

WESTERN DAKOTA TECH

COURSE CATALOG

2014-2015

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This publication and any addenda 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.

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

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*Program details in 2014-2015 catalog addenda.

WELCOME TO WESTERN DAKOTA TECH

WELCOME

MISSION

OBJECTIVES

VISION STATEMENT

ACCREDITATION

PROGRAM

CERTIFICATIONS/ACCREDITATIONS

ADVISORY COMMITTEES

PROGRAM & COURSE INFORMATION

CORPORATE EDUCATION CENTER

WELCOME

Western Dakota Tech is the only technical institute that serves the western South Dakota region. WDT offers more than 30 diploma and Associate of Applied Science degree programs in a variety of fields, including Business and Computers, Construction and Manufacturing, Energy and Environmental Technologies, Health Sciences, Legal and Public Services, and Transportation Technologies. In addition, a wide variety of non-credit classes, workshops, professional programs, and seminars are available through the Corporate Education Center.

WDT faculty, staff, and administration focus their efforts on helping students gain the skills and experiences they need to succeed. Through hands-on learning, internships, and industry partnerships, WDT students graduate ready to make real and immediate contributions to their employers and their communities.

MISSION

Western Dakota Tech is a public institution of higher learning that embraces quality programs, expert faculty and staff, and commitment to academic excellence to teach the knowledge, skills, and behaviors students need to be successful.

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

VISION STATEMENT

Western Dakota Tech will be a leader in career and technical education that creates student, institutional, and community success through its practices, policies, and activities. WDT will embrace all students and provide the education they need to be successful. WDT will build a campus culture that inspires faculty and staff to reach their potential and ensures the future of the institution. WDT will build partnerships and undertake projects that strengthen the institution and the communities it serves. Finally, WDT will be a model for postsecondary education in our region and nation.

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.

PROGRAM CERTIFICATIONS/ACCREDITATIONS

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

- Fire Science: National Board on Fire Service Professional Qualifications (The Pro Board)
- Law Enforcement Technology: Seasonal Law Enforcement Training Program and State of South Dakota Law Enforcement Standards and Training Commission
- Paralegal: American Bar Association (ABA)
- Paramedic: Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP)
- Pharmacy Technician: American Society of Health-System Pharmacists (ASHP)
- Practical Nursing: South Dakota Board of Nursing
- Surgical Technology: Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
- Transportation Technology: National Automobile Technicians Education Foundation (NATEF)

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.

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.

APPLICATION PROCEDURE

PRE-ENROLLMENT ASSESSMENT

HOME-SCHOOLED STUDENTS

SPECIAL PROGRAM APPLICATION PROCESSES

ACCEPTANCE

ACADEMIC ADVISING

ADVISEMENT

TRANSFER CREDITS

CREDIT BY EXAM

REGISTRATION

WITHDRAWAL REFUNDS

TEXTBOOKS & TOOLS

LAPTOP COMPUTERS

ACADEMIC RECORDS

GRADUATION

GRADING SYSTEM

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 online at www.wdt.edu.
2. Schedule to take the ACCUPLACER test. The ACCUPLACER test is a placement exam over Math, English, and Reading. There is a \$15.00 testing fee. The ACCUPLACER 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 five years old.
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 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, schedule a time to register for classes.

PRE-ENROLLMENT ASSESSMENT

A pre-enrollment assessment is required of all individuals seeking admission into a program at WDT. The ACCUPLACER is administered during the initial stages of the application process. The ACCUPLACER 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 five years old.

The information from this assessment is used as a counseling tool to determine 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 ACCUPLACER test may require the individual to complete remedial coursework.

HOME-SCHOOLED STUDENTS

Western Dakota Tech welcomes applications from home-schooled students wishing to pursue a technical education. Home-schooled students must submit one of the following items:

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 coursework.

Additionally, applicants must satisfactorily complete the standard admissions steps.

SPECIAL PROGRAM REQUIREMENTS

The following programs have special requirements. Please see Enrollment Services for this information.

- Fire Science
- Healthcare Technician
- Law Enforcement Technology
- Medical Assisting
- Paramedic
- Pharmacy Technician
- Phlebotomy/Laboratory Assistant
- Practical Nursing
- Surgical Technology

ACCEPTANCE

Students who successfully complete the admissions process will receive a letter of acceptance. 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 ADVISING

Academic 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.

ADVISEMENT

Advising and counseling are shared commitments of faculty advisors and the Enrollment 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.

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

Students wishing to challenge coursework for credit are required to successfully complete an examination with a grade of B or higher. Approval must be requested through the Dean of Enrollment Services Office. A fee of \$20 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.

REGISTRATION

Registration is the process of enrolling in 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. 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 Dean of Enrollment Services 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. Students must complete at least 50% of the coursework at WDT in order to receive a diploma or degree.

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 - Incomplete | No points |
| IP - In Progress | No points |
| CE - Credit by Exam | No points |
| W - Withdraw | No points |
| AU - Audit | No points |
| TC - Transfer Credit | No points |
| AC - Articulated Credit | No points |

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 (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 and Loan Entrance Counseling (www.studentloans.gov)

Items needed include:

- 4-digit PIN (www.pin.ed.gov) to e-sign MPN
- Two personal references
- Social Security number
- Driver's license

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

Forms include (as applicable):

- Financial Aid Information Sheet
- Verification Form (Student and parent)

Step #4: Aid is Awarded

You will receive an official financial aid award notice. Review and Accept the funds requested.

Step #5: Aid is Disbursed

Financial aid is disbursed at the beginning of the term. However, the student must have attended classes. Contact the Student Accounts Office to inquire about how your aid is 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.

FUNDING SOURCES

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.

Veterans' 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 Veterans' Administration. Since the regulations regarding eligibility are quite extensive and many times need interpretation, the student is referred to the Veterans' Administration Center, Box 5046, Sioux Falls, SD 57117, (800) 827-1000, or contact your local County Veteran's Service Office for more information. The Rapid City Veterans' Service Office is located in the Public Service Building, 725 North LaCrosse Street, Rapid City, SD 57701, and (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.

SERVICES TO STUDENTS

Services to the students 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

STUDENT SUCCESS CENTER/STUDY SKILLS

DISABILITY SERVICES

SPECIAL SERVICES PROGRAM

COUNSELING SERVICES

LIBRARY

The WDT Community Library is located in Dakota Hall. WDT, in partnership with Pennington County, and the Rapid City Public Library, strives to provide the materials, training, tools, and services that students require to be successful in the 21st century.

Library staff is available to advise and assist students in research tasks, transferring files, scanning, and printing along with providing basic technology troubleshooting. For student convenience, there are computers in the library, tables with power outlets, multimedia collaboration stations, study rooms, and a conference room for small groups to study or work together on projects.

In addition to the spacious, modern library, the library staff encourages students to check out our robust online presence at <http://www.wdt.edu/library>, particularly our database offerings and program-specific research guides and tools. Whether online or in person, the WDT Community Library staff is available to help.

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. 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

WDT 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

Food service is available to WDT students and staff with a daily menu including breakfast and lunch. Catering services will also be provided as requested and approved. Vending areas also are available.

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

WDT is dedicated to helping students succeed in their chosen academic field. Upon completion and review of the ACCUPLACER exam, students may be required to enroll in classes designed to upgrade skills in Math, Writing, and Reading. Academic preparation classes do not count toward the graduation requirements. Contact the Admissions Office for specific information.

STUDENT SUCCESS CENTER/STUDY SKILLS

The Student Success 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 SSC offers peer tutoring based upon area of study or program. Various study skill workshops and learning lunches are conducted on topics such as 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

Counseling services are available as needed through a third party. Please see Enrollment Services for more information.

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 Dean of Enrollment Services 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 Enrollment 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 <http://www.wdt.edu/student-life/student-handbook/>.

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, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106 or call (816) 268-0550.

STUDENT HANDBOOK

The WDT 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 <http://www.wdt.edu/student-life/student-handbook/>.

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 and electronic cigarettes is prohibited on any WDT-owned property. Students, faculty, staff, and visitors to the campus must confine the use of tobacco products and electronic cigarettes 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 Dean of Enrollment Services 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.

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 knowledgeable workers in a global society. Knowledgeable 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, WDT students 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 their 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 of Applied Science Degree candidates are required to successfully complete general education courses. General Education courses are designed to enhance the student's major field of study. Core abilities outlined by WDT, businesses, 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 credits) |
|------|-----|-------------------------|-------------|

Computer courses available include:

| | | | |
|-----|-----|---------------------------------------|-------------|
| CIS | 105 | Microcomputer Software Applications I | (3 credits) |
|-----|-----|---------------------------------------|-------------|

Mathematics courses available include:

| | | | |
|------|-----|-----------------------|-------------|
| MATH | 090 | Basic Mathematics | (2 credits) |
| MATH | 100 | Elementary Algebra | (3 credits) |
| MATH | 104 | Technical Mathematics | (3 credits) |

Behavior science courses available include:

| | | | |
|------|-----|----------------------------------|-------------|
| PSYC | 103 | Human Relations in the Workplace | (3 credits) |
|------|-----|----------------------------------|-------------|

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.

| | | | |
|---------------------------|-----|---------------------------------------|----------------------------|
| Communications | | | 3 Credits Required* |
| ENGL | 101 | Composition | 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* |
| MATH | 100 | Elementary Algebra | 3 |
| MATH | 101 | Intermediate Algebra | 3 |
| MATH | 102 | College Algebra | 3 |
| MATH | 104 | Technical Mathematics | 3 |
| MATH | 112 | Business Mathematics | 3 |
| MATH | 120 | Trigonometry | 3 |
| Computer Literacy | | | 3 Credits Required* |
| 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 |
| SOC | 100 | Introduction to Sociology | 3 |

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

** This course cannot be front-loaded.

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

** 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 MATH 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.
 - MATH 100 Elementary Algebra (3 credits) *before* entering MATH 101 Intermediate Algebra or MATH 104 Technical Mathematics. Students must complete MATH 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 I, or ENGL 202 Technical Communications.

PROGRAMS

Technical programs at WDT 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

BOOKKEEPING

BUSINESS

ENTREPRENEURSHIP

OFFICE PROFESSIONAL

BUSINESS MANAGEMENT & MARKETING

SOCIAL MEDIA MARKETING

COMPUTER-AIDED DRAFTING TECHNICIAN

COMPUTER SCIENCE

NETWORK ADMINISTRATION & SECURITY

CRIMINAL JUSTICE

DRAFTING AND MACHINING TECHNOLOGY

ELECTRICAL TRADES

ENVIRONMENTAL ENGINEERING TECHNICIAN

FIRE SCIENCE

HEALTH INFORMATION MANAGEMENT-CODING

HEALTHCARE TECHNICIAN

HVAC TECHNOLOGY

HVAC - REFRIGERATION

LAW ENFORCEMENT TECHNOLOGY

LIBRARY TECHNICIAN

MEDICAL ASSISTING

PARALEGAL/LEGAL ASSISTANT

PARAMEDIC

PHARMACY TECHNICIAN

PHLEBOTOMY/LABORATORY ASSISTANT

PRACTICAL NURSING

PRECISION MACHINING TECHNOLOGY

SURGICAL TECHNOLOGY

TRANSPORTATION TECHNOLOGY

HEAVY DUTY

LIGHT DUTY

WELDING

ACCOUNTING

Associate in Applied Science, 70/71/72 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 APPLICATIONS I | 3 |
| ECON | 202 | PRINCIPLES OF MACROECONOMICS | 3 |
| ENGL | 101 | COMPOSITION* <i>or</i> | 3 |
| ENGL | 203 | TECHNICAL WRITING II | |
| MATH | 101 | INTERMEDIATE ALGEBRA** | 3 |
| MATH | 112 | BUSINESS MATHEMATICS** | 3 |
| PSYC | 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| PSYC | 103 | HUMAN RELATIONS IN THE WORKPLACE | |
| | | Total | 18 |
| Technical Requirements | | | |
| ACCT | 120 | PRINCIPLES OF ACCOUNTING I | 3 |
| ACCT | 121 | PRINCIPLES OF ACCOUNTING II | 3 |
| 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 | 230 | TOPICS AND ISSUES IN ACCOUNTING | 3 |
| ACCT | 281 | ETHICS IN ACCOUNTING AND BUSINESS <i>or</i> | 2 |
| ACCT | 290 | INTERNSHIP | 2/3 |
| ACCT | 285 | OPTIONAL INTERNSHIP | 0/1 |
| BUS | 129 | ORAL COMMUNICATIONS IN BUSINESS | 3 |
| BUS | 140 | BUSINESS LAW | 3 |
| BUS | 141 | WRITTEN COMMUNICATIONS FOR BUSINESS | 3 |
| BUS | 210 | SUPERVISORY MANAGEMENT | 3 |
| BUS | 224 | PERSONAL FINANCE | 3 |
| BUS | 228 | PERSONAL INVESTMENTS | 3 |
| | | Total | 52/53/54 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math/Elem Algebra.

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Semester breakdown on next page

Semester Breakdown

| First Semester | | | Second Semester | | |
|---------------------------|---------------------------------------|--------------|---------------------------|---|--------------|
| | | CR | | | CR |
| ACCT 120 | Principles of Accounting I | 3 | ACCT 121 | Principles of Accounting II | 3 |
| BUS 129 | Oral Communications in Business | 3 | ACCT 215 | Payroll Accounting | 3 |
| BUS 224 | Personal Finance | 3 | ACCT 228 | QuickBooks Accounting | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | ACCT 230 | Topics and Issues in Accounting | 3 |
| MATH 112 | Business Mathematics | 3 | BUS 141 | Written Communications for Business | 3 |
| PSYC 101 | General Psychology <i>or</i> | 3 | BUS 228 | Personal Investments | 3 |
| PSYC 103 | Human Relations in the Workplace | | | | |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |
| 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 281 | Ethics in Accounting & Business <i>or</i> | 2 |
| ACCT 285 | Optional Internship | 0/1 | ACCT 290 | Internship (2-3 Credits Possible) | 2/3 |
| BUS 210 | Supervisory Management | 3 | BUS 140 | Business Law | 3 |
| ECON 202 | Principles of Macroeconomics | 3 | ENGL 101 | Composition <i>or</i> | 3 |
| | | | ENGL 203 | Technical Writing II | |
| | | | MATH 101 | Intermediate Algebra | 3 |
| Total Credit Hours | | 16/17 | Total Credit Hours | | 18/19 |

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, 60 Credit Hours, 18- to 21-Month Program

Students entering the Allied Health AAS degree will also enter the Phlebotomy/Laboratory Assistant or the Practical Nursing diploma program. 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. ACCUPLACER test scores may also inform students they could succeed in a higher-level course than the required course when available.

The technical requirements in a given health program may not fulfill the total technical requirements for this AAS degree. Students in these programs will supplement the technical elective courses with health courses. This will add to their skills in health occupations.

| Course No. | Course Title | Credits |
|--|---|----------------|
| General Education Requirements | | |
| CHEM 106 | CHEMISTRY SURVEY | 3 |
| CHEM 106L | CHEMISTRY SURVEY LAB | 1 |
| CIS 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3 |
| ENGL 101 | COMPOSITION* | 3 |
| MATH 101 | INTERMEDIATE ALGEBRA** <i>or higher</i> | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| SOC 100 | INTRODUCTION TO SOCIOLOGY | 3 |
| Total General Education Requirements | | 19 |
| General Education Electives | | |
| PHGY 220 | HUMAN ANATOMY & PHYSIOLOGY I W/LAB | 4 |
| PHGY 230 | HUMAN ANATOMY & PHYSIOLOGY II W/LAB | 4 |
| SPCM 101 | FUNDAMENTALS OF SPEECH | 3 |
| MATH 102 | COLLEGE ALGEBRA | 3 |
| Technical Requirements | | |
| Students must complete the technical requirements in their program plus additional health or General Education electives. See the Registrar to determine the appropriate technical elective courses. | | |
| Total Technical Requirements (minimum) | | 21-33 |
| Total Requirements for AAS (minimum) | | 60 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

BOOKKEEPING

Diploma, 36 Credit Hours, 9-Month Program

The Bookkeeping program will provide students with technical understanding and skills development by integrating theory with practical experience. Through the program, students will develop skills in accounting principles, finance, payroll accounting, QuickBooks, and more. Students will learn how to complete the typical duties of someone working in the bookkeeping field.

| Course No. | Course Title | Credits |
|---------------------------------------|---------------------------------------|-----------|
| General Education Requirements | | |
| CIS 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3 |
| MATH 112 | BUSINESS MATHEMATICS* | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | 3 |
| | Total | 9 |
| Technical Requirements | | |
| ACCT 120 | PRINCIPLES OF ACCOUNTING I | 3 |
| ACCT 121 | PRINCIPLES OF ACCOUNTING II | 3 |
| ACCT 215 | PAYROLL ACCOUNTING | 3 |
| ACCT 228 | QUICKBOOKS ACCOUNTING | 3 |
| ACCT 230 | TOPICS AND ISSUES IN ACCOUNTING | 3 |
| BUS 129 | ORAL COMMUNICATIONS IN BUSINESS | 3 |
| BUS 141 | WRITTEN COMMUNICATIONS FOR BUSINESS | 3 |
| BUS 224 | PERSONAL FINANCE | 3 |
| BUS 228 | PERSONAL INVESTMENTS | 3 |
| | Total | 27 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Semester Breakdown

| First Semester | | | Second Semester | | |
|---------------------------|---------------------------------------|-----------|---------------------------|-------------------------------------|-----------|
| | | CR | | | CR |
| ACCT 120 | Principles of Accounting I | 3 | ACCT 121 | Principles of Accounting II | 3 |
| BUS 129 | Oral Communications in Business | 3 | ACCT 215 | Payroll Accounting | 3 |
| BUS 224 | Personal Finance | 3 | ACCT 228 | QuickBooks Accounting | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | ACCT 230 | Topics and Issues in Accounting | 3 |
| MATH 112 | Business Mathematics | 3 | BUS 141 | Written Communications for Business | 3 |
| PSYC 101 | General Psychology <i>or</i> | 3 | BUS 228 | Personal Investments | 3 |
| PSYC 103 | Human Relations in the Workplace | | | | |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |

All remedial coursework must be completed in the first semester.

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 | |
| MATH 112 | BUSINESS MATHEMATICS** | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | |
| | Total | 15 |
| Technical Requirements | | |
| ACCT 120 | PRINCIPLES OF ACCOUNTING I | 3 |
| ACCT 228 | QUICKBOOKS ACCOUNTING | 3 |
| BUS 101 | INTRODUCTION TO BUSINESS | 3 |
| BUS 120 | PRINCIPLES OF MARKETING | 3 |
| BUS 129 | ORAL COMMUNICATIONS IN BUSINESS | 3 |
| BUS 137 | PROFESSIONAL DEVELOPMENT | 1 |
| BUS 140 | BUSINESS LAW | 3 |
| BUS 141 | WRITTEN COMMUNICATIONS FOR BUSINESS | 3 |
| BUS 142 | PROJECT MANAGEMENT | 2 |
| BUS 150 | ADVERTISING | 3 |
| BUS 158 | WEB DESIGN FOR BUSINESS | 3 |
| BUS 160 | PRINCIPLES OF SELLING | 3 |
| BUS 166 | DIGITAL IMAGE DESIGN FOR BUSINESS | 3 |
| BUS 210 | SUPERVISORY MANAGEMENT | 3 |
| BUS 218 | DESIGN ESSENTIALS | 3 |
| BUS 224 | PERSONAL FINANCE | 3 |
| BUS 225 | RETAIL MANAGEMENT | 3 |
| BUS 233 | SMALL BUSINESS ENTREPRENEURSHIP | 3 |
| BUS 241 | ADVANCED COMPUTER APPLICATIONS FOR BUSINESS | 3 |
| BUS 291 | INTERNSHIP <i>or</i> | 3 |
| BUS 228 | PERSONAL INVESTMENTS | |
| | Total | 57 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Semester breakdown on next page

Semester Breakdown – Fall Starts

| First Semester (Fall and Spring On-Campus; Fall Online) | | | Second Semester (Fall and Spring On-Campus; Spring Online) | | |
|--|---|-----------|---|-------------------------------------|-----------|
| | | CR | | | CR |
| ACCT 120 | Principles of Accounting I | 3 | ACCT 228 | QuickBooks Accounting | 3 |
| BUS 101 | Introduction to Business | 3 | BUS 120 | Principles of Marketing | 3 |
| BUS 129 | Oral Communications in Business | 3 | BUS 137 | Professional Development | 1 |
| CIS 105 | Microcomputer Software Applications I | 3 | BUS 140 | Business Law | 3 |
| MATH 112 | Business Mathematics | 3 | BUS 141 | Written Communications for Business | 3 |
| PSYC 101 | General Psychology <i>or</i> | 3 | BUS 142 | Project Management | 2 |
| PSYC 103 | Human Relations in the Workplace | | BUS 166 | Digital Image Design for Business | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |
| Third Semester (Fall On-Campus and Fall Online) | | | Fourth Semester (Spring On-Campus and Spring Online) | | |
| | | CR | | | CR |
| BUS 160 | Principles of Selling | 3 | BUS 150 | Advertising | 3 |
| BUS 210 | Supervisory Management | 3 | BUS 158 | Web Design for Business | 3 |
| BUS 218 | Design Essentials | 3 | BUS 225 | Retail Management | 3 |
| BUS 224 | Personal Finance | 3 | BUS 233 | Small Business Entrepreneurship | 3 |
| BUS 241 | Advanced Computer Applications for Business | 3 | BUS 291 | Internship <i>or</i> | 3 |
| ENGL 101 | Composition <i>or</i> | 3 | BUS 228 | Personal Investments | |
| ENGL 203 | Technical Writing II | | ECON 202 | Principles of Macroeconomics | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |

Semester Breakdown – Spring Starts

| First Semester (Fall and Spring On-Campus; Fall Online) | | | Second Semester (Fall and Spring On-Campus; Spring Online) | | |
|--|---------------------------------------|-----------|---|---|-----------|
| | | CR | | | CR |
| ACCT 120 | Principles of Accounting I | 3 | ACCT 228 | QuickBooks Accounting | 3 |
| BUS 101 | Introduction to Business | 3 | BUS 120 | Principles of Marketing | 3 |
| BUS 129 | Oral Communications in Business | 3 | BUS 137 | Professional Development | 1 |
| CIS 105 | Microcomputer Software Applications I | 3 | BUS 140 | Business Law | 3 |
| MATH 112 | Business Mathematics | 3 | BUS 141 | Written Communications for Business | 3 |
| PSYC 101 | General Psychology <i>or</i> | 3 | BUS 142 | Project Management | 2 |
| PSYC 103 | Human Relations in the Workplace | | BUS 166 | Digital Image Design for Business | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |
| Third Semester (Spring On-Campus and Spring Online) | | | Fourth Semester (Fall On-Campus and Fall Online) | | |
| | | CR | | | CR |
| BUS 150 | Advertising | 3 | BUS 160 | Principles of Selling | 3 |
| BUS 158 | Web Design for Business | 3 | BUS 210 | Supervisory Management | 3 |
| BUS 225 | Retail Management | 3 | BUS 218 | Design Essentials | 3 |
| BUS 233 | Small Business Entrepreneurship | 3 | BUS 224 | Personal Finance | 3 |
| BUS 291 | Internship <i>or</i> | 3 | BUS 241 | Advanced Computer Applications for Business | 3 |
| BUS 228 | Personal Investments | | ENGL 101 | Composition <i>or</i> | 3 |
| ECON 202 | Principles of Macroeconomics | 3 | ENGL 203 | Technical Writing II | |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |

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 MACROECONOMICS | 3 |
| ENGL 101 | COMPOSITION* <i>or</i> | 3 |
| ENGL 203 | TECHNICAL WRITING II | |
| MATH 112 | BUSINESS MATHEMATICS** | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | |
| | Total | 15 |
| Technical Requirements | | |
| ACCT 120 | PRINCIPLES OF ACCOUNTING I | 3 |
| BUS 101 | INTRODUCTION TO BUSINESS | 3 |
| BUS 120 | PRINCIPLES OF MARKETING | 3 |
| BUS 129 | ORAL COMMUNICATIONS IN BUSINESS | 3 |
| BUS 137 | PROFESSIONAL DEVELOPMENT | 1 |
| BUS 140 | BUSINESS LAW | 3 |
| BUS 141 | WRITTEN COMMUNICATIONS FOR BUSINESS | 3 |
| BUS 142 | PROJECT MANAGEMENT | 2 |
| BUS 150 | ADVERTISING | 3 |
| BUS 158 | WEB DESIGN FOR BUSINESS | 3 |
| BUS 160 | PRINCIPLES OF SELLING | 3 |
| BUS 166 | DIGITAL IMAGE DESIGN FOR BUSINESS | 3 |
| BUS 205 | SOCIAL MEDIA MARKETING | 3 |
| BUS 215 | SEARCH ENGINE MARKETING | 3 |
| BUS 218 | DESIGN ESSENTIALS | 3 |
| BUS 224 | PERSONAL FINANCE | 3 |
| BUS 227 | WRITING FOR SOCIAL MEDIA MARKETING | 3 |
| BUS 241 | ADVANCED COMPUTER APPLICATIONS FOR BUSINESS | 3 |
| BUS 250 | SOCIAL MEDIA MARKETING CAMPAIGN | 3 |
| BUS 291 | INTERNSHIP <i>or</i> | 3 |
| BUS 228 | PERSONAL INVESTMENTS | |
| | Total | 57 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Semester breakdown on next page

