANDARDS FIRE SCIENCE	3
FFT 231	FIRE OFFICER II	3
CAD 250	INTRODUCTION TO MAPPING/GPS	2

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester Breakdown

First Semester			Second Semester		
		CR			CR
FFT 100	Wildland Firefighter I	3	FFT 111	Forestry	3
FFT 105	Physical Education	2	FFT 206	Wildland Driver Operator <i>or</i>	1
FFT 106	Structural Firefighter	6	FFT 209	EVOC	
ORT 010	Orientation	1	FFT 210	Wildland Firefighter II	2
MTH 100	Elementary Algebra	3	EMT 103	Emergency Medical Technician	8
PSYC 101	General Psychology	3	CIS 105	Microcomputer Software Application I <i>or</i>	3
			CIS 106	Microcomputer Software Application II	
			ENGL 101	Composition <i>or</i>	3
			ENGL 201	Technical Writing I	
	Total Credit Hours	18		Total Credit Hours	20
Third Semester			Fourth Semester		
		CR			CR
FFT 102	Rescue I	3	FFT 110	Building Construction	3
FFT 203	Fire Fighter Fitness Testing	1	FFT 116	Hazardous Materials Operation	3
FFT 205	Structure Fire Origin & Cause	2	FFT 215	Wildland/Urban Interface	3
FFT 222	Advanced Wildland Firefighter	3	FFT 218	Strategy & Tactics	3
SOC 100	Intro to Sociology	3	FFT 299	Internship	2-6
ENGL 202	Technical Communications	3		Electives	0-4
	Electives	3			
	Total Credit Hours	18		Total Credit Hours (min of 18 credits)	18

HEALTH INFORMATION MANAGEMENT

Diploma, 52 Credit Hours, 13-Month Program

Associate in Applied Science, 71 Credit Hours, 18-Month Program (Transcription/Editor Specialty or Coding Specialty)

The primary objective of the Health Information Management program is to prepare students with the necessary skills to work in the medical field maintaining a patient's health information. Students in both the diploma option and the degree option will take coursework in anatomy & physiology, medical terminology, medical office software, records management, electronic health records, billing/reimbursement, and level one transcription. Students who choose to continue with the degree option will either specialize in Transcription/Editor or in Coding. This program will also provide education and training in soft skills such as communication, teamwork, interpersonal skills, and attention to detail.

Course	No.	Course Title	Credits
General Education Requirements			
CIS	105	MICROCOMPUTER SOFTWARE APP I	3
CIS	106	MICROCOMPUTER SOFTWARE APP II	3
ENGL	010	BASIC ENGLISH	3
ENGL	101	COMPOSITION* <i>or</i>	3
ENGL	203	TECHNICAL WRITING II (online)	
MATH	112	BUSINESS MATHEMATICS	3
ORT	010	ORIENTATION	1
PSYC	103	HUMAN RELATIONS IN THE WORKPLACE	3
SOC	100	INTRO TO SOCIOLOGY <i>or</i>	3
ECON	202	PRINCIPLES OF MACROECONOMICS	
Total			22
Technical Requirements			
BUS	115	KEYBOARDING	3
BUS	134	WRITTEN COMMUNICATIONS FOR BUSINESS	4
BUS	137	PROFESSIONAL DEVELOPMENT	1
COC	132	RECORDS MANAGEMENT	3
COC	141	COMPUTERIZED OFFICE APPLICATIONS	2
HC	114	ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
HC	145	ELECTRONIC HEALTH RECORDS	2
MDS	110	MEDICAL TERMINOLOGY I	3
MDS	122	MEDICAL TERMINOLOGY II	3
MDS	210	HEALTH CARE CODING I	4
MDS	211	HEALTH CARE CODING II	3
MDS	212	HEALTH CARE FUNDAMENTALS & REIMBURS	3
MTS	102	MEDICAL TRANSCRIPTION I	3
MTS	124	DISEASE PROCESSES I	3
MTS	212	BASIC PHARMACOLOGY	3
MTS	213	MEDICAL TRANSCRIPTION II	3
MTS	214	DISEASE PROCESSES II	3
MTS	222	MEDICAL TRANSCRIPTION III	3
MTS	234	VOICE RECOGNITION/EDITING	2
ELECTIVES			6
Total			60

*Prerequisite: Acceptable COMPASS score or Basic Writing

Semester breakdown on next page

**Semester Breakdown
Health Information Management--Diploma**

First Semester			Second Semester		
		CR			CR
BUS115	Keyboarding	3	BUS134	Written Communications for Business	4
HC114	Anatomy and Physiology	3	MDS122	Medical Terminology II	3
MDS110	Medical Terminology I	3	MTS102	Medical Transcription I	3
CIS105	Microcomputer Software Apps I	3	CIS106	Microcomputer Software Apps II	3
ENGL010	Basic English	3	COC132	Records Management	3
COC141	Computerized Office Apps	2	HC145	Electronic Health Records	2
ORT010	Orientation	1			
	Total Credit Hours	18		Total Credit Hours	18
Third Semester					
		CR			
BUS137	Professional Development	1			
MDS212	HC Fundamentals & Reimbursement	3			
MATH112	Business Math	3			
PSYC103	Human Relations in the Workplace	3			
	Electives	6			
	Total Credit Hours	16			

After the first year, students can decide whether to pursue a diploma or a degree as shown below.

See next page for AAS specialty options

Health Information Management--AAS Transcription/Editor Specialty

First Semester			Second Semester		
		CR			CR
BUS115	Keyboarding	3	BUS134	Written Comm for Business	4
HC114	Anatomy and Physiology	3	MDS122	Medical Terminology II	3
MDS110	Medical Terminology I	3	MTS102	Medical Transcription I	3
CIS105	Microcomputer Software Apps I	3	CIS106	Microcomputer Software Apps II	3
ENGL010	Basic English	3	COC132	Records Management	3
COC141	Computerized Office Apps	2	HC145	Electronic Health Records	2
ORT010	Orientation	1			
	Total Credit Hours	18		Total Credit Hours	18

Third Semester			Fourth Semester		
		CR			CR
PSYC103	Human Relations in the Workplace	3	ENGL101	Composition <i>or</i>	3
MTS213	Medical Transcription II	3	ENGL203	Tech Writing II	
MATH112	Business Math	3	ECON202	Principles of Macroeconomics <i>or</i>	3
MTS124	Disease Processes I	3	SOC100	Intro to Sociology	
MTS234	Voice Recognition	2	MTS212	Basic Pharmacology	3
	Electives	3	MTS214	Disease Processes II	3
			MTS222	Medical Transcription III	3
				Electives	3
	Total Credit Hours	17		Total Credit Hours	18

OR

Health Information Management--AAS Coding Specialty

First Semester			Second Semester		
		CR			CR
BUS115	Keyboarding	3	BUS134	Written Comm for Business	4
HC114	Anatomy and Physiology	3	MDS122	Medical Terminology II	3
MDS110	Medical Terminology I	3	MTS102	Medical Transcription I	3
CIS105	Microcomputer Software Apps I	3	CIS106	Microcomputer Software Apps II	3
ENGL010	Basic English	3	COC132	Records	3
COC141	Computerized Office Apps	2	HC145	Electronic Health Records	2
ORT010	Orientation	1			
	Total Credit Hours	18		Total Credit Hours	18

Third Semester			Fourth Semester		
		CR			CR
BUS137	Professional Development	1	ENGL101	Composition <i>or</i>	3
MDS212	HC Fundamentals & Reimbursement	3	ENGL203	Tech Writing II	
MATH112	Business Math	3	ECON202	Principles of Macroeconomics <i>or</i>	3
PSYC103	Human Relations in the Workplace	3	SOC100	Intro to Sociology	
MDS210	Coding I	4	MTS212	Basic Pharmacology	3
MTS124	Disease Processes I	3	MTS214	Disease Processes II	3
			MDS211	Coding II	3
				Electives	3
	Total Credit Hours	17		Total Credit Hours	18

HEALTH UNIT COORDINATOR/PATIENT CARE TECHNICIAN

Diploma, 36 Credit Hours, 9-Month Program

The Health Unit Coordinator/Patient Care Technician program prepares students for employment as entry-level health unit coordinators and patient care techs in healthcare settings.

Health Unit Coordinators (HUC) coordinates patient services in healthcare facilities. They function under the supervision of an RN responsible for the management of a nursing unit. The HUC is crucial to the communications of a healthcare unit. They initiate records for new patients; record information from nursing records and other departmental records; use medical terminology, abbreviations and symbols appropriately; transcribe physician's orders; perform clerical functions for admission; discharge and transfer patients; maintain unit supplies; and communicate with other departments by way of telephone, intercom, pagers, tube systems, and computer. Patient Care Technicians give basic nursing care under the supervision of a licensed nurse. In this career, you will perform catheterizations, record vital signs and patient treatments, and perform other patient care tasks. Patient Care Technicians also perform cardiac diagnostic tests and procedures such as 12-lead EKGs and telemetry monitoring of the heart's electrical impulses.

This program consists of courses in HUC practices and clinical experiences, medical terminology, pharmacology, health concepts, information management skills, and general education. The graduate is awarded a diploma and is eligible to write the National Examination for Certification as a Health Unit Coordinator. The role of the HUC is well established in our healthcare delivery system. They are employed by hospitals, nursing homes, clinics, and other healthcare settings.

