

WESTERN DAKOTA TECH

COURSE CATALOG 2012-2013

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RAPID CITY, SD 57703**

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WWW.WDT.EDU



This publication should not be considered a contract between Western Dakota Tech and any prospective student. As much as possible, program and course offerings will be offered as listed. However, Western Dakota Tech reserves the right to modify course offerings according to current conditions. Western Dakota Tech also retains the right to make changes in programs, policies, graduation requirements, tuition, fees, and refunds without notice.

The institution shall not discriminate on the basis of race, color, religion, national origin, sex, gender bias, age, disability, marital status, or military veteran status, as is defined by law, in employment, admission to, or operation of its educational programs and activities as prescribed by state and federal laws, regulations, and executive orders.

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WELCOME TO WESTERN DAKOTA TECH

WELCOME

MISSION

OBJECTIVES

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WELCOME

When you choose Western Dakota Tech, you choose exactly what you want to study. WDT provides a diverse mixture of educational programs with hands-on learning. Our small class sizes, combined with extensive hands-on experience, creates a personalized education that assures our graduates are well-prepared for success in today's technical job market and for the 21st Century. Visit our Rapid City campus. The instructors, staff, and students are anxious to share with you the Western Dakota Tech experience.

Western Dakota Tech is one of four state-supported postsecondary technical institutes in South Dakota. WDT offers more than 20 educational programs granting diplomas and Associate in Applied Science degrees. In addition, a wide variety of non-credit classes, workshops, professional programs, and seminars are available through the Corporate Education Center.

MISSION

Western Dakota Technical Institute is a public institution of higher learning where students acquire the knowledge, skills, and behaviors necessary for successful employment.

OBJECTIVES

Students will demonstrate:

1. The occupational skills necessary to obtain and retain successful employment in their field of training.
2. Proficiency in academic skills in the area of communications, mathematics, computer use, and social studies appropriate to their program of study.

WDT will:

1. Develop and implement short-term and customized training opportunities through the Corporate Education Center.
2. Maintain efficient and effective facilities designed to serve the needs of the students.
3. Develop and retain a staff of technically competent and highly trained individuals.
4. Secure adequate financial resources necessary to accomplish its mission.
5. Assure equal access to those who are disabled, economically or academically disadvantaged, in non-traditional programs of study, and/or of limited English proficiency.
6. Provide services to those requiring academic assistance, counseling, and career guidance.
7. Provide assistance in securing training-related employment to students and graduates.
8. Provide opportunities for higher learning to high school students.
9. Promote lifelong learning.

PHILOSOPHY

We believe that all individuals should be afforded an educational opportunity to develop and maximize their technical abilities through opportunities offered by Western Dakota Technical Institute.

VISION STATEMENT

It is the vision of Western Dakota Tech to prepare our students for living, lifelong learning, working and succeeding in the 21st Century. In order to realize our vision, we dedicate our energy and efforts to the following principles:

- WDT strives to provide a caring, nurturing, and disciplined learning environment for students of all ages and backgrounds, and does so by providing quality courses and programs, encouraging academic rigor, and maintaining a skilled, dedicated, and student-oriented faculty and professional staff.
- WDT strives to provide programs that lead to successful employment and career pathways for our graduates by providing opportunities both for existing careers and for new employment trends and opportunities.
- WDT strives to be a model civic partner by collaboratively engaging communities, organizations, and businesses in programs, projects, and activities that lead to improved economic development, greater levels of service, and enhanced quality of life.
- WDT strives to utilize the most effective teaching and learning technologies and strategies that enhance student skills and abilities now and into the future.
- WDT strives to build a community of lifelong learners of all ages and backgrounds who have the skills and ability to understand and respond to a changing world and its impact on business, technology, economy, and strategies.
- WDT strives to reach its goals by operating in an ethical, open, and cost-efficient manner in all of its programs and business affairs.

And finally, it is the vision of Western Dakota Tech to be a leader, in both our State and region, for quality educational programs and service, and to develop and/or adopt those practices which will result in continuous improvement, improved quality of life for our graduates and communities, and for providing a trained workforce who will meet the challenges of the 21st Century.

CORE ABILITIES

Core abilities are essential skills that cut across occupational and academic titles. They are broad, common abilities that students must possess to be prepared for the workforce and for lifelong learning.

Core abilities are different from course competencies in that they are not course-specific. They are not taught in lessons. Instead, they are broader skills that run through courses and lessons. These abilities enable learners to perform competencies.

Core abilities are comprised of transferable skills, attitudes, and abilities expected to be mastered by learners completing a program. They go beyond a specific program, are integrated throughout the learning experience, and are institutional.

The following core abilities and indicators are derived from the mission statement and objectives of WDT and its guiding principles:

1. **Life Skills** - Means that an individual applies the principles of physical and psychological wellness to his or her life.
 - a. Take responsibility for own behavior.
 - b. Balance family, work, finances, and personal needs.
 - c. Relate personal values and goals to the work environment.
 - d. Recognize the importance of personal wellness.
2. **Analytical Skills** - Means that the individual applies the principles and strategies of purposeful, active, and organized thinking.
 - a. Evaluate technology.
 - b. Identify problems.
 - c. Apply an appropriate problem solving process.
 - d. Make informed decisions.
 - e. Respect others' points of view.
 - f. Differentiate fact from opinion.
 - g. Experiment with original ideas.
 - h. Accept ambiguity.
3. **Communication Skills** - Means that an individual is able to apply appropriate writing, speaking, and listening skills in order to precisely convey information, ideas, and opinions.
 - a. Use standard English principles (spelling, grammar, and structure).
 - b. Use language and details appropriate to the level of audience.
 - c. Check for accuracy.
 - d. Present information in a readable form.
 - e. Listen.
4. **Technology Skills** - Means that an individual possesses the knowledge and skills necessary to use a computer and other technology methods utilized within his or her chosen field.
 - a. Use technology to communicate.
 - b. Solve problems using technology.
 - c. Use appropriate technology to manage information.
 - d. Recognize the impact of technology.
5. **Teamwork Techniques** - Means that an individual is capable of working with others to complete tasks, solve problems, and resolve conflicts.
 - a. Demonstrate respect in relating to people.
 - b. Cooperate and resolve conflicts effectively.
 - c. Participate in shared problem solving.

6. Social Values – Means that an individual possesses an awareness of differences in backgrounds and cultures and demonstrates respect while working with different backgrounds/cultures.
 - a. Acknowledge personal prejudices and biases.
 - b. Appreciate perspectives of people outside own background/culture.
 - c. Work collaboratively with persons from other backgrounds/cultures.
7. Employability – Means that an individual possesses and applies effective work habits and attitudes within the classroom or training situation.
 - a. Manage time and workload.
 - b. Attend classes as scheduled.
 - c. Turn in quality work.
 - d. Adhere to safety rules and regulations.
 - e. Act professionally to fulfill job duties within chosen field.
 - f. Demonstrate flexibility and self-directedness in learning.

ACCREDITATION

The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602 2504, 800 621-7440, www.ncahigherlearningcommission.org, accredits Western Dakota Tech.

The South Dakota Board of Education has approved Western Dakota Tech to grant the Associate in Applied Science degree and one- and two- year Diplomas.

CERTIFIED PROGRAMS

Various professional organizations approve or certify all or part of the following programs. These include:

- Collision Repair Technology: National Automobile Technicians Education Foundation
- Fire Science: ProBoard COA
- Law Enforcement Technology: Seasonal Law Enforcement Training Program, National Park Service; State of South Dakota Law Enforcement Standards and Training Commission
- Paralegal: American Bar Association
- Pharmacy Technician: American Society of Health-System Pharmacists
- Practical Nursing: South Dakota Board of Nursing
- Surgical Technology: Association of Surgical Technologists
- Transportation Technology: National Automobile Technicians Education Foundation
- Welding Manufacturing: American Welding Society

PROFESSIONAL MEMBERSHIPS

39 Club

American Association for Paralegal Educators
American Association of PA's
American Association of Community Colleges
American Association of Medical Transcriptionists
American Association of University Women
American College Counseling Association
American Counseling Association
American Heart Association
American Legion Post 22
American Library Association
American Society of Health Systems Pharmacists
American Technical Education Association
American Welding Association
Association for Career and Technical Education
Associated General Contractors of South Dakota Building Chapter
AutoCAD Users Group International
Automotive Service Excellence

Black Hills Association of Education for Young Children
Black Hills Home Builders Association
Black Hills Legal Professionals
Black Hills Regional Job Fair
Black Hills Society for Human Resource Management
Black Hills Society of Trainers and Developers

Campus and Community Prevention Coalition
Council of North Central Two-Year Colleges

Dakota Association for College Admissions Counseling
Delta Kappa Gamma
Downtown Kiwanis-Rapid City

Front Porch Coalition (Suicide Prevention)

Girl Scouts of the Black Hills – Board of Directors

Hot Springs Chamber of Commerce

International Association Of Electrical Inspectors
Instructional Technology Council, AACC
International Association of Firefighters

Learning Resources Network (LERN)
Loss Team

National Association for College Admissions Counseling
National Association of College Stores
National Association of Colleges and Employers
National Association of Health Unit Coordinators
National Association of Publicly Funded Truck Driving Schools
National Association of Agricultural Education
National Association of Student Financial Aid Administrators
National Automotive Technicians Education Foundation
National Board of Certified Counselors, Inc.
National Center for Construction Research and Education
National Business Education Association
National Council of Teachers of English in Two-Year Colleges
North American Conference Auto Technology
North American Council of Automotive Teachers

Pharmacy Technician Educators Counsel

Rapid City Area Chamber of Commerce
Rapid City Area Economic Development Partnership
Rapid City Postal Customer Council
Rapid City Rotary Club
Rocky Mountain As. of Student Financial Aid Administrators

Skills USA

Society of Human Resources Management
South Dakota Advocacy Network for Women
South Dakota Association of Career & Technical Education
South Dakota Association of Child Care Directors
South Dakota Association of Pharmacy Technicians
South Dakota Association of Student
Financial Aid Administrators
South Dakota Autobody Association
South Dakota Bar Association
South Dakota Career Planning & Placement Association
South Dakota Chamber of Commerce
South Dakota College Personnel Association
South Dakota Counseling Association
South Dakota Directors Association
South Dakota Education Association
South Dakota Emergency Medical Technician's Assoc.
South Dakota Library Association
South Dakota Library Network
South Dakota LPN Association
South Dakota Mental Health Counseling Association
South Dakota Paralegal Association
South Dakota Pharmacy Technician Association
South Dakota School Counseling Association
South Dakota Society of CPA's
South Dakota Vocational Agriculture Teachers Association
South Dakota Vocational Association
South Dakota Trucking Association

Technology in Education

The Higher Learning Commission, a commission of the
North Central Association of Colleges & Schools
The Network: Addressing Collegiate Alcohol and
Other Drug Use
Tobacco Free – Rapid City

Tri State Bookstore Association

U.S. Green Building Council

West River Counseling Association
Western South Dakota Child Protection Council
Women Work

ADVISORY COMMITTEES

Advisory Committees from business and industry represent the strong partnership Western Dakota Tech enjoys with the region and the Rapid City community. The committees meet at least twice a year with program instructors to discuss current job market trends, recent developments in the industry, and task competencies for courses, equipment selection, and student performance. As resource persons, the committee members are the most direct and up-to-date sources for current trends in the industry. This education and business partnership ensures the validity of the task competencies and the effectiveness of WDT.

PROGRAM & COURSE INFORMATION

Course descriptions in the catalog are only summaries of the actual course content. Western Dakota Tech reserves the right to alter course content and curricula without notice. WDT also reserves the right to cancel any tentatively scheduled class and to combine class sections due to insufficient enrollment. In the event of a class cancellation, refunds will be issued. WDT reserves the right to make changes in courses and regulations published in this catalog and other publications without obligation or prior notice.

CORPORATE EDUCATION CENTER

Today's constantly changing world demands the continual upgrading of skills and education. The Corporate Education Center helps meet those demands. The Corporate Ed Center offers a variety of short-term, non-credit courses designed for the working adult. Learning in the classroom one day is applied on the job the next. The Corporate Ed Center can also customize courses to meet an individual business' needs. Training may be accomplished both on-site and off-site. The Corporate Ed Center offers courses on computer software, truck driving, business, construction, welding, professional development, and various health topics. WDT is an official American Heart Association Training Center and provides CPR, First Aid, and EMT training. WDT is also authorized by the South Dakota Department of Public Safety to conduct Third Party Skill Testing for Commercial Driver's License in Class A/B/PS Vehicles. The Corporate Ed Center also offers online courses providing the opportunity to learn at home, at the office, or while traveling.

Programs and courses are offered in the eight skill areas that are critical for corporate and individual success: employability, social values, teamwork, life skills, analytical skills, communication skills, technology skills, and industry specific skills. The training is offered in three tracks, each one building on the other so skills grow on a solid base. Students are tracked as they progress; using state-of-the-art software that creates individualized transcripts for every person who takes part in any training with us. This allows employers to build and track a comprehensive training program for every employee in any organization. The Corporate Education Center believes that investing in lifelong learning leads employees toward more satisfying, productive working lives. It also enhances job performance, teamwork, and overall competitiveness.

POST-SECONDARY CAREER INFORMATION

South Dakota's Post-Secondary Career Coordinators' mission is to promote the benefits of CTE and the correlation to specific Technical Institute programs and careers. During the next year, the four Technical Institutes will be hosting career camps at each of the Institutes, offering professional development to school counselors, and providing opportunities for secondary CTE instructors to visit the campuses and meet with their postsecondary counterparts.

The Post-Secondary Career Coordinators also will serve as a point of contact for SDMyLife, providing assistance to districts, students and instructors with day-to-day context and relevant information regarding careers and programs of study. Professional development activities will be available at various campuses. Promotion and facilitation of articulation agreements will continue to run through their offices. Schools interested in articulating a course with one of four institutes are encouraged to contact the Coordinators directly.

The technical institutes are pleased to announce dual credit options for South Dakota students. Information on these is located on the South Dakota Virtual School website <http://sdvs.k12.sd.us>. Career coordinators will continue to inform districts as dual credit options become available.

Follow the corresponding link for further information: Western Dakota Technical Institute Londa.richter@wdt.edu , 800-544-8765, www.wdt.edu.

STUDENT RESPONSIBILITY FOR CATALOG INFORMATION

The information contained in this catalog is the most accurate available at the time of publication, but changes may become effective before the next catalog is printed. It is ultimately the student's responsibility to stay abreast of current regulations, curricula, and the status of specific program offerings. Each student is responsible for compliance with the information appearing in the catalog, the current issue of the Student Handbook, and any published addenda. The official Catalog includes this Catalog plus any published addenda.

Further, WDT reserves the right to modify requirements and curricula offerings and to add, alter, or delete courses and programs through appropriate procedures. While reasonable efforts are made to publicize such changes, a student is encouraged to seek current information from appropriate offices. WDT also reserves the right to make changes in tuition, fees, admission requirements, and regulations without notice or obligation. The official program curricula are those contained in the master curricula file maintained in the Registrar's Office.

DRUG-FREE ENVIRONMENT

STUDENT RIGHT TO KNOW & CAMPUS SECURITY ACT

AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY

STUDENT HANDBOOK

ATTENDANCE REQUIREMENTS

CANCELLATION OF CLASSES

TOBACCO-FREE CAMPUS

PARKING

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

DRUG-FREE ENVIRONMENT

Western Dakota Tech requires and maintains a drug-free work environment. All employees and students are required to comply with this policy. This policy is published in the Student and Faculty handbooks. Disciplinary measures may be necessary for violations of this policy. Discipline may include a reprimand, suspension, and/or termination. Individuals found in violation will be referred to the appropriate professionals and officials. WDT supports rehabilitation of employees and students with substance abuse problems.

STUDENT RIGHT TO KNOW & CAMPUS SECURITY ACT

Western Dakota Tech will make available to each prospective student, upon request, the completion or graduation rates of diploma or degree seeking full-time students. The period covered by this report is the one-year period ending on June 30 of the preceding year. Western Dakota Tech is required under Public Law 101 542 to encourage students to report all crimes that occur on campus to the local law enforcement office and to the Student Services Office. A statistical report contained in the Student Handbook is made available annually to all students and employees in the student handbook. The handbook is available online at www.wdt.edu/studenthandbook.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

It is the policy of Western Dakota Tech not to discriminate in admission to or participation in its programs and activities on the basis of race, color, national origin, ancestry, creed, religion, family or medical leave, disability, age, gender, sexual orientation, or an arrest or conviction record. (Note: Students enrolled in some programs are subject to requirements that are more stringent.) For more information contact Western Dakota Tech or the Regional Director, U.S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153 1367 or call (816) 880 4202.

STUDENT HANDBOOK

The Student Handbook details the policies and contains beneficial information that can help students achieve their educational goals. It is designed to serve as a ready reference for student rights and responsibilities, academic procedures, graduation requirements, and other useful information. The handbook is available online at www.wdt.edu/studenthandbook.

ATTENDANCE REQUIREMENTS

Programs require regular attendance for all students. Satisfactory attendance is stressed as part of the training and based on accepted industry standards. Poor attendance may result in grade reduction, academic probation, or suspension.

CANCELLATION OF CLASSES

Western Dakota Tech reserves the right to cancel any classes with insufficient enrollment. Any tuition paid will be refunded.

TOBACCO-FREE CAMPUS

The use of tobacco products is prohibited on any WDT owned property. Students, faculty, staff, and visitors to the campus must confine the use of tobacco products to their personal vehicles.

PARKING

The parking lots located on the campus have designated areas for handicapped, visitor, staff, and faculty parking. Individuals parking in any unauthorized area may be towed.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, protects the privacy of educational records, establishes the students' rights to inspect their educational records, provides guidelines for correcting inaccurate or misleading data through informal and formal hearings, and permits students to file complaints with FERPA concerning alleged failures of the Institution to comply with the Act. The following items are considered public data/information and may be disclosed by Western Dakota Tech in response to inquiries concerning individual students, whether the inquiries are in person, in writing or by telephone:

1. Name
2. Affirmation of whether currently enrolled
3. Campus location

The following items, in addition to those listed on the previous page, are considered public/directory information and may be included in appropriate campus directories and publications and may be disclosed by designated staff members in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or by telephone:

1. School, college, department, major or division
2. Dates of enrollment
3. Degree(s) received
4. Honors received
5. Local address, telephone number, and email address
6. Permanent home address
7. Participation in officially recognized activities and sports

To block dissemination of this information, a student must officially file a written request with the registrar within seven working days after the first day of registration.

Western Dakota Tech has the responsibility for effectively supervising any access to and/or the release of official data/information about its students. Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students must be used only for clearly defined purposes, must be safeguarded and controlled to avoid violations of personal privacy, and must be appropriately disposed of when the justification for its collection and retention no longer exists. In this regard, Western Dakota Tech is committed in protecting, to the maximum extent possible, the right of privacy of all individuals about whom it holds information, records, and files. Access to and release of such records is restricted to the student concerned, to others with the student's written consent, to officials within the Institute, to a court of competent jurisdiction, and otherwise pursuant to law.

STUDENT SERVICES

The services of the Student Services Office occur prior to, during, and after a student attends WDT. These functions include a wide range of services including career development, diagnostic testing, prior learning evaluation for advanced standing, various types of educational placement assessments, orientation, housing assistance, counseling and ongoing support services, advisement, financial aid, the graduation process, job placement assistance, and records management.

LIBRARY

LEGAL RESOURCE CENTER

BOOKSTORE

FOOD SERVICE

CAREER SERVICES

ACADEMIC PREPARATION

ACADEMIC ASSISTANCE CENTER

DISABILITY SERVICES

SPECIAL SERVICES PROGRAM

COUNSELING SERVICES

LIBRARY

The County City Public Library East at Western Dakota Tech, provides a wide range of collections for the academic and public user. Some of the features of the library will include: a kiosk for hands-on technology, collaborative technology tables in meeting rooms, study rooms, academic/community conference room, and a youth and children's area. While the library will be open to the community, library literacy classes will be offered along with many other events, i.e. gaming, author time, poet's coffee shop, book club, story time, etc. which will be hosted by the Rapid City Public Library.

The Student ID will be used to check out materials. The barcode (21560) on the card identifies you as a patron of WDT. To activate your library card, you will need to show identification that includes your physical address. Some fees may apply for using the Rapid City Public Library's collection if you are not registered in Pennington County.

Be sure to use the library's web page at www.wdt.edu to guide you in finding more resources and how to use the library.

LEGAL RESOURCE CENTER

The Legal Resource Center is a law library specifically designed for the Paralegal program. The LRC provides students with a convenient and quiet study area that is close to classes and legal research sources. The legal collection consists of regional, federal, and state laws, statutes, and cases which provide an excellent base of resources for paralegal students preparing for their profession.

BOOKSTORE

Western Dakota Tech operates a bookstore that provides students with textbooks (both new and used), supplies, clothing, and a variety of soft goods. All sales are cash, personal checks (for the amount of purchase only), or credit card unless funded by an authorized agency. The Bookstore hours are posted. Refunds are given for merchandise in original condition the first two weeks of each semester only and must be accompanied by a receipt. See the Student Handbook for the book buy back policy and information.

FOOD SERVICE

The Beanery Deli & Grill provides food service to WDT students and staff with a daily menu including breakfast from 7:00 am to 10:30 am, lunch specials, and a variety of short orders from 10:30 am until 1:30 pm. The Beanery also offers meal cards for purchase. Certain restrictions apply. Catering services will also be provided as requested and approved. Vending machines, a microwave, and a refrigerator are available in both the Mickelson and Rushmore commons areas.

CAREER SERVICES

Western Dakota Tech's Career Services office is committed to serving our students, alumni, and the employers who hire our graduates. WDT graduates enter the job market equipped with the most advanced technical skills available in their chosen profession. The role of the Career Services office is to facilitate a successful match between a graduate's employment interests and available career opportunities. In addition to informing students and alumni of employment opportunities, the Career Services office assists students with developing interview skills, resume writing, and networking. The staff compiles a yearly Graduate Placement Report that identifies wage trends and employers who hire WDT graduates.

ACADEMIC PREPARATION

Western Dakota Tech is dedicated to helping students succeed in their chosen academic field. Upon completion and review of the COMPASS exam, students may be required to enroll in classes designed to upgrade their skills in math, writing, and reading. Academic preparation classes do not count toward the program graduation requirements. Please contact the Admissions Office for specific information.

ACADEMIC ASSISTANCE CENTER/STUDY SKILLS

The Academic Assistance Skills Center offers course-specific tutoring for students enrolled in diploma or Associate in Applied Science degree courses. The service is free and designed to give individualized attention to students who want to improve their performance in specific curriculum areas. The Center employs peer tutors who are assigned based upon their area of expertise. Various study skill workshops are conducted. The topics include note taking, memory skills, listening skills, time management, and test taking.

DISABILITY SERVICES

Western Dakota Tech's training programs and facilities are accessible to persons with disabilities who satisfy the general admission requirements. Any applicant with a disability may be accepted, providing the program goals are appropriate and in accordance with established program and industry standards. Applicants with a documented disability are encouraged to contact the Student Services Office during the initial stages of the admissions process for accommodations.

SPECIAL SERVICES PROGRAM

This program provides support services to the minority, single parent, displaced homemaker, single pregnant women, first-generation, and non-traditional student populations. Services provided include financial assistance; resource and referral with local agencies; academic, career, and personal counseling; and social and cultural activities.

COUNSELING SERVICES

The counseling services' mission is to provide quality counseling and guidance to students at WDT, tailored to each unique individual's circumstances and needs, while maintaining a healthy perspective in their physical, mental, emotional, educational, and social well-being.

STUDENT LIFE & ACTIVITIES

School organization membership is encouraged. Social, civic, and service projects foster a broadened appreciation of the world outside the classroom and enhance the personal development of each student. Business, health, and industrial leaders recognize the value of club participation in identifying leadership potential in their prospective employees. Activities that supplement the regular curricula offerings contribute to the educational, cultural, and physical well-being of students. Organized activities are provided for student cooperation and competition in individual or group efforts and allow for the demonstration of students' talents.

BUSINESS PROFESSIONALS OF AMERICA

EAGLE FEATHER SOCIETY

ELECTRICAL TRADES CLUB

FIRE SCIENCE CLUB

NON-TRADITIONAL STUDENT ORGANIZATION

LEGAL EAGLES PARALEGAL CLUB

SKILLS USA

STUDENT GOVERNMENT ASSOCIATION

**WOMEN IN NON-TRADITIONAL EMPLOYMENT
ROLES**

BUSINESS PROFESSIONALS OF AMERICA

Business Professionals of America is the leading CTSO (Career Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields. The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

EAGLE FEATHER SOCIETY

Eagle Feather Society is a club for students of any tribe, race, or nationally in any program at WDT. The purpose is to sponsor cultural awareness/appreciation, special activities, projects, and employment/scholarship opportunity information. New students may be provided transitional planning, assistance, referral, and peer mentoring.

ELECTRICAL TRADES CLUB

Membership is open to any member of the Electrical Trades program. Students sponsor fund-raising projects and use the funds for field trips and end-of-semester activities.

FIRE SCIENCE CLUB

Fire Science Club membership is open to any member of the WDT Fire Science program. Students sponsor fund-raising projects and use the funds for social benefit and Club activities. The purpose of the Fire Science Club is to engage students in social activities that will enhance their lives and careers. The club strives to help students with professional development through activities that enhance their social responsibility awareness and teamwork skills while promoting community involvement.

NON-TRADITIONAL STUDENT ORGANIZATION

All non-traditional students are invited to join this organization. Non-traditional students are defined as single parents/single pregnant women, homemakers/displaced homemakers, minority students, first generation college students, and students enrolled in non-traditional programs (i.e. a male in Nursing or a female in Welding.) NTSO provides support and community to all non-traditional students at WDT.

LEGAL EAGLES PARALEGAL CLUB

Membership is open to any student in the Paralegal/Legal Assistant program. The club's purpose is to establish and maintain student involvement within the legal community. This is accomplished through a variety of fund-raising activities, field trips, and guest speakers.

SKILLS USA

Skills USA-VICA (Vocational Industrial Clubs of America) is the national organization for students in trade, industrial, technical, and health occupations training. Skills USA is an applied method for preparing America's high performance workers in public, technical programs. It provides quality education experiences for the students in leadership, teamwork, citizenship, and character development.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is comprised of representatives from the student body who are elected through their individual programs at the beginning of each school year. The SGA serves as an advisory body, working with students, faculty, and administration on social, educational, and cultural activities. All efforts are directed toward the enhancement of the school. The SGA is also a major sponsor of student social activities on campus and allocates funds to other student organizations.

WOMEN IN NON-TRADITIONAL EMPLOYMENT ROLES (WINTER)

Women in Non-Traditional Employment Roles (WINTER) is devoted to the support, role modeling, and mentoring of female students enrolled in non-traditional programs at WDT. Female students in the following programs are encouraged to join: Collision Repair Technology, Computer-Aided Drafting, Programming and Computer Networking, Electrical Trades, Environmental Engineering Tech, Fire Science, Law Enforcement Technology, Transportation Technology – Heavy and Light Duty, and Welding Manufacturing.

ADMISSION REQUIREMENTS

Any person sixteen years of age or older who may benefit from a technical education program may be enrolled upon application and acceptance in accordance with published school policies.

These are minimum requirements for all programs. Additional requirements may apply to satisfy bona fide occupational qualifications in specific programs of study.

FEDERAL ABILITY TO BENEFIT REGULATIONS

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FEDERAL ABILITY TO BENEFIT REGULATIONS

Federal regulations, resulting from a law passed in November, 1990, require students enrolling in post-high school vocational-technical education be high school graduates, have a GED, or prove ability to benefit from post-high school education by achieving a satisfactory level on a federally approved test. The regulations also require that someone administer the test without connection to the institution of intended enrollment.

