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

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

WELCOME
STUDENT RESPONSIBILITY FOR CATALOG INFORMATION
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ADMISSION REQUIREMENTS
FINANCIAL AID
**WELCOME**

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

Western Dakota Tech is one of four state-supported postsecondary technical institutes in South Dakota. WDT offers 22 educational programs granting diplomas and Associate in Applied Science degrees. Programs range in length from nine months to two years. In addition, a wide variety of non-credit classes, workshops, professional programs, and seminars are available through the Corporate Education Center. Choose Western Dakota Tech today and learn for the 21st Century.

**MISSION**

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

**OBJECTIVES**

The 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.

The Institute will:

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

**PHILOSOPHY**

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

**VISION STATEMENT**

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

- WDT strives to provide a caring, nurturing, and disciplined learning environment for students of all ages and backgrounds, and does so by providing quality courses and programs, encouraging academic rigor, and maintaining a skilled, dedicated, and student-oriented faculty and professional staff.

- WDT strives to provide programs that lead to successful employment and career pathways for our graduates, by providing opportunities both for existing careers, and for new employment trends and opportunities.

- WDT strives to be a model civic partner by collaboratively engaging communities, organizations, and businesses in programs, projects, and activities that lead to improved economic development, greater levels of service, and enhanced quality of life.

- WDT strives to utilize the most effective teaching and learning technologies and strategies that enhance student skills and abilities now and into the future.

- WDT strives to build a community of lifelong learners of all ages and backgrounds throughout our service area, who have the skills and ability to understand and respond to a changing world and its impact on business, technology, economy, and workplace strategies.
WDT strives to reach its goals by operating in an ethical, open, and cost efficient manner in all of its programs and business affairs.

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

**Core Abilities**

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

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

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

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

1. **Life skills** - Means that an individual applies the principles of physical and psychological wellness to his or her life.
   a. Take responsibility for own behavior.
   b. Balance family, work, finances, and personal needs.
   c. Relate personal values and goals to the work environment.
   d. Recognize the importance of personal wellness.

2. **Analytical skills** - Means that the individual applies the principles and strategies of purposeful, active, and organized thinking.
   a. Evaluate technology.
   b. Identify problems.
   c. Apply an appropriate problem solving process.
   d. Make informed decisions.
   e. Respect others’ points of view.
   f. Differentiate fact from opinion.
   g. Experiment with original ideas.
   h. Accept ambiguity.

3. **Communication skills** - Means that an individual is able to apply appropriate writing, speaking, and listening skills in order to precisely convey information, ideas, and opinions.
   a. Use standard English principles (spelling, grammar, and structure).
   b. Use language and details appropriate to the level of audience.
   c. Check for accuracy.
   d. Present information in a readable form.
   e. Listen.

4. **Technology Skills** - Means that an individual possesses the knowledge and skills necessary to use a computer and other technology methods utilized within his or her chosen field.
   a. Use technology to communicate.
   b. Solve problems using technology.
   c. Use appropriate technology to manage information.
   d. Recognize the impact of technology.

5. **Teamwork techniques** - Means that an individual is capable of working with others to complete tasks, solve problems, and resolve conflicts.
   a. Demonstrate respect in relating to people.
   b. Cooperate and resolve conflicts effectively.
   c. Participate in shared problem solving.
6. **Social values** – Means that an individual possesses an awareness of differences in backgrounds and cultures, and demonstrates respect while working with different backgrounds/cultures.
   a. Acknowledge personal prejudices and biases.
   b. Appreciate perspectives of people outside own background/culture.
   c. Work collaboratively with persons from other backgrounds/cultures.

7. **Employability** – Means that an individual possesses and applies effective work habits and attitudes within the classroom or training situation.
   a. Manage time and work load.
   b. Attend classes as scheduled.
   c. Turn in quality work.
   d. Adhere to safety rules and regulations.
   e. Act professionally to fulfill job duties within chosen field.
   f. Demonstrate flexibility and self-directedness in learning.

**ACCREDITATION**

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

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

**CERTIFIED PROGRAMS**

Various professional organizations approve or certify certain programs. These include:

- Automotive Technology: National Automobile Technicians Education Foundation
- Collision Repair Technology: National Automobile Technicians Education Foundation
- Law Enforcement Technology: Seasonal Law Enforcement Training Program, National Park Service; State of South Dakota Law Enforcement Standards and Training Commission
- Paralegal: American Bar Association
- Pharmacy Technician: American Society of Health-System Pharmacists
- Practical Nursing: South Dakota Board of Nursing
- Welding/Manufacturing: American Welding Society
PROFESSIONAL MEMBERSHIPS

39 Club
American Association for Paralegal Educators
American Association of PA’s
American Association of Community Colleges
American Association of Medical Transcriptionists
American Association of University Women
American College Counseling Association
American Counseling Association
American Heart Association
American Legion Post 22
American Library Association
American Society of Health Systems Pharmacists
American Technical Education Association
American Welding Association
Association for Career and Technical Education
Associated General Contractors of South Dakota Building Chapter
AutoCAD Users Group International
Automotive Service Excellence
Black Hills Association of Education for Young Children
Black Hills Home Builders Association
Black Hills Legal Professionals
Black Hills Regional Job Fair
Black Hills Society for Human Resource Management
Black Hills Society of Trainers and Developers
Campus and Community Prevention Coalition
Council of North Central Two-Year Colleges
Dakota Association for College Admissions Counseling
Delta Kappa Gamma
Downtown Kiwanis-Rapid City
Front Porch Coalition (Suicide Prevention)
Girl Scouts of the Black Hills – Board of Directors
Hot Springs Chamber of Commerce
International Association Of Electrical Inspectors
Instructional Technology Council, AACC
International Association of Firefighters
Loss Team
National Vocational Ag Teachers Association
National Association for College Admissions Counseling
National Association of College Stores
National Association of Colleges and Employers
National Association of Health Unit Coordinators
National Association of Publicly Funded Truck Driving Schools
National Association of Agricultural Education
National Automotive Technicians Education Foundation
National Board of Certified Counselors, Inc.
National Center for Construction Research and Education
National Council of Teachers of English in Two-Year Colleges
National Tech Prep Network
North American Conference Auto Technology
North American Council of Automotive Teachers
Pharmacy Technician Educators Counsel
Rapid City Area Chamber of Commerce
Rapid City Area Economic Development Partnership
Rapid City Postal Customer Council
Rapid City Rotary Club
Rocky Mountain As. of Student Financial Aid Administrators
Skills USA
Society of Human Resources Management
South Dakota Advocacy Network for Women
South Dakota Association of Career & Technical Education
South Dakota Association of Child Care Directors
South Dakota Association of Pharmacy Technicians
South Dakota Association of Student Financial Aid Administrators
South Dakota Autobody Association
South Dakota Bar Association
South Dakota Career Planning & Placement Association
South Dakota Chamber of Commerce
South Dakota College Personnel Association
South Dakota Counseling Association
South Dakota Directors Association
South Dakota Education Association
South Dakota Emergency Medical Technician’s Assoc.
South Dakota Library Association
South Dakota Library Network
South Dakota LPN Association
South Dakota Mental Health Counseling Association
South Dakota Paralegal Association
South Dakota Pharmacy Technician Association
South Dakota School Counseling Association
South Dakota Society of CPA’s
South Dakota Vocational Agriculture Teachers Association
South Dakota Vocational Association
South Dakota Trucking Association
The Higher Learning Commission, a commission of the North Central Association of Colleges & Schools
The Network: Addressing Collegiate Alcohol and Other Drug Use
Tobacco Free – Rapid City
Tri State Bookstore Association
West River Counseling Association
Western South Dakota Child Protection Council
Women Work
**ADVISORY COMMITTEES**

Advisory Committees from business and industry represent the strong partnership Western Dakota Tech enjoys with the region and the Rapid City community. The committees meet at least twice a year with program instructors to discuss current job market trends, recent developments in the industry, 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 the Institute.

**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. Western Dakota Tech 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. The Marketing Department of Western Dakota Tech publishes the catalog. Western Dakota Tech reserves the right to make changes in courses and regulations published in this catalog and other publications without obligation or prior notice.

**TECH PREP**

South Dakota Tech Prep’s mission is to “prepare secondary and postsecondary students to live and work in the highly technical world of the 21st century through a rigorous education program that meets the performance standards of business and industry and provides the basis for the transition to additional education and/or the world of work.” Over forty schools in western South Dakota now participate through articulation agreements, consortium membership, career development, guidance, and advisory programs. Tech Prep goes wherever there are students, education professionals and parents motivated to prepare students for the world of the 21st century. For further information, refer to: (http://isd742.org/CTE/AspectsOfIndustry.pdf).

**Articulation**

Course articulation is the process by which one institution matches its courses or requirements to course work completed at another institution. Students use course articulation to assure that the courses they complete will not have to be repeated at the institution to which they are transferring.

Articulation agreements between individual secondary schools and Western Dakota Tech provide the opportunities for high school graduates to apply high school credits as credits toward technical institute graduation. In other words, an incoming high school graduate may not have to repeat or pay for a course or courses already completed in high school if that student can document a B average in articulated high school courses by submitting a transcript to WDT. For example, a student who has taken English, Algebra, Computer Applications, and Agricultural classes in a high school which has a current articulation agreement through Tech Prep could enroll at WDT with as many as 12 credits already completed. An added benefit to the student is that those articulatable credits can be used at any of the four technical institutes in the state.

Articulation agreement renewal is required every two years to ensure a match between secondary level coursework and postsecondary level coursework. These agreements are coordinated through the Western Dakota Tech Prep Consortium office at Western Dakota Tech. General information on articulation is available at the Tech Prep link (under the Future Students drop-down list on the home page) of the WDT website listed. (http://www.wdt.edu/techprep.aspx?id=98) and through the Tech Prep office. Specific information about courses listed on each school’s articulation agreement can also be found at the website link or through the Tech Prep office – Russell Poppen, director. Students interested in enrolling at WDT with articulated credit should contact the Admissions Coordinator in the Student Services office. The WDT catalog also identifies articulated courses in the description section of the catalog by the initials TP next to the number of credit hours.

**Professional Development**

High school teachers can earn college credit through a variety of Tech Prep activities which focus on career education, integrative curriculum, applied academics and methodology, and work-based learning experiences. Member schools in the Western Dakota Tech Prep Consortium can receive financial assistance in paying for the costs of sending teachers and counselors to these activities.
Today's constantly changing workplace demands the continual upgrading of skills and education. The Corporate Education Center helps meet those demands. The 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 Center can also customize courses to meet an individual business’ needs. Training may be accomplished both on site and off site. The 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 a South Dakota State CDL Testing Sponsor and provides Third Party Examinations for Class B commercial vehicles. The 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.
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, the Institute reserves the right to modify requirements, curricula offerings, and changes 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. The Institute also reserves the right to make changes in tuition, fees, admission requirements, and regulations without notice or obligation. The official program curricula are that contained in the master curricula file maintained in the Office of Curriculum and Instruction.

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. Western Dakota Tech supports rehabilitation of employees and students with substance abuse problems.

**STUDENT RIGHT TO KNOW & CAMPUS SECURITY ACT**

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

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

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

**STUDENT HANDBOOK**

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

**ATTENDANCE REQUIREMENTS**

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

**CANCELLATION OF CLASSES**

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

**TOBACCO FREE CAMPUS**

Western Dakota Tech policy prohibits the use of any tobacco products inside any Institute building or while involved in any education and/or training activity. Smoking is allowed in designated areas only.

**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 e-mail address.
6. Permanent home address.
7. Participation in officially recognized activities and sports.

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

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

**Student Services**

- **Library**
- **Legal Resource Center**
- **Child Development Center**
- **Bookstore**
- **Dakota Grill**
- **Career Services**
- **Academic Preparation**
- **Academic Assistance Center**
- **Disability Services**
- **Special Services Program**
- **Counseling Services**
The mission of WDT Library is to provide materials, informational resources and services to support programs of higher learning at WDT. To assist students in pursuit of research information with resources to meet their educational, professional and personal needs.

Welcome to the campus library located on the 2nd floor of the Mickelson Building for your research, quiet study or use of computer lab. The library is open to students of WDT during the operational hours: Monday-Thursday: 7:30am-7:00pm and Friday: 7:30am-4:00pm. Daily summer hours: 7:30am-4:00pm.

Library classes are offered throughout the semester upon request through your instructor. Our classes offer instruction in finding primary resources to support your assignment and class projects, evaluating resources, researching databases, requesting materials, and using the library catalog. The library does not charge for library cards and currently does not charge a fee for interlibrary loans in South Dakota.

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

Western Dakota Tech operates a childcare facility on campus. The Center is a state licensed facility able to care for 75 children between the ages of 4 weeks and 10 years. This quality care is available at a reasonable fee and promotes the intellectual, social, emotional, and physical development of the child. Activities are based on the child's interests and developmental needs. Enrollment is limited to the children of Western Dakota Tech students and staff. For more information regarding fees and openings, contact the Center Director at 394-5488.

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

WDT’s Dakota Grill provides food service from with a daily menu including breakfast from 7:00 am to 10:30 am, lunch specials, and a variety of short orders from 10:30 am until 1:30 pm. The short order grill closes 12:30 pm. Catering services will also be provided as requested and approved. Vending machines, a microwave and a refrigerator are available in the both the Mickelson and Rushmore commons areas.

Western Dakota Tech’s Career Services office is committed to serving our students, alumni, and the employers who hire our graduates. Western Dakota Tech’s graduates enter the job market equipped with the most advanced technical skills available in their chosen profession. Overall, WDT graduates find employment directly related to their program at a rate significantly higher than the national average (88% vs. 82%). 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.

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

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

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

**Counseling Services**
The counseling services’ mission is to provide quality counseling and guidance to students at WDT, tailored to each unique individual’s circumstances and needs, while maintaining a healthy perspective in their physical, mental, emotional, educational, and social well-being.
School organization membership is encouraged. Social, civic, and service projects foster a broadened appreciation of the world outside the classroom and enhance the personal development of the student. Business, health, and industrial leaders recognize the value of club participation in identifying leadership potential in their prospective employees. Activities that supplement the regular curricula offerings contribute to the educational, cultural, and physical well being of the students. Organized activities are provided for student cooperation and competition in individual or group efforts and allow for the demonstration of students' talents.

**BUSINESS MANAGEMENT AND MARKETING CAREER ENHANCEMENT CLUB**

**CONSTRUCTION TRADES CLUB**

**EAGLE FEATHER SOCIETY**

**ELECTRONICS CLUB**

**FIRE SCIENCE CLUB**

**INDUSTRIAL ELECTRONICS CLUB**

**NON-TRADITIONAL STUDENT ORGANIZATION**

**PARALEGAL CLUB**

**SKILLS USA**

**STUDENT AMBASSADORS**

**STUDENT CHAPTER OF THE BLACK HILLS HOMEBUILDERS ASSOCIATION**

**STUDENT GOVERNMENT ASSOCIATION**

**WELDING MANUFACTURING SKILLS CLUB**

**WOMEN IN NON-TRADITIONAL EMPLOYMENT ROLES**
BUSINESS MANAGEMENT AND MARKETING CAREER ENHANCEMENT CLUB
The purpose of the BM&M Career Enhancement Club is to engage students in social activities and etiquette activities that will enhance their careers. The club strives to help students with professional development through activities that enhance their social awareness and etiquette skills while promoting community involvement.

CONSTRUCTION TRADES CLUB
Membership is open to any member of the Construction Trades department. Students work on projects to raise funds for equipment, field trips, and scholarships.

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

ELECTRONICS CLUB
The Electronics Club was organized by the electronics faculty and students in 2004. The club exists to promote and further the technical and social aspects of electronics and computing in the community by providing a forum for the exchange of information and ideas through formal talks, training, visits, field events, competitions and group discussions. Membership is open to any person who is interested in electronics or a related computer subject and wishes to take part in and contribute to club activities.

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

INDUSTRIAL ELECTRONICS CLUB
Membership is open to any member of the Industrial Electronics program. Students sponsor fund-raising projects and use the funds for field trips and end-of-semester activities.

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

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

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

STUDENT AMBASSADORS
Student ambassadors support the Admissions Office throughout the year. Their duties include leading campus tours, visiting with potential students, assisting with special events, and prospective student callbacks. This group of students is selected and trained by the admissions staff. These are paid positions.

STUDENT CHAPTER OF THE BLACK HILLS HOME BUILDERS ASSOCIATION
The membership to the student chapter of the Black Hills Home Builders Association is open to any student of the construction trades programs. Its purpose is to establish and maintain student involvement within the construction community. This is accomplished through a variety of fund-raising activities, field trips, and construction projects.
**STUDENT GOVERNMENT ASSOCIATION**

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

**WELDING MANUFACTURING SKILLS CLUB**

This club is open to all Welding/Manufacturing students with a goal of 100% student participation. Students will pay a minimal fee and have opportunities to earn money through fund-raising projects and donations that will allow them to participate in various competitions and related fun activities.

**WOMEN IN NON-TRADITIONAL EMPLOYMENT ROLES (WINTER)**

Women in Non-Traditional Employment Roles (winter) is devoted to the support, role modeling and mentoring of female students enrolled in non-traditional programs at WDT. Female students in the following programs are encouraged to join: Agriculture Resources Technology, Carpentry, Collision Repair Technology, Computer Aided Drafting, Computer Networking, Electronic Technology, Field Engineering Tech, Fire Science, Industrial Electronics, Law Enforcement Technology, Transportation Technology – Heavy and Light Duty, and Welding Manufacturing.
ADMISSION REQUIREMENTS

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

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

FEDERAL ABILITY TO BENEFIT REGULATIONS
APPLICATION PROCEDURE
ON-LINE APPLICATION PROCEDURE
PRE-ENROLLMENT ASSESSMENT
HOME-SCHOoled STUDENTS
SPECIAL ADMISSIONS PROCEDURES
ACCEPTANCE
ACADEMIC COUNSELING
ADVISEMENT
ADVANCED STANDING
TRANSFER CREDITS
CREDIT BY EXAM/LIFE EXPERIENCE REGISTRATION
WITHDRAWAL REFUNDS
TEXTBOOKS & TOOLS
NOTEBOOK COMPUTERS
ACADEMIC RECORDS
GRADUATION
GRADING SYSTEM
GENERAL EDUCATION REQUIREMENTS
HOUSING
FEDERAL ABILITY TO BENEFIT REGULATIONS
Federal regulations, resulting from a law passed in November, 1990, require students enrolling in post-high school vocational-technical education be high school graduates, have a GED, or prove ability to benefit from post-high school education by achieving a satisfactory level on a federally approved test. The regulations also require that someone administer the test without connection to the institution of intended enrollment.