Employment opportunities for Health Unit Coordinators and Patient Care Technicians are expected to expand rapidly over the next decade.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATIONS II	
ENGL 102	CAREER COMMUNICATIONS	2
MATH 112	BUSINESS MATH <i>or higher</i>	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	3
Total		12
Technical Requirements		
HC 113	MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS	2
HC 114	ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
HC 140	CARDIAC MONITORING	2
HC 145	ELECTRONIC HEALTH RECORDS	2
HUC 101	INTRO TO HEALTH UNIT COORDINATING	2
HUC 135	HEALTH UNIT COORDINATING PROCEDURES	2
HUC 140	HEALTH UNIT COORDINATING LAB	2
HUC 298	HUC CLINICAL	2
PCT 110	PATIENT CARE TECH I	2
PCT 111	PATIENT CARE TECH I LAB	1
PCT 120	PATIENT CARE TECH II	2
PCT 299	PATIENT CARE TECH CLINICAL	2
Total		24

Semester Breakdown

First Semester			Second Semester		
		CR			CR
HUC 101	Intro to Health Unit Coordinating	2	HC 140	Cardiac Monitoring	2
HC 113	Medical Terminology	2	HC 145	Electronic Health Records	2
HC 114	Anatomy & Physiology	3	HUC 135	Health Unit Coordinating Procedures	2
PCT 110	Patient Care Tech I	2	HUC 140	Health Unit Coordinating Lab	2
PCT 111	Patient Care Tech I Lab	1	HUC 298	HUC Clinical	2
CIS 105	Microcomp Software App I <i>or</i>	3	PCT 120	Patient Care Tech II	2
CIS 106	Microcomputer Software App II		PCT 299	Patient Care Tech Clinical	2
ORT 010	Orientation	1	ENGL 102	Career Communications	2
PSYC 103	Human Relations in the Workplace	3	MATH 112	Business Math <i>or higher</i>	3
Total Credit Hours		17	Total Credit Hours		19

LAW ENFORCEMENT TECHNOLOGY

Associate in Applied Science, 76 Credit Hours, 18-Month Program

The mission of the Law Enforcement Technology program is to prepare students with the knowledge and skills necessary for employment as entry-level law enforcement officers, as assessed through student competency evaluations and employer/student satisfaction surveys.

A law enforcement officer is an official representative of government who is entrusted with a wide variety of duties. Regardless of the type and size of the organization they work for, law enforcement officers are expected to perform in a professional manner. The highly competitive nature of obtaining most law enforcement positions requires applicants to be prepared academically, be physically fit, and have the hands-on skills necessary to do the job. Many entry-level applicants for law enforcement positions are encouraged or required to have completed at least two years of formal postsecondary education. The WDT Law Enforcement program will help prepare students with these requirements.

To gain successful entrance to the WDT Law Enforcement program, applicants must have an acceptable criminal background and be of good moral character. Items that will definitely exclude applicants from consideration are felony convictions, misdemeanor convictions concerning moral turpitude, domestic violence, and recent drug usage, to name a few. Applicants must have a current valid driver's license. In addition, they must not have any medical conditions that would prevent them from engaging in the day-to-day activities a law enforcement officer may have to perform. This includes, but is not limited to, running, jumping, standing for long periods of time, driving, handling firearms, and engaging in strenuous physical activity. The training at WDT includes all of these aspects. This is not a strictly academic program. It has an extensive hands-on component to it.

From an academic viewpoint, it is important to be properly prepared in the basic English skills of grammar, spelling, and reading. In the area of math, applicants must be prepared in both basic math skills and algebra. To gain acceptance into the LET program, applicants must:

1. Make application to WDT and take the COMPASS test or have an acceptable ACT/SAT
2. Successfully pass a criminal background check
3. Undergo a personal interview which takes about one hour
4. Pass a pre-entrance drug screen

Course requirements on next page.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTERS SOFTWARE APPLICATIONS I <i>or</i>	3
CIS 106	MICROCOMPUTERS SOFTWARE APPLICATIONS II	
EMR 106	EMERGENCY MEDICAL RESPONDER	3
SOC 100	INTRO TO SOCIOLOGY	3
ENGL 201	TECHNICAL WRITING I*	3
ENGL 202	TECHNICAL COMMUNICATIONS	3
MTH 100	ELEMENTARY ALGEBRA**	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY	3
	Total	22
Technical Requirements		
LET 117	INDUSTRY STANDARDS	0
LET 118	SPANISH FOR LAW ENFORCEMENT ABC	3
LET 119	CRIMINAL LAW & PROCEDURES	3
LET 120	MECHANICS OF ARREST/PHYSICAL TRAINING	2
LET 121	CRIMINAL INVESTIGATIONS	4
LET 122	INTERVIEW & INTERROGATION/REPORT WRITING	3
LET 124	JUVENILE METHODS	3
LET 126	PHYSICAL TRAINING	1
LET 127	INDUSTRY STANDARDS	0
LET 210	INTRODUCTION TO CRIMINAL JUSTICE	3
LET 212	ACCIDENT INVESTIGATIONS	2
LET 213	CRIMINOLOGY & ABNORMAL BEHAVIOR	3
LET 215	COLLECTION/PRESERVATION OF EVIDENCE	3
LET 216	PHYSICAL TRAINING	1
LET 217	INDUSTRY STANDARDS	0
LET 218	PATROL PROCEDURES I	3
LET 222	ADVANCED ISSUES IN POLICING	2
LET 224	LAW ENFORCEMENT PRACTICUM	2
LET 226	PHYSICAL TRAINING	1
LET 227	INDUSTRY STANDARDS	0
LET 229	CORRECTIONS	3
LET 230	PATROL PROCEDURES II	3
LET 232	TECHNOLOGY IN LAW ENFORCEMENT	2
LET 240	CONSTITUTIONAL LAW FOR LAW ENFORCEMENT	3
LET 251	FIREARMS TRAINING	2
LET 252	EMERGENCY VEHICLE OPERATION COURSE	2
	Total	54

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

Note: If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations), you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. You may also be prevented from taking required certification examinations, and you may be prevented from gaining employment in this field. Any conviction for a crime of domestic violence or any other conviction arising out of a crime of domestic violence will automatically prohibit entry into this program. Any questions should be directed to the program lead instructor.

Semester breakdown on next page

Semester Breakdown

First Semester			Second Semester		
		CR			CR
LET 117	Industry Standards	0	LET 121	Criminal Investigations	4
LET 118	Spanish for Law Enforcement	3	LET 122	Interview & Interrogation/Report Writing	3
LET 119	Criminal Law & Procedures	3	LET 124	Juvenile Methods	3
LET 120	Mechanics of Arrest/PT	2	LET 126	Physical Training	1
LET 210	Introduction to Criminal Justice	3	LET 127	Industry Standards	0
LET 240	Constitutional Law for Law Enforcement	3	ENGL 201	Technical Writing I	3
EMR 106	Emergency Medical Responder	3	PSYC 101	General Psychology	3
CIS 105	Microcomput Software App I <i>or</i>	3			
CIS 106	Microcomput Software App II				
ORT 010	Orientation	1			
	Total Credit Hours	21		Total Credit Hours	17
Third Semester			Fourth Semester		
		CR			CR
LET 212	Accident Investigations	2	LET 222	Advanced Issues in Policing	2
LET 213	Criminology & Abnormal Behavior/Corrections	3	LET 224	Law Enforcement Practicum	2
LET 215	Collection/Preservation of Evidence	3	LET 226	Physical Training	1
LET 216	Physical Training	1	LET 227	Industry Standards	0
LET 217	Industry Standards	0	LET 229	Corrections	3
LET 218	Patrol Procedures I	3	LET 230	Patrol Procedures II	3
SOC 100	Intro to Sociology	3	LET 232	Technology in Law Enforcement	2
ENGL 202	Technical Communications	3	LET 251	Firearms Training	2
MTH 100	Elementary Algebra	3	LET 252	Emergency Vehicle Operation Course (EVOC)	2
	Total Credit Hours	21		Total Credit Hours	17

LIBRARY TECHNICIAN

Associate in Applied Science, 64 Credit Hours, 20-Month Program

Diploma, 31 Credit Hours, 10-Month Program

The primary objective of the Library Technician program is to prepare students with the necessary skills to work in a supportive capacity to librarians and patrons. The aim of this program is to provide a solid foundation in core library technical skills, and provide students with the skills and knowledge of new trends in technology. Graduates will gain the skills to manage library software. Through their education and experience in this program, students will learn how to catalogue, maintain, and retrieve print, digital, and audiovisual resources, and specialized media. They will also be introduced to research strategies for library catalogues, databases, and the World Wide Web and learn skills in website development. This program also will provide education and training in soft skills such as communication, teamwork, interpersonal skills, and attention to detail.