APPLICATION PROCEDURE

EARLY APPLICATION IS RECOMMENDED FOR ALL PROGRAMS. All applicants seeking admission to WDT must provide the Admissions Office with the following:

1. Submit a completed application for admissions and a non-refundable \$20 application fee.
2. Schedule to take the COMPASS test. The COMPASS test is a placement exam over math, English, and reading. There is a \$15.00 testing fee. The COMPASS test will be waived if you have an ACT sub score of 18 or better in English, Math, and Reading, or a SAT sub score of at least 440 in Verbal and Math. The scores must be no more than one year old after high school graduation.
3. Request an official High School transcript or GED scores be sent to the Admissions office. An official transcript from a postsecondary institution must be submitted if students want transfer credits to be considered.
4. Submit a certification from a licensed physical physician that you have received, or are in the process of receiving, the required two doses of immunization against measles, mumps, and rubella (MMR). (This is required for all on-campus students.)
5. Once you receive your acceptance letter, the confirmation form must be completed and returned within 10 days with a \$35.00 non-refundable confirmation fee. This will confirm and hold your spot in the program.

PRE-ENROLLMENT ASSESSMENT

A pre-enrollment assessment is required of all individuals seeking admission into a program at WDT. The COMPASS is administered during the initial stages of the application process. The COMPASS test will be waived if you have an ACT sub score of 18 or better in English, Math, and Reading, or a SAT sub score of at least 440 in Verbal and Math. The scores must be no more than one year old after high school graduation.

The information derived from this assessment is used as a counseling tool to determine an individual's ability to benefit from instruction and to provide proper program placement for the applicant. Program placement may include regular acceptance or recommendations to receive additional assistance from the Academic Services Center Coordinator before or during enrollment. The result of the COMPASS test may require the individual to complete remedial coursework. Alternate test sites are available to those individuals residing more than 100 miles from Rapid City. Please contact the Admissions Office for the location of test sites.

HOME-SCHOOLED STUDENTS

Western Dakota Tech welcomes applications from home-schooled students wishing to pursue a technical education. WDT requires all applicants to demonstrate the ability to benefit from instruction. This is accomplished by one of the following methods:

1. Submit a transcript of standardized instruction from a nationally recognized home-school organization.
2. Submit a transcript of classes completed, along with a certificate of registration with the school district in which the student lives.
3. Submit your GED as evidence of completing a commonly accepted body of secondary course work.

Additionally, applicants must satisfactorily complete the standard admissions steps, such as completing a COMPASS through WDT or by submitting a qualifying ACT or SAT scores. The ACT and SAT are administered independently of local school systems and are open to anyone.

SPECIAL ADMISSIONS PROCEDURES

Law Enforcement Technology requires all applicants to complete a background check, drug test, and informal interview during the initial application stages based on the direction of the advisory committees and state regulatory agencies that endorse this program.

Pharmacy Technician program requires all applicants to complete an informal interview with the lead instructor during the application process based on the regulations of the accrediting body.

Practical Nursing program requires all applicants to take the TEAS test and complete other requirements.

Surgical Technology program requires all applicants to take the HOBET test and complete other requirements.

ACCEPTANCE

Students who successfully complete the admissions process will receive a letter of acceptance. At that time, the student is required to complete a confirmation form and pay the confirmation fee. If there are more applicants than space available, acceptance will be based upon the date the admissions process is completed. Waiting lists are established as programs reach maximum enrollment. Individuals will be accepted from the waiting list based on the date assigned to the list.

ACADEMIC COUNSELING

Counselors/advisors are ready to assist prospective students with one of life's most important decisions. Sound career decisions are based upon information and personal choice. Counseling services are also available to all students during their enrollment when personal and educational problems arise. In addition, counseling services are available to veterans, students with disabilities, non-traditional students, ethnic minorities, single parents, and displaced homemakers.

ADVISEMENT

Advising and counseling are shared commitments of faculty advisors and the Student Services staff. Each student enrolled in a program is assigned a faculty advisor from the student's program of study. The role of each advisor is to guide students through their chosen programs. This includes developing appropriate schedules each semester.

ADVANCED STANDING

Advanced standing refers to being placed in higher-level courses upon initial enrollment based on prior education or training. Advanced standing for courses may be obtained through the following methods:

1. Transfer of credits from other accredited institutions
2. Credit transferred by department evaluation
3. Credits through high school or college credit courses
4. Credits through examination (\$10 per credit hour fee)
5. Credits through assessment of life and/or work experiences

TRANSFER CREDITS

Students requesting credit at WDT for postsecondary work completed at other schools must submit an official transcript from the higher education institutions previously attended. Postsecondary level credits from an accredited higher education institution in which the student has earned a grade of "C" or higher, or its equivalent, will be considered for transfer. Program faculty, with administrative approval, will make the determination of acceptance. Appropriate staff will review military credit for transfer. All requests for transfer of credit from a higher education institution must be received by midterm of the final semester of a student's enrollment to qualify for graduation at the end of that term.

CREDIT BY EXAM/LIFE EXPERIENCE

Students wishing to challenge course work for credit are required to successfully complete an examination. Approval must be requested through the Registrar's Office. A fee of \$10 per credit hour will be assessed for any course challenged. Credit by exam must be accomplished prior to the end of the second week of the semester. Credit may be granted based on previous work history if approved by the appropriate instructor with administrative approval. However, if a proficiency exam is required, the normal credit by exam fees will be charged.

REGISTRATION

Registration is the process of enrolling in classes. Students may register in day, evening, or online programs on a full- or part-time basis. A full-time student is someone registered for 12 or more credit hours. A standard full-time schedule is generally 18 or more credits each semester.

A part-time student is one enrolled in fewer than 12 credit hours per semester for fall and spring or fewer than 6 credits for the summer session for academic purposes. Class size is restricted in many programs, and priority is given to full-time students, especially for daytime classes. If a student is registering for online classes, the student must acquire the required software, have access to a computer system capable of running the software, and adequate connectivity to the Internet. See the WDT Helpdesk for support questions.

WITHDRAWAL REFUNDS

Tuition and fees are refunded when a request is initiated by the student, according to the schedule established by WDT. The refund policy is subject to change. Current refund schedules are available from the Student Accounts Office and are published in the Financial Aid Handbook.

TEXTBOOKS & TOOLS

Students are required to purchase their own textbooks, tools, software, and supplies. Textbooks are available through the WDT Bookstore. The refund policy on book purchases is posted at the campus bookstore. Used books are generally available through the WDT Bookstore or from individual students.

Several programs require students to purchase tools. The student is provided a list of required tools. WDT does not endorse any particular brand of tool, and students are encouraged to shop for reasonably priced, quality tools. Students should not feel obligated to purchase “extras” or to purchase “deals.”

LAPTOP COMPUTERS

All students are required to have a wireless laptop computer. Please refer to the spec sheets on the WDT website.

ACADEMIC RECORDS

A transcript is a record of courses taken, credits received, grades earned, and the grade point average earned while attending WDT. Also listed on the transcript are credit hours transferred from other institutions or gained through advanced standing. Transcripts are usually required when students are applying for scholarships, employment, or admission to other schools. Students are encouraged to review their transcript and keep a record of courses, credit hours, and grades for work completed. Students may receive a copy of their transcript by completing a Transcript Request Form, paying a generation fee, and submitting it to the Registrar’s Office. Students will be required to pay for subsequent transcripts. Transcripts will not be issued to anyone with outstanding student account charges.

GRADUATION

All students enrolled in an Associate in Applied Science degree or a diploma program must maintain an overall “C” average (2.0 grade point average) or better, with no failing grades, for all required courses of the program. Students not maintaining a “C” average are urged to consult with their advisor and a Student Services counselor. Students must complete at least 50% of the course work at WDT in order to receive a diploma or degree. Advanced standing does not count as work completed. All requests for transfer of credit from a higher education institution must be received by midterm of the final semester of a student’s enrollment to qualify for graduation at the end of that term.

GRADING SYSTEM

Students will be graded for each course. A grade report will be issued at the end of each semester and placed on the student’s transcript. If an “incomplete” (I) is received for the reporting period, all work must be completed within two weeks of the end of the semester or the “I” will automatically become an “F” grade. No incomplete grade will be issued if the student does not enroll in the subsequent semester or summer session or if the student is not in good academic standing. All students must maintain a minimum 2.0 grade point average and meet all requirements of the “Satisfactory Progress Standards.” Students not meeting the respective “Satisfactory Progress Standards” will be placed on academic probation. Definition of the letter and points assigned are as follows:

A	4.0 points
B	3.0 points
C	2.0 points
D	1.0 points
F	No points
I	No points
CE	No points
S	No points
SU	No points
W	No points
AU	No points
TC	No points
AC	No points

A student may elect to receive an Audit grade. To do this, a student must register, pay full fees for the course, and inform the instructor (by the end of the second week of class or earlier). Audit status is not available in courses involving clinical assignments or laboratories or where waiting lists are established. Transfer credit, credit by exam, and articulated credits are not used in determining a student’s grade point average.

GENERAL EDUCATION REQUIREMENTS

The General Education program at WDT is designed to help students develop the knowledge and skills that will contribute to their intellectual, personal, and professional growth and place them on a path of lifelong learning. General Education provides the skills that employers demand in today’s world and the core abilities needed to be knowledge workers in a global society. All students are required to successfully complete the prescribed courses in mathematics, behavioral science, computer literacy, social science, and communications. Additional general education courses are required for programs that grant Associate in Applied Science degrees.

Credit may be allowed for previous postsecondary education in these areas. Documentation of previous education in these areas must be provided to the Registrar's Office for approval prior to scheduling courses. All remedial general education courses are to be completed by the end of the first semester.

HOUSING

Off-campus housing is available in the Rapid City community. A housing referral list is maintained in the Student Services Office. When arranging for off-campus housing, students should have a definite understanding with landlords regarding provision of occupancy and services to be rendered. WDT is not responsible for off-campus housing.

FINANCIAL AID

WDT is pleased to be eligible to offer students federal financial aid through the U.S. Department of Education's Title IV Programs. Financial aid includes both gift aid such as grants and educational loans such as the student and parent loans. For a complete listing of federal financial aid programs, please visit the financial aid page at www.wdt.edu.

The Financial Aid Office of Western Dakota Tech provides financial assistance to students who, without such aid, would be unable to attend school. Students and/or their parents are required to complete a Free Application for Federal Student Aid (FAFSA) and submit it online to www.fafsa.gov.

STEPS TO APPLY

STUDENT CONSUMER INFORMATION

FEDERAL STUDENT FINANCIAL AID FUNDING SOURCES

OTHER STUDENT FINANCIAL AID

ONLINE FINANCIAL AID INFORMATION

STEPS TO APPLY

Applying for Federal Financial Aid at WDT is a 5-step process!

Step #1: Complete the FREE Application for Federal Student Aid (www.fafsa.gov)

Items needed include:

- 4-digit PIN (www.pin.ed.gov) to e-sign FAFSA
- Federal TAX TRANSCRIPT (Call the IRS at 1-800-829-1040 to obtain a copy)
- Social Security number
- Driver's license number
- Other income: SSI, food stamps, WIC, TANF, child support, etc.

Step #2: Complete the Federal Student Loan Application (www.wdt.edu)

Items needed include:

- 4-digit PIN (www.pin.ed.gov) to e-sign MPN
- You may have two options: 1.) select the lender you wish to select; or 2). Select "Direct Loans" through the US Department of Education
- Two personal references
- Social Security number
- Driver's license

Step #3: Complete WDT Aid Forms (www.wdt.edu)

Forms include (as applicable):

- Aid Information Sheet
- Verification Form (Student and parent) must submit a copy of their TAX TRANSCRIPT.
- Household Size Inquiry Form
- Dependent Status Inquiry Form

Step #4: Aid is Awarded

You will receive an email notifying you of your aid award. Accept your awarded funds on-line. to complete the acceptance process.

Step #5: Aid is Disbursed

Financial aid is disbursed at the beginning of the term. However, the student must have registered for classes, and corresponding charges must be posted in order for a student's awarded aid to be available. Contact the Student Accounts Office to inquire about how your aid is disbursed. **NEW students MUST complete Entrance Counseling, presented during Welcome Day, BEFORE aid can be disbursed.**

The WDT Financial Aid Office is dedicated to administering the U.S. Department of Education's Title IV Financial Assistance Program in a fair, consistent, and efficient manner and assisting students in seeking funding opportunities in order to fulfill their post-secondary educational goals by providing personalized assistance, accurate and meaningful interpretation of federal eligibility regulations, and guidance regarding long-term financial considerations and default management.

STUDENT CONSUMER INFORMATION

The following information is available regarding the rights and responsibilities of students who are applying for or receiving any financial assistance from Federal Pell Grant, FSEOG, FWS, and Direct Student Loan Programs. The Financial Aid Office may be contacted for student consumer information listed below.

- Continued eligibility for financial aid
- Satisfactory academic progress
- Methods and means of financial aid payment
- Responsibility of student repayment of loans and grants
- Terms and conditions of work-study employment
- Costs of attending WDT
- Tuition and fees refund policy

FEDERAL STUDENT FINANCIAL AID FUNDING SOURCES

The following programs are available to students who demonstrate financial need, as determined by results of the Free Application for Federal Student Aid (FAFSA).

Federal Pell Grant

The Federal Pell Grant program is a Federal Student Aid program designed to provide financial assistance to those who need it to attend postsecondary educational institutions. These grants are intended to be the foundation of a financial aid package and may be combined with other forms of aid. The Pell Grant award is a grant and, unlike a loan, does not have to be repaid, if the student finishes the term.

The amount of the Federal Pell Grant is contingent on the determined need of the student, the student's enrollment status, and the cost of the program of study for which the student is enrolled. Eligibility is based on information provided by the applicant and/or the applicant's family.

Disbursement of funds will be made (pending receipt of funds from the U.S. Government) near the beginning of each term for which the student is eligible. Equal disbursements of funds will be made near the beginning of each term. Funds may be in the form of a check or credit to the student account.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant program is intended for students who demonstrate financial need, with preference going to the Pell Grant recipients. The receipt of a FSEOG is contingent on the need of the student. Similar to the Pell Grant, the FSEOG does not have to be repaid if the student finishes the term. Equal disbursements of funds will be made near the beginning of each term.

Federal Work Study (FWS)

This program enables students to work while attending school. Students are paid an hourly wage for work performed either on campus or for a public or private non-profit employer off campus. (Almost all jobs are located on campus.) Students who demonstrate financial need will be referred to the Career Services Coordinator by the Financial Aid Office and must maintain satisfactory academic progress while employed. Students will usually work 10 to 20 hours per week and must average at least 5 hours per week. Wages will be paid based on the number of hours worked during a pay period. Students who have received a FWS award should contact the Career Services Coordinator for job assignments after the beginning of the school year. At least seven percent of FWS funds are allocated for employment filling community service requirements.

Federal Direct Subsidized Student Loan

These loans are low-interest, deferred-payment educational loans. Students may borrow, depending on need, a set amount for school-related costs. The amount depends on the current year of the student. The maximum loan each year may not exceed the educational costs minus family contribution and other financial aid received. Students borrow this money from a lending institution. The Federal Government insures these loans.

A default fee is deducted from each loan disbursement. The interest is fixed. Loan repayment will normally begin six months after the student leaves school. Payments are usually scheduled for five to ten years with a minimum payment required each month. The amount of the monthly payments will depend on the total amount of the debt.

Students may defer repayment for a period if they meet the deferment criteria for the loan. Borrowers are provided deferment information for each type of loan before receiving the first loan disbursement and prior to graduation.

Student eligibility for the Stafford Student Loan is determined by the results of a Free Application for Federal Student Aid. Before the school can certify the Stafford Student Loan application, the student must be eligible. The WDT Student Accounts Coordinator releases the loan checks after the student has attended classes. Enrollment for less than a full academic year may result in prorating loan amounts.

Federal Direct Unsubsidized Student Loan

These loans are the same as the Stafford Subsidized loan, with the following exceptions:

- Borrowers are responsible for interest while in school and during the grace period.
- For "Dependent or Independent Students," the total annual maximum with any subsidized Stafford Loan may not exceed a certain amount for first- and second-year students.
- Eligibility for the loan is calculated by subtracting the estimated financial aid from the cost of education.

Parent Loans for Undergraduate Students (PLUS)

This Federal program was established for parents of dependent students to borrow funds to meet postsecondary education costs. The student must be enrolled in an eligible program. The student's parents may borrow up to the cost of attendance minus other aid per year. The rate of interest is fixed. The loans, in no case, can exceed the student's estimated cost of attendance minus the estimated financial assistance that the student will be awarded for the period for which the loan is intended. Repayment begins within 60 days after the last disbursement.

OTHER STUDENT FINANCIAL AID

Bureau of Indian Affairs (BIA)

The Employment Assistance Program of the Bureau of Indian Affairs assists students who reside on or near the reservation to enroll in and pay for vocational education programs. Students must be one quarter or more Native American descent. Financial aid may cover the cost of tuition, school fees, tools, books, and a monthly living expense allowance. In order to determine eligibility for the program, the student should contact the Employment Assistance office on their home reservation. The student is expected to apply for other types of aid and the amount of this aid may be deducted from the amount the student is eligible to receive from Employment Assistance. The Higher Education Fund may assist Native American students who are enrolled in degree-granting programs. Applicants should contact the Higher Education office on their home reservation; there are application deadlines for each school term.

Workforce Investment Act (WIA)

WIA established a program to provide comprehensive services, which include the training, education, and other services needed to enable individuals to secure and retain employment. Eligible students may receive financial assistance in meeting direct school costs at Western Dakota Tech. To determine eligibility, check with your area South Dakota Career Center representative.

National Guard Benefits

Members of the South Dakota National Guard may be eligible for educational benefits. Students should contact their unit to determine eligibility and certification procedures. The Financial Aid Office at Western Dakota Tech will accept tuition certification forms from eligible students each term until the date for submission of the roster to the state. This date will be listed in student announcements each term. No certification will be honored after that date. The student will forfeit the benefit for the term in progress; he/she may submit the request for the tuition waiver for the next term before the date stated for submission of the roster.

Migrant & Seasonal Farm Workers Program

Migrant and Seasonal Farm Workers program pays some school and living costs for eligible students who have earned wages as farm employees or ranch hands. To determine eligibility, students should apply to the Migrant and Seasonal Farm Workers program.

Scholarships

Numerous scholarships are available from private organizations, public entities, and individuals. A list of scholarships is available from the WDT Financial Aid Office. For additional scholarship information, contact local organizations, school counselors, and local libraries, or search the Internet.

Service to the Visually Impaired

The Service to the Visually Impaired is a special section of the Division of Rehabilitation Services. It assists those individuals who experience some type of visual disability. In the case of persons who are in need of training or retraining in order to obtain gainful employment, this agency may provide financial assistance to those who need it. Students are expected to apply for all other aid, which may be available. If the student's need for funds is not met, the Service to the Visually Impaired may provide the needed funds. In order to determine eligibility, students must contact their local office of the Service to the Visually Impaired.

Special Services Office

This program provides resource and referral to first generation college students, single parents, displaced homemakers, minority students, single pregnant women, and nontraditional students. Limited emergency assistance may be available. In order to determine eligibility, students should request an appointment with the Special Services Coordinator.

Veteran's Administration (VA)

Veterans, members of the National Guard, and/or dependents of veterans who are disabled or deceased may qualify for educational financial assistance through the Veteran's Administration. Since the regulations regarding eligibility are quite extensive and many times need interpretation, the student is referred to the Veteran's Administration Center, Box 5046, Sioux Falls, SD 57117, 1-800-827-1000, or contacts your local County Veteran's Service Office for more information. The Rapid City Veteran's Service Officer located in the Public Service Building, 725 North La Crosse Street, Rapid City, SD 57701, 605-394-2266.

Vocational Rehabilitation

The Vocational Rehabilitation program is intended to assist those students with physical and/or mental disabilities to become active members of the labor market. Students who think they may qualify are encouraged to contact their local office of the South Dakota Division of Rehabilitation Services, 111A New York Street, Rapid City, SD 57701, 605-394-2261. Students will be expected to apply for the Federal Pell Grant.

ONLINE FINANCIAL AID INFORMATION

There are many financial aid sites available on the Internet providing student financial aid assistance and information for students and their families. The websites are maintained by a variety of institutions, professional organizations, and governmental agencies. Visit Western Dakota Tech's Financial Aid (www.wdt.edu) web page for important links.

GENERAL EDUCATION

GENERAL EDUCATION PHILOSOPHY

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

Specifically, knowledge workers will:

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

Student Learning Outcomes:

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

- Demonstrate responsibility for own behavior.
- Analyze problems using sound inferences from data and critical thinking.
- Produce effective communication in both oral and written media.
- Integrate technology in performing tasks.
- Demonstrate interpersonal skills by working productively and cooperatively.
- Appreciate diversity.
- Demonstrate the skills to obtain and maintain employment.

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

DIPLOMA PROGRAM REQUIREMENTS

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

Communication courses include:

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

CIS	090	Intro to Computers**	(1 credit)
CIS	100	Intro to Keyboarding	(1 credit)
CIS	105	Microcomputer Software Applications I	(3 credit)

Mathematic courses available include:

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

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

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

*** This course cannot be front-loaded.

AAS DEGREE REQUIREMENTS

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

Communications			3 Credits Required*
ENGL	101	Composition I	3
ENGL	201	Technical Writing I	3
ENGL	202	Technical Communications***	3
ENGL	203	Technical Writing II - online	3
SPCM	101	Fundamentals of Speech	3
Mathematics			3 Credits Required*
MTH	100	Elementary Algebra	3
MATH	101	Intermediate Algebra	3
MATH	102	College Algebra	3
MATH	104	Technical Math	3
MATH	112	Business Math	3
MATH	120	Trigonometry	3
Computer Literacy			3 Credits Required*
CIS	090	Intro to Computers**	1
CIS	100	Intro to Keyboarding	1
CIS	105	Microcomputer Software Applications I	3
Behavioral Science			3 Credits Required*
PSYC	101	General Psychology	3
PSYC	103	Human Relations in the Workplace	3
Social Science			3 Credits Required*
ECON	202	Principles of Macroeconomics	3
ECON	204	Principles of Economics (Macro)	3
SOC	100	Introduction to Sociology	3

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

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

*** This course cannot be front-loaded.

PREPARATORY COURSES

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

1. Students pursuing the diploma or AAS degree with low placement test score in math must complete:
 - Math 090 Basic Mathematics with a “C” grade or better ***before*** proceeding into their technical subject math.
2. Students pursuing the AAS Degree with a low placement test score in algebra will be required to complete one or more of the following:
 - MATH 090 Basic Mathematics (2 credits) ***before*** entering MTH 100 Elementary Algebra or MATH 101 Intermediate Algebra. Students must complete Math 090 Basic Mathematics with a “C” grade or better ***before*** proceeding into their technical subject math.
 - MTH 100 Elementary Algebra (3 credits) ***before*** entering MATH 101 Intermediate Algebra or MATH 104 Technical Mathematics. Students must complete MTH 100 Elementary Algebra with a “C” grade or better before proceeding into their technical subject math.
 - MATH 101 Intermediate Algebra (3 credits) ***before*** entering MATH 120 Trigonometry.
3. Students pursuing the AAS Degree with low placement test scores in reading or writing will be required to complete:
 - ENGL 091 Basic Writing (2 credits) ***before*** entering ENGL 101 composition, ENGL 201 Technical Writing, or ENGL 202 Technical Communications.

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

ALLIED HEALTH

BUSINESS

ENTREPRENEURSHIP

OFFICE PROFESSIONAL

BUSINESS MANAGEMENT & MARKETING

SOCIAL MEDIA MARKETING

COLLISION REPAIR TECHNOLOGY

COMPUTER-AIDED DRAFTING TECHNICIAN

COMPUTER SCIENCE

NETWORK ADMINISTRATION & SECURITY

ELECTRICAL TRADES

ENVIRONMENTAL ENGINEERING TECHNICIAN

FIRE SCIENCE

HEALTH INFORMATION MANAGEMENT

HEALTH INFORMATION MANAGEMENT

CODING

TRANSCRIPTION/EDITOR

HEALTH UNIT COORDINATOR/PATIENT CARE TECHNICIAN

LAW ENFORCEMENT TECHNOLOGY

LIBRARY TECHNICIAN

MEDICAL ASSISTING

PARALEGAL/LEGAL ASSISTANT

PARAMEDIC

PHARMACY TECHNICIAN

PHLEBOTOMY/LABORATORY ASSISTANT

PRACTICAL NURSING

SURGICAL TECHNOLOGY

TRANSPORTATION TECHNOLOGY

HEAVY DUTY

LIGHT DUTY

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	3
CIS	130	INTRODUCTION TO 10-KEY	1
ECON	202	PRINCIPLES OF MACRO ECONOMICS	3
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 <i>or</i>	1
ORT	030	E-LEARNING FOR THE ONLINE STUDENT****	
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

All remedial coursework must be completed in the first semester.

*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	3	ACCT 228	QuickBooks Accounting	3
CIS130	Introduction to 10-Key	1	BUS 134	Written Communications for Business	4
MATH 112	Business Math	3	MATH 101	Intermediate Algebra	3
ORT 010	Orientation <i>or</i>	1			
ORT 030	E-Learning for the Online Student	3			
PSYC 101	General Psychology <i>or</i>				
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	3
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.

ALLIED HEALTH

Associate in Applied Science, 66 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	213	Medical Terminology I	3
HC	114	Anatomy & Physiology	3
		See below for technical elective breakdown. See the program advisor for the appropriate technical electives for the following programs:	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)			40
Total Requirements for AAS (minimum)			66
All remedial coursework must be completed in the first semester.			
*Prerequisite: Acceptable COMPASS score or Basic Writing.			
**Prerequisite: Acceptable COMPASS score or Basic Math.			

BUSINESS - BUSINESS MANAGEMENT & MARKETING

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

Learn the principles and applications of accounting, marketing, sales, desktop publishing, management, website development, and more so you can set yourself apart from the crowd when you begin your business career. Available on-campus and 100% online!

Course	No.	Course Title	Credits
General Education Requirements			
CIS	105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
ECON	202	PRINCIPLES OF MACROECONOMICS	3
ENGL	101	COMPOSITION* <i>or</i>	3
ENGL	203	TECHNICAL WRITING II (online)	
MATH	112	BUSINESS MATHEMATICS	3
ORT	010	ORIENTATION <i>or</i>	1
ORT	030	E-LEARNING FOR THE ONLINE STUDENT***	
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

All remedial coursework must be completed in the first semester.

*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 Business - BMM students enrolled in the online program.

Semester breakdown on next page

Semester Breakdown – Fall Starts

First Semester (Fall and Spring On-Campus; Fall Online) CR			Second Semester (Fall and Spring on-Campus; Spring On-line) 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	3	BUS 137	Professional Development	1
MATH 112	Business Mathematics	3	BUS 140	Business Law	3
ORT 010	Orientation <i>or</i>	1	ACCT 228	QuickBooks Accounting	3
ORT 030	E-Learning for the Online Student				
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 (Fall On-Campus and On-line) CR			Fourth Semester (Spring On-Campus and Online) 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	3
ENGL 101	Composition <i>or</i>	3	BUS 290	Internship <i>or</i>	
ENGL 203	Technical Writing II (online)		BUS 226	Personal Investments	2
Total Credit Hour		19	Total Credit Hours		17

Semester Breakdown – Spring Starts

First Semester (Fall and Spring On-Campus; Fall Online) CR			Second Semester (Fall and Spring on-Campus; Spring On-line) 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	3	BUS 137	Professional Development	1
MATH 112	Business Mathematics	3	BUS 140	Business Law	3
ORT 010	Orientation	1	ACCT 228	QuickBooks Accounting	3
ORT 030	E-Learning for the Online Student				
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 (Spring On-Campus and On-line) CR			Fourth Semester (Fall On-Campus and Online) CR		
BUS 150	Advertising	3	BUS 152	Desktop Publishing for Marketing I	3
BUS 157	Multimedia for Business	3	BUS 160	Principles of Selling	3
BUS 225	Retail Management	3	BUS 210	Supervisory Management	3
BUS 233	Small Business Entrepreneurship	3	BUS 224	Personal Finance	3
ECON 202	Principles of Macro Economics	3	BUS 240	Advanced Computer Apps for Business	4
BUS 290	Internship <i>or</i>		ENGL 101	Composition <i>or</i>	3
BUS 226	Personal Investments	2	ENGL 203	Technical Writing II (online)	
Total Credit Hour		17	Total Credit Hours		19

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

BUSINESS – SOCIAL MEDIA MARKETING

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

Learn skills to work in marketing and advertising while specializing in social media. Take coursework in social media/interactive marketing and e-commerce, search engine marketing, writing skills for social media, social media marketing campaigns, and more! Available 100% online!