APPLICATION PROCEDURE
EARLY APPLICATION IS RECOMMENDED FOR ALL PROGRAMS. All applicants seeking admission to Western Dakota Tech must provide the Admissions Office with the following:
1. A completed application form accompanied by a non-refundable application fee.
2. An official high school transcript or equivalent certificate.
3. An official copy of all postsecondary transcripts. Students must submit a transcript from each institution attended even if classes from one institution appear on a transcript from another institution of higher education.

ON-LINE APPLICATION PROCEDURE
The admissions process for online students is the same for on campus. All applicants seeking admissions to Western Dakota Tech must provide the Admissions Office with the following:
1. A completed application form accompanied by a non-refundable application fee.
2. An official high school transcript or equivalent certificate.
3. An official copy of all postsecondary transcripts. Students must submit a transcript from each institution attended even if classes from one institution appear on a transcript from another institution of higher education.

Western Dakota Tech offers the following online programs:
- Agriculture Resources Technology emphasis in Business
- Agriculture Resources Technology emphasis in Equine Management
- Agriculture Resources Technology emphasis in Natural Resources
- Agriculture Resources Technology emphasis in Ranch Management

PRE-ENROLLMENT ASSESSMENT
A pre-enrollment assessment is required of all individuals seeking admission into a program at WDT. The COMPASS is administered during the initial stages of the application process. Individuals who have taken the SAT or ACT within the past five years may be able to waive the COMPASS if their composite score is adequate. Desired academic credentials for admission include one of the following:
1. Transferring from a postsecondary institution with a total of 35 credits and a 2.5 cumulative GPA or above.
2. A composite ACT score of 18 or above; or a total score on the SAT of 860 or above; or acceptable COMPASS scores.

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

HOME-SCHOOLED STUDENTS
Western Dakota Tech welcomes applications from home-schooled students wishing to pursue a technical education. WDT requires all applicants to demonstrate the ability to benefit from instruction at the Institute. This is accomplished by one of the following methods:
1. Submit a transcript of standardized instruction from a nationally recognized home-school organization
2. Submit a transcript of classes completed, along with a certificate of registration with the school district in which the student lives.
3. Submit your GED as evidence of completing a commonly accepted body of secondary course work.

Additionally, applicants must satisfactorily complete the standard admissions steps, such as completing a COMPASS through Western Dakota Tech or by submitting a qualifying ACT or SAT composite score. The ACT and SAT are administered independently of local school systems and are open to anyone.
**SPECIAL ADMISSIONS PROCEDURES**

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

Phlebotomy/Laboratory Assistant, Practical Nursing, and Surgical Technology applications are accepted until March 31 each year.

1. Applicants must submit a high school transcript or GED certificate and any transcripts from other institutions of higher education.
2. Applicants will be scheduled to take the NET or HOBET exam, particular to this profession. Because it includes academic readiness assessment, the COMPASS is not required and the ACT scores, if available, are not considered in lieu of the NET or HOBET.
3. Admissions personnel will designate test dates for the NET and HOBET.
4. Students will be accepted based upon test results and contents of the applicant file.
5. Individual interviews may be scheduled for the Nursing program.
6. A waiting list will be established as soon as the maximum number of accepted applicants has confirmed.

**ACCEPTANCE**

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

**ACADEMIC COUNSELING**

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

**ADVICEMENT**

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

**ADVANCED STANDING**

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

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

**TRANSFER CREDITS**

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

**CREDIT BY EXAM/LIFE EXPERIENCE**

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

Registration is the process of enrolling in classes. Students may register in either the day or evening program on a full- or part-time basis. A full-time student is someone registered for 12 or more credit hours during a 16-week semester or 8-week summer session. A standard full-time schedule is generally 18 credits each semester. Students wishing to schedule 21 credits or more any one semester must have the recommendation of their advisor and approval of the Registrar.

A part-time student is one enrolled in less than 12 credit hours per semester or summer session. Class size is restricted in many programs and priority is given to fulltime students, especially for daytime classes. If a student is registering for on-line 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 or a class instructor for support questions.

WITHDRAWAL REFUNDS

Tuition and fees are refunded when a request is initiated by the student, according to the schedule established by the Institute. The refund policy is subject to change. Current refund schedules are available from the Student Services Office and are published in the Financial Aid Handbook. If a student finds it necessary to withdraw from school, the student must contact the WDT Counselor located in Student Services. Many problems that students encounter that may affect their status as a student may be resolved after working with a Student Services counselor.

TEXTBOOKS & TOOLS

Students are required to purchase their own textbooks, tools, 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. Western Dakota Tech 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.”

NOTEBOOK COMPUTERS

Students in Agricultural Resource Technology, Accounting, Business Marketing & Management, Computer Networking Systems, Computer Aided Drafting, Transportation Technology and Paralegal are required to have a wireless notebook computer. WDT provides leased computers to students in these programs. The leased computers will have the appropriate software for the program and will be maintained by the WDT Help Desk. Students are not required to lease their computer from WDT. Prior to purchasing a computer to fulfill this requirement, students will contact the Help Desk to ensure they understand the specifications and software requirements for their program and will pay an internet access fee. Computers not leased from WDT will be assessed a wireless network fee.

ACADEMIC RECORDS

A transcript is a record of courses taken, credits received, grades earned, and the grade point average while attending WDT. Also listed on the transcript are credit hours transferred from other institutions or gained through advanced standing. Transcripts are usually required when students are applying for scholarships, employment, or admission to other schools. Students are encouraged to review their transcript and keep a record of courses, credit hours, and grades for work completed. Students may receive a copy of their transcript by completing a Transcript Request Form, paying a generation fee, and submitting it to the Student 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 and a Student Services counselor. Students must complete at least 50% of the course work at WDT in order to receive a diploma or degree. Advanced standing does not count as work completed. All requests for transfer of credit from a higher education institution must be received by midterm of the final semester of a student’s enrollment to qualify for graduation at the end of that term.
**GRADING SYSTEM**

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

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

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

**GENERAL EDUCATION REQUIREMENTS**

The general education program at Western Dakota Tech is designed to help students develop the knowledge and skills that will contribute to their intellectual, personal, and professional growth and place them on a path of lifelong learning. General Education provides the skills that employers demand in today’s world and the core abilities needed to be knowledge workers in a global society. All students are required to successfully complete the prescribed courses in mathematics, behavioral science, computer literacy, social science, and communications. Additional general education courses are required for programs that grant Associate in Applied Science degrees. Credit may be allowed for previous postsecondary education in these areas. Documentation of previous education in these areas must be provided to the Student Services Office for approval prior to scheduling courses.

**HOUSING**

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

WDT has a formal agreement with National American University (NAU) located in downtown Rapid City that allows WDT students to live in the NAU residence halls. Fees are established by NAU. Contact Student Services at WDT for more information.
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 to the US Department of Education.

The FAFSA is available from your high school guidance office or the Western Dakota Tech Financial Aid Office. Completing the application on the Internet, at www.fafsa.ed.gov, is much faster than mailing the application.

**FINANCIAL AID**

**STEPS TO APPLY**

**STUDENT CONSUMER INFORMATION**

**FUNDING SOURCES**

- **FEDERAL STUDENT FINANCIAL AID**
- **FEDERAL PELL GRANT**
- **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**
- **ACADEMIC COMPETITIVENESS GRANT PROGRAM**
- **FEDERAL WORK STUDY**
- **FEDERAL STAFFORD SUBSIDIZED STUDENT LOAN**
- **FEDERAL STAFFORD UNSUBSIDIZED STUDENT LOAN**
- **PARENT LOANS FOR UNDERGRADUATE STUDENTS**

**OTHER FINANCIAL AID**

- **BUREAU OF INDIAN AFFAIRS WORKFORCE INVESTMENT ACT**
- **NATIONAL GUARD BENEFITS**
- **MIGRANT & SEASONAL FARM WORKERS PROGRAM**
- **SCHOLARSHIPS**
- **SERVICE TO THE VISUALLY IMPAIRED**
- **SPECIAL SERVICES OFFICE**
- **VETERAN’S ADMINISTRATION**
- ** VOCATIONAL REHABILITATION**

**ONLINE FINANCIAL AID INFORMATION**
STEPS TO APPLY
To be considered for the Federal Pell Grant, FSEOG, ACG, Federal Work Study, or Federal Student Loans, follow these steps:
1. Apply for admission to a program at WDT. Students who have not earned a high school diploma or GED certificate may qualify for financial aid if they can demonstrate ability to benefit.
2. Submit a Free Application for Federal Student Aid (FAFSA). You must submit the application on the Internet at www.fafsa.ed.gov.
3. The Financial Aid Office will contact you by mail for any additional information before determining your eligibility for financial aid.
4. The Financial Aid Office will e-mail an Official Award Notification outlining available financial aid.
5. If you expect to receive funding from a third party (i.e.: WIA, BIA) you must contact the organization. Third party funding agencies normally require information gathered in Steps 2 and 3.

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, ACG, FWS, and Federal Stafford 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.

FUNDING SOURCES

Federal Student Financial Aid
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.

Academic Competitiveness Grant Program (ACG)
This grant program is intended for fulltime students who are Pell eligible and have completed a rigorous secondary school program of study. First-year students cannot have been previously enrolled in a program of undergraduate education, and second year students must have earned at least a 3.0 GPA. An ACG grant may range from $750 for a first-year student to $1,350 for a second-year student.
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 Stafford 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 (bank or credit union). 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 lending institution each term makes disbursement of loan funds. The WDT Student Accounts Coordinator releases the loan checks after the student has attended a required entrance counseling session and/or classes. Disbursements of Stafford Loan checks are usually scheduled for registration days. Enrollment for less than a full academic year may result in prorating loan amounts.

Federal Stafford Unsubsidized Student Loan
These loans are the same as the Stafford Subsidized loan, with the following exceptions:

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

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

Other Student Financial Aid

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

Workforce Investment Act (WIA)
WIA established a program to provide comprehensive services, which include the training, education, and other services needed to enable individuals to secure and retain employment. Eligible students may receive financial assistance in meeting direct school costs at Western Dakota Tech. To determine eligibility, check with your area South Dakota Career Center representative.
National Guard Benefits
Members of the South Dakota National Guard may be eligible for educational benefits. Students should contact their unit to determine eligibility and certification procedures. The Financial Aid Office at Western Dakota Tech will accept tuition certification forms from eligible students each term until the date for submission of the roster to the state. This date will be listed in student announcements each term. No certification will be honored after that date. The student will forfeit the benefit for the term in progress; he/she may submit the request for the tuition waiver for the next term before the date stated for submission of the roster.

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

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

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

Special Services Office
This program provides resource and referral to first generation college students, single parents, displaced homemakers, minority students, single pregnant women, and nontraditional students. Limited emergency assistance may be available. In order to determine eligibility, students must contact their local office of the Special Services Coordinator.

Veteran’s Administration (VA)
Veterans, members of the National Guard, and/or dependents of veterans who are disabled or deceased may qualify for educational financial assistance through the Veteran’s Administration. Since the regulations regarding eligibility are quite extensive and many times need interpretation, the student is referred to the Veteran’s Administration Center, Box 5046, Sioux Falls, SD 57117, 1-800-827-1000, or contacts your local County Veteran’s Service Office for more information. The Rapid City Veteran’s Service Officer located in the Public Service Building, 725 North La Crosse Street, Rapid City, SD 57701, 605-394-2260.

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.

On-Line 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 web sites are maintained by a variety of institutions, professional organizations, and governmental agencies. Visit Western Dakota Tech’s Financial Aid (www.wdt.edu) web page for important links.
GENERAL EDUCATION

GENERAL EDUCATION PHILOSOPHY

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

**Specifically, knowledge workers will:**

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

**Student Learning Outcomes:**

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

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

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

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

Communication courses include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENGL 102</td>
<td>Career Communications</td>
<td>(2 credits)</td>
</tr>
</tbody>
</table>

Computer courses available include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100</td>
<td>Intro to Keyboarding</td>
<td>(1 credit)</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Microcomputer Software Applications I</td>
<td>(3 credits)</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Microcomputer Software Applications II</td>
<td>(3 credits)</td>
</tr>
<tr>
<td>CIS 109</td>
<td>Word I</td>
<td>(1 credit)</td>
</tr>
<tr>
<td>CIS 111</td>
<td>Word II</td>
<td>(1 credit)</td>
</tr>
<tr>
<td>CIS 112</td>
<td>Excel I</td>
<td>(1 credit)</td>
</tr>
<tr>
<td>CIS 113</td>
<td>Excel II</td>
<td>(1 credit)</td>
</tr>
<tr>
<td>CIS 114</td>
<td>PowerPoint I</td>
<td>(1 credit)</td>
</tr>
<tr>
<td>CIS 115</td>
<td>PowerPoint II</td>
<td>(1 credit)</td>
</tr>
<tr>
<td>CIS 116</td>
<td>Access I</td>
<td>(1 credit)</td>
</tr>
<tr>
<td>CIS 117</td>
<td>Access II</td>
<td>(1 credit)</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Publisher I</td>
<td>(1 credit)</td>
</tr>
<tr>
<td>CIS 120</td>
<td>Multimedia Design</td>
<td>(1 credit)</td>
</tr>
</tbody>
</table>

Mathematic courses available include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 090</td>
<td>Basic Mathematics</td>
<td>(2 credits)</td>
</tr>
</tbody>
</table>

Behavior science courses available include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 103</td>
<td>Human Relations in the Work Place</td>
<td>(3 credits)</td>
</tr>
</tbody>
</table>

* Individual programs may require additional credits or higher-level course.
Students pursuing the Associate in Applied Science Degree are required to complete a minimum of 18* credits in general education in five subject areas. Students have the following options in choosing general education courses:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Credits Required</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communications</strong></td>
<td>6</td>
<td>ENGL 101</td>
<td>Composition I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENGL 201</td>
<td>Technical Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENGL 202</td>
<td>Technical Communications*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPCM 101</td>
<td>Fundamentals of Speech</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>3</td>
<td>MTH 100</td>
<td>Basic Algebra</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 101</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 102</td>
<td>College Algebra</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 104</td>
<td>Technical Math</td>
</tr>
<tr>
<td></td>
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<td>MATH 112</td>
<td>Business Math</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 120</td>
<td>Trigonometry</td>
</tr>
<tr>
<td><strong>Computer Literacy</strong></td>
<td>3</td>
<td>CIS 100</td>
<td>Intro to Keyboarding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CIS 105</td>
<td>Microcomputer Software Applications I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CIS 106</td>
<td>Microcomputer Software Applications II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CIS 109</td>
<td>Word I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CIS 111</td>
<td>Word II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CIS 112</td>
<td>Excel I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CIS 113</td>
<td>Excel II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CIS 114</td>
<td>PowerPoint I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CIS 115</td>
<td>PowerPoint II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CIS 116</td>
<td>Access I</td>
</tr>
<tr>
<td></td>
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<td>CIS 117</td>
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<tr>
<td></td>
<td></td>
<td>CIS 120</td>
<td>Multimedia Design</td>
</tr>
<tr>
<td><strong>Behavioral Science</strong></td>
<td>3</td>
<td>PSYC 101</td>
<td>General Psychology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSYC 103</td>
<td>Human Relations in the Work Place</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>3</td>
<td>ECN 201</td>
<td>Principles of Economics (Micro)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ECN 202</td>
<td>Principles of Economics (Macro)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOC 100</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>

* Individual programs may require additional credits or higher-level course.
**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 a low computer skills will be required to complete CIS 090 Introduction to Computers (1 credit) *before* proceeding into any CIS 100+ course.

2. 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.

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

4. Students pursuing the AAS Degree with low placement test scores in reading or writing will be required to complete:
   ENGL 091 Basic Writing (2 credits) *before* entering ENGL 101 composition, ENGL 201 Technical Writing or ENGL 202 Technical Communications.

5. Students may be advised to take the Pre-Tech workshop during the summer session before entering a program. Pre-Tech is an intensive academic review workshop designed to help students improve test scores in reading, comprehension, study skills, and math. At the conclusion of the Pre-Tech week, students will be re-tested to determine their academic progress. The Admissions office has more information.
Technical programs at Western Dakota Tech offer a wide array of career options. Students attending WDT know that they can receive the right training that may lead 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 not only with today’s job requirements, but also with 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.

At Western Dakota Tech, each credit course within an eligible Title IV program may be substituted in the Institute’s AAS programs, which are two academic years in length. The number of restrictive electives to be transferred into any of the AAS programs may be limited, dependent upon the specific requirements of the program.

This section contains an overview of each program along with the program outlines for each department. Program and general education course descriptions are located under Course Descriptions.

PROGRAMS

ACCOUNTING
ADMINISTRATIVE SERVICES
AG RESOURCES TECHNOLOGY
ALLIED HEALTH
BUSINESS MANAGEMENT & MARKETING
CARPENTRY
COLLISION REPAIR TECHNOLOGY
COMPUTER-AIDED DRAFTING TECHNICIAN
COMPUTER NETWORKING SPECIALIST
DISABLED/HUMAN SERVICES TECHNICIAN
ELECTRONICS & COMPUTER TECHNICIAN
FIELD ENGINEERING TECHNICIAN
FIRE SCIENCE
HEALTH UNIT COORDINATOR/PATIENT CARE TECHNICIAN
INDUSTRIAL ELECTRONICS
LAW ENFORCEMENT TECHNOLOGY
MEDICAL ADMINISTRATIVE SERVICES
MEDICAL TRANSCRIPTIONIST
PARALEGAL/LEGAL ASSISTANT
PHARMACY TECHNOLOGY
PHLEBOTOMY/LABORATORY ASSISTANT
PRACTICAL NURSING
SURGICAL TECHNOLOGY
TRANSPORTATION TECHNOLOGY
WELDING MANUFACTURING
The Accounting program will prepare students for entry-level positions in accounting-related employment opportunities by providing them with technical skills as well as social skills.