The Library Technician program is designed for students who are interested in working in a library and assist patrons, support librarians, maintain library databases, catalogue and research materials and serve as a team member in a library setting. Library technicians are employed in settings such as public libraries, higher education libraries, K-12 libraries, and special libraries such as medical, law, corporate and government facilities

There are opportunities for two-semester diplomas in Library Technology

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATIONS II	
ECON 204	PRINCIPLES OF ECONOMICS (MACRO)	3
ENGL 101	COMPOSITION* <i>or</i>	3
ENGL 203	TECHNICAL WRITING II <i>online</i>	
MATH 112	BUSINESS MATH	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY	3
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	
	Total	16
Technical Requirements for Network Administration		
BUS 120	PRINCIPLES OF MARKETING	3
BUS 152	DESKTOP PUBLISHING FOR MARKETING I	3
BUS 156	WEBSITE DEVELOPMENT FOR BUSINESS	3
BUS 210	SUPERVISORY MANAGEMENT	3
LIBR 100	INTRODUCTION TO LIBRARY SERVICES	3
LIBR 102	INTRO TO LIB CIRCULATION AND CUSTOMER SERVICE	3
LIBR 104	PUBLIC SERVICES FOR LIBRARY TECHNICIANS	3
LIBR 120	PROGRAMMING AND SERVICES FOR ALL AGES	3
LIBR 122	CHILDREN'S AND YOUNG CHILDREN'S LITERATURE	3
LIBR 200	INTRO TO TECHNICAL SERVICES: ACQUISITIONS, SERIALS & PROCESSING	3
LIBR 202	ELECTRONIC AND TECHNOLOGY INFO RESOURCES	3
LIBR 204	SELECTION AND ACCESS RESOURCES	3
LIBR 220	INTRO TO CATALOGING AND CLASSIFICATION	3
LIBR 222	REFERENCES RESOURCES	3
LIBR 224	TECHNICAL INFO RESOURCES & ONLINE SOCIAL NETWORKING	3
LIBR 299	INTERNSHIP	3
	Total	48

*Prerequisite: Acceptable COMPASS score or Basic Writing.

Semester breakdown on next page

Semester Breakdown--AAS

First Semester			Second Semester		
		CR			CR
LIBR100	Intro to Library Services	3	LIBR 120	Prog & Services for All Ages	3
LIBR 102	Intro to Library Circulation & Customer Service	3	LIBR 122	Child & Yng Child Literature	3
LIBR 104	Public Services for Library Tech	3	BUS 156	Website Development for Business	3
ENGL101	Composition I <i>or</i>	3	CIS 105	Microcomp Software App I <i>or</i>	3
ENGL 203	Technical Writing II <i>online</i>		CIS 106	Microcomp Software App II	
MATH 112	Business Math	3	PSYC 101	General Psychology <i>or</i>	3
ORT 010	Orientation	1	PSYC 103	Human Relations in the Workplace	
Total Credit Hours		16	Total Credit Hours		15
Third Semester			Fourth Semester		
		CR			CR
LIBR 200	Intro to Tech Services: Acquisitions, Serials & Processing	3	LIBR 220	Intro to Cataloging & Classification	3
LIBR 202	Electronic & Technology Info Resources	3	LIBR 222	References Resources	3
LIBR 204	Selection & Access Resources	3	LIBR 224	Technical Information Resources & Online Social Networking	3
BUS 152	Desktop Publishing for Mkt I	3	BUS 120	Principles of Marketing	3
BUS 210	Supervisory Management	3	LIBR 299	Internship <i>or optional 5th Sem</i>	3
ECON 204	Principles of Economics (Macro)	3			
Total Credit Hours		18	Total Credit Hours		15

Semester Breakdown--Diploma

First Semester			Second Semester		
		CR			CR
LIBR100	Intro to Library Services	3	LIBR 120	Prog & Services for All Ages	3
LIBR 102	Intro to Library Circulation & Customer Service	3	LIBR 122	Child & Yng Child Literature	3
LIBR 104	Public Services for Library Tech	3	BUS 156	Website Development for Business	3
ENGL101	Composition I <i>or</i>	3	CIS 105	Microcomp Software App I <i>or</i>	3
ENGL 203	Technical Writing II <i>online</i>		CIS 106	Microcomp Software App II	
MATH 112	Business Math	3	PSYC 101	General Psychology <i>or</i>	3
ORT 010	Orientation	1	PSYC 103	Human Relations in the Workplace	
Total Credit Hours		16	Total Credit Hours		15

MEDICAL ASSISTING

Associate of Applied Science, 72 Credit Hours, 18-Month Program

The Medical Assisting program prepares students for a variety of careers in the medical profession.

A Medical Assistant is a professional, multi-skilled person who assists in all aspects of medical care and is primarily employed in a medical office setting. Medical Assistants help physicians with patient care management. They also execute administrative and clinical procedures and perform managerial functions.

Administrative duties may include using computer applications, answering telephones, greeting patients, updating and filing patient medical records; coding and filling out insurance forms; scheduling appointments; arranging for hospital admissions and laboratory services; and handling correspondence, billing, and bookkeeping in a medical office setting.

Clinical duties may include taking medical histories, taking vital signs, explaining treatment procedures to patients, preparing patient for examination, assisting the physician during the exam, collecting and preparing laboratory specimens, performing basic laboratory tests, instructing patients about medication and special diets, preparing and administering medications as directed by a physician, and taking electrocardiograms.

Medical assisting is a rapidly growing and expanding career.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APP I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APP II	
ENGL 101	COMPOSITION*	3
ENGL 201	TECHNICAL WRITING I <i>or</i>	3
ENGL 202	TECHNICAL COMMUNICATIONS	
MTH 100	ELEMENTARY ALGEBRA	3
MATH 112	BUSINESS MATHEMATICS	3
ORT 010	ORIENTATION	1
PSYC 101	INTRODUCTION TO PSYCHOLOGY <i>or</i>	3
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	
SOC 100	INTRODUCTION TO SOCIOLOGY	3
	Total	22
Technical Requirements		
HC 113	MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONAL	2
HC 114	ANATOMY AND PHYSIOLOGY	3
HC 140	CARDIAC MONITORING	2
HC 145	ELECTRONIC MEDICAL RECORDS	2
MA 110	MEDICAL ASSISTING I	2
MA 125	PATHOPHYSIOLOGY	3
MA 130	MEDICAL ASSISTING II	3
MA 135	MEDICAL LAW AND ETHICS	2
MA 145	PHARMACOLOGY AND ADMINISTRATION OF MEDS	3
MDS 210	HEALTH CARE CODING I	4
MDS 211	HEALTH CARE CODING II	3
MDS 212	HEALTH CARE FUND & REIMBURSEMENT	3
PCT 110	PATIENT CARE TECH I LECTURE	2
PCT 111	PATIENT CARE TECH I LAB	1
PH 102	INTRO TO PHLEBOTOMY	2
PH 121	PHLEBOTOMY PRINCIPLES AND PRACTICES	3
PH 123	LAB ASSISTANT TECHNIQUES	3
MA 299	MEDICAL ASSISTING CLINICAL	7
	Total	50

*Prerequisite: Acceptable COMPASS score or Basic Writing

Semester Breakdown

First Semester			Second Semester		
		CR			CR
HC 113	Medical Terminology	2	HC 145	Electronic Medical Records	2
HC 114	Anatomy & Physiology for the Health Professions	3	MA 110	Medical Assisting I	2
PCT 110	Patient Care Tech I Lecture	2	PH 123	Lab Assistant Techniques	3
PCT 111	Patient Care Tech I Lab	1	CIS105	Microcomputer Software App I <i>or</i>	3
PH 102	Intro to Phlebotomy	2	CIS106	Microcomputer Software App II	3
PH121	Phlebotomy Principles and Practices	3	ENGL101	Composition	3
MATH 112	Business Math	3	MTH 100	Elementary Algebra	3
ORT 010	Orientation	1	PSYC 101	Intro to Psychology <i>or</i>	3
	Total Credit Hours	17	PSYC 103	Human Relations in the Workplace	3
			Total Credit Hours		19
Third Semester			Fourth Semester		
		CR			CR
MA 125	Pathophysiology	3	HC 140	Cardiac Monitoring	2
MA 130	Medical Assisting II	3	MA 135	Medical Law & Ethics	2
MDS 210	Health Care Coding I	4	MA 145	Pharmacology and Administration of Medication	3
MDS 212	Health Care Fund & Reimbursement	3	MDS 211	Health Care Coding II	3
ENGL 201	Technical Writing 1 <i>or</i>	3	MA 299	Medical Assisting Clinical	7
ENGL 202	Technical Communications	3			
SOC 100	Intro to Soc	3	Total Credit Hours		17
	Total Credit Hours	19			

PARALEGAL/LEGAL ASSISTANT

Associate in Applied Science, 72 Credit Hours, 18-Month Program

The Paralegal/Legal Assistant Program prepares students for a career in the legal field. The blending of extensive classroom instruction, on-the-job internships, and specialized projects allow students to develop skills required for employment in traditional and non-traditional legal settings as assessed through the program competencies, internship evaluations, graduate/student surveys, and employer surveys.

Paralegals are highly skilled professionals with well-developed communication, problem-solving, and computer skills who work closely with a team of other legal professionals. Paralegals may work in all areas of the law, including litigation, bankruptcy, corporate law, criminal law, employee benefits, patent and copyright law, and real estate. Paralegals work under the supervision of attorneys. Although prohibited by law from establishing an attorney/client relationship, offering legal advice, representing a client in court, or setting legal fees, paralegals may conduct investigations and interview witnesses, communicate with clients, carry out legal research assignments, draft legal documents, prepare a case for trial, and assist the attorney in the courtroom. Paralegalism is among the nation's 20 fastest-growing occupations. Generally, employers require formal paralegal training obtained through associate or bachelor degree programs.