The primary objective of the Social Media program is to prepare students with the necessary skills to work in marketing and advertising while specializing in social media.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
ECON 202	PRINCIPLES OF MACRO ECONOMICS	3
ENGL 101	COMPOSITION* <i>or</i>	3
ENGL 203	TECHNICAL WRITING II	
MATH 112	BUSINESS MATHEMATICS	3
ORT 010	ORIENTATION <i>or</i>	1
ORT 030	E-LEARNING FOR THE ONLINE STUDENT***	
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
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 205	SOCIAL MEDIA MARKETING	3
BUS 215	SEARCH ENGINE MARKETING	3
BUS 224	PERSONAL FINANCE	3
BUS 227	WRITING FOR SOCIAL MEDIA MARKETING	3
BUS 240	ADVANCED COMPUTER APPLICATIONS FOR BUSINESS	4
BUS 250	SOCIAL MEDIA MARKETING CAMPAIGN	3
BUS 290	INTERNSHIP <i>or</i>	2
BUS 226	PERSONAL INVESTMENTS	
Total		56

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

*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 Business 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	BUS 120	Principles of Marketing	3
BUS 101	Introduction to Business	3	BUS 156	Website Development for Business	3
BUS 136	Oral Communications for Business	2	BUS 134	Written Communications for Business	4
BUS 205	Social Media Marketing	3	BUS 137	Professional Development	1
CIS 105	Microcomputer Software App I	3	BUS 140	Business Law	3
MATH 112	Business Mathematics	3	BUS 215	Search Engine Marketing	3
ORT 010	Orientation <i>or</i>	1			
ORT 030	E-Learning for the Online Student				
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 224	Personal Finance	3	BUS 250	Social Media Marketing Campaign	3
BUS 227	Writing for Social Media Marketing	3	ECON 202	Principles of Macro Economics	3
BUS 240	Advanced Computer Apps for Business	4	PSYC 101	General Psychology <i>or</i>	
ENGL 101	Composition <i>or</i>	3	PSYC 103	Human Relations in the Workplace	3
ENGL 203	Technical Writing II (online)		BUS 290	Internship <i>or</i>	
			BUS 226	Personal Investments	2
Total Credit Hour		19	Total Credit Hours		17

BUSINESS – ENTREPRENEURSHIP

Diploma, 36 Credit Hours, 9-Month Program

Want to run a successful business? This program will give you the skills you need to successfully open a small business and become your own boss. Learn accounting, supervision, small business entrepreneurship, business law, and more!

Course	No.	Course Title	Credits
General Education Requirements			
CIS	105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
MATH	112	BUSINESS MATHEMATICS	3
ORT	010	ORIENTATION	1
PSYC	103	HUMAN RELATIONS IN THE WORKPLACE	3
Total			10
Technical Requirements			
ACCT	210	PRINCIPLES OF ACCOUNTING I	4
ACCT	228	QUICKBOOKS ACCOUNTING	3
BUS	101	INTRODUCTION TO BUSINESS	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	210	SUPERVISORY MANAGEMENT	3
BUS	233	SMALL BUSINESS ENTREPRENEURSHIP	3
Total			26

Semester Breakdown

First Semester			Second Semester		
		CR			CR
ACCT 210	Principles of Accounting I	4	ACCT 228	QuickBooks Accounting	3
BUS 101	Introduction to Business	3	BUS 134	Written Communications for Business	4
BUS 136	Oral Communications for Business	2	BUS 137	Professional Development	1
BUS 210	Supervisory Management	3	BUS 140	Business Law	3
CIS 105	Microcomputer Software App I	3	BUS 233	Small Business Entrepreneurship	3
MATH 112	Business Mathematics	3	PSYC 103	Human Relations in the Workplace	3
ORT 010	Orientation	1			
Total Credit Hours		19	Total Credit Hours		17

All remedial coursework must be completed in the first semester.

BUSINESS – OFFICE PROFESSIONAL

Diploma, 37/38 Credit Hours, 9-Month Program

Learn everything you need to be an office manager or executive assistant that helps run an office. Complete courses in writing, speaking, professional development, records management, and more!

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
MATH 112	BUSINESS MATHEMATICS	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	3
Total		10
Technical Requirements		
ACCT 210	ACCOUNTING I	4
BUS 134	WRITTEN COMMUNICATIONS FOR BUSINESS	4
BUS 137	PROFESSIONAL DEVELOPMENT	1
BUS 115	KEYBOARDING	3
BUS 200	OFFICE PROCEDURES	3
BUS 240	ADVANCED COMPUTER APPLICATIONS/BUSINESS	4
COC 132	RECORDS MANAGEMENT	3
	ELECTIVE	5/6
Elective Options		
ACCT 228	QUICKBOOKS (Spring only)	3
ACCT 215	PAYROLL ACCOUNTING (Spring only)	3
ACCT 156	WEBSITE DEVELOPMENT	3
BUS 101	INTRO TO BUSINESS	3
BUS 210	SUPERVISORY MANAGEMENT	3
BUS 136	ORAL COMMUNICATION FOR BUSINESS	2
Total		27/28

Semester Breakdown

First Semester			Second Semester		
		CR			CR
ACCT 210	Accounting I	4	BUS 134	Written Communications for	4
BUS 115	Keyboarding	3		Business	
BUS 200	Office Procedures	3	BUS 137	Professional Development	1
CIS 105	Microcomputer Software App I	3	BUS 240	Adv Computer Apps for Business	4
MATH 112	Business Math	3	COC 132	Records Management	3
ORT 010	Orientation	1		Elective	5/6
PSYC 103	Human Relations in the Workplace	3			
Total Credit Hours		20	Total Credit Hours		17/18

All remedial coursework must be completed in the first semester.

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	3
ENGL	201	TECHNICAL WRITING I	3
ENGL	102	CAREER COMMUNICATIONS	2
MATH	104	TECHNICAL MATH**	3
ORT	010	ORIENTATION	1
SOC	100	INTRODUCTION TO SOCIOLOGY	3
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/FIANTL 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

All remedial coursework must be completed in the first semester.

*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 201	Technical Writing I	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
SOC 100	Introduction to Sociology	3			
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 102	Career Communications	2
CIS 105	Microcomp Software App I	3	PSYC 103	Human Relations in the Workplace	3
MATH 090	Basic Math <i>or</i>	2/3			
MATH 104	Tech Math	1			
ORT 010	Orientation	1			
Total Credit Hours		18/19	Total Credit Hours		17

COMPUTER-AIDED DRAFTING TECHNICIAN

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

Diploma (online only), 36 Credit Hours, 9-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	3
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
WDM	200	APPLIED MACHINING	3
CAD	299	INTERNSHIP	2

All remedial coursework must be completed in the first semester.

*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	3	CAD 252	Introduction to Surveying	3
MATH 104	Technical Mathematics	3	CAR 216	Blueprint Reading	2
ORT 010	Orientation	1	ENGL 101	Composition <i>or</i>	3
			ENGL 201	Technical Writing I	
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	Technical Electives (11 credits)		
			CAD 215	Light Comm Const w/Mech & Elect	3
			CAD 221	Mechanical Dimensioning	3
			CAD 222	Princ of Commercial Theory II	3
			CAD 240	3D Architectural Design	3
			CAD 242	Computer Automated Manufact	2
			CAD 244	3D Engineering Design	3
			CAD 251	Introduction to GIS	3
			WDM 200	Applied Machining	3
			CAD 299	Internship	2
Total Credit Hours		18	Total Credit Hours		17

Semester Breakdown Diploma (online only)

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
CAR 216	Blueprint Reading	2	CAD 214	Intro to Civil Drafting	3
CIS 105	Microcomp Software App I	3	CAD 232	Mechanical Principles	3
MATH 104	Technical Mathematics	3	CAD 255	Introduction to 3D CAD	3
PSYC 103	Human Relations in the Workplace	3	ENGL 201	Technical Writing	3
ORT 030	Orientation	1			
Total Credit Hours		18	Total Credit Hours		18

COMPUTER SCIENCE – NETWORK ADMINISTRATION & SECURITY

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

Diploma, 37 Credit Hours, 9-Month Program

The Network Administration & Security program strikes a balance between theory and application. Students will learn about real-life networking and security 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	3
ENGL 101	COMPOSITION*	3
ENGL 202	TECHNICAL COMMUNICATIONS	3
ECON 202	PRINCIPLES OF MACROECONOMICS	3
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		
CIS 125	A+ HARDWARE/SOFTWARE	6
CIS 129	WINDOWS OPERATING SYSTEMS	3
CIS 211	LINUX OPERATING SYSTEM	3
CIS 216	INTRODUCTION TO PROGRAMMING	3
CIS 218	LINUX SERVER	3
CIS 225	DATABASES	3
CIS 126	CISCO ACADEMY/NETWORKING TECHNOLOGIES I	3
CIS 127	CISCO ACADEMY/NETWORKING TECHNOLOGIES II	3
CIS 128	CISCO ACADEMY/NETWORKING TECHNOLOGIES III	3
CIS 135	CISCO ACADEMY/NETWORKING TECHNOLOGIES IV	3
CIS 213	NETWORKING USING WINDOWS SERVER	3
CIS 215	NETWORK DESIGN AND VIRTUALIZATION	3
CIS 220	NETWORK SECURITY I	3
CIS 230	COMPUTER FORENSICS	3
CIS 235	NETWORK SECURITY II	3
	Total	48

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Elementary Algebra.

CSC 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
CIS 125	A+ Hardware/Software	6	CIS 225	Databases	3
CIS 126	Cisco Academy/Net Tech I	3	CIS 127	Cisco Academy/Net Tech II	3
CIS 129	Windows Operating Systems	3	CIS 213	Networking Using Windows Server	3
CIS 105	Microcomp Software App I	3	CIS 211	Linux Operating Systems	3
MATH 101	Intermediate Algebra <i>or higher</i>	3	ENGL 101	Composition	3
ORT 010	Orientation	1	PSYC 103	Human Relations in the Workplace	3
Total Credit Hours		19	Total Credit Hours		18

Third Semester			Fourth Semester		
		CR			CR
CIS 128	Cisco Academy/Net Tech III	3	CIS 135	Cisco Academy/Net Tech IV	3
CIS 220	Network Security I	3	CIS 215	Network Design & Virtualization	3
CIS 216	Introduction to Programming	3	CIS 230	Computer Forensics	3
CIS 218	Linux Server	3	CIS 235	Network Security II	3
ECON 202	Principles of Macroeconomics	3	ENGL 202	Technical Communications	3
MATH 120	Trigonometry	3			
Total Credit Hours		18	Total Credit Hours		15

CSC 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 Diploma

First Semester			Second Semester		
		CR			CR
CIS 126	Cisco Academy/Net Tech I	3	CIS 127	Cisco Academy/Net Tech II	3
CIS 125	A+ Hardware/Software	6	CIS 213	Networking Using Windows Server	3
CIS 129	Windows Operating Systems	3	CIS 211	Linux Operating Systems	3
CIS 105	Microcomp Software App I	3	CIS 225	Databases	3
MATH 101	Intermediate Algebra <i>or higher</i>	3	ENGL 101	Composition	3
ORT 010	Orientation	1	PSYC 103	Human Relations in the Workplace	3
Total Credit Hours		19	Total Credit Hours		18

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	3
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 SYTEMS LAB	3
IEL 299	ELECTRICIAN INTERNSHIP/CO-OP	6

All remedial coursework must be completed in the first semester.

*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	3	IEL 130	Introduction to Elect Wiring	2
CPR 100	CPR/First Responder	1	IEL 129	Intro to Electrical Wiring Lab	1
MATH 104	Technical Mathematics	3	IEL 135	Basic Electrical Materials and Devices	1
ORT010	Orientation	1	IEL 140	Welding & Fabrication for Lt Commercial Application	2
			IEL 226	Electrical Motor Fundamentals & Maint.	2
			IEL 223	Electrical Motor Fundamentals & Main Lab	1
			ENGL 201	Technical Writing	3
Total Credit Hours		20	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 Sociology		ENGL 102	Career Communications	2
IEL 299	Optional Electrician Internship/CO-OP	6	PSYC 103	Human Relations in the Workplace	3
		19/			
Total Credit Hours		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	3
CHEM 106	CHEMISTRY SURVEY	3
CHEM 106L	CHEMISTRY SURVEY LAB	1
ECON 202	PRINCIPLES OF MACROECONOMICS	3
ENGL 101	COMPOSITION* <i>or</i>	3
ENGL 201	TECHNICAL WRITING I	
ENGL 202	TECHNICAL COMMUNICATIONS	3
MATH 101	INTERMEDIATE ALGEBRA***	3
MATH 102	COLLEGE ALGEBRA ***	
MATH 120	TRIGONOMETRY***	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY	3
	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 103	INTRODUCTION TO ENVIRONMENTAL SCIENCES	4
FET 106	INTRODUCTORY FIELD METHODS	3
FET 110	SOILS TESTING	3
FET 111	ENVIRONMENTAL GEOLOGY	3
FET 200	PRINCIPLES OF WATER RESOURCES	3
FETE 202	WATER QUALITY	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
FFT 118	40-HOUR HAZWOPER CERTIFICATIONS	2
	Total	44/46

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Elementary Algebra.

***Choose two of the three math classes (taken in 1st and 2nd semester)

Semester Breakdown on next page

Semester Breakdown

First Semester			Second Semester		
		CR			CR
FET 103	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	3	EET 125	Records Computation	2
MATH 101	Intermediate Algebra <i>or</i>	3	MATH 102	College Algebra <i>or</i>	3
MATH 102	College Algebra		MATH 120	Trigonometry	
ORT 010	Orientation	1	ECON 202	Principles of Macroeconomics	3
PSYC 101	General Psychology	3			
Total Credit Hours		19	Total Credit Hours		18
Third Semester			Fourth Semester		
		CR			CR
FET 200	Principles Of Water Resources	3	FET 110	Soils Testing	3
FETE 202	Water Quality	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, 72 Credit, 18-month Program

The Fire Science program at Western Dakota Tech is demanding, but we know that as a prospective Emergency Responder, you would expect nothing less. The program prepares students for careers in Wildland and Structural firefighting with an Academy type atmosphere to prepare them for the paramilitary environment in which emergency services operate. The program requires that the prospective student be physically fit and capable of strenuous activity during all aspects of training and testing along with a vigorous physical conditioning program. Training at WDT is delivered in a comprehensive and professional manner with clearly defined goals and objectives. The combination of classroom, extensive hands-on, in the field experience, physical conditioning, and internship opportunities greatly enhances the level of continuous training offered.

All programs are intended to be challenging and the work involved is strenuous, so the final result is that our graduates are prepared to work and contribute effectively with any Emergency Response Organization. The opportunity to acquire Certification for National Wildland Coordinating Group (NWCG) and NFPA Firefighter I & II, and HAZ MAT Operations with PRO BOARD certifications are granted upon successful completion. WDT Fire Science certifications are not just given; it is something that students who rise to the challenge will earn and can be proud of accomplishing. Fire Science graduates will enter the workforce with the knowledge, skills, and certifications to make them excellent employment prospects. The program has been designed to meet the specific needs of municipal and wildland firefighting agencies in the Great Plains and Mountain West Region. The advanced levels of experience of our staff who have worked, or are still working, in this profession throughout the region can be one factor in student success and satisfaction in the program. Student safety is paramount in all that we do. Fire Science students will be required to submit to and pay for a criminal background check along with initial and random drug tests.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTERS SOFTWARE APPLICATIONS I	3
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 120	STRUCTURAL FIREFIGHTER	8
FFT 110	BUILDING CONSTRUCTION	3
FFT 111	FORESTRY	3
FFT 116	HAZARDOUS MATERIALS OPERATIONS	3
FFT 203	FIREFIGHTER FITNESS TESTING	1
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 229	INDUSTRY STANDARDS FIRE SCIENCE	3
FFT 299	INTERNSHIP	6
EMT 105	EMERGENCY MEDICAL TECHNICIAN	6
	Total	53

All remedial coursework must be completed in the first semester.

*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 120	Structural Firefighter	8	FFT 209	EVOC	
ORT 010	Orientation	1	FFT 210	Wildland Firefighter II	2
MTH 100	Elementary Algebra	3	EMT 105	Emergency Medical Technician	6
			CIS 105	Microcomputer Software Application I	3
			ENGL 101	Composition <i>or</i>	3
			ENGL 201	Technical Writing I	
Total Credit Hours		17	Total Credit Hours		18
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 222	Advanced Wildland Firefighter	3	FFT 215	Wildland/Urban Interface	3
FFT 229	Industry Standards Fire Science	3	FFT 218	Strategy & Tactics	3
SOC 100	Intro to Sociology	3	FFT 299	Internship	6
ENGL 202	Technical Communications	3			
PSYC 101	General Psychology	3			
Total Credit Hours		19	Total Credit Hours		18

HEALTH INFORMATION MANAGEMENT

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

Diploma, 52 Credit Hours, 13-Month Program

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
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	16
Technical Requirements			
BUS	115	KEYBOARDING	3
BUS	134	WRITTEN COMMUNICATIONS FOR BUSINESS	4
BUS	137	PROFESSIONAL DEVELOPMENT	1
BUS	240	ADVANCED COMPUTER APPS FOR BUSINESS	4
COC	132	RECORDS MANAGEMENT	3
COC	141	COMPUTERIZED OFFICE APPLICATIONS	2
HC	114	ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
HC	135	MEDICAL LAW AND ETHICS	2
HC	145	ELECTRONIC HEALTH RECORDS	2
HC	200	PHARMACOLOGY FOR HEALTHCARE	3
HC	213	MEDICAL TERMINOLOGY I	3
HC	215	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	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 (per speciality)	55

All remedial coursework must be completed in the first semester.

*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
CIS105	Microcomputer Software Appl	3	BUS240	Advanced Computer Applications for Business	4
COC141	Computerized Office Apps	2	COC132	Records Management	3
HC114	Anatomy and Physiology	3	HC145	Electronic Health Records	2
HC135	Medical Law & Ethics	2	HC215	Medical Terminology II	3
HC213	Medical Terminology I	3	MTS102	Medical Transcription I	3
ORT010	Orientation	1			
Total Credit Hours		17	Total Credit Hours		19
Third Semester					
		CR			
BUS137	Professional Development	1			
MATH112	Business Math	3			
MDS212	Healthcare Fundamentals/Reimburs	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 Communications for Business	4
CIS105	Microcomputer Software Appl	3	BUS240	Advanced Computer Applications for Business	4
COC141	Computerized Office Apps	2	COC132	Records Management	3
HC114	Anatomy and Physiology	3	HC145	Electronic Health Records	2
HC135	Medical Law & Ethics	2	HC215	Medical Terminology II	3
HC213	Medical Terminology I	3	MTS102	Medical Transcription I	3
ORT010	Orientation	1			
Total Credit Hours		17	Total Credit Hours		19

Third Semester			Fourth Semester		
		CR			CR
MATH112	Business Math	3	ENGL101	Composition <i>or</i>	3
MTS124	Disease Processes I	3	ENGL203	Tech Writing II	
MTS213	Medical Transcription II	3	ECON202	Principals of Macroeconomics <i>or</i>	3
MTS234	Voice Recognition	2	SOC100	Intro to Sociology	
PSYC103	Human Relations in the Workplace	3	HC200	Pharmacology for Healthcare	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 Communications for Business	4
CIS105	Microcomputer Software Appl	3	BUS240	Advanced Computer Applications for Business	4
COC141	Computerized Office Apps	2	COC132	Records Management	3
HC114	Anatomy and Physiology	3	HC145	Electronic Health Records	2
HC135	Medical Law & Ethics	2	HC215	Medical Terminology II	3
HC213	Medical Terminology I	3	MTS102	Medical Transcription I	3
ORT010	Orientation	1			
Total Credit Hours		17	Total Credit Hours		19

Third Semester			Fourth Semester		
		CR			CR
BUS137	Professional Development	1	ENGL101	Composition <i>or</i>	3
MATH112	Business Math	3	ENGL203	Tech Writing II	
MDS210	Coding I	4	ECON202	Principals of Macroeconomics <i>or</i>	3
MDS212	Healthcare Fundamentals/Reim	3	SOC100	Intro to Sociology	
MTS124	Disease Processes I	3	HC200	Pharmacology for Healthcare	3
PSYC103	Human Relations in the Workplace	3	MDS211	Coding II	3
			MTS214	Disease Processes II	3
				Electives	3
Total Credit Hours		17	Total Credit Hours		18

HEALTH UNIT COORDINATOR/PATIENT CARE TECHNICIAN

Diploma, 38 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	3
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 114	ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
HC 145	ELECTRONIC HEALTH RECORDS	2
HC 135	MEDICAL LAW & ETHICS	2
HC 213	MEDICAL TERMINOLOGY I	3
HUC 101	INTRO TO HEALTH UNIT COORDINATING	2
HUC 135	HEALTH UNIT COORDINATING PROCEDURES	2
HUC 137	HEALTH UNIT COORDINATING LAB & CLINICAL	4
PCT 110	PATIENT CARE TECH I	2
PCT 111	PATIENT CARE TECH I LAB	1
PCT 125	PATIENT CARE TECH II	5
	Total	26

Semester Breakdown

First Semester			Second Semester		
		CR			CR
HUC 101	Intro to Health Unit Coordinating	2	HC 145	Electronic Health Records	2
HC 114	Anatomy & Physiology	3	HUC 135	Health Unit Coordinating Procedures	2
HC 135	Medical Law & Ethics	2	HUC 137	Health Unit Coord Lab & Clinical	4
HC 213	Medical Terminology I	3	PCT 125	Patient Care Tech II	5
PCT 110	Patient Care Tech I	2	ENGL 102	Career Communications	2
PCT 111	Patient Care Tech I Lab	1	MATH 112	Business Math <i>or higher</i>	3
CIS 105	Microcomp Software App I	3			
ORT 010	Orientation	1			
PSYC 103	Human Relations in the Workplace	3			
Total Credit Hours		20	Total Credit Hours		18

LAW ENFORCEMENT TECHNOLOGY

Associate in Applied Science, 77 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	3
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	255	EMERGENCY VEHICLE OPERATION COURSE	3
		Total	55

All remedial coursework must be completed in the first semester.

*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	3			
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 255	Emergency Vehicle Operation Course (EVOC)	3
Total Credit Hours		21	Total Credit Hours		18

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 a two-semester diploma in Library Technician.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
ECON 202	PRINCIPLES OF MACROECONOMICS	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 <i>or</i>	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 ADULT LITERATURE	3
LIBR 200	INTRO TO TECHNICAL SERVICES: ACQUISITIONS, SERIALS & PROCESSING	3
LIBR 202	CONTENT CREATION AND MOBILE LIBRARY SERVICES	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

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable COMPASS score or Basic Writing.

Semester breakdown on next page

Semester Breakdown--AAS

First Semester			Second Semester		
		CR			CR
LIBR 100	Intro to Library Services	3	LIBR 120	Prog & Services for All Ages	3
LIBR 102	Intro to Library Circulation & Customer Service	3	LIBR 122	Children's & Yng Adult 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	3
ENGL 203	Technical Writing II <i>online</i>		PSYC 101	General Psychology <i>or</i>	3
MATH 112	Business Math	3	PSYC 103	Human Relations in the Workplace	
ORT 010	Orientation	1			
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	Content Creation and Mobile Library Services	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 202	Principles of Macroeconomics	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	Children's & Yng Adult 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	3
ENGL 203	Technical Writing II <i>online</i>		PSYC 101	General Psychology <i>or</i>	3
MATH 112	Business Math	3	PSYC 103	Human Relations in the Workplace	
ORT 010	Orientation	1			
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	3
ENGL 101	COMPOSITION*	3
ENGL 202	TECHNICAL COMMUNICATIONS	3
MTH 100	ELEMENTARY ALGEBRA	3
ORT 010	ORIENTATION	1
PSYC 101	INTRODUCTION TO PSYCHOLOGY	3
SOC 100	INTRODUCTION TO SOCIOLOGY	3
	Total	19
Technical Requirements		
HC 114	ANATOMY AND PHYSIOLOGY	3
HC 145	ELECTRONIC MEDICAL RECORDS	2
HC 135	MEDICAL LAW AND ETHICS	2
HC 200	PHARMACOLOGY FOR HEALTHCARE	3
HC 205	PROFESSIONALISM IN HEALTHCARE	1
HC 213	MEDICAL TERMINOLOGY I	3
MA 110	MEDICAL ASSISTING I	4
MA 125	PATHOPHYSIOLOGY	3
MA 127	PHLEBOTOMY FOR THE MEDICAL ASSISTANT	3
MA 140	MEDICAL ASSISTING II	5
MDS 210	HEALTH CARE CODING I	4
MDS 212	HEALTH CARE FUND & REIMBURSEMENT	3
PCT 110	PATIENT CARE TECH I LECTURE	2
PCT 111	PATIENT CARE TECH I LAB	1
PH 123	LAB ASSISTANT TECHNIQUES	3
MA 295	MEDICAL ASSISTING I CLINICAL	4
MA 296	MEDICAL ASSISTING II CLINICAL	4
	ELECTIVES	3
	Total	53

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable COMPASS score or Basic Writing

Semester Breakdown

First Semester			Second Semester		
		CR			CR
HC 213	Medical Terminology I	3	HC 145	Electronic Medical Records	2
HC 114	A & P for Health Professions	3	MA 110	Medical Assisting I	4
HC 135	Medical Law & Ethics	2	MA 125	Pathophysiology	3
PCT 110	Patient Care Tech I Lecture	2	MA 127	Phlebotomy for the Medical Assnt	3
PCT 111	Patient Care Tech I Lab	1	MDS 210	Health Care Coding I	4
CIS 105	Microcomputer Software App I	3	MDS 212	Health Care Fund/Reimbursement	3
MTH 100	Elementary Algebra	3			
ORT 010	Orientation	1			
Total Credit Hours		18	Total Credit Hours		19
Third Semester			Fourth Semester		
		CR			CR
HC 200	Pharmacology for Healthcare	3	HC 205	Professionalism in Healthcare	1
MA 140	Medical Assisting II	5	MA 296	Medical Assisting II Clinical	4
MA 295	Medical Assisting I Clinical	4	ENGL 101	Composition	3
PH 123	Lab Assistant Techniques	3	PSYC 101	Intro to Psychology	3
ENGL 202	Technical Communications	3	SOC 100	Intro to Sociology	3
				Electives	3
Total Credit Hours		18	Total Credit Hours		17

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
- Demonstrate 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	3
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	219	EVIDENCE	2
PLL	220	LAW OFFICE PROCEDURE	2
PLL	232	LITIGATION CLINIC I	2
PLL	233	LITIGATION CLINIC II	2
PLL	235	FAMILY LAW	3
PLL	298	INTERNSHIP	7
		Total	53

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Elementary Algebra.

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	3	PLL 219	Evidence	2
HUM 102	Critical Thinking	3	ENGL 101	Composition	3
MATH 101	Intermediate Algebra	3	PSYC 101	General Psychology	3
ORT 010	Orientation	1			
Total Credit Hours		19	Total Credit Hours		17
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 220	Law Office Procedure	2
PLL 232	Litigation Clinic I	2	PLL 233	Litigation Clinic II	2
SOC 100	Intro to Sociology <i>or</i>	3	PLL 235	Family Law	3
ECON 202	Princ of Macroeconomics		PLL 298	Internship	7
SPCM 101	Speech	3			
Total Credit Hours		18	Total Credit Hours		18

PARAMEDIC

Associate in Applied Science, 73/74 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. The student must be certified with the National Registry of EMT's as an EMT or SD EMT. The student is required to present a current card with the new Scope of Practice Transitional certificate.