Because accountants and bookkeepers are an organization’s financial record keepers and assistants to management, graduation from this two-year course 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.

Notebook computer required, see page 25 for details.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100</td>
<td>INTRODUCTION TO KEYBOARDING</td>
<td>1</td>
</tr>
<tr>
<td>CIS 109</td>
<td>WORD, LEVEL I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 112</td>
<td>EXCEL, LEVEL I</td>
<td>1</td>
</tr>
<tr>
<td>ECN 202</td>
<td>PRINCIPLES OF ECONOMICS (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>COMPOSITION*</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 202</td>
<td>TECHNICAL COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>INTERMEDIATE ALGEBRA**</td>
<td>3</td>
</tr>
<tr>
<td>ORT 010</td>
<td>ORIENTATION</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>GENERAL PSYCHOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>SPCM 101</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>22</strong></td>
</tr>
</tbody>
</table>

**Technical Requirements**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 210</td>
<td>PRINCIPLES OF ACCOUNTING I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 211</td>
<td>PRINCIPLES OF ACCOUNTING II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 212</td>
<td>INTERMEDIATE ACCOUNTING I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 213</td>
<td>INTERMEDIATE ACCOUNTING II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 215</td>
<td>PAYROLL ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 218</td>
<td>TAX ACCOUNTING I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 223</td>
<td>MANAGERIAL ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 227</td>
<td>EXCEL FOR ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 228</td>
<td>QUICKBOOKS ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 229</td>
<td>PEACHTREE ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 290</td>
<td>INTERNSHIP</td>
<td>3</td>
</tr>
<tr>
<td>BUS 140</td>
<td>BUSINESS LAW</td>
<td>3</td>
</tr>
<tr>
<td>BUS 210</td>
<td>SUPERVISORY MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>BUS 224</td>
<td>PERSONAL FINANCE</td>
<td>3</td>
</tr>
<tr>
<td>COC 114</td>
<td>BOOKKEEPING APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>49</strong></td>
</tr>
</tbody>
</table>

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

**Semester Breakdown**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>CR</th>
<th>Second Semester</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 210</td>
<td>4</td>
<td>ACCT 211</td>
<td>4</td>
</tr>
<tr>
<td>COC 114</td>
<td>3</td>
<td>BUS 210</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>1</td>
<td>BUS 140</td>
<td>3</td>
</tr>
<tr>
<td>CIS 109</td>
<td>1</td>
<td>ECN 202</td>
<td>3</td>
</tr>
<tr>
<td>CIS 112</td>
<td>1</td>
<td>PSYC 101</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
<td>SPCM 101</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>3</td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>19</strong></td>
</tr>
<tr>
<td>ORT 010</td>
<td>1</td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>CR</th>
<th>Fourth Semester</th>
<th>CR</th>
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</thead>
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<tr>
<td>ACCT 212</td>
<td>4</td>
<td>ACCT 213</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 215</td>
<td>3</td>
<td>ACCT 227</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 218</td>
<td>3</td>
<td>ACCT 223</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 228</td>
<td>3</td>
<td>ACCT 229</td>
<td>3</td>
</tr>
<tr>
<td>BUS 224</td>
<td>3</td>
<td>ACCT 290</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 202</td>
<td>3</td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>19</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Administrative Services

Diploma, 36 Credit Hours, 9-Month Program

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

Course No. | Course Title | Credits
---|---|---
CIS 109 | WORD, LEVEL I | 1
CIS 112 | EXCEL, LEVEL I | 1
CIS 113 | EXCEL, LEVEL II | 1
CIS 114 | POWERPOINT, LEVEL I | 1
CIS 116 | ACCESS, LEVEL I | 1
CIS 111 | WORD, LEVEL II | 1
ENGL 010 | BASIC ENGLISH | 3
ENGL 102 | CAREER COMMUNICATIONS | 2
MATH 090 | BASIC MATHEMATICS | 2
ORT 010 | ORIENTATION | 1
PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | 3

Total | 17

Technical Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>
BUS 130 | BUSINESS COMMUNICATIONS | 4 |
COC 110 | KEYBOARDING I | 3 |
COC 114 | BOOKKEEPING APPLICATIONS | 3 |
COC 120 | KEYBOARDING II | 3 |
COC 132 | RECORDS MANAGEMENT | 3 |
ELECTIVE | | 3 |

Total | 19

Semester Breakdown

<table>
<thead>
<tr>
<th>First Semester</th>
<th>CR</th>
<th>Second Semester</th>
<th>CR</th>
</tr>
</thead>
</table>
COC 110 | Keyboarding I | 3 | BUS 130 | Business Communications | 4 |
COC 114 | Bookkeeping Applications | 3 | COC 120 | Keyboarding II | 3 |
COC 132 | Records Management | 3 | CIS 111 | Word, Level II | 1 |
CIS 109 | Word, Level I | 1 | CIS 113 | Excel, Level II | 1 |
CIS 112 | Excel, Level I | 1 | CIS 116 | Access, Level I | 1 |
CIS 114 | PowerPoint, Level I | 1 | ENGL 102 | Career Communications | 2 |
ENGL 010 | Basic English | 3 | MATH 090 | Basic Mathematics | 2 |
ORT 010 | Orientation | 1 | PSYC 103 | Human Relations in the Workplace | 3 |
ELECTIVE | | 3 | | |

Total Credit Hours | 19 | Total Credit Hours | 17 |
To prepare students for entry-level career positions within the agricultural industry for all current program offerings as well as newly emerging agricultural careers as identified by industry.

The Agriculture Resources Technology program offers a diverse curriculum while simultaneously allowing for specialization in an area of interest. Students may choose one of four career tracks while in the program as a specialized area of interest: equine management, agri-business, ranch/farm management, or natural resources. Agriculture is a modern industry requiring increasingly complex, scientific, business, and financial knowledge. Ranchers must try to anticipate and track changes in the supply of and demand for their livestock, with the ultimate goal of maximizing financial returns.

**Agriculture Businesses (71 credits)** are an integral part of the agriculture industry. The Agriculture Resources Technology program offers a diverse curriculum with the opportunity to specialize in Ag business. Ag Business unlocks the best of both worlds of agriculture and business. Whether they are selling, managing, working in a retail store, or selling to farmers/ranchers door-to-door, this degree will give students the skills they need in the agriculture industry. Employment opportunities are varied. Not only can graduates find employment in the traditional agriculture arenas but also in related fields.

**Farm and Ranch Management (69 credits)** is America’s backbone. American farmers, ranchers, and agricultural managers direct the activities of one of the world’s largest and most productive agricultural sectors. They produce enough food and fiber to meet the needs of the United States and produce a surplus for export. The Agriculture Resources Technology program offers a diverse curriculum with the opportunity to specialize in farm and ranch management. Modern farming required knowledge of new developments in agriculture. Developments in value-added marketing and organic farming are making small-scale farming economically viable again. Employment opportunities are endless. Not only can graduates find employment in the traditional agriculture arenas, but also in related fields.

**Natural Resources (70 credits)** are an integral part of the agriculture industry. The Agriculture Resources Technology program offers a diverse curriculum with the opportunity to specialize in natural resources. The nation’s forests and rangelands are rich natural resources, providing beauty and tranquility, varied recreational areas, and wood for commercial use. Managing forests and rangelands requires many different kinds of workers. Forest and conservation workers help develop, maintain, and protect the forests by growing and planting new seedlings, fighting insects and diseases that attack trees, and helping to control soil erosion. Employment opportunities are endless. Not only can graduates find employment in the traditional agriculture arenas, but also in related fields.

**Equine Management, Management Tract (68 credits)** combines equine studies with course work in business and agriculture to teach students the skills required for the care and management of horses and the efficient running of an equine-related business. Equine Management offers a wide choice of careers in the multi-billion dollar horse industry. Plus, all of the equine courses are online through the Global Equine Academy. Employment opportunities are growing faster than average through 2012. Graduates can work in a variety of jobs such as a horse trainer, barn manager, veterinarian assistant, farm manager, equine product salesperson, racetrack manager, or as an events coordinator.

**Equine Management, Riding Tract (70 credits)** combines equine studies with course work in business and agriculture to teach students the skills required for the care and management of horses and the efficient running of an equine-related business. Equine Management offers a wide choice of careers in the multi-billion dollar horse industry. Plus, all of the equine courses are online through the Global Equine Academy. Employment opportunities are growing faster than average through 2012. Graduates can work in a variety of jobs such as a horse trainer, barn manager, veterinarian assistant, farm manager, equine product salesperson, racetrack manager, or as an events coordinator.

*Notebook computer required, see page 25 for details.*
<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 109</td>
<td>WORD LEVEL I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 111</td>
<td>WORD LEVEL II</td>
<td>1</td>
</tr>
<tr>
<td>CIS 112</td>
<td>EXCEL LEVEL I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 113</td>
<td>EXCEL LEVEL II</td>
<td>1</td>
</tr>
<tr>
<td>CIS 114</td>
<td>POWERPOINT LEVEL I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 118</td>
<td>PUBLISHER</td>
<td>1</td>
</tr>
<tr>
<td>ECN 202</td>
<td>PRINCIPLES OF ECONOMICS (MACRO) or</td>
<td>3</td>
</tr>
<tr>
<td>SOC 100</td>
<td>INTRO TO SOCIOLOGY</td>
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</tr>
<tr>
<td>ENGL 101</td>
<td>COMPOSITION*</td>
<td>3</td>
</tr>
<tr>
<td>MATH 104</td>
<td>TECHNICAL MATHEMATICS**</td>
<td>3</td>
</tr>
<tr>
<td>ORT 010</td>
<td>ORIENTATION</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 103</td>
<td>HUMAN RELATIONS IN THE WORKPLACE</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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<td>19</td>
</tr>
</tbody>
</table>

### Technical Requirements for Ag Business, Ranch Management and Natural Resources Option

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGB 110</td>
<td>ACCOUNTING FOR AG BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>AGB 111</td>
<td>AGRICULTURE BUSINESS MANAGEMENT I</td>
<td>3</td>
</tr>
<tr>
<td>AGB 116</td>
<td>LEADERSHIP PRACTICUM</td>
<td>1</td>
</tr>
<tr>
<td>AGB 120</td>
<td>AG BANKING</td>
<td>3</td>
</tr>
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*Prerequisite: Acceptable COMPASS score or Basic Writing

**Prerequisite: Acceptable COMPASS score or Basic Math

**Semester Breakdown – Ag Business, Ranch Management and Natural Resources**

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WDT - 40
### Semester Breakdown – Equine Management

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**Total Credit Hours**: 17

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**AGRICULTURE RESOURCES TECHNOLOGY-DIPLOMA**

Diploma, 68-72 Credit Hours, 18-Month Program

*Notebook computer required, see page 25 for details.*

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*GLOBAL EQUINE ACADEMY-ONLINE COURSES*

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<td>2</td>
</tr>
<tr>
<td>EM 120</td>
<td>EQUINE BUSINESS MANAGEMENT</td>
<td>2</td>
</tr>
<tr>
<td>EM 130</td>
<td>EQUINE REPRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>EM 140</td>
<td>EQUINE HEALTH &amp; DISEASE</td>
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</tr>
<tr>
<td>EM 160</td>
<td>EQUINE BEH. &amp; GROUND WORK</td>
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<td>EM 210</td>
<td>STALLION MANAGEMENT</td>
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<tr>
<td>EM 230</td>
<td>EQUINE ANATOMY AND SELECTION</td>
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<tr>
<td>ET 110</td>
<td>TECH. OF TRAINING PERF. HORSES I</td>
<td>2</td>
</tr>
<tr>
<td>ET 120</td>
<td>TECH. OF TRAINING PERF. HORSES II</td>
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<tr>
<td><strong>Students select one of the following two courses:</strong></td>
<td></td>
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<tr>
<td>EM 150</td>
<td>EQUINE FACILITY MANAGEMENT</td>
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<tr>
<td>EM 220</td>
<td>EQUINE MARKETING</td>
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</table>

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**Note:** Equine option classes are 8-week classes. Students should take two courses per semester. Students should take two of these equine classes to complete the equine requirement for the Ranch Management option.

### Technical Electives (3 Credit Hours Required)

<table>
<thead>
<tr>
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<tr>
<td>AGB 120</td>
<td>AG BANKING</td>
<td>3</td>
</tr>
<tr>
<td>AGB 212</td>
<td>AG BUSINESS LAW</td>
<td>3</td>
</tr>
<tr>
<td>AGB 213</td>
<td>PRINCIPLES OF AG SELLING</td>
<td>3</td>
</tr>
<tr>
<td>AGR 222</td>
<td>PESTS &amp; PESTICIDES</td>
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<tr>
<td>AGR 251</td>
<td>BEEF &amp; SHEEP MANAGEMENT</td>
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<td>AGR 252</td>
<td>AG STRUCTURES</td>
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<td>ART 201</td>
<td>ADVANCED NATURAL RESOURCES</td>
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<td>CPR/FIRST RESPONDER (OPTIONAL)</td>
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### Semester Breakdown

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<td><strong>First CR</strong></td>
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<tr>
<td>AGB 110</td>
<td>Accounting for Business I</td>
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</tr>
<tr>
<td>AGB 116</td>
<td>Leadership Practicum</td>
<td>1</td>
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<tr>
<td>AGR 101</td>
<td>Introduction To Animal Science</td>
<td>2</td>
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<tr>
<td>AGR 102</td>
<td>Plant Science</td>
<td>3</td>
</tr>
<tr>
<td>ART 114</td>
<td>Commodity Marketing</td>
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</tr>
<tr>
<td>CIS 109</td>
<td>Word Level I</td>
<td>1</td>
</tr>
<tr>
<td>CIS112</td>
<td>Excel Level I</td>
<td>1</td>
</tr>
<tr>
<td>CIS114</td>
<td>PowerPoint Level I</td>
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<td>ORT 010</td>
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<td><strong>Total Credit Hours</strong></td>
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<td><strong>Second CR</strong></td>
<td><strong>Third CR</strong></td>
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<tr>
<td>AGB 111</td>
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<tr>
<td>AGR 151</td>
<td>Specialty Animal Management</td>
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<td>ART 101</td>
<td>Introduction to Natural Resources</td>
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<td>CIS 111</td>
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<td>CIS113</td>
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<td>CIS118</td>
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<td>CPR 100</td>
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<td>Basic English</td>
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<td>MATH 090</td>
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<td>AGB 122</td>
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<td>AGR 212</td>
<td>Range Management</td>
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<td>AGR 215</td>
<td>Soils &amp; Water</td>
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<tr>
<td>ART 125</td>
<td>Computerized Ag Records</td>
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<tr>
<td>ART 126</td>
<td>Career Launch</td>
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<tr>
<td>Equine Electives</td>
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<td><strong>Fourth CR</strong></td>
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<tr>
<td>Art 299</td>
<td>Career Internship</td>
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<tr>
<td>PSYC 103</td>
<td>Human Relations in the Work Place</td>
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</tr>
<tr>
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</table>

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**ALLIED HEALTH**

**Associates in Applied Science, 64 Credit Hours, 18-Month Program**

Students entering the Allied Health AAS degree will also enter one or more WDT health programs. Each of the health programs have separate entry requirements that the students will 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. The COMPASS test scores may also inform the student that they could succeed in a higher level course then the required course when available.

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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHEM 106</td>
<td>Chemistry Survey</td>
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<tr>
<td>CHEM 106L</td>
<td>Chemistry Lab</td>
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<tr>
<td>CIS 109</td>
<td>Word, Level I</td>
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</tr>
<tr>
<td>CIS 112</td>
<td>Excel, Level I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 114</td>
<td>PowerPoint, Level I</td>
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<tr>
<td>CPR 100</td>
<td>CPR</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 202</td>
<td>Technical Communication</td>
<td>3</td>
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<tr>
<td>ENGL 201</td>
<td>Technical Writing <em>or</em></td>
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<tr>
<td>SPCM 101</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Intermediate Algebra <em>or</em></td>
<td>3</td>
</tr>
<tr>
<td>MATH 102</td>
<td>College Algebra</td>
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<tr>
<td>ORT 100</td>
<td>Orientation</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology <em>or</em></td>
<td>3</td>
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<tr>
<td>PSYC 103</td>
<td>Human Relations in the Work Place</td>
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<tr>
<td>SOC 100</td>
<td>Introduction to Sociology</td>
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**Total General Education Requirements** 27

<table>
<thead>
<tr>
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<tr>
<td>HC 113</td>
<td>Medical Terminology</td>
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<tr>
<td>HC 114</td>
<td>Anatomy &amp; Physiology</td>
<td>3</td>
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</tbody>
</table>

**Technical Requirements:** 34

Complete the technical requirements in at least one of the following health programs: Disabilities and Human Services, Health Unit Coordinator, Medical Administrative Assistant, Pharmacy Technician, Phlebotomy/Laboratory Assistant, License Practical Nurse, Surgical Technologist, Related electives will be prescribed by each program. (See appropriate diploma program course requirements.)