A prerequisite of 30 WPM typing proficiency is required to enter this program. This program is approved by the American Bar Association.

Program Goals/Student Learning Outcomes:

Students will be able to:

- Demonstrate good judgment in etiquette and ethics in a legal environment
- Utilize time management skills
- Exhibit knowledge of a wide variety of substantive and procedural laws
- Analyze legal issues
- Demonstrate effective oral and written communication skills
- Research the law using the full range of law reference materials, including computerized legal research
- Remonstrate an understanding of the roles and relationships within a legal environment
- Demonstrate a full understanding of and appreciation for, the rules of legal ethics, with emphasis on their applicability to paralegals
- Obtain employment in the field utilizing their knowledge of legal research, writing and communicative skills

Request for transfer credit shall be processed as follows:

Transfer credit requests for general education courses and other non-legal specialty courses shall be handled by the Student Services Department. With regard to legal specialty course transfer credit requests, full credit shall be given in connection with credits earned in legal specialty courses completed at ABA approved programs, providing, however, that no transfer credit shall be given in connection with any course in which the student earned lower than a "C." Where the legal specialty course credits have been completed at a non-ABA approved program, the program director shall make a case-by-case decision based on an examination of the textbook, course syllabus, and assignments completed in connection with the course for which the student is seeking transfer credit, again providing, however, that no transfer credit shall be given in connection with any course in which the student earned a grade lower than "C."

Transfer credit is awarded pursuant to the general guidelines set forth in Western Dakota Technical Institute's general transfer policy (50% of a student's coursework must be completed at WDT in order to receive a diploma/degree). The program does not allow the awarding of legal specialty credit by examination.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTERS SOFTWARE APP I <i>or</i>	3
CIS 106	MICROCOMPUTERS SOFTWARE APP II	
ECON 202	PRINCIPLES OF ECONOMICS (MACRO) <i>or</i>	3
SOC 100	INTRO TO SOCIOLOGY	
ENGL 101	COMPOSITION*	3
MATH 101	INTERMEDIATE ALGEBRA**	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY	3
SPCM 101	FUNDAMENTALS OF SPEECH	3
Total		19
Technical Requirements		
ACCT 210	PRINCIPLES OF ACCOUNTING I	4
HUM 102	CRITICAL THINKING	3
PLL 111	INTRODUCTION TO PARALEGALISM	2
PLL 123	REAL PROPERTY	2
PLL 124	CRIMINAL LAW	2
PLL 125	TORTS	3
PLL 126	CONTRACTS	3
PLL 132	LEGAL RESEARCH & WRITING I***	4
PLL 133	LEGAL RESEARCH & WRITING II	4
PLL 211	AMERICAN LEGAL SYSTEM & CONST. LAW	3
PLL 212	LITIGATION & CIVIL PROCEDURES	3
PLL 215	LAW OF BUSINESS ORGANIZATIONS	2
PLL 217	EVIDENCE	3
PLL 231	FAMILY LAW	2
PLL 232	LITIGATION CLINIC I	2
PLL 233	LITIGATION CLINIC II	2
PLL 298	INTERNSHIP	7
	ELECTIVES****	2
Total		53

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Elementary Algebra.

***Prerequisite: PLL-132 is a prerequisite for all Paralegal courses.

****Electives approved by program advisor

Note: If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony, you are advised that you may be prevented from gaining employment in this field in South Dakota.

Semester Breakdown

First Semester			Second Semester		
		CR			CR
PLL 111	Introduction to Paralegalism	2	PLL 124	Criminal Law	2
PLL 211	American Legal Systems & Constitutional Law	3	PLL 132	Legal Research & Writing I	4
ACCT 210	Principles of Accounting I	4	PLL 212	Litigation & Civil Procedures	3
CIS 105	Microcomp Software App I <i>or</i>	3	PLL 217	Evidence	3
CIS 106	Microcomp Software App II		ENGL 101	Composition	3
HUM 102	Critical Thinking	3	PSYC 101	General Psychology	3
MATH 101	Intermediate Algebra	3			
ORT 010	Orientation	1			
Total Credit Hours		19	Total Credit Hours		18
Third Semester			Fourth Semester		
		CR			CR
PLL 125	Torts	3	PLL 123	Real Property	2
PLL 126	Contracts	3	PLL 215	Law of Business Organizations	2
PLL 133	Legal Research & Writing II	4	PLL 231	Family Law	2
PLL 232	Litigation Clinic I	2	PLL 233	Litigation Clinic II	2
SOC 100	Intro to Sociology <i>or</i>	3	PLL 298	Internship	7
ECON 202	Princ of Macroeconomics			Electives	2
SPCM 101	Speech	3			
Total Credit Hours		18	Total Credit Hours		17

PARAMEDIC

Associate in Applied Science, 68-69 Credit, 14-month Program

The Paramedic program prepares students for careers in paramedic services. The combination of classroom instruction, extensive hands on training, in-the-field experience, and internships allow students to develop skills required for successful employment in this field. PREREQUISITE: EMT103 EMERGENCY MEDICAL TECHNICIAN.

This program is designed to meet the specific needs of paramedic agencies in the Great Plains and Black Hills regions. Completion of the program will result in a paramedic well-prepared to respond to medical emergencies. The successful student will achieve numerous State and National certifications.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATION I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATION II	
ENGL 101	COMPOSITION* <i>or</i>	3
ENGL 201	TECHNICAL WRITING I	
ENGL 102	CAREER COMMUNICATIONS <i>or</i>	2/3
ENGL 202	TECHNICAL COMMUNICATIONS	
MATH 101	INTERMEDIATE ALGEBRA**	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	
SOC 100	INTRODUCTION TO SOCIOLOGY	3
Total		18/19
Technical Requirements		
FFT 102	RESCUE	3
FFT 116	HAZARDOUS MATERIALS	3
FFP 100	PARAMEDIC PREPARATORY I	6
FFP 105	PARAMEDIC PREPARATORY II	2
FFP 110	PARAMEDIC ASSESSMENT	2
FFP 115	PARAMEDIC CARDIOLOGY	5
FFP 200	PARAMEDIC MEDICAL	5
FFP 205	PARAMEDIC SPECIAL OPS I	4
FFP 210	PARAMEDIC SPECIAL OPS II	7
FFP 298	PARAMEDIC CLINICAL I	3
FFP 299	PARAMEDIC CLINICAL II	5
HC 113	MEDICAL TERMINOLOGY	2
HC 114	ANATOMY & PHYSIOLOGY	3
Total		50

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Elementary Algebra.

Semester Breakdown

First Semester			Second Semester		
		CR			CR
HC 113	Medical Terminology	2	FFP 105	Paramedic Prep II	2
HC 114	Anatomy & Physiology	3	FFP 110	Paramedic Assessment	2
FFP 100	Paramedic Prep I	6	FFP 115	Paramedic Cardiology	5
ENGL 101	Composition <i>or</i>	3	FFP 298	Paramedic Clinical I	3
ENGL 201	Technical Writing I		PSYC 101	General Psychology <i>or</i>	3
MATH 101	Intermediate Algebra	3	PSYC 103	Human Relations in the Workplace	
ORT 010	Orientation	1	CIS 105	Microcomputers Software App I <i>or</i>	3
SOC 100	Intro to Sociology	3	CIS 106	Microcomputers Software App II	
Total Credit Hours		21	Total Credit Hours		18
Third Semester (Summer)			Fourth Semester		
		CR			CR
FFT 116	Hazardous Materials	3	FFP 210	Paramedic Special Ops II	7
FFP 200	Paramedic Medical	5	FFP 299	Paramedic Clinical II	5
FFP 205	Paramedic Spec Ops I	4	FFT 102	Rescue I	3
			ENGL 202	Technical Communications <i>or</i>	3/2
			ENGL 102	Career Communications	
Total Credit Hours		12	Total Credit Hours		17/18

PHARMACY TECHNICIAN

Diploma, 46 Credit Hours, 11-Month Program

The goal of the Pharmacy Technician Program at WDT is to educate and train students for positions in hospitals, retail pharmacies, and other medical facilities working as pharmacy technicians assisting registered pharmacists in all aspects of pharmaceutical care.

Pharmacy technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Pharmacy technician duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. Technicians may also clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies. People entering this field will find excellent employment opportunities.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATIONS II	
ENGL 102	CAREER COMMUNICATIONS	2
MTH 100	ELEMENTARY ALGEBRA* <i>or higher</i>	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	3
Total		12
Technical Requirements		
HC 113	MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS	2
HC 114	ANATOMY/PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
PHR 110	PHARMACOLOGY/PHARMACEUTICAL PRODUCTS I	3
PHR 111	PHARMACY I	3
PHR 120	PHARMACY II	3
PHR 121	PHARMACOLOGY/PHARMACEUTICAL PRODUCTS II	3
PHR 122	PHARMACY LAW & ETHICS	2
PHR 124	PHARMACY LAB	2
PHR 126	PHARMACY SYSTEMS SOFTWARE	1
PHR 127	PHARMACY CALCULATIONS	2
PHR 128	PHARMACY OPERATIONS	2
PHR 131	CLINICAL ROTATIONS	8
Total		34

*Prerequisite: Acceptable COMPASS score or Basic Math.