Semester Breakdown

| First Semester | | | Second Semester | | |
|---------------------------|---|-----------|---------------------------|-------------------------------------|-----------|
| | | CR | | | CR |
| ACCT 120 | Principles of Accounting I | 3 | BUS 120 | Principles of Marketing | 3 |
| BUS 101 | Introduction to Business | 3 | BUS 137 | Professional Development | 1 |
| BUS 129 | Oral Communications in Business | 3 | BUS 140 | Business Law | 3 |
| BUS 205 | Social Media Marketing | 3 | BUS 141 | Written Communications for Business | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | BUS 142 | Project Management | 2 |
| MATH 112 | Business Mathematics | 3 | BUS 166 | Digital Image Design for Business | 3 |
| | | | BUS 215 | Search Engine Marketing | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |
| Third Semester | | | Fourth Semester | | |
| | | CR | | | CR |
| BUS 160 | Principles of Selling | 3 | BUS 150 | Advertising | 3 |
| BUS 218 | Design Essentials | 3 | BUS 158 | Web Design for Business | 3 |
| BUS 224 | Personal Finance | 3 | BUS 250 | Social Media Marketing Campaign | 3 |
| BUS 227 | Writing for Social Media Marketing | 3 | BUS 291 | Internship <i>or</i> | 3 |
| BUS 241 | Advanced Computer Applications for Business | 3 | BUS 228 | Personal Investments | |
| ENGL 101 | Composition <i>or</i> | 3 | ECON 202 | Principles of Macroeconomics | 3 |
| ENGL 203 | Technical Writing II | | PSYC 101 | General Psychology <i>or</i> | 3 |
| | | | PSYC 103 | Human Relations in the Workplace | |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |

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 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | 3 |
| | Total | 9 |
| Technical Requirements | | |
| ACCT 120 | PRINCIPLES OF ACCOUNTING I | 3 |
| ACCT 228 | QUICKBOOKS ACCOUNTING | 3 |
| BUS 101 | INTRODUCTION TO BUSINESS | 3 |
| BUS 129 | ORAL COMMUNICATIONS IN BUSINESS | 3 |
| BUS 137 | PROFESSIONAL DEVELOPMENT | 1 |
| BUS 140 | BUSINESS LAW | 3 |
| BUS 141 | WRITTEN COMMUNICATIONS FOR BUSINESS | 3 |
| BUS 142 | PROJECT MANAGEMENT | 2 |
| BUS 210 | SUPERVISORY MANAGEMENT | 3 |
| BUS 233 | SMALL BUSINESS ENTREPRENEURSHIP | 3 |
| | Total | 27 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Semester Breakdown

| First Semester | | | Second Semester | | |
|---------------------------|---------------------------------------|-----------|---------------------------|-------------------------------------|-----------|
| | | CR | | | CR |
| ACCT 120 | Principles of Accounting I | 3 | ACCT 228 | QuickBooks Accounting | 3 |
| BUS 101 | Introduction to Business | 3 | BUS 137 | Professional Development | 1 |
| BUS 129 | Oral Communications in Business | 3 | BUS 140 | Business Law | 3 |
| BUS 210 | Supervisory Management | 3 | BUS 141 | Written Communications for Business | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | BUS 142 | Project Management | 2 |
| MATH 112 | Business Mathematics | 3 | BUS 233 | Small Business Entrepreneurship | 3 |
| | | | PSYC 103 | Human Relations in the Workplace | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |

All remedial coursework must be completed in the first semester.

BUSINESS - OFFICE PROFESSIONAL

Diploma, 36 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 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | 3 |
| | Total | 9 |
| Technical Requirements | | |
| ACCT 120 | PRINCIPLES OF ACCOUNTING I | 3 |
| BUS 115 | KEYBOARDING | 3 |
| BUS 137 | PROFESSIONAL DEVELOPMENT | 1 |
| BUS 141 | WRITTEN COMMUNICATIONS FOR BUSINESS | 3 |
| BUS 142 | PROJECT MANAGEMENT | 2 |
| BUS 175 | RECORDS MANAGEMENT | 3 |
| BUS 200 | OFFICE PROCEDURES | 3 |
| BUS 241 | ADVANCED COMPUTER APPLICATIONS FOR BUSINESS | 3 |
| | ELECTIVES | 6 |
| | Total | 27 |
| Elective Options | | |
| ACCT 215 | PAYROLL ACCOUNTING (Spring only) | 3 |
| ACCT 228 | QUICKBOOKS ACCOUNTING (Spring only) | 3 |
| BUS 101 | INTRODUCTION TO BUSINESS | 3 |
| BUS 129 | ORAL COMMUNICATIONS IN BUSINESS | 3 |
| BUS 166 | DIGITAL IMAGE DESIGN FOR BUSINESS | 3 |
| BUS 210 | SUPERVISORY MANAGEMENT | 3 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Semester Breakdown

| First Semester | | | Second Semester | | |
|----------------|---------------------------------------|-----------|-----------------|---|-----------|
| | | CR | | | CR |
| ACCT 120 | Principles of Accounting I | 3 | BUS 137 | Professional Development | 1 |
| BUS 115 | Keyboarding | 3 | BUS 141 | Written Communications for Business | 3 |
| BUS 200 | Office Procedures | 3 | BUS 142 | Project Management | 2 |
| CIS 105 | Microcomputer Software Applications I | 3 | BUS 175 | Records Management | 3 |
| MATH 112 | Business Mathematics | 3 | BUS 241 | Advanced Computer Applications for Business | 3 |
| PSYC 103 | Human Relations in the Workplace | 3 | | Electives | 6 |
| | Total Credit Hours | 18 | | Total Credit Hours | 18 |

All remedial coursework must be completed in the first semester.

COMPUTER-AIDED DRAFTING TECHNICIAN

Associate in Applied Science, 71 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. This comprehensive program will prepare graduates for entry-level positions in the architectural, civil, and mechanical CAD fields.

Graduates of the 18-month program receive training in a full range of knowledge and skills needed to succeed in the diverse and varied field of drafting and design. This degree is widely accepted as the industry standard in qualifying for an entry level position in this industry. Graduates of the 9-month program receive training in a more focused range of skills, which emphasizes learning the software and fundamental drafting techniques. This degree is well suited for students with previous experience or training in a closely related field, but who wish to gain proficiency with cutting-edge design tools.

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, maximizing their versatility when entering the job market.

| 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 201 | TECHNICAL WRITING I | |
| MATH 101 | INTERMEDIATE ALGEBRA** <i>or</i> | 3 |
| MATH 102 | COLLEGE ALGEBRA*** | |
| MATH 120 | TRIGONOMETRY**** | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | |
| Total | | 18 |
| Technical Requirements | | |
| CAD 101 | DRAFTING FUNDAMENTALS | 3 |
| CAD 111 | ARCHITECTURAL DRAFTING I | 3 |
| CAD 132 | INTRODUCTION TO 2D CAD | 3 |
| CAD 135 | ARCHITECTURAL CONSTRUCTION THEORY I | 3 |
| CAD 140 | ADVANCED 2D CAD | 3 |
| CAD 150 | ARCHITECTURAL PRINT READING | 1 |
| 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 |
| CAD 255 | INTRODUCTION TO 3D CAD | 3 |
| ELECTIVES | | 12 |
| Total | | 53 |
| Technical Electives-Choose minimum 12 credits | | |
| CAD 215 | LIGHT COMMERCIAL CONSTRUCTION WITH MECHANICAL AND ELECTRICAL | 3 |
| CAD 221 | MECHANICAL DIMENSIONING | 3 |
| CAD 222 | PRINCIPLES OF COMMERCIAL THEORY II | 3 |
| CAD 240 | 3D ARCHITECTURAL DESIGN | 3 |
| CAD 244 | 3D ENGINEERING DESIGN | 3 |
| CAD 247 | COMPUTER AUTOMATED MANUFACTURING | 3 |
| CAD 251 | INTRODUCTION TO GIS | 3 |
| CAD 297 | INTERNSHIP | 3 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

***Prerequisite: Acceptable ACCUPLACER score or Intermediate Algebra.

****Prerequisite: Acceptable ACCUPLACER score, Intermediate Algebra, or College Algebra.

Semester breakdown on next page

Semester Breakdown AAS

| 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 150 | Architectural Print Reading | 1 |
| CAD 250 | Introduction to Mapping/GPS | 2 | CAD 232 | Mechanical Principles | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | CAD 234 | Mechanical Print Reading | 2 |
| MATH 101 | Intermediate Algebra <i>or</i> | 3 | CAD 252 | Introduction to Surveying | 3 |
| MATH 102 | College Algebra | | MATH 120 | Trigonometry | 3 |
| Total Credit Hours | | 17 | Total Credit Hours | | 18 |

| Third Semester | | | Fourth Semester | | |
|---------------------------|-----------------------------------|-----------|---------------------------|--|-----------|
| | | CR | | | CR |
| CAD 202 | Mechanical Drafting | 3 | ECON 202 | Principles of Macroeconomics | 3 |
| CAD 203 | Principles of Commercial Theory I | 3 | PSYC 101 | General Psychology <i>or</i> | 3 |
| CAD 214 | Introduction to Civil Drafting | 3 | PSYC 103 | Human Relations in the Workplace Electives | 12 |
| CAD 237 | Architectural Drafting II | 3 | | | |
| CAD 255 | Introduction to 3D CAD | 3 | | | |
| ENGL 101 | Composition <i>or</i> | 3 | | | |
| ENGL 201 | Technical Writing I | | | | |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |

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 |
| CAD 255 | Introduction to 3D CAD | 3 | CAD 214 | Introduction to Civil Drafting | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | CAD 232 | Mechanical Principles | 3 |
| MATH 101 | Intermediate Algebra | 3 | CAD 240 | 3D Architectural Design <i>or</i> | 3 |
| PSYC 103 | Human Relations in the Workplace | 3 | CAD 244 | 3D Engineering Design | 3 |
| | | | ENGL 201 | Technical Writing I | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

COMPUTER SCIENCE - NETWORK ADMINISTRATION & SECURITY

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

Diploma, 36 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.

| 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 ^{1**} <i>or</i> | 3 |
| MATH 102 | COLLEGE ALGEBRA ^{1***} | 3 |
| MATH 120 | TRIGONOMETRY ^{1****} | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | 3 |
| | Total | 21 |
| Technical Requirements | | |
| CIS 125 | A+ HARDWARE/SOFTWARE | 6 |
| 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 129 | WINDOWS OPERATING SYSTEMS | 3 |
| CIS 135 | CISCO ACADEMY/NETWORKING TECHNOLOGIES IV | 3 |
| CIS 211 | LINUX OPERATING SYSTEMS | 3 |
| CIS 213 | NETWORKING USING WINDOWS SERVER | 3 |
| CIS 215 | NETWORK DESIGN AND VIRTUALIZATION | 3 |
| CIS 216 | INTRODUCTION TO PROGRAMMING | 3 |
| CIS 218 | LINUX SERVER | 3 |
| CIS 220 | NETWORK SECURITY I | 3 |
| CIS 225 | DATABASES | 3 |
| CIS 230 | COMPUTER FORENSICS | 3 |
| CIS 235 | NETWORK SECURITY II | 3 |
| CIS 240 | COMPUTER SCIENCE CAPSTONE | 3 |
| | Total | 51 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Elementary Algebra.

***Prerequisite: Acceptable ACCUPLACER score or Intermediate Algebra.

****Prerequisite: Acceptable ACCUPLACER score, Intermediate Algebra, or College Algebra.

¹Choose two of the three math classes (taken in 1st and 3rd semester)

Semester breakdown on next page

Semester Breakdown AAS

| First Semester | | | Second Semester | | |
|---------------------------|---|-----------|---------------------------|--|-----------|
| | | CR | | | CR |
| CIS 125 | A+ Hardware/Software | 6 | CIS 127 | Cisco Academy/Networking Technologies II | 3 |
| CIS 126 | Cisco Academy/Networking Technologies I | 3 | CIS 211 | Linux Operating Systems | 3 |
| CIS 129 | Windows Operating Systems | 3 | CIS 213 | Networking Using Windows Server | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | CIS 225 | Databases | 3 |
| MATH 101 | Intermediate Algebra <i>or</i> | 3 | ENGL 101 | Composition | 3 |
| MATH 102 | College Algebra | | PSYC 103 | Human Relations in the Workplace | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |
| Third Semester | | | Fourth Semester | | |
| | | CR | | | CR |
| CIS 128 | Cisco Academy/Networking Technologies III | 3 | CIS 135 | Cisco Academy/Networking Technologies IV | 3 |
| CIS 216 | Introduction to Programming | 3 | CIS 215 | Network Design & Virtualization | 3 |
| CIS 218 | Linux Server | 3 | CIS 230 | Computer Forensics | 3 |
| CIS 220 | Network Security I | 3 | CIS 235 | Network Security II | 3 |
| ECON 202 | Principles of Macroeconomics | 3 | CIS 240 | Computer Science Capstone | 3 |
| MATH 102 | College Algebra <i>or</i> | 3 | ENGL 202 | Technical Communications | 3 |
| MATH 120 | Trigonometry | | | | |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |

Semester Breakdown Diploma

| First Semester | | | Second Semester | | |
|---------------------------|---|-----------|---------------------------|--|-----------|
| | | CR | | | CR |
| CIS 125 | A+ Hardware/Software | 6 | CIS 127 | Cisco Academy/Networking Technologies II | 3 |
| CIS 126 | Cisco Academy/Networking Technologies I | 3 | CIS 211 | Linux Operating Systems | 3 |
| CIS 129 | Windows Operating Systems | 3 | CIS 213 | Networking Using Windows Server | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | CIS 225 | Databases | 3 |
| MATH 101 | Intermediate Algebra <i>or</i> | 3 | ENGL 101 | Composition | 3 |
| MATH 102 | College Algebra | | PSYC 103 | Human Relations in the Workplace | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |

CRIMINAL JUSTICE*
Associate in Applied Science

*Program details in 2014-2015 catalog addendum.

DRAFTING AND MACHINING TECHNOLOGY

Associate in Applied Science, 66 Credit Hours, 18-Month Program

This program will graduate skilled technicians who are able to bring value to those employers in multiple ways because they will be skilled enough to participate in multiple areas of the business. These workers will be flexible and will be seen as a valuable asset by any of these employers.

In the drafting area, graduates will be able to meet the growing demand from industry for skilled technicians who can demonstrate skill and knowledge in 2D and 3D computer-aided drafting. In addition, graduates will leave the program prepared to apply the basic fundamentals of drafting and blueprint reading.

In the machining area, graduates will be able to set up and operate a variety of machine tools to produce precision metal parts, instruments, and tools. Machinists use machine tools that are either conventionally controlled or computer numerically controlled, such as lathes, milling machines, and grinders, to produce precision metal parts. Although they may produce large quantities of one part, precision machinists often produce small batches or one-of-a-kind items. The parts that machinists make range from simple bolts of steel or brass to titanium bone screws for orthopedic implants. Hydraulic parts, anti-lock brakes and automobile pistons are other widely known products that machinists make.

| Course No. | Course Title | Credits |
|---------------------------------------|--|-----------|
| General Education Requirements | | |
| CIS 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3 |
| ECON 202 | PRINCIPLES OF MACROECONOMICS | 3 |
| ENGL 201 | TECHNICAL WRITING I* | 3 |
| MATH 100 | ELEMENTARY ALGEBRA** | 3 |
| MATH 104 | TECHNICAL MATHEMATICS** | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | 3 |
| | Total | 18 |
| 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 214 | INTRODUCTION TO CIVIL DRAFTING | 3 |
| CAD 232 | MECHANICAL PRINCIPLES | 3 |
| CAD 240 | 3D ARCHITECTURAL DESIGN <i>or</i> | 3 |
| CAD 244 | 3D ENGINEERING DESIGN | |
| CAD 255 | INTRODUCTION TO 3D CAD | 3 |
| MACH 110 | MACHINE SHOP OPERATIONS | 3 |
| MACH 115 | TURNING THEORY AND OPERATIONS I | 3 |
| MACH 120 | MILLING THEORY AND OPERATIONS I | 3 |
| MACH 125 | MECHANICAL BLUEPRINT READING | 3 |
| MACH 130 | MATERIALS APPLICATIONS | 3 |
| MACH 135 | TURNING THEORY AND OPERATIONS II | 3 |
| MACH 140 | MILLING THEORY AND OPERATIONS II | 3 |
| MACH 145 | APPLIED COMPUTER AIDED DRAFTING FUNDAMENTALS | 3 |
| | Total | 48 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Semester breakdown on next page

Semester Breakdown

| First Semester | | | Second Semester | | |
|---------------------------|---------------------------------------|-----------|---------------------------|-----------------------------------|-----------|
| | | CR | | | CR |
| MACH 110 | Machine Shop Operations | 3 | MACH 130 | Materials Applications | 3 |
| MACH 115 | Turning Theory & Operations I | 3 | MACH 135 | Turning Theory & Operations II | 3 |
| MACH 120 | Milling Theory & Operations I | 3 | MACH 140 | Milling Theory & Operations II | 3 |
| MACH 125 | Mechanical Blueprint Reading | 3 | MACH 145 | Applied Computer Aided Drafting | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | | Fundamentals | |
| MATH 104 | Technical Mathematics | 3 | ENGL 201 | Technical Writing I | 3 |
| | | | PSYC 103 | Human Relations in the Workplace | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |
| Third Semester | | | Fourth 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 255 | Introduction to 3D CAD | 3 | CAD 214 | Introduction to Civil Drafting | 3 |
| ECON 202 | Principles of Macroeconomics | 3 | CAD 232 | Mechanical Principles | 3 |
| MATH 100 | Elementary Algebra | 3 | CAD 240 | 3D Architectural Design <i>or</i> | 3 |
| | | | CAD 244 | 3D Engineering Design | |
| Total Credit Hours | | 15 | Total Credit Hours | | 15 |

ELECTRICAL TRADES

Associate in Applied Science, 71 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. 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 Electrical 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 of our lab experience mimics outside work-sites and allows students to have first-hand experience in a controlled environment. 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 APPLICATIONS I | 3 |
| ECON 202 | PRINCIPLES OF MACROECONOMICS <i>or</i> | 3 |
| SOC 100 | INTRODUCTION TO SOCIOLOGY | |
| ENGL 201 | TECHNICAL WRITING I* | 3 |
| MATH 104 | TECHNICAL MATHEMATICS** | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | 3 |
| | Total | 15 |
| Technical Requirements*** | | |
| ELT 217 | COMPUTER HARDWARE INSTALLATION & TROUBLESHOOTING | 4 |
| IEL 122 | ELECTRICAL CODE STUDY I | 3 |
| IEL 123 | INDUSTRIAL DATA COMMUNICATIONS | 2 |
| IEL 129 | INTRODUCTION TO ELECTRICAL WIRING LAB | 1 |
| IEL 130 | INTRODUCTION 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 211 | ELECTRICAL MOTOR CONTROL | 3 |
| IEL 213 | ELECTRICAL HEATING AND APPLIANCES | 2 |
| IEL 214 | ELECTRICAL CODE STUDY II | 2 |
| IEL 216 | ELECTRICAL MOTOR CONTROL LAB | 2 |
| IEL 218 | WIRING LAB I | 3 |
| IEL 220 | WIRING LAB II | 3 |
| IEL 221 | PROGRAMMABLE LOGIC CONTROLLERS | 2 |
| IEL 222 | PROGRAMMABLE LOGIC CONTROLLERS LAB | 3 |
| IEL 223 | ELECTRICAL MOTOR LAB | 1 |
| IEL 224 | POWER DISTRIBUTION | 2 |
| IEL 226 | ELECTRICAL MOTOR FUNDAMENTALS AND MAINTENANCE | 2 |
| IEL 230 | BLUEPRINT READING, ELECTRICAL PLANNING AND ESTIMATING | 4 |
| | Total | 56 |
| Optional Technical Electives | | |
| IEL 299 | ELECTRICIAN INTERNSHIP/CO-OP | 6 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

***CPR/First Aid must be completed before graduation.

Semester Breakdown

| | | | | | |
|---------------------------------|--|-----------|---------------------------|--|-----------|
| First Semester | | | Second Semester | | |
| | | CR | | | CR |
| IEL 132 | Electrical Fundamentals | 5 | ELT 217 | Computer Hardware Installation/Troubleshooting | 4 |
| IEL 133 | Electrical Fundamentals Lab | 7 | IEL 123 | Industrial Data Communication | 2 |
| CIS 105 | Microcomputer Software Applications I | 3 | IEL 129 | Introduction to Electrical Wiring Lab | 1 |
| MATH 104 | Technical Mathematics | 3 | IEL 130 | Introduction to Electrical Wiring | 2 |
| | | | IEL 135 | Basic Electrical Materials and Devices | 1 |
| | | | IEL 140 | Welding & Fabrication for Light Commercial Application | 2 |
| | | | IEL 223 | Electrical Motor Lab | 1 |
| | | | IEL 226 | Electrical Motor Fundamentals and Maintenance | 2 |
| | | | ENGL 201 | Technical Writing I | 3 |
| Total Credit Hours | | | Total Credit Hours | | |
| 18 | | | 18 | | |
| Third Semester | | | Fourth Semester | | |
| | | CR | | | CR |
| IEL 122 | Electrical Code Study I | 3 | IEL 213 | Electrical Heating & Appliances | 2 |
| IEL 211 | Electrical Motor Control | 3 | IEL 214 | Electrical Code Study II | 2 |
| IEL 216 | Motor Control Lab | 2 | IEL 220 | Wiring Lab II | 3 |
| IEL 218 | Wiring Lab I | 3 | IEL 221 | Programmable Logic Controllers | 2 |
| IEL 230 | Blueprint Reading, Electrical Planning, and Estimating | 4 | IEL 222 | PLC Lab | 3 |
| ECON 202 | Principles of Macroeconomics <i>or</i> | 3 | IEL 224 | Power Distribution | 2 |
| SOC 100 | Introduction to Sociology | | PSYC 103 | Human Relations in the Workplace | 3 |
| Total Credit Hours | | | Total Credit Hours | | |
| 18 | | | 17 | | |
| Optional Summer Semester | | | | | |
| | | CR | | | |
| IEL 299 | Electrician Internship/CO-OP | 6 | | | |
| Total Credit Hours | | | | | |
| 6 | | | | | |

ENVIRONMENTAL ENGINEERING TECHNICIAN

Associate in Applied Science, 71-73 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 ^{1**} <i>or</i> | 3 |
| MATH 102 | COLLEGE ALGEBRA ^{1***} | |
| MATH 120 | TRIGONOMETRY ^{1****} | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY | 3 |
| | Total | 25 |
| Technical Requirements | | |
| CAD 250 | INTRODUCTION TO MAPPING/GPS | 2 |
| CAD 251 | INTRODUCTION TO GIS | 3 |
| CAD 252 | INTRODUCTION TO SURVEYING | 3 |
| EET 102 | INTRODUCTION TO ENVIRONMENTAL SCIENCES | 4 |
| EET 103 | ENVIRONMENTAL INSTRUMENTATION | 4 |
| EET 106 | INTRODUCTORY FIELD METHODS | 3 |
| EET 202 | WATER QUALITY | 3 |
| EET 204 | ENVIRONMENTAL REGULATIONS | 2 |
| EET 235 | CONSTRUCTION MATERIALS SAMPLING & TESTING | 3 |
| EET 222 | INTRODUCTION TO WASTEWATER TECHNOLOGIES | 3 |
| | <i>or</i> | |
| EET 298 | TECHNICAL COOPERATIVE WORK EXPERIENCE | |
| EET 225 | AIR QUALITY | 2 |
| EET 250 | SOILS TESTING | 3 |
| EET 251 | ENVIRONMENTAL GEOLOGY | 3 |
| EET 253 | PRINCIPLES OF WATER RESOURCES | 3 |
| EET 255 | INTRODUCTION TO GEOMORPHOLOGY | 3 |
| FFT 118 | HAZWOPER CERTIFICATION | 2 |
| | Total | 46 |
| Optional Technical Electives | | |
| EET 299 | FIELD INTERNSHIP (OPTIONAL) | 2 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Elementary Algebra.