**Total Technical Requirements (minimum)** 39

**Total Requirements for AAS (minimum)** 64
Application Requirements for Allied Health

1.) Complete WDTI Application and include $20.00 non-refundable application fee

2.) Submit High School transcript or GED scores

3.) COMPASS test (if you have an ACT composite score of an 18 or better, an SAT score of an 860 or better, or 35 more post-secondary credits with a 2.5 or better GPA, the COMPASS will be waived.), $ 15.00 fee

Technical Electives

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

- Disabilities and Human Services
- Health Unit Coordinator
- Medical Administrative Assistant
- Pharmacy Technician
- Phlebotomy/Lab Assistant
**BUSINESS MANAGEMENT & MARKETING**

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

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

Business Management and Marketing offers the student opportunities for both financial and personal growth. Endless employment avenues are available with a business management and marketing degree.

*Notebook computer required, see page 25 for details.*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<td>CIS 111</td>
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<tr>
<td>CIS 112</td>
<td>EXCEL, LEVEL I</td>
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<td>CIS 113</td>
<td>EXCEL, LEVEL II</td>
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<td>CIS 116</td>
<td>ACCESS, LEVEL I</td>
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<tr>
<td>ECN 202</td>
<td>PRINCIPLES OF ECONOMICS (MACRO)</td>
<td>3</td>
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<tr>
<td>ENGL 101</td>
<td>COMPOSITION*</td>
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<td>MATH 112</td>
<td>BUSINESS MATHEMATICS**</td>
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<tr>
<td>ORT 010</td>
<td>ORIENTATION</td>
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<td>PSYC 101</td>
<td>GENERAL PSYCHOLOGY</td>
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<td><strong>Total</strong></td>
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<td><strong>Technical Requirements</strong></td>
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<tr>
<td>ACCT 210</td>
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<td>ACCT 211</td>
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<tr>
<td>BUS 101</td>
<td>INTRODUCTION TO BUSINESS</td>
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<tr>
<td>BUS 120</td>
<td>PRINCIPLES OF MARKETING</td>
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<td>BUS 134</td>
<td>WRITTEN COMMUNICATIONS FOR BUSINESS</td>
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<tr>
<td>BUS 135</td>
<td>PROFESSIONAL DEVELOPMENT</td>
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<td>BUS 136</td>
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<td>BUS 138</td>
<td>POWERPOINT FOR BUSINESS PRESENTATIONS</td>
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<tr>
<td>BUS 140</td>
<td>BUSINESS LAW</td>
<td>3</td>
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<tr>
<td>BUS 150</td>
<td>ADVERTISING</td>
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<td>BUS 152</td>
<td>DESKTOP PUBLISHING FOR MARKETING I</td>
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<td>BUS 156</td>
<td>WEBSITE DEVELOPMENT FOR BUSINESS</td>
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<td>BUS 160</td>
<td>PRINCIPLES OF SELLING</td>
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<td>BUS 210</td>
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<td>BUS 224</td>
<td>PERSONAL FINANCE</td>
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<td>RETAIL MANAGEMENT</td>
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<td>ADVANCED COMPUTER APPLICATIONS FOR BUSINESS</td>
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<td>BUS 290</td>
<td>INTERNSHIP or</td>
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<td>BUS 226</td>
<td>PERSONAL INVESTMENTS</td>
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</table>

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.**

*Semester breakdown on next page*
## Semester Breakdown

<table>
<thead>
<tr>
<th>First Semester</th>
<th>CR</th>
<th>Second Semester</th>
<th>CR</th>
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<tbody>
<tr>
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<td>BUS 120</td>
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<td>BUS 136</td>
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<td>BUS 156</td>
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<td>BUS 134</td>
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<td>ACCT 210</td>
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<td>BUS 135</td>
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<td>CIS 111</td>
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<td>CIS 112</td>
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<td>CIS 113</td>
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<tr>
<td>MATH 112</td>
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<td>CIS 116</td>
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<td>PSYC 101</td>
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<td>BUS 224</td>
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<td>BUS 152</td>
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<td>BUS 240</td>
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<td>BUS 225</td>
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<td><strong>Total Credit Hours</strong></td>
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</table>
Carpenters are involved in many different kinds of construction activity. They cut, fit, and assemble wood and other materials in the construction of buildings, highways, bridges, docks, industrial plants, boats, and many other structures. Carpenters, with skills in all aspects of carpentry, work steadily because they have the versatility to perform whatever types of jobs that may be available. Carpentry combines on site training with classroom instruction resulting in the best method of training. Well-trained carpenters are in demand.

### Course Title

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<tr>
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<th>Course Title</th>
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<td>TECHNICAL COMMUNICATIONS</td>
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<tr>
<td>ORT 010</td>
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<td>HUMAN RELATIONS IN THE WORK PLACE</td>
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### Technical Requirements

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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CAR 111</td>
<td>INDUSTRY ORIENTATION &amp; SAFETY</td>
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<td>CAR 112</td>
<td>CARPENTRY THEORY I</td>
<td>3</td>
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<tr>
<td>CAR 113</td>
<td>BASIC DRAFTING</td>
<td>3</td>
</tr>
<tr>
<td>CAR 115</td>
<td>ON-SITE CONSTRUCTION I</td>
<td>7</td>
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<td>CAR 122</td>
<td>CARPENTRY THEORY II</td>
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<td>CAR 125</td>
<td>ON-SITE CONSTRUCTION II</td>
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<td>CAR 210</td>
<td>CONCRETE, METAL FRAMING, AND REMODELING</td>
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<tr>
<td>CAR 211</td>
<td>OVERVIEW OF SUBCONTRACTORS I</td>
<td>3</td>
</tr>
<tr>
<td>CAR 213</td>
<td>RESIDENTIAL ESTIMATING</td>
<td>3</td>
</tr>
<tr>
<td>CAR 216</td>
<td>BLUEPRINT READING</td>
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<tr>
<td>CAR 219</td>
<td>COMMERCIAL THEORY I</td>
<td>3</td>
</tr>
<tr>
<td>CAR 226</td>
<td>LIGHT COMMERCIAL &amp; RESIDENTAL BUILDING CODE</td>
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<td>CAR 229</td>
<td>COMMERCIAL THEORY II</td>
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<tr>
<td>CAR 299</td>
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### Total

20

**Technical Requirements**

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**Total**

53

Semester breakdown on next page
### Semester Breakdown

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* MATH090 Basic Math – 2 credits  
  (Required for A.A.S. w/low COMPASS test scores as a prerequisite to MATH104)  
* MATH104 Technical Math (Required for AAS) – 3 credits  
**ENGL101 COMPOSITION – 3 credits OR  
**ENGL201 TECHNICAL WRITING – 3 credits
CARPENTRY-DIPLOMA
Diploma, 71 Credit Hours, 18-Month Program

Carpenters are involved in many different kinds of construction activity. They cut, fit, and assemble wood and other materials in the construction of buildings, highways, bridges, docks, industrial plants, boats, and many other structures. Carpenters, with skills in all aspects of carpentry, work steadily because they have the versatility to perform whatever types of jobs that may be available. Carpentry combines on site training with classroom instruction resulting in the best method of training. Well-trained carpenters are in demand.

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**Technical Requirements**

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**Semester Breakdown**

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The mission of Western Dakota Tech’s Collision Repair Technology program is to conduct an academic, hands-on training program which will provide highly qualified employees for entry-level positions in all categories of the professional auto-collision repair trade. This program will afford the student the opportunity to attain an associate in applied science degree or diploma. A close working relationship will be maintained with a collision repair industry advisory council to keep abreast of the needs of future employers.

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

<table>
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<tr>
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<th>Course Title</th>
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<tbody>
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**Technical Requirements**

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

Semester breakdown on next page
# Semester Breakdown

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</table>
The Computer-Aided Drafting Technician program prepares students for entry into the computer-aided drafting profession and for lifelong learning.

**Goals:**
1. Achieve working knowledge of AutoDesk CAD software and its applications.
2. Have a working knowledge of theory specific to the discipline.
3. Integrate “hands-on” and theory to complete assigned projects.

Computer-aided architectural or mechanical drafters prepare technical drawings and plans used by production workers to build residential and commercial buildings or to build manufactured products such as industrial machinery or custom parts. Architectural drafters assist architects in the development of building plans by drafting technical plans and details that show the dimensions, construction material, and processes used for 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 work on drawings for plot plans, survey plans, and roadways, among other things. Most Civil drafters also work with GIS data that is becoming increasingly common in the industry.

Notebook computer required, see page 25 for details.

<table>
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<th>Course Title</th>
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**Total** 19

| **Technical Requirements**                       |         |
| CAD 101   | DRAFTING FUNDAMENTALS                            | 3       |
| CAD 111   | ARCHITECTURAL DRAFTING I                         | 3       |
| CAD 116   | COMPUTERS FOR CAD                                | 3       |
| CAD 126   | INTRODUCTION TO CAD                             | 4       |
| CAD 135   | ARCHITECTURAL CONSTRUCTION THEORY I             | 3       |
| CAD 201   | INTERMEDIATE CAD                                | 3       |
| CAD 202   | MECHANICAL DRAFTING                             | 3       |
| CAD 203   | PRINCIPLES OF COMMERCIAL THEORY I               | 3       |
| CAD 214   | INTRODUCTION TO CIVIL DRAFTING                  | 3       |
| CAD 232   | MECHANICAL PRINCIPLES                           | 3       |
| CAD 233   | MECHANICAL PRINT READING                        | 1       |
| CAD 237   | ARCHITECTURAL DRAFTING II                       | 3       |
| CAD 250   | INTRODUCTION TO MAPPING/GPS                     | 2       |
| CAD 252   | INTRODUCTION TO SURVEYING                       | 3       |
| CAR 216   | BLUE PRINT READING                              | 2       |

**Total** 42

| **Technical Electives-Choose minimum 11 credits** |         |
| BUS 229   | INTRO TO ENTREPRENEURSHIP                       | 3       |
| CAB 228   | KITCHEN DESIGN & LAYOUT                         | 4       |
| CAD 212   | LIGHT COMM CONST W/MECH & ELECTRICAL            | 2       |
| CAD 221   | MECHANICAL DIMENSIONING                         | 3       |
| CAD 222   | PRINCIPLES OF COMMERCIAL THEORY II              | 3       |
| CAD 230   | ARCHITECTURAL DRAFTING III                      | 3       |
| CAD 242   | COMPUTER AUTOMATED MANUFACTURING                | 2       |
| CAD 243   | 3-D ENGINEERING DESIGN                         | 3       |
| CAD 251   | INTRODUCTION TO GIS                             | 3       |
| CAD 298   | PROFESSIONALISM                                 | 2       |
| CAD 299   | INTERNSHIP                                     | 2       |

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

Semester breakdown on next page
# Semester Breakdown

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<thead>
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<th>First Semester</th>
<th>CR</th>
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<th>CR</th>
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<tbody>
<tr>
<td>CAD 101 Drafting Fundamentals</td>
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<td>CAD 111 Architectural Drafting I</td>
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<td>(A minimum of 17 credit hours required for this semester – 11 elective credits)</td>
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The Computer Networking Specialist program strikes a balance between theory and application. Students will learn about real-life networking environments, making them immediately productive upon graduation and prepared to take on a variety of information technology (IT) roles. The first year builds a solid foundation of basic hands-on computer skills and networking concepts. The second year challenges students to learn to adapt and react to the changing world of computers. Deeper networking concepts, security, administration of complex networks, and programming skills are introduced. Students will also 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.

There are opportunities for two-semester diplomas in the following:
- Cisco Academy/Computer Technician (Cisco Networking, A+ Computer Repair)
- Programming (Visual C++, Visual Basic, ASP, Databases-Two-semester Programming diploma is available 2008-09 school year)

Or students may choose to pursue a two-year AAS degree as a Computer Network Specialist in one of the following areas:
- Computer Networking Specialist with emphasis in system administration (Cisco Networking, A+ Computer Repair, Linux Server, Windows Administration, and Network Security)
- Computer Networking Specialist with emphasis in programming (Cisco Networking, A+ Computer Repair, Visual C++, Visual Basic, ASP, MySQL, Microsoft SQL Server and other database applications)

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

Semester breakdown on next page
### Semester Breakdown

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

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

#### Semester Breakdown

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COMPUTER NETWORKING SPECIALIST WITH EMPHASIS IN PROGRAMMING
Associate in Applied Science, 70 Credit Hours, 18-Month Program

The Computer Networking Specialist program strikes a balance between theory and application. Students will learn about real-life networking environments, making them immediately productive upon graduation and prepared to take on a variety of information technology (IT) roles. The first year builds a solid foundation of basic hands-on computer skills and networking concepts. The second year expands those concepts to include a solid foundation in programming and database administration. Visual C++, Visual Basic, ASP, and advanced programming concepts are covered, culminating in the creation of an entire programming project. SQL concepts include Oracle, and MySQL. Web concepts and technologies including Macromedia Flash, Dreamweaver, Adobe Photoshop, CSS and HTML are also covered. Students are also prepared to continue their learning and advancing within the IT field.

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<th>Course No.</th>
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Technical Requirements

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*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

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

Semester breakdown on next page
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## Two-Semester Diploma: Programming

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Disability/Human Services Technology

Diploma, 37 Credit Hours, 9-Month Program

The Disabilities/Human Services Technology program prepares students with the basic work and technical skills needed to be hired, to retain employment, and to advance in the human services fields.

Disabilities and human service technicians do hands-on work with individuals in need of help and service. Disabilities and human service technicians have a wide array of job titles, including human service worker, case management aide, community support worker, community outreach worker, life skill instructor, certified nurse’s aid, direct care provider and gerontology aide. They usually work under the direction of professionals from a variety of fields, such as nursing, psychology, rehabilitative or physical therapy, or social work. The amount of responsibility and supervision they are given varies a great deal. Some have little direct supervision; others work under close direction. Technicians provide direct and indirect client services to ensure that individuals in their care reach their maximum level of functioning. They assess clients’ needs, establish their eligibility for benefits and services and help to obtain them. They also arrange for transportation and escorts, if necessary, and provide emotional support. Technicians monitor and keep case records on clients and report progress to supervisors and case managers.

Technicians play a variety of roles in a community. They may organize and lead group activities, assist clients in need of counseling or crisis intervention, or administer a food bank or emergency fuel program. In halfway houses, group homes, and government-supported housing programs, they assist adults or children who need supervision with personal hygiene and daily living skills. They review clients’ records, ensure that they take correct doses of medication, talk with family members, and confer with medical personnel and other caregivers to gain better insight into client’s backgrounds and needs. Technicians also provide emotional support and help clients become involved in their own well-being, in community recreation programs, and in other activities.

In psychiatric hospitals, rehabilitation programs, and outpatient clinics, technicians work with professional care providers, such as psychiatrists, psychologists, case managers and social workers, to help clients master everyday living skills, communicate more effectively, and get along better with others. They support the client’s participation in a treatment plan, such as individual or group counseling or occupational therapy.

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<td>COMMUNITY SUPPORT AND INCLUSION</td>
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<td>DISABILITIES AND CHRONIC HEALTH CONDITIONS</td>
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Semester breakdown on next page
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WDT - 60
The mission of the Electronics and Computer Technician program is to prepare students for a variety of careers in the electronic and computer repair fields. We will provide the student the skills required to gain employment in industry through classroom instruction, hands-on lab activities, industry field trips, and specialized projects.

As everything in our world has become automated, it is virtually impossible to escape daily contact with electronics. From computers to telephones, job opportunities for highly skilled and specialized employees are available. Electronic technicians frequently work with radar, radio, television, industrial equipment controls, computers, medical diagnostic equipment, and satellite and telephone communications. They install, repair, test, and calibrate and support a variety of engineering and research functions. Today’s electronic technicians must be professional and capable of applying their technical knowledge and innate problem-solving skills in the high tech work place.

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**Technical Requirements**

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<td>MANAGING AND MAINTAINING PC’S I</td>
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<td>COMMUNICATIONS SYSTEMS TROUBLESHOOTING</td>
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*Prerequisite: Acceptable COMPASS score or Basic Writing.
**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester breakdown on next page
## Semester Breakdown

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FIELD ENGINEERING TECHNICIAN

Associate in Applied Science, 72/74 Credit, 18-month Program

The Field Engineering Technician program prepares individuals for successful employment in the Environmental or Geo-Technical fields. This program consists of two separate but interrelated tracks. The Environmental track is designed to prepare students for entry-level positions as either hydrologic or physical science technicians. Graduates of the Environmental track will work primarily in the field on a broad range of jobs under the supervision of hydrologists and geologists to collect the data necessary to determine the quantity and quality of our water resources.

The Geo-technical track is designed to prepare students for entry-level positions primarily as engineering technicians. Graduates of the Geo-technical track will work with professional engineers on a broad range of jobs that would include soil sampling and materials testing.

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<td>CONCRETE &amp; ASPHALT TECHNOLOGIES</td>
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<td>TECHNICAL COOPERATIVE WORK EXPERIENCE</td>
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**Total** 42

**Prerequisite:** Acceptable COMPASS score or successful completion of course prerequisites.

### Semester Breakdown for Environmental

#### First Semester

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<td>Introductory Field Methods</td>
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<td>Hazardous Materials Operation</td>
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<td>CAD 250</td>
<td>Introduction to Mapping/GPS</td>
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**Total Credit Hours** 18

#### Second Semester

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<tr>
<td>ECN 202</td>
<td>Principles of Economics (Macro)</td>
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**Total Credit Hours** 18

#### Third Semester

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<td>Principles Of Hydrology</td>
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<td>FETE 204</td>
<td>Environmental Regulation</td>
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<td>CHEM 106</td>
<td>Basic Chemistry Survey</td>
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<td>CHEM 106L</td>
<td>Survey Lab</td>
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**Total Credit Hours** 18

**Optional Summer Semester**

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<tr>
<td>FET 299</td>
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**Total Credit Hours** 2

### Notes

- General Education Requirement – The student is required to take a General Education course to satisfy degree requirements: PSYC 101 or PSYC 103. Students with low placement scores in ENGL or MATH may take these General Requirements at this time.

- **Prerequisite:** Acceptable COMPASS score or Basic Math.
# Semester Breakdown for Geo-Technical

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*General Education Requirement – The student is required to take a General Education course to satisfy degree requirements: PSYC 101 or PSYC 103. Students with low placement scores in ENGL or MATH may take these General Requirements at this time.