Semester Breakdown

First Semester			Second Semester		
		CR			CR
HC 113	Medical Terminology for the Health Professions	2	PHR 120	Pharmacy II	3
HC 114	Anatomy/Physiology for the Health Professions	3	PHR 121	Pharmacology/Pharmaceutical Products II	3
PHR 110	Pharmacology/Pharmaceutical Products I	3	PHR 124	Pharmacy Lab	2
PHR 111	Pharmacy I	3	PHR 126	Pharmacy Systems Software	1
PHR 122	Pharmacy Law & Ethics	2	PHR 127	Pharmacy Calculations	2
PHR 128	Pharmacy Operations	2	ENGL 102	Career Communications	2
MTH 100	Elementary Algebra <i>or higher</i>	3	PSYC 103	Human Relations in the Workplace	3
ORT 010	Orientation	1	CIS 105	Microcomputer Software App I <i>or</i>	3
			CIS 106	Microcomputer Software App II	
Total Credit Hours		19	Total Credit Hours		19
Third Semester (Summer)					
PHR 131	Clinical Rotations	8			
Total Credit Hours		8			

PHLEBOTOMY/LABORATORY ASSISTANT

Diploma, 34 Credit Hours, 9-Month Program

The Phlebotomy/Laboratory Assistant program prepares students for employment as entry-level phlebotomy technicians and clinical laboratory assistants.

Phlebotomists collect, transport, and process blood and other specimens for laboratory analysis. They identify and select equipment, supplies, and additives used in blood collection and understand factors that affect specimen collection procedures and test results. Recognizing the importance of specimen collection in the overall patient care system, phlebotomists adhere to infection control and safety policies and procedures. They monitor quality control within predetermined limits while demonstrating professional conduct, stress management, and communication skills with patients, peers, and other healthcare personnel as well as with the public.

Phlebotomists are employed in hospitals, physician offices and clinics, medical laboratories, and blood banks as blood procurement specialists.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATION I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATION II	
ENGL 102	CAREER COMMUNICATIONS	2
MTH 100	ELEMENTARY ALGEBRA*	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	3
	Total	12
Technical Requirements		
HC 113	MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS	2
HC 114	ANATOMY/PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
PH 102	INTRODUCTION TO PHLEBOTOMY	2
PH 121	PRINCIPLES AND PRACTICES	3
PH 123	LABORATORY ASSISTANT TECHNIQUES	3
PH 124	PHLEBOTOMY/LABORATORY ASSISTANT CAPSTONE COURSE	1
PH 130	CLINICAL PRACTICE	8
	Total	22

*Prerequisite: Acceptable COMPASS score or Basic Math.

Satisfactory completion of all first-semester HC and PH courses is required for progression into second-semester coursework.

Semester Breakdown

First Semester			Second Semester		
		CR			CR
HC 113	Medical Terminology for the Health Professions	2	PH 123	Laboratory Assistant Techniques	3
HC 114	Anatomy/Physiology for the Health Professions	3	PH 124	Phlebotomy/Laboratory Assistant Capstone Course	1
PH 102	Intro to Phlebotomy	2	PH 130	Clinical Practice	8
PH 121	Principles & Practices	3	ENGL 102	Career Communications	2
MTH 100	Elementary Algebra	3	CIS 105	Microcomputer Software App I <i>or</i>	3
ORT 010	Orientation	1	CIS 106	Microcomputer Software App II	
PSYC 103	Human Relations in the Workplace	3			
	Total Credit Hours	17		Total Credit Hours	17

PRACTICAL NURSING

Diploma, 53 Credit Hours, 11-Month Program

The mission of the Practical Nursing program is to produce graduates who possess the knowledge, skills, and attitudes necessary for employment as an LPN and to prepare the graduates to successfully complete the National Counsel of Licensure Exams for Practical Nursing (NCLEX-PN).

Licensed Practical Nurses (LPN's) are an important component of the healthcare team. The program stresses the importance of clinical experience by providing 650-700 clinical hours of actual supervised clinical. LPN's work in a variety of clinical settings including acute-care, long-term care, and office/clinic environments. The role of LPN's has expanded to include IV therapy and supervision in some settings. Upon successful completion of the program, graduates take the NCLEX (National Certification Licensure Exam). Job placement is excellent for graduates.

All accepted students in the Practical Nursing program are required to fulfill the prerequisite* requirements before beginning enrollment in the Nursing core credit courses. Students applying to the Practical Nursing program need to begin prerequisite and general education requirements two semesters prior to the program start date. Courses in the Nursing Program may have prerequisite requirements. See the course descriptions in the catalog for details.

Course No.	Course Title	Credits
General Education Requirements***		
CIS 105	MICROCOMPUTER SOFTWARE APP I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APP II	
ENGL 101	COMPOSITION**	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY	3
	Total	10
Technical Requirements		
NSG 114	PHARMACOLOGY IN NURSING	3
NSG 115	FOUNDATIONS IN NURSING LAB	2
NSG 116	FOUNDATIONS IN NURSING CLINIC	4
NSG 117	FOUNDATIONS IN NURSING	5
NSG 118	GERIATRIC CLINICAL	1
NSG 119	MENTAL HEALTH NURSING	2
NSG 125	MATERNAL/CHILD HEALTH NURSING	4
NSG 128	ADULT HEALTH NURSING LAB	1
NSG 129	ADULT HEALTH NURSING	6
NSG 130	ADULT HEALTH NURSING CLINICAL	6
NSG 135	PROFESSIONAL DEVELOPMENT	2
NSG 136	MENTAL HEALTH PRACTICUM	1
NSG 138	MATERNAL/CHILD HEALTH PRACTICUM	2
NSG 139	ADULT HEALTH PRACTICUM	4
	Total	43

***Prerequisites: The following are required to enter this program**
HC 113 Medical Terminology for the Health Professions or equivalent
MATH101 Intermediate Algebra
PHGY220/220L Human Anatomy/Physiology I or equivalent
CHEM106/106L Chemistry Survey and Chemistry Lab or equivalent

**** Prerequisite: Acceptable COMPASS score or Basic Writing**

Pre- or Co-requisites First Semester:

PHGY230/230L Human Anatomy/Physiology II or equivalent is required as a prerequisite or a co-requisite the First Semester of this program

***** Recommended to be taken with prerequisites**

Note: If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. You may also be prevented from taking required licensure examinations and from gaining employment in this field.

Semester breakdown on next page

Suggested Prerequisite and General Education Breakdown for Fall Semester Program Start
Finishing general education courses allows students to focus on NSG coursework without an overload.

Spring Semester			Summer Semester		
		CR			CR
CHEM 106	Chemistry Survey	3	HC 113	Medical Terminology	2
CHEM 106L	Chemistry Lab	1	PHGY 220/220L	Human A/P I	4
MATH 101	Intermediate Alg*	3		General Education	6-9
	General Education	5 - 12			
Total Credit Hours		12-19	Total Credit Hours		12-15

*MATH 101 is a prerequisite for CHEM 106, however, could be taken as a co-requisite.

Suggested Prerequisite and General Education Breakdown for Spring Cohort Extended to 4 semesters
Finishing general education allows the students to focus on NSG course work without an overload.

Summer Semester			Fall Semester		
		CR			CR
HC 113	Medical Terminology	2	CHEM 106	Chemistry Survey	3
PHGY 220/220L	Human A/P I	4	CHEM 106L	Chemistry Lab	1
MATH 101	Intermediate Alg*	3	PHGY 230/230L	Human A/P II	4
	General Education	3-6		General Education	4 - 9
Total Credit Hours		12-18	Total Credit Hours		12-17

*MATH 101 is a prerequisite for CHEM 106

Semester Breakdown for Fall Cohort

First Semester			Second Semester		
		CR			CR
NSG 114	Pharmacology in Nursing	3	NSG 119	Mental Health Nursing	2
NSG 118	Geriatric Clinical	1	NSG 125	Maternal/Child Health Nursing	4
NSG 115	Foundations in Nursing Lab	2	NSG 129	Adult Health Nursing	6
NSG 116	Foundations in Nursing Clinical	4	NSG 130	Adult Health Nursing Clinical	6
NSG 117	Foundations in Nursing	5	NSG 128	Adult Nursing Lab	1
PHGY 230	Human Anatomy/Physiology	4			
Total Credit Hours		19	Total Credit Hours		19

Third Semester (Summer)		
		CR
NSG 135	Professional Development	2
NSG 136	Mental Health Practicum	1
NSG 138	Maternal/Child Health Practicum	2
NSG 139	Adult Health Practicum	4
Total Credit Hours		9

Semester Breakdown for Spring Cohort Extended to 4 Semesters

First Semester			Second Semester (Summer)		
		CR			CR
NSG 114	Pharmacology in Nursing	3	NSG 116	Foundations in Nursing Clinical	4
NSG 115	Foundations in Nursing Lab	2	NSG 119	Mental Health Nursing	2
NSG 117	Foundations in Nursing	5	NSG 136	Mental Health Practicum	1
NSG 118	Geriatric Clinical	1		General Education	3
Total Credit Hours		11	Total Credit Hours		10

Third Semester			Fourth Semester		
		CR			CR
NSG 128	Adult Nursing Lab	6	NSG 125	Maternal/Child Health Nursing	4
NSG 129	Adult Health Nursing	1	NSG 135	Professional Development	2
NSG 130	Adult Health Nursing Clinical	6	NSG 138	Maternal/Child Health Practicum	2
			NSG 139	Adult Health Practicum	4
Total Credit Hours		13	Total Credit Hours		12

PROGRAMMING & APPLICATION DEVELOPMENT

Associate in Applied Science, 70 Credit Hours, 18-Month Program

The Programming and Application Development program trains students to develop software for many needs. Students will learn about several programming languages as well as development platforms including Java, .Net, xHTML, and SQL. The program works to ensure students understand the basics while they also get experience working with cutting-edge technologies such as cloud computing and mobile applications. Students must possess strong troubleshooting and technical skills, including strong math and logic skills, and good computer literacy.