***Prerequisite: Acceptable ACCUPLACER score or Intermediate Algebra.

****Prerequisite: Acceptable ACCUPLACER score, Intermediate Algebra, or College Algebra.

¹Choose 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 |
| CAD 250 | Introduction to Mapping/GPS | 2 | CAD 251 | Introduction to GIS | 3 |
| EET 102 | Introduction to Environmental Sciences | 4 | CAD 252 | Introduction to Surveying | 3 |
| EET 106 | Introductory Field Methods | 3 | EET 103 | Environmental Instrumentation | 4 |
| CIS 105 | Microcomputer Software Applications I | 3 | EET 225 | Air Quality | 2 |
| MATH 101 | Intermediate Algebra <i>or</i> | 3 | ECON 202 | Principles of Macroeconomics | 3 |
| MATH 102 | College Algebra | | MATH 102 | College Algebra <i>or</i> | 3 |
| PSYC 101 | General Psychology | 3 | MATH 120 | Trigonometry | |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |
| Third Semester | | | Fourth Semester | | |
| | | CR | | | CR |
| EET 202 | Water Quality | 3 | EET 222 | Introduction to Wastewater Technologies <i>or</i> | 3 |
| EET 204 | Environmental Regulations | 2 | EET 298 | Technical Cooperative Work Experience | |
| EET 253 | Principles of Water Resources | 3 | EET 235 | Construction Materials Sampling & Testing | 3 |
| FFT 118 | Hazwoper Certification | 2 | EET 250 | Soils Testing | 3 |
| CHEM 106 | Chemistry Survey | 3 | EET 251 | Environmental Geology | 3 |
| CHEM 106L | Chemistry Survey Lab | 1 | EET 255 | Introduction to Geomorphology | 3 |
| ENGL 101 | Composition <i>or</i> | 3 | ENGL 202 | Technical Communications | 3 |
| ENGL 201 | Technical Writing I | | | | |
| Total Credit Hours | | 17 | Total Credit Hours | | 18 |
| Optional Summer Semester | | | | | |
| | | CR | | | |
| EET 299 | Internship | 2 | | | |
| Total Credit Hours | | 2 | | | |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

FIRE SCIENCE

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

The Fire Science program prepares students for careers in the wildland and structural fire service. The combination of classroom instruction, extensive hands on training, in-the-field experience, and internships allow the student to develop skills required for successful employment in the Fire Service. This program is designed to meet the specific needs of municipal and wildland firefighting agencies in the Great Plains and Black Hills regions. Completion of the program will result in a firefighter well prepared to work on a fire in the hills or respond to a large structural fire. The successful student will have the opportunity to achieve numerous NWCG certifications.

| 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 | |
| MATH 100 | ELEMENTARY ALGEBRA** <i>or higher</i> | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | |
| SOC 100 | INTRODUCTION TO SOCIOLOGY | 3 |
| | Total | 18 |
| Technical Requirements | | |
| EMT 105 | EMERGENCY MEDICAL TECHNICIAN | 6 |
| EMT 105L | EMERGENCY MEDICAL TECHNICIAN LAB | 3 |
| FFT 110 | BUILDING CONSTRUCTION | 3 |
| FFT 116 | HAZARDOUS MATERIALS OPERATIONS | 3 |
| FFT 121 | STRUCTURAL FIREFIGHTER I | 3 |
| FFT 122 | STRUCTURAL FIREFIGHTER I LAB | 3 |
| FFT 123 | INTRODUCTION TO WILDLAND FIREFIGHTER | 3 |
| FFT 140 | PHYSICAL FITNESS I | 1 |
| FFT 150 | PUMPING APPARATUS DRIVER-OPERATOR | 3 |
| FFT 151 | WILDLAND PUMPS AND SAWS | 2 |
| FFT 190 | PHYSICAL FITNESS II | 1 |
| FFT 215 | WILDLAND/URBAN INTERFACE FIRE SUPPRESSION & PREVENTION | 3 |
| FFT 218 | STRATEGY & TACTICS | 3 |
| FFT 232 | STRUCTURAL FIREFIGHTER II | 3 |
| FFT 233 | FIRE CAUSES & INVESTIGATIONS | 3 |
| FFT 234 | RESCUE PRACTICES FOR THE FIRE SERVICE | 4 |
| FFT 240 | PHYSICAL FITNESS III | 1 |
| FFT 290 | PHYSICAL FITNESS IV | 1 |
| FFT 298 | INTERNSHIP | 3 |
| | Total | 49 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations.

Semester Breakdown

| First Semester | | | Second Semester | | |
|---------------------------|--|-----------|---------------------------|-------------------------------------|-----------|
| | | CR | | | CR |
| FFT 121 | Structural Firefighter I | 3 | EMT 105 | Emergency Medical Technician | 6 |
| FFT 122 | Structural Firefighter I Lab | 3 | EMT 105L | Emergency Medical Technician Lab | 3 |
| FFT 123 | Introduction to Wildland Firefighter | 3 | FFT 150 | Pumping Apparatus Driver-Operator | 3 |
| FFT 140 | Physical Fitness I | 1 | FFT 151 | Wildland Pumps and Saws | 2 |
| SOC100 | Introduction to Sociology | 3 | FFT 190 | Physical Fitness II | 1 |
| CIS 105 | Microcomputer Software Applications I | 3 | MATH100 | Elementary Algebra <i>or higher</i> | 3 |
| Total Credit Hours | | 16 | Total Credit Hours | | 18 |
| Third Semester | | | Fourth Semester | | |
| | | CR | | | CR |
| FFT 215 | Wildland/Urban Interface Fire Suppression & Prevention | 3 | FFT 110 | Building Construction | 3 |
| FFT 232 | Structural Firefighter II | 3 | FFT 116 | Hazardous Materials Operations | 3 |
| FFT 233 | Fire Causes & Investigations | 3 | FFT 218 | Strategy & Tactics | 3 |
| FFT 234 | Rescue Practices for the Fire Service | 4 | FFT 290 | Physical Fitness IV | 1 |
| FFT 240 | Physical Fitness III | 1 | FFT 298 | Internship | 3 |
| ENGL 101 | Composition <i>or</i> | 3 | PSYC 101 | General Psychology <i>or</i> | 3 |
| ENGL 201 | Technical Writing I | | PSYC 103 | Human Relations in the Workplace | |
| Total Credit Hours | | 17 | Total Credit Hours | | 16 |

HEALTH INFORMATION MANAGEMENT

Associate in Applied Science, 67 Credit Hours, 18-Month Program Coding Specialty Diploma, 45 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. 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 APPLICATIONS I | 3 |
| ENGL | 101 | COMPOSITION* <i>or</i> | 3 |
| ENGL | 203 | TECHNICAL WRITING II | |
| MATH | 112 | BUSINESS MATHEMATICS** | 3 |
| PSYC | 103 | HUMAN RELATIONS IN THE WORKPLACE | 3 |
| SOC | 100 | INTRODUCTION TO SOCIOLOGY <i>or</i> | 3 |
| ECON | 202 | PRINCIPLES OF MACROECONOMICS | |
| Total | | | 15 |
| Technical Requirements | | | |
| BUS | 115 | KEYBOARDING | 3 |
| BUS | 137 | PROFESSIONAL DEVELOPMENT <i>or</i> | 1 |
| HC | 205 | PROFESSIONALISM IN HEALTHCARE | |
| BUS | 141 | WRITTEN COMMUNICATIONS FOR BUSINESS | 3 |
| BUS | 175 | RECORDS MANAGEMENT | 3 |
| BUS | 241 | ADVANCED COMPUTER APPLICATIONS FOR BUSINESS | 3 |
| HC | 114 | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3 |
| HC | 130 | MEDICAL COMPUTERIZED OFFICE APPLICATIONS | 2 |
| 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 | HEALTHCARE CODING I | 4 |
| MDS | 211 | HEALTHCARE CODING II | 3 |
| MDS | 212 | HEALTHCARE FUNDAMENTALS & REIMBURSEMENT | 3 |
| MDS | 250 | ADVANCED CODING | 2 |
| MTS | 102 | MEDICAL TRANSCRIPTION I | 3 |
| MTS | 124 | DISEASE PROCESSES I | 3 |
| MTS | 214 | DISEASE PROCESSES II | 3 |
| Total | | | 52 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing

**Prerequisite: Acceptable ACCUPLACER score or Basic Math

Semester breakdown on next page

Semester Breakdown AAS Coding Specialty

| First Semester | | | Second Semester | | |
|---------------------------|---|-----------|---------------------------|---|-----------|
| | | CR | | | CR |
| BUS 115 | Keyboarding | 3 | BUS 175 | Records Management | 3 |
| HC 114 | Anatomy & Physiology for the Health Professions | 3 | BUS 241 | Advanced Computer Applications for Business | 3 |
| HC 130 | Medical Computerized Office Applications | 2 | HC 145 | Electronic Health Records | 2 |
| HC 135 | Medical Law & Ethics | 2 | HC 200 | Pharmacology for Healthcare | 3 |
| HC 213 | Medical Terminology I | 3 | HC 215 | Medical Terminology II | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | MTS 102 | Medical Transcription I | 3 |
| Total Credit Hours | | 16 | Total Credit Hours | | 17 |
| Third Semester | | | Fourth Semester | | |
| | | CR | | | CR |
| MDS 210 | Healthcare Coding I | 4 | BUS 137 | Professional Development <i>or</i> | 1 |
| MDS 212 | Healthcare Fundamentals & Reimbursement | 3 | HC 205 | Professionalism in Healthcare | |
| MTS 124 | Disease Processes I | 3 | BUS 141 | Written Communications for Business | 3 |
| MATH112 | Business Mathematics | 3 | MDS 211 | Healthcare Coding II | 3 |
| PSYC 103 | Human Relations in the Workplace | 3 | MDS 250 | Advanced Coding | 2 |
| | | | MTS 214 | Disease Processes II | 3 |
| | | | ENGL101 | Composition <i>or</i> | 3 |
| | | | ENGL203 | Technical Writing II | |
| | | | ECON202 | Principles of Macroeconomics <i>or</i> | 3 |
| | | | SOC 100 | Introduction to Sociology | |
| Total Credit Hours | | 16 | Total Credit Hours | | 18 |

Semester Breakdown Diploma

| First Semester | | | Second Semester | | |
|---------------------------|---|-----------|---------------------------|---|-----------|
| | | CR | | | CR |
| BUS 115 | Keyboarding | 3 | BUS 141 | Written Communications for Business | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | BUS 175 | Records Management | 3 |
| HC 114 | Anatomy & Physiology for the Health Professions | 3 | BUS 141 | Advanced Computer Applications for Business | 3 |
| HC 130 | Medical Computerized Office Applications | 2 | HC 145 | Electronic Health Records | 2 |
| HC 135 | Medical Law & Ethics | 2 | HC 215 | Medical Terminology II | 3 |
| HC 213 | Medical Terminology I | 3 | MTS 102 | Medical Transcription I | 3 |
| Total Credit Hours | | 16 | Total Credit Hours | | 17 |
| Third Semester | | | | | |
| | | CR | | | |
| MATH 112 | Business Mathematics | 3 | | | |
| MDS 212 | Healthcare Fundamentals & Reimbursement | 3 | | | |
| PSYC103 | Human Relations in the Workplace | 3 | | | |
| | Electives | 3 | | | |
| Total Credit Hours | | 12 | | | |

HEALTHCARE TECHNICIAN

Diploma, 35 Credit Hours, 9-Month Program

Healthcare Technician is a two-semester, nine-month program designed to give students the skills they need for the growing number of direct patient care positions available. Program graduates will be able to help provide basic care for patients in hospitals and residents of long-term care facilities, such as nursing homes. They also will be able to provide medical office support in clinics, physician's offices, and other healthcare providers. The program also prepares students to take the certified nursing assistant exam.

Job opportunities in all these areas are growing, and that growth is expected to continue. Labor market information shows the demand for workers in these fields is strong now and in the future. Through 2020, the number of nursing aides, orderlies, and attendants is expected to grow by 12.9 percent. In addition to training students for these important positions, the program allows graduates to transfer courses into WDT's program in Medical Assisting, another growing healthcare field.

| Course No. | Course Title | Credits |
|---------------------------------------|---|-----------|
| General Education Requirements | | |
| CIS 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3 |
| ENGL 101 | COMPOSITION* | 3 |
| MATH 100 | ELEMENTARY ALGEBRA** <i>or</i> | 3 |
| MATH 112 | BUSINESS MATHEMATICS | |
| PSYC 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | |
| Total | | 12 |
| Technical Requirements | | |
| HC 114 | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3 |
| HC 125 | INTRODUCTION TO PATIENT CARE | 2 |
| HC 126 | INTRODUCTION TO PATIENT CARE LAB AND CLINICAL | 2 |
| HC 130 | MEDICAL COMPUTERIZED OFFICE APPLICATIONS | 2 |
| HC 135 | MEDICAL LAW AND ETHICS | 2 |
| HC 145 | ELECTRONIC HEALTH RECORDS | 2 |
| HC 213 | MEDICAL TERMINOLOGY I | 3 |
| MDS 210 | HEALTHCARE CODING I | 4 |
| MDS 212 | HEALTHCARE FUNDAMENTALS & REIMBURSEMENT | 3 |
| Total | | 23 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Semester Breakdown

| First Semester | | | Second Semester | | |
|---------------------------|---|-----------|---------------------------|---|-----------|
| | | CR | | | CR |
| HC 114 | Anatomy & Physiology for the Health Professions | 3 | HC 145 | Electronic Health Records | 2 |
| HC 125 | Introduction to Patient Care | 2 | MDS 210 | Healthcare Coding I | 4 |
| HC 126 | Introduction to Patient Care Lab and Clinical | 2 | MDS 212 | Healthcare Fundamentals & Reimbursement | 3 |
| HC 130 | Medical Computerized Office Applications | 2 | ENGL 101 | Composition | 3 |
| HC 135 | Medical Law & Ethics | 2 | MATH 100 | Elementary Algebra <i>or</i> | 3 |
| HC 213 | Medical Terminology I | 3 | MATH 112 | Business Mathematics | |
| CIS 105 | Microcomputer Software Applications I | 3 | PSYC 101 | General Psychology <i>or</i> | 3 |
| | | | PSYC 103 | Human Relations in the Workplace | |
| Total Credit Hours | | 17 | Total Credit Hours | | 18 |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations.

HVAC TECHNOLOGY

Diploma, 36 Credit Hours, 9-Month Program

The Heating, Ventilating, Air-Conditioning (HVAC) program prepares students with the necessary skills to be successful in the heating and air conditioning field. Students will take coursework in HVAC theory, HVAC electrical applications, HVAC installation practices, plan and print reading, and other technical skills. This program also will provide education and training in soft skills such as communication and math.

The HVAC graduate will be able to work on residential heating, air conditioning, and heat pump systems. Graduates will be able to install, troubleshoot, and repair residential heating, air conditioning, and heat pump equipment using copper tubing, PVC, and other accepted materials. The graduate will install a wide range of gas and electric forced-air furnaces. The HVAC graduate will learn to safely work with tools, equipment, and instruments used in the HVAC industry. The graduate will install, troubleshoot, test, and repair electrical components on heating, air conditioning, and heat pump systems. They will install and work with a wide range of gas and electric forced-air furnaces. Designing, fabricating, and installing refrigeration piping, condensate lines, and gas piping/flue stacks on heating, air conditioning, and heat pump system will also be explored.

| Course No. | Course Title | Credits |
|---------------------------------------|---------------------------------------|-----------|
| General Education Requirements | | |
| CIS 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3 |
| ENGL 102 | CAREER COMMUNICATIONS | 2 |
| MATH 104 | TECHNICAL MATHEMATICS** | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | 3 |
| | Total | 11 |
| Technical Requirements | | |
| HVAC 120 | ELECTRICAL APPLICATIONS FOR HVAC I | 3 |
| HVAC 125 | HVAC INSTALLATION I | 3 |
| HVAC 126 | HVAC INSTALLATION I LAB | 4 |
| HVAC 130 | HVAC PLAN AND PRINT READING | 2 |
| HVAC 135 | ELECTRICAL APPLICATIONS FOR HVAC II | 3 |
| HVAC 140 | PIPE JOINING METHODS | 3 |
| HVAC 145 | HVAC INSTALLATION II | 3 |
| HVAC 146 | HVAC INSTALLATION II LAB | 4 |
| | Total | 25 |

All remedial coursework must be completed in the first semester.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Semester Breakdown

| First Semester | | | Second Semester | | |
|----------------|---------------------------------------|-----------|-----------------|-------------------------------------|-----------|
| | | CR | | | CR |
| HVAC 120 | Electrical Applications for HVAC I | 3 | HVAC 135 | Electrical Applications for HVAC II | 3 |
| HVAC 125 | HVAC Installation I | 3 | HVAC 140 | Pipe Joining Methods | 3 |
| HVAC 126 | HVAC Installation I Lab | 4 | HVAC 145 | HVAC Installation II | 3 |
| HVAC 130 | HVAC Plan & Print Reading | 2 | HVAC 146 | HVAC Installation II Lab | 4 |
| CIS 105 | Microcomputer Software Applications I | 3 | ENGL 102 | Career Communications | 2 |
| PSYC 103 | Human Relations in the Workplace | 3 | MATH 104 | Technical Mathematics | 3 |
| | Total Credit Hours | 18 | | Total Credit Hours | 18 |

HVAC/REFRIGERATION TECHNOLOGY*

ASSOCIATE IN APPLIED SCIENCE

*Program details in 2014-2015 catalog addendum.

LAW ENFORCEMENT TECHNOLOGY

Associate in Applied Science, 71 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 and 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:

- Make application to WDT and take the ACCUPLACER test or have an acceptable ACT/SAT
- Successfully pass a criminal background check
- 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 |
| SOC 100 | INTRODUCTION TO SOCIOLOGY | 3 |
| ENGL 201 | TECHNICAL WRITING I* | 3 |
| MATH 100 | ELEMENTARY ALGEBRA** <i>or higher</i> | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY | 3 |
| | Total | 15 |
| Technical Requirements | | |
| LET 106 | LAW ENFORCEMENT MEDICAL RESPONDER | 3 |
| LET 117 | INDUSTRY STANDARDS | 0 |
| LET 119 | CRIMINAL LAW & PROCEDURES | 3 |
| LET 121 | CRIMINAL INVESTIGATIONS | 4 |
| LET 122 | INTERVIEW AND INTERROGATION AND REPORT WRITING | 3 |
| LET 124 | JUVENILE METHODS | 3 |
| LET 126 | PHYSICAL TRAINING | 1 |
| LET 127 | INDUSTRY STANDARDS | 0 |
| LET 128 | MECHANICS OF ARREST AND PHYSICAL TRAINING | 3 |
| LET 210 | INTRODUCTION TO CRIMINAL JUSTICE | 3 |
| LET 212 | ACCIDENT INVESTIGATIONS | 2 |
| LET 213 | CRIMINOLOGY & ABNORMAL BEHAVIOR | 3 |
| LET 215 | COLLECTION AND 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 | 56 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Note: If you have been convicted, pleaded 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.

Semester breakdown on next page

Semester Breakdown

| First Semester | | | Second Semester | | |
|---------------------------|---|-----------|---------------------------|--|-----------|
| | | CR | | | CR |
| LET 106 | Law Enforcement Medical Responder | 3 | LET 121 | Criminal Investigations | 4 |
| LET 117 | Industry Standards | 0 | LET 122 | Interview and Interrogation and Report Writing | 3 |
| LET 119 | Criminal Law & Procedures | 3 | LET 124 | Juvenile Methods | 3 |
| LET 128 | Mechanics of Arrest and Physical Training | 3 | 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 |
| CIS 105 | Microcomputer Software Applications I | 3 | PSYC 101 | General Psychology | 3 |
| Total Credit Hours | | 18 | 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 and Abnormal Behavior | 3 | LET 224 | Law Enforcement Practicum | 2 |
| LET 215 | Collection and 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 |
| MATH 100 | Elementary Algebra <i>or higher</i> | 3 | LET 232 | Technology in Law Enforcement | 2 |
| SOC 100 | Introduction to Sociology | 3 | LET 251 | Firearms Training | 2 |
| | | | LET 255 | Emergency Vehicle Operation Course | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |

LIBRARY TECHNICIAN

Associate in Applied Science, 63 Credit Hours, 18-Month Program Diploma, 30 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 including gaining 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 Internet and learn skills in website development. In addition, this program will provide education and training in soft skills such as communication, teamwork, and interpersonal skills.

The Library Technician program is designed for students who are interested in working in a library and assisting patrons, supporting librarians, maintaining library databases, cataloguing and researching materials, and serving 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 | |
| MATH 112 | BUSINESS MATHEMATICS** | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | |
| | Total | 15 |
| Technical Requirements | | |
| BUS 120 | PRINCIPLES OF MARKETING | 3 |
| BUS 158 | WEB DESIGN FOR BUSINESS | 3 |
| BUS 210 | SUPERVISORY MANAGEMENT | 3 |
| BUS 218 | DESIGN ESSENTIALS | 3 |
| LIBR 100 | INTRODUCTION TO LIBRARY SERVICES | 3 |
| LIBR 102 | INTRODUCTION TO LIBRARY 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 | INTRODUCTION TO TECHNICAL SERVICES: ACQUISITIONS, SERIALS, AND PROCESSING | 3 |
| LIBR 202 | CONTENT CREATION AND MOBILE LIBRARY SERVICES | 3 |
| LIBR 204 | SELECTION AND ACCESS RESOURCES | 3 |
| LIBR 220 | INTRODUCTION TO CATALOGING AND CLASSIFICATION | 3 |
| LIBR 222 | REFERENCE RESOURCES | 3 |
| LIBR 224 | TECHNOLOGY INFORMATION RESOURCES AND ONLINE SOCIAL NETWORKING | 3 |
| LIBR 299 | INTERNSHIP | 3 |
| | Total | 48 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations.

Semester breakdown on next page

Semester Breakdown AAS

| First Semester | | | Second Semester | | |
|---------------------------|---|-----------|---------------------------|---|-----------|
| | | CR | | | CR |
| LIBR 100 | Introduction to Library Services | 3 | LIBR 104 | Public Services for Library Technicians | 3 |
| LIBR 102 | Introduction to Library Circulation and Customer Service | 3 | LIBR 120 | Programming and Services for All Ages | 3 |
| ENGL101 | Composition <i>or</i> | 3 | LIBR 122 | Children's and Young Adult Literature | 3 |
| ENGL 203 | Technical Writing II | 3 | BUS 158 | Web Design for Business | 3 |
| MATH 112 | Business Mathematics | 3 | PSYC 101 | General Psychology <i>or</i> | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | PSYC 103 | Human Relations in the Workplace | 3 |
| Total Credit Hours | | 15 | Total Credit Hours | | 15 |
| Third Semester | | | Fourth Semester | | |
| | | CR | | | CR |
| LIBR 200 | Introduction to Technical Services: Acquisitions, Serials, and Processing | 3 | LIBR 220 | Introduction to Cataloging and Classification | 3 |
| LIBR 202 | Content Creation and Mobile Library Services | 3 | LIBR 222 | Reference Resources | 3 |
| LIBR 204 | Selection and Access Resources | 3 | LIBR 224 | Technology Information Resources & Online Social Networking | 3 |
| BUS 210 | Supervisory Management | 3 | LIBR 299 | Internship | 3 |
| BUS 218 | Design Essentials | 3 | BUS 120 | Principles of Marketing | 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 | Introduction to Library Services | 3 | LIBR 104 | Public Services for Library Technicians | 3 |
| LIBR 102 | Introduction to Library Circulation and Customer Service | 3 | LIBR 120 | Programming and Services for All Ages | 3 |
| ENGL101 | Composition <i>or</i> | 3 | LIBR 122 | Children's and Young Adult Literature | 3 |
| ENGL 203 | Technical Writing II | 3 | BUS 158 | Web Design for Business | 3 |
| MATH 112 | Business Mathematics | 3 | PSYC 101 | General Psychology <i>or</i> | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | PSYC 103 | Human Relations in the Workplace | 3 |
| Total Credit Hours | | 15 | Total Credit Hours | | 15 |

MEDICAL ASSISTING

Associate of Applied Science, 66 - 69 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 APPLICATIONS I | 3 |
| ENGL 101 | COMPOSITION* | 3 |
| ENGL 202 | TECHNICAL COMMUNICATIONS | 3 |
| MATH 100 | ELEMENTARY ALGEBRA** <i>or</i> | 3 |
| MATH 112 | BUSINESS MATHEMATICS | |
| PSYC 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | |
| SOC 100 | INTRODUCTION TO SOCIOLOGY | 3 |
| | Total | 18 |
| Technical Requirements | | |
| HC 114 | ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3 |
| HC 125 | INTRODUCTION TO PATIENT CARE | 2 |
| HC 126 | INTRODUCTION TO PATIENT CARE LAB & CLINICAL | 2 |
| HC 130 | MEDICAL COMPUTERIZED OFFICE APPLICATIONS | 2 |
| HC 135 | MEDICAL LAW AND ETHICS | 2 |
| HC 145 | ELECTRONIC HEALTH RECORDS | 2 |
| HC 200 | PHARMACOLOGY FOR HEALTHCARE | 3 |
| HC 205 | PROFESSIONALISM IN HEALTHCARE | 1 |
| HC 213 | MEDICAL TERMINOLOGY I | 3 |
| HC 225 | PATHOPHYSIOLOGY | 3 |
| MA 210 | MEDICAL ASSISTING I | 3 |
| MA 213 | MEDICAL ASSISTING I LAB & CLINICAL | 3 |
| MA 215 | PHLEBOTOMY AND LAB TECHNIQUES FOR THE MEDICAL ASSISTANT | 4 |
| MA 250 | MEDICAL ASSISTING II | 3 |
| MA 253 | MEDICAL ASSISTING II LAB & CLINICAL | 5 |
| MDS 210 | HEALTHCARE CODING I | 4 |
| MDS 212 | HEALTHCARE FUNDAMENTALS AND REIMBURSEMENT | 3 |
| | ELECTIVES | 3 |
| | Total | 51 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Elementary Algebra.