**Prerequisite: Acceptable COMPASS score or Basic Math.
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 achieve numerous State and National certifications.

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<tr>
<th>Course No.</th>
<th>Course Title</th>
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*Prerequisite: Acceptable COMPASS score or successful completion of course prerequisites.

### Semester Breakdown for Structural Firefighting

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<td>FFT 105</td>
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<td>CPR 103</td>
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### Semester Breakdown for Wildland Firefighting

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### Semester Breakdown for Wildland Firefighting

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<td>Fire Fighter Fitness Testing</td>
<td>Hazardous Materials Operation</td>
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<td>FFT 205</td>
<td>FFT 218</td>
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<td>Strategy &amp; Tactics</td>
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### Semester Breakdown for Wildland Firefighting

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<td>Wildland Fire Origin &amp; Cause</td>
<td>Crew Boss/Engine Boss</td>
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<td>FFT 222</td>
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<td>Introduction to Sociology</td>
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<td>Fire Service Elective</td>
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HEALTH UNIT COORDINATOR/PATIENT CARE TECHNICIAN

Diploma, 34 Credit Hours, 9-Month Program

The Health Unit Coordinator/Patient Care Technician program will prepare individuals for employment as entry-level health unit coordinators and patient care techs in a hospital setting.

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

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

Employment opportunities for health unit coordinators and patient care technicians are expected to expand rapidly over the next decade. There is an expected increase of more than 25% in the number of positions for health unit coordinators through the year 2010. Starting wages in South Dakota are $8.10 to $12.00 per hour.

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<td>HC 114</td>
<td>ANATOMY &amp; PHYSIOLOGY FOR THE HEALTH PROFESSIONS</td>
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<td>HUC 120</td>
<td>HEALTH UNIT COORDINATING PROCEDURES</td>
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Semester Breakdown

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WDT - 68
**INDUSTRIAL ELECTRONICS**

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

The Industrial Electronics program prepares students for employment as an apprentice electrician in the construction, mining, and industrial manufacturing sectors of the trades and construction industry.

Industrial electronics is a segment of the electronics industry in which the skills of a traditional electrician interface with the high tech world of solid-state controls, programmable controls, and computerized networking. Industrial electricians install, connect, test, and maintain electrical systems for a variety of purposes including electrical power, lighting, motor control, and industrial control systems. Innovative technologies will continue to stimulate the demand for electricians.

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**Technical Requirements**

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<td>ELECTRICAL CODE STUDY I</td>
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<td>INDUSTRIAL DATA COMMUNICATIONS</td>
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<td>SOLID STATE DEVICES</td>
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<td>INTRODUCTION TO ELECTRICAL WIRING</td>
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<td>MOTOR CONTROL LAB</td>
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<td>IEL 226</td>
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*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester breakdown on next page
## Semester Breakdown - Fall Start

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## Semester Breakdown - Spring Start

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** tercer cuarto semestre**

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The mission of the Law Enforcement Technology program is to prepare students with the knowledge and skills necessary for employment as an entry-level law enforcement officer, 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, as well as 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 them from consideration are felony convictions, misdemeanor convictions concerning moral turpitude, domestic violence, and recent drug usage, to name a few. Applicants must have a current valid driver’s license. In addition, they must not have any medical conditions which would prevent them from engaging in the day-to-day activities which 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 abilities. In the area of math applicants must be prepared in both basic math skills and algebra. To gain acceptance into the LET program applicants must:

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

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<td>PRINCIPLES OF ECONOMICS (MACRO) or</td>
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<td>TECHNICAL COMMUNICATIONS</td>
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<td>INTERMEDIATE ALGEBRA**</td>
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<td>LET 121 CRIMINAL INVESTIGATIONS</td>
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<td>LET 122 INTERVIEW &amp; INTERROGATION/REPORT WRITING</td>
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<td>LET 124 JUVENILE METHODS</td>
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**Prerequisite:** Acceptable COMPASS score or Basic Writing.

**Prerequisite:** Acceptable COMPASS score or Basic Math.

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

### Semester Breakdown

#### First Semester

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<thead>
<tr>
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<td>Criminal Law &amp; Procedures</td>
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<td>Juvenile Methods</td>
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<td>Physical Training</td>
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#### Third Semester

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<td>Criminology &amp; Abnormal Behavior/Corrections</td>
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<td>LET 215</td>
<td>Collection/Preservation of Evidence</td>
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<td>Principles of Economics (Macro)</td>
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<td>LET 224</td>
<td>Law Enforcement Practicum</td>
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<td>Physical Training</td>
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<td>LET 227</td>
<td>Industry Standards</td>
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<td>LET 228</td>
<td>Corrections/Paroles</td>
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<td>LET 230</td>
<td>Patrol Procedures II</td>
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<td>LET 232</td>
<td>Technology in Law Enforcement</td>
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<td>LET 251</td>
<td>Firearms Training</td>
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WDT - 72
# Medical Administrative Services

## Diploma, 51 Credit Hours, 14-Month Program

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

Medical administrative services personnel prepare correspondence and assist healthcare professionals with reports, speeches, articles, and conference proceedings. They also record simple medical histories, arrange for patients to be hospitalized, order supplies, and transcribe dictation. Opportunities for employment abound as a result of the growth in the health industry.

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<tr>
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<td>EXCEL, LEVEL II</td>
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<td>CIS 114</td>
<td>POWERPOINT, LEVEL I</td>
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<td>CIS 116</td>
<td>ACCESS LEVEL I</td>
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### Technical Requirements

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<td>COC 110</td>
<td>KEYBOARDING I</td>
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<td>COC 114</td>
<td>BOOKKEEPING APPLICATIONS</td>
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<td>COC 120</td>
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<td>ANATOMY &amp; PHYSIOLOGY FOR THE HEALTH PROFESSIONS</td>
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<td>MEDICAL TERMINOLOGY I</td>
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<td>MTS 102</td>
<td>MEDICAL TRANSCRIPTION I</td>
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### Semester Breakdown

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<td>COC 114</td>
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<td>Bookkeeping Applications</td>
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<td>Computerized Office Apps</td>
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# Medical Transcriptionist

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

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

Medical transcriptionists transcribe a variety of medical reports such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and discharge summaries. Medical transcriptionists must understand the medical terminology, anatomy and physiology, diagnostic procedures, and treatments to accurately transcribe reports. Opportunities for employment abound as a result of the growth in the health industry.

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<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<td>EXCEL, LEVEL I</td>
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<td>BUSINESS MATHEMATICS**</td>
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### Advanced Optional Courses/Technical Electives

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<td>MDS 211 HEALTH CARE CODING II</td>
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<td>MDS 212 HEALTH CARE FUNDAMENTALS &amp; REIMBURSEMENT</td>
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<td>MED 299 MEDICAL TRANSCRIPTION PRACTICUM</td>
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*Prerequisite: Acceptable COMPASS score or Basic Writing
**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester breakdown on next page
## Semester Breakdown

<table>
<thead>
<tr>
<th>First Semester</th>
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<td>MTS 102</td>
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Paralegal/Legal Assistant

Paralegal/Legal Assistant 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 allows the student to develop skills required for employment in traditional and non-traditional legal settings as assessed through the program completion exam, 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.

Notebook computer required, see page 25 for details.

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<td>102</td>
<td>CRITICAL THINKING</td>
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<td>INTERMEDIATE ALGEBRA**</td>
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Technical Requirements

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<td>PLL</td>
<td>111</td>
<td>INTRODUCTION TO PARALEGALISM</td>
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<td>PLL</td>
<td>123</td>
<td>REAL PROPERTY</td>
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<td>PLL</td>
<td>124</td>
<td>CRIMINAL LAW</td>
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<td>PLL</td>
<td>125</td>
<td>TORTS</td>
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<td>126</td>
<td>CONTRACTS</td>
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<td>PLL</td>
<td>132</td>
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<td>PLL</td>
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<td>LEGAL RESEARCH &amp; WRITING II</td>
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<td>PLL</td>
<td>211</td>
<td>AMERICAN LEGAL SYSTEM &amp; CONST. LAW</td>
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<td>PLL</td>
<td>212</td>
<td>LITIGATION &amp; CIVIL PROCEDURES</td>
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<td>PLL</td>
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<td>LAW OF BUSINESS ORGANIZATIONS</td>
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<td>217</td>
<td>EVIDENCE</td>
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<td>232</td>
<td>LITIGATION CLINIC I</td>
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*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

***Prerequisite: PLL-132 is a prerequisite for all Paralegal courses.
### Technical Electives (4 or more Credit Hours Required) and Credits

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<td>BUS 210</td>
<td>SUPERVISORY MANAGEMENT</td>
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<td>COC 110</td>
<td>KEYBOARDING I</td>
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<td>COC 120</td>
<td>KEYBOARDING II</td>
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<td>COC 132</td>
<td>RECORDS MANAGEMENT</td>
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<td>HC 113</td>
<td>MEDICAL TERMINOLOGY</td>
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<td>PLL 223</td>
<td>WILLS &amp; PROBATE</td>
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<td>PLL 224</td>
<td>BANKRUPTCY &amp; COMMERCIAL LAW</td>
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<td>PLL 225</td>
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<td>OFFICE MANAGEMENT</td>
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<td>INTRO TO NATIVE AMERICAN TRIBAL LAW</td>
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**Note:** If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony, you are advised that you may be prevented from gaining employment in this field in South Dakota.

### Semester Breakdown

#### First Semester

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<tr>
<th>Course</th>
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<td>Introduction to Paralegalism</td>
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<td>Legal Research &amp; Writing I</td>
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<td>Critical Thinking</td>
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<td>MATH 101</td>
<td>Intermediate Algebra</td>
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#### Second Semester

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<td>American Legal Systems &amp; Constitutional Law</td>
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<td>PLL 212</td>
<td>Litigation &amp; Civil Procedures</td>
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<td>PLL 217</td>
<td>Evidence</td>
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<td>Composition</td>
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<td>PSYC 101</td>
<td>General Psychology</td>
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#### Third Semester

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<td>Torts</td>
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<td>PLL 126</td>
<td>Contracts</td>
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<td>PLL 133</td>
<td>Legal Research &amp; Writing II</td>
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<td>PLL 232</td>
<td>Litigation Clinic I</td>
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<td>Career Communications</td>
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<tr>
<td>ECN 202</td>
<td>Principles of Economics-Macro</td>
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<td>SO 100</td>
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<td>Fundamentals of Speech</td>
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<td>Law of Business Organizations</td>
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<td>PLL 231</td>
<td>Family Law</td>
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<td>PLL 233</td>
<td>Litigation Clinic II</td>
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<td>PLL 299</td>
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WDT - 77
PHARMACY TECHNOLOGY-DIPLOMA

Diploma, 44 Credit Hours, 11-Month Program

The goal of the Pharmacy Technician Program at Western Dakota Tech 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 work alongside pharmacists to fulfill patients’ pharmacy needs. Job duties include filling and refilling prescriptions, record keeping, sterile compounding, storing incoming merchandise, ordering stock, inputting patient information into the computer, dealing with insurance issues, maintaining and caring for equipment and supplies.

<table>
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<tr>
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<th>Course Title</th>
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<td>CIS 100</td>
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<td>CIS 109</td>
<td>WORD, LEVEL I</td>
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<td>CIS - - -</td>
<td>ELECTIVE (see page 32)</td>
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<td>CPR 100</td>
<td>CPR/FIRST RESPONDER</td>
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<td>CAREER COMMUNICATIONS</td>
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<td>BASIC MATH</td>
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<td>ANATOMY/PHYSIOLOGY FOR THE HEALTH PROFESSIONS</td>
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<td>PHARMACOLOGY/PHARMACEUTICAL PRODUCTS I</td>
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<td>PHARMACY I</td>
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<td>PHARMACY OPERATIONS I</td>
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<td>PHARMACY OPERATIONS II</td>
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<td>PHARMACY LAB</td>
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<td>PHR 125</td>
<td>CLINICAL ROTATIONS</td>
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Semester Breakdown

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<td>Anatomy/Physiology for the Health Professions</td>
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<td>Medical Terminology for the Health Professions</td>
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<td>Pharmacology/Pharmaceutical Products I</td>
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WDT - 78
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 prescription dispensing.

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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS 100</td>
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<td>CIS 109</td>
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<td>CPR/FIRST RESPONDER</td>
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**Technical Requirements**

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**Semester Breakdown**

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<td>Clinical Rotations</td>
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WDT - 79
Phlebotomy/Laboratory Assistant Program

Diploma, 35 Credit Hours, 9-Month Program

The Phlebotomy/Laboratory Assistant program will prepare individuals 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. According to the American Society of Clinical Pathologists, the wage range for the Northern Plains region is between $9.00 and $12.72 per hour with WDTI students earning $9.70 on average upon graduating.

Due to the rigorous nature of the program, special admissions procedures are required.

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<td>CPR 100</td>
<td>CPR/FIRST RESPONDER</td>
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<td>ANATOMY/PHYSIOLOGY FOR THE HEALTH PROFESSIONS</td>
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<td>INTRODUCTION TO PHLEBOTOMY</td>
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<tr>
<td>PH 121</td>
<td>PRINCIPLES AND PRACTICES</td>
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<td>PH 123</td>
<td>LABORATORY ASSISTANT TECHNIQUES</td>
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<td>PH 124</td>
<td>PHLEBOTOMY/LABORATORY ASSISTANT CAPSTONE</td>
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<td>CLINICAL PRACTICE</td>
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Satisfactory completion of all first semester HC and PH courses is required for progression into second semester coursework.

Semester Breakdown

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<td>Medical Terminology for the Health Professions</td>
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<td>CPR 100</td>
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<tr>
<td>Principles &amp; Practices</td>
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<td>CPR/First Responder</td>
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WDT - 80
PRACTICAL NURSING

Diploma, 50 Credit Hours, 11-Month Program

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

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

All accepted students in the Practical Nursing program are required to fulfill the prerequisite requirements before beginning enrollment in the Nursing core credit courses. The prerequisites are Anatomy and Physiology, Medical Terminology for the Health Professions and 3 credits of Computer Software Applications. Courses in the Nursing Program may have prerequisite requirements. See the course descriptions in the catalog for details.

<table>
<thead>
<tr>
<th>Course No.</th>
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<th>Credits</th>
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<td>MATH 090</td>
<td>BASIC MATHEMATICS</td>
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<td>PSYC 113</td>
<td>HUMAN RELATIONS FOR HEALTH CARE PROFESSIONALS</td>
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Technical Requirements

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<td>NSG 113</td>
<td>GERIATRIC NURSING</td>
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<td>NSG 114</td>
<td>PHARMACOLOGY IN NURSING</td>
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Prerequisites: HC 113 Medical Terminology for the Health Professions or equivalent is required to enter this program. HC 114 Anatomy/Physiology for the Health Professions or equivalent is required to enter this program. 3 credit hours of CIS- Microcomputer Software Applications or equivalent are required to enter this program.

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

Semester breakdown on next page
### Semester Breakdown

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<thead>
<tr>
<th>First Semester</th>
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**SURGICAL TECHNOLOGY**

**Diploma, 52 Credit Hours, 11-Month Program**

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

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

<table>
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<td>HC 117</td>
<td>MICROBIOLOGY FOR THE HEALTH SCIENCES</td>
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<td>INTRO TO SURGICAL TECHNOLOGY</td>
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<td>INTRO TO SURGICAL TECHNOLOGY LAB</td>
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<td>ST 122</td>
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Prerequisite: Successful completion of first semester health courses is a prerequisite to second semester health courses.

**Semester Breakdown**

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<th>First Semester</th>
<th>CR</th>
<th>Second Semester</th>
<th>CR</th>
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<td>PSYC103</td>
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TRANSPORTATION TECHNOLOGY

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

The Transportation Technology associate in applied science degree 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 lighter vehicle or heavier equipment tracks. This program will provide a broader preparation for the mechanical occupations with separate focuses on lighter and heavier duty vehicles.

Notebook computer required for new incoming students, see page 25 for details.