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	3
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 103	PARAMEDIC PREPARATORY I	8
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 215	PARAMEDIC SPECIAL OPS II	5
FFP 298	PARAMEDIC CLINICAL I	3
FFP 299	PARAMEDIC CLINICAL II	5
FFP 297	PARAMEDIC CLINICAL III	8
HC 140	CARDIAC MONITORING	2
	Total	55

All remedial coursework must be completed in the first semester.

*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
HC 140	Cardiac Monitoring	2	FFP 105	Paramedic Prep II	2
FFP 103	Paramedic Prep I	8	FFP 110	Paramedic Assessment	2
FFT 102	Rescue I	3	FFP 115	Paramedic Cardiology	5
MATH 101	Intermediate Algebra	3	FFP 298	Paramedic Clinical I	3
CIS 105	Microcomputers Software App I	3	PSYC 101	General Psychology <i>or</i>	3
ORT 010	Orientation	1	PSYC 103	Human Relations in the Workplace	3
			ENGL 101	Composition <i>or</i>	
			ENGL 201	Technical Writing I	3
Total Credit Hours		20	Total Credit Hours		18
Third Semester (Summer)			Fourth Semester		
		CR			CR
FFT 116	Hazardous Materials	3	FFP 215	Paramedic Special Ops II	5
FFP 200	Paramedic Medical	5	FFP 297	Paramedic Clinical III	8
FFP 205	Paramedic Spec Ops I	4	ENGL 202	Technical Communications <i>or</i>	3/2
FFP 299	Paramedic Clinical II	5	ENGL 102	Career Communications	
			SOC 100	Intro to Sociology	3
Total Credit Hours		17	Total Credit Hours		18/ 19

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	3
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 213	MEDICAL TERMINOLOGY I	3
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 126	PHARMACY SYSTEMS SOFTWARE	1
PHR 127	PHARMACY CALCULATIONS	2
PHR 128	PHARMACY OPERATIONS	2
PHR 131	CLINICAL ROTATIONS	8
PHR 140	PHARMACY LAB	1
Total		34

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable COMPASS score or Basic Math.

Semester Breakdown

First Semester			Second Semester		
		CR			CR
HC 213	Medical Terminology I	3	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 140	Pharmacy Lab	1
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	3
Total Credit Hours		20	Total Credit Hours		18
Third Semester (Summer)					
		CR			
PHR 131	Clinical Rotations	8			
Total Credit Hours		8			

PHLEBOTOMY/LABORATORY ASSISTANT

Diploma, 33 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	3
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 213	MEDICAL TERMINOLOGY I	3
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 150	CLINICAL PRACTICE AND CAPSTONE	7
	Total	21

All remedial coursework must be completed in the first semester.

*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 213	Medical Terminology I	3	PH 123	Laboratory Assistant Techniques	3
HC 114	Anatomy /Physiology for the Health Professions	3	PH 150	Clinical Practice and Capstone	7
PH 102	Intro to Phlebotomy	2	ENGL 102	Career Communications	2
PH 121	Principles & Practices	3	CIS 105	Microcomputer Software App I	3
MTH 100	Elementary Algebra	3			
ORT 010	Orientation	1			
PSYC 103	Human Relations in the Workplace	3			
Total Credit Hours		18	Total Credit Hours		15

PRACTICAL NURSING

Diploma, 72 Credit Hours, 19-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 700-720 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 many settings. Upon successful completion of the program, graduates take the National Counsel of Licensure Exams (NCLEX). Job placement is excellent for graduates.

To gain acceptance into the WDT Practical Nursing program, applicants must:

- Make application to WDT
- Take the COMPASS test

To continue into the Nursing courses students must:

- Take TEAS test and have an acceptable TEAS score
- Provide Resume
- Provide three references
- Meet with Nursing faculty
- Successfully pass a criminal background check
- Pass a pre-entrance drug screen

In addition, applicants must have an acceptable criminal background and be of good moral character. 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.

All accepted students in the Practical Nursing program are required to fulfill the prerequisite requirements before enrollment in the Nursing courses. Students applying to the Practical Nursing program are encouraged to begin general education requirements two semesters prior to starting the nursing core courses.

Course No.	Course Title	Credits
General Education Requirements		
CHEM 106	CHEMISTRY SURVEY**	3
CHEM 106L	CHEMISTRY SURVEY LAB**	1
CIS 105	MICROCOMPUTER SOFTWARE APP I	3
ENGL 101	COMPOSITION*	3
MATH 101	INTERMEDIATE ALGEBRA**	3
ORT 010	ORIENTATION	1
PHGY 220	HUMAN ANATOMY & PHYSIOLOGY I W/LAB**	4
PHGY 230	HUMAN ANATOMY 7 PHYSIOLOGY II W/LAB***	4
PSYC 101	GENERAL PSYCHOLOGY	3
	Total	25
Technical Requirements		
HC 213	MEDICAL TERMINOLOGY I**	3
NSG 116	FOUNDATIONS IN NURSING CLINIC	4
NSG 118	GERIATRIC CLINICAL	1
NSG 119	MENTAL HEALTH NURSING	2
NSG 125	MATERNAL/CHILD HEALTH NURSING	4
NSG 129	ADULT HEALTH NURSING	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
NSG 200	FOUNDATIONS IN NURSING W/GERIATRIC CONSIDERATIONS	6
NSG 201	FOUNDATIONS IN NURSING W/GERIATRIC CONSIDERATIONS LAB	1
NSG 205	PHARMACOLOGY IN NURSING	4
NSG 211	ADULT HEALTH NURSING LAB/CLINICAL	7
	Total	47

All remedial coursework must be completed in the first semester.

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

**** This course to be completed with a 'C' or better**

prior to enrolling in any NSG courses. (exception to be granted only with approval from the Nursing Program Director and the Registrar)

*****This course to be completed with a 'C' or better, may be taken as a co-requisite with the NSG courses.**

Semester breakdown on next page

Semester Breakdown for Fall Cohort

First Semester*			Second Semester*		
		CR			CR
CIS 105	Microcomputer Software App I	3	CHEM 106	Chemistry Survey	3
HC 213	Medical Terminology I	3	CHEM 106L	Chemistry Survey Lab	1
MATH 101	Intermediate Algebra	3	ENGL 101	Composition	3
ORT 010	Orientation	1	PHGY 230	Human Anatomy/Physiology II w/Lab	4
PHGY 220	Human Anatomy/Physiology I w/Lab	4	PSYC 101	General Psychology	3
Total Credit Hours		14	Total Credit Hours		14
Third Semester			Fourth Semester		
		CR			CR
NSG 116	Foundations in Nursing Clinical	4	NSG 119	Mental Health Nursing	2
NSG 118	Geriatric Clinical	1	NSG 125	Maternal/Child Health Nursing	4
NSG 200	Foundations in Nursing w/Geriatric Considerations	6	NSG 129	Adult Health Nursing	6
NSG 201	Foundations in Nursing w/Geriatric Considerations Lab	1	NSG 211	Adult Health Nursing Lab/Clinical	7
NSG 205	Pharmacology in Nursing	4			
Total Credit Hours		16	Total Credit Hours		19
Fifth 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			

*All General Education Courses for Nursing are to be completed prior to enrolling in any NSG courses.

Semester Breakdown for Spring Cohort

First Semester*			Second Semester*		
		CR			CR
CIS 105	Microcomputer Software App I	3	CHEM 106	Chemistry Survey	3
HC 213	Medical Terminology I	3	CHEM 106L	Chemistry Survey Lab	1
MATH 101	Intermediate Algebra	3	ENGL 101	Composition	3
ORT 010	Orientation	1	PHGY 220	Human Anatomy/Physiology I w/Lab	4
PSYC 101	General Psychology	3			
Total Credit Hours		13	Total Credit Hours		11
Third Semester			Fourth Semester (Summer)		
		CR			CR
NSG 118	Geriatric Clinical	1	NSG 116	Foundations in Nursing Clinical	4
NSG 200	Foundations in Nursing w/Geriatric Considerations	6	NSG 119	Mental Health Nursing	2
NSG 201	Foundations in Nursing w/Geriatric Considerations Lab	1	NSG 136	Mental Health Practicum	1
NSG 205	Pharmacology in Nursing	4			
PHGY 230	Human Anatomy/Physiology II	4			
Total Credit Hours		16	Total Credit Hours		7
Fifth Semester			Sixth Semester		
		CR			CR
NSG 129	Adult Health Nursing	6	NSG 125	Maternal/Child Health Nursing	4
NSG 211	Adult Health Nursing Lab/Clinical	7	NSG 135	Professional Development	2
			NSG 138	Maternal/Child Health Practicum	2
			NSG 139	Adult Health Practicum	4
Total Credit Hours		13	Total Credit Hours		12

*All General Education Courses for Nursing are to be completed prior to enrolling in any NSG courses.

SURGICAL TECHNOLOGY

Diploma, 51 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	3
ENGL 102	CAREER COMMUNICATIONS	2
MATH 090	BASIC MATH	2
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY	3
	Total	11
Technical Requirements		
HC 213	MEDICAL TERMINOLOGY I	3
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	40

All remedial coursework must be completed in the first semester.

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

*Prerequisite: Acceptable COMPASS score or Basic Writing.

Semester Breakdown

First Semester			Second Semester		
		CR			CR
CIS 105	Microcomputer Software Applications I	3	ST 128	Surgical Pharmacology	2
ST 102	Introduction to Surgical Technology	3	ST 126	Surgical Procedures	7
ST 111	Introduction to Surgical Technology Lab	3	ST 125	Principles & Practices of Surgical Technology	3
HC 213	Medical Terminology I	3	ST 127	Science & Technologies for the Surgical Technologist	1
HC 114	Anatomy/Physiology for the Health Professions	3	ST 135	Clinical Practice	3
MATH090	Basic Math	2	PSYC 101	General Psychology	3
ORT 010	Orientation	1		Total Credit Hours	19
ENGL102	Career Communications	2			
	Total Credit Hours	20			
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, 70/72 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 light and heavy duty vehicles.

Course	No.	Course Title	Credits
General Education Requirements			
CIS	105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
SOC	100	INTRODUCTION TO SOCIOLOGY	3
ENGL	201	TECHNICAL WRITING I*	3
ENGL	202	TECHNICAL COMMUNICATIONS	3
MATH	104	TECHNICAL MATH**	3
ORT	010	ORIENTATION	1
PSYC	103	HUMAN RELATIONS IN THE WORKPLACE	3
		Total	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	215	HYDRAULICS	3
TTT	240	UNDERTRUCK DIAGNOSIS LAB	5
TTT	299	INTERNSHIP (1-6 credits, not required)	
		Total	51

All remedial coursework must be completed in the first semester.

*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	3			
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 202	Technical Communications	3
SOC 100	Introduction to Sociology	3	PSYC 103	Human Relations in the Workplace	3
ENGL201	Technical Writing I	3	TTT 299	Internship (available w/advisors approval)	
Total Credit Hours		20	Total Credit Hours		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	3	MATH 104	Technical Mathematics or Higher	3
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
SOC 100	Introduction to Sociology	3	TTT 215	Hydraulics	3
ENGL 201	Technical Writing I	3	ENGL 202	Technical Communications	3
			PSYC 103	Human Relations in the Workplace	3
			TTT 299	Internship (available w/advisors approval)	
Total Credit Hours		18	Total Credit Hours		19

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	201	TECHNICAL WRITING I	3
ENGL	102	CAREER COMMUNICATIONS	2
MATH	104	TECHNICAL MATHEMATICS**	3
ORT	010	ORIENTATION	1
PSYC	103	HUMAN RELATIONS IN THE WORKPLACE	3
SOC	100	INTRO TO SOCIOLOGY	3
		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

Semester Breakdown--Diploma

First Semester			Second Semester		
		CR			CR
WDM 110	Shielded Metal Arc Welding	3	WDM 124	Shielded Metal Arc Welding	3
WDM 120	Gas Tungsten Arc Welding and Cutting Procedures	4	WDM 128	Mill and Lathe Operation Manual II	3
WDM 127	Mill & Lathe Operation, Manual I	3	WDM 135	Gas Metal Arc Welding Grooved Plate	3
WDM 122	Gas Metal Arc Welding	3	WDM 140	Blue Print Reading/Solid Works Fundamentals	3
ORT 010	Orientation	1	PSYC 103	Human Relations in the Workplace	3
CIS 105	Microcomputer Software App I	3	MATH 104	Technical Mathematics	3
Total Credit Hours		17	Total Credit Hours		18
Summer Semester					
		CR			
WDM 131	Shielded Metal Arc Welding Qualification Testing	3			
WDM 132	Gas Metal Arc Welding Qualification Testing	3			
WDM 236	Pipe Welding I	3			
WDM 237	Flux Core Arc Welding	3			
ENGL 102	Career Communications	2			
Total Credit Hours		14			

Semester Breakdown--AAS

First Semester			Second Semester		
		CR			CR
WDM 110	Shielded Metal Arc Welding	3	WDM 124	Shielded Metal Arc Welding Grooved Plate	3
WDM 120	Gas Tungsten Arc Welding and Cutting Procedures	4	WDM 128	Mill and Lathe Operation Manual II	3
WDM 127	Mill & Lathe Operation, Manual I	3	WDM 135	Gas Metal Arc Welding Grooved Plate	3
WDM 122	Gas Metal Arc Welding	3	WDM 140	Blue Print Reading/Solid Works Fundamentals	3
ORT 010	Orientation	1	PSYC 103	Human Relations in the Workplace	3
CIS 105	Microcomputer Software App I	3	MATH 104	Technical Mathematics	3
Total Credit Hours		17	ENGL 102	Career Communications	2
Total Credit Hours		17	Total Credit Hours		20
Third Semester			Fourth Semester		
		CR			CR
WDM 131	Shielded Metal Arc Welding Qualification Testing *	3	WDM 133	Worksite Internship	3
WDM 132	Gas Metal Arc Welding Qualification Testing *	3	WDM 246	Advanced Manufacturing I	3
WDM 236	Pipe Welding I *	3	WDM 247	Advanced Automated Manufacturing I	3
WDM 237	Flux Core Arc Welding *	3	WDM 248	Advanced Production I	3
WDM 238	Advanced Machining I	3	WDM 249	Advanced Gas Tungsten Arc Welding	3
ENGL 201	Technical Writing I	3	SOC 100	Introduction to Sociology	3
Total Credit Hours		18	Total Credit Hours		18
*These classes will also be offered in the summer. See advisor for details.					

COURSE DESCRIPTIONS

Courses are listed in alphabetical order by course prefix.

ACCT 210 PRINCIPLES OF ACCOUNTING I

CREDITS: 4

This course is an introduction to fundamental accounting concepts. It focuses on understanding the steps in the accounting cycle, i.e., recording transactions, posting, preparing a trial balance, preparing the work sheet, financial statements and the adjusting and closing process. Additionally it includes the study of current and non-current assets, current and long term liabilities, payroll accounting, and partnership accounting.

ACCT 211 PRINCIPLES OF ACCOUNTING II

CREDITS: 4

This course continues the study of fundamental accounting concepts; however, it involves the students in the world of accounting as opposed to the record keeping function. The course includes the study of Generally Accepted Accounting Principles (GAAP) and the Conceptual Framework, the corporate form as the business entity, preparation of the Statement of Cash Flows, financial statement analysis, introduction to cost accounting, responsibility accounting, cost volume profit analysis, and budgeting. **PREREQUISITE:** ACCT 210 PRINCIPLES OF ACCOUNTING I

ACCT 212 INTERMEDIATE ACCOUNTING I

CREDITS: 4

This course is intended to develop each student's understanding of accounting by focusing on GAAP and the conceptual framework that provides the support for accounting information. It includes a review of the accounting cycle with advanced work in cash flow, inventory valuation methods, current and non-current assets and liabilities, their specific valuation, and balance sheet presentation. **PREREQUISITE:** ACCT 211 PRINCIPLES OF ACCOUNTING II

ACCT 213 INTERMEDIATE ACCOUNTING II

CREDITS: 4

This course is intended to develop each student's understanding of accounting information related to stockholders' equity, including: earnings per share calculations, accounting for investments in securities, revenue recognition, interperiod tax allocation, pensions, leases, and financial statement analysis are topics of focus in this course. **PREREQUISITE:** ACCT 212 INTERMEDIATE ACCOUNTING I

ACCT 215 PAYROLL ACCOUNTING

CREDITS: 3

The students will study payroll accounting, including the reporting formats for the various governments. Manual payroll applications are covered in the course to enhance the student's job skills. The governmental reporting will include monthly, quarterly, semi-annual, and year-end reports. **PREREQUISITE:** ACCT 210 PRINCIPLES OF ACCOUNTING I

ACCT 218 TAX ACCOUNTING I

CREDITS: 3

This course is the study of federal income tax including the principles of income recognition, the principles of business and non-business expense deductions and the concept of the capital gains and losses. Emphasis is placed on the individual non-business taxpayer. Case problems involve the preparation of individual tax returns and the various supporting schedules. **PREREQUISITE:** ACCT 210 PRINCIPLES OF ACCOUNTING I

ACCT 223 MANAGERIAL ACCOUNTING

CREDITS: 3

This course focuses on using accounting information by management as a competitive advantage in real-world situations. The student will be prepared to help management develop the internal financial reports needed for these situations. The use of basic cost accounting skills and basic communication skills to provide management with useful internal information will be stressed. **PREREQUISITE:** ACCT 211 PRINCIPLES OF ACCOUNTING II

ACCT 227 EXCEL FOR ACCOUNTING

CREDITS: 3

This course develops the use of electronic spreadsheets using Excel in accounting applications. It encourages students to develop spreadsheet formulas for problem solving. Students will create graphs and macros. This encourages the students to develop effective accounting formats in the presentation of financial information. **PREREQUISITE:** ACCT210 PRINCIPLES OF ACCOUNTING I AND CIS105 MICROCOMPUTER APPLICATIONS I.

ACCT 228 QUICKBOOKS ACCOUNTING

CREDITS: 3

This course focuses on the integration of computerized information into the basic accounting process. It provides the link between accounting in a traditional sense and its application in an automated environment. It is designed to develop a working knowledge of window-based software packages using Quick Books or Quick Books Pro commonly used by business. **PREREQUISITE:** SUCCESSFUL COMPLETION OF ACCT210 OR APPROVAL OF INSTRUCTOR.

ACCT 280 ETHICS IN ACCOUNTING AND BUSINESS**CREDITS: 3**

This course is a study of the ethical implications of accounting and managerial decisions. Topics covered include the responsibility of the organization to the individual and society, the role of the individual within the organization, and ethical systems for American business. The course provides an examination and assessment of current American accounting and business practices.

ACCT 290 INTERNSHIP**CREDITS: 3**

The internship offers students the opportunity to gain experience in an accounting environment and apply what they have learned in the first three semesters of the accounting program. **PREREQUISITE: MUST HAVE SATISFACTORILY COMPLETED ALL THE REQUIRED CORE COURSES IN THE FIRST THREE SEMESTERS AND HAVE A GPA OF 3.0.**

AET 240 INTRODUCTION TO ALTERNATIVE POWER SYSTEMS**CREDITS: 3**

This course is an introduction to alternative and standby power generation systems. Types of generation and transfer switching techniques will be covered. **PREREQUISITES: IEL132 Electrical Fundamentals, IEL133 Electrical Fundamentals Lab.**

AET 242 ELECTRICAL CODE STUDY FOR ALTERNATIVE ENERGY**CREDITS: 1**

This is a code course designed to familiarize students with the National Electrical Code. It deals with commercial and industrial wiring standards with heavy emphasis on the articles that deal with Solar, Wind and Communications Systems. During this course, the student will become accustomed to using the national Electrical Code and the articles that apply to Alternative Energy Systems. **PREREQUISITES: IEL122 Electrical Code Study I**

AET 245 ELECTRONIC CONTROLS**CREDITS: 1**

This course is an introduction to electronic control systems that include electromechanical, control processor and feedback systems. The course will cover the basic concepts of control systems including sensors, mechanical concepts, switching devices, actuators and digital controls. **PREREQUISITES: IEL132 Electrical Fundamentals, IEL133 Electrical Fundamentals Lab.**

AET 246 ELECTRONIC CONTROLS LAB**CREDITS: 1**

This course is a laboratory course to accompany the 'Introduction to Electronic Controls' course. Laboratory exercises will follow the lecture course and will provide experience in working with the components commonly found in electronic control systems. **PREREQUISITES: IEL132 Electrical Fundamentals, IEL133 Electrical Fundamentals Lab.**

AET 248 WIND AND SOLAR POWER SYSTEMS THEORY**CREDITS: 3**

An introduction to Wind and Solar Power Generation will cover installation, troubleshooting and connection to existing power systems. **PREREQUISITES: IEL132 Electrical Fundamentals, IEL133 Electrical Fundamentals Lab.**

AET 249 WIND AND SOLAR POWER SYSTEMS LAB**CREDITS: 3**

An introduction to Wind and Solar Power Generation will cover installation, troubleshooting and connection to existing power systems. **PREREQUISITES: IEL132 Electrical Fundamentals, IEL133 Electrical Fundamentals Lab.**

BUS 101 INTRODUCTION TO BUSINESS**CREDITS: 3**

This is an introductory business course designed to give students a broad overview of business principles and concepts. Topics included are key functions of business, ownership structures, ethics, social responsibilities, international business, and general business operations.

BUS 115 KEYBOARDING**CREDITS: 3**

The student will develop proper keyboarding speeds and touch keyboarding speed of at least 40 NWAM. Document formatting techniques including tables, correspondence and reports are all covered in the course.

BUS 120 PRINCIPLES OF MARKETING**CREDITS: 3**

This course will give students training in the study of the principles, methods, and problems of marketing. This includes markets, pricing, distribution, structure, products, and promotional activities. **PREREQUISITE: BUS 101 INTRODUCTION TO BUSINESS**

BUS 134 WRITTEN COMMUNICATIONS FOR BUSINESS**CREDITS: 4**

This course will give students a comprehensive study of written business communications including the writing process, corresponding at work, reporting data, and communicating for employment. **PREREQUISITE: CIS105 MICROCOMPUTER SOFTWARE APPLICATIONS I**

BUS 136 ORAL COMMUNICATIONS IN BUSINESS**CREDITS: 2**

This course is designed to provide students with communication skills to be used in the business world. The kind of results achieved in this course include work relationships that run smoothly; effective communication in demanding situations, such as hiring, firing, and business meetings; and an enhanced ability to speak up effectively when situations demand it. These goals will be accomplished with interactive learning on the part of the students.

BUS 137 PROFESSIONAL DEVELOPMENT**CREDITS: 1**

This course will give students a variety of skills to be successful in the professional workplace. Topics will include ethics, etiquette, and social awareness including the importance of being an active member in their community. **PREREQUISITE:** CIS105 MICROCOMPUTER SOFTWARE APPLICATIONS I

BUS 140 BUSINESS LAW**CREDITS: 3**

This is an introductory course in business law, encompassing contracts, sales, bailment, agency and employment, and business organizations.

BUS 150 ADVERTISING**CREDITS: 3**

This course introduces students to advertising principles and practices that contribute to business success. Through projects, lectures, reading, and discussion, students will learn how to recognize and plan effective advertising. **PREREQUISITE:** BUS 120 PRINCIPLES OF MARKETING

BUS 152 DESKTOP PUBLISHING FOR MARKETING I**CREDITS: 3**

Students will learn the art of desktop publishing including the creation of practical business documents/forms including design principles, consistency, proportion, balance, etc. **PREREQUISITE:** CIS105 MICROCOMPUTER SOFTWARE APPLICATIONS I.

BUS 156 WEBSITE DEVELOPMENT FOR BUSINESS**CREDITS: 3**

This intermediate-level computer course is designed to give students the ability to use the power of visual media. This course will develop each student's skills in website development. **PREREQUISITE:** CIS 105 MICROCOMPUTER SOFTWARE APPLICATIONS I

BUS 157 MULTIMEDIA FOR BUSINESS**CREDITS: 3**

This course concentrates on advanced website design features and the manipulation of various types of media including; pictures, drawings, video, and sound clips for use in business communications. **PREREQUISITE:** BUS156

BUS 160 PRINCIPLES OF SELLING**CREDITS: 3**

Students will learn the art of selling. In addition, negotiation and persuasion strategies are studied and practiced. It is important to note that in business one is continually "selling" oneself, so this class can benefit anyone who is trying to succeed in business. Instructional methods include lecture, role-playing, group processing, outside guest lecturers, and films.

BUS 200 OFFICE PROCEDURES**CREDITS: 3**

This course will give students seeking entry-level office professional positions, or students who are transitioning to a higher level career a comprehensive study in the dynamics of the modern day workplace. Instruction and activities target new technology and build communication and human relation skills. Emphasis on critical thinking, creative problem solving, and professional development will prepare students for challenges they will face in today's global market place.

BUS 205 SOCIAL MEDIA MARKETING**CREDITS: 3**

Social media has revolutionized the marketing landscape and how businesses connect and interact with customers. Explore the ever-changing world of social media marketing through case studies, discussions, and exercises. Learn the history of social media, how it has grown into the phenomenon it is today, and what that means for businesses and marketing. Identify and discover various social media marketing tools and learn how to effectively integrate them into the marketing mix.

BUS 210 SUPERVISORY MANAGEMENT**CREDITS: 3**

This course is designed to give students instruction in the areas of employee supervision. Students will learn to supervise production and performance. Students will also work in the area of small and large group supervision.

BUS 215 SEARCH ENGINE MARKETING**CREDITS: 3**

Explore and apply search engine marketing fundamentals such as search engine optimization, pay-per-click, link development, and other tactics that can improve the search engine performance of any website. Create webpages that are search engine friendly and meet the needs of customers. Learn how to evaluate search engine marketing efforts and make tactical adjustments to improve results.

BUS 224 PERSONAL FINANCE**CREDITS: 3**

This course provides the student with the basics of financial planning: budgeting, cash flow, use of credit, and risk management. The course focuses on the information graduates will need to provide themselves with a secure personal financial environment. Many of the skills and much of the information will transfer to the business environment as knowledge of employee benefits for the individual or for employees they may supervise.

BUS 225 RETAIL MANAGEMENT**CREDITS: 3**

This course studies retailing with emphasis on the development of retail institutions, store management, merchandising, contemporary problems, and current trends of retailers in today's business environment. **PREREQUISITES:** BUS 101 INTRODUCTION TO BUSINESS

BUS 226 PERSONAL INVESTMENTS**CREDITS: 2**

This course is an introductory course designed to help students gain a better understanding of the basic theories, instruments, environments, and practical techniques associated with personal investment decisions. Upon completion of this course, students will be better prepared to make sound personal investment decisions.

BUS 227 WRITING FOR SOCIAL MEDIA MARKETING**CREDITS: 3**

Effective social media marketing efforts require a unique copywriting approach. Discover why social media writing needs to be different and how effective writing changes how customers interact with businesses. Learn about appropriate writing tone and how to achieve a writing style that increases engagement and return traffic. Use case studies, examples, and hands-on writing projects to understand and apply effective social media writing techniques.

BUS 233 SMALL BUSINESS ENTREPRENEURSHIP**CREDITS: 3**

This course familiarizes students with the concept of entrepreneurial spirit while providing them with an understanding of the skills necessary to manage a small business. Students develop a business plan and oral presentation for starting a new business. **PREREQUISITES:** BUS 101 INTRODUCTION TO BUSINESS, BUS 120 PRINCIPLES OF MARKETING and ACCT 210 PRINCIPLES OF ACCOUNTING I.