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations.

Semester breakdown on next page

Semester Breakdown

| First Semester | | | Second Semester | | |
|---------------------------|---|-----------|---------------------------|---|--------------|
| | | CR | | | CR |
| HC 114 | Anatomy & Physiology for the Health Professions | 3 | HC 145 | Electronic Health Records | 2 |
| HC 125 | Introduction to Patient Care | 2 | MDS 210 | Healthcare Coding I | 4 |
| HC 126 | Introduction to Patient Care Lab and Clinical | 2 | MDS 212 | Healthcare Fundamentals and Reimbursement | 3 |
| HC 130 | Medical Computerized Office Applications | 2 | ENGL 101 | Composition | 3 |
| HC 135 | Medical Law and Ethics | 2 | MATH 100 | Elementary Algebra <i>or</i> | 3 |
| HC 213 | Medical Terminology I | 3 | MATH 112 | Business Mathematics | |
| CIS 105 | Microcomputer Software Applications I | 3 | PSYC 101 | General Psychology <i>or</i> | 3 |
| | | | PSYC 103 | Human Relations in the Workplace | |
| Total Credit Hours | | 17 | Total Credit Hours | | 18 |
| Third Semester | | | Fourth Semester | | |
| | | CR | | | CR |
| HC 200 | Pharmacology for Healthcare | 3 | HC 205 | Professionalism in Healthcare | 1 |
| HC 225 | Pathophysiology | 3 | MA 250 | Medical Assisting II | 3 |
| MA 210 | Medical Assisting I | 3 | MA 253 | Medical Assisting II Lab & Clinical | 5 |
| MA 213 | Medical Assisting I Lab & Clinical | 3 | ENGL 202 | Technical Communications | 3 |
| MA 215 | Phlebotomy and Lab Techniques for the Medical Assistant | 4 | SOC 100 | Introduction to Sociology | 3 |
| | | | | Electives (<i>optional</i>) | 3 |
| Total Credit Hours | | 16 | Total Credit Hours | | 15-18 |

PARALEGAL/LEGAL ASSISTANT

Associate in Applied Science, 70 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 requirements on next page

| 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 | INTRODUCTION TO SOCIOLOGY | |
| ENGL | 101 | COMPOSITION* | 3 |
| MATH | 101 | INTERMEDIATE ALGEBRA** <i>or higher</i> | 3 |
| PSYC | 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| PSYC | 103 | HUMAN RELATIONS IN THE WORKPLACE | |
| SPCM | 101 | FUNDAMENTALS OF SPEECH | 3 |
| Total | | | 18 |
| Technical Requirements | | | |
| ACCT | 120 | PRINCIPLES OF ACCOUNTING I | 3 |
| 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 AND WRITING I | 4 |
| PLL | 133 | LEGAL RESEARCH AND WRITING II | 4 |
| PLL | 150 | WILLS, TRUSTS, AND ESTATES | 2 |
| PLL | 211 | AMERICAN LEGAL SYSTEM AND CONSTITUTIONAL LAW | 3 |
| PLL | 212 | LITIGATION AND CIVIL PROCEDURE | 3 |
| PLL | 215 | LAW OF BUSINESS ORGANIZATIONS | 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 | | | 52 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Elementary Algebra.

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Semester breakdown on next page

Semester Breakdown

| First Semester | | | Second Semester | | |
|---------------------------|--|-----------|---------------------------|----------------------------------|-----------|
| | | CR | | | CR |
| ACCT 120 | Principles of Accounting I | 3 | PLL 124 | Criminal Law | 2 |
| HUM 102 | Critical Thinking | 3 | PLL 132 | Legal Research and Writing I | 4 |
| PLL 111 | Introduction to Paralegalism | 2 | PLL 150 | Wills, Trusts, and Estates | 2 |
| PLL 211 | American Legal System and Constitutional Law | 3 | PLL 212 | Litigation and Civil Procedure | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | ENGL 101 | Composition | 3 |
| MATH 101 | Intermediate Algebra <i>or higher</i> | 3 | PSYC 101 | General Psychology <i>or</i> | 3 |
| | | | PSYC 103 | Human Relations in the Workplace | |
| Total Credit Hours | | 17 | Total Credit Hours | | 17 |
| Third Semester | | | Fourth Semester | | |
| | | CR | | | CR |
| PLL 125 | Torts | 3 | PLL 123 | Real Property | 2 |
| PLL 126 | Contracts | 3 | PLL 215 | Law of Business Organizations | 2 |
| PLL 133 | Legal Research and Writing II | 4 | PLL 220 | Law Office Procedure | 2 |
| PLL 232 | Litigation Clinic I | 2 | PLL 233 | Litigation Clinic II | 2 |
| SOC 100 | Introduction to Sociology <i>or</i> | 3 | PLL 235 | Family Law | 3 |
| ECON 202 | Principles of Macroeconomics | | PLL 298 | Internship | 7 |
| SPCM 101 | Fundamentals of Speech | 3 | | | |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |

PARAMEDIC

Associate in Applied Science, 72 Credits, 21-Month Program***

Responding to medical emergencies is not an easy task. Extraordinary circumstances call for extraordinary people to take the first step to lead others to safety. The paramedic program at Western Dakota Tech produces this caliber of individual. These select few that answer the calling to help others will experience over one thousand hours of training here at Western Dakota Tech, and that training entails didactic experience as well as a vigorous and stringent clinical program that will produce a pre-hospital caregiver that will meet the demands of the society today as well as the future.

Delivering high caliber medical care is taught to our student candidates from an instructor group with over 40 years of experience providing pre-hospital care. Beyond paramedicine, emphasis is also placed on critical thinking skills, written and oral communication and basic concepts in biology, mathematics, psychology, and sociology as well. A mandatory course average of 85% raises the standards of the field of paramedicine and by acknowledging this standard assures that the individual that earns the title of paramedic is indeed prepared to face any emergency they are placed in.

At the end of the paramedic program the successful candidate will have the following: American Heart Association (AHA) – Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS); National Association of Emergency Medical Technicians (NAEMT) – Pre-Hospital Trauma Life Support (PHTLS) as well as Advanced Medical Life Support (AMLS). These courses aid in the successful candidate’s approach to the national certification exam that will allow them to obtain the title of Paramedic.

| Course No. | Course Title | Credits |
|---------------------------------------|---|-----------|
| General Education Requirements | | |
| CIS 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3 |
| ENGL 101 | COMPOSITION* <i>or</i> | 3 |
| ENGL 201 | TECHNICAL WRITING I | |
| ENGL 202 | TECHNICAL COMMUNICATIONS | 3 |
| MATH 101 | INTERMEDIATE ALGEBRA** <i>or higher</i> | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | |
| SOC 100 | INTRODUCTION TO SOCIOLOGY | 3 |
| | Total | 18 |
| Technical Requirements | | |
| EMT 105 | EMERGENCY MEDICAL TECHNICIAN | 6 |
| EMT 105L | EMERGENCY MEDICAL TECHNICIAN LAB | 3 |
| FFP 105 | PARAMEDIC PREPARATORY II | 2 |
| FFP 110 | PARAMEDIC ASSESSMENT | 2 |
| FFP 115 | PARAMEDIC CARDIOLOGY | 5 |
| FFP 120 | PARAMEDIC PREPARATORY I | 4 |
| FFP 125 | PARAMEDIC MEDICAL | 3 |
| FFP 130 | PARAMEDIC SPECIAL OPERATIONS I | 2 |
| FFP 215 | PARAMEDIC SPECIAL OPERATIONS II | 5 |
| FFP 280 | PARAMEDIC CLINICAL I | 2 |
| FFP 281 | PARAMEDIC CLINICAL II | 4 |
| FFP 282 | PARAMEDIC CLINICAL III | 10 |
| HC 114 | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3 |
| HC 213 | MEDICAL TERMINOLOGY I | 3 |
| | Total | 54 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Elementary Algebra.

***Students must successfully complete the program to sit for the National Registry Exam to become a Licensed Paramedic.

Note: All students will undergo a background check by the South Dakota Medical and Osteopathic Examiners in order to receive the required “student status.” **Student status is required to complete the clinical portions of the Paramedic program.**

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations.

Semester breakdown on next page

Semester Breakdown

| | | | | | |
|--------------------------------|---------------------------------------|-----------|---------------------------|---|-----------|
| First Semester | | | Second Semester | | |
| | | CR | | | CR |
| EMT 105 | Emergency Medical Technician | 6 | HC 114 | Anatomy & Physiology for the Health Professions | 3 |
| EMT 105L | Emergency Medical Technician Lab | 3 | ENGL 202 | Technical Communications | 3 |
| HC 213 | Medical Terminology I | 3 | MATH 101 | Intermediate Algebra <i>or higher</i> | 3 |
| ENGL 101 | Composition <i>or</i> | 3 | PSYC 101 | General Psychology <i>or</i> | 3 |
| ENGL 201 | Technical Writing I | | PSYC 103 | Human Relations in the Workplace | |
| CIS 105 | Microcomputer Software Applications I | 3 | SOC 100 | Introduction to Sociology | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 15 |
| Third Semester | | | Fourth Semester | | |
| | | CR | | | CR |
| FFP 110 | Paramedic Assessment | 2 | FFP 105 | Paramedic Preparatory II | 2 |
| FFP 120 | Paramedic Preparatory I | 4 | FFP 115 | Paramedic Cardiology | 5 |
| FFP 125 | Paramedic Medical | 3 | FFP 215 | Paramedic Special Operations II | 5 |
| FFP 130 | Paramedic Special Operations I | 2 | FFP 281 | Paramedic Clinical II | 4 |
| FFP 280 | Paramedic Clinical I | 2 | | | |
| Total Credit Hours | | 13 | Total Credit Hours | | 16 |
| Fifth Semester (Summer) | | | | | |
| | | CR | | | |
| FFP 282 | Paramedic Clinical III | 10 | | | |
| Total Credit Hours | | 10 | | | |

PHARMACY TECHNICIAN

Associate in Applied Science, 70 Credit Hours, 20-Month Program

Diploma, 44 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 processing new orders and prescriptions, IV preparation, ordering, inventory, customer service, insurance billing, record retention, compounding, and storing incoming merchandise in proper locations. 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 | | |
| CHEM 106 | CHEMISTRY SURVEY | 3 |
| CHEM 106L | CHEMISTRY SURVEY LAB | 1 |
| CIS 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3 |
| ENGL 101 | COMPOSITION* <i>or</i> | 3 |
| ENGL 201 | TECHNICAL WRITING I* | |
| ENGL 102 | CAREER COMMUNICATIONS <i>diploma</i> | 3 |
| SPCM 101 | FUNDAMENTALS OF SPEECH | 3 |
| ENGL 202 | TECHNICAL COMMUNICATIONS | 3 |
| MATH 100 | ELEMENTARY ALGEBRA** <i>or higher</i> | 3 |
| MATH 101 | INTERMEDIATE ALGEBRA <i>or higher</i> | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | |
| SOC 100 | INTRODUCTION TO SOCIOLOGY | 3 |
| | Total | 28 |
| Technical Requirements | | |
| HC 205 | PROFESSIONALISM IN HEALTHCARE | 1 |
| 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 127 | PHARMACY CALCULATIONS | 2 |
| PHR 128 | PHARMACY OPERATIONS | 2 |
| PHR 130 | PHARMACY PRACTICAL LAB | 1 |
| PHR 131 | CLINICAL ROTATIONS | 8 |
| PHR 205 | PHARMACOKINETICS/PHARMACODYNAMICS | 3 |
| PHR 200 | RX ABBREVIATIONS/SIG DECODING | 2 |
| PHR 210 | U.S. HEALTHCARE AND MEDICAL INSURANCE | 3 |
| | Total | 42 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations.

Semester breakdown on next page

Semester Breakdown AAS

| First Semester | | | Second Semester | | |
|---------------------------|---|----|---------------------------|---|----|
| | | CR | | | CR |
| CIS 105 | Microcomputer Software Applications I | 3 | PSYC 101 | General Psychology <i>or</i> | 3 |
| MATH 100 | Elementary Algebra <i>or higher</i> | 3 | PSYC 103 | Human Relations in the Workplace | |
| 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 122 | Pharmacy Law & Ethics | 2 |
| PHR 111 | Pharmacy I | 3 | PHR 127 | Pharmacy Calculations | 2 |
| | | | PHR 128 | Pharmacy Operations | 2 |
| | | | PHR 130 | Pharmacy Practical Lab | 1 |
| Total Credit Hours | | | Total Credit Hours | | |
| 18 | | | 16 | | |
| Third Semester (Summer) | | | Fourth Semester | | |
| | | CR | | | CR |
| PHR 131 | Clinical Rotations | 8 | ENGL 101 | Composition <i>or</i> | 3 |
| | | | ENGL 201 | Technical Writing I | |
| | | | SPCM 101 | Fundamentals of Speech | 3 |
| | | | MATH 101 | Intermediate Algebra <i>or higher</i> | 3 |
| | | | SOC 100 | Introduction to Sociology | 3 |
| | | | HC 205 | Professionalism in Healthcare | 1 |
| | | | PHR 200 | Rx Abbreviations/Sig Decoding | 2 |
| Total Credit Hours | | | Total Credit Hours | | |
| 8 | | | 15 | | |
| Fifth Semester | | | | | |
| | | CR | | | |
| CHEM 106 | Chemistry Survey | 3 | | | |
| CHEM 106L | Chemistry Survey Lab | 1 | | | |
| ENGL 202 | Technical Communications | 3 | | | |
| PHR 205 | Pharmacokinetics/ Pharmacodynamics | 3 | | | |
| PHR 210 | U.S. Healthcare & Medical Insurance | 3 | | | |
| Total Credit Hours | | | | | |
| 13 | | | | | |

Semester Breakdown Diploma

| First Semester | | | Second Semester | | |
|---------------------------|---|----|---------------------------|---|----|
| | | CR | | | CR |
| CIS 105 | Microcomputer Software Applications I | 3 | ENGL 102 | Career Communications | 2 |
| MATH 100 | Elementary Algebra <i>or higher</i> | 3 | PSYC 101 | General Psychology <i>or</i> | 3 |
| HC 213 | Medical Terminology I | 3 | PSYC 103 | Human Relations in the Workplace | |
| HC 114 | Anatomy & Physiology for the Health Professions | 3 | PHR 120 | Pharmacy II | 3 |
| PHR 110 | Pharmacology/Pharmaceutical Products I | 3 | PHR 121 | Pharmacology/Pharmaceutical Products II | 3 |
| PHR 111 | Pharmacy I | 3 | PHR 122 | Pharmacy Law & Ethics | 2 |
| | | | PHR 127 | Pharmacy Calculations | 2 |
| | | | PHR 128 | Pharmacy Operations | 2 |
| | | | PHR 130 | Pharmacy Practical Lab | 1 |
| Total Credit Hours | | | Total Credit Hours | | |
| 18 | | | 18 | | |
| Third Semester (Summer) | | | | | |
| | | CR | | | |
| PHR 131 | Clinical Rotations | 8 | | | |
| Total Credit Hours | | | | | |
| 8 | | | | | |

PHLEBOTOMY/LABORATORY ASSISTANT

Diploma, 32 Credit Hours, 9-10 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 APPLICATIONS I | 3 |
| ENGL 102 | CAREER COMMUNICATIONS | 2 |
| MATH 100 | ELEMENTARY ALGEBRA* <i>or higher</i> | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | 3 |
| | Total | 11 |
| Technical Requirements | | |
| HC 114 | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3 |
| HC 135 | MEDICAL LAW AND ETHICS | 2 |
| HC 205 | PROFESSIONALISM IN HEALTHCARE | 1 |
| HC 213 | MEDICAL TERMINOLOGY I | 3 |
| PH 103 | PHLEBOTOMY PRINCIPLES AND PRACTICES | 3 |
| PH 105 | LABORATORY ASSISTANT TECHNIQUES LAB | 1 |
| PH 125 | PHLEBOTOMY PRINCIPLES AND PRACTICES LAB | 2 |
| PH 126 | LABORATORY ASSISTANT TECHNIQUES | 2 |
| PH 151 | PHLEBOTOMY/LABORATORY ASSISTANT CAPSTONE | 1 |
| PH 160 | PHLEBOTOMY/LABORATORY ASSISTANT CLINICAL | 3 |
| | Total | 21 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

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

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Clinicals, practicums, and internships may include, but are not limited to differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. Clinicals may occur during summer semester depending on program enrollments.

Semester Breakdown

| First Semester | | | Second Semester | | |
|---------------------------|---|-----------|---------------------------|---|-----------|
| | | CR | | | CR |
| HC 114 | Anatomy & Physiology for the Health Professions | 3 | HC 205 | Professionalism in Healthcare | 1 |
| HC 135 | Medical Law and Ethics | 2 | PH 105 | Laboratory Assistant Techniques Lab | 1 |
| HC 213 | Medical Terminology I | 3 | PH 126 | Laboratory Assistant Techniques | 2 |
| PH 103 | Phlebotomy Principles and Practices | 3 | PH 151 | Phlebotomy/Laboratory Assistant Capstone | 1 |
| PH 125 | Phlebotomy Principles and Practices Lab | 2 | PH 160 | Phlebotomy/Laboratory Assistant Clinicals | 3 |
| MATH 100 | Elementary Algebra <i>or higher</i> | 3 | ENGL 102 | Career Communications | 2 |
| | | | CIS 105 | Microcomputer Software Applications I | 3 |
| | | | PSYC 103 | Human Relations in the Workplace | 3 |
| Total Credit Hours | | | Total Credit Hours | | |
| 16 | | | 16 | | |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations.

*Program details in 2014-2015 catalog addendum.

PRECISION MACHINING TECHNOLOGY

Diploma, 36 Credit Hours, 9-Month Program

The Precision Machining Technology graduate will be able to set up and operate a variety of machine tools to produce precision metal parts, instruments, and tools. Machinists use machine tools, such as lathes, milling machines, and grinders, to produce precision metal parts. Although they may produce large quantities of one part, precision machinists often produce small batches or one-of-a-kind items. The parts that machinists make range from simple bolts of steel or brass to titanium bone screws for orthopedic implants. Hydraulic parts, anti-lock brakes and automobile pistons are other widely known products that machinists make.

| Course No. | Course Title | Credits |
|---------------------------------------|--|-----------|
| General Education Requirements | | |
| CIS 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3 |
| ENGL 201 | TECHNICAL WRITING I* | 3 |
| MATH 104 | TECHNICAL MATHEMATICS** | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | 3 |
| | Total | 12 |
| Technical Requirements | | |
| MACH 110 | MACHINE SHOP OPERATIONS | 3 |
| MACH 115 | TURNING THEORY AND OPERATIONS I | 3 |
| MACH 120 | MILLING THEORY AND OPERATIONS I | 3 |
| MACH 125 | MECHANICAL BLUEPRINT READING | 3 |
| MACH 130 | MATERIALS APPLICATIONS | 3 |
| MACH 135 | TURNING THEORY AND OPERATIONS II | 3 |
| MACH 140 | MILLING THEORY AND OPERATIONS II | 3 |
| MACH 145 | APPLIED COMPUTER AIDED DRAFTING FUNDAMENTALS | 3 |
| | Total | 24 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Semester Breakdown

| First Semester | | | Second Semester | | |
|----------------|---------------------------------------|-----------|-----------------|--|-----------|
| | | CR | | | CR |
| MACH 110 | Machine Shop Operations | 3 | MACH 130 | Materials Applications | 3 |
| MACH 115 | Turning Theory and Operations I | 3 | MACH 135 | Turning Theory and Operations II | 3 |
| MACH 120 | Milling Theory and Operations I | 3 | MACH 140 | Milling Theory and Operations II | 3 |
| MACH 125 | Mechanical Blueprint Reading | 3 | MACH 145 | Applied Computer Aided Drafting Fundamentals | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | ENGL 201 | Technical Writing I | 3 |
| MATH 104 | Technical Mathematics | 3 | PSYC 103 | Human Relations in the Workplace | 3 |
| | Total Credit Hours | 18 | | Total Credit Hours | 18 |

SURGICAL TECHNOLOGY

Associate in Applied Science, 65 Credit Hours, 18-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 they serve.

Graduates of accredited surgical technology programs complete a comprehensive education in which they receive in-depth knowledge related to the operating room. This includes completion of a surgical rotation during a clinical experience. Throughout the educational experience, the surgical technology student learns the principles of asepsis and application of sterile technique. It is the position of The Association of Surgical Technologists (AST) that surgical technologists are subject matter experts in these principles. Other healthcare providers are recommended to draw upon the expertise of the surgical technologist to share their knowledge and skills in order to prevent the patient from acquiring an infection.

During the clinical portion of the program, students will complete a minimum of 120 cases of various specialties in the first or second scrub role. At the completion of all clinical requirements, students will sit for the Professional Certification of Surgical Technologist, (CST) Exam. Surgical technologists stand at the leading edge of advancements in surgical techniques and interventions 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 201 | TECHNICAL WRITING I <i>or</i> | 3 |
| ENGL 101 | COMPOSITION | |
| MATH 100 | ELEMENTARY ALGEBRA* <i>or higher</i> | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | |
| SOC 100 | INTRODUCTION TO SOCIOLOGY | 3 |
| | Total | 15 |
| Technical Requirements | | |
| HC 135 | MEDICAL LAW AND ETHICS | 2 |
| HC 213 | MEDICAL TERMINOLOGY I | 3 |
| HC 225 | PATHOPHYSIOLOGY | 3 |
| PHGY 220 | HUMAN ANATOMY & PHYSIOLOGY I W/LAB | 4 |
| PHGY 230 | HUMAN ANATOMY & PHYSIOLOGY II W/LAB | 4 |
| ST 102 | INTRODUCTION TO SURGICAL TECHNOLOGY | 3 |
| ST 111 | INTRODUCTION TO SURGICAL TECHNOLOGY LAB | 3 |
| ST 127 | SCIENCE AND TECHNOLOGIES FOR THE SURGICAL TECHNOLOGIST | 1 |
| ST 128 | SURGICAL PHARMACOLOGY | 2 |
| ST 130 | SURGICAL PROCEDURES | 3 |
| ST 131 | PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY I | 3 |
| ST 230 | SURGICAL PROCEDURES II | 3 |
| ST 231 | PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY II | 3 |
| ST 250 | SURGICAL TECHNOLOGY CLINICALS | 13 |
| | Total | 50 |

All remedial coursework must be completed in the first semester.

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

*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. Clinicals may occur during summer semester depending on program enrollments.