A typical job description for a computer programmer may include typically working 40 hours per week. However, programmers may work evenings or weekends to meet deadlines. Telecommuting is becoming more common with some employees working from remote locations. Some work may have to be accomplished in the office due to security reasons. Programmers may work prolonged hours in front of a computer. Tasks for programmers typically include coding, testing, troubleshooting, maintaining, and modifying programs; developing detailed programming logic; and coding changes. Writing and maintaining programming documentation is required. Students also will be prepared to continue learning and advancing within the field, allowing them to work within an organization to apply programming to business strategy, tactics, and goals.

There are opportunities for two-semester diplomas in the following:

- Cisco Academy/Computer Technician
- Programming

Or, students may choose to pursue a two-year AAS degree as a Computer Network Specialist in one of the following areas:

- Computer Networking Specialist with emphasis in programming
- Programming

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATIONS II	
ENGL 101	COMPOSITION*	3
ENGL 202	TECHNICAL COMMUNICATIONS	3
ECON 202	PRINCIPLES OF MACROECONOMICS <i>or</i>	3
SOC 100	INTRODUCTION TO SOCIOLOGY	
MATH 101	INTERMEDIATE ALGEBRA** <i>or higher</i>	3
MATH 120	TRIGONOMETRY	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	3
	Total	22
Technical Requirements		
CNS 217	PROGRAMMING LOGIC AND DESIGN	3
CNS 219	DATABASES	3
PCN 120	WEB DEVELOPMENT TOOLS	3
PCN 125	WEB PROGRAMMING LANGUAGES	3
PCN 126	SYSTEM ANALYSIS & DESIGN	3
PCN 128	PROGRAMMING LANGUAGE CONCEPTS	3
PCN 129	PROGRAMMING THEORY AND APPLICATIONS	6
PCN 220	GAME DEVELOPMENT	3
PCN 225	PROGRAMMING EMBEDDED SYSTEMS/ROBOTICS	3
PCN 230	DESIGN PATTERNS	3
PCN 232	WEB APPLICATION DESIGN	3
PCN 239	ADVANCED WEB DEVELOPMENT	3
PCN 240	ADVANCED PROGRAMMING CONCEPTS	3
PCN 245	SECURITY & CRYPTOGRAPHY	3
PCN 249	DEVELOPING SMARTPHONE APPLICATIONS	3
	Total	48

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Elementary Algebra.

Semester breakdown on next page

Semester Breakdown Programming & Application Development

First Semester			Second Semester		
		CR			CR
CNS 219	Databases	3	CNS 217	Programming Logic and Design	3
PCN 120	Web Development Tools	3	PCN 128	Programming language Concepts	3
PCN 125	Web Programming Languages	3	PCN 129	Programming Theory and	6
PCN 126	System Analysis & Design	3		Application	
CIS 105	Microcomp Software App I <i>or</i>	3	ENGL 101	Composition	3
CIS 106	Microcomp Software App II		PSYC 103	Human Relations in the Workplace	3
MATH 101	Intermediate Algebra <i>or higher</i>	3			
ORT 010	Orientation	1			
	Total Credit Hours	19		Total Credit Hours	18
Third Semester			Fourth Semester		
		CR			CR
PCN 230	Design Patterns	3	PCN 240	Advanced Programming Concepts	3
PCN 232	Web Application Design	3	PCN 225	Programming Embedded	3
PCN 220	Game Development	3		Systems/Robotics	
PCN 239	Advanced Web Development	3	PCN 245	Security & Cryptography	3
ECON 202	Principles of Macroeconomics <i>or</i>	3	PCN 249	Developing Smartphone App	3
SOC 100	Introduction to Sociology		ENGL 202	Technical Communications	3
MATH 120	Trigonometry	3			
	Total Credit Hours	18		Total Credit Hours	15

CNS 299 Internship: This class may be used as a substitute for any second year 3-credit course based on location and substance of the internship opportunity. This class is available for AAS students and Programming Diploma students.

PROGRAMMING & COMPUTER NETWORKING WITH EMPHASIS IN NETWORK ADMINISTRATION

Associate in Applied Science, 70 Credit Hours, 18-Month Program

The Programming and Computer Networking program strikes a balance between theory and application. Students will learn about real-life networking environments, making them immediately productive upon graduation and prepared to take on a variety of information technology (IT) roles. The first year builds a solid foundation of basic hands-on computer skills and networking concepts. The second year challenges students to learn to adapt and react to the changing world of computers. Deeper networking concepts are introduced, including security, administration of complex networks, and programming skills. The emphasis of coursework will be based on preparing students for CompTIA, Cisco CCNA, and Microsoft certification testing. Students also will be prepared to continue learning and advancing within the field, allowing them to work within an organization to apply networking to business strategy, tactics, and goals.

A typical job description for a network administrator would generally include working in an office environment. The job is often performed alone, and the network administrator must possess strong troubleshooting and technical skills, including strong math skills. Conversely, the network administrator must also work with users who are not comfortable with the system or who are experiencing difficulties, thus the requirement for strong communications skills. Configuring a network can require long hours of work in a short period of time. Maintaining the network can alternate between routine tasks to install, maintain, and update programs, as well as the hectic work of troubleshooting and fixing network problems. If a network crashes, the network administrator must work quickly and purposefully to solve problems and restore the network operation. In addition, the task of updating and maintaining network services can require late hours and work on an irregular schedule. The IT worker must also be prepared to maintain related technology within an organization, including audio-visual equipment, televisions, phones, and cabling infrastructure. Physical duties may include climbing and working using ladders, installing cabling, moving computers and related equipment, and installing equipment.

There are opportunities for two-semester diplomas in Cisco Academy/Computer Technician

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATIONS II	
ENGL 101	COMPOSITION*	3
ENGL 202	TECHNICAL COMMUNICATIONS	3
ECON 202	PRINCIPLES OF MACROECONOMICS <i>or</i>	3
SOC 100	INTRODUCTION TO SOCIOLOGY	
MATH 101	INTERMEDIATE ALGEBRA** <i>or higher</i>	3
MATH 120	TRIGONOMETRY	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	3
	Total	22
Technical Requirements for Network Administration		
CNS 112	A+ HARDWARE/SOFTWARE	6
CNS 129	COMPUTER OPERATING SYSTEMS	3
CNS 211	LINUX SERVER OPERATING SYSTEM	3
CNS 216	INTRODUCTION TO PROGRAMMING	3
CNS 219	DATABASES	3
CN 126	CISCO ACADEMY/NETWORKING TECHNOLOGIES I	3
CN 127	CISCO ACADEMY/NETWORKING TECHNOLOGIES II	3
CN 128	CISCO ACADEMY/NETWORKING TECHNOLOGIES III	3
CN 130	CISCO ACADEMY/NETWORKING TECHNOLOGIES IV	3
CN 213	NETWORKING USING MICROSOFT WINDOWS SERVER	3
CN 215	NETWORK DESIGN AND VIRTUALIZATION	3
CN 220	DESIGNING SECURITY FOR MS WINDOWS NETWORK	3
CN 223	COLLABORATIVE TECHNOLOGIES	3
CN 227	HETEROGENEOUS NETWORKS	3
CN 230	COMPUTER FORENSICS	3
	Total	48

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Elementary Algebra.

CNS 299 Internship: This class may be used as a substitute for any second year 3-credit course based on location and substance of the internship opportunity. This class is available for AAS students and Programming Diploma students.