BUS 240 ADVANCED COMPUTER APPLICATIONS FOR BUSINESS**CREDITS: 4**

The primary focus of the class will be on expert proficiencies in word processing and spreadsheet software. The class is designed to meet all the required skills needed to take the Microsoft Office User Specialist Expert exams in word processing and spreadsheet software. The curriculum will also cover additional Windows- based programs and computer operations. **PREREQUISITE:** CIS105 MICROCOMPUTER SOFTWARE APPLICATIONS I

BUS 250 SOCIAL MEDIA MARKETING CAMPAIGN**CREDITS: 3**

In this capstone course, create and implement a social media marketing campaign for an actual business or organization. Use business, marketing, and social media principles and tactics to select a client, assess the client's needs, evaluate the market, and construct a sound social media campaign. During the campaign, use available metrics and data to evaluate the effectiveness of the campaign.

BUS 290 INTERNSHIP**CREDITS: 2**

This course is designed to provide students an opportunity to apply the skills and knowledge acquired in the classroom through active participation in a local business. This is a supervised, volunteer, or paid internship.

CAD 101 DRAFTING FUNDAMENTALS**CREDITS: 3**

The student is introduced to the fundamentals of drafting for the architectural, civil and mechanical fields. . The course covers the principles of board drafting, use of equipment, orthographic drawings, shape description, isometric drawings, and basic design concepts. The course strives to develop good drafting habits, technical abilities, and communication and teamwork skills.

CAD 111 ARCHITECTURAL DRAFTING I**CREDITS: 3**

This course is an introduction to architectural drafting and design. Students will build on their knowledge of residential construction and learn to apply that knowledge toward the development of residential construction documents which conform to code requirements, industry standards and proper drafting techniques. **PREREQUISITES:** CAD132 INTRO TO 2D CAD and CAD135 ARCHITECTURAL CONSTRUCTION THEORY I.

CAD 132 INTRODUCTION TO 2D CAD**CREDITS: 3**

This course introduces the latest release of AutoCAD and its commands. Basic Draw, Modify, Layer, Layout and Plot concepts will be studied. Students will also learn proper computer care and file manipulation and storage.

CAD 135 ARCHITECTURAL CONSTRUCTION THEORY I**CREDITS: 3**

This course is an introduction to the concepts of architectural construction theory. The student is introduced to the fundamentals of construction practices and materials used in building foundations, floors, walls, roofs and associated components.

CAD 140 ADVANCED 2D CAD**CREDITS: 3**

This course is a continuation of Introduction to 2D CAD and covers advanced concepts of the latest AutoCAD® release. Advanced Draw, Modify, Text, Block, Data Linking, Dimensioning and Layout concepts will be studied. PREREQUISITES: CAD132 INTRODUCTION TO 2D CAD OR PERMISSION FROM THE INSTRUCTOR.

CAD 202 MECHANICAL DRAFTING**CREDITS: 3**

This course covers mechanical drafting practices used to create engineering drawings with a focus on drawing accuracy, drafting conventions, dimensioning, and readability. PREREQUISITES: CAD 232 MECHANICAL PRINCIPLES AND CAD 234 MECHANICAL PRINT READING.

CAD 203 PRINCIPALS OF COMMERCIAL THEORY I**CREDITS: 3**

This course is an introduction to the concepts of commercial construction theory. Emphasis is placed on methods, materials and terms that are used in the commercial construction industry including advanced concepts of foundation, wall, floor and roof construction.

CAD 214 INTRODUCTION TO CIVIL DRAFTING**CREDITS: 3**

This course introduces students to practical concepts and drafting principles associated with civil engineering and design. Students learn to interpret maps and symbols, calculate surveying data and develop drawings for common civil drafting functions. PREREQUISITE: CAD132 INTRODUCTION TO 2D CAD.

CAD 215 LIGHT COMMERCIAL CONSTRUCTION W/MECHANICAL AND ELECTRICAL**CREDITS: 3**

This course is designed to introduce the student to the concepts, techniques, and safety practices of mechanical and electrical systems as they apply to the drafting environment. Course emphasis includes reading and drawing prints to show M and E requirements, safe practices, introduction to the National Electrical Code (NEC), M and E symbols, and basic concepts. PREREQUISITE: CAD140 ADVANCED 2D CAD.

CAD 221 MECHANICAL DIMENSIONING**CREDITS: 3**

This course covers a working knowledge and application of coordinate and geometric dimensioning and tolerancing techniques for engineering drawings based on ASME V14.5 standard. PREREQUISITE: CAD 202 MECHANICAL DRAFTING.

CAD 222 PRINCIPALS OF COMMERCIAL THEORY II**CREDITS: 3**

This course continues the exploration into concepts of commercial construction theory. Emphasis is placed on methods, materials, and terms that are used in the commercial construction industry including advanced concepts in door, window, cladding, floor and ceiling construction. PREREQUISITE: CAD 203 PRINCIPALS OF COMMERCIAL THEORY I.

CAD 232 MECHANICAL PRINCIPLES**CREDITS: 3**

This course equips the student with basic principles of mechanical operations, component interaction, and assembly procedure. PREREQUISITE: CAD132 INTRODUCTION TO 2D CAD.

CAD 234 MECHANICAL PRINT READING**CREDITS: 2**

Students will learn to read a variety of prints from different industries and to extract important construction and design information from each drawing.

CAD 237 ARCHITECTURAL DRAFTING II**CREDITS: 3**

This course continues exploration into the concepts of architectural drafting and design. Students will become more proficient in designing and completing architectural drawings with increased independence from the instructor. Advanced techniques are introduced which make use of the student's growing skill with CAD software. PREREQUISITE: CAD 111 ARCHITECTURAL DRAFTING I.

CAD 240 3D ARCHITECTURAL DESIGN**CREDITS: 3**

This course continues the application of architectural design concepts and adapts them to the use of 3D Building Information Modeling (BIM). Students will apply their acquired skills and knowledge toward the development of functional designs and construction documents using the latest version of the appropriate 3D applications. PREREQUISITE: CAD 255 INTRODUCTION TO 3D CAD AND CAD237 ARCHITECTURAL DRAFTING II

CAD 242 COMPUTER AUTOMATED MANUFACTURING**CREDITS: 2**

This course covers a working knowledge and application of computer-automated manufacturing. PREREQUISITE: CAD255 INTRODUCTION TO 3D CAD.

CAD 244 3D ENGINEERING DESIGN**CREDITS: 3**

This course covers advanced features of parametric solid modeling including the concepts of Parts, Assemblies, Drawings, Sheet metal design, and Animation. PREREQUISITE: CAD202 MECHANICAL DRAFTING AND CAD255 INTRODUCTION TO 3D CAD.

CAD 250 INTRODUCTION TO MAPPING/GPS**CREDITS: 2**

This course covers principals of reading and using maps with industry standard technologies including Global Positioning Systems (GPS). Proper techniques of gathering usable mapping coordinates for Geographical Information Systems (GIS) will be emphasized.

CAD 251 INTRODUCTION TO GIS**CREDITS: 3**

This course introduces principals and applications of geographic information systems (GIS) using ArcGIS software. Students will develop skills in manipulating geographic data and representing this data through various informational mapping techniques. PREREQUISITE: CAD250 INTRODUCTION TO MAPPING/GPS.

CAD 252 INTRODUCTION TO SURVEYING**CREDITS: 3**

This course exposes students to basic field surveying techniques and related office procedures. COREQUISITE: CAD 250 INTRODUCTION TO MAPPING/GPS.

CAD 255 INTRODUCTION TO 3D CAD**CREDITS: 3**

This course introduces industry standard 3D CAD applications in both the Architectural and Mechanical fields. The Architectural portion of the course covers the basics of parametric modeling with BIM (Building Information Modeling) software. The Mechanical portion of the course covers the basics of parametric 3D modeling including the concepts of Parts, Assemblies, and Drawings. PREREQUISITES: CAD140 ADVANCED 2D CAD.

CAD 299 INTERNSHIP**CREDITS: 2**

Work in a professional office for a minimum of 80 hours to gain Computer Aided Drafting experience. The internship will be directly related to the drafting field and approved by the instructor. PREREQUISITE: CAD140 ADVANCED 2D CAD.

CAR 216 BLUEPRINT READING**CREDITS: 2**

This course addresses the need to accurately read and interpret technical drawings. Students will become familiar with the various symbols, abbreviations and terms associated with a standard set of construction documents and learn to navigate these drawings to accurately determine design intent.

CHEM 106 CHEMISTRY SURVEY**CREDITS: 3**

A one-semester survey of chemistry. Not intended for those needing an extensive chemistry background. Introduction to the properties of matter, atomic structure, bonding, stoichiometry, kinetics, equilibrium, states of matter, solutions, and acid-base concepts. PREREQUISITE: MATH101 or higher.

CHEM 106L CHEMISTRY SURVEY LAB**CREDITS: 1**

This course is a required laboratory experience to accompany CHEM 106.

CIS 090 INTRODUCTION TO COMPUTERS**CREDITS: 1**

This course is an introductory course into computer use for those students who have little to no computer experience. Topics covered in this course will include computer hardware, windows, file management, and word processing.

CIS 100 INTRODUCTION TO KEYBOARDING**CREDITS: 1**

This course is a course to learn touch-typing skills on the keyboard.

CIS 105 MICROCOMPUTER SOFTWARE APPLICATIONS I**CREDITS: 3**

This course is an introductory course in software applications, which includes basic technical concepts, as well as, hands-on experience. The utility of the computer is demonstrated by introducing Windows, word processing, spreadsheet, database, and presentation software to the student.

CIS 125 A+ HARDWARE/SOFTWARE**CREDITS: 6**

A+ Hardware/Software lays a foundation of the basic information required to assemble a computer and troubleshoot problems that occur. You learn how to properly install, configure, upgrade, troubleshoot, and repair PC hardware and software. The course will help prepare the student to pass the CompTIA A+ certification exam to become a certified computer service technician and pursue a future career in IT technology or simply be equipped with the knowledge of how a computer works.

CIS 126 CISCO ACADEMY/NETWORKING TECHNOLOGIES I**CREDITS: 3**

CIS 126 (CCNA 1 Networking Basics) introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, Open System Interconnection (OSI) models, cabling, cabling tools, routers, Ethernet, Internet Protocol (IP) addressing and network standards and design. Basic small office/home office networks will be addressed, including wireless and security configurations. Prerequisite: CIS125 and CIS225 or NO prerequisite if approved by the instructor.

CIS 127 CISCO ACADEMY/NETWORKING TECHNOLOGIES II**CREDITS: 3**

CIS127 (CCNA2 Routers & Routing Basics) is the second of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. Students will develop skills on initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and security and disaster recovery. Prerequisite: CIS 126 Cisco Academy/Networking Technologies I.

CIS 128 CISCO ACADEMY/NETWORKING TECHNOLOGIES III**CREDITS: 3**

In this course the student will assemble switching devices while using switching technology on the LAN side of a network. They will also produce a wireless network using wireless technology points. PREREQUISITES: CIS127 CISCO ACADEMY/NETWORKING TECHNOLOGIES II.

CIS 129 WINDOWS OPERATING SYSTEMS**CREDITS: 3**

This course covers the Windows operating system. Subject areas include installation, configuration, administration, and network setup.

CIS 130 INTRODUCTION TO 10-KEY**CREDITS: 1**

Ten-Key Mastery is a course that is designed to teach the numeric keypad with speed and accuracy using industry standards for data entry. Proficiency on three employment tests used by three large interstate corporations helps the student meet employment standards.

CIS 135 CISCO ACADEMY/NETWORKING TECHNOLOGIES IV**CREDITS: 3**

In this course the student will evaluate current WAN technologies and network services that are required by enterprise networks. PREREQUISITES: CIS128 CISCO ACADEMY/NETWORKING TECHNOLOGIES III.

CIS 211 LINUX OPERATING SYSTEMS**CREDITS: 3**

In this course the student will integrate a Linux based Operating System as a standalone or domain server within a functional network. PREREQUISITE: CIS225 DATABASES

CIS 213 NETWORKING USING WINDOWS SERVER**CREDITS: 3**

This course features WINDOWS Server as the local area network operating system and provides hands-on tutorials for the student to plan and implement Windows Server. The study includes an introduction to configuring protocols such as TCP/IP, continues with how to configure name resolution as well as vital services such as DNS, WINS, DHCP, and IP Sec and emphasizes Active Directory configuration. PREREQUISITE: CIS 129 WINDOWS OPERATING SYSTEMS

CIS 215 NETWORK DESIGN AND VIRTUALIZATION**CREDITS: 3**

In this course the student will design a virtualized computer network to be integrated in a working networked environment. PREREQUISITES: CIS126 CISCO ACADEMY/NETWORKING TECHNOLOGIES I AND CIS213 NETWORKING USING MICROSOFT WINDOWS SERVER.

CIS 216 INTRODUCTION TO PROGRAMMING**CREDITS: 3**

This course is intended to give students with no previous programming experience the tools needed to create real world procedural applications.

CIS 218 LINUX SERVER**CREDITS: 3**

In this course the student will integrate a Linux based Operating System as a standalone or domain server within a functional network. PREREQUISITE: CIS211 LINUX OPERATING SYSTEMS

CIS 220 NETWORK SECURITY I**CREDITS: 3**

In this course, the student will analyze the security risks of a network and be able to design options to mitigate those vulnerabilities. PREREQUISITES: CIS213 NETWORKING USING MS WINDOWS SERVER OR DOCUMENTATION OF HAVING PASSED AN EQUIVALENT MICROSOFT CERTIFICATION EXAM.

CIS 225 DATABASES**CREDITS: 3**

This course is designed to introduce the student to the concepts of Microsoft messaging services; and the installation, setup, and maintenance of a Microsoft Exchange Server. Prerequisite: CIS213 NETWORKING USING WINDOWS SERVER (May be taken concurrently)

CIS 227 HETEROGENEOUS NETWORKS**CREDITS: 3**

In this course, the student will integrate different network technologies into a functioning network environment. PREREQUISITES: CIS211 LINUX OPERATING SYSTEMS.

CIS 230 COMPUTER FORENSICS**CREDITS: 3**

In this course, the student will inspect digital evidence, analyze the data, and validate the analysis. PREREQUISITS: CIS126 INTRODUCTION TO PROGRAMMING AND CIS213 NETWORKING USING WINDOWS SERVER.

CIS 235 NETWORK SECURITY II**CREDITS: 3**

In this course the student will assemble switching devices while using switching technology on the LAN side of a network. They will also produce a wireless network using wireless technology points. Prerequisite: CIS220 NETWORK SECURITY I

COC 120 KEYBOARDING II**CREDITS: 3**

This course enables students to further develop keyboarding accuracy and speed. The student will produce tables, letters, memos, and reports involving advanced document formatting techniques using Microsoft Word.

COC 132 RECORDS MANAGEMENT**CREDITS: 3**

The student will learn and apply alphabetic, numeric, and subject filing according to the rules established by the Association of Records Managers and Administrators. This class also covers record storage and retrieval systems, equipment, file maintenance, and improvement of record control.

COC 141 COMPUTERIZED OFFICE APPLICATIONS**CREDITS: 2**

This course is designed to teach the student how to manage the medical office in a computerized setting. The student will learn to build databases and use them in many different ways. Once the databases are set up, the student will learn other office management skills such as entering patient data, arranging appointments, keeping track of charges and payments, filing insurance electronically, etc.

CPR 100 CPR/FIRST RESPONDER**CREDITS: 1**

Students will be instructed in Cardiopulmonary Resuscitation (CPR) and Emergency Cardiac Care in accordance with the American Heart Association and First Aid. Also covered is what to do in the first five minutes. The information will enable the first responder to manage almost any emergency until professional help arrives.

CRT 110 NONSTRUCTURAL PANEL ALIGNMENTS**CREDITS: 4**

In this course, the student will learn how to properly remove and replace nonstructural parts of a vehicle with proper alignment.

CRT 112 SHOP ORIENTATION, MAINTENANCE, AND SAFETY**CREDITS: 1**

This course teaches a student proper handling of shop chemicals, personal safety, and maintenance of equipment. Students will become familiar with shop areas and what is expected in class.

CRT 113 COLLISION REPAIR WELDING**CREDITS: 4**

This course teaches the safety precautions along with the proper set up and use of mig welders to weld on light sheet metal, in addition to that the course will teach safe use of oxy-fuel usage..

CRT 115 BASIC SHEET METAL WORK**CREDITS: 4**

In the course, the students will learn the proper use of hand and power tools used to repair sheet metal on today vehicles.

CRT 123 REFINISHING PROCEDURES AND APPLICATION**CREDITS: 4**

This course will teach students the proper entry-level procedures for paint gun set-up and control along with paint application on vehicle surface.

CRT 125 PAINT DEFECTS/CAUSES AND CURES W/FINAL DETAILING**CREDITS: 4**

This course will teach the students to visually identify and correct paint problems in the finish of a vehicle. Teach students how to inspect and detail a vehicle for delivery to customer after repairs. The student will also learn how to apply vinyl pinstripes and decals.

CRT 129 PANEL PREPARATION**CREDITS: 4**

This course will teach students basic panel preparation for refinishing process along with teaching students proper masking techniques for primer color and topcoat applications.

CRT 148 AUTO PLASTICS REPAIR**CREDITS: 1**

This course will teach the student how to identify different types of plastic used in the manufacture of automobiles. The student will also learn the safe procedures of prepping and repairing plastic parts using a two part plastic repair component to meet industry standards.

CRT 211 ESTIMATING AND WORK ORDER COMPREHENSION**CREDITS: 2**

This course will teach students basic work order comprehension and estimating skills.

CRT 215 ADVANCED PANEL PREPARATION**CREDITS: 4**

This course will teach student advance panel preparation for refinishing process. PREREQUISITE: CRT129 PANEL PREPARATION

CRT 218 ADVANCED REFINISHING**CREDITS: 5**

This course will teach the students Blending, Tinting, Two-Tone and Tri-coat application techniques. PREREQUISITES: CRT123 REFINISHING PROCEDURES AND APPLICATION, CRT125-PAINT DEFECTS CAUSES AND CURES, CRT129-PANEL PREPARATION

CRT220 STRUCTURAL PANEL REPAIR**CREDITS: 4**

In this course the student will learn how to properly straighten, remove and replace structural parts of a vehicle with proper alignment.

CRT 225 FRAME AND BODY REALIGNMENT**CREDITS: 4**

In this course the students will learn how to access the frame and body damage, and determine the correct procedure for the repair while following safety precautions around the frame equipment.

CRT 227 FRAME SETUP AND MEASURE**CREDITS: 4**

The student will learn how to put a vehicle on a frame rack, anchor it using proper attaching devices and measure reference points to a dimension and specification chart.

ECON 202 PRINCIPLES OF MACROECONOMICS**CREDITS: 3**

The course is designed to provide students with a better understanding of macroeconomic issues that affect their daily lives. Economics is about making choices, i.e., how we use our limited "means" to satisfy our unlimited wants. Macroeconomics considers how the economy as a whole makes those decisions, both domestically and on the global scene.

ED 106 SUCCESSFUL TEACHING APPROACHES FOR DISTANCE LEARNING**CREDITS: 1**

This class will explore learning theory and the application of adult learning practices as used in e-learning environments.

ED 107 ONLINE LEARNING PLATFORM**CREDITS: 1**

This class will design an online course using WDT's current online learning platform.

ED 108 ONLINE TEACHING BASICS**CREDITS: 1**

This class will cover online teaching basics for instructors who wish to teach online courses at WDT but who do not want to create the course.

EET 125 RECORDS COMPUTATION**CREDITS: 2**

This course will expose students to basic water resources record computation techniques and office procedures. The course will focus on the compilation of data into a viable format to meet objectives. Students will be involved in exercises both in the classroom and the field using various water resource record keeping parameters while being introduced to the problems and challenges encountered in this profession. Students will be exposed to numerous Internet and specific computer software programs related to both professionals and public access to completed documentation.

ELT 217 COMPUTER HARDWARE INSTALLATION & TROUBLESHOOTING**CREDITS: 4**

This course will provide a basic understanding of how personal computers work and provide an opportunity for students to obtain the knowledge and skills necessary to service PC hardware and supported peripherals. Upon conclusion of this course, students will be able to: understand basic components of computer hardware systems, as well as upgrading and troubleshooting computers.

EMR 106 EMERGENCY MEDICAL RESPONDER**CREDITS: 3**

Students will be instructed in Cardiopulmonary Resuscitation and Emergency Cardiac Care in accordance with the American Heart Association, and Emergency Medical Responder which is consistent with the National Registry Certification set by the Department of Transportation Guidelines.

EMT 105 EMERGENCY MEDICAL TECHNICIAN**CREDITS: 6**

Students will be instructed on all aspects of emergency medical care at the Emergency Medical Technician level in accordance with the National Registry and the Department of Transportation guidelines. **PREREQUISITES:** AHA Healthcare Provider CPR ICS 100 and 200; NIMS 700.

ENGL 010 BASIC ENGLISH**CREDITS: 3**

ENGL 010 is a comprehensive, yet easy-to-learn, presentation of English grammar that helps the student to deal effectively with the communication process to become a better communicator.

ENGL 091 BASIC WRITING**CREDITS: 2**

This course will provide the basic elements of grammar and the writing process. Students will learn to communicate effectively by clarifying messages, analyzing a reader's needs, and identifying different writing types.

ENGL 101 COMPOSITION**CREDITS: 3**

This course instructs students in reading critically and writing clearly, correctly, and persuasively. Students will study principles of grammar, rhetoric, and logic in order to analyze and compose text effectively. This includes work on personal, expository, and research essays.

ENGL 102 CAREER COMMUNICATIONS**CREDITS: 2**

This course covers the communication skills required for success during the job hunt and on the job.

ENGL 201 TECHNICAL WRITING I**CREDITS: 3**

This course presents the basic principles and forms of written communication in the workplace. Instruction leads students through the planning tasks, identifying audiences, and gathering information. More emphasis is on reports.

ENGL 202 TECHNICAL COMMUNICATIONS**CREDITS: 3**

Students will prepare oral and written communications required in the workplace. **PREREQUISITE:** ENGL 101 or ENGL 201.

ENGL 203 TECHNICAL WRITING II (online)**CREDITS: 3**

This is an online course. This course is writing and research based. This course is non-transferrable.

FET 102 ENVIRONMENTAL INSTRUMENTATION**CREDITS: 4**

This course exposes the student to a variety of analytical techniques and instruments utilized in environmental chemical analysis. It is designed to couple theory of equipment operation with a basic understanding of the chemical principles involved. The laboratory time is divided between practical hands-on bench work and field experiences.

FET 103 INTRODUCTION TO ENVIRONMENTAL SCIENCES**CREDITS: 4**

This course is a study of environmental interactions, including population and cultural problems, resource utilization, and impacts upon biotic systems. Presented to enable students to better understand and evaluate contemporary environmental problems and the application of science to their solution.

FET 106 INTRODUCTORY FIELD METHODS**CREDITS: 3**

This course introduces the field techniques used in environmental site assessment, ground water monitoring, and ground water testing and includes soil water sampling, ground water sampling, water quality testing, and water level recording. Students will explore topics of geophysical surveying, water well installation, piezometer installation and techniques to determine the direction of ground water flow.

FET 110 SOILS TESTING**CREDITS: 3**

This course covers the actual hands-on performance of laboratory and field tests on soils used for the construction of civil engineering projects. Most of the course is devoted to the lab and field procedures along with the necessary measurements, calculations and reports required for an accurate soil analysis. **PREREQUISITE:** FET103

FET 111 ENVIRONMENTAL GEOLOGY**CREDITS: 3**

Introduces geology as it relates to human activities, and is designed for both non-science majors and students interested in an environmental career. Emphasizes geologic hazards, including earthquakes, volcanic eruptions, flooding, mass movements, and pollution of water and soil resources. This course examines waste disposal along with related topics in medical geology and environmental law. This course may include optional field trip(s) to waste disposal sites and/or remediation sites.

FET 200 PRINCIPLES OF WATER RESOURCES**CREDITS: 3**

This course will provide students a basic knowledge of the underlying principles of hydrology. In addition to an introduction to surface water hydrology, this course also introduces students to the basic concepts of ground water hydrology. Other topics explored in some detail include the hydrologic cycle, dams, Federal water agencies and their responsibilities, an introduction to drinking water and waste water treatment, water use conflicts, and emerging water issues. **PREREQUISITES:** FET103 INTRO TO ENVIRONMENTAL SCIENCES, FET 102 ENVIRONMENTAL INSTRUMENTATION, and MATH 101 INTERMEDIATE ALGEBRA or equivalent.

FET 298 TECHNICAL COOPERATIVE WORK EXPERIENCE**CREDITS: 3**

The Cooperative Work Experience involves an individually developed, contracted work experience under the guidance of an approved employer, combined with a structured series of on-campus meetings with a program coordinator. Students have an opportunity to develop and pursue challenging work experiences which relate directly to their individual career plan. Credit will be commensurate with the work experience.

FET 299 FIELD INTERNSHIP**CREDITS: 2**

Environmental or Geo-Technical work experience in business, industry or government. 80 hours of designated work. **PREREQUISITE:** DEPARTMENTAL APPROVAL.

FETE 202 WATER QUALITY**CREDITS: 3**

Chemical and physical factors involved in evaluating water quality are examined with emphasis on water quality deterioration from landfills, underground storage tanks, and hazardous waste. Sampling techniques of groundwater, soil, surface water, quality assurance, quality control, and data processing techniques are included. Field exercises to acquire water quality data and service data gathering equipment will be conducted. Safety procedures are stressed. **PREREQUISITES:** FET103 INTRO TO ENVIRONMENTAL SCIENCES or FET 106 INTRODUCTORY FIELD METHODS and FET 110 SOILS TESTING, CHEM106 BASIC CHEMISTRY, CEHM106L BASIC CHEMISTRY LAB, MATH 101 INTERMEDIATE ALGEBRA or equivalent.

FETE 204 ENVIRONMENTAL REGULATION**CREDITS: 2**

This course presents an overview of the regulations that are related to environmental protection, including OSHA regulations, Clean Air Act, SARA, RCRA and similar regulations. This course also provides an awareness of why the regulations exist, how they are enforced, penalties for noncompliance, and practical experience in interpretation of the regulations.

FETE 222 INTRODUCTION TO WASTEWATER TECHNOLOGIES**CREDITS: 3**

This course provides an introduction to the causes of water pollution, the reasons for treating polluted waters and the fundamentals of wastewater treatment. Students will study the basic principles of treatment plant operation and the processes commonly used in pollution control facilities. Investigation of terms, mathematics and problem-solving techniques commonly used by wastewater treatment personnel will be included.

FETG 235 CONSTRUCTION MATERIALS SAMPLING & TESTING**CREDITS: 4**

This course will cover the materials, proportioning, mixing, placing, finishing, curing, sampling and laboratory/field testing techniques commonly used for Portland cement concrete. It will cover the testing and properties of asphalt cement and asphalt concrete. The course also will cover gradation, moisture control and density of gravels. Students will evaluate the capacity of cement and concrete to withstand stress and strain. This course will prepare students for the certification exam from the American Concrete Institute.