Semester breakdown on next page

Semester Breakdown

| First Semester | | | Second Semester | | |
|---------------------------|--|-----------|---------------------------|--|-----------|
| | | CR | | | CR |
| CIS 105 | Microcomputer Software Applications I | 3 | MATH 100 | Elementary Algebra <i>or higher</i> | 3 |
| HC 135 | Medical Law and Ethics | 2 | SOC 100 | Introduction to Sociology | 3 |
| HC 213 | Medical Terminology I | 3 | PHGY 230 | Human Anatomy & Physiology II | 4 |
| PHGY 220 | Human Anatomy & Physiology I W/Lab | 4 | | W/Lab | |
| ST 102 | Introduction to Surgical Technology | 3 | ST 130 | Surgical Procedures I | 3 |
| ST 111 | Introduction to Surgical Technology Lab | 3 | ST 131 | Principles and Practice of Surgical Technology I | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 16 |
| Third Semester | | | Fourth Semester | | |
| | | CR | | | CR |
| ENGL 201 | Technical Writing I <i>or</i> | 3 | ST 250 | Surgical Technology Clinicals | 13 |
| ENGL 101 | Composition | | | | |
| PSYC 101 | General Psychology <i>or</i> | 3 | | | |
| PSYC 103 | Human Relations in the Workplace | | | | |
| HC 225 | Pathophysiology | 3 | | | |
| ST 127 | Science and Technologies for the Surgical Technologist | 1 | | | |
| ST 128 | Surgical Pharmacology | 2 | | | |
| ST 230 | Surgical Procedures II | 3 | | | |
| ST 231 | Principles and Practices of Surgical Technology II | 3 | | | |
| Total Credit Hours | | 18 | Total Credit Hours | | 13 |

TRANSPORTATION TECHNOLOGY

Associate in Applied Science, 69/71 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 |
| ENGL 201 | TECHNICAL WRITING I* | 3 |
| ENGL 202 | TECHNICAL COMMUNICATIONS | 3 |
| MATH 104 | TECHNICAL MATHEMATICS** | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | 3 |
| SOC 100 | INTRODUCTION TO SOCIOLOGY | 3 |
| Total | | 18 |
| Technical Requirements for Light Duty | | |
| TTT 110 | VEHICLE ELECTRICITY AND ELECTRONICS | 4 |
| TTT 112 | VEHICLE ELECTRICITY AND ELECTRONICS LAB | 6 |
| TTT 115 | ENGINE CONSTRUCTION AND OPERATION | 3 |
| TTT 120 | SHOP AND PARTS MANAGEMENT | 1 |
| TTT 121 | INTRODUCTION TO HYBRIDS | 1 |
| TTT 122 | CHASSIS WIRING | 1 |
| TTT 125 | ENGINE PERFORMANCE | 4 |
| TTT 126 | ENGINE PERFORMANCE LAB | 6 |
| TTT 129 | WELDING AND EQUIPMENT | 2 |
| TTT 201 | UNDER-CAR DIAGNOSIS | 3 |
| TTT 203 | HVAC-LIGHT DUTY | 3 |
| TTT 204 | ENGINE OVERHAUL | 4 |
| TTT 205 | UNDER-CAR DIAGNOSIS LAB | 5 |
| TTT 222 | LIGHT DUTY DRIVETRAINS | 4 |
| TTT 223 | LIGHT DUTY DRIVETRAINS LAB | 6 |
| TTT 299 | OPTIONAL INTERNSHIP | 3 |
| Total | | 53/56 |
| Technical Requirements for Heavy Duty | | |
| TTT 110 | VEHICLE ELECTRICITY AND ELECTRONICS | 4 |
| TTT 112 | VEHICLE ELECTRICITY AND ELECTRONICS LAB | 6 |
| TTT 115 | ENGINE CONSTRUCTION AND OPERATION | 3 |
| TTT 125 | ENGINE PERFORMANCE | 4 |
| TTT 126 | ENGINE PERFORMANCE LAB | 6 |
| TTT 129 | WELDING AND EQUIPMENT | 2 |
| TTT 130 | PREVENTATIVE MAINTENANCE | 3 |
| TTT 210 | UNDER-TRUCK 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 | UNDER-TRUCK DIAGNOSIS LAB | 5 |
| TTT 299 | OPTIONAL INTERNSHIP | 3 |
| Total | | 51/54 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Internship is optional-see advisor

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Semester breakdown on next page

Semester Breakdown Light Duty

| First Semester | | | Second Semester | | |
|---------------------------|---|-----------|---------------------------|---|--------------|
| | | CR | | | CR |
| TTT 110 | Vehicle Electricity and Electronics | 4 | TTT 115 | Engine Construction and Operation | 3 |
| TTT 112 | Vehicle Electricity and Electronics Lab | 6 | TTT 125 | Engine Performance | 4 |
| TTT 120 | Shop and Parts Management | 1 | TTT 126 | Engine Performance Lab | 6 |
| TTT 121 | Introduction to Hybrids | 1 | TTT 129 | Welding and Equipment | 2 |
| CIS 105 | Microcomputer Software Applications I | 3 | MATH 104 | Technical Mathematics | 3 |
| PSYC 103 | Human Relations in the Workplace | 3 | | | |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |
| Third Semester | | | Fourth Semester | | |
| | | CR | | | CR |
| TTT 201 | Under-Car Diagnosis | 3 | TTT 122 | Chassis Wiring | 1 |
| TTT 204 | Engine Overhaul | 4 | TTT 203 | HVAC-Light Duty | 3 |
| TTT 205 | Under-Car Diagnosis Lab | 5 | TTT 222 | Light Duty Drivetrains | 4 |
| SOC 100 | Introduction to Sociology | 3 | TTT 223 | Light Duty Drivetrains Lab | 6 |
| ENGL 201 | Technical Writing I | 3 | TTT 299 | Internship (<i>available with advisor's approval</i>) | 3 |
| | | | ENGL 202 | Technical Communications | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 17-20 |

Semester Breakdown Heavy Duty

| First Semester | | | Second Semester | | |
|---------------------------|---|-----------|---------------------------|---|--------------|
| | | CR | | | CR |
| TTT 110 | Vehicle Electricity and Electronics | 4 | TTT 115 | Engine Construction and Operation | 3 |
| TTT 112 | Vehicle Electricity and Electronics Lab | 6 | TTT 125 | Engine Performance | 4 |
| TTT 129 | Welding and Equipment | 2 | TTT 126 | Engine Performance Lab | 6 |
| TTT 130 | Preventative Maintenance | 3 | MATH 104 | Technical Mathematics | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | | | |
| Total Credit Hours | | 18 | Total Credit Hours | | 16 |
| Third Semester | | | Fourth Semester | | |
| | | CR | | | CR |
| TTT 210 | Under-Truck Diagnosis | 3 | TTT 212 | Diesel Engines | 5 |
| TTT 211 | Heavy Duty Drivetrains | 4 | TTT 213 | HVAC-Heavy Duty | 3 |
| TTT 240 | Under-Truck Diagnosis Lab | 5 | TTT 215 | Hydraulics | 3 |
| SOC 100 | Introduction to Sociology | 3 | TTT 299 | Internship (<i>available with advisor's approval</i>) | 3 |
| ENGL 201 | Technical Writing I | 3 | ENGL 202 | Technical Communications | 3 |
| | | | PSYC 103 | Relations in the Workplace | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 17-20 |

WELDING

Associate in Applied Science, 66 Credit Hours, 18-Month Program

Diploma, 36 Credit Hours, 9-Month Program

The Welding program prepares students for the growing number of career opportunities in the welding field. The combination of classroom theory, hands-on welding skills training, and practical application in labs allows students to attain skills for entry-level employment.

The Welding program is designed to prepare students as entry-level technicians in many areas including the construction and repair of ships, automobiles, and thousands of other manufactured products. Students will study multiple welding techniques with various types of welding equipment. Welders require a wide variety of skills that will continue to increase due to the increase of sophisticated fabrication and repair work demanded by industry. This program advances the student's welding skills and increases their employment opportunities.

| Course | No. | Course Title | Credits |
|---------------------------------------|-----|---------------------------------------|-----------|
| General Education Requirements | | | |
| CIS | 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3 |
| ENGL | 201 | TECHNICAL WRITING I* | 3 |
| MATH | 104 | TECHNICAL MATHEMATICS** | 3 |
| PSYC | 103 | HUMAN RELATIONS IN THE WORKPLACE | 3 |
| SOC | 100 | INTRODUCTION TO SOCIOLOGY | 3 |
| Total | | | 15 |
| Technical Requirements | | | |
| WDM | 102 | SHIELDED METAL ARC WELDING I | 3 |
| WDM | 103 | GAS METAL ARC WELDING I | 3 |
| WDM | 104 | FABRICATION I | 3 |
| WDM | 105 | OXY FUEL WELDING/CUTTING | 3 |
| WDM | 150 | SHIELDED METAL ARC WELDING II | 3 |
| WDM | 151 | GAS METAL ARC WELDING II | 3 |
| WDM | 152 | FABRICATION II | 3 |
| WDM | 153 | GAS TUNGSTEN ARC WELDING I | 3 |
| WDM | 201 | GAS TUNGSTEN ARC WELDING II | 3 |
| WDM | 202 | FABRICATION III | 3 |
| WDM | 203 | GAS METAL ARC WELDING III | 3 |
| WDM | 204 | SHIELDED METAL ARC WELDING III | 3 |
| WDM | 252 | FABRICATION IV | 3 |
| WDM | 253 | GAS METAL ARC WELDING IV | 3 |
| WDM | 254 | SHIELDED METAL ARC WELDING IV | 3 |
| WDM | 255 | WELDING CAPSTONE | 3 |
| ELECTIVE | | | 3 |
| Total | | | 51 |

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Semester breakdown on next page

Semester Breakdown AAS

| First Semester | | | Second Semester | | |
|---------------------------|---------------------------------------|-----------|---------------------------|----------------------------------|-----------|
| | | CR | | | CR |
| CIS 105 | Microcomputer Software Applications I | 3 | ENGL 201 | Technical Writing I | 3 |
| MATH 104 | Technical Mathematics | 3 | PSYC 103 | Human Relations in the Workplace | 3 |
| WDM 102 | Shielded Metal Arc Welding I | 3 | WDM 150 | Shielded Metal Arc Welding II | 3 |
| WDM 103 | Gas Metal Arc Welding I | 3 | WDM 151 | Gas Metal Arc Welding II | 3 |
| WDM 104 | Fabrication I | 3 | WDM 152 | Fabrication II | 3 |
| WDM 105 | Oxy Fuel Welding/Cutting | 3 | WDM 153 | Gas Tungsten Arc Welding I | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |

| Third Semester | | | Fourth Semester | | |
|---------------------------|--------------------------------|-----------|---------------------------|-------------------------------|-----------|
| | | CR | | | CR |
| SOC 100 | Introduction to Sociology | 3 | WDM 252 | Fabrication IV | 3 |
| WDM 201 | Gas Tungsten Arc Welding II | 3 | WDM 253 | Gas Metal Arc Welding IV | 3 |
| WDM 202 | Fabrication III | 3 | WDM 254 | Shielded Metal Arc Welding IV | 3 |
| WDM 203 | Gas Metal Arc Welding III | 3 | WDM 255 | Welding Capstone | 3 |
| WDM 204 | Shielded Metal Arc Welding III | 3 | | Elective | 3 |
| Total Credit Hours | | 15 | Total Credit Hours | | 15 |

Semester Breakdown Diploma

| First Semester | | | Second Semester | | |
|---------------------------|---------------------------------------|-----------|---------------------------|----------------------------------|-----------|
| | | CR | | | CR |
| CIS 105 | Microcomputer Software Applications I | 3 | ENGL 201 | Technical Writing I | 3 |
| MATH 104 | Technical Mathematics | 3 | PSYC 103 | Human Relations in the Workplace | 3 |
| WDM 102 | Shielded Metal Arc Welding I | 3 | WDM 150 | Shielded Metal Arc Welding II | 3 |
| WDM 103 | Gas Metal Arc Welding I | 3 | WDM 151 | Gas Metal Arc Welding II | 3 |
| WDM 104 | Fabrication I | 3 | WDM 152 | Fabrication II | 3 |
| WDM 105 | Oxy Fuel Welding/Cutting | 3 | WDM 153 | Gas Tungsten Arc Welding I | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |

COURSE DESCRIPTIONS

Courses are listed in alphabetical order by course prefix.

ACCT 120 PRINCIPLES OF ACCOUNTING I

CREDITS: 3

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 121 PRINCIPLES OF ACCOUNTING II

CREDITS: 3

This course continues the study of fundamental accounting concepts; however, it involves the students in the world of accounting as opposed to the recordkeeping 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: ACCT120 PRINCIPLES OF ACCOUNTING I.**

ACCT 122 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: ACCT121 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. **PREREQUISITE: ACCT212 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: ACCT120 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 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: ACCT120 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: ACCT121 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. **PREREQUISITES: ACCT120 PRINCIPLES OF ACCOUNTING I AND CIS105 MICROCOMPUTER SOFTWARE 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 Windows-based software packages using QuickBooks or QuickBooks Pro commonly used by business. **PREREQUISITE: ACCT120 OR APPROVAL OF INSTRUCTOR.**

ACCT 230 TOPICS AND ISSUES IN ACCOUNTING**CREDITS: 3**

This course includes many topics and issues in the accounting and bookkeeping fields: mastery of 10-key machines, South Dakota Sales Tax, South Dakota Use Tax, South Dakota Excise Tax, South Dakota Unemployment Tax (SUTA), Federal Unemployment Tax (FUTA), Workers' Compensation guidelines, and other common bookkeeping and accounting topics.

ACCT 281 ETHICS IN ACCOUNTING AND BUSINESS**CREDITS: 2**

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 285 OPTIONAL INTERNSHIP**CREDITS: 1**

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. **PREREQUISITES: MUST HAVE SATISFACTORILY COMPLETED ALL THE REQUIRED CORE COURSES IN THE FIRST TWO SEMESTERS AND HAVE A GPA OF 3.0.**

ACCT 290 INTERNSHIP**CREDITS: 2-3**

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: ADVISOR APPROVAL.**

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 in the course are business ethics, international business, ownership structures, 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.

BUS 129 ORAL COMMUNICATIONS IN BUSINESS**CREDITS: 3**

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 141 WRITTEN COMMUNICATIONS FOR BUSINESS**CREDITS: 3**

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 142 PROJECT MANAGEMENT**CREDITS: 2**

Students will learn how to manage a project from start to finish. **PREREQUISITE: CIS105 MICROCOMPUTER SOFTWARE APPLICATIONS I.**

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: BUS120 PRINCIPLES OF MARKETING.

BUS 158 WEB DESIGN FOR BUSINESS**CREDITS: 3**

This intermediate-level computer course is designed to give students the skills in website development. PREREQUISITE: CIS 105 MICROCOMPUTER SOFTWARE APPLICATIONS I.

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 166 DIGITAL IMAGE DESIGN FOR BUSINESS**CREDITS: 3**

This course concentrates on using applications to create various types of media assets for use in business communications. PREREQUISITE: CIS105 MICROCOMPUTER SOFTWARE APPLICATIONS I.

BUS 175 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.

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 relations skills. Emphasis on critical thinking, creative problem solving, and professional development will prepare students for challenges they will face in today's global marketplace.

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 218 DESIGN ESSENTIALS**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 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.

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. PREREQUISITE: BUS101 INTRODUCTION TO BUSINESS.

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 228 PERSONAL INVESTMENTS**CREDITS: 3**

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 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 a new business.

PREREQUISITES: BUS101 INTRODUCTION TO BUSINESS and ACCT120 PRINCIPLES OF ACCOUNTING I.

BUS 241 ADVANCED COMPUTER APPLICATIONS FOR BUSINESS**CREDITS: 3**

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 291 INTERNSHIP**CREDITS: 3**

This course is designed to provide the student an opportunity to apply the skills and knowledge acquired in the classroom through active participation in a local business. This is a volunteer or paid supervised internship. **PREREQUISITE:** ADVISOR APPROVAL.

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 INTRODUCTION 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. **PREREQUISITE:** CAD132 INTRODUCTION TO 2D CAD or PERMISSION FROM THE INSTRUCTOR.

CAD 150 ARCHITECTURAL PRINT READING**CREDITS: 1**

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.

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: CAD232 MECHANICAL PRINCIPLES and CAD234 MECHANICAL PRINT READING.

CAD 203 PRINCIPLES 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 WITH 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 mechanical and electrical requirements, safe practices, introduction to the National Electrical Code (NEC), mechanical and electrical symbols, and basic concepts. PREREQUISITE: CAD140 ADVANCED 2D CAD.

CAD 221 MECHANICAL DIMENSIONING**CREDITS: 3**

This course covers a working knowledge and application of proper dimensioning techniques for engineering drawings following the ASME Y14.5 dimensioning standards. PREREQUISITE: CAD202 MECHANICAL DRAFTING.

CAD 222 PRINCIPLES 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: CAD203 PRINCIPLES 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: CAD111 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. PREREQUISITES: CAD255 INTRODUCTION TO 3D CAD and CAD237 ARCHITECTURAL DRAFTING II.

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 247 COMPUTER AUTOMATED MANUFACTURING

CREDITS: 3

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

CAD 250 INTRODUCTION TO MAPPING/GPS

CREDITS: 2

This course covers principles 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 principles 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. PREREQUISITE: 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. PREREQUISITE: CAD140 ADVANCED 2D CAD.

CAD 297 INTERNSHIP

CREDITS: 3

Work in a professional office for a minimum of 120 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.

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

Laboratory designed to accompany CHEM 106.

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. Students will 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

This course is the first of the four courses leading to the Cisco Certified Network (CCNA) certification. 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 networks will be addressed, including wireless and security configurations.

CIS 127 CISCO ACADEMY/NETWORKING TECHNOLOGIES II

CREDITS: 3

This course is the second of the four courses leading to the Cisco Certified Network (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: CIS126 CISCO ACADEMY/NETWORKING TECHNOLOGIES I.

CIS 128 CISCO ACADEMY/NETWORKING TECHNOLOGIES III

CREDITS: 3

This course is the third of the four courses leading to the Cisco Certified Network (CCNA) certification. In this course the student will assemble switching devices while using switching technology on the LAN side of a network. Students will also produce a wireless network using wireless technology points. PREREQUISITE: 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 135 CISCO ACADEMY/NETWORKING TECHNOLOGIES IV

CREDITS: 3

This course is the last of the four courses leading to the Cisco Certified Network (CCNA) certification. In this course the student will evaluate current WAN technologies and network services that are required by enterprise networks. PREREQUISITE: CIS128 CISCO ACADEMY/NETWORKING TECHNOLOGIES III.

CIS 211 LINUX OPERATING SYSTEMS

CREDITS: 3

In this course, the student will learn about the Linux file system and use a Linux operating system as a standalone system.

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 and continues with how to configure name resolution and vital services such as DNS, WINS, DHCP, and IP Sec. The course also emphasizes Active Directory configuration. PREREQUISITE: CIS129 WINDOWS OPERATING SYSTEMS.

CIS 215 NETWORK DESIGN AND VIRTUALIZATION

CREDITS: 3

Students will design a virtualized computer network to be integrated into a networked environment. PREREQUISITES: CIS127 CISCO ACADEMY/NETWORKING TECHNOLOGIES II, CIS211 LINUX OPERATING SYSTEMS, and CIS213 NETWORKING USING 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 server or as a domain server within a MS Windows-based 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: CIS211 LINUX OPERATING SYSTEMS and CIS213 NETWORKING USING WINDOWS SERVER OR APPROVAL OF INSTRUCTOR.

CIS 225 DATABASES

CREDITS: 3

This course introduces students to database creation, manipulation, and the Structured Query Language (SQL). PREREQUISITE: CIS213 NETWORKING USING WINDOWS SERVER (May be taken concurrently.)

CIS 230 COMPUTER FORENSICS

CREDITS: 3

Students will inspect digital evidence, analyze the data, and validate the analysis. PREREQUISITES: CIS128 CISCO ACADEMY/NETWORKING TECHNOLOGIES III, CIS211 LINUX OPERATING SYSTEMS and CIS213 NETWORKING USING WINDOWS SERVER.

CIS 235 NETWORK SECURITY II

CREDITS: 3

Students will assemble switching devices while using switching technology on the LAN side of a network. Students will also produce a wireless network using wireless technology points. PREREQUISITE: CIS220 NETWORK SECURITY I.

CIS 240 COMPUTER SCIENCE CAPSTONE**CREDITS: 3**

A project and research-oriented course that emphasizes synthesis through collaborative learning. Students integrate and apply previous knowledge, skills, and experiences they have learned in their core and other academic courses to complete a team-oriented project. The course emphasizes communication skills, critical thinking, problem solving, computer/networking knowledge, and teamwork. **PREREQUISITES: SUCCESSFUL COMPLETION OF THE FIRST THREE SEMESTERS OF COMPUTER SCIENCE COURSES, and ENROLLMENT IN FOURTH SEMESTER COURSES FOR COMPLETION OF THE PROGRAM REQUIREMENTS.**

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 105 MENTORSHIP**CREDITS: 1**

Mentorship is intended for Western Dakota Technical Institute faculty who are working toward their first post-secondary credential with the State of South Dakota through the Office of Career and Technical Education. The course will include various topics such as advising, exam writing, managing difficult students, assessment, et cetera to help the faculty member to be a successful instructor.

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**

Students 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 102 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. Material is presented to enable students to better understand and evaluate contemporary environmental problems and the application of science to their solutions.

EET 103 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.

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

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

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 professional and public access to complete documentation.

EET 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 to service data gathering equipment will be conducted. Safety procedures are stressed. **PREREQUISITES: EET102 INTRODUCTION TO ENVIRONMENTAL SCIENCES or EET106 INTRODUCTORY FIELD METHODS, and MATH101 INTERMEDIATE ALGEBRA or EQUIVALENT. COREQUISITES: CHEM106 CHEMISTRY SURVEY and CHEM106L CHEMISTRY SURVEY LAB.**

EET 204 ENVIRONMENTAL REGULATIONS**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.

EET 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.

EET 225 AIR QUALITY**CREDITS: 2**

This course will introduce the student to the concepts and terms essential to understanding the major issues surrounding air pollution. Basic atmospheric processes will be presented as they affect delivery and dispersion of pollutants. Sampling and analysis methods will be discussed. The health effects of various pollutants and air toxics will be presented in order to understand the purpose of air pollution regulations. The increasing concerns regarding indoor air quality will be presented along with approaches to investigation and control. **PREREQUISITES:** EET102 INTRODUCTION TO ENVIRONMENTAL SCIENCES and EET 106 INTRODUCTORY FIELD METHODS.

EET 235 CONSTRUCTION MATERIALS SAMPLING & TESTING**CREDITS: 3**

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.

EET 250 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:** EET102 INTRODUCTION TO ENVIRONMENTAL SCIENCES.

EET 251 ENVIRONMENTAL GEOLOGY**CREDITS: 3**

This course introduces geology as it relates to human activities and is designed for both non-science majors and students interested in environmental careers. The course emphasizes geologic hazards including earthquakes, volcanic eruptions, flooding, mass movements, and pollution of water and soil resources. It also examines waste disposal along with related topics in medical geology and environmental law.

EET 253 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 groundwater 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:** EET102 INTRODUCTION TO ENVIRONMENTAL SCIENCES, EET103 ENVIRONMENTAL INSTRUMENTATION, and MATH101 INTERMEDIATE ALGEBRA or EQUIVALENT.

EET 255 INTRODUCTION TO GEOMORPHOLOGY**CREDITS: 3**

In this introductory geomorphology course, students will study how stream processes shape landforms. Emphasis is placed on a basic understanding of geomorphic processes. Relationships between properties of earth materials and the forces applied to them by gravity, wind, ice, water, waves, and humans also will be explored. Lectures will address the conceptual basis of geomorphology, while the laboratory exercises will combine interpretation of aerial photographs with other hands-on activities that are both practical and empirical. **PREREQUISITES:** EET 103 ENVIRONMENTAL INSTRUMENTATION, EET 106 INTRODUCTORY FIELD METHODS, and EET 253 PRINCIPLES OF WATER RESOURCES.

EET 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.

EET 299 FIELD INTERNSHIP**CREDITS: 2**

Environmental or geotechnical work experience in business, industry, or government. PREREQUISITE: ADVISOR APPROVAL.

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. PREREQUISITES: IEL132 ELECTRICAL FUNDAMENTALS and IEL133 ELECTRICAL FUNDAMENTALS LAB.

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. COREQUISITE: EMT105L EMERGENCY MEDICAL TECHNICIAN LAB.

EMT 105L EMERGENCY MEDICAL TECHNICIAN LAB**CREDITS: 3**

Students will obtain the necessary hands-on practice in all aspects of emergency medical care at the Emergency Medical Technician level in accordance with the National Registry and the Department of Transportation guidelines. COREQUISITE: EMT105 EMERGENCY MEDICAL TECHNICIAN.

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 and deliver professional oral and written communications required in the workplace. PREREQUISITE: ENGL101 COMPOSITION or ENGL201 TECHNICAL WRITING I.

ENGL 203 TECHNICAL WRITING II**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.