Semester breakdown on next page

Semester Breakdown Network Administration

First Semester			Second Semester		
		CR			CR
CNS 112	A+ Hardware/Software	6	CNS 219	Databases	3
CN 126	Cisco Academy/Networking I	3	CN 127	Cisco Academy/Networking II	3
CNS 129	Computer Operating Systems	3	CN 213	Networking Using Microsoft Win Server	3
CIS 105	Microcomp Software App I or	3	CN 223	Collaborative Technologies	3
CIS 106	Microcomp Software App II	3	ENGL 101	Composition	3
MATH 101	Intermediate Algebra <i>or higher</i>	3	PSYC 103	Human Relations in the Workplace	3
ORT 010	Orientation	1			
Total Credit Hours		19	Total Credit Hours		17

Third Semester			Fourth Semester		
		CR			CR
CN 128	Cisco Academy/Networking III	3	CN 130	Cisco Academy/Networking IV	3
CN 220	Designing Security for MS Windows Network	3	CN 215	Network Design & Virtualization	3
CNS 216	Introduction to Programming	3	CN 230	Computer Forensics	3
CNS 211	Linux Server	3	CN 227	Heterogeneous Networks	3
ECON 202	Principles of Macroeconomics <i>or</i>	3	ENGL 202	Technical Communications	3
SOC 100	Introduction to Sociology	3			
MATH 120	Trigonometry	3			
Total Credit Hours		18	Total Credit Hours		16

CNS 299 Internship: This class may be used as a substitute for any second year 3-credit course based on location and substance of the internship opportunity. This class is available for AAS students and Programming Diploma students.

Two-Semester Diploma: CCNA Cisco Academy/Computer Network Technician

Semester Breakdown

First Semester			Second Semester		
		CR			CR
CN 126	Cisco Academy/Networking I	3	CN 127	Cisco Academy/Networking II	3
CNS 112	A+ Hardware/Software	6	CN 213	Networking Using Microsoft Wind Server	3
CNS 114	Networking Essentials	3	CN 223	Collaborative Technologies	3
CNS 129	Computer Operating Systems	3	CNS219	Databases	3
CIS 105	Microcomp Software App I or	3	ENGL 101	Composition	3
CIS 106	Microcomp Software App II	3	PSYC 103	Human Relations in the Workplace	3
MATH 101	Intermediate Algebra <i>or higher</i>	3			
ORT 010	Orientation	1			
Total Credit Hours		19	Total Credit Hours		18

PROGRAMMING & COMPUTER NETWORKING WITH EMPHASIS IN PROGRAMMING

Associate in Applied Science, 70 Credit Hours, 18-Month Program

The Programming and Computer Networking with Emphasis in Programming degree strikes a balance between theory and application. Students will learn about real-life networking environments, making them immediately productive upon graduation and prepared to take on a variety of information technology (IT) roles. The year of computer networking theory builds a solid foundation of basic hands-on computer skills and networking concepts. The year of programming includes a solid foundation in programming and database administration.

Employment opportunities may be available in network administration or programming or both, dependent on the interest of the graduate and the skill set required by an employer. This popular degree allows exploration and produces a well-rounded graduate with extensive roots in the broad Information Technology field. Strong math, logic, and communications skills are essential for success. More extensive descriptions of typical field-related activities may be found in the related degrees of **Programming and Application Development** AND **Programming and Computer Networking with Emphasis in Network Administration**. Students are also prepared to continue their learning and advancing within the IT and Programming fields.

There are opportunities for two-semester diplomas in Programming. It is acceptable to take programming coursework in year one and networking coursework in year two, if desired.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATION I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATION II	
ENGL 101	COMPOSITION*	3
ENGL 202	TECHNICAL COMMUNICATIONS	3
ECON 202	PRINCIPLES OF MACROECONOMICS <i>or</i>	3
SOC 100	INTRODUCTION TO SOCIOLOGY	
MATH 101	INTERMEDIATE ALGEBRA** <i>or higher</i>	3
MATH 120	TRIGONOMETRY	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	3
	Total	22
Technical Requirements		
CNS 112	A+ HARDWARE/SOFTWARE	6
CNS 114	NETWORKING ESSENTIALS	3
CNS 129	COMPUTER OPERATING SYSTEMS	3
CNS 217	PROGRAMMING LOGIC AND DESIGN	3
CNS 219	DATABASES	3
PCN 120	WEB DEVELOPMENT TOOLS	3
PCN 125	WEB PROGRAMMING LANGUAGES	3
PCN 126	SYSTEMS ANALYSIS AND DESIGN	3
PCN 128	PROGRAMMING LANGUAGE CONCEPTS	3
PCN 129	PROGRAMMING THEORY AND APPLICATION	6
CN 126	CISCO ACADEMY/NETWORKING I	3
CN 127	CISCO ACADEMY/NETWORKING II	3
CN 213	WINDOWS NETWORK INFRASTRUCTURE	3
CN 223	COLLABORATIVE TECHNOLOGIES	3
	Total	48

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Elementary Algebra.

CNS 299 Internship: This class may be used as a substitute for any second year 3-credit course based on location and substance of the internship opportunity. This class is available for AAS students and Programming Diploma students.

Semester breakdown on next page

Semester Breakdown--AAS

First Semester			Second Semester		
		CR			CR
CNS 112	A+ Hardware/Software	6	CNS 219	Databases	3
CNS 129	Computer Operating Systems	3	CN 127	Cisco Academy/Networking II	3
CN 126	CISCO Academy/Network I	3	CN 213	Windows Network Infrastructure	3
CIS 105	Microcomp Software App I <i>or</i>	3	CN 223	Collaborative Technologies	3
CIS 106	Microcomp Software App II		ENGL 101	Composition	3
MATH 101	Intermediate Algebra <i>or higher</i>	3	PSYC 103	Human Relations in the Workplace	3
ORT 010	Orientation	1			
	Total Credit Hours	19		Total Credit Hours	18
Third Semester			Fourth Semester		
		CR			CR
BUS 233	Small Bus Entrepreneurship	3	CNS 217	Programming Logic and Design	3
PCN 120	Web Development Tools	3	PCN 128	Programming Language Concepts	3
PCN 125	Web Programming Languages	3	PCN 129	Program Theory & Application	6
PCN 126	Systems Analysis & Design	3	ENGL 202	Technical Communications	3
ECON 202	Princ of Macroeconomics <i>or</i>	3			
SOC 100	Introduction to Sociology				
MATH 120	Trigonometry	3			
	Total Credit Hours	18		Total Credit Hours	15

Semester Breakdown--Diploma

First Semester			Second Semester		
		CR			CR
CNS 219	Databases	3	CNS 217	Programming Logic and Design	3
PCN 120	Web Development Tools	3	PCN 128	Programming Language Concepts	3
PCN 125	Web Programming Languages	3	PCN 129	Program Theory & Application	6
PCN 126	Systems Analysis & Design	3	ENGL 101	Composition	3
CIS 105	Microcomp Software App I <i>or</i>	3	PSYC 103	Human Relations in the Workplace	3
CIS 106	Microcomp Software App II				
MATH 101	Intermediate Algebra	3			
ORT 010	Orientation	1			
	Total Credit Hours	19		Total Credit Hours	18

SURGICAL TECHNOLOGY

Diploma, 49 Credit Hours, 11-Month Program

The mission of the Surgical Technology program is to provide students with the knowledge, skills, and dedication necessary to become successful, valuable, and effective surgical technologists in the communities that they serve.

Surgical technologists are vital members of the surgical team and are involved in all aspects of a patient's care while in surgery. Surgical technologists are relied upon by surgeons, nurses, anesthesia providers, and numerous other healthcare professionals to be the technical specialists in a vast area of expertise. Surgical technologists use a wide variety of knowledge and abilities in surgical sciences, anatomy and physiology, and patient care to provide vital support to the patient and the surgical team. The discipline of surgery is an ever-changing arena of healthcare, making considerable leaps in technology, techniques, and interventions almost daily. Surgical technologists stand at the leading edge of this revolution, using their professionalism, expertise, and abilities to make a difference.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATIONS II	
ENGL 101	COMPOSITION	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY	3
	Total	10
Technical Requirements		
HC 113	MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS	2
HC 114	ANATOMY/PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
ST 102	INTRO TO SURGICAL TECHNOLOGY	3
ST 111	INTRO TO SURGICAL TECHNOLOGY LAB	3
ST 125	PRINCIPLES & PRACTICES OF SURGICAL TECHNOLOGY	3
ST 126	SURGICAL PROCEDURES	7
ST 127	SCIENCE & TECHNOLOGIES FOR THE SURGICAL TECHNOLOGIST	1
ST 128	SURGICAL PHARMACOLOGY	2
ST 135	CLINICAL PRACTICE	3
ST 136	CLINICAL PRACTICE II	6
ST 137	CLINICAL PRACTICE III	6
	Total	39

Prerequisite: Successful completion of first semester health courses is a prerequisite to second semester health courses.

*Prerequisite: Acceptable COMPASS score or Basic Writing.