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<tr>
<th>Course No.</th>
<th>Course Title</th>
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<tbody>
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<td>CIS 109</td>
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<td>EXCEL, LEVEL I</td>
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<td>ENGL 101</td>
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<tr>
<td>ENGL 102</td>
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<tr>
<td>ENGL 202</td>
<td>TECHNICAL COMMUNICATIONS</td>
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<td>GENERAL PSYCHOLOGY or</td>
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<td>HUMAN RELATIONS IN THE WORK PLACE</td>
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Total 19/20

Technical Requirements for Light Duty

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<tbody>
<tr>
<td>ATT 112</td>
<td>CHASSIS &amp; STEERING</td>
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<td>ATT 113</td>
<td>BRAKE SYSTEMS</td>
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</tr>
<tr>
<td>ATT 114</td>
<td>STANDARD TRANS &amp; FINAL DRIVE</td>
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<tr>
<td>ATT 226</td>
<td>AIR CONDITIONING</td>
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<tr>
<td>ATT 232</td>
<td>ENGINE OVERHAUL</td>
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<tr>
<td>ATT 233</td>
<td>AUTOMATIC TRANSMISSIONS</td>
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<tr>
<td>TTT 100</td>
<td>OCCUPATIONAL SKILLS</td>
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<tr>
<td>TTT 102</td>
<td>INTRODUCTION TO ELECTRONICS</td>
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<tr>
<td>TTT 103</td>
<td>VEHICLE ELECTRONICS</td>
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<tr>
<td>TTT 104</td>
<td>STARTING &amp; CHARGING SYSTEMS</td>
<td>2</td>
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<td>TTT 106</td>
<td>CHASSIS WIRING</td>
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<td>TTT 107</td>
<td>ENGINE PERFORMANCE &amp; DRIVABILITY</td>
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<td>TTT 115</td>
<td>ENGINE CONSTRUCTION &amp; OPERATION</td>
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<td>TTT 118</td>
<td>ELECTRONIC FUEL INJECTION</td>
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***Technical Electives for Light Duty – Must have 6 credits

Total 52

Technical Requirements for Heavy Duty

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<td>DRIVE TRAIN</td>
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<td>DMS 127</td>
<td>HVAC</td>
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<tr>
<td>DMS 129</td>
<td>WELDING EQUIPMENT</td>
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<td>DMS 203</td>
<td>DIESEL ENGINES</td>
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<tr>
<td>DMS 205</td>
<td>HYDRAULICS</td>
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<td>DMS 228</td>
<td>CDL TRAINING (CLASS B)</td>
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<td>DMS 230</td>
<td>STEERING &amp; SUSPENSION</td>
<td>4</td>
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<tr>
<td>DMS 234</td>
<td>BRAKES</td>
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<td>TTT 102</td>
<td>INTRODUCTION TO ELECTRONICS</td>
<td>3</td>
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<tr>
<td>TTT 103</td>
<td>VEHICLE ELECTRONICS</td>
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<td>TTT 104</td>
<td>STARTING &amp; CHARGING SYSTEMS</td>
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<td>TTT 107</td>
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<td>TTT 115</td>
<td>ENGINE CONSTRUCTION &amp; OPERATION</td>
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<tr>
<td>TTT 118</td>
<td>ELECTRONIC FUEL INJECTION</td>
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<tr>
<td>TTT 119</td>
<td>SHOP &amp; PARTS MANAGEMENT</td>
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Total 29

*Prerequisite: Acceptable COMPASS score or Basic Writing

**Prerequisite: Acceptable COMPASS score or Basic Math

***Technical Electives for Light Duty – Select two

<table>
<thead>
<tr>
<th>Course No.</th>
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<tr>
<td>DMS 129</td>
<td>WELDING &amp; EQUIPMENT</td>
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<td>DMS 205</td>
<td>HYDRAULICS – req. for 2nd semester for Heavy</td>
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<tr>
<td>TTT 119</td>
<td>SHOP &amp; PARTS MANAGEMENT</td>
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**Semester Breakdown Light Duty**

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<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>TTT 100 Occupational Skills</td>
<td>TTT 106 Chassis Wiring</td>
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<tr>
<td>TTT 102 Introduction to Electronics</td>
<td>TTT 107 Engine Performance</td>
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<tr>
<td>TTT 103 Vehicle Electronics</td>
<td>TTT 118 Electronic Fuel Injection</td>
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<tr>
<td>TTT 104 Starting &amp; Charging Systems</td>
<td>CPR 100 CPR/First Responder</td>
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<tr>
<td>TTT 115 Engine Construction &amp; Operation</td>
<td>MATH 104 Technical Mathematics</td>
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<tr>
<td>CIS 109 Word, Level I</td>
<td>Total Credit Hours 17</td>
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<tr>
<td>CIS 112 Excel, Level I</td>
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<th>Fourth Semester</th>
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<tbody>
<tr>
<td>ATT 112 Chassis &amp; Steering</td>
<td>ATT 232 Engine Overhaul</td>
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<tr>
<td>ATT 113 Brake Systems</td>
<td>ATT 233 Automatic Transmissions</td>
</tr>
<tr>
<td>DMS 129 Welding &amp; Equipment or TTT 119 Shop Parts &amp; Management</td>
<td>ATT 226 Air Conditioning</td>
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<tr>
<td>DMS 129 Shop Parts &amp; Management</td>
<td>DMS 129 Welding &amp; Equipment or DMS 205 Hydraulics or TTT 119 Shop Parts &amp; Management</td>
</tr>
<tr>
<td>ATT 114 Standard Trans &amp; Final Drive</td>
<td>ENGL 102 Career Communication or ENGL 202 Technical Communications</td>
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<tr>
<td>ECN 202 Principles of Economics-Macro or SOC 100 Introduction to Sociology</td>
<td>ENGL 201 General Psychology or PSYC 103 Human Relations in the Work Place</td>
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<td>ENGL 101 Composition or ENGL 201 Technical Writing</td>
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**Semester Breakdown Heavy Duty**

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<tr>
<td>TTT 100 Occupational Skills</td>
<td>DMS 205 Hydraulics</td>
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<tr>
<td>TTT 102 Introduction to Electronics</td>
<td>TTT 107 Engine Performance</td>
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<td>TTT 103 Vehicle Electronics</td>
<td>TTT 118 Electronic Fuel Injection</td>
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<tr>
<td>TTT 104 Starting &amp; Charging Systems</td>
<td>CPR 100 CPR/First Responder</td>
</tr>
<tr>
<td>TTT 115 Engine Construction &amp; Operation</td>
<td>MATH 104 Technical Mathematics</td>
</tr>
<tr>
<td>CIS 109 Word, Level I</td>
<td>Total Credit Hours 17</td>
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<tr>
<td>DMS 234 Brakes</td>
<td>DMS 127 HVAC</td>
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<tr>
<td>DMS 126 Drive Train</td>
<td>DMS 129 Welding &amp; Equipment or</td>
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<tr>
<td>DMS 129 Welding &amp; Equipment or TTT 119 Shop &amp; Parts Management</td>
<td>DMS 203 Diesel Engines</td>
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<tr>
<td>TTT 119 Shop &amp; Parts Management</td>
<td>DMS 228 CDL Training (Class B)</td>
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<td>DMS 230 Steering &amp; Suspension</td>
<td>ENGL 102 Career Communications or</td>
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<tr>
<td>ECN 202 Principles of Economics-Macro or SOC 100 Introduction to Sociology</td>
<td>ENGL 202 Technical Communications</td>
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<tr>
<td>DMS 234 Brakes</td>
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<td>DMS 126 Drive Train</td>
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<tr>
<td>DMS 129 Welding &amp; Equipment or TTT 119 Shop &amp; Parts Management</td>
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</tr>
<tr>
<td>TTT 119 Shop &amp; Parts Management</td>
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<tr>
<td>DMS 230 Steering &amp; Suspension</td>
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<td>ECN 202 Principles of Economics-Macro or SOC 100 Introduction to Sociology</td>
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WDT - 85
WELDING MANUFACTURING

Associate in Applied Science, 81 Credit Hours, 20-Month Program
Diploma, 45 Credit Hours, 11-Month Program

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

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

<table>
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<tr>
<th>Course No.</th>
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<td>CIS 100</td>
<td>INTRODUCTION TO KEYBOARDING</td>
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<td>CIS 109</td>
<td>WORD, LEVEL I</td>
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<td>CIS 112</td>
<td>EXCEL, LEVEL I</td>
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<tr>
<td>ENGL 101</td>
<td>COMPOSITION* or TECHNICAL WRITING</td>
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<td>ENGL 102</td>
<td>CAREER COMMUNICATIONS</td>
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<td>MATH 104</td>
<td>TECHNICAL MATHEMATICS**</td>
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<td>ORT 010</td>
<td>ORIENTATION</td>
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<td>PSYC 101</td>
<td>GENERAL PSYCHOLOGY or HUMAN RELATIONS IN THE WORK PLACE</td>
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<tr>
<td>ECN 202</td>
<td>PRINCIPLES OF ECONOMICS-MACRO or INTRO TO SOCIOLOGY</td>
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Technical Requirements

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<td>SHIELDED METAL ARC WELDING</td>
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<tr>
<td>WDM 115</td>
<td>PROJECT DESIGN AND FABRICATION I</td>
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<tr>
<td>WDM 116</td>
<td>GAS TUNGSTEN ARC WELDING I</td>
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<td>WDM 117</td>
<td>BLUEPRINT READING</td>
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<td>WDM 118</td>
<td>MILL AND LATHE OPERATION, MANUAL I</td>
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<td>WDM 119</td>
<td>GAS METAL ARC WELDING</td>
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<td>WDM 123</td>
<td>SHIELDED METAL ARC WELDING GROOVED PLATE</td>
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<td>WDM 125</td>
<td>PROJECT DESIGN AND FABRICATION II</td>
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<td>WDM 126</td>
<td>GAS TUNGSTEN ARC WELDING II</td>
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<td>WDM 128</td>
<td>MILL AND LATHE OPERATION, MANUAL II</td>
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<td>GAS METAL ARC WELDING GROOVED PLATE</td>
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<td>WDM 132</td>
<td>GAS METAL ARC WELDING TESTING</td>
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<td>WDM 133</td>
<td>WORK SITE INTERNSHIP</td>
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<td>WDM 134</td>
<td>CAD PARAMETER MODELING FOR MANUFACTURING</td>
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<td>WDM 234</td>
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<td>WDM 244</td>
<td>ADVANCED PRODUCTION II</td>
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3rd Semester Career Path Electives – Must choose 2 of the following electives (10 credits)

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<td>WDM 230</td>
<td>PIPE WELDING I</td>
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<td>WDM 231</td>
<td>ADVANCED METAL WELDING I</td>
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<tr>
<td>WDM 232</td>
<td>ADVANCED AUTOMATED MANUFACTURING I</td>
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<tr>
<td>WDM 233</td>
<td>ADVANCED MANUFACTURING I</td>
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<tr>
<td>WDM 235</td>
<td>ADVANCED MACHINING I</td>
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4th Semester Career Path Electives – Must choose 2 of the following electives (10 credits)

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<tbody>
<tr>
<td>WDM 240</td>
<td>PIPE WELDING II (prerequisite WDM230)</td>
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<tr>
<td>WDM 241</td>
<td>ADVANCED METAL WELDING II (prerequisite WDM231)</td>
<td>5</td>
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<tr>
<td>WDM 242</td>
<td>ADVANCED AUTOMATED MANUFACTURING II (prerequisite WDM232)</td>
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<tr>
<td>WDM 243</td>
<td>ADVANCED MANUFACTURING II (prerequisite WDM233)</td>
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<tr>
<td>WDM 245</td>
<td>ADVANCED MACHINING II (prerequisite WDM235)</td>
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*Prerequisite: Acceptable COMPASS score or Basic Writing.
**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester breakdown on next page
### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CR</th>
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</thead>
<tbody>
<tr>
<td>WDM 113</td>
<td>Shielded Metal Arc Welding</td>
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<tr>
<td>WDM 115</td>
<td>Project Design and Fab I</td>
<td>2</td>
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<tr>
<td>WDM 116</td>
<td>Gas Tungsten Arc Welding I</td>
<td>2</td>
</tr>
<tr>
<td>WDM 117</td>
<td>Blueprint Reading</td>
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<tr>
<td>WDM 118</td>
<td>Mill &amp; Lathe Operation, Manual I</td>
<td>2</td>
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<tr>
<td>WDM 119</td>
<td>Gas Metal Arc Welding</td>
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</tr>
<tr>
<td>MATH 104</td>
<td>Technical Mathematics</td>
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<td>ORT 010</td>
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<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology or Human Relations in the Work Place</td>
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**Total Credit Hours**: 18

### Second Semester

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<tbody>
<tr>
<td>WDM 123</td>
<td>Shielded Metal Arc Welding Grooved Plate</td>
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<tr>
<td>WDM 125</td>
<td>Project Design and Fabrication II</td>
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<tr>
<td>WDM 126</td>
<td>Gas Tungsten Arc Welding II</td>
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<td>WDM 128</td>
<td>Mill and Lathe Operation Manual II</td>
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<td>WDM 129</td>
<td>Gas Metal Arc Welding Grooved Plate</td>
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<td>WDM 134</td>
<td>CAD Parameter Modeling for Manufacturing</td>
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<tr>
<td>CIS 100</td>
<td>Introduction to Keyboarding</td>
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<tr>
<td>CIS 109</td>
<td>Word, Level I</td>
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<td>CIS 112</td>
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<td>ENGL 102</td>
<td>Career Communications</td>
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**Total Credit Hours**: 18

### Third Semester

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<td>ENGL 101</td>
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**Total Credit Hours**: 18

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<tr>
<td>SOC 100</td>
<td>Introduction to Sociology or Principles of Economics-Macro</td>
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**Total Credit Hours**: 18

### Summer Semester

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<td>WDM 132</td>
<td>Gas Metal Arc Welding Testing</td>
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COURSE DESCRIPTIONS

Courses are listed in alphabetical order by course prefix.

Note: For an explanation of the TP suffix on credit numbers, refer to the Tech Prep section on page 11.

ACCT 210  PRINCIPLES OF ACCOUNTING I
CREDITS:  4 TP
This course is an introduction to fundamental accounting concepts. It focuses on understanding the steps in the accounting cycle, i.e., recording transactions, posting, preparing a trial balance, preparing the work sheet, financial statements and the adjusting and closing process. Additionally it includes the study of current and non-current assets, current and long term liabilities, payroll accounting, and partnership accounting.

ACCT 211  PRINCIPLES OF ACCOUNTING II
CREDITS:  4
This course continues the study of fundamental accounting concepts; however, it involves the students in the world of accounting as opposed to the record keeping function. The course includes the study of Generally Accepted Accounting Principles (GAAP) and the Conceptual Framework, the corporate form as the business entity, preparation of the Statement of Cash Flows, financial statement analysis, introduction to cost accounting, responsibility accounting, cost volume profit analysis, and budgeting. PREREQUISITE: ACCT 210 PRINCIPLES OF ACCOUNTING I

ACCT 212  INTERMEDIATE ACCOUNTING I
CREDITS:  4
This course is intended to develop each student’s understanding of accounting by focusing on GAAP and the conceptual framework that provides the support for accounting information. It includes a review of the accounting cycle with advanced work in cash flow, inventory valuation methods, current and non-current assets and liabilities, their specific valuation, and balance sheet presentation. PREREQUISITE: ACCT 211 PRINCIPLES OF ACCOUNTING II

ACCT 213  INTERMEDIATE ACCOUNTING II
CREDITS:  4
This course is intended to develop each student’s understanding of accounting information related to stockholders’ equity, including: earnings per share calculations, accounting for investments in securities, revenue recognition, interperiod tax allocation, pensions, leases, and financial statement analysis are topics of focus in this course. PREREQUISITE: ACCT 212 INTERMEDIATE ACCOUNTING I

ACCT 215  PAYROLL ACCOUNTING
CREDITS:  3
The students will study payroll accounting, including the reporting formats for the various governments. Manual payroll applications are covered in the course to enhance the student’s job skills. The governmental reporting will include monthly, quarterly, semi-annual, and year-end reports. PREREQUISITE: ACCT 211 PRINCIPLES OF ACCOUNTING II

ACCT 218  TAX ACCOUNTING I
CREDITS:  3
This course is the study of federal income tax including the principles of income recognition, the principles of business and non-business expense deductions and the concept of the capital gains and losses. Emphasis is placed on the individual non-business taxpayer. Case problems involve the preparation of individual tax returns and the various supporting schedules. PREREQUISITE: ACCT 211 PRINCIPLES OF ACCOUNTING II

ACCT 223  MANAGERIAL ACCOUNTING
CREDITS:  3
This course focuses on using accounting information by management as a competitive advantage in real-world situations. The student will be prepared to help management develop the internal financial reports needed for these situations. The use of basic cost accounting skills and basic communication skills to provide management with useful internal information will be stressed. PREREQUISITE: ACCT 211 PRINCIPLES OF ACCOUNTING II

ACCT 227  EXCEL FOR ACCOUNTING
CREDITS:  3
This course develops the use of electronic spreadsheets using Excel in accounting applications. It encourages students to develop spreadsheet formulas for problem solving. Students will create graphs and macros. This encourages the students to develop effective accounting formats in the presentation of financial information. PREREQUISITE: A WORKING KNOWLEDGE OF COMPUTERS, ACCOUNTING, AND COMPUTERIZED SPREADSHEET PRINCIPLES WITH APPROVAL OF INSTRUCTOR.
ACCT 228  QUICKBOOKS ACCOUNTING  
CREDITS:  3  
This course focuses on the integration of computerized information into the basic accounting process. It provides the link between accounting in a traditional sense and its application in an automated environment. It is designed to develop a working knowledge of window-based software packages using Quick Books or Quick Books Pro commonly used by business. PREREQUISITE: A WORKING KNOWLEDGE OF COMPUTERS AND ACCOUNTING WITH APPROVAL OF INSTRUCTOR.

ACCT 229  PEACHTREE ACCOUNTING  
CREDITS:  3  
This course is a study of financial accounting with emphasis on the reporting function. It applies computer technology with an understanding of accounting. It is designed to develop critical-thinking and problem-solving skills while utilizing an industry-based accounting software, Peachtree Accounting for Windows. In addition, the course is focused on each student’s ability to analyze and interpret financial data. PREREQUISITE: A WORKING KNOWLEDGE OF COMPUTERS AND ACCOUNTING WITH APPROVAL OF INSTRUCTOR.

ACCT 290  INTERNSHIP  
CREDITS:  3  
The internship offers students the opportunity to gain experience in an accounting environment and apply what they have learned in the first three semesters of the accounting program. PREREQUISITE: Must have satisfactorily completed all the required CORE courses in the first three semesters.

AGB 110  ACCOUNTING FOR AG BUSINESS  
CREDITS:  3 TP  
This is an introductory course in agricultural business management in fundamental accounting concepts and includes analyzing, interpreting, and recording transactions.

AGB 111  AG BUSINESS MANAGEMENT I  
CREDITS:  3 TP  
This is an introductory course in agricultural business management including decision-making, record systems, balance sheet values, profit/loss statements, and budgets.

AGB 116  LEADERSHIP PRACTICUM  
CREDIT:  1  
This course is designed to develop leadership, citizenship, self-confidence, altruism, and awareness of community and industry. The vehicle used as a learning aid is the Postsecondary Agriculture Student (PAS) organization with activities offered on a local, state, and national level. Students will complete a career plan and participate in at least one additional state competition area. The administration of the Ag Club and its functions offer practical experience, and students will help to organize and host the state PAS conference every three years.