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

This course consists of therapeutic communications, life span development, airway management, and ventilation. PREREQUISITES: CURRENT CPR CARD and FFP 120 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: CURRENT CPR CARD.

FFP 115 PARAMEDIC CARDIOLOGY**CREDITS: 5**

This course consists of pulmonology, cardiology, 12-lead EKG, and advanced cardiac life support. PREREQUISITES: CURRENT CPR CARD and FFP110 PARAMEDIC ASSESSMENT.

FFP 120 PARAMEDIC PREPARATORY I**CREDITS: 4**

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, ethics in pre-hospital care, general pathophysiology, general principles of pharmacology, medication administration, anatomy and physiology, and medical terminology. PREREQUISITE: EMT 105 EMERGENCY MEDICAL TECHNICIAN or CURRENT EMT CERTIFICATION.

FFP 125 PARAMEDIC MEDICAL**CREDITS: 3**

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. PREREQUISITE: CURRENT CPR CARD.

FFP 130 PARAMEDIC SPECIAL OPERATIONS I**CREDITS: 2**

This course consists of neonatology, pediatric life support, and neonatal resuscitation. PREREQUISITE: CURRENT CPR CARD.

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: CURRENT CPR CARD and FFP130 PARAMEDIC SPECIAL OPERATIONS I.

FFP 280 PARAMEDIC CLINICAL I**CREDITS: 2**

The student's clinical rotations will include intensive care unit, operating room, IV lab, pediatric unit, and labor/delivery/newborn nursery/NICU. PREREQUISITES: CURRENT CPR CARD, CURRENT NREMT, and NEED TO BE ENROLLED IN FIRST SEMESTER OF PARAMEDIC PROGRAM COURSES.

FFP 281 PARAMEDIC CLINICAL II**CREDITS: 4**

The student's clinical rotation will be in the emergency room. PREREQUISITES: CURRENT CPR CARD, CURRENT NREMT, CURRENT PALS, CURRENT ACLS, FFP 110 PARAMEDIC ASSESSMENT, FFP 120 PARAMEDIC PREPARATORY I, FFP125 PARAMEDIC MEDICAL, FFP 130 PARAMEDIC SPECIAL OPERATIONS I, and FFP 280 PARAMEDIC CLINICAL I.

FFP 282 PARAMEDIC CLINICAL III**CREDITS: 10**

The student's clinical rotations will include emergency room and ambulance field training. PREREQUISITES: CURRENT CPR CARD, CURRENT NREMT, CURRENT PALS, CURRENT ACLS, CURRENT PHTLS, CURRENT AMLS, FFP 105 PARAMEDIC PREPARATORY II, FFP 115 PARAMEDIC CARDIOLOGY, FFP 215 PARAMEDIC SPECIAL OPERATIONS II, and FFP 281 PARAMEDIC CLINICAL II.

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: FFT121 STRUCTURAL FIREFIGHTER I.

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 and NFPA requirements for operations level certification. PREREQUISITES: FFT121 STRUCTURAL FIREFIGHTER I and/or FFT 123 INTRODUCTION TO WILDLAND FIREFIGHTER.

FFT 118 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 121 STRUCTURAL FIREFIGHTER I**CREDITS: 3**

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 122 STRUCTURAL FIREFIGHTER I LAB**CREDITS: 3**

This lab-based course will prepare students in developing skill proficiency identified in NFPA 1001, Standard for Fire Fighter Professional Qualifications, and the Job Performance Requirements (JPR's) at the awareness level of the NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents.

FFT 123 INTRODUCTION TO WILDLAND FIREFIGHTER**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 140 PHYSICAL FITNESS I**CREDITS: 1**

This course is the first course in a series of four courses preparing students for the Red Card Pack Test, the Firefighter Combat Challenge Test, and the CPAT test to meet the hiring requirements of municipal and wildland fire departments. 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 emphasized.

FFT 150 PUMPING APPARATUS DRIVER-OPERATOR**CREDITS: 3**

This course details the important responsibilities of firefighters who are assigned to drive and operate a fire department vehicle that is equipped with a fire pump. It acquaints the student with the evolution of fire apparatus and provides an understanding of the uses for different pieces of fire-fighting vehicles and their characteristics. The various types of fire pumps and the ability to perform fireground hydraulic calculations will be emphasized.

FFT 151 WILDLAND PUMPS AND SAWS**CREDITS: 2**

Instruction continues from Wildland Firefighter I with the presentation of NWCG courses S-211 (Portable Pumps) and S-212 (Saws). PREREQUISITE: FFT123 INTRODUCTION TO WILDLAND FIREFIGHTER.

FFT 190 PHYSICAL FITNESS II**CREDITS: 1**

This course is the second course in a series of four courses preparing students for the Red Card Pack Test, the Firefighter Combat Challenge Test, and the CPAT test to meet the hiring requirements of municipal and wildland fire departments. 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 emphasized.

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. PREREQUISITE: FFT123 INTRODUCTION TO WILDLAND FIREFIGHTER.

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

This course covers basic fire suppression attack strategies and tactics and incident management systems. Emphasis will be on firefighter safety and risk reduction. PREREQUISITE: FFT123 INTRODUCTION TO WILDLAND FIREFIGHTER or FFT121 STRUCTURAL FIREFIGHTER I.

FFT 232 STRUCTURAL FIREFIGHTER II**CREDITS: 3**

The course is designed to expand on the knowledge and skills learned in FFT121/FFT122. It will prepare students in developing knowledge and skill proficiency identified in NFPA 1001, Standard for Fire Fighter Professional Qualifications, and the Job Performance Requirements (JPR's) at the operations level of NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. PREREQUISITES: FFT121 STRUCTURAL FIREFIGHTER I, FFT122 STRUCTURAL FIREFIGHTER I LAB, and FFT123 INTRODUCTION TO WILDLAND FIREFIGHTER.

FFT 233 FIRE CAUSES & INVESTIGATIONS**CREDITS: 3**

This course will assist the firefighter in determining the origin and cause of a fire, identifying and preserving evidence, and determining when the assistance of a more highly trained investigator is needed.

FFT 234 RESCUE PRACTICES FOR THE FIRE SERVICE**CREDITS: 4**

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 240 PHYSICAL FITNESS III**CREDITS: 1**

This course is the third course in a series of four courses preparing students for the Red Card Pack Test, the Firefighter Combat Challenge Test, and the CPAT test to meet the hiring requirements of municipal and wildland fire departments. 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 emphasized.

FFT 290 PHYSICAL FITNESS IV**CREDITS: 1**

This course is the final course in a series of four courses preparing students for the Red Card Pack Test, the Firefighter Combat Challenge Test, and the CPAT test to meet the hiring requirements of municipal and wildland fire departments. 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 emphasized.

FFT 298 INTERNSHIP**CREDITS: 3**

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 in 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. **PREREQUISITES:** FFT123 INTRODUCTION TO WILDLAND FIREFIGHTER and FFT121 STRUCTURAL 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 125 INTRODUCTION TO PATIENT CARE**CREDITS: 2**

This course is designed to provide the student with the knowledge necessary to provide safe patient care at an introductory level. This course is approved by the South Dakota Board of Nursing pursuant to ARSD 44:04:18:15 as part of a nurse aide training program.

HC 126 INTRODUCTION TO PATIENT CARE LAB AND CLINICAL**CREDITS: 2**

This course is designed to provide the student with the skills and clinical experience necessary to provide safe patient care at an introductory level. This course is approved by the South Dakota Board of Nursing pursuant to ARSD 44:04:18:15 as part of a nurse aide training program. **CO-REQUISITE:** HC125 INTRODUCTION TO PATIENT CARE.

HC 130 MEDICAL 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.

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

This course introduces the student to the legal principles and ethical issues affecting all healthcare professionals today.

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 healthcare settings.

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

This course will cover the knowledge of common medications, usage, and safety associated with them.

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

Although hands-on technical skills remain a high priority in the healthcare 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 healthcare workers and the shared responsibility to provide the highest quality of healthcare 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 healthcare professionals. PREREQUISITE: HC213 MEDICAL TERMINOLOGY I.

HC 225 PATHOPHYSIOLOGY**CREDITS: 3**

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

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.

HVAC 120 ELECTRICAL APPLICATIONS FOR HVAC I**CREDITS: 3**

This course covers general knowledge of basic electrical applications used by industry. Use of basic electrical equipment including multimeters is stressed. Topics include current, voltage, resistance, symbols, and basic AC and DC circuits.

HVAC 125 HVAC INSTALLATION I**CREDITS: 3**

This course provides a comprehensive introduction to designing and installing heating, ventilating, and air-conditioning systems. Students learn sheet metal fabrication and installation, basic principles of heat transfer, and the basic refrigeration cycle applied to air conditioning.

HVAC 126 HVAC INSTALLATION I LAB**CREDITS: 4**

Laboratory designed to accompany HVAC 125.

HVAC 130 HVAC PLAN AND PRINT READING**CREDITS: 2**

This course covers the fundamentals of blueprints and floor plans used in the HVAC industry. This course includes dimensions, measurements and scales, and interpretation of details and symbols found on typical sets of plans.

HVAC 135 ELECTRICAL APPLICATIONS FOR HVAC II**CREDITS: 3**

This course continues the coverage of electrical applications used by heating, ventilating, air-conditioning installers. Students learn a more thorough explanation of voltage and current, including basic measuring techniques and safety concerns. Motors and transformers in their typical applications are also included. PREREQUISITE: HVAC 120 ELECTRICAL APPLICATIONS FOR HVAC I.

HVAC 140 PIPE JOINING METHODS**CREDITS: 3**

This course covers the correct techniques to use when joining pipes. Students learn correct techniques for making a solder joint, a brazed joint and a threaded joint. Alternative techniques are also taught, including flare, crimp and compression.

HVAC 145 HVAC INSTALLATION II**CREDITS: 3**

This course provides advanced instruction on designing and installing heating, ventilating, air-conditioning systems. Students also will go into more depth on topics such as refrigerant handling procedures, gas piping and sizing, chimney and vent calculations, and the uniform mechanical code. This course also includes preparation for and completion of the universal heating, ventilating, air-conditioning certification exam. The examination requires an additional fee. PREREQUISITE: HVAC 125 HVAC INSTALLATION I.

HVAC 146 HVAC INSTALLATION II LAB**CREDITS: 4**

Laboratory designed to accompany HVAC 145. PREREQUISITE: HVAC 126 HVAC INSTALLATION I LAB.

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

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 locations are studied. PREREQUISITE: IEL130 INTRODUCTION TO ELECTRICAL WIRING.

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

This course will cover the operation and installation of data communication cabling 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 cabling and fiber optics. This course is designed to prepare the industrial electrician for the ever-increasing demand for installation of cabling systems in residential, commercial, and industrial projects. PREREQUISITES: IEL132 ELECTRICAL FUNDAMENTALS and IEL133 ELECTRICAL FUNDAMENTALS LAB.

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

This is a lab course intended to accompany the IEL 130 – Introduction to Electrical Wiring course. Through actual hands-on experiments on developed trainers in the lab, the student will be able to reinforce the concepts learned in IEL130. PREREQUISITES: CURRENT CPR CARD, IEL132 ELECTRICAL FUNDAMENTALS and IEL133 ELECTRICAL FUNDAMENTALS LAB.

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 are used in the study of residential wiring principles and common residential circuit hookups. PREREQUISITES: CURRENT CPR CARD, IEL132 ELECTRICAL FUNDAMENTALS and IEL133 ELECTRICAL FUNDAMENTALS LAB.

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 and 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 and analyzing and troubleshooting circuits are included. 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. PREREQUISITES: IEL132 ELECTRICAL FUNDAMENTALS and IEL133 ELECTRICAL FUNDAMENTALS LAB.

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

This course is designed to teach students 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 211 ELECTRICAL MOTOR CONTROL**CREDITS: 3**

This course is intended to familiarize the student with motor control theory from very basic concepts to much more complicated circuits. This course is intended to be taken concurrently with IEL 216 – Motor Control Lab. PREREQUISITES: IEL223 ELECTRICAL MOTOR LAB and IEL226 ELECTRICAL MOTOR FUNDAMENTALS AND MAINTENANCE.

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

This course will provide the student with an understanding of electrical heat and electrical heating control circuits. Installation, maintenance, and troubleshooting of electrical heating systems are an important component of an industrial electrician's career. This course will also introduce the student to air conditioning and heat pump operation as well as the essentials needed to understand control systems on gas and oil heating systems. PREREQUISITES: IEL132 ELECTRICAL FUNDAMENTALS and IEL133 ELECTRICAL FUNDAMENTALS LAB.

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 ELECTRICAL 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 IEL211-Electrical Motor Control course. PREREQUISITES: IEL130 INTRODUCTION TO ELECTRICAL WIRING, IEL226 ELECTRICAL MOTOR FUNDAMENTALS AND MAINTENANCE, and IEL223 ELECTRICAL MOTOR FUNDAMENTALS AND MAINTENANCE LAB. CO-REQUISITE: IEL211ELECTRICAL MOTOR CONTROL.

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 WDT projects. PREREQUISITES: IEL129 INTRO TO ELECTRICAL WIRING LAB AND 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 WDT 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. PREREQUISITES: IEL211 ELECTRICAL MOTOR CONTROL and IEL216 MOTOR CONTROL LAB.

IEL 222 PLC LAB**CREDITS: 3**

This course will give the student hands-on experience in programming programmable controllers. The theory learned in previous coursework 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 and IEL216 ELECTRICAL MOTOR CONTROL LAB. CO-REQUISITE: IEL221 PROGRAMMABLE LOGIC CONTROLLERS.

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 IEL226 Electric Motor Fundamentals and Maintenance. PREREQUISITES: IEL132 ELECTRICAL FUNDAMENTALS, IEL133 ELECTRICAL FUNDAMENTALS LAB, and CURRENT CPR CARD.

IEL 224 POWER DISTRIBUTION**CREDITS: 2**

Transformers are considered the most important type of equipment in the process of distribution of electrical power. Included in this course are transformer theory, code, and actual transformer connections. PREREQUISITES: IEL132 ELECTRICAL FUNDAMENTALS, IEL133 ELECTRICAL FUNDAMENTALS LAB, and CURRENT CPR CARD.

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 troubleshooting. This course should be taken concurrently with IEL 223 Electric Motor Lab. PREREQUISITES: IEL132 ELECTRICAL FUNDAMENTALS, IEL133 ELECTRICAL FUNDAMENTALS LAB, and CURRENT CPR CARD.

IEL 230 BLUEPRINT READING, ELECTRICAL PLANNING, AND ESTIMATING**CREDITS: 4**

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. The students will plan and draw the actual electrical diagram on a blueprint and estimate the cost of the job. **PREREQUISITES:** IEL129 INTRODUCTION TO ELECTRICAL WIRING LAB and IEL 130 INTRODUCTION TO ELECTRICAL WIRING.

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:** ADVISOR APPROVAL REQUIRED.

LET 106 LAW ENFORCEMENT MEDICAL RESPONDER**CREDITS: 3**

Students will be instructed in common law enforcement medical responder situations. Students will be instructed in cardiopulmonary resuscitation, basic airway management, patient assessment, bleeding/shock, wound management, and spinal immobilization protocols.

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 include the proper wearing of uniform and basic facing movements as they relate to dismounted drill.

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 and 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 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 AND PROCEDURES and LET 240 CONSTITUTIONAL LAW FOR LAW ENFORCEMENT or PERMISSION FROM LEAD LET INSTRUCTOR.

LET 122 INTERVIEW AND INTERROGATION AND 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, and 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 course is designed to introduce students to the basics of the juvenile justice system. The course will begin with a history of juvenile crime and the social significance of trends being observed by professionals. Although a focus will be placed upon the role of law enforcement in dealing with juvenile issues from a preventative and enforcement aspect, several areas of the system will also be examined. Among these are terminologies pertaining to this area of the criminal justice system and the causes of delinquency, gangs, and child abuse. The workings of the schools, social services, detention facilities, prosecutors, diversion programs, the court, and correctional institutions (as they relate to the juvenile justice system) will be touched upon as well. All of the information will be presented in a manner such that the students will not only be able to become familiar with theory but also see how it applies to everyday law enforcement workings.

LET 126 PHYSICAL TRAINING**CREDITS: 1**

Students will periodically review previous defensive tactics and skills as instructed in LET 128. 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 perform certain physical exercises for fitness purposes.

LET 128 MECHANICS OF ARREST AND PHYSICAL TRAINING**CREDITS: 3**

This course is designed to familiarize the student in the escalation of force model and in basic offender confrontation concepts. Students will gain the ability and confidence to successfully cope with physical situations and the ability to respond 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 of compliant and non-compliant suspects. Techniques covered will be the proper use of handcuffs, police baton, and oleoresin capsicum (OC) spray. Students will be taught the methods for body muscle warming and methods used to prevent muscle strain and injury. Students will 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. Topics concerning motivation, civil liability, job stress, and sociological concepts which are applicable in the practice of law enforcement will be covered. The student will learn about culture, socialization, social deviance, social stratification, gender and 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: 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 AND PRESERVATION OF EVIDENCE**CREDITS: 3**

This course deals with the accepted techniques and methods of crime scene preservation and 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 LEAD INSTRUCTOR.**

LET 216 PHYSICAL TRAINING**CREDITS: 1**

Students will periodically review previous defensive tactics and skills as instructed in LET 128. 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 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. A 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. 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 226 PHYSICAL TRAINING**CREDITS: 1**

Students will periodically review previous defensive tactics and skills as instructed in LET 128. 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 perform certain physical exercises for fitness purposes.

LET 229 CORRECTIONS**CREDITS: 3**

Students will understand the U.S. system of corrections, parole, and probation. Students will also learn 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, Code of Federal Regulations Title 36, and United States Code 16 and 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. **PREREQUISITES: COMPLETION OF LET SEMESTERS 1, 2, 3 or PERMISSION OF THE LEAD LAW ENFORCEMENT TECHNOLOGY INSTRUCTOR.**

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

This course is designed to introduce students to the use of various pieces of equipment and tools that are available to law enforcement officers in today's society. When appropriate, students will certify in the use of the equipment and tools. Students will learn GPS/GIS, TASER, RADAR, LIDAR, and forensic mapping utilizing a total station data collection and associated software. Additional technology will be integrated into the class as science provides updated and innovative equipment to the world of law enforcement. **PREREQUISITES: COMPLETION OF LET SEMESTERS 1, 2, 3 or PERMISSION OF THE LEAD LAW ENFORCEMENT TECHNOLOGY INSTRUCTOR.**

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 firearms safety, proficiency in use of firearms and the proper handling and care of firearms. Information regarding the proper methods of using and when to use firearms will be covered in depth. Instruction in the proper sighting, trigger pull, and all other elements of 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. **TITLE 18 USC Sec. 922 COMPLIANCE: Any student who has been convicted of a misdemeanor crime of domestic violence (or any crime which could be classified as a domestic violence violation but was not) and/or any student who is subject to a restraining order cannot participate in this class. Any student who acquires this particular status during firearms training will be terminated immediately from the firearms class. PREREQUISITES: COMPLETION OF LET SEMESTERS 1, 2, 3 or APPROVAL FROM THE LEAD LAW ENFORCEMENT TECHNOLOGY INSTRUCTOR.**

LET 255 EMERGENCY VEHICLE OPERATION COURSE**CREDITS: 3**

This course is 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 the required course driving maneuvers. **PREREQUISITES: STUDENTS MUST HAVE SUCCESSFULLY COMPLETED THE THREE PREVIOUS SEMESTERS OF THE LET PROGRAM, OR RECEIVE LET INSTRUCTOR'S 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 is 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**

This course covers research into and development of circulation policies, review of self-service technologies, readers' advisory, notification systems, and materials handling. The course also includes the 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**

This course is 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**

This course is 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 will be covered in this course.

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

Principles of online content creation for customization and user-friendly access to library resources will be covered in this course. The 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 will be covered in this course. Research into and development of collection development policies and assessment and weeding of collections will also be studied.

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

This course includes principles of cataloging systems to facilitate user-friendly patron access. It also discusses the implications of organization including subject headings and tagging and indexing practice upon patrons' information access.

LIBR 222 REFERENCE RESOURCES**CREDITS: 3**

This course includes selection and use of e-formats, databases, and print resources appropriate for reference and information services. It presents an introduction to effective search strategies and critical analysis of reference tools.

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

This course introduces a variety of social media and social networking platforms and their use in providing library information and communications. It discusses trend-watching and implementation of new resources for evolving library services.

LIBR 299 INTERNSHIP**CREDITS: 3**

This course is designed to provide students an opportunity to apply the skills and knowledge acquired in the classroom through active participation in a library. This is a supervised experience that may be volunteer-based or paid.

MA 210 MEDICAL ASSISTING I**CREDITS: 3**

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 213 MEDICAL ASSISTING I LAB AND CLINICAL**CREDITS: 3**

This course provides the medical assisting students the opportunity to apply their skills and knowledge in the medical office setting after completing their lab hours. Students are placed in medical facilities of Rapid City and surrounding areas to gain hands-on experience in the administrative skills required of an entry-level medical assistant. Students are under the supervision of the facility and are periodically evaluated by the preceptor. **PREREQUISITES: CURRENT CPR CARD and ADVISOR APPROVAL. COREQUISITE: MA 210 MEDICAL ASSISTING I.**

MA 215 PHLEBOTOMY AND LAB TECHNIQUES FOR THE MEDICAL ASSISTANT**CREDITS: 4**

This course introduces students to the phlebotomy skills and lab techniques necessary for entry-level medical assistants. The course includes theory, active learning experiences, and hands-on training. Students will become familiar with phlebotomy and lab equipment, blood collection procedures, laboratory safety, basic laboratory mathematics, regulations and standards, quality assurance practices, recordkeeping and billing, specimen processing, and CLIA waived and point-of-care laboratory testing. The importance of professionalism, communication skills, attention to detail, personal and patient safety, and accurate technical skill development will be emphasized.

MA 250 MEDICAL ASSISTING II**CREDITS: 3**

This course will teach students the clinical knowledge needed for an entry-level medical assistant. **PREREQUISITES:** HC125 INTRODUCTION TO PATIENT CARE and HC126 INTRODUCTION TO PATIENT CARE LAB AND CLINICAL.

MA 253 MEDICAL ASSISTING II LAB AND CLINICAL**CREDITS: 5**

This course provides the medical assisting students the opportunity to apply their clinical skills and knowledge in the clinical setting after completion of lab hours. Students are placed in medical facilities of Rapid City and surrounding areas to gain hands-on experience in the clinical skills required of an entry-level medical assistant. Students are under the supervision of the facility and are periodically evaluated by the preceptor. **PREREQUISITES:** CURRENT CPR CARD and ADVISOR APPROVAL. **COREQUISITE:** MA 250 MEDICAL ASSISTING II.

MACH 110 MACHINE SHOP OPERATIONS**CREDITS: 3**

This course will cover the topics of machine shop safety, semi-precision and precision measurement, layout, inspection, bench work, band saw and drill press work, job planning, order of operations, tooling options, tool grinding, work holding devices and fixtures, and maintenance.

MACH 115 TURNING THEORY AND OPERATIONS I**CREDITS: 3**

This course introduces the metal cutting lathe, its care, setup, and use as applied to current industry practices. Topics addressed will include lathe safety, machine setup, and carrying out the basic lathe operations of turning, drilling, boring, facing, and thread cutting.

MACH 120 MILLING THEORY AND OPERATIONS I**CREDITS: 3**

The vertical milling machine and its set-up and operation are introduced in this course. Students will learn milling machine safety, tramming of the mill, and the use of edge finders and dial indicators to locate part features and align work. Use of the Cartesian coordinate system, drilling, surfacing, slotting, pocketing and contour milling procedures will be covered.

MACH 125 MECHANICAL BLUEPRINT READING**CREDITS: 3**

This course addresses the interpretation of blueprints commonly encountered in the machine shop. Drawing layout, sectional views, auxiliary views, assembly drawings, conventional, baseline, and GT&D dimensioning conventions, bill of materials, and symbols used in the metal working industry are among the topics covered.

MACH 130 MATERIALS APPLICATIONS**CREDITS: 3**

Training in this course includes metals composition and characteristics, material selection, heat treatment, hardness testing, machinability, and use of the surface grinder and other precision grinding equipment. **PREREQUISITES:** MACH110 MACHINE SHOP OPERATIONS, MACH115 TURNING THEORY AND OPERATIONS I, MACH120 MILLING THEORY AND OPERATIONS I, and MACH125 MECHANICAL BLUEPRINT READING.