FFP 103 PARAMEDIC PREPARATORY I**CREDITS: 8**

This course consists of Introduction to Pre-hospital Care, Well-Being of the Paramedic, EMS Systems, Role and Responsibilities of the Paramedic, Illness and Injury Prevention, Ethic in Pre-hospital Care, General Pathophysiology, General Principles of Pharmacology, Medication Administration, Anatomy & Physiology, and Medical terminology. PREREQUISITES: EMT105

FFP 105 PARAMEDIC PREPARATORY II**CREDITS: 2**

This course consists of Therapeutic Communications, Life Span Development, Airway Management and Ventilation. PREREQUISITES: CPR Card, EMT105 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I

FFP 110 PARAMEDIC ASSESSMENT**CREDITS: 2**

This course consists of Research in EMS, History Taking, Techniques of Physical Exam, Patient Assessment, Communications, and Clinical Decision Making. PREREQUISITES: CPR Card, EMT105 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I

FFP 115 PARAMEDIC CARDIOLOGY**CREDITS: 5**

This course consists of Pulmonology, Cardiology, 12-Lead EKG, and Advanced Cardiac Life Support. PREREQUISITES: CPR Card, EMT105 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I, FFP105 PARAMEDIC PREPARATORY II, FFP110 PARAMEDIC ASSESSMENT

FFP 200 PARAMEDIC MEDICAL**CREDITS: 5**

This course consists of Neurology, Endocrinology, Allergies and Anaphylaxis, Gastroenterology, Urology, Environmental, Toxicology, Infectious and Communicable Diseases, Hematology, Gynecology, Obstetrics, Behavioral/Psychiatric Emergencies, and Advanced Medical Life Support. PREREQUISITES: CPR Card EMT105 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I, FFP105 PARAMEDIC PREPARATORY II, FFP110 PARAMEDIC ASSESSMENT, AND FFP115 PARAMEDIC CARDIOLOGY

FFP 205 PARAMEDIC SPECIAL OPERATIONS I**CREDITS: 4**

This course consists of Neonatology, Pediatrics, Pediatric Life Support, and Neonatal Resuscitation Program. PREREQUISITES: CPR Card, EMT105 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I, FFP105 PARAMEDIC PREPARATORY II, FFP110 PARAMEDIC ASSESSMENT, AND FFP115 PARAMEDIC CARDIOLOGY, FFP200 PARAMEDIC MEDICAL

FFP 215 PARAMEDIC SPECIAL OPERATIONS II**CREDITS: 5**

This course consists of Pre-hospital Trauma Life Support, Geriatrics, Abuse, Assault, Patients with special Challenges, Acute Interventions, in Chronic Care, Assessment Based Management, Emergency Vehicle Operations, Ambulance Operations and NREMT Skill Practice. PREREQUISITES: CPR Card, EMT105 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I, FFP105 PARAMEDIC PREPARATORY II, FFP110 PARAMEDIC ASSESSMENT, AND FFP115 PARAMEDIC CARDIOLOGY, FFP200 PARAMEDIC MEDICAL and FFP205 PARAMEDIC SPECIAL OPERATIONS I

FFP 297 PARAMEDIC CLINICAL III
CREDITS: 8

The student will start with the clinical observation hours to include rotations in the Neonatal Intensive Care Unit, OB Department, Pediatric Department, Intensive Care Unit, and Ambulance Field Internship. Prerequisites: EMT105, Preparatory I & II, Patient Assessment, Clinical I, & II, Cardiology, Medical, Special Ops I

FFP 298 PARAMEDIC CLINICAL
CREDITS: 3

The student will start with the clinical observation hours to include rotations in the operating room to become proficient with airway techniques to include basic oral and nasal airways, oxygen administration, endotracheal intubation and other related airway related topics. The rotation also includes observation in the laboratory in drawing blood samples, processing the samples, BSI techniques to include sterile techniques. The next observation will be at the emergency department where the student will use patient assessment, history taking, clinical decision making, triage techniques, IV insertion and maintenance, medication administration, documentation techniques and other related techniques. PREREQUISITES: CPR Card, EMT105 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I, FFP105 PARAMEDIC PREPARATORY II. FFP110 PARAMEDIC ASSESSMENT

FFP 299 PARAMEDIC CLINICAL II
CREDITS: 5

The student will start with the clinical observation hours to include rotations in the Neonatal Intensive Care Unit, OB Department, Pediatric Department, Intensive Care Unit, Behavioral Unit, Morgue and Ambulance Field Internship. PREREQUISITES: CPR Card, EMT105 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I, FFP105 PARAMEDIC PREPARATORY II. FFP110 PARAMEDIC ASSESSMENT, FFP298 PARAMEDIC CLINICAL, FFP115 PARAMEDIC CARDIOLOGY, FFP200 PARAMEDIC MEDICAL, FFP205 PARAMEDIC SPECIAL OPERATIONS I & FFP210 PARAMEDIC SPECIAL OPERATIONS II.

FFT 100 WILDLAND FIREFIGHTER I
CREDITS: 3

An introduction to the principles of fire suppression in the wildland setting: NWCG courses S-130, S-190, and Standards of Survival will be presented.

FFT 102 RESCUE I
CREDITS: 3

In addition to a basic working knowledge of ropes and knots, the student will attain knowledge in and learn techniques for accomplishing high angle rescue, motor vehicle extrication, trench rescue, and confined space rescue.

FFT 105 PHYSICAL EDUCATION I
CREDITS: 2

Health, physical conditioning, and nutrition will be covered as they relate to general fitness for meeting the physical requirements and demands for the job of firefighter; strength, stamina, and agility will be measured, and the student will train until measured goals are achieved, including the "Red Card Pack Test".

FFT 110 BUILDING CONSTRUCTION
CREDITS: 3

The student will study various construction methods, as well as building materials and systems; the effect fire will have on given structures will be emphasized. PREREQUISITE: FFT120 STRUCTURE FIREFIGHTER

FFT 111 FORESTRY
CREDITS: 3

This course will focus on the wildland ecosystems of the Great Plains and Black Hills. It will provide a foundation for further study of management for fire protection and wild land fire behavior.

FFT 112 PUBLIC FIRE EDUCATION
CREDITS: 3

The student will meet basic criteria for public speaking and instruction as they relate to fire safety and related program delivery.

FFT 116 HAZARDOUS MATERIALS OPERATIONS
CREDITS: 3

Hazardous materials recognition; operations at incidents involving the release of hazardous materials and the role of emergency response agencies will be covered. This course will meet the EPA/OSHA requirements for operations level certification. PREREQUISITES: FFT120 STRUCTURE FIREFIGHTER and/or FFT 100 WILDLAND FIREFIGHTER I.

FFT 117 FIRE CODES & INSPECTION PROCEDURES**CREDITS: 3 (classroom or WEB)**

The International Fire Code will be covered, as well as basic fire inspection procedures with emphasis on code enforcement.

FFT 118 40 HOUR HAZWOPER CERTIFICATION**CREDITS: 2**

Hazardous materials recognition; operations at incidents involving the release of hazardous materials and the role of emergency response agencies will be covered. This course will meet the EPA/OSHA requirements for operations level certification.

FFT 120 STRUCTURAL FIREFIGHTER**CREDITS: 8**

This course is an introduction to the history, organization, and operation of a fire department; fire science and the basic fire suppression techniques will be covered; the proper use of firefighter protective clothing and breathing apparatus will be taught to the current standards of NFPA 1001 Firefighter I.

FFT 203 FIREFIGHTER FITNESS TESTING**CREDITS: 1**

The student will train until measured goals are achieved, including the "Red Card Pack Test," the "Firefighter Combat Challenge Test" and the "CPAT" test for meeting the hiring requirements of Municipal and Wild land Fire Departments.

FFT 204 DRIVER OPERATOR**CREDITS: 3**

This course contains the knowledge and skills required of drivers to safely and efficiently operate fire apparatus and vehicles in the fire environment. Students will be able to apply basic maintenance procedures and operate various types and complexities of pumps and engines. Students will be able to ensure vehicle readiness and act in a professional manner when operating a fire apparatus. PREREQUISITES: FFT 100 WILDLAND FIREFIGHTER I and FFT120 STRUCTURE FIREFIGHTER.

FFT 206 WILDLAND FIRE SERVICE DRIVING**CREDITS: 1**

Presentation of the NWCG course S-216; basic knowledge and skills required of fire vehicle drivers to safely and efficiently operate fire vehicles in the fire wild land environment. PREREQUISITES: FFT 100 WILDLAND FIREFIGHTER I.

FFT 207 WILDLAND FIRE ORIGIN & CAUSE**CREDITS: 1**

NWCG course, FI-110 will be presented. Procedures for determining fire origin and cause will be presented for wild land fires, along with scene and evidence protection and arson detection. PREREQUISITE: FFT 100 WILDLAND FIREFIGHTER.

FFT 210 WILDLAND FIREFIGHTER II**CREDITS: 2**

Instruction continues from Wild land Firefighter I with the presentation of NWCG courses S-211 (Portable Pumps) and S-212 (Saws). PREREQUISITE: FFT 100 WILDLAND FIREFIGHTER I.

FFT 215 WILDLAND/URBAN INTERFACE FIRE SUPPRESSION & PREVENTION**CREDITS: 3**

Presentation of the NWCG course S-215 and methodology of preventing fires in the urban interface through education, fuels treatment, and prescribed burns will be covered. PREREQUISITES: FFT100 WILDLAND FIREFIGHTER I.

FFT 218 STRATEGY & TACTICS**CREDITS: 3**

This course covers basic fire suppression attack strategies and tactics; incident management systems will be explored; emphasis will be on fire fighter safety and risk reduction. PREREQUISITE: FFT100 WILDLAND FIREFIGHTER I or FFT120 STRUCTURE FIREFIGHTER,

FFT 221 FIRE OFFICER I**CREDITS: 3**

Minimum standards for NFPA Fire Officer I will be met. PREREQUISITE: FFT222 ADVANCED WILDLAND FIREFIGHTER OR FFT120 STRUCTURE FIREFIGHTER

FFT 222 ADVANCED WILDLAND FIREFIGHTER**CREDITS: 3**

The NWCG course S-290 (Intermediate Fire Behavior), S-270 (Air Operations) and S-131 (Advanced Firefighter/Squad Boss) will be presented. PREREQUISITE: FFT100 WILDLAND FIREFIGHTER I.

FFT 223 PROTECTIVE SYSTEMS - STRUCTURE**CREDITS: 2 (CLASSROOM OR WEB)**

This course covers basic automatic fire detection and suppression systems; emphasis will be on Code requirements, safety and risk reduction. PREREQUISITE: FFT120 STRUCTURE FIREFIGHTER.

FFT 229 INDUSTRY STANDARDS FIRE SCIENCE**CREDITS: 3**

Student will be instructed in the responsibilities and demeanor expected of them upon being employed by a Municipal Fire Department or Wildland Fire Service Agency. This instruction shall include the proper wearing of the uniform and basic entry level firefighter roles and responsibilities PREREQUISITE: FFT120 Structural Firefighter and FFT100 Wildland Firefighter I or equivalent.

FFT 299 INTERNSHIP**CREDITS: 6**

This course is designed to give students the opportunity to apply their skills while working with trained professional firefighters assigned to shift work at a staffed Fire Station and to apply their skills while working structure, wildland, and fire prevention settings. Students will learn the daily duties and responsibilities of working at a professional fire station. Students will be expected to perform the daily duties of a firefighter. Students may respond to emergencies and incidents as a crew member assigned to an apparatus. Students will be expected to work 8 to 12 hour shifts on a rotating shift schedule of one day on and two days off that may include weekends. PREREQUISITES: FFT120 Structural Firefighter and FFT100 Wildland Firefighter I

HC 114 ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS**CREDITS: 3**

Students will gain an introductory understanding of the structure and function of the human body. This course emphasizes concepts essential for student success in health program curriculum as well as in practical, work-related environments.

HC 135 MEDICAL LAW AND ETHICS**CREDITS: 2**

This course will teach students the principles and knowledge of medical law and ethics.

HC 140 CARDIAC MONITORING**CREDITS: 2**

This course will teach the skills to be employed as an ECG technician or a telemetry technician in a hospital, clinic, or outpatient setting.

HC 145 ELECTRONIC HEALTH RECORDS**CREDITS: 2**

This course will give students the foundation of knowledge and skill to utilize electronic health records in various health care settings.

HC 200 PHARMACOLOGY FOR HEALTHCARE**CREDITS: 3**

This course will cover the knowledge of common medications, usage, and safety associated with them. Lab time will include the proper administration of medications.

HC 205 PROFESSIONALISM IN HEALTHCARE**CREDITS: 1**

Although hands-on technical skills remain a high priority in the health care field, good character, a strong work ethic, and personal/professional traits and behaviors are increasingly important. This course covers the professional standards that apply to all health care workers and the shared responsibility to provide the highest quality of health care services. Emphasis is placed on professionalism, communication, attitude, behaviors, expectations, and appearance. PREREQUISITE: Registration in final semester of study only, unless approved by the lead instructor of the program.

HC 213 MEDICAL TERMINOLOGY I**CREDITS: 3**

Students will be taught the basic techniques of medical word building. These techniques will be applied to acquire an extensive medical vocabulary. The course introduces students to medical terms relating to the anatomy and physiology of body systems, pathology, diagnosis, medical treatments and procedures.

HC 215 MEDICAL TERMINOLOGY II**CREDITS: 3**

This course is a continuation of Medical Terminology I. Medical terminology is a special vocabulary that is needed in order to communicate with other health care professionals. Prerequisites: HC213 Medical Terminology I

HUC 101 INTRODUCTION TO HEALTH UNIT COORDINATING**CREDITS: 2**

This course introduces the student to the basic responsibilities of health unit coordinators and the health care environment in which they work.

HUC 135 HEALTH UNIT COORDINATING PROCEDURES**CREDITS: 2**

This course teaches the fundamentals and knowledge needed to be employed as a Health Unit Coordinator. PREREQUISITE: HUC101 INTRODUCTION TO HEALTH UNIT COORDINATING

HUC 137 HEALTH UNIT CORR DINATING LAB AND CLINICAL**CREDITS: 4**

In the laboratory portion, the student utilizes knowledge and practices health unit coordinating skills and procedures in a simulated work environment. The clinical element of this course provides the HUC/PCT students the opportunity to apply the skills and knowledge obtained from the classroom environment to the clinical setting while under the guidance of a preceptor and the course instructor. PREREQUISITES: HUC101 INTRODUCTION TO HEALTH UNIT COORDINATING.

HUM 102 CRITICAL THINKING**CREDITS: 3**

A comprehensive and systematic approach to critical thinking, this course introduces the student to a process that results in decisions regarding what to believe and what to do. Critical thinking is careful reasoning. A critical thinker is committed to clarity, accuracy, and precision. The student will develop the skills necessary to solve legal problems.

IEL 122 ELECTRICAL CODE STUDY I**CREDITS: 3**

This is a wiring course designed to familiarize students with residential and light commercial wiring with an emphasis on electrical safety. During this course, the student will become accustomed to using the National Electrical Code along with good design techniques to develop wiring systems. PREREQUISITE: IEL 130 INTRODUCTION TO ELECTRICAL WIRING.

IEL 123 INDUSTRIAL DATA COMMUNICATION**CREDITS: 2**

The course will cover the operation and installation of data communication systems. Students will be introduced to telephone and video system operation and cable installation. In addition, an introduction to networking is given with special emphasis on Category IV cables and fiber optics. This course is designed to prepare the industrial electrician for the ever increasing demand that electricians install cabling systems in residential, commercial and industrial projects. PREREQUISITE: IEL 124 SOLID STATE DEVICES.

IEL 129 INTRODUCTION TO ELECTRICAL WIRING LAB**CREDITS: 1**

This is a lab course intended to accompany the Intro to Electrical Wiring Class. Through actual hands on experiments on developed trainers in the lab, the student will be able to reinforce the concepts learned in Intro to Electrical Wiring. This course will be taken concurrently with Intro to Electrical Wiring.

IEL 130 INTRODUCTION TO ELECTRICAL WIRING**CREDITS: 2**

This course is designed to emphasize the importance of safety and to provide a foundation for practical electrical wiring. Information included begins with a general introduction of the National Electrical Code and laws pertaining to electrical licensing and installation. Theory and lab experience is used in the study of residential wiring principles and common residential circuit hookups.

IEL 132 ELECTRICAL FUNDAMENTALS**CREDITS: 5**

This course introduces the fundamental concepts of basic electricity AC, DC and Solid State. It includes basic circuit analysis of series circuits, parallel circuits, series-parallel circuits and ohms law. A study of electrical quantities and measuring basic quantities using a VOM and the oscilloscope are included. This course covers the physical make up and characteristics of electrical components and how to analyze & troubleshoot circuits

IEL 133 ELECTRICAL FUNDAMENTALS LAB**CREDITS: 7**

This course addresses the lab study of AC, DC, Solid State, Series, Parallel, Series-parallel, inductance and capacitance. Measuring basic quantities using a VOM and the oscilloscope are included. How to analyze & troubleshoot circuits. Voltages and currents are measured to demonstrate circuit characteristics.

IEL 135 BASIC ELECTRICAL MATERIALS AND DEVICES**CREDITS: 1**

This course is designed to cover essential electrical materials, identify the industry's commonly used materials and understand its terminology.

IEL 140 WELDING & FABRICATION FOR LIGHT COMMERCIAL APPLICATIONS**CREDITS: 2**

This course is designed to teach students welding skills to cut, fabricate and weld brackets, hangers for conduits and panels, stands and hanging platforms for transformers using oxyacetylene cutting and wire feed (GMAC) welding procedures.

IEL 210 BLUEPRINT READING, ELECTRICAL PLANNING AND ESTIMATING**CREDITS: 5**

This course will teach the basics of blueprint reading, planning and estimating. A part of the course is devoted to construction topics other than that of the electrical trade. It is important that the electrician be able to read blueprints for structural information and other mechanical and plumbing information. This is imperative for proper coordination of the electrical installation. The students will plan and draw the actual electrical diagram on a blueprint then estimate the cost of the job. PREREQUISITES: IEL 130 INTRODUCTION TO ELECTRICAL WIRING, IEL129 INTRODUCTION TO ELECTRICAL WIRING LAB

IEL 211 ELECTRICAL MOTOR CONTROL**CREDITS: 3**

This course is intended to familiarize the student with motor control theory from basic concepts to much more complicated circuits. This course should be taken concurrently with motor control lab. PREREQUISITES: IEL128 INTRODUCTION TO ELECTRICAL WIRING and IEL122 ELECTRICAL CODE STUDY I.

IEL 213 ELECTRICAL HEATING AND APPLIANCES**CREDITS: 2**

This course is intended to provide the student with an understanding of electrical heat and electrical heating control circuits. Installing, maintaining and troubleshooting electrical heating systems are an important part of the industrial electrician's career. This course will also introduce the student to air conditioning and heat pump operation.

IEL 214 ELECTRICAL CODE STUDY II**CREDITS: 2**

This course deals with commercial and industrial wiring standards with heavy emphasis on the National Electrical Code. Electrical services are studied in more depth; grounding and bonding are emphasized, and wiring methods for several types of specific locations are studied. PREREQUISITES: IEL122 ELECTRICAL CODE STUDY I.

IEL 216 MOTOR CONTROL LAB**CREDITS: 2**

This course utilizes a hands-on approach to learning motor-control circuit wiring. The student will complete the control wiring of sample circuits using the developed trainers in the lab. This hands-on experience greatly helps the student in retaining the information that is presented in the Electrical Motor Control course. PREREQUISITES: IEL130 INTRODUCTION TO ELECTRICAL WIRING, IEL226 ELECTRICAL MOTOR FUNDAMENTALS AND MAINTENANCE, IEL223 ELECTRICAL MOTOR FUNDAMENTALS AND MAINTENANCE LAB, IEL211 ELECTRICAL MOTOR CONTROL (OR CONCURRENTLY)

IEL 218 WIRING LAB I**CREDITS: 3**

The purpose of this course is to provide the student with the basic skills and technical knowledge required to enter the electrical construction field as an inside wire person. The course activities provide varied applications of practical job and shop practices and experience in the use of an electrician's tools and equipment. Actual on the job training is obtained through the rough-in wiring of WDTI projects. PREREQUISITES: IEL129 INTRO TO ELECTRICAL WIRING LAB, IEL130 INTRODUCTION TO ELECTRICAL WIRING

IEL 220 WIRING LAB II**CREDITS: 3**

This course is a study of the National Electrical Code in relation to commercial and industrial electrical installations. Actual electrical installations, compiling pertinent facts for bidding purposes and on the job training through the wiring of WDTI projects are included in this course. Prerequisite: IEL218 WIRING LAB I

IEL 221 PROGRAMMABLE LOGIC CONTROLLERS**CREDITS: 2**

This course introduces programmable logic controllers and the concepts and structure of programmable controllers and provides beginning programming skills. The student will have the basic knowledge to be able to do limited maintenance, programming and installation of programmable controller systems in the industrial environment. The student will also have the background for more advanced training in programmable control. PREREQUISITE: IEL211 ELECTRICAL MOTOR CONTROL and IEL216 MOTOR CONTROL LAB.

IEL 222 PLC LABS**CREDITS: 3**

This course will give the student hands-on experience in programming Programmable Controllers. The theory learned in previous course work will be put into practice in a laboratory environment that includes simulated industrial applications. Programmable control is an area of ever-increasing industrial importance today. **PREREQUISITES:** IEL211 ELECTRICAL MOTOR CONTROL, IEL216 MOTOR CONTROL LAB and IEL221 PROGRAMMABLE LOGIC CONTROLLERS (OR CONCURRENTLY).

IEL 223 ELECTRICAL MOTOR LAB**CREDITS: 1**

This is a laboratory course intended to accompany the motor study course. Through actual hands-on experiments on developed trainers in the lab, the student will be able to reinforce the concepts learned in motor study. This course should be taken concurrently with Electric Motor Fundamentals and Maintenance. **PREREQUISITES:** IEL132 ELECTRICAL FUNDAMENTALS, IEL133 ELECTRICAL FUNDAMENTALS LAB, CPR

IEL 224 POWER DISTRIBUTION**CREDITS: 2**

Transformers are considered the single most important type of equipment in the process of distribution of electrical power. Transformer study is therefore a large portion of this course. Included in this course are transformer theory, code and actual transformer connections. **PREREQUISITES:** IEL128 INTRODUCTION TO ELECTRICAL WIRING and IEL122 ELECTRICAL CODE STUDY I.

IEL 226 ELECTRICAL MOTOR FUNDAMENTALS AND MAINTENANCE**CREDITS: 2**

This course involves a study of the operational theory and construction of AC and DC motors. It is important for the electrician to have an understanding of motor principles and motor construction in order to facilitate proper motor installation and trouble shooting. This course should be taken concurrently with Electric Motor Lab. **PREREQUISITE:** IEL211 ELECTRICAL MOTOR CONTROL and IEL216 MOTOR CONTROL LAB.

IEL 299 ELECTRICIAN INTERNSHIP/CO-OP**CREDITS: 6**

The Electrician Internship/co-op course is a hands-on course where students gain experience with an employer through on-the-job electrical related work at an approved Job Site. **PREREQUISITE:** 2.0 OR BETTER ON ALL FIRST AND SECOND SEMESTER CLASSES

LET 117 INDUSTRY STANDARDS**LET 127****LET 217****LET 227****CREDITS: 0**

Students will be instructed in the responsibilities and demeanor expected of them upon being employed by a law enforcement agency. This instruction shall also include the proper wearing of uniform and basic facing movements as they relate to dismounted drill.

LET 118 SPANISH FOR LAW ENFORCEMENT ABC**CREDITS: 3**

This course is designed to provide non-Spanish speaking students with the opportunity to learn work-specific Spanish language. Students learn basic phrases and questions necessary to carry out their law enforcement duties. Cross-cultural issues will also be discussed regarding the law enforcement and Hispanic communities.

LET 119 CRIMINAL LAW AND PROCEDURES**CREDITS: 3**

Students will be taught the differences between the criminal and civil law process. They will understand how to interpret criminal statutes and apply those statutes to violations in a law enforcement application. The study of federal, state and local governments and their respective courts will be covered. The criminal code, pretrial and post-trial procedures, from a constitutional basis as well as that found in South Dakota Codified Law Titles 22, 23 and 23A will be covered. Students will become familiar with proper trial preparation, conduct and demeanor as it relates to the law enforcement officer.

LET 120 MECHANICS OF ARREST/PHYSICAL TRAINING**CREDITS: 2**

This course is designed to familiarize the student in the escalation of force model and in basic offender confrontation concepts. To create an ability and confidence in the student successfully coping with physical situations, with swift and efficient solutions whether physical or verbal. Students must properly arrest, handcuff, control and conduct a safe and thorough search incident to arrest compliant and non-compliant suspects. Techniques covered will be the proper use of handcuffs, police baton, and oleoresin capicum (oc) spray. Students will be taught the methods for body muscle warming and methods used to prevent muscle strain and injury. Students will actually perform certain physical exercises for fitness purposes.

LET 121 CRIMINAL INVESTIGATIONS**CREDITS: 4**

Students will be taught the fundamentals of the crime scene and post-crime investigation as it relates to property crimes, crimes against persons and white-collar crime. Specific instruction as it relates to South Dakota Codified Law will be covered as it relates to these crimes. Crimes committed in relation to Cults, Hate Groups, Explosives and Drugs and the culture that promotes them will be covered. **PREREQUISITES:** LET 119 CRIMINAL LAW & PROCEDURES AND LET 240 CONSTITUTIONAL LAW FOR LAW ENFORCEMENT OR PERMISSION FROM LEAD LET INSTRUCTOR.

LET 122 INTERVIEW AND INTERROGATION/REPORT WRITING**CREDITS: 3**

This course will distinguish between interrogation and interviewing and includes instruction in the preparation and planning for interviews, effective questioning techniques as well as constitutional constraints. Students will also receive lecture and engage in practical exercises concerning proper report/statement writing skills. Emphasis is placed on the gathering and documentation of pertinent information and construction of report narratives, using clear concise language.

LET 124 JUVENILE METHODS**CREDITS: 3**

The studies of juvenile delinquency use of juvenile investigation procedure and community resources available to deal with juvenile problems are included in this course. This course will explain the theory of juvenile crime and offenders, as well as specific South Dakota Codified Law. The court process and types of juvenile correctional institutions will be covered.

LET 126 PHYSICAL TRAINING (SECOND SEMESTER)**CREDITS: 1**

Students will periodically review previous defensive tactics and skills as instructed in LET 120. Students will maintain the ability and confidence to successfully cope with the physical situations, which confront law enforcement officers. Students will be instructed in the methods of stretching and warming of muscles to prevent strain and injury. Students will participate and perform certain physical exercises for fitness purposes.

LET 216 PHYSICAL TRAINING (THIRD SEMESTER)**CREDITS: 1**

Students will periodically review previous defensive tactics and skills as instructed in LET 120. Students will maintain the ability and confidence to successfully cope with the physical situations, which confront law enforcement officers. Students will be instructed in the methods of stretching and warming of muscles to prevent strain and injury. Students will participate and perform certain physical exercises for fitness purposes.

LET 226 PHYSICAL TRAINING (FOURTH SEMESTER)**CREDITS: 1**

Students will periodically review previous defensive tactics and skills as instructed in LET 120. Students will maintain the ability and confidence to successfully cope with the physical situations, which confront law enforcement officers. Students will be instructed in the methods of stretching and warming of muscles to prevent strain and injury. Students will participate and perform certain physical exercises for fitness purposes.

LET 210 INTRODUCTION TO CRIMINAL JUSTICE**CREDITS: 3**

The history and social significance of the law enforcement profession will be studied along with the role, responsibilities and demands upon law enforcement officers in our society. The role of a law enforcement officer as it relates to the philosophy of community policing as well as the history of community policing will be explored. Also topics concerning motivation, civil liability, job stress, sociological concepts which are applicable in the practice of law enforcement. The student will learn about culture, socialization, social deviance, social stratification, gender & minority inequalities, marriage and family relationships, education, and social change in collective behavior.

LET 212 ACCIDENT INVESTIGATIONS**CREDITS: 2**

This course is designed to create the ability within each student to understand the basics of proper and lawful investigations of accidents. This will include the students being taught the applicable laws that pertain to accidents of a general nature and specifically as it relates to the laws of the State of South Dakota. This course will include a segment on accident reconstruction. Prerequisites, be an enrolled student in the Law Enforcement Program or be a law enforcement officer with a recognized department.

LET 213 CRIMINOLOGY AND ABNORMAL BEHAVIOR**CREDITS: 3**

Criminology is the systematic inquiry into the causes of crime. Students will become familiar with the nature and causes of crime and various aspects and theories dealing with criminal behavior.

LET 215 COLLECTION/PRESERVATION OF EVIDENCE**CREDITS: 3**

This course deals with the accepted techniques and methods of crime scene preservation, management and the collection of evidence. This includes locating evidence, packaging, and transmittal of evidence to the proper forensic laboratory.