AGB 120  AG BANKING  
CREDITS:  3  
This course offers the student two perspectives in finance credit to include helping business managers determine credit needs and successfully applying for credit and providing preparation for students seeking opportunities in finance. Commercial lending is also studied. PREREQUISITES: AGB111 AG BUSINESS MANAGEMENT I

AGB 122  AG BUSINESS MANAGEMENT II  
CREDITS:  3  
This course begins with investment analysis and moves into personal and farm/ranch taxes, business organizations, valuing real estate, estate planning, agricultural law, and international trade. PREREQUISITES: No prerequisites, however, AGB 111, AG BUSINESS MANAGEMENT I, would be extremely helpful and are suggested.

AGB 212  AG BUSINESS LAW  
CREDITS:  3  
This is an introductory course in business law, encompassing contracts, sales, bailments, commercial paper, agency and employment, and business organizations. This course will cover items pertinent to the agricultural industry.

AGB 213  PRINCIPLES IN AG SELLING  
CREDITS:  3  
Students will learn the art of selling. In addition, negotiation and persuasion strategies are studied and practiced. Instructional methods include lecture, role-playing, group processing, outside guest lecturers, and films. This class will be centered on agricultural products and practices used in the agricultural industry.

AGR 101  INTRODUCTION TO ANIMAL SCIENCE  
CREDITS:  2 TP  
This course will provide the students with an introduction to all phases of animal science. The topics will include beef, sheep, horses, swine, and other specialty animals such as deer, buffalo, and elk. The students will become familiar with all the basic information including breed characteristics, evaluation procedures, management systems, production standards, nutritional requirements, health concerns, and business concerns to be followed with study in the other three animal management courses.
AGR 102  PLANT SCIENCE  
CREDITS:  3 TP  
This course is a study of plant science including the study of plant characteristics, history, planting rates/dates, planting methods, harvesting methods, growing methods, cost of production, average yields, uses, and economic returns. The class will include study of common cereal grains, common hay crops, trees, and other major crops grown in the area.

AGR 151  SPECIALTY ANIMAL MANAGEMENT  
CREDITS:  4 TP  
This course will provide the students with an introduction to the growing population of specialty animals. The species covered will include buffalo, elk, deer, pheasant, swine, llamas, and many other species of animals being used on game ranches and preserves. The course will include information on nutrition, health, breeding, species characteristics, handling techniques, and management techniques used by those in the business.

AGR 212  RANGE MANAGEMENT  
CREDITS:  3 TP  
This course is a study of range plants, range sites and grazing management concepts on ranches, horse farms, game ranches, and wildlife preserves. Students learn to identify the different range plants and sites, determine range use and condition, and determine carrying capacity. The course will provide the opportunity for students to learn how to maximize profits on all operations by using the range to its best capability.

AGR 215  SOILS AND WATER  
CREDITS:  2 TP  
Students will learn conservation methods of soil and water, evaluate soil type and land classes for uses, take soil samples, do fertility tests and outline the technical and financial assistance available through the Farm Services Agency and Natural Resources Conservation Services. The course will outline the effects of soil and water management on range management and the ecosystems surrounding the management area.

AGR 222  PESTS AND PESTICIDES  
CREDITS:  2 TP  
This course is a study of common agricultural pests and using integrated pest management to control them. Information on safety in regards to the applicator, crops, and the environment as outlined by common sense and governmental regulations. This course will also include an introduction in using equipment, its characteristics, and calibration of equipment. Introduction to chemical selection hardware and how to use it in a practical manner is also covered.

AGR 251  BEEF AND SHEEP MANAGEMENT  
CREDITS:  4  
A study of beef and sheep management techniques including breeding options, reproduction, nutrition, health, record keeping, facilities, and other factors involved in production of these species. The class will introduce the students to a wide variety of management methods and animal-handling techniques.

AGR 252  AG STRUCTURES  
CREDITS:  2  
This class will cover building structures for use with livestock and equipment. The class will introduce students to the process of accepting bids on buildings, assessing bids on buildings, basic building principles, electrical wiring, and plumbing. Other abilities needed to properly build and maintain structures will be discussed.

ART 101  INTRODUCTION TO NATURAL RESOURCES  
CREDITS:  3  
This course offers the student an opportunity to explore the vast areas covered in the study of the environment and natural resources—their abundance, importance, and need for conservation. It will present challenges in conservation and management of soil, water, range, forests, fish and wildlife, outdoor recreation, and other environmental concerns. This course will outline the career opportunities in many areas of natural resource assessment and management.

ART 114  COMMODITY MARKETING  
CREDITS:  2 TP  
This course is an introduction to the marketing of agricultural commodities. The basics include understanding marketing tools available, knowing costs of production, and developing marketing strategies. Risk management is studied including the use of forward contracts, futures markets, and options.

ART 125  COMPUTERIZED AG RECORDS  
CREDITS:  2  
This course examines specific computer record keeping software in the areas of finance and production. Case studies or the school ranch data are tracked and applied to industry standards to include NCA Integrated Resource Management Specific Performance Analysis. PREREQUISITE: AGB 111 AG BUSINESS MANAGEMENT I

ART 126  CAREER LAUNCH  
CREDITS:  1  
Students plan and prepare for the career internship program and permanent employment. The class includes inventorying job skills, determining wanted skills, preparing procedures to meet job-seeking objectives.
ART 201  ADVANCED NATURAL RESOURCES
CREDITS: 3  
This course continues the study of the environment and natural resources with emphasis on management and career development. Students practice skills and techniques in resource management and conservation that will meet the full range of human needs on a sustainable basis. Flexibility in the class will allow the student to pursue in depth an area of interest.

ART 223  STRATEGIC MARKETING
CREDITS: 2  
This course is designed to introduce marketing skills needed to be competitive in today’s marketplace. The course will go into further details of commodity marketing, as well as introducing students to different marketing strategies. The course will also introduce the students to basic advertising strategies. The course will show the students how to best increase interest in their product.

ART 299  CAREER INTERNSHIP
CREDITS: 2 - 4  
This course gives a student an opportunity to gain specific industry experience to develop pre-identified educational objectives leading to enhancement of employability skills. The one-hour of lecture per week is to help develop additional skills the student will need for employment success as well as develop personal work habits and ethics. Students will also work at the worksite the remainder of the time. PREREQUISITE: A completed plan, including an inventory of the student’s educational objectives, possible job site selections, and a tentative set of objectives relative to the job site selection and the student’s educational objectives

ATB 112  SHOP ORIENTATION, MAINTENANCE, AND SAFETY
CREDITS: 1 TP  
This course teaches a student proper handling of shop chemicals, personal safety, and maintenance of equipment. Students will become familiar with shop areas and what is expected in class.

ATB 116  PANEL REPLACEMENTS AND ADJUSTMENTS
CREDITS: 4  
In this course, the students will learn the process for removing and replacing bolt on panels of a vehicle and aligning panels to proper adjustments. Students will also be instructed in removing and replacing moveable glass from the doors and the lock and latch assemblies. The class also addresses removing, replacing, and adjusting headlights.

ATB 119  BASIC SHEET METAL WORK
CREDITS: 5  
In this course, the students will learn the proper use of hand and power tools. Student will learn the characteristics of sheet metal repair on collision and hail damaged panels, rusted-out panels, fiberglass panels, and the methods to repair them.

ATB 120  WELDING/EQUIPMENT
CREDITS: 5 TP  
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.

ATB 125  PANEL REPLACEMENTS AND ADJUSTMENTS II
CREDITS: 5  
This course teaches the student the procedures of removing and installing of large weld-on panels, such as quarter panels, roof panels, door skins, and other structural and non-structural components. Safety of working with those units is emphasized. PREREQUISITE: First semester technical courses.

ATB 131  MASKING
CREDITS: 1  
This course will teach students how to properly mask for primer application and for color and topcoat application.

ATB 136  AUTO PLASTICS
CREDITS: 2  
This course will teach the student how to identify different types of plastic used in the manufacture of automobiles. The student will also learn the safe use of airless plastic welders and the use of chemical bonding techniques.

ATB 137  PAINT DEFECTS/CAUSES AND CURES
CREDITS: 2  
This course will teach the students to visually identify and correct paint problems in the finish. Use a logical sequence of operations to repair a finish using a buffer and a sequence of different grit compounds and polishes.

ATB 138  ESTIMATING
CREDITS: 3  
Students will be taught how to generate both handwritten and computer generated repair estimates.

ATB 139  REFINISHING
CREDITS: 5  
This course will familiarize students with refinishing materials, refinishing equipment, vehicle surface preparation, and proper refinishing procedures and techniques. This course will also familiarize students with proper paint booth maintenance procedures.
ATB 140  FINAL DETAILING  
CREDITS:  2  
This course will teach the student how to final clean and detail a vehicle prior to delivery for improved customer satisfaction. The students will learn how to apply vinyl pinstripes and decals.

ATB 154  REFINISHING II  
CREDITS:  5  
The student will use learned procedures and products to refinish a customer’s vehicle as required. This course enables the student to repeatedly practice acquired refinishing techniques and procedures.

ATB 155  TINTING AND BLENDING  
CREDITS:  3  
The student will learn to tint for a blendable match and to blend so there is no noticeable color difference.

ATB 156  UNIBODY DIAGNOSING  
CREDITS:  5  
The student will learn to use “tell-tale signs” to help analyze damage and to use gauges and measuring systems to plan unibody repairs.

ATB 157  CONVENTIONAL FRAME DIAGNOSTICS  
CREDITS:  4  
The student will learn to use “tell-tale signs” to help analyze damage and to use gauges and measuring systems to plan conventional frame repairs.

ATB 158  TWO-TONE AND TRI-COAT FINISHES  
CREDITS:  1  
This course will teach the students the proper procedures and techniques to refinish two-tone and tri-coat vehicles.

ATB 159  COMPETENCY PANEL  
CREDITS:  2  
The student will demonstrate the correct refinishing procedures and techniques to refinish a hood panel in basecoat/clear coat.

ATT 110  OCCUPATIONAL SKILLS  
CREDITS:  2  
This course is designed to enable the student to understand the safety aspects of the trade as well as common skills required for successful completion of other areas of the automotive program. This class is a prerequisite for all classes in the automotive program.

ATT 112  CHASSIS AND STEERING  
CREDITS:  4  
Suspension and steering are studied during this semester. The student is required to diagnose poor steering and handling and tire-wear problems. The student will also be required to perform alignments on the major types of suspension and steering systems. Four-wheel alignment and drive-axle service are covered in detail. The student will be required to perform at least one alignment unassisted.

ATT 113  BRAKE SYSTEMS  
CREDITS:  4 TP  
The construction, operation, and repair of automotive brakes will be covered in the lecture portion of class using the textbook, audio visual aids, models, and handouts. Demonstrations of use of equipment and the procedures used to perform brake jobs will be performed in the laboratory.

ATT 114  STANDARD TRANSMISSIONS AND FINAL DRIVES  
CREDITS:  3 TP  
The construction, operation, and repair of automotive standard transmissions, dry clutches, drive lines, and differentials are covered. The lab will be correlated with the class and the student is required to complete all assignments. The class presentation will be conducted in the lab using instructional units that each student will use for practice.

ATT 124  SHOP AND PARTS MANAGEMENT  
CREDITS:  2  
The course is designed to instruct the student in the wholesale and retail automobile parts industry to assess the knowledge of 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.

ATT 210  INTRODUCTION TO AUTOMOTIVE ELECTRICAL SYSTEMS  
CREDITS:  3 TP  
This course is designed to enable the student to understand electrical principles and how they apply to the automobile.
ATT 211 STARTING AND CHARGING SYSTEMS  
CREDITS: 2  
Starting and charging system is a two-semester hour course designed to enable the student to understand the operation and function of automotive starting and charging systems. Students will diagnose and service automotive batteries, alternators, and starters using state of the art test equipment and techniques.

ATT 214 AUTOMOTIVE ELECTRONICS  
CREDITS: 3 TP  
This class is designed to provide the students with the electronics background necessary to understand and diagnose the sophisticated electronic systems of the modern automobile. The student will also learn to use state-of-the-art test equipment used by automotive technicians to solve complex electrical problems.

ATT 217 ENGINE OPERATION AND DIAGNOSIS  
CREDITS: 4  
This course is designed to instruct the student on the operation and diagnosis of a four-cycle gasoline automobile engine. Particular attention will be paid to the techniques of analyzing internal failures of the compression lubrication and cooling systems.

ATT 221 ENGINE PERFORMANCE AND DRIVEABILITY  
CREDITS: 4 TP  
Engine Performance and Drivability is a four semester-hour course designed to provide the student with the necessary instruction to diagnose and repair ignition, fuel and emissions related drivability problems. The student will use mock-ups, school vehicles, and customer-related issues to complete the instruction.

ATT 224 ELECTRONIC FUEL INJECTION AND COMPUTERIZED ENGINE CONTROLS  
CREDITS: 7  
Electronic fuel injection and computerized engine controls is a course designed to instruct the student on the components of fuel and timing management, fuel delivery, and the diagnostic techniques for solving emission and drivability related problems. Attention will be paid to both OBD I and OBD II diagnostic strategies and scan tool usage.

ATT 225 CHASSIS WIRING  
CREDITS: 2  
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.

ATT 226 AIR CONDITIONING  
CREDITS: 2  
Air conditioning is a course designed to enable the student to understand the principles of refrigeration. The student will use modern equipment for reclamation and recharging. Modern diagnostic equipment will be used to diagnose and repair automobile air conditioning systems.

ATT 232 ENGINE OVERHAUL  
CREDITS: 4 TP  
Engine repair is designed to instruct the students in numerous techniques for the inspecting and repairing of camshafts, timing mechanisms, blocks, cylinder heads, crank, and piston assemblies. The student will also learn proper disassembly and reassembly techniques associated with modern automobile engines. Construction and repair of automotive engines are covered in lecture class using the textbook, audio visual aids, models, and handouts. Demonstrations on use of equipment and the procedures used to perform the tasks assigned in the lab will be given during lab time. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS

ATT 233 AUTOMATIC TRANSMISSIONS  
CREDITS: 5  
The construction, operation, and repair of domestic automatic transmissions will be covered using the text, audiovisual aids, models, handouts, and manuals. Lab Instruction will use classroom transmissions that will be disassembled, reassembled, and tested on the transmission dyno. If time permits, students will be able to work on their own transmission or transaxle.

BUS 101 INTRODUCTION TO BUSINESS  
CREDITS: 3 TP  
This is an introductory business course designed to give students a broad overview of business principles and concepts. Topics included are key functions of business, ownership structures, ethics, social responsibilities, international business, and general business operations.

BUS 120 PRINCIPLES OF MARKETING  
CREDITS: 3 TP  
This course will give students training in the study of the principles, methods, and problems of marketing. This includes markets, pricing, distribution, structure, products, and promotional activities. PREREQUISITE: BUS 101 INTRODUCTION TO BUSINESS
BUS 130 BUSINESS COMMUNICATIONS
CREDITS: 4 TP
This course is designed to help students develop proficiency in communication skills with an emphasis in the writing skills that are needed for career success. The course will emphasize composing, proofreading, editing, grammar, punctuation, and style for writing letters. Writing memos and reports are stressed. This is a course for the Medical Administrative and Transcription students. PREREQUISITE: ENGL 010 BASIC ENGLISH

BUS 134 WRITTEN COMMUNICATIONS FOR BUSINESS
CREDITS: 4
This course will give students a comprehensive study of written business communications including the writing process, corresponding at work, reporting workplace data, and communicating for employment.

BUS 135 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. Students will also lay the groundwork in developing an electronic portfolio which will be utilized throughout their course work in the program. PREREQUISITE: Three credits of the CIS MICROSOFT SOFTWARE APPLICATIONS.

BUS 136 ORAL COMMUNICATIONS IN BUSINESS
CREDITS: 2
This course is designed to provide students with communication skills to be used in the business world. The kind of results achieved in this course include work relationships that run smoothly; effective communication in demanding situations, such as hiring, firing, and business meetings; and an enhanced ability to speak up effectively when situations demand it. These goals will be accomplished with interactive learning on the part of the students.

BUS 138 POWERPOINT FOR BUSINESS
CREDITS: 1
The focus of this class is effective use of visual aids in business presentations. The curriculum covers various theories as well as the specific skills to integrate technology-based aids into business presentations.

BUS 140 BUSINESS LAW
CREDITS: 3
This is an introductory course in business law, encompassing contracts, sales, bailment, agency and employment, and business organizations.

BUS 150 ADVERTISING
CREDITS: 3
This course introduces students to advertising principles and practices that contribute to business success. Through projects, lectures, reading, and discussion, students will learn how to recognize and plan effective advertising. PREREQUISITE: BUS 120 PRINCIPLES OF MARKETING

BUS 152 DESKTOP PUBLISHING FOR MARKETING I
CREDITS: 3
Students will learn the art of desktop publishing including the creation of practical business documents/forms including design principles, consistency, proportion, balance, etc.

BUS 156 WEBSITE DEVELOPMENT FOR BUSINESS
CREDITS: 3 TP
This intermediate-level computer course is designed to give students the ability to use the power of visual media. This course will develop each student’s skills in website development. PREREQUISITE: CIS 109 WORD, LEVEL I and CIS 114 POWERPOINT, LEVEL 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 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. PREREQUISITE: BUS 135 PROFESSIONAL DEVELOPMENT

BUS 224 PERSONAL FINANCE
CREDITS: 3
This course provides the student with the basics of financial planning: budgeting, cash flow, use of credit, and risk management. The course focuses on the information graduates will need to provide themselves with a secure personal financial environment. Many of the skills and much of the information will transfer to the business environment as knowledge of employee benefits for the individual or for employees they may supervise.
BUS 225  RETAIL MANAGEMENT
CREDITS:  3
This course studies retailing with emphasis on the development of retail institutions, store management, merchandising, contemporary problems, and current trends of retailers in today’s business environment. PREREQUISITES: BUS 210 SUPERVISORY MANAGEMENT and BUS 101 INTRODUCTION TO BUSINESS

BUS 226  PERSONAL INVESTMENTS
CREDITS:  2
This course is an introductory course designed to help students gain a better understanding of the basic theories, instruments, environments, and practical techniques associated with personal investment decisions. Upon completion of this course, students will be better prepared to make sound personal investment decisions.