MACH 135 TURNING THEORY AND OPERATIONS II**CREDITS: 3**

Expands on basic lathe skills by implementing the use of four-jaw chucks, collets, steady rests, follower rests, and face plate work. Taper turning, knurling, parting and machining between centers will be explored. Work will progress to include multi-part assemblies where fit, finish, and attention to detail need to be employed. Basics on operation of the CNC TRAK lathe will also be introduced. **PREREQUISITES:** MACH110 MACHINE SHOP OPERATIONS, MACH115 TURNING THEORY AND OPERATIONS I, and MACH125 MECHANICAL BLUEPRINT READING.

MACH 140 MILLING THEORY AND OPERATIONS II**CREDITS: 3**

Expands on basic milling machine skills. Additional work holding methods such as rotary tables, strap clamps, angle plates, and a variety of fixtures will be implemented. The use of sine bars, gauge blocks, boring heads, indexing heads, and special purpose cutters will be explored. Work will progress to include multi-part assemblies where fit, finish, and attention to detail need to be employed. Basics on operation of the two axis ProtoTrak mill will also be introduced. **PREREQUISITES:** MACH110 MACHINE SHOP OPERATIONS, MACH120 MILLING THEORY AND OPERATIONS I, and MACH125 MECHANICAL BLUEPRINT READING.

MACH 145 APPLIED COMPUTER AIDED DRAFTING FUNDAMENTALS**CREDITS: 3**

This course provides training in the use of SolidWorks to generate part geometry, shop drawings, and bills of materials for mechanical parts and assemblies. Design intent and strategies for using software to streamline work planning, fixturing, and finding set-up solutions in the machine shop are some of the topics covered. PREREQUISITE: MACH125 MECHANICAL BLUEPRINT READING.

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 developed to meet the needs of the traditional post-secondary student and the needs of the mature student whose mathematical proficiency may have declined during years away from formal schooling.

MATH 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. PREREQUISITE: ACCUPLACER 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. PREREQUISITE: ACCUPLACER 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, and zeros of polynomials; systems of equations; exponential, logarithmic, inverse functions, and applications and graphs. Other topics selected from sequences, series, and complex numbers will be covered. PREREQUISITES: ACCUPLACER 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. PREREQUISITE: ACCUPLACER 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. PREREQUISITE: ACCUPLACER 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: ACCUPLACER SCORE IN ALGEBRA DOMAIN OF 42 or HIGHER, or PASSING GRADE IN MATH101 or MATH102.

MDS 210 HEALTHCARE 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: HC213 MEDICAL TERMINOLOGY I AND HC114 ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS or PERMISSION FROM INSTRUCTOR.

MDS 211 HEALTHCARE CODING II**CREDITS: 3**

This course is a continuation of Health Care Coding I 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 HEALTHCARE FUNDAMENTALS AND REIMBURSEMENT**CREDITS: 3**

This course will cover financial reimbursement and third-party payers including government programs. HIPAA regulations and clinical and hospital corporate compliance issues will be reviewed.

MDS 250 ADVANCED CODING**CREDITS: 2**

Advanced level of coding focusing on surgical procedural coding. Utilization and coding of templates is reviewed. Diagnostic Related Groups (DRG's) in the inpatient hospital setting are analyzed. Surgical instrumentation and operating room processes and coding are evaluated in more depth. The importance of utilizing coding resources is emphasized and utilized for a broader view of the coding arena. PREREQUISITES: HC213 MEDICAL TERMINOLOGY I and MDS210 HEALTHCARE CODING I.

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: ADVISOR APPROVAL.

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 I, BUS 115 KEYBOARDING, HC213 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 FOR THE HEALTH PROFESSIONS, HC213 MEDICAL TERMINOLOGY I, and HC215 MEDICAL TERMINOLOGY II.

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 utilizing the language of medicine.

PH 103 PHLEBOTOMY PRINCIPLES AND PRACTICES**CREDITS: 3**

This course introduces students to the practice of phlebotomy and the role of the phlebotomist as part of the healthcare 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 are stressed.

PH 105 LABORATORY ASSISTANT TECHNIQUES LAB**CREDITS: 1**

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, and 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, HC 213 MEDICAL TERMINOLOGY I, and PH 125 PHLEBOTOMY PRINCIPLES AND PRACTICES LAB. COREQUISITES: PH126 LABORATORY ASSISTANT TECHNIQUES.

PH 125 PHLEBOTOMY PRINCIPLES AND PRACTICES LAB**CREDITS: 2**

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. CO-REQUISITE: PH103 PHLEBOTOMY PRINCIPLES AND PRACTICES.

PH 126 LABORATORY ASSISTANT TECHNIQUES**CREDITS: 2**

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, and CLIA waived and point-of-care laboratory testing. PREREQUISITES: HC 114 ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS, HC 213 MEDICAL TERMINOLOGY I, and PH 125 PHLEBOTOMY PRINCIPLES AND PRACTICES LAB.

PH 151 PHLEBOTOMY/LABORATORY ASSISTANT CAPSTONE**CREDITS: 1**

The capstone course provides opportunity for an integration of program coursework, knowledge, skills and experiential learning enabling the student to demonstrate achievement of the program goals. The course 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 AND ENROLLMENT IN SECOND SEMESTER COURSES FOR COMPLETION OF THE PROGRAM REQUIREMENTS.**

PH 160 PHLEBOTOMY/LABORATORY ASSISTANT CLINICALS**CREDITS: 3**

The clinical section consists of clinical practice in phlebotomy and laboratory assistant training at various healthcare institutions and laboratories. The program director will coordinate clinical schedules and evaluations. **PREREQUISITES: SUCCESSFUL COMPLETION OF PROGRAM COURSE 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 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 healthcare careers. **PREREQUISITE: PHGY220 HUMAN ANATOMY & PHYSIOLOGY II W/LAB. (C OR BETTER REQUIRED)**

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**

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 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 these settings. Also included are the institutional medication distribution systems and prescription filling in retail pharmacy.

PHR 130 PHARMACY PRACTICAL LAB**CREDITS: 1**

This 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.

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 setting. **PREREQUISITE: SUCCESSFUL COMPLETION OF ALL TECHNICAL COURSE REQUIREMENTS.**

PHR 200 RX ABBREVIATIONS/SIG DECODING**CREDITS: 2**

This course is designed to increase the student's understanding of pharmacy abbreviations and prescription sig decoding. **COREQUISITE: MATH101 INTERMEDIATE ALGEBRA.**

PHR 205 PHARMACOKINETICS/PHARMACODYNAMICS**CREDITS: 3**

This course is designed to increase the student's success as a pharmacy technician by providing a basic understanding of how medications affect the body systems and how those same body systems affect medications. **PREREQUISITE: MATH101 INTERMEDIATE ALGEBRA and PHR121 PHARMACOLOGY/PHARMACEUTICAL PRODUCTS II.**

PHR 210 U.S. HEALTHCARE AND MEDICAL INSURANCE**CREDITS: 3**

This course is designed to increase the student's employability in a pharmacy by providing an in-depth understanding of U.S. healthcare systems and the types of medical insurances they will experience every day.

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

This course provides the student with an introduction to the fundamental concepts and 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, discharge of legal obligations, assignments, delegations, 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, 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: PLL132 LEGAL RESEARCH AND WRITING I.**

PLL 150 WILLS, TRUSTS, AND ESTATES

CREDITS: 2

This course covers the role of the paralegal in estate planning practice, emphasizing those aspects most related to paralegal functions. Topics include the control and disposition of property during life and death and intestate succession. Federal gift and estate taxes are also explored.

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 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, records 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: PLL232 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 or INSTRUCTOR APPROVAL.**

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.

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:** PHGY 220 HUMAN ANATOMY & PHYSIOLOGY I W/LAB, HC 213 MEDICAL TERMINOLOGY I, ST 102 INTRODUCTION TO SURGICAL TECHNOLOGY, and ST 111 INTRODUCTION TO SURGICAL TECHNOLOGY LAB.

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:** PHGY 220 HUMAN ANATOMY & PHYSIOLOGY I W/LAB, HC 213 MEDICAL TERMINOLOGY I, ST 102 INTRODUCTION TO SURGICAL TECHNOLOGY, and ST 111 INTRODUCTION TO SURGICAL TECHNOLOGY LAB.

ST 130 SURGICAL PROCEDURES I

CREDITS: 3

This course is designed to introduce the students to diagnostic procedures and minor and major procedures in all surgical areas. **PREREQUISITES:** PHGY 220 HUMAN ANATOMY & PHYSIOLOGY I W/LAB, HC 213 MEDICAL TERMINOLOGY I, ST 102 INTRODUCTION TO SURGICAL TECHNOLOGY, and ST 111 INTRODUCTION TO SURGICAL TECHNOLOGY LAB.

ST 131 PRINCIPLES AND PRACTICE OF SURGICAL TECHNOLOGY I

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, 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:** HC 213 MEDICAL TERMINOLOGY I, PHGY 220 HUMAN ANATOMY & PHYSIOLOGY I W/LAB, ST 102 INTRODUCTION TO SURGICAL TECHNOLOGY, and ST 111 INTRODUCTION TO SURGICAL TECHNOLOGY LAB.

ST 230 SURGICAL PROCEDURES II

CREDITS: 3

This course is a continuation of Surgical Procedures I and introduces the student to diagnostic procedures and minor and major procedures in all surgical areas. **PREREQUISITES:** PHGY 220 HUMAN ANATOMY & PHYSIOLOGY I W/LAB, HC 213 MEDICAL TERMINOLOGY I, ST 102 INTRODUCTION TO SURGICAL TECHNOLOGY, ST 111 INTRODUCTION TO SURGICAL TECHNOLOGY LAB, and ST 130 SURGICAL PROCEDURES I.

ST 231 PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY II

CREDITS: 3

Students will apply techniques and concepts mastered in the second semester. Students will continue to learn surgical instrumentation, basic instrument setups, patient draping, safe handling/handling of surgical instrumentation, sharps, 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:** PHGY 220 HUMAN ANATOMY & PHYSIOLOGY I W/LAB, HC 213 MEDICAL TERMINOLOGY I, ST 102 INTRODUCTION TO SURGICAL TECHNOLOGY, and ST 111 INTRODUCTION TO SURGICAL TECHNOLOGY LAB.

ST 250 SURGICAL TECHNOLOGY CLINICALS**CREDITS: 13**

Surgical Technology Clinicals take place at a healthcare facility. It consists of work experience in the perioperative environment. Students will participate in a minimum of 120 surgical procedures in the scrub role. The procedures will be completed in a variety of areas and must meet ARC/STSA requirements. Students will perform and develop to entry-level competency as a surgical technologist. At the completion of the course students will return to main campus to take the Certified Surgical Technologist exam required of accreditation. **PREREQUISITES: SUCCESSFUL COMPLETION OF ALL PROGRAM CLASSES.**

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 AND OPERATION**CREDITS: 3**

This course is designed to instruct the student on the operation and diagnosis of engines. Particular attention will be paid to the techniques of analyzing internal failures of the compression, lubrication, and cooling systems.

TTT 120 SHOP AND 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 INTRODUCTION TO HYBRIDS**CREDITS: 1**

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

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**

This course is 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**

This course is 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 AND 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 UNDER-CAR 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 heating, ventilation, and air conditioning systems. The student will use modern equipment for testing and diagnosing related systems.

TTT 204 ENGINE OVERHAUL**CREDITS: 4**

The construction and repair of automotive engines will be covered.

TTT 205 UNDER-CAR 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 UNDER-TRUCK 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 DRIVETRAINS**CREDITS: 4**

This course introduces the basic principles of transmissions, differentials, and drivetrains. Students will understand the operation of all drivetrain components and 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 included 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, students will learn to read hydraulic schematics and troubleshoot hydraulic problems.

TTT 222 LIGHT DUTY DRIVETRAINS**CREDITS: 4**

This course will teach the theory of construction, operation, and repair of automatic and standard transmissions/transaxles, clutches, drivelines, and differentials of automobiles. 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 DRIVETRAINS LAB**CREDITS: 6**

This course will demonstrate the hands-on construction, operation, and repair of automatic and standard transmissions/transaxles, clutches, drivelines, and differentials of automobiles. 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 UNDER-TRUCK 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: 3**

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, drivetrains, suspension systems, brake systems, hydraulic systems, and electrical systems. **PREREQUISITE: INSTRUCTOR APPROVAL REQUIRED.**

WDM 102 SHIELDED METAL ARC WELDING I**CREDITS: 3**

Shielded Metal Arc Welding theory and skills training will allow the student to attain an acceptable level of welding skills. Equipment safety, setup, operation, and maintenance and 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 103 GAS METAL ARC WELDING I**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 weld in all positions.

WDM 104 FABRICATION I**CREDITS: 3**

This course is an introduction to fabrication concepts. It focuses on safety fundamentals, basic skills of measurement, industry math practices, hand tools, pattern development, beginning metal forming, joint design, and an introduction to metallurgy. Projects will be designated by the instructor.

WDM 105 OXY FUEL WELDING/CUTTING**CREDITS: 3**

This course is the study of welding and cutting using oxygen and acetylene gases. Students will learn the proper setup, shut down, and safety associated with this process. Shop work will cover manual cutting, semi-automated cutting, filler and autogenous welding.

WDM 150 SHIELDED METAL ARC WELDING II**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. PREREQUISITE: WDM102 SHIELDED METAL ARC WELDING I.

WDM 151 GAS METAL ARC WELDING II**CREDITS: 3**

This course is designed to provide the student with a technical understanding of wire welding processes, equipment set-up, metal transfers, and shielding gases including solid and flux core wires. Students will practice developing their welding skills in and out of positions using differing processes to successfully weld various types and thickness of structural metal. Students will weld grooved plate with backing in all positions. PREREQUISITE: WDM103 GAS METAL ARC WELDING I.

WDM 152 FABRICATION II**CREDITS: 3**

This course continues the study of fabrication concepts with a focus on material selection, blueprint reading, fastener selection, weld symbols, and application of joint design with proper part fitment. It will also cover material preparation, part assemblies, and welding procedure. Projects will be designated by instructor. PREREQUISITE: WDM104 FABRICATION I.

WDM 153 GAS TUNGSTEN ARC WELDING I**CREDITS: 3**

This course is an introduction to GTAW theory and skills training. Students will learn and apply proper equipment setup and safety related to this process. Fundamentals will be taught on light gauge ferrous material and be joined autogenously and with filler.

WDM 201 GAS TUNGSTEN ARC WELDING II**CREDITS: 3**

This course continues the study of GTAW theory and skills training. Students will apply fundamental skills to weld in and out of position on light gauge material, tubing, and open root pipe. Ferrous and nonferrous materials will be used. PREREQUISITE: WDM153 GAS TUNGSTEN ARC WELDING I.

WDM 202 FABRICATION III**CREDITS: 3**

This course continues the study of fabrication concepts with a focus on preliminary manufacturing modules. The course will cover an introduction to project design and layout, manufacturing implementation, jigs and fixtures, and quality control. It will also cover the use of manufacturing techniques, welding economics, and application of a BOM (bill of materials). Projects will be designated by instructor. PREREQUISITE: WDM152 FABRICATION II.

WDM 203 GAS METAL ARC WELDING III**CREDITS: 3**

This course is designed to give students the ability to use their fundamental MIG welding skills and apply them to various real-world applications. Fillet welding techniques will be expanded to encompass welding parameter settings on light gauge through unlimited thickness. Emphasis will be placed on operator understanding and selection of solid-wire (mild steel), metal-core (mild steel, and or low-alloy steels), and flux-cored (mild, steel, and or low-alloy steels) for the correct application. Equipment understanding, setup, and variations will be explored. PREREQUISITE: WDM 151 GAS METAL ARC WELDING II.

WDM 204 SHIELDED METAL ARC WELDING III**CREDITS: 3**

This course continues the study of SMAW theory and skills training with a focus on open root welding in the 3G and 4G positions as well as 1G pipe. Students will complete these tasks using E7018 and E6010 electrodes. PREREQUISITE: WDM150 SHIELDED METAL ARC WELDING II.

WDM 252 FABRICATION IV**CREDITS: 3**

This course will encompass all concepts and techniques used in Fabrication 1, 2, and 3 to design and develop a final project in a complete manufacturing module process. Final project will be designated by instructor. PREREQUISITE: WDM202 FABRICATION III.

WDM 253 GAS METAL ARC WELDING IV

CREDITS: 3

Advanced semi-automated wire fed processes will be explored with ferrous, non-ferrous, and alloyed materials. Newest industry technologies will be studied as appropriate. PREREQUISITE: WDM203 GAS METAL ARC WELDING III.

WDM 254 SHIELDED METAL ARC WELDING IV

CREDITS: 3

This course continues the study of SMAW theory and skills training with a focus on 2G, 5G and 6G pipe. Students will complete these tasks using E7018 and E6010 electrodes. PREREQUISITE: WDM204 SHIELDED METAL ARC WELDING III.

WDM 255 WELDING CAPSTONE

CREDITS: 3

This class will provide the graduating student skills to prepare them for management, supervisor, and foreman positions in the welding industry. This will be accomplished by taking a critical look at the economics behind successful weld production and manufacturing. Topics covered during theory will be, but not limited to, expenditures, productivity, AWS code, research and development, team building, specialized welding processes, and industry trends. Skills training in the lab will be based on the industry that the student has chosen as a career path and, when applicable, the student will work with standards set by a future employer or by industry. PREREQUISITE: INSTRUCTOR APPROVAL.

WESTERN DAKOTA TECH

COURSE CATALOG 2014-2015

ADDENDUM – MARCH 10, 2014

**800 MICKELSON DRIVE
RAPID CITY, SD 57703**

**(605) 394-4034
(800) 544-8765**

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CRIMINAL JUSTICE

Associate in Applied Science, 66 Credit Hours, 18-Month Program

As the population grows, so does the need for trained workers in a variety of criminal justice fields. This program will graduate skilled technicians who are able to bring value to the criminal justice field in multiple ways because they will have a broad understanding of the criminal justice system and will be skilled to fill a variety of roles.

This program has been designed to be broad in nature and to include coursework in a wide variety of criminal justice topics. Students will complete classes in criminal justice, corrections, juvenile justice, criminal law, criminal investigation, ethics in criminal justice, forensics and crime scene investigation, probation and parole, security, terrorism and counterterrorism, domestic violence, and more.

| Course No. | Course Title | Credits |
|---------------------------------------|---|-----------|
| General Education Requirements | | |
| CIS 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3 |
| ENGL 101 | COMPOSITION* | 3 |
| MATH 101 | INTERMEDIATE ALGEBRA** <i>or higher</i> | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY | 3 |
| SOC 100 | INTRODUCTION TO SOCIOLOGY | 3 |
| | Total | 15 |
| Technical Requirements | | |
| CJUS 200 | COMMUNITY CORRECTIONS | 3 |
| CJUS 205 | CRIMINAL JUSTICE FORENSICS | 3 |
| CJUS 210 | CONTEMPORARY SECURITY PRACTICES | 3 |
| CJUS 215 | ETHICS IN CRIMINAL JUSTICE | 3 |
| CJUS 220 | TERRORISM AND COUNTERTERRORISM | 3 |
| CJUS 225 | DOMESTIC VIOLENCE | 3 |
| CJUS 230 | AGENCY ORGANIZATION AND MANAGEMENT | 3 |
| CJUS 235 | CRIMINOLOGY | 3 |
| CJUS 240 | COURT SYSTEMS AND PRACTICES | 3 |
| CJUS 245 | LAW ENFORCEMENT OPERATIONS AND PROCEDURES <i>or</i> | 3 |
| INT 299 | INTERNSHIP*** | |
| LET 106 | LAW ENFORCEMENT MEDICAL RESPONDER | 3 |
| LET 119 | CRIMINAL LAW AND PROCEDURES | 3 |
| LET 121 | CRIMINAL INVESTIGATIONS | 3 |
| LET 124 | JUVENILE METHODS | 3 |
| LET 210 | INTRODUCTION TO CRIMINAL JUSTICE | 3 |
| LET 229 | CORRECTIONS | 3 |
| LET 240 | CONSTITUTIONAL LAW FOR LAW ENFORCEMENT | 3 |
| | Total | 51 |

All remedial coursework must be completed in the first semester.

* Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Elementary Algebra.

*** Permission from the instructor is required for the internship.

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations.

Semester breakdown on next page

Semester Breakdown

| First Semester | | | Second Semester | | |
|---------------------------|--|-----------|---------------------------|---|-----------|
| | | CR | | | CR |
| CJUS 200 | Community Corrections | 3 | CJUS 205 | Criminal Justice Forensics | 3 |
| LET 106 | Law Enforcement Medical Responder | 3 | CJUS 210 | Contemporary Security Practices | 3 |
| LET 119 | Criminal Law and Procedures | 3 | LET 121 | Criminal Investigations | 3 |
| LET 210 | Introduction to Criminal Justice | 3 | LET 124 | Juvenile Methods | 3 |
| CIS 105 | Microcomputer Software Applications I | 3 | MATH 101 | Intermediate Algebra | 3 |
| Total Credit Hours | | 15 | Total Credit Hours | | 15 |
| Third Semester | | | Fourth Semester | | |
| | | CR | | | CR |
| CJUS 215 | Ethics in Criminal Justice | 3 | CJUS 230 | Agency Organization and Management | 3 |
| CJUS 220 | Terrorism and Counterterrorism | 3 | CJUS 235 | Criminology | 3 |
| CJUS 225 | Domestic Violence | 3 | CJUS 240 | Court Systems and Practices | 3 |
| LET 240 | Constitutional Law for Law Enforcement | 3 | CJUS 245 | Law Enforcement Operations and Procedures <i>or</i> | 3 |
| ENGL 101 | Composition | 3 | INT 299 | Internship | 3 |
| PSYC 101 | General Psychology | 3 | LET 229 | Corrections | 3 |
| | | | SOC 100 | Introduction to Sociology | 3 |
| Total Credit Hours | | 18 | Total Credit Hours | | 18 |

HVAC/REFRIGERATION TECHNOLOGY

Associate in Applied Science, 62 Credit Hours, 18-Month Program

The HVAC/Refrigeration program is a continuation of the HVAC Technology diploma. Students will take coursework in low, medium, and high temperature commercial refrigeration. The graduate will learn to troubleshoot and repair various types of commercial ice machines, water coolers and common domestic and commercial HVAC/R appliances. Students will gain a more in-depth knowledge in diagnosing and troubleshooting heating, air conditioning and heat pump systems. They will be introduced to commercial air conditioning, chilled water, hydronic heating, and numerous unique refrigeration systems found in the HVAC/R industry. Students will study indoor air quality, air distribution and balancing methods used in the field. In addition, basic Direct Digital Controls (DDC) and electronic control circuits will be explored. Many of the theory lessons will be applied in lab settings and scenarios commonly found in the HVAC/R field.

| Course No. | Course Title | Credits |
|---------------------------------------|--|-----------|
| General Education Requirements | | |
| CIS 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3 |
| ENGL 201 | TECHNICAL WRITING I* <i>or</i> | 3 |
| ENGL 101 | COMPOSITION* | |
| MATH 104 | TECHNICAL MATHEMATICS** <i>or higher</i> | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE <i>or</i> | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY | |
| ECON 202 | PRINCIPLES OF MACROECONOMICS | 3 |
| Total | | 15 |
| Technical Requirements | | |
| HVAC 120 | ELECTRICAL APPLICATIONS FOR HVAC I | 3 |
| HVAC 125 | HVAC INSTALLATION I | 3 |
| HVAC 126 | HVAC INSTALLATION I LAB | 4 |
| HVAC 130 | HVAC PLAN AND PRINT READING | 2 |
| HVAC 135 | ELECTRICAL APPLICATIONS FOR HVAC II | 3 |
| HVAC 140 | PIPE JOINING METHODS | 3 |
| HVAC 145 | HVAC INSTALLATION II | 3 |
| HVAC 146 | HVAC INSTALLATION II LAB | 4 |
| HVAC 220 | HVAC/R I | 3 |
| HVAC 221 | HVAC/R I LAB | 4 |
| HVAC 225 | ELECTRICAL APPLICATIONS FOR HVAC/R III | 3 |
| HVAC 230 | HVAC/R II | 3 |
| HVAC 231 | HVAC/R II LAB | 4 |
| HVAC 235 | ELECTRICAL APPLICATIONS FOR HVAC/R IV | 3 |
| HVAC 240 | SPECIALIZED HVAC/R EQUIPMENT | 2 |
| Total | | 47 |

All remedial coursework must be completed in the first semester.