Semester Breakdown

First Semester			Second Semester		
		CR			CR
CIS 105	Microcomputer Software Applications I <i>or</i>	3	ST 128	Surgical Pharmacology	2
CIS 106	Microcomputer Software Applications II		ST 126	Surgical Procedures	7
ST 102	Introduction to Surgical Technology	3	ST 125	Principles & Practices of Surgical Technology	3
ST 111	Introduction to Surgical Technology Lab	3	ST 127	Science & Technologies for the Surgical Technologist	1
HC 113	Medical Terminology for the Health Professions	2	ST 135	Clinical Practice	3
HC 114	Anatomy/Physiology for the Health Professions	3	PSYC 101	General Psychology	3
ORT 010	Orientation	1		Total Credit Hours	19
ENGL101	Composition	3			
	Total Credit Hours	18			
Third Semester (Summer)					
		CR			
ST 136	Clinical Practice II	6			
ST 137	Clinical Practice III	6			
	Total Credit Hours	12			

TRANSPORTATION TECHNOLOGY

Associate in Applied Science, 71/73 Credit Hours, 18-Month Program

The Transportation Technology Program will provide education in most types of land transportation, vehicles, and construction equipment to include cars, trucks, tractors, construction equipment, and mining equipment. Students will have the option of selecting light vehicle or heavy equipment tracks. This program will provide a broader preparation for the mechanical occupations with separate focuses on lighter and heavy duty vehicles.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I <i>or</i>	3
CIS 106	MICROCOMPUTER SOFTWARE APPLICATIONS II	
ECON 202	PRINCIPLES OF MACROECONOMICS <i>or</i>	3
SOC 100	INTRODUCTION TO SOCIOLOGY	
ENGL 101	COMPOSITION* <i>or</i>	3
ENGL 201	TECHNICAL WRITING I*	
ENGL 102	CAREER COMMUNICATIONS <i>or</i>	2/
ENGL 202	TECHNICAL COMMUNICATIONS	3
MATH 104	TECHNICAL MATH**	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	
Total		18/19
Technical Requirements for Light Duty		
TTT 110	VEHICLE ELECTRICITY AND ELECTRONICS	4
TTT 112	VEHICLE ELECTRICITY AND ELECTRONICS LAB	6
TTT 115	ENGINE CONSTRUCTION & OPERATION	3
TTT 120	SHOP & PARTS MANAGEMENT	1
TTT 121	INTRO TO HYBRIDS	1
TTT 122	CHASSIS WIRING	1
TTT 125	ENGINE PERFORMANCE	4
TTT 126	ENGINE PERFORMANCE LAB	6
TTT 129	WELDING & EQUIPMENT	2
TTT 201	UNDERCAR DIAGNOSIS	3
TTT 203	HVAC-LIGHT DUTY	3
TTT 204	ENGINE OVERHAUL	4
TTT 205	UNDERCAR DIAGNOSIS LAB	5
TTT 222	LIGHT DUTY DRIVETRAIN	4
TTT 223	LIGHT DUTY DRIVETRAIN LAB	6
Total		53
Technical Requirements for Heavy Duty		
TTT 110	VEHICLE ELECTRICITY AND ELECTRONICS	4
TTT 112	VEHICLE ELECTRICITY AND ELECTRONICS LAB	6
TTT 115	ENGINE CONSTRUCTION & OPERATION	3
TTT 125	ENGINE PERFORMANCE	4
TTT 126	ENGINE PERFORMANCE LAB	6
TTT 129	WELDING & EQUIPMENT	2
TTT 130	PREVENTATIVE MAINTENANCE	3
TTT 210	UNDERTRUCK DIAGNOSIS	3
TTT 211	HEAVY DUTY DRIVETRAINS	4
TTT 212	DIESEL ENGINES	5
TTT 213	HVAC-HEAVY DUTY	3
TTT 214	CDL TRAINING (CLASS B)	3
TTT 215	HYDRAULICS	3
TTT 240	UNDERTRUCK DIAGNOSIS LAB	5
TTT 299	INTERNSHIP (1-6 credits)	
Total		54

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

Internship is optional-see advisor

Semester breakdown on next page

Semester Breakdown Light Duty

First Semester			Second Semester		
		CR			CR
TTT 110	Vehicle Electricity & Electronics	4	TTT 125	Engine Performance	4
TTT 112	Vehicle Electricity & Electronics Lab	6	TTT 126	Engine Performance Lab	6
TTT 120	Shop and Parts Mgmt	1	TTT 115	Engine Construction & Operation	3
TTT 121	Intro to Hybrids	1	MATH 104	Technical Mathematics	3
TTT 122	Chassis Wiring	1			
CIS 105	Microcomp Software App I <i>or</i>	3			
CIS 106	Microcomp Software App II				
ORT 010	Orientation	1			
	Total Credit Hours	17		Total Credit Hours	16
Third Semester			Fourth Semester		
		CR			CR
TTT 129	Welding & Equipment	2	TTT 203	HVAC-Light Duty	3
TTT 201	Undercar Diagnosis	3	TTT 222	Drivetrain-Light Duty	4
TTT 204	Engine Overhaul	4	TTT 223	Drivetrain-Light Duty Lab	6
TTT 205	Undercar Diagnosis Lab	5	ENGL 102	Career Communication <i>or</i>	2/3
ECON 202	Principles of Macroecon <i>or</i>	3	ENGL 202	Technical Communications	
SOC 100	Introduction to Sociology		PSYC 101	General Psychology <i>or</i>	3
ENGL101	Composition <i>or</i>	3	PSYC 103	Human Relations in the Workplace	
ENGL201	Technical Writing I				
	Total Credit Hours	20		Total Credit Hours	18/ 19

Semester Breakdown Heavy Duty

First Semester			Second Semester		
		CR			CR
TTT 110	Vehicle Electricity & Electronics	4	TTT 115	Engine Construction Operation	3
TTT 112	Vehicle Electricity & Electronics Lab	6	TTT 125	Engine Performance	4
TTT 130	Preventative Maintenance	3	TTT 126	Engine Performance Lab	6
CIS 105	Microcomp Software App I <i>or</i>	3	MATH 104	Technical Mathematics or Higher	3
CIS106	Microcomputer Soft App II				
ORT 010	Orientation	1			
	Total Credit Hours	17		Total Credit Hours	16
Third Semester			Fourth Semester		
		CR			CR
TTT 210	Undertruck Diagnosis	3	TTT 129	Welding & Equipment	2
TTT 240	Undertruck Diagnosis Lab	5	TTT 212	Diesel Engines	5
TTT 211	Drivetrains-Heavy Duty	4	TTT 213	HVAC-Heavy Duty	3
ECON 202	Principles of Macroecon <i>or</i>	3	TTT 215	Hydraulics	3
SOC 100	Introduction to Sociology		TTT 214	CDL Training (Class B) <i>or</i>	3/6
ENGL 101	Composition <i>or</i>	3	TTT 299	Internship (3-6 credits)	
ENGL 201	Technical Writing I		ENGL 102	Career Communications <i>or</i>	3
			ENGL 202	Technical Communications	
			PSYC 101	General Psychology <i>or</i>	3
			PSYC 103	Human Relations in the Workplace	
	Total Credit Hours	18		Total Credit Hours	22/ 25

WELDING MANUFACTURING

Associate in Applied Science, 73 Credit Hours, 20-Month Program

Diploma, 49 Credit Hours, 11-Month Program

The Welding Manufacturing program prepares students for careers in the welding/machining field. The combination of classroom theory, hands-on welding/machining skills training, and practical application in labs allows students to attain skills for entry-level employment.

Welding Manufacturing is designed to prepare students as entry-level technicians in many areas including the construction and repair of ships, automobiles, spacecraft, and thousands of other manufactured products. Welding and machining are the most common means of permanently joining and forming metal parts. Students will study welding techniques with various types of welding equipment, manual and automated machining processes and procedures, computer aided drafting (CAD), and the operation of computer numerical control (CNC). Welders require a wide variety of skills that will continue to increase due to the increase of sophisticated fabrication tasks and repair work. This program advances the student's welding and machining skills, thus increasing employment opportunities. In addition, students have the opportunity to expand their welding certifications.

Course	No.	Course Title	Credits
General Education Requirements			
CIS	105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
ENGL	101	COMPOSITION* <i>or</i>	3
ENGL	201	TECHNICAL WRITING I	
ENGL	102	CAREER COMMUNICATIONS	2
MATH	104	TECHNICAL MATHEMATICS**	3
ORT	010	ORIENTATION	1
PSYC	101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC	103	HUMAN RELATIONS IN THE WORKPLACE	
ECON	202	PRINCIPLES OF MACROECONOMICS <i>or</i>	3
SOC	100	INTRO TO SOCIOLOGY	
		Total	18
Technical Requirements			
WDM	110	SHIELDED METAL ARC WELDING	3
WDM	120	GAS TUNGSTEN ARC WELDING AND CUTTING PROCEDURES	4
WDM	127	MILL AND LATHE OPERATION, MANUAL I	3
WDM	122	GAS METAL ARC WELDING	3
WDM	124	SHIELDED METAL ARC WELDING GROOVED PLATE	3
WDM	128	MILL AND LATHE OPERATION, MANUAL II	3
WDM	135	GAS METAL ARC WELDING GROOVED PLATE	3
WDM	131	SHIELDED METAL ARC WELDING TESTING	3
WDM	132	GAS METAL ARC WELDING TESTING	3
WDM	133	WORK SITE INTERNSHIP	3
WDM	248	ADVANCED PRODUCTION I	3
WDM	140	BLUEPRINT READING AND SOLIDWORKS FUNDAMENTALS	3
WDM	246	ADVANCED MANUFACTURING I	3
WDM	247	ADVANCED AUTOMATED MANUFACTURING I	3
WDM	236	PIPE WELDING I	3
WDM	237	FLUX CORE ARC WELDING	3
WDM	238	ADVANCED MACHINING I	3
WDM	249	ADVANCED GAS TUNGSTEN ARC WELDING	3
		Total	55

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester breakdown on next page