PREREQUISITES: ACCEPTANCE INTO THE LAW ENFORCEMENT TECHNOLOGY PROGRAM OR PRIOR APPROVAL FROM THE LET INSTRUCTOR.

LET 218 PATROL PROCEDURES I**CREDITS: 3**

Students will receive lecture on various patrol procedures. Pre shift preparation, safe vehicle stops, highway interdiction techniques, alarm response, building search techniques, intoxicated drivers and domestic violence will be covered. Instruction through lecture and hands-on application will be the primary focus. The specific study of Title 32 of the South Dakota Codified Law will be required. **This course requires a valid driver's license.**

LET 222 ADVANCED ISSUES IN POLICING**CREDITS: 2**

This course will provide a survey of relevant contemporary issues affecting the law enforcement career field and public safety. The format will be interactive, focusing on current events and trends, court decisions, new technologies, and subjects not addressed in any of the students' previous course offerings. An historical perspective will be presented allowing students to build a foundation for the purpose of problem and topic analysis.

LET 224 LAW ENFORCEMENT PRACTICUM**CREDITS: 2**

This course is designed to allow students the opportunity to participate in hands-on experiences with various law enforcement / criminal justice agencies covering a variety of duties. Each student will attend two shifts per week, for a period of seven weeks. Students may be assigned a variety of law enforcement tasks working with officers during their duty shifts. **PREREQUISITES: SUCCESSFUL COMPLETION OF PRIOR SEMESTER LET COURSES OR PERMISSION FROM THE LEAD INSTRUCTOR OF THE LAW ENFORCEMENT TECHNOLOGY PROGRAM.**

LET 229 CORRECTIONS**CREDITS: 3**

Students will be furnished information regarding the system in the U.S. of corrections, parole, and probation. Also furnished is information on how these three parts of the criminal justice system interface with each other and with the law enforcement officer on the street. Students will be exposed to the duties and responsibilities of the personnel involved in each of these areas.

LET 230 PATROL PROCEDURES II**CREDITS: 3**

This course is designed to build on the foundation established by Patrol Procedures I. The student will receive further study of South Dakota Codified Law; Title 32 and Title 41 as well as Title 36 Code of Federal Regulations, and United States Code 16 & 18. The concepts of Patrol Procedure I will be applied in hands on scenarios. This will include the initial response of the patrol officer, report writing, preliminary investigation and testifying in court.

LET 232 TECHNOLOGY IN LAW ENFORCEMENT**CREDITS: 2**

This course is designed to introduce students to and when appropriate to certify in the use of various pieces of equipment/tools that are available to law enforcement officers in today's society. The technology on which the students will train with (but not limited to) will be GPS/GIS, TASER, RADAR, LIDAR, and Forensic Mapping utilizing a Total Station data collection and Map Scenes software. Additional technology will be integrated into the class as science provides updated and innovative equipment to the world of law enforcement.

LET 240 CONSTITUTIONAL LAW FOR LAW ENFORCEMENT**CREDITS: 3**

This course presents the Constitution, Bill of Rights and other amendments from a Criminal justice perspective. Practical examples and court decisions will be used to illustrate how law enforcement officers and other members of the Criminal Justice system apply constitutional concepts in the course of their duties. Special emphasis is placed on the search and seizure requirements of the Fourth Amendment.

LET 251 FIREARMS TRAINING**CREDITS: 2**

The emphasis of this course will be safety, proper handling, proficiency and care of firearms. Information regarding the proper methods of using and time to use firearms will be covered in depth. Instruction in the proper sighting, trigger pull and all other elements to safe and proper weapon use will be given. There will be extensive live fire training with the 9mm semi-automatic and 12-gauge shotgun. Course will include combat and stationary-type shooting techniques. This course cannot be taken by anyone who has sustained a criminal conviction, meeting the guidelines of Title 18 USC Sec. 922, or who is currently under the requirements of a Protection Order. **PREREQUISITES:** Completion of the LET Semesters 1, 2, and 3 or approval from the LET Lead Instructor.

LET 255 EMERGENCY VEHICLE OPERATION COURSE (EVOC)**CREDITS: 3**

A study of legal aspects as they pertain to law enforcement driving. Instruction in emergency, non-emergency, and pursuit driving will be given. Students will demonstrate driving proficiency by successfully completing required course driving maneuvers. **PREREQUISITES:** Students must have successfully completed the three previous semesters of the LET program, or receive Program Coordinators permission to attend. **Students must have a valid driver's license.**

LIBR 100 INTRODUCTION TO LIBRARY SERVICES**CREDITS: 3**

Overview of the variety of roles performed by library technicians in all types of libraries and information centers. Emphasis on the library technician's role in the delivery of services, the tools and terminology of library relationships to the communities they serve, and monitoring and implementation of new service trends.

LIBR 102 INTRODUCTION TO LIBRARY CIRCULATION AND CUSTOMER SERVICE**CREDITS: 3**

Research into and development of circulation policies, review of self-service technologies, readers' advisory, notification systems, and materials handling. Investigation of integrated library systems and their impacts to user-friendly customer service, and discussion of current issues that impact library services.

LIBR 104 PUBLIC SERVICES FOR LIBRARY TECHNICIANS**CREDITS: 3**

An introduction to public catalogs, bibliographic instruction, inter-library loan practices, handling of problem patrons, and development of library behavior policies. Also reviewed is basic marketing of library services.

LIBR 120 PROGRAMMING AND SERVICES FOR ALL AGES**CREDITS: 3**

An introduction to programming for multicultural and multi-aged populations (youth, teens, working adults, and seniors); resource awareness including cost-benefit analysis with program evaluations, planning and management; and basic marketing of library programming.

LIBR 122 CHILDREN'S AND YOUNG ADULT LITERATURE**CREDITS: 3**

This is an introductory course for both children's and young adult literature. Content will emphasize selection and evaluation of books according to levels, interest, special needs, and educational objectives. Readers' advisory for youth is also reviewed.

LIBR 200 INTRODUCTION TO TECHNICAL SERVICES: ACQUISITIONS, SERIALS AND PROCESSING**CREDITS: 3**

Principles of acquiring and processing library materials, including vendor selection, ordering, receiving, processing and outsourcing, and budget accounting.

LIBR 202 CONTENT CREATION AND MOBILE LIBRARY SERVICES**CREDITS: 3**

Principles of online content creation for customization and user-friendly access to library resources. Course will also review and assess mobile library applications and tools that deliver library services to mobile devices.

LIBR 204 SELECTION AND ACCESS RESOURCES**CREDITS: 3**

Principles of collection development in all formats, including selection and evaluation of print and virtual resources. Research into and development of collection development policies, and assessment and weeding of collections.

LIBR 220 INTRODUCTION TO CATALOGING AND CLASSIFICATION**CREDITS: 3**

Course description is being developed.

LIBR 222 REFERENCE RESOURCES**CREDITS: 3**

Course description is being developed.

LIBR 224 TECHNOLOGY INFORMATION RESOURCES & ONLINE SOCIAL NETWORKING**CREDITS: 3**

Course description is being developed.

LIBR 299 INTERNSHIP**CREDITS: 3**

Course description is being developed.

MA 110 MEDICAL ASSISTING I**CREDITS: 4**

This course is designed to give the basic knowledge and understanding of the career of Medical Assisting and the administrative skills required to be employed as an entry level medical assistant.

MA 125 PATHOPHYSIOLOGY**CREDITS: 3**

This course includes the study of various diseases and disorders of each of the body systems. PREREQUISITES: HC213 MEDICAL TERMINOLOGY I, HC114 ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS.

MA 127 PHLEBOTOMY FOR THE MEDICAL ASSISTANT**CREDITS: 3**

This course introduces students to the practice of phlebotomy and includes active learning experiences and hands-on training. Students will become familiar with phlebotomy equipment and learn about basic blood collection procedures. Safety procedures, quality management and legal issues will be discussed in addition to special blood collection techniques. The importance of professionalism, communication skills, personal and patient safety and technical skill development will be stressed.

MA 140 MEDICAL ASSISTING II**CREDITS: 5**

This course will teach students the knowledge and clinical skills needed for an entry level medical assistant. **PREREQUISITES:** MA110 MEDICAL ASSISTING I.

MA 295 MEDICAL ASSISTING I CLINICAL**CREDITS: 4**

This course provides the medical assisting students the opportunity to apply their skills and knowledge in the medical office setting. Students are placed in medical facilities of Rapid City and surrounding areas to gain hands on experience in the administrative skills required as an entry level medical assistant. Students are under the supervision of the facility and are periodically evaluated by the preceptor. **PREREQUISITES:** CPR CERTIFICATION, STUDENTS MUST HAVE SUCCESSFULLY COMPLETED THE TWO PREVIOUS SEMESTERS OF THE MA PROGRAM, OR RECEIVE PROGRAM COORDINATORS PERMISSION TO ATTEND.

MA 296 MEDICAL ASSISTING II CLINICAL**CREDITS: 4**

This course provides the medical assisting students the opportunity to apply their skills and knowledge in the clinical setting. Students are placed in medical facilities of Rapid City and surrounding areas to gain hands on experience in the clinical skills required as an entry level medical assistant. Students are under the supervision of the facility and are periodically evaluated by the preceptor. **PREREQUISITES:** CPR CERTIFICATION, STUDENTS MUST HAVE SUCCESSFULLY COMPLETED THE THREE PREVIOUS SEMESTERS OF THE MA PROGRAM, OR RECEIVE PROGRAM COORDINATORS PERMISSION TO ATTEND.

MATH 090 BASIC MATHEMATICS**CREDITS: 2**

This course provides a mathematically sound and comprehensive coverage of basic computational skills and their applications. Certain topics from algebra are also included. The content and level of rigor of the text form the basis of a course that would properly serve as preparation for a traditional algebra course. The text has been specifically developed to meet, not only the needs of the traditional post-secondary student, but also the needs of the mature student whose mathematical proficiency may have declined during years away from formal schooling.

MTH 100 ELEMENTARY ALGEBRA**CREDITS: 3**

This course prepares students for college level mathematics. Topics generally include: Basic properties of real numbers, exponents and radicals, rectangular coordinate geometry, solutions to linear and quadratic equations, inequalities, polynomials and factoring. Students may also be introduced to functions and systems of equations. **PREREQUISITES:** High School Math and a COMPASS Score in Pre-Algebra Domain of 40 or higher.

MATH 101 INTERMEDIATE ALGEBRA**CREDITS: 3**

This course includes real numbers and variable expressions, first-degree equations, polynomials, factoring, rational expressions, rational exponents and radicals, and quadratic equations. Other areas covered will be linear equations, systems of linear equations, linear, exponential and logarithmic functions, and an introduction to conic sections. **PREREQUISITES:** High School Math and a COMPASS Score in Algebra Domain of 30 or higher.

MATH 102 COLLEGE ALGEBRA**CREDITS: 3**

This course involves equations and inequalities; polynomial functions and graphs; exponents, radicals, binomial theorem, zeros of polynomials; systems of equations; exponential, logarithmic, and inverse functions, applications and graphs. Other topics selected from sequences, series, and complex numbers will be covered. **PREREQUISITES:** High School Math and a COMPASS Score in Algebra Domain of 42 or above, or passing grade in MATH 101.

MATH 104 TECHNICAL MATHEMATICS**CREDITS: 3**

This course includes real numbers and variable expressions, first-degree equations, polynomials, factoring, rational expressions, rational exponents and radicals, geometry, quadratic equations and trigonometry. This course is designed for students who are preparing for technical careers. It stresses a working knowledge of applied mathematical concepts. The practice problems are applications from various technical fields but do not require prior knowledge of the technical applications. Problems are selected to help develop an understanding of where and how mathematics is used in the various fields of employment. **PREREQUISITES:** High School Math and a COMPASS Score in Pre-Algebra Domain of 40 or higher.

MATH 112 BUSINESS MATHEMATICS**CREDITS: 3**

A practical, working knowledge of relevant mathematical ideas and computations is developed for preparation in many careers, as well as in daily and consumer life. Topics include: arithmetic operations with: whole and decimal numbers; common fractions; ratio, rate, proportion, percent; statistics and graph interpretation; discounts, markup/markdown; and many uses of formulas, including payroll, simple and compound interest, credit, mortgage, and annuities calculations. Each unit refreshes essential computation skills, builds with calculator and data practices, graphic and geometric descriptions, and then leads to related problem-solving skills. Computer, consumer, and many business applications are provided. Pencil-paper, calculator, and estimating methods are all stressed. **PREREQUISITE:** High School Math and a COMPASS Score in Pre-Algebra Domain of 40 or higher.

MATH 120 TRIGONOMETRY**CREDITS: 3**

Topics include: trigonometric functions, equations, and identities; inverse trigonometric functions; exponential and logarithmic functions, and applications of these functions. **PREREQUISITE:** High School Math and a COMPASS Score in Algebra Domain of 42 or above, or passing grade in MATH 101 or MATH 102.

MDS 210 HEALTH CARE CODING I**CREDITS: 4**

This is an introductory course to the statistical classification system of the International Classification of Diseases, Ninth and Tenth Revision, Clinical Modification (ICD-9-CM and ICD-10-CM and PCS), the system in use in hospitals and private medical practices for the classification and reporting of morbidity and mortality in the United States. Many third party payment systems are based on the ICD-9-CM and/or the ICD-10-CM and PCS classification and coding system. The course also introduces Current Procedural Terminology (CPT). **PREREQUISITES:** MDS 110 MEDICAL TERMINOLOGY I OR HC213 MEDICAL TERMINOLOGY I AND HC114 ANATOMY & PHYSIOLOGY PREFERRED – CONTACT COURSE INSTRUCTOR FOR WAIVER.

MDS 211 HEALTH CARE CODING II**CREDITS: 3**

This course is a continuation of coding from Health Care Coding I objectives with the introduction of DRG and APC systems of reimbursement. ICD-9-CM, ICD-10-CM and PCS, CPT and HCPCS manuals will be utilized. HCPCS coding system will be investigated. Additionally, this course includes an overview and education of electronic coding systems. **PREREQUISITE:** MDS210 HEALTHCARE CODING I

MDS 212 HEALTH CARE FUNDAMENTALS AND REIMBURSEMENT**CREDITS: 3**

This course provides a framework of knowledge to help the student recognize drug names and drug classes; understand drug actions and the rationale for treatment; discern between sound-alike drugs; understand why side effects, allergic effects, and other effects of drugs occur; and perform measurement conversions. The course addresses various current healthcare issues relating to pharmacology and drugs.

MDS 299 INTERNSHIP**CREDITS: 3**

This course is designed to place the student in an actual work situation for which they have been trained. It is designed to give them experience in the medical administration field. **PREREQUISITE:** The student must have a cumulative 2.5 GPA or higher. The student must be enrolled in the final semester of their program. Excessive absences or tardy in one or more classes will disqualify a student from enrolling in this course.

MTS 102 MEDICAL TRANSCRIPTION I**CREDITS: 3**

This course introduces students to the medical transcription profession through hands-on practical applications. Students will transcribe simulated dictation from the field of general medicine while honing their English and medical terminology skills. **PREREQUISITES:** CIS105 MICROCOMPUTER SOFTWARE APPLICATIONS, COC 110 KEYBOARDING I, MD S110 MEDICAL TERMINOLOGY I, and HC 114 ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS.

MTS 124 DISEASE PROCESSES I**CREDITS: 3**

This course is offered for students entering allied health careers and for students interested in learning the fundamentals of human disease. This course also introduces important terminology, the study of disease, inflammation and allergy, neoplasia, heredity and disease, and dietary factors and disease, as well as the major diseases associated with each body system and the role stress and aging play in health and disease. Students are also introduced to the concept of wellness. **PREREQUISITES:** HC114 ANATOMY & PHYSIOLOGY, MDS 110 MEDICAL TERMINOLOGY I, and MDS 122 MEDICAL TERMINOLOGY II.

MTS 212 BASIC PHARMACOLOGY**CREDITS: 3**

This course is not to instruct in the prescribing or administration of medication. Rather, its purpose is to provide a framework of knowledge to help the student recognize drug names and drug classes; understand drug actions and the rationale for treatment; discern between sound-alike drugs; understand why side effects, allergic effects, and other effects of drugs occur; and address various current healthcare issues relating to pharmacology and drugs.

MTS 213 MEDICAL TRANSCRIPTION II**CREDITS: 3**

This course incorporates skills in information processing, medical terminology, and machine transcription in order to produce medical reports for health care facilities. Students transcribe dictation from several specialty areas including Obstetrics, Gastroenterology, Urology, Orthopedics, Hematology, and Immunology. Proper format, punctuation, and increased accuracy are emphasized. **PREREQUISITE:** MTS 102 MEDICAL TRANSCRIPTION I.

MTS 214 DISEASE PROCESSES II

CREDITS: 3

This course will center on "Special Pathology." Emphasis will be placed on diseases of individual organs and organ systems. The objective is to describe important pathological mechanisms in considerable detail, while exposing the language of medicine.

MTS 222 MEDICAL TRANSCRIPTION III

CREDITS: 3

This course introduces students to advanced medical transcription material from medical specialties including Cardiology, Orthopedics, Gastroenterology, Radiology, and Surgery. Student transcriptionists will be exposed to the broad scope of medicine and the continuing need for accurate documentation. Emphasis is on increased accuracy and independence with decreased assistance. **PREREQUISITE:** MTS 213 MEDICAL TRANSCRIPTION II.

MTS 234 VOICE RECOGNITION/EDITING

CREDITS: 2

This course enables students to enhance their medical transcription/editing skills through the use of voice recognition software. The student will be exposed to the latest in medical voice recognition/editing procedures. Emphasis is placed on increased document accuracy and health care expectations. The course will incorporate the latest software and technology being utilized by the industry. **PREREQUISITES:** MTS222 MEDICAL TRANSCRIPTION III (may be taken as a co-requisite).

NSG 116 FOUNDATIONS IN NURSING CLINICAL

CREDITS: 4

This is the clinical component of Foundations in Nursing. These beginning nursing students provide direct patient care in a variety of adult health and long-term care settings. The students are supervised by RN instructors at all times. This course allows for application of knowledge obtained from NSG 115 and NSG 117 with an emphasis on Physical Assessment, Therapeutic Communication, and Application of the Nursing Process. **PREREQUISITES:** ACCEPTANCE INTO THE PRACTICAL NURSING PROGRAM, HC213 MEDICAL TERMINOLOGY I, PHGY220 HUMAN ANATOMY AND PHYSIOLOGY I, CHEM106/106L CHEMISTRY/LAB, NSG114 PHARMACOLOGY IN NURSING, NSG115 FOUNDATIONS OF NURSING W/GERIATRIC CONSIDERATIONS LAB (THIS CLASS MUST HAVE BEEN SUCCESSFULLY COMPLETED WITHIN THE PREVIOUS 2 MONTHS), NSG117 FOUNDATIONS OF NURSING W/GERIATRIC CONSIDERATIONS, NSG118 GERIATRIC CLINICAL

NSG 118 GERIATRIC CLINICAL

CREDITS: 1

Laboratory and clinical experiences are incorporated into this course to enhance the learning process. The clinical component includes direct care of the older adult with focus on assessment skills **PREREQUISITES:** ACCEPTANCE INTO THE PRACTICAL NURSING PROGRAM, HC213 MEDICAL TERMINOLOGY I, PHGY220 HUMAN ANATOMY AND PHYSIOLOGY I, CHEM106/106L CHEMISTRY/LAB, NSG117 FOUNDATIONS IN NURSING W/GERIATRIC CONSIDERATIONS, NSG116 FOUNDATIONS IN NURSING (W/GERIATRIC CONSIDERATIONS) CLINICAL

NSG 119 MENTAL HEALTH NURSING

CREDITS: 2

This course presents basic concepts of mental health/illness and offering care to clients. Categories of mental illness are discussed along with common therapies used to treat them. The course also addresses issues that nurses will face as they work with clients with special mental and emotional needs. There is a clinical component included in this course. **PREREQUISITES:** ACCEPTANCE INTO THE PRACTICAL NURSING PROGRAM, HC213 MEDICAL TERMINOLOGY I, PHGY220 HUMAN ANATOMY AND PHYSIOLOGY I, CHEM106/106L CHEMISTRY/LAB, NSG114 PHARMACOLOGY IN NURSING, NSG115 FOUNDATIONS IN NURSING LAB, NSG116 FOUNDATIONS IN NURSING CLINICAL, NSG117 FOUNDATIONS IN NURSING W/GERIATRIC CONSIDERATIONS, NSG118 GERIATRIC CLINICAL

NSG 125 MATERNAL/CHILD HEALTH NURSING

CREDITS: 4

This course introduces the student to comprehensive family centered care, wellness, health promotion and illness prevention. The course focuses on growth and development of the child from conception to adolescence and incorporates family dynamics. **PREREQUISITE:** COMPLETION OF ALL FIRST SEMESTER COURSES.

NSG 129 ADULT HEALTH NURSING

CREDITS: 6

This course includes theory with emphasis on care of patients with diseases/disorders of the following systems: Nervous, Sensory, Respiratory, Circulatory, Urinary, Gastrointestinal, Endocrine, Reproductive, Musculoskeletal, Immune, Integumentary, and Hematological. Nursing assessment and evaluation is integrated into the study of disease process. **PREREQUISITE:** COMPLETION OF ALL FIRST SEMESTER COURSES.

NSG 211 ADULT HEALTH NURSING LAB/CLINICAL**CREDITS: 7**

This lab course includes nursing skills with an emphasis on care of patients with diseases/disorders of the following systems: Nervous, Sensory, Respiratory, Circulatory, Urinary, Gastrointestinal, Endocrine, Musculoskeletal, Integumentary, and Hematological. This is the clinical component of Adult Health Nursing. The students provide direct care to patients in a variety of acute, inpatient settings and also in physicians' offices and outpatient care centers. They are supervised by RN Clinical Instructors at all times. They utilize the various components of the Nursing Process to design appropriate care.

Prerequisites: NSG205, NSG201, NSG116, NSG200, NSG118

NSG 135 PROFESSIONAL DEVELOPMENT**CREDITS: 2**

This is designed to prepare the student for successful transition into the workforce. NCLEX (National Certification Licensure Exam) review is included to prepare the student for licensure exam. This course also incorporates skills to assist the student in developing a portfolio (resume and overview of clinical experience) to assist in job placement. PREREQUISITES: NSG114 PHARMACOLOGY IN NURSING, NSG115 FOUNDATIONS IN NURSING LAB, NSG116 FOUNDATIONS IN NURSING CLINICAL, NSG117 FOUNDATIONS IN NURSING W/GERIATRIC CONSIDERATIONS, NSG118 GERIATRIC CLINICAL, NSG119 MENTAL HEALTH NURSING, NSG125 MATERNAL/CHILD HEALTH NURSING, NSG128 ADULT HEALTH NURSING LAB, NSG129 ADULT HEALTH NURSING

NSG 136 MENTAL HEALTH PRACTICUM**CREDITS: 1**

In this course, the student will apply the nursing process and mental health nursing theory in the care of clients with mental illnesses. The student will also gain knowledge of the importance of milieu in the treatment of mental illnesses and the various contributions of the mental health team members. PREREQUISITE: NSG 119 MENTAL HEALTH NURSING.

NSG 138 MATERNAL/CHILD HEALTH PRACTICUM**CREDITS: 2**

This course is the clinical component of maternity and pediatric nursing. The clinical settings are varied and include but are not limited to hospitals, clinics, out-patient facilities, and physicians' offices. PREREQUISITES: NSG114 PHARMACOLOGY IN NURSING, NSG115 FOUNDATIONS IN NURSING LAB, NSG116 FOUNDATIONS IN NURSING CLINICAL, NSG117 FOUNDATIONS IN NURSING (W/GERIATRIC CONSIDERATIONS), NSG118 GERIATRIC CLINICAL

NSG 139 ADULT HEALTH PRACTICUM**CREDITS: 4**

This course emphasizes the specific nursing care for clients with disorders of each body system. The nursing process and critical thinking are utilized to identify symptoms, provide care, set goals and evaluate nursing care for each of the identified disorders. Clinical experiences are a fundamental component of this course. Students are paired with a practicing LPN or RN in an adult health clinical setting. PREREQUISITES: NSG115 FOUNDATIONS IN NURSING LAB, NSG116 FOUNDATIONS IN NURSING CLINICAL, NSG118 GERIATRIC CLINICAL, NSG119 MENTAL HEALTH NURSING, NSG125 MATERNAL/CHILD HEALTH NURSING, NSG128 ADULT HEALTH NURSING LAB, NSG130 ADULT HEALTH NURSING CLINICAL, NSG136 MENTAL HEALTH PRACTICUM, NSG138 MATERNAL/CHILD PRACTICUM

NSG 200 FOUNDATIONS IN NURSING (W/GERIATRIC CONSIDERATIONS)**CREDITS: 6**

This course establishes the foundation for nursing practice by providing the fundamental concepts and skills needed to meet basic human physiological needs. An introduction to the nursing process and critical thinking is presented. PREREQUISITES: ACCEPTANCE INTO THE PRACTICAL NURSING PROGRAM, HC213 MEDICAL TERMINOLOGY I, PHGY220 HUMAN ANATOMY AND PHYSIOLOGY I, CHEM106/106L CHEMISTRY/LAB

NSG 201 FOUNDATIONS IN NURSING w/GERIATRIC CONSIDERATIONS LAB**CREDITS: 1**

This is the lab component of Foundations in Nursing. This lab course offers a thorough introduction to the Fundamental Skills required of the 21st Century Nurse. Emphasis is placed on the development of the myriad of basic nursing skills, including the cornerstone of nursing physical assessment. Skills offered range from basic (such as bed-making, hygiene and skin care) through complex (airway management, oxygenation, and fluid/chemical balance). PREREQUISITES: ACCEPTANCE INTO THE PRACTICAL NURSING PROGRAM, HC213 MEDICAL TERMINOLOGY I, PHGY220 HUMAN ANATOMY AND PHYSIOLOGY I, CHEM106/106L CHEMISTRY/LAB

NSG 205 PHARMACOLOGY IN NURSING**CREDITS: 4**

This course is designed to present material on the administration of medications in a safe and responsible way. Information on medications is presented according to body systems. The nursing process is incorporated into drug information; drugs are discussed according to their classification, side effects and nursing implications for administration. Dosage calculations are covered. Prerequisites: Acceptance into program, CIS 105, HC213, PHGY220/220L, CHEM106/106L: Chemistry/Lab

ORT 010 ORIENTATION**CREDITS: 1**

The course is designed to increase the student's success in school by assisting the student in obtaining skills necessary to complete his/her education objectives. Topics include: study skills, communications skills, and problem solving skills.

ORT 020 INTRODUCTION TO ONLINE**CREDITS: 0**

This course is a zero-credit course designed to provide students the skills necessary to succeed in online courses. The course will also provide the student an opportunity to analyze whether online learning is the correct choice for them. Online courses require a student to have strong time management skills, good computer literacy skills, and the ability to learn independently.

ORT 030 E-LEARNING FOR THE ONLINE STUDENT**CREDITS: 1**

This course is designed to provide strategies for achieving success with any online coursework, whether it is for a complete or partial online course or for a course that simply uses online tools to supplement on-campus learning. Topics include: study, technical, time management, communication, and problem solving skills. **COREQUISITE:** ORT020 INTRODUCTION TO ONLINE.

PCT 110 PATIENT CARE TECH I**CREDITS: 2**

This course is designed to provide the student with the knowledge necessary to become a nursing assistant or a patient care tech in the acute care setting.

PCT 111 PATIENT CARE TECH I LAB**CREDITS: 1**

This course is designed to provide the students the opportunity to practice the basic health care skills necessary to become a nursing assistant or a patient care tech in the acute care setting.