BUS 229  INTRODUCTION TO ENTREPRENEURSHIP
CREDITS:  3
This course is designed to provide non-business students a basic understanding of the concepts and skills necessary to own and operate a small business. Students develop a plan for starting their own business.

BUS 230  SMALL BUSINESS ENTREPRENEURSHIP
CREDITS:  2 TP
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 plan for starting their own business. PREREQUISITES: BUS 120 PRINCIPLES OF MARKETING and ACCT 211 PRINCIPLES OF ACCOUNTING II

BUS 231  INTERMEDIATE ENTREPRENEURSHIP
CREDITS:  3
This course is designed to provide students with additional entrepreneurial skills, beyond the basics provided in Small Business Entrepreneurship, and enhance their ability to succeed in management of a small business. PREREQUISITE: BUS 230 SMALL BUSINESS ENTREPRENEURSHIP

BUS 240  ADVANCED COMPUTER APPLICATIONS FOR BUSINESS
CREDITS:  4
The primary focus of the class will be on expert proficiencies in word processing and spreadsheet software. The class is designed to meet all the required skills needed to take the Microsoft Office User Specialist Expert exams in word processing and spreadsheet software. The curriculum will also cover additional Windows-based programs and computer operations.

BUS 290  INTERNSHIP
CREDITS:  2
This course is designed to provide students an opportunity to apply the skills and knowledge acquired in the classroom through active participation in a local business. This is a supervised, volunteer, or paid internship.

CAB 111  SHOP ORIENTATION AND SAFETY
CREDITS:  1 TP
This class introduces the students to all of the tools that will be used throughout the program. A strong emphasis is placed on shop safety.

CAB 113  BASIC CABINETRY DRAFTING AND KITCHEN DESIGN
CREDITS:  4
Basic blueprint reading and kitchen design considerations will be covered in this class. Also, students will be required to design and draw plans appropriate for the program.

CAB 228  KITCHEN DESIGN AND LAYOUT
CREDITS:  4
This course will provide students the opportunity to learn and practice math, drafting and designing custom kitchens, and custom cabinetry. Additionally, blueprint reading of light commercial construction and millwork will be included.

CAD 101  DRAFTING FUNDAMENTALS
CREDITS:  3 TP
The student is introduced to the fundamentals of board drafting for both the mechanical and architectural fields. The course covers the principles of 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 a continuation of Drafting Fundamentals, CAD 101. Course specializes in architectural drafting. Each student will learn to draw and lay out a set of residential house plans on the computer. PREREQUISITES: Three credits of the CIS MICROSOFT SOFTWARE APPLICATIONS and CAD 116 COMPUTERS FOR CAD.
CAD 116  COMPUTERS FOR CAD  
CREDITS: 3 TP
This course is an introduction to the origin, development, and evolution to computers in today’s workplace. Students will cover the proper care of the computer and the operator and introduce the student to the basic file manipulation and storage media. This is also an introduction to the AutoCAD library of books and manuals and its basic commands including the use of the Cartesian coordinate system.

CAD 126  INTRODUCTION TO CAD  
CREDITS: 4
This course is a hands-on introduction to CAD instructing the student on basic PC-based CAD operation principles using AutoCAD software. Course emphasis includes 2D CAD drawing techniques, understanding the “vector” drawing environment, simple and complex vector drawings and “windows” for the CAD environment, plus working within model space and using layouts for final drawing presentation. PREREQUISITE: Three credits of the CIS MICROSOFT SOFTWARE APPLICATIONS and CAD 116 COMPUTERS FOR CAD.

CAD 135  ARCHITECTURAL CONSTRUCTION THEORY I  
CREDITS: 3
This course is an introduction to instructing the student of concepts and theory of architectural theory. Course emphasis includes a review of construction materials, foundations, floors, walls, roofs, and other associated topics.

CAD 201  INTERMEDIATE CAD  
CREDITS: 3
This course is a continuation of the Introduction to CAD course instructing the student in PC-based CAD application using the AutoCAD software product. Course emphasis includes: continued training in 2D CAD drawing techniques, creating and using symbol libraries, 3D drawings, and additional OS commands for the CAD environment. PREREQUISITE: CAD 126 INTRODUCTION TO CAD.

CAD 202  MECHANICAL DRAFTING  
CREDITS: 3
This drafting course covers drafting practices used to create engineering drawings, with a focus on drawing accuracy, drafting conventions, and readability. PREREQUISITES: CAD 232 MECHANICAL PRINCIPLES AND CAD 233 MECHANICAL PRINT READING.

CAD 203  PRINCIPALS OF COMMERCIAL THEORY I  
CREDITS: 3
Students will study the beginning aspects of commercial construction theory. Emphasis is placed on construction methods, materials, techniques, and terminology that are used in the commercial construction industry as well as architectural and engineering firms. PREREQUISITE: CAD 135 ARCHITECTURAL CONSTRUCTION THEORY I.

CAD 212  LIGHT COMMERCIAL CONSTRUCTION W/MECHANICAL AND ELECTRICAL  
CREDITS: 2
This course is designed to introduce the student to the concepts, techniques, and safety practices of mechanical and electrical systems as they apply to the drafting environment. Course emphasis includes reading and drawing prints to show M and E requirements, safe practices, introduction to the National Electrical Code (NEC), M and E symbols, and basic concepts. PREREQUISITE: CAD 201 INTERMEDIATE CAD.

CAD 214  INTRODUCTION TO CIVIL DRAFTING  
CREDITS: 3
This course introduces the student to basic drafting principles and surveying techniques needed for civil drafting work. The student will survey an area, draw a plot plan, establish existing contours for the lot layout, orientate a building on the lot, design parking and landscaping on the lot, and establish new contours. Students will be working in the field as well as in the lab to complete course objectives. PREREQUISITE: CAD126 INTRODUCTION TO CAD and CAD252 INTRODUCTION TO SURVEYING.

CAD 221  MECHANICAL DIMENSIONING  
CREDITS: 3
This course covers a working knowledge and application of coordinate and geometric dimensioning and tolerancing techniques for engineering drawings based on ASME V14.5 standard. PREREQUISITE: CAD 202 MECHANICAL DRAFTING.

CAD 222  PRINCIPALS OF COMMERCIAL THEORY II  
CREDITS: 3
Students will continue to explore the aspects of commercial construction theory. Emphasis is placed on construction methods, materials, techniques, and terminology that are used in the commercial construction industry, as well as architectural and engineering firms. PREREQUISITE: CAD 203 PRINCIPALS OF COMMERCIAL THEORY I.

CAD 230  ARCHITECTURAL DRAFTING III  
CREDITS: 3
This course continues the study of residential construction. Students will use Autodesk Architectural Desktop software to complete residential drafting projects. Students will also use Microsoft PowerPoint to create an electronic version of their CAD Program Portfolio. PREREQUISITE: CAD 237 ARCHITECTURAL DRAFTING II.
CAD 232  MECHANICAL PRINCIPLES  
CREDITS:  3  
This course equips the student with basic principles of mechanical operations, component interaction, and assembly procedure. Included in this course is the construction of schematic drawings for hydraulic, pneumatic, electrical, and electronic systems. PREREQUISITE: CIS.105 OR CIS106 MICROCOMPUTER SOFTWARE APPLICATIONS I OR II AND CAD.116 COMPUTERS FOR CAD.

CAD 233  MECHANICAL PRINT READING  
CREDITS:  1  
Students will learn to read a variety of prints from different industries and to extract important construction and design information from each drawing. PREREQUISITES: CIS.105 OR CIS106 MICROCOMPUTER SOFTWARE APPLICATIONS I OR II AND CAD.116 COMPUTERS FOR CAD.

CAD 237  ARCHITECTURAL DRAFTING II  
CREDITS:  3  
This course specializes in architectural residential design and drafting. The students will build on their knowledge and experience gained in previous classes to become more independent in designing and completing different architectural drawings with limited supervision from the instructor. PREREQUISITE: CAD 111 ARCHITECTURAL DRAFTING I.

CAD 242  COMPUTER AUTOMATED MANUFACTURING  
CREDITS:  2  
This course covers a working knowledge and application of computer-automated manufacturing.

CAD 243  3D ENGINEERING DESIGN  
CREDITS:  3  
This course covers a working knowledge and application of 3D design using AutoCAD Inventor. PREREQUISITE: CAD 201 INTERMEDIATE CAD.

CAD 250  INTRODUCTION TO MAPPING/GPS  
CREDITS:  2  
This course covers principals of reading and using maps using various existing technologies. Emphasis will be on understanding proper techniques of gathering usable mapping coordinates that can later facilitate creation of GIS systems.

CAD 251  INTRODUCTION TO GIS  
CREDITS:  3  
This course covers principals and applications of geographic information systems using ArcGIS software. Students will gain a basic understanding of creating geographic information systems through class and individual projects. Research outside the classroom may be necessary. PREREQUISITE: CAD 214 INTRODUCTION TO CIVIL DRAFTING.

CAD 252  INTRODUCTION TO SURVEYING  
CREDITS:  3  
This course includes the care and use of surveying instruments, field note procedures, land surveying, topographic surveying, and mapping from field notes. PREREQUISITE: CAD 250 INTRODUCTION TO MAPPING/GPS.

CAD 298  PROFESSIONALISM  
CREDITS:  2  
A course designed to instruct students in the everyday routines, techniques, and expectations of a drafting office environment. Note: those students who do not take CAD 299 INTERNSHIP will take this course. PREREQUISITE: CAD 126 INTRODUCTION TO CAD.

CAD 299  INTERNSHIP  
CREDITS:  2  
Work in a professional office for a minimum of 100 hours to gain office experience. The student will be responsible for finding an office that will accept them. The instructor may assist the student in finding an internship. The internship must be directly related to the drafting field and approved by the instructor. (NOTE: Students cannot be paid by the office while participating in an internship.) PREREQUISITE: CAD 126 INTRODUCTION TO CAD.

CAR 111  INDUSTRY ORIENTATION AND SAFETY  
CREDITS:  1 TP  
This course will cover the safe operations of stationary and hand tools and construction aids for carpentry students.

CAR 112  CARPENTRY THEORY I  
CREDITS:  3 TP  
Students will study the beginning aspects of residential home construction. Emphasis is placed on introductory business aspects of the construction trades, personal skills needed, tool usage, and beginning phases of framing techniques used at building sites.

CAR 113  BASIC DRAFTING  
CREDITS:  3 TP  
Students will gain experience in transferring abstract ideas to work drawings. Simple block drawing exercises will advance to residential home and multi-plan drawings.
CAR 115   ON-SITE CONSTRUCTION I
CREDITS:  7 TP
Students will travel to an actual building site for construction of a residential home. Technical information is combined with practical applications in the areas of wood framing, doors, windows, exterior wall finish and roof finish.

CAR 122   CARPENTRY THEORY II
CREDITS:  3 TP
This course will build upon previous theory classes and mirror the schedule of the project home under construction. Areas of study will include rough framing of conventional roofs, stairs, interior finish of insulation, drywall, finish trim, paint stain, and floor covering.

CAR 123   CONSTRUCTION TRADE MATH
CREDITS:  3
Trade math will demonstrate the applications of math principles to the construction industry in areas of actual building, estimating, and drafting. Some of the principles addressed are surface areas, volumes, properties of spheres and circles, fractions and decimals, and weights and measures.

CAR 125   ON-SITE CONSTRUCTION II
CREDITS:  5
Students will continue construction of the residential home started with CAR 115. Emphasis will shift to interior finish work in the areas of drywall, painting, and finish trim.

CAR 210   CONCRETE, METAL FRAMING, AND REMODELING
CREDITS:  7
Students will travel to a variety of building sites to perform tasks related to remodeling. The main emphasis will be on replacing or repairing exterior and interior building elements and finishes. PREREQUISITES: CAR 115 ON-SITE CONSTRUCTION I, CAR 125 ON-SITE CONSTRUCTION II.

CAR 211   OVERVIEW OF SUBCONTRACTORS I
CREDITS:  3
Students will study the theory and application principles associated with areas of masonry, ceramic tile, electrical wiring, plumbing, kitchen design, and suspended ceilings.

CAR 213   RESIDENTIAL ESTIMATING
CREDITS:  3
Students will analyze the material and labor involved in the construction of residential homes. Emphasis is on material totals and prices, accurately understanding the hours involved in application of those materials, and a firm understanding of the bidding process of construction.

CAR 216   BLUEPRINT READING
CREDITS:  2
Blueprint reading will address the need to accurately interpret technical drawings and transform them into actual projects. Students will study the principles of architectural and structural details and measurements.

CAR 219   COMMERCIAL THEORY I
CREDITS:  3
Students will study the beginning aspects of commercial construction. Emphasis is placed on construction methods, materials, personal skills needed, and the beginning phases of commercial techniques used at a building site.

CAR 222   ON-SITE FOREMAN
CREDITS:  2
This course will enable students to plan the needs of a residential or commercial project under construction in a timely and efficient manner. Material and labor usage are strongly interconnected and addressed. Students will learn the dynamics of being responsible for construction methods and human relations within the construction crew.

CAR 226   LIGHT COMMERCIAL AND RESIDENTIAL BUILDING CODES
CREDITS:  2
This course will cover principles of light commercial and residential building codes.

CAR 229   COMMERCIAL THEORY II
CREDITS:  3
Students will study various aspects of commercial construction. Emphasis is placed on construction methods, materials, and techniques that are used in commercial construction.

CAR 299   COMMERCIAL CONSTRUCTION INTERNSHIP
CREDITS:  8
Students will work at a building site under contractor supervision. The students will gain hands-on experience with a variety of building techniques and materials.
CHEM 106       CHEMISTRY SURVEY
CREDITS:     3
This course provides an introduction to the properties of matter, atomic structure, bonding, stoichiometry, kinetics, equilibrium, states of matter, solutions, and acid-base concepts. A required laboratory experience will accompany CHEM 106.
PREREQUISITE: MATH101

CHEM 106L CHEMISTRY SURVEY LAB
CREDITS:     1
This course is a required laboratory experience to accompany CHEM 106.

CIS 090       INTRODUCTION TO COMPUTERS
CREDITS:     1
This course is an introductory course into computer use for those students who have little to no computer experience. Topics covered in this course will include computer hardware, windows, file management, and word processing.

CIS 100       INTRODUCTION TO KEYBOARDING
CREDITS:     1
This course is a course to learn touch-typing skills on the keyboard.

CIS 109       WORD, LEVEL I
CREDITS:     1
This course is an introductory course in word processing which includes basic technical concepts as well as hands-on experience. The utility of the computer is demonstrated by introducing Windows and word processing to the student.

CIS 111       WORD, LEVEL II
CREDITS:     1
This course is an intermediate level course in word processing which includes technical concepts as well as hands-on experience. The utility of the computer is demonstrated by advanced concepts in Windows and word processing. PREREQUISITE: CIS 109 or articulated credit for a Microsoft Word class.

CIS 112       EXCEL, LEVEL I
CREDITS:     1
This course is an introductory course in spreadsheets which includes basic technical concepts as well as hands-on experience. The utility of the computer is demonstrated by introducing Windows and spreadsheets to the student.

CIS 113       EXCEL, LEVEL II
CREDITS:     1
This course is an intermediate level course in spreadsheets which includes technical concepts as well as hands-on experience. The utility of the computer is demonstrated by advanced concepts in Windows and spreadsheets. PREREQUISITES: CIS 112 or articulated credit for CIS 109, CIS 111, CIS 114.

CIS 114       POWERPOINT, LEVEL I
CREDITS:     1
This course is an introductory course in presentations which includes basic technical concepts as well as hands-on experience. The utility of the computer is demonstrated by introducing Windows and presentations to the student.

CIS 116       ACCESS, LEVEL I
CREDITS:     1
This course is an introductory course in databases which includes basic technical concepts as well as hands-on experience. The utility of the computer is demonstrated by introducing Windows and databases to the student. PREREQUISITE: CIS 109 or CIS 111 or CIS 112.

CIS 117       ACCESS, LEVEL II
CREDITS:     1
This course is an intermediate level course in databases which includes technical concepts as well as hands-on experience. The utility of the computer is demonstrated by advanced concepts in Windows and databases to the student. PREREQUISITE: CIS 116 and CIS 109 or CIS 111 or CIS 112.

CIS 118       PUBLISHER
CREDITS:     1
This course is an introductory course in creating and editing newsletters, brochures, flyers, and websites which includes basic technical concepts as well as hands-on experience. The utility of the computer is demonstrated by introducing Windows and publishing skills to the student. PREREQUISITE: CIS 111 or BUS 138.

CIS 120       MULTIMEDIA DESIGN
CREDITS:     1
The purpose of this course is to provide students with an overview of the multimedia technology through working with various multimedia tools. Students will be introduced to the design and production process of developing interactive multimedia applications. PREREQUISITE: CIS 111 or BUS 138.
CNS 100 INTRODUCTION TO ELECTRICITY AND DIGITAL LOGIC
CREDITS: 2
This course is a general introduction to electricity and digital logic, providing a broad base for entry into a general study of microprocessor-based computer systems and computer networking. The class is designed to cover the theoretical and practical applications of electricity and number systems as applied to digital and computer electronics. It is also designed to cover the theoretical and practical applications of electricity and number systems as applied to Field Engineering Technicians. The course begins with an introduction to voltage, current, and resistance as they apply to both direct and alternating currents, number systems, and continues through the basic logic gates. Hands-on demonstration circuits and application number systems exercises are an integral part of the course.

CNS 112 A+ HARDWARE/SOFTWARE
CREDITS: 6 TP
A+ Hardware/Software lays a foundation of the basic information required to assemble a computer and troubleshoot problems that occur. You learn how to properly install, configure, upgrade, troubleshoot, and repair PC hardware and software. The course will help prepare the student to pass the CompTIA A+ certification exam to become a certified computer service technician and pursue a future career in IT technology or simply be equipped with the knowledge