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Semester Breakdown

| First Semester | | | Second Semester | | |
|---------------------------|--|-----------|---------------------------|---------------------------------------|-----------|
| | | CR | | | CR |
| HVAC 120 | Electrical Applications for HVAC I | 3 | HVAC 135 | Electrical Applications for HVAC II | 3 |
| HVAC 125 | HVAC Installation I | 3 | HVAC 140 | Pipe Joining Methods | 3 |
| HVAC 126 | HVAC Installation I Lab | 4 | HVAC 145 | HVAC Installation II | 3 |
| HVAC 130 | HVAC Plan & Print Reading | 2 | HVAC 146 | HVAC Installation II Lab | 4 |
| CIS 105 | Microcomputer Software Applications I | 3 | MATH 104 | Technical Mathematics | 3 |
| PSYC 103 | Human Relations in the Workplace <i>or</i> | 3 | | | |
| PSYC 101 | General Psychology | | | | |
| Total Credit Hours | | 18 | Total Credit Hours | | 16 |
| Third Semester | | | Fourth Semester | | |
| | | CR | | | CR |
| HVAC 220 | HVAC/R I | 3 | HVAC 230 | HVAC/R II | 3 |
| HVAC 221 | HVAC/R I Lab | 4 | HVAC 231 | HVAC/R II Lab | 4 |
| HVAC 225 | Electrical Applications for HVAC/R III | 3 | HVAC 235 | Electrical Applications for HVAC/R IV | 3 |
| ENGL 201 | Technical Writing I <i>or</i> | 3 | HVAC 240 | Specialized HVAC/R Equipment | 2 |
| ENGL 101 | Composition | | ECON 202 | Principles of Macroeconomics | 3 |
| Total Credit Hours | | 13 | Total Credit Hours | | 15 |

PRACTICAL NURSING

Diploma, 45 Credit Hours, 14-Month Program

The mission of the Practical Nursing program is to provide graduates with the knowledge, skills, attitude, and integrity to provide safe, prudent, and patient-centered care necessary to prepare them to successfully complete the National Council Licensure Examination for Practical Nursing (NCLEX-PN) and become employed as a Licensed Practical Nurse.

Licensed Practical Nurses (LPN's) are an important member of the healthcare team, and, in many settings, their role has expanded to include IV therapy and supervision. The Practical Nursing program stresses the importance of incorporating a variety of experiences including lecture, lab, and clinical hours to ensure graduates have the knowledge, skills, and experiences needed to be successful after graduation.

Students considering the Practical Nursing Program are required to fulfill the general education requirements, have a satisfactory TEAS score, and hold a current CNA certification before enrolling in nursing courses.

| Course No. | Course Title | Credits |
|---------------------------------------|---|-----------|
| General Education Requirements | | |
| CIS 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3 |
| ENGL 101 | COMPOSITION* <i>or</i> | 3 |
| ENGL 201 | TECHNICAL WRITING I | |
| MATH 101 | INTERMEDIATE ALGEBRA** <i>or higher</i> | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | |
| HC 114 | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3 |
| | Total | 15 |
| Technical Requirements | | |
| NRS 100 | FUNDAMENTAL SKILLS LAB | 1 |
| NRS 105 | FUNDAMENTAL NURSING PRACTICE I | 3 |
| NRS 110 | FUNDAMENTAL NURSING PRACTICE II | 2 |
| NRS 115 | FUNDAMENTAL NURSING PRACTICE III | 2 |
| NRS 120 | FUNDAMENTAL NURSING CLINICAL I | 2 |
| NRS 125 | FUNDAMENTAL NURSING CLINICAL II | 2 |
| NRS 130 | FUNDAMENTAL NURSING CLINICAL III | 1 |
| NRS 135 | TRANSITIONAL NURSING PRACTICE | 2 |
| NRS 200 | ADVANCED SKILLS LAB | 1 |
| NRS 205 | ADVANCED NURSING PRACTICE I | 3 |
| NRS 210 | ADVANCED NURSING PRACTICE II | 2 |
| NRS 215 | ADVANCED NURSING PRACTICE III | 2 |
| NRS 220 | ADVANCED NURSING CLINICAL I | 2 |
| NRS 225 | ADVANCED NURSING CLINICAL II | 2 |
| NRS 230 | ADVANCED NURSING CLINICAL III | 1 |
| NRS 235 | ADVANCED NURSING CLINICAL IV | 2 |
| | Total | 30 |

All remedial coursework must be completed in the first semester.

* Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

** Prerequisite: Acceptable ACCUPLACER score or Basic Math/Elem Algebra.

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations.

Semester breakdown on next page

Semester Breakdown for Option 1

| General Education Requirements must be completed before enrolling in NRS Technical Courses. Required General Education courses are offered in the Fall, Spring, and Summer Semesters. Students must also hold a current CNA certification before entering NRS Technical Courses. | | | | CR |
|--|---|--|--|-----------|
| CIS 105 | Microcomputer Software Applications I | | | 3 |
| ENGL 101 | Composition <i>or</i> | | | 3 |
| ENGL 201 | Technical Writing I | | | |
| MATH 101 | Intermediate Algebra <i>or higher</i> | | | 3 |
| PSYC 101 | General Psychology <i>or</i> | | | 3 |
| PSYC 103 | Human Relations in the Workplace | | | |
| HC 114 | Anatomy & Physiology for the Health Professions | | | 3 |
| Total Credit Hours | | | | 15 |

| Fall Semester | | CR | Spring Semester | | CR |
|---------------------------|----------------------------------|-----------|---------------------------|-------------------------------|-----------|
| NRS 100 | Fundamental Skills Lab | 1 | NRS 200 | Advanced Skills Lab | 1 |
| NRS 105 | Fundamental Nursing Practice I | 3 | NRS 205 | Advanced Nursing Practice I | 3 |
| NRS 110 | Fundamental Nursing Practice II | 2 | NRS 210 | Advanced Nursing Practice II | 2 |
| NRS 115 | Fundamental Nursing Practice III | 2 | NRS 215 | Advanced Nursing Practice III | 2 |
| NRS 120 | Fundamental Nursing Clinical I | 2 | NRS 220 | Advanced Nursing Clinical I | 2 |
| NRS 125 | Fundamental Nursing Clinical II | 2 | NRS 225 | Advanced Nursing Clinical II | 2 |
| NRS 130 | Fundamental Nursing Clinical III | 1 | NRS 230 | Advanced Nursing Clinical III | 1 |
| NRS 135 | Transitional Nursing Practice | 2 | NRS 235 | Advanced Nursing Clinical IV | 2 |
| Total Credit Hours | | 15 | Total Credit Hours | | 15 |

Semester Breakdown for Option 2

| General Education Requirements must be completed before enrolling in NRS Technical Courses. Required General Education courses are offered in the Fall, Spring, and Summer Semesters. Students must also hold a current CNA certification before entering NRS Technical Courses. | | | | CR |
|--|---|--|--|-----------|
| CIS 105 | Microcomputer Software Applications I | | | 3 |
| ENGL 101 | Composition <i>or</i> | | | 3 |
| ENGL 201 | Technical Writing I | | | |
| MATH 101 | Intermediate Algebra <i>or higher</i> | | | 3 |
| PSYC 101 | General Psychology <i>or</i> | | | 3 |
| PSYC 103 | Human Relations in the Workplace | | | |
| HC 114 | Anatomy & Physiology for the Health Professions | | | 3 |
| Total Credit Hours | | | | 15 |

| Fall Semester | | CR | Spring Semester | | CR |
|---------------------------|----------------------------------|-----------|---------------------------|----------------------------------|-----------|
| NRS 100 | Fundamental Skills Lab | 1 | NRS 120 | Fundamental Nursing Clinical I | 2 |
| NRS 105 | Fundamental Nursing Practice I | 3 | NRS 125 | Fundamental Nursing Clinical II | 2 |
| NRS 110 | Fundamental Nursing Practice II | 2 | NRS 130 | Fundamental Nursing Clinical III | 1 |
| NRS 115 | Fundamental Nursing Practice III | 2 | NRS 200 | Advanced Skills Lab | 1 |
| NRS 135 | Transitional Nursing Practice | 2 | NRS 205 | Advanced Nursing Practice I | 3 |
| Total Credit Hours | | 10 | NRS 210 | Advanced Nursing Practice II | 2 |
| | | | NRS 215 | Advanced Nursing Practice III | 2 |
| | | | Total Credit Hours | | 13 |

| Summer Semester | | CR |
|---------------------------|-------------------------------|----------|
| NRS 220 | Advanced Nursing Clinical I | 2 |
| NRS 225 | Advanced Nursing Clinical II | 2 |
| NRS 230 | Advanced Nursing Clinical III | 1 |
| NRS 235 | Advanced Nursing Clinical IV | 2 |
| Total Credit Hours | | 7 |

Semester breakdown on next page

Semester Breakdown for Option 3

| | | |
|--|---|----------------|
| General Education Requirements must be completed before enrolling in NRS Technical Courses. | | |
| Required General Education courses are offered in the Fall, Spring, and Summer Semesters. | | |
| Students must also hold a current CNA certification before entering NRS Technical Courses. | | |
| CIS 105 | Microcomputer Software Applications I | CR 3 |
| ENGL 101 | Composition <i>or</i> | 3 |
| ENGL 201 | Technical Writing I | |
| MATH 101 | Intermediate Algebra <i>or higher</i> | 3 |
| PSYC 101 | General Psychology <i>or</i> | 3 |
| PSYC 103 | Human Relations in the Workplace | |
| HC 114 | Anatomy & Physiology for the Health Professions | 3 |
| Total Credit Hours | | 15 |

| Spring Semester | | | Summer Semester | | |
|---------------------------|----------------------------------|-----------|---------------------------|----------------------------------|-----------|
| | | CR | | | CR |
| NRS 100 | Fundamental Skills Lab | 1 | NRS 120 | Fundamental Nursing Clinical I | 2 |
| NRS 105 | Fundamental Nursing Practice I | 3 | NRS 125 | Fundamental Nursing Clinical II | 2 |
| NRS 110 | Fundamental Nursing Practice II | 2 | NRS 130 | Fundamental Nursing Clinical III | 1 |
| NRS 115 | Fundamental Nursing Practice III | 2 | NRS 135 | Transitional Nursing Practice | 2 |
| Total Credit Hours | | 8 | Total Credit Hours | | 7 |

| Fall Semester | | |
|---------------------------|-------------------------------|-----------|
| | | CR |
| NRS 200 | Advanced Skills Lab | 1 |
| NRS 205 | Advanced Nursing Practice I | 3 |
| NRS 210 | Advanced Nursing Practice II | 2 |
| NRS 215 | Advanced Nursing Practice III | 2 |
| NRS 220 | Advanced Nursing Clinical I | 2 |
| NRS 225 | Advanced Nursing Clinical II | 2 |
| NRS 230 | Advanced Nursing Clinical III | 1 |
| NRS 235 | Advanced Nursing Clinical IV | 2 |
| Total Credit Hours | | 15 |

COURSE DESCRIPTIONS

CJUS 200 COMMUNITY CORRECTIONS

CREDITS: 3

This course will focus on alternative methodologies of corrections as opposed to traditional correctional institutions such as prisons and jails. The student will learn the philosophies and structures of alternative correctional programs in the criminal justice system and how they impact victims, offenders, and society.

CJUS 205 CRIMINAL JUSTICE FORENSICS

CREDITS: 3

This course explores how specific technologies are used by professionals in the criminal justice system to apprehend offenders, secure convictions on the guilty, exonerate the innocent, and make the operating system more efficient. Views from the past and into the future will give student perspective on the ever-changing forensics in the criminal justice system and the demands for modernization and the cost-impact to society.

CJUS 210 CONTEMPORARY SECURITY PRACTICES

CREDITS: 3

This course explores the practices of security professionals. Students will explore topics and tactics of security organizations and the personnel they employ. Specific tasks covered in this course include: patrol, investigations, risk assessment, and emergency management. Also explored will be the technology and equipment used in the field to safeguard resources.

CJUS 215 ETHICS IN CRIMINAL JUSTICE

CREDITS: 3

The focus of this course is on the ethical decisions made in the criminal justice system and ethical predicaments placed on criminal justice professionals. Ethical theory from ancient Greece to contemporary western culture will be explored and applied in confronting ethical issues. Critical analysis regarding justice, duty, freedom, punishment, happiness, and other topics will give students an understanding of ethical issues, considerations and approaches in the field.

CJUS 220 TERRORISM AND COUNTERTERRORISM

CREDITS: 3

This course provides a global perspective of terrorism and the impact on societies. It will explore various analytical approaches to the study of terrorism: identifying terrorist groups, reviewing terrorist tactics, and examining police and governmental responses to reduce or control the incidence of terrorism.

CJUS 225 DOMESTIC VIOLENCE

CREDITS: 3

This course explores domestic and family violence. Students will examine relative perspectives such as feminist, psychological, sociological, historical, and legal. Specific course topics include patriarchy, marital rape, domestic assault, and child sexual abuse. Theories of violence, alternatives to violent interactions and the criminal justice system's response will give students an understanding of the impact of domestic violence crimes on society.

CJUS 230 AGENCY ORGANIZATION AND MANAGEMENT

CREDITS: 3

This course explores administrative practices of a multitude of law enforcement agencies. It will study types of agencies and command and control structure. Organizational theory and management will also be covered to include personnel management, policy and procedure, and operational methodologies.

CJUS 235 CRIMINOLOGY

CREDITS: 3

The focus of this course is on factors related to crime in America, including basic issues, scope, and economic impact. Students will examine the causes of criminal behavior, policy implications, and research. Explanations and measurements of crime, criminal law, characteristics of criminals and victims, white-collar, organized, and sexual crimes will also be studied.

CJUS 240 COURT SYSTEMS AND PRACTICES

CREDITS: 3

The focus of this course is the judicial system which makes up one third of the entire criminal justice system. Court Systems and Practices is an overview of the American judicial system. The course identifies the roles of judicial officers and other professionals responsible for judicial operations.

CJUS 245 LAW ENFORCEMENT OPERATIONS AND PROCEDURES

CREDITS: 3

This course introduces daily law enforcement activities and procedures. It examines law enforcement response to routine and emergency calls for service and various types of situations common to law enforcement officers. The course explores use of force, arrest procedures, field interviews, police reporting, and ethics. The class will identify gang activity, signs and indicators of drug abuse and handling of civil disobedience. There will be an emphasis on courtroom testimony, occupational hazards and communications.

HVAC 220 HVAC/R I
CREDITS: 3

This course is designed to introduce the fundamentals of low, medium, and high temperature commercial refrigeration. This includes the study of commercial freezers, walk-in boxes, and commercial refrigeration equipment. **PREREQUISITES: ALL FIRST AND SECOND SEMESTER HVAC COURSES. COREQUISITE: HVAC 221 HVAC/R I LAB.**

HVAC 221 HVAC/R I Lab
CREDITS: 4

This course is designed to accompany HVAC/R I. **PREREQUISITES: ALL FIRST AND SECOND SEMESTER HVAC COURSES. COREQUISITE: HVAC 220 HVAC/R I.**

HVAC 225 Electrical Applications for HVAC/R III
CREDITS: 3

This course provides a more in-depth knowledge on diagnosing problems in electrical components and electrical circuits that make up refrigeration, heating, and air-conditioning systems. Students will apply learned knowledge to troubleshoot HVAC systems. **PREREQUISITES: ALL FIRST AND SECOND SEMESTER HVAC COURSES.**

HVAC 230 HVAC/R II
CREDITS: 3

This course is a continuation of HVAC/R I. Commercial air conditioning, chilled-water, hydronic heating, and geothermal heat pump systems will be introduced. Students will study indoor air quality, psychrometrics, air distribution, and balancing. **PREREQUISITE: HVAC 220 HVAC/R I and HVAC 221 HVAC/R I LAB. COREQUISITE: HVAC 231 HVAC/R II LAB.**

HVAC 231 HVAC/R II Lab
CREDITS: 4

This course is designed to accompany HVAC/R II. **PREREQUISITE: HVAC 220 HVAC/R I and HVAC 221 HVAC/R I LAB. COREQUISITE: HVAC 230 HVAC/R II.**

HVAC 235 Electrical Applications for HVAC/R IV
CREDITS: 3

This course is a continuation of previous HVAC electrical applications with emphasis on commercial and special refrigeration electrical equipment and components. Students will be introduced to basic direct digital controls, pneumatics, and electronic control circuits used in HVAC/R systems. **PREREQUISITES: HVAC 225 ELECTRICAL APPLICATIONS FOR HVAC/R III.**

HVAC 240 Specialized HVAC/R Equipment
CREDITS: 2

This course studies various types of commercial ice machines, water coolers, and common domestic HVAC/R appliances. Students will also be introduced to extra-low-temperature refrigeration, cascade systems, and mobile refrigeration equipment. **PREREQUISITES: ALL FIRST THROUGH THIRD SEMESTER HVAC and HVAC/R COURSES.**

INT 299 INTERNSHIP
CREDITS: 3

This course is designed to provide the student an opportunity to apply the skills and knowledge acquired in the classroom through active participation in their field of study. **PREREQUISITE: INSTRUCTOR APPROVAL.**

NRS 100 FUNDAMENTAL SKILLS LAB
CREDITS: 1

This lab course offers an introduction to the fundamental skills required to safely and effectively care for patients in today's healthcare environment. The focus of this course is the development of fundamental skills that incorporates information on anatomy and physiology, microbiology, geriatric nursing, and basic concepts of clinical judgment related to the nursing process. This course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs and the skills necessary for maintaining microbial, physical, and psychological safety along with skills needed in therapeutic interventions. **PREREQUISITES: CURRENT CNA CERTIFICATION and COMPLETION OF ALL GENERAL EDUCATION COURSES.**

NRS 105 FUNDAMENTAL NURSING PRACTICE I
CREDITS: 3

This course provides opportunities to develop competencies necessary to meet the needs of individuals in a safe, legal, and ethical manner using the nursing process. 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 along with anatomy and physiology, microbiology, nutrition, geriatric nursing, and basic concepts of clinical judgment related to the nursing process. Students will learn concepts and theories basic to the art and science of nursing. **PREREQUISITES: CURRENT CNA CERTIFICATION, and COMPLETION OF ALL GENERAL EDUCATION COURSES.**

NRS 110 FUNDAMENTAL NURSING PRACTICE II**CREDITS: 2**

This course provides opportunities to develop competencies necessary to meet the needs of individuals in a safe, legal, and ethical manner using the nursing process. This course will emphasize the areas of pharmacology, medical terminology, and nutrition needs of individuals and integrates these components into the overall fundamental concepts and skills needed to meet basic human physiological needs. PREREQUISITES: CURRENT CNA CERTIFICATION and COMPLETION OF ALL GENERAL EDUCATION COURSES.

NRS 115 FUNDAMENTAL NURSING PRACTICE III**CREDITS: 2**

This course presents basic concepts of mental health issues and care for individuals with mental health illnesses. Categories of mental health illness are discussed along with common therapies to treat them. The course addresses issues nurses will incorporate into their work environment to assist them in caring for individuals with special mental and emotional needs. The course will identify behavioral science concepts that relate to interpersonal relationships, communication, and cultural diversity. PREREQUISITES: CURRENT CNA CERTIFICATION and COMPLETION OF ALL GENERAL EDUCATION COURSES.

NRS 120 FUNDAMENTAL NURSING CLINICAL I**CREDITS: 2**

This course will emphasize laboratory and clinical experiences to enhance the learning process around basic human physiological needs. This course involves direct care for adults with a focus on performing clinical skills and conducting assessments. PREREQUISITES: CURRENT CNA CERTIFICATION and COMPLETION OF ALL GENERAL EDUCATION COURSES.

NRS 125 FUNDAMENTAL NURSING CLINICAL II**CREDITS: 2**

This course will focus on clinical experiences that include pharmacology, medical terminology, and nutrition. This course will involve passing medications, identifying signs and symptoms of different diseases, and learning the importance of nutrition and diet therapy in adults. PREREQUISITES: CURRENT CNA CERTIFICATION and COMPLETION OF ALL GENERAL EDUCATION COURSES.

NRS 130 FUNDAMENTAL NURSING CLINICAL III**CREDITS: 1**

This course will apply the nursing process and mental health nursing theory in the care of adults with mental illnesses. This course will stress the importance of milieu in the treatment of mental illnesses and the various contributions of the mental health treatment team. The course will focus on interpersonal relations, communication, and cultural diversity. PREREQUISITES: CURRENT CNA CERTIFICATION and COMPLETION OF ALL GENERAL EDUCATION COURSES.

NRS 135 TRANSITIONAL NURSING**CREDITS: 2**

This course will provide students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. This course will focus on the scope of practice for LPN's, legal and ethical basis of nursing practice, nursing history, and trends in nursing and healthcare delivery. PREREQUISITES: CURRENT CNA CERTIFICATION AND COMPLETION OF ALL GENERAL EDUCATION COURSES.

NRS 200 ADVANCED SKILLS LAB**CREDITS: 1**

This lab course focuses on nursing skills that emphasize care of patients with disease/disorders that include the following systems: nervous, respiratory, sensory, circulatory, urinary, gastrointestinal, endocrine, musculoskeletal, integumentary, and hematological. The lab will incorporate additional skills related to pharmacology and nutrition. PREREQUISITES: CURRENT CNA CERTIFICATION, COMPLETION OF ALL GENERAL EDUCATION COURSES, and NRS 100 FUNDAMENTAL SKILLS LAB.

NRS 205 ADVANCED NURSING PRACTICE I**CREDITS: 3**

This course will provide opportunities to develop competencies necessary to meet the needs of individuals in a safe, legal, and ethical manner using the nursing process. This course includes nursing theory with an emphasis on care of patients with disease/disorders of the following systems: nervous, sensory, respiratory, circulatory, urinary, gastrointestinal, endocrine, musculoskeletal, integumentary, and hematological. The nursing process is integrated into the study of each disease process. Specific information about applying for licensure and taking the NCLEX-PN is included. PREREQUISITES: CURRENT CNA CERTIFICATION, COMPLETION OF ALL GENERAL EDUCATION COURSES, and ALL FUNDAMENTAL NURSING PRACTICE COURSES.

NRS 210 ADVANCED NURSING PRACTICE II**CREDITS: 2**

This course includes nursing theory and the care of patients with a variety of disease/disorders with an emphasis on how pharmacology impacts the treatment outcomes, how medical terminology assists with disease identification, and the importance of

nutrition on the recovery process. PREREQUISITES: CURRENT CNA CERTIFICATION, COMPLETION OF ALL GENERAL EDUCATION COURSES, and ALL FUNDAMENTAL NURSING PRACTICE COURSES.

NRS 215 ADVANCED NURSING PRACTICE III

CREDITS: 2

This course focuses on the role of the student in meeting the physiological, psychosocial, cultural, and developmental needs of the maternal and child individuals. This course will introduce 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. PREREQUISITES: CURRENT CNA CERTIFICATION, COMPLETION OF ALL GENERAL EDUCATION COURSES, and ALL FUNDAMENTAL NURSING PRACTICE COURSES.

NRS 220 ADVANCED NURSING CLINICAL I

CREDITS: 2

This course is the clinical component of adult health nursing in which the students provide direct care to patients in a variety of acute, inpatient settings and in physician offices and outpatient care centers. The students utilize various components of the nursing process to design appropriate care for patients. PREREQUISITES: CURRENT CNA CERTIFICATION, COMPLETION OF ALL GENERAL EDUCATION, and ALL FUNDAMENTAL NURSING CLINICAL COURSES.

NRS 225 ADVANCED NURSING CLINICAL II

CREDITS: 2

This course is the clinical component of adult health nursing in which the students provide direct care to patient in a variety of acute inpatient settings. The student is expected to demonstrate ability to apply the concepts of critical thinking, communication, and promotion of safety with patients in the clinical setting. This course will focus on basic phlebotomy and IV infusion skills. PREREQUISITES: CURRENT CNA CERTIFICATION, COMPLETION OF ALL GENERAL EDUCATION COURSES, and ALL FUNDAMENTAL NURSING CLINICAL COURSES.

NRS 230 ADVANCED NURSING CLINICAL III

CREDITS: 1

This course includes the clinical experiences related to maternal and child health care. The clinical settings will vary but may include hospitals, clinics, and physician offices. Students will learn about growth and development, medications related to obstetrics and pediatrics, terminology, and nutritional aspects associated with children and pregnancy. PREREQUISITES: CURRENT CNA CERTIFICATION, COMPLETION OF ALL GENERAL EDUCATION COURSES, and ALL FUNDAMENTAL NURSING CLINICAL COURSES.

NRS 235 ADVANCED NURSING CLINICAL IV

CREDITS: 2

This course builds on previous course concepts of leadership and management. The student is expected to demonstrate ability to apply the concepts of critical thinking, communication, and promotion of safety with patients in the clinical setting. This course provides the opportunity for students to apply concepts of leadership and management while under the supervision of an RN instructor or RN/LPN preceptor. PREREQUISITES: CURRENT CNA CERTIFICATION, COMPLETION OF ALL GENERAL EDUCATION COURSES, and ALL FUNDAMENTAL NURSING CLINICAL COURSES.