PCT 125 PATIENT CARE TECH II**CREDITS: 5**

This course is designed to provide the student with advanced knowledge and advanced patient care skills necessary to become a patient care tech in the acute care setting. In the clinical portion of the course the HUC/PCT students the opportunity to apply the skills and knowledge obtained from the classroom environment the the clinical setting. **PREREQUISITE:** PCT110 PATIENT CARE TECH I, PCT111 PATIENT CARE TECH I LAB

PH 102 INTRODUCTION TO PHLEBOTOMY**CREDITS: 2**

This course introduces students to the practice of phlebotomy and the role of the phlebotomist as part of the health care team. Students will become familiar with phlebotomy equipment and learn about basic blood collection procedures. Special blood collection procedures, safety procedures, quality management and legal issues are discussed. The importance of professionalism and good communication skills in the patient care environment is stressed.

PH 121 PRINCIPLES AND PRACTICES**CREDITS: 3**

This course provides the student with active learning experiences and hands-on training necessary to develop the skills of an entry-level phlebotomist. The student will learn the procedures performed by a phlebotomist and will become familiar with different types of equipment and techniques applied. Emphasis will be placed on professional behavior, communication skills, personal and patient safety and technical skill development. **PREREQUISITE:** Must have completed or be enrolled in PH 102: Introduction to Phlebotomy.

PH 123 LABORATORY ASSISTANT TECHNIQUES**CREDITS: 3**

This course provides training for the clinical laboratory assistant including laboratory safety, equipment and instrumentation, basic laboratory mathematics, regulations and standards, quality assurance practices, record keeping and billing, specimen processing, CLIA waived and point-of-care laboratory testing.. The course combines theory and hands-on practice of laboratory procedures with an emphasis on the necessity for accuracy and attention to detail. **PREREQUISITES:** HC 114 ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS, HC213 MEDICAL TERMINOLOGY I, AND PH 121 PRINCIPLES AND PRACTICES.

PH 150 CLINICAL PRACTICE AND CAPSTONE**CREDITS: 7**

The clinical section consists of clinical practice in phlebotomy and laboratory assistant training at various health care institutions and laboratories. The program director will coordinate clinical schedules and evaluations. Capstone will focus on problem analysis, critical and creative thinking, and effective communication. Students will also complete a program of study post-test. **PREREQUISITES:** Successful completion of first semester Phlebotomy/Laboratory Assistant program courses. Enrollment in second semester courses for completion of the program requirements.

PHGY 220 HUMAN ANATOMY & PHYSIOLOGY I W/LAB**CREDITS: 4**

This course is the first part in the study of the physiology and anatomical structure of the human body. We will explore basic concepts of biochemistry, cell structure, tissues, histology, metabolism, and the different systems, integument, skeletal, muscular and nervous. Integration of anatomical structure as it relates to physiology will also be incorporated. The course is designed for students interested in health care careers.

PHGY 230 HUMAN ANATOMY & PHYSIOLOGY II W/LAB**CREDITS: 4**

This course is the second part in the study of the physiology and anatomical structure of the human body. We will explore basic concepts of multiple body systems/areas to include the endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, and reproductive systems. Other areas of study will include the blood anatomy and physiology, nutrition and metabolism, and fluid and electrolytes. Integration of anatomical structure as it relates to physiology will also be incorporated. The course is designed for students interested in health care careers.

PHR 110 PHARMACOLOGY/PHARMACEUTICAL PRODUCTS I**CREDITS: 3**

This course is designed to present material to the pharmacy technician as it applies to the preparation and dispensing of pharmacologic agents. Drugs are discussed according to their classification, trade and generic name, drug action (mechanism), side effects, toxicity, and contraindications.

PHR 111 PHARMACY I**CREDITS: 3**

This course is designed to present material to the pharmacy technician as an introduction to the field of pharmacy. The course will introduce the student to all aspects of the pharmacy from the relationship between the pharmacist and the pharmacy technician to the details necessary to be a successful pharmacy technician.

PHR 120 PHARMACY II**CREDITS: 3**

This course is designed to present material to the pharmacy technician as an introduction to the field of pharmacy. The course will continue to introduce the student to all aspects of pharmacy to include pharmacy manufacturing, pharmacy repackaging, purchasing and inventory control, drug categories, medication errors, and drug interactions.

PHR 121 PHARMACOLOGY/PHARMACEUTICAL PRODUCTS II**CREDITS: 3**

This course is designed to present material to the pharmacy technician as it applies to the preparation and dispensing of pharmacologic agents. Drugs are discussed according to their classification, trade and generic name, drug action (mechanism), side effects, toxicity and contraindications. Drugs will include review of prescriptions as well as non-prescription (over the counter) products.

PHR 122 PHARMACY LAW AND ETHICS**CREDITS: 2**

This course is designed to present material to the pharmacy technician on professional ethics and the philosophy, requirements, administration and enforcement of local, state and federal laws related to the practice of the profession of pharmacy.

PHR 126 PHARMACY SYSTEMS SOFTWARE**CREDITS: 1**

This course is designed to present material to the pharmacy technician as an introduction to pharmacy management software. Aspects of retail prescription filling, various pharmacy reports, and medication orders will be covered including adding patient and insurance information to the database, filling and refilling tasks, running the daily prescription report, and entering new medication orders.

PHR 127 PHARMACY CALCULATIONS**CREDITS: 2**

This course is designed to present material to the pharmacy technician in the areas of pharmacy math. All aspects of pharmacy math will be covered including metric and household measurements, special calculations for compounding, understanding the apothecary system, pharmacy business math, and preparing injectable medications.

PHR 128 PHARMACY OPERATIONS**CREDITS: 2**

This course is designed to present material to the pharmacy technician as an introduction to institutional pharmacy and retail pharmacy. All aspects of institutional pharmacy and retail pharmacy will be covered to include organization and function of pharmacists and technicians in this setting. Also included are the institutional medication distribution systems and prescription filling in retail pharmacy.

PHR 131 CLINICAL ROTATIONS**CREDITS: 8**

This course emphasizes the basics of pharmacy practice and exposes the student to the practical aspects of dispensing, compounding and inventory control at an "on the job" training site in an institutional, retail or alternative pharmacy practice setting.

PHR 140 PHARMACY LAB**CREDITS: 1**

The course is designed to provide the pharmacy technician with the practical hands-on experience with all aspects of pharmacy preparation and dispensing of sterile and non-sterile pharmaceuticals.

PLL 111 INTRODUCTION TO PARALEGALISM**CREDITS: 2**

This course provides the student with an introduction to the fundamental concepts techniques essential to the practicing paralegal. Lecture topics include an overview of the American legal system and a survey of such legal sub-fields as torts, criminal law, litigation, contract law, and real property. Several weeks of the course are devoted to the study of professional ethics for the paralegal.

PLL 123 REAL PROPERTY**CREDITS: 2**

This course offers the paralegal student a practical introduction to the basics of real property law and real estate law. During the course, the student examines legal forms, checklists, and problems that a paralegal would encounter in a law firm involved in handling real estate transactions and litigating real property cases.

PLL 124 CRIMINAL LAW**CREDITS: 2**

This course is designed to provide the student with an introduction to the basic concepts of criminal law and criminal procedure and the terminology associated with the practice of criminal law.

PLL 125 TORTS**CREDITS: 3**

This course introduces the student to substantive tort law in the context of trial preparation. The focus of the course is on the skills needed by a paralegal to be an effective litigation assistant.

PLL 126 CONTRACTS**CREDITS: 3**

This is an introduction to the law of contracts. The course includes instruction in the elements of a contract, the formation of a contract, drafting a contract, mistakes, conditions and the discharge of legal obligations, assignments, delegations, and third-party beneficiaries and contract remedies.

PLL 132 LEGAL RESEARCH AND WRITING I**CREDITS: 4**

This course provides the student with an introduction to the basic tools of legal research and writing as used in the modern law office. The course includes an overview of our system of government and law, methods of legal research, research resources, and an introduction to computerized research and the drafting of legal documents.

PLL 133 LEGAL RESEARCH AND WRITING II**CREDITS: 4**

This course is designed to further refine the research and writing skills acquired in the prerequisite course, Legal Research and Writing I. The emphasis in this course is placed on successful completion of more difficult research assignments and further refinement of the student's legal writing skills. PREREQUISITE: PLL 132 LEGAL RESEARCH & WRITING I.

PLL 211 AMERICAN LEGAL SYSTEM AND CONSTITUTIONAL LAW**CREDITS: 3**

This course concentrates on instructing the student concerning the function of the United States legal system and a broad overview of constitutional law. The course also instructs students in the interaction of the legal system with other branches of government.

PLL 212 LITIGATION AND CIVIL PROCEDURE**CREDITS: 3**

This course uses the casebook method, supplemented by the Federal Rules of Civil Procedure and the South Dakota Rules of Civil Procedure, to instruct students in the basic requirements of jurisdiction, service of process, joinder, discovery, depositions, motions, trial, and appeal.

PLL 215 LAW OF BUSINESS ORGANIZATIONS**CREDITS: 2**

This course introduces the student to the basic concepts, terminology and doctrines involved in business law. The student is instructed in the procedures necessary for the formation of sole proprietorships, limited and general partnerships and corporations and is introduced to the essential case opinions in business and corporate litigation.

PLL 219 EVIDENCE**CREDITS: 2**

This course focuses on an introduction to the Federal Rules of Evidence, includes a study of pretrial, trial, and post-trial evidentiary motions preparation. The course also explores how such preparation impacts the outcome of litigation at both trial and administrative hearings.

PLL 220 LAW OFFICE PROCEDURE**CREDITS: 2**

This course familiarizes students with practical inner workings of a law office. Topics include office organization, legal terminology, fees and billing procedures, scheduling and calendaring, preparation and maintenance of case files, preparation of law office forms, and an introduction to a variety of legal-specific software applications.

PLL 232 LITIGATION CLINIC I**CREDITS: 2**

This course introduces the student to the proper methods of conducting an investigation through interviewing techniques, record investigation, the taking of statements, and reporting of obtained information. The bulk of the course is based on a single fact pattern exercise, allowing the student to follow the progress of one case from beginning to the early stages of the discovery process.

PLL 233 LITIGATION CLINIC II**CREDITS: 2**

This course effectively ties together the operation of the rules of civil procedure, rules of evidence, and common law principles. The student will be instructed regarding proper preparation of a case file for trial. The foundation of the course is the fact pattern exercise introduced to the student in Litigation Clinic I. Picking up from where that course concluded, the student follows the progress of the case from the early discovery stages through the trial and post-trial stages. **PREREQUISITE:** PLL 232 LITIGATION CLINIC I.

PLL 235 FAMILY LAW**CREDITS: 3**

This course teaches students about the various legal and social issues involved in the practice of family law. Students are taught techniques for the drafting of pleadings necessary in a family law case. Students also receive instruction in client interviewing techniques and trial preparation in the areas of divorce, legal separation, adoption and child custody.

PLL 298 INTERNSHIP**CREDITS: 7**

The internship is an on the job training work experience. The student works at a law firm, governmental agency, or other appropriate office in the final semester of study for 280 hours of documented work experience. During this internship the student is under the direct supervision of an attorney or other qualified person. The requirements and responsibilities for the paralegal student must be agreed upon in advance. The students are also required to meet with the instructor of the course to prepare their resumes. **PREREQUISITE:** Registration in final semester of study only, unless approved by the lead instructor of the program.

PSYC 101 GENERAL PSYCHOLOGY**CREDITS: 3**

This course is an introduction survey of the field of psychology with consideration of the biological bases of behavior, sensory and perceptual processes, learning and memory, human growth and development, social behavior and normal and abnormal behavior.

PSYC 103 HUMAN RELATIONS IN THE WORKPLACE**CREDITS: 3**

Success in the world of work requires not only the ability to perform according to the requirements of the position, but also the ability to adjust and get along with others. The purpose of this course is to help students grasp the importance of human relations skills in both their personal and career lives. It will introduce students to the skills necessary to create and maintain positive relationships and interactions in the workplace.

SOC 100 INTRODUCTION TO SOCIOLOGY**CREDITS: 3**

Comprehensive study of society, with analysis of group life, and other forces shaping human behavior.

SPCM 101 FUNDAMENTALS OF SPEECH**CREDITS: 3**

Introduces the study of speech fundamentals and critical thinking through frequent public speaking practice, including setting, purpose, audience, and subject.

ST 102 INTRODUCTION TO SURGICAL TECHNOLOGY**CREDITS: 3**

This course is an introduction to concepts and practices of Surgical Technology. It encompasses the role of the surgical technologist, a basic history of surgery, the surgical patient, medical-legal issues, safety, infection control, disinfection and sterilization, and concepts of wound closure and wound healing.

ST 111 INTRODUCTION TO SURGICAL TECHNOLOGY LAB**CREDITS: 3**

This course is an introduction to Surgical Technology in a lab setting and clinical setting. Students will learn and apply the principles of aseptic technique, care of the perioperative patient, duties of the circulator, and principles of safety as they apply to the perioperative environment. Students will learn basic surgical instrumentation, equipment, and supplies. Students will be required to either pass BLS Healthcare Provider or present a current Healthcare level CPR certification that does not expire before the following September.

ST 125 PRINCIPLES AND PRACTICE OF SURGICAL TECHNOLOGY**CREDITS: 3**

Student will apply techniques and concepts mastered in the first semester. Students will continue to learn surgical instrumentation, basic, instrument setups, patient draping, safe handling/handling of surgical instrumentation, sharps, and medications, and the proper performance of surgical counts. Students will also participate and demonstrate competence in a variety of simulated procedure based scenarios and interventions in the lab performing both the scrub and circulator role. **PREREQUISITES:** All first semester health courses.

ST 126 SURGICAL PROCEDURES**CREDITS: 7**

This course is designed to introduce the students to diagnostic procedures and minor and major procedures in all surgical areas. PREREQUISITES: All first semester health courses.

ST 127 SCIENCE AND TECHNOLOGIES FOR THE SURGICAL TECHNOLOGIST**CREDITS: 1**

This course introduces the Surgical Technology student to the applications of a wide variety of specialty equipment used in the operating room. The students will also be able to relate the concepts of electricity and physics as they apply to the surgical environment. The impact and uses of robotics in surgery will also be discussed. PREREQUISITES: All first semester health courses.

ST 128 SURGICAL PHARMACOLOGY**CREDITS: 2**

In this course, students will learn the concepts and practices of pharmacology and anesthesia care in the perioperative environment. PREREQUISITES: All first semester health courses.

ST 135 CLINICAL PRACTICE**CREDITS: 3**

This course provides clinical practice at local healthcare facilities for the surgical technology student. The student will progressively apply concepts of both the scrub and circulator role, continually building on experiences gained in the clinical setting and the classroom. Students will be under the direction of the clinical instructor and mentored by clinical preceptors provided by the facility. PREREQUISITE: ST 111

ST 136 CLINICAL PRACTICE II**CREDITS: 6**

Clinical Practice II takes place at a healthcare facility. It consists of 240 hrs of practice in the perioperative environment. Students will participate in a minimum of 80 surgical procedures in the scrub role. At least 25 of these procedures will be performed independently without assistance from a preceptor. Students will perform and develop to entry level competency as a Surgical Technologist.

ST 137 CLINICAL PRACTICE III**CREDITS: 6**

This is a continuation of ST-136. Clinical Practice III takes place at a healthcare facility. It consists of 240 hours of practice in the perioperative environment. Students will participate in a minimum of 80 surgical procedures in the scrub role. At least 25 of these procedures will be performed independently without assistance from a preceptor. Students will continue to develop skills to an entry level or better for employment as a Surgical Technologist. Students will also be required to sit for the Certifying Exam in Surgical Technology at WDT on a date determined at the beginning of the semester. PREREQUISITES: All first and second semester health courses.

TTT 110 VEHICLE ELECTRICITY AND ELECTRONICS**CREDITS: 4**

This course is designed to provide the students with knowledge of shop safety while learning the electronics background necessary to understand and diagnose the sophisticated electronic systems of the modern automobile.

TTT 112 VEHICLE ELECTRICITY AND ELECTRONICS LAB**CREDITS: 6**

This course is designed to provide the students with knowledge of shop safety while learning hands on vehicle electrical systems.

TTT 115 ENGINE CONSTRUCTION & OPERATION**CREDITS: 3**

This course is designed to instruct the student on the operation and diagnosis of a four-cycle gasoline automobile engine. Particular attention will be paid to the techniques of analyzing internal failures of the compression lubrication and cooling systems.

TTT 120 SHOP & PARTS MANAGEMENT**CREDITS: 1**

The course is designed to instruct the student in the wholesale and retail automobile parts industry to assess the knowledge and the skills necessary to work competently as a parts specialist. The course will enable the student to possess knowledge about a wide range of vehicle component systems for all makes and models, as well as customer relations, sales, merchandising, vehicle identification, cataloging, and inventory management skills.

TTT 121 INTRO TO HYBRIDS**CREDITS: 1**

In this class, the students will learn the different types of Hybrids, how Hybrids work, precautions and maintenance.

TTT 122 CHASSIS WIRING**CREDITS: 1**

This course is designed to instruct the student on the diagnosis and repair of common chassis wiring problems. Instruction will include how numerous automobile accessories common to all automobiles function as well as the diagnosis and repair of these systems.

TTT 125 ENGINE PERFORMANCE**CREDITS: 4**

Engine Performance and drivability is a course designed to provide the student with the necessary instruction to diagnose and repair ignition, fuel and emissions related drivability problems.

TTT 126 ENGINE PERFORMANCE LAB**CREDITS: 6**

Engine Performance is a course designed to provide the student with the necessary hands on instruction to diagnose and repair ignition, fuel and emissions related drivability problems.

TTT 129 WELDING/EQUIPMENT**CREDITS: 2**

This course teaches the student safety procedures and familiarization with MIG set-up operations and welding in flat, horizontal, vertical, and overhead positions. In addition, the use and care of oxyacetylene welding and the cutting torch are covered.

TTT 130 PREVENTATIVE MAINTENANCE**CREDITS: 3**

This course encompasses the characteristics and benefits of a well-planned maintenance program. This course will cover the tools and procedures needed to perform a proper preventive maintenance inspection (PMI).

TTT 201 UNDERCAR DIAGNOSIS**CREDITS: 3**

The theory of construction, operation and repair of automotive brakes, steering, and suspension systems will be covered in this course. Vehicle alignment theory will also be taught during this course.

TTT 203 HVAC-LIGHT DUTY**CREDITS: 3**

HVAC is a course designed to enable the student to understand the principles of the heating, ventilation, and air conditioning systems. The student will use modern equipment for testing and diagnosing related systems.

TTT 204 ENGINE OVERHAUL**CREDITS: 4**

Engine Repair is designed to instruct the student in numerous techniques for inspecting and repairing of camshafts, timing mechanisms, blocks, cylinder heads, crank, and piston assemblies. Students will also learn proper disassembly and reassembly techniques associated with modern auto engines. Construction and repair of auto engines are covered in lecture class using the textbook, audio visual aids, models, and handouts. Demonstrations on use of equipment and the procedures used to perform the tasks assigned in the lab will be given during lab time.

TTT 205 UNDERCAR DIAGNOSIS LAB**CREDITS: 5**

The hands on construction, operation and repair of automotive brakes, steering, and suspension systems will be covered in this course. Vehicle alignment procedures will also be taught during this course.

TTT 210 UNDERTRUCK DIAGNOSIS**CREDITS: 3**

The theory of construction, operation and repair of heavy duty vehicle brakes, steering and suspension systems will be covered in this course. Vehicle alignment theory will also be taught during this course.

TTT 211 HEAVY DUTY DRIVE TRAINS**CREDITS: 4**

This course introduces the basic principles of transmissions, differentials, and drivetrains. Students will understand the operation of all drivetrain components, as well as, the procedure for disassembly repair and the reassembling of each component. Included are how to perform failure analysis and how to troubleshoot drivetrain problems. Additional areas are automatic transmissions, agriculture transmissions and power shift transmissions.

TTT 212 DIESEL ENGINES**CREDITS: 5**

This course teaches the diagnostic and repair skills necessary for diesel engine work. All of the following areas are covered: diesel engine design, overhaul, tune-up, fuel systems, troubleshooting and repair.

TTT 213 HVAC-HEAVY DUTY**CREDITS: 3**

This course is designed to teach students basic heating and air conditioning principles. Through a series of job sheets and troubleshooting schematics, they will learn to identify, troubleshoot, and repair heating and air conditioning systems.

TTT 215 HYDRAULICS**CREDITS: 3**

This course teaches fluids and how they are utilized to transmit energy and force. The maintenance and repair of pumps, actuators, valves, accumulators, cylinders and motors are included. Students will learn how to maintain and service reservoirs, coolers and filters. In addition to maintaining a hydraulic system, they will learn to read hydraulic schematics and troubleshoot hydraulic problems.

TTT 222 LIGHT DUTY DRIVETRAIN**CREDITS: 4**

This course will teach the theory of construction, operation and repair of automotive automatic and standard transmissions/transaxles, clutches, drive lines and differentials. The theories of hydraulics will also be introduced to get a better understanding of how the internals of an automatic transmission and slave cylinders work.

TTT 223 LIGHT DUTY DRIVETRAIN LAB**CREDITS: 6**

This course will demonstrate the hands on construction, operation and repair of automotive and standard transmissions/transaxles, clutches, drive lines and differentials. The hands on application of hydraulics will also be introduced to get a better understanding of how the internals of an automatic transmission and slave cylinders work.

TTT 240 UNDERTRUCK DIAGNOSIS LAB**CREDITS: 5**

The hands on construction, operation and repair of heavy duty vehicle brakes, steering, and suspension systems will be covered in this course. Vehicle alignment procedure will also be taught during this course.

TTT 299 INTERNSHIP**CREDITS: 1-6**

Students will be placed throughout the area in automotive or diesel shops. They will work with different mechanics learning the various methods of repairing engines, drive trains, suspension systems, brake systems hydraulic systems, and electrical systems. **PREREQUISITE: ALL PREVIOUS COURSE REQUIREMENTS MUST BE MET.**

WDM 110 SHIELDED METAL ARC WELDING**CREDITS: 3**

Shielded Metal Arc Welding classroom theory and skills training in the lab will allow the student to attain an acceptable level of welding skills. Equipment safety, setup, operation and maintenances, electrode identification, application and metallurgy are covered for the welding of ferrous metals. Surface and fillet welds in all positions along with carbon arc gouging and cutting will be the main focus in this course.

WDM 120 GAS TUNGSTEN ARC WELDING AND CUTTING PROCEDURES**CREDITS: 4**

Gas Tungsten Arc Welding and Cutting Procedures safety, welding theory, setup and skills training in the welding operations of this process. Students will fusions weld and weld adding filler metal on metal coupons in position. In addition to GTAW welding, students will learn the fundamentals of OFW/C (Oxy Fuel welding/Cutting), CAC (Carbon Arc Cutting), and PAC (Plasma Arc Cutting).

WDM 122 GAS METAL ARC WELDING, FILLET AND SURFACE WELDS**CREDITS: 3**

Gas Metal Arc Welding classroom theory and skills training in the lab will allow the student to attain an acceptable level of welding skills. This course is designed to provide the student with a technical understanding of wire welding processes, equipment set up, metal transfers and shielding gases. The development of welding procedures to successfully weld various types and thickness of structural steels are stressed. Students will weld fillet welds in all position.

WDM 124 SHIELDED METAL ARC WELDING GROOVED PLATE**CREDITS: 3**

Shielded Metal Arc Welding classroom theory and skills training in the lab enables the student to attain an acceptable level of welding skills. Students will weld on grooved plate with backing and open root, in and out of position. These welds will be completed on 3/8"-1" thickness metal using E7018 and E6010 electrodes. This may also include some work site internships. **PREREQUISITE: WDM110 Shielded Metal Arc Welding**

WDM 127 MILL AND LATHE OPERATION, MANUAL I**CREDITS: 3**

Manual mill and manual lathe safety, setup, and operation will be taught in the classroom theory along with lab assignments that will be given to be completed. Students will learn the use of micrometers and calipers to assist the measuring of assigned projects. After safe use and setup instruction students will be assigned projects to complete in both the mill and lathe. This may also include some work site internships.

WDM 128 MILL AND LATHE OPERATION, MANUAL II**CREDITS: 3**

This is a continuation of WDM-118 with additional classroom theory and lab assignments that will be given to be completed and graded on the quality of workmanship and acceptable tolerance allowance.

WDM 131 SHIELDED METAL ARC WELDING TESTING**CREDITS: 3**

This course includes welding qualification testing in the SMAW process in all positions up to 3/4" and unlimited thickness grooved plate, with and without backing. The AWS D1.1 Structural Steel Welding Code is used as the welding and inspection criteria.

WDM 132 GAS METAL ARC WELDING TESTING**CREDITS: 3**

Welder qualification testing in the GMAW process, in all positions, solid wire and dual shield, up to 3/4" and unlimited thickness grooved plate without backing. The AWS D1.1 Structural Steel Welding Code is used as the welding and inspection criteria.

WDM 133 WORK SITE INTERNSHIP**CREDITS: 3**

After completion of the testing processes in WDM 131 and/or WDM 132, students will complete an internship within the welding or machining industry. Student evaluation will be completed by instructor and worksite employer.

WDM 140 BLUEPRINT READING AND SOLIDWORKS FUNDAMENTALS**CREDITS: 3**

This course begins by introducing the student to the components, layout, and interpretation of blueprints and progresses through the fundamentals of using Solid Works as a platform for the solid modeling method of creating digital models and engineering drawings for the manufacturing environment.

WDM 236 PIPE WELDING I**CREDITS: 3**

The student will be produce quality grooved welds on schedule 40 pipe, 2"-6" diameter utilizing Shielded Metal Arc Welding and Gas Tungsten Arc Welding processes 2G and 5G positions. They will construct pipe joint designs and layouts. Work site internships may be included as part of the training. PREREQUISITES: WDM I or demonstrate by testing to have equivalent welding and machining skills and knowledge.

WDM 237 FLUX CORE ARC WELDING I**CREDITS: 3**

Flux Core Arc Welding classroom theory and skills training in the lab will allow the student to attain an acceptable level of welding skills. Equipment safety, setup, operation and maintenances, electrode identification, application and metallurgy are covered for the welding of ferrous metals. Surface and fillet welds in all positions along with carbon arc gouging and cutting will be the main focus in this course.

WDM 238 ADVANCED MACHINING I**CREDITS: 3**

Developing the students' machining skills through the use of projects designed to introduce more advanced techniques and procedures that build on their basic skills. They will have the opportunity to learn basic CNC concepts and operational procedures in the use of vertical machining centers and horizontal turning centers and to explore some of their own project ideas. Work site internships may be included as part of the training. PREREQUISITE: WDM I or demonstrate by testing to have equivalent welding and machining skills and knowledge.

WDM 246 ADVANCED MANUFACTURING I**CREDITS: 3**

Advanced Manufacturing I is based on project design and manufacture by students. Projects may be assigned by the instructor and student projects that the instructor approves. Students will work as team members on some projects and as an individual on other projects. Every project will have CAD drawing, material list, and cost estimating prior to the manufacturing. Students will apply welding and machining skill to complete the manufacturing projects. Worksite internships may be included as part of the training. PREREQUISITES: WDM I

WDM 247 ADVANCED AUTOMATED MANUFACTURING I**CREDITS: 3**

Students will learn safe robotic and plasma programming, maintenance and setup to complete the welding or cutting project assignments that will be given. PREREQUISITES: WDM I or demonstrate by testing to have equivalent welding and machining skills and knowledge.

WDM 248 ADVANCED PRODUCTION I**CREDITS: 3**

This course is a lab class that lets the student create skills learning activities in the welding and or machining areas that best suit their career paths. Students under the supervision of an instructor must submit a weekly production plan that includes a time line for each of their production activities. They will be expected to complete a summary report of these weekly activities for comparison goals achieved to planned goals. PREREQUISITES: WDM I or demonstrate by testing to have equivalent welding and machining skills and knowledge.

WDM 249 ADVANCED GAS TUNGSTEN ARC WELDING**CREDITS: 3**

Students will continue to advance their skills learned in WDM120. Ferrous and non-ferrous coupons and tube joints will be welded in and out of position. PREREQUISITES: WDM120 or demonstrate by testing to have equivalent welding and machining skills and knowledge.

PROFESSIONAL STAFF & FACULTY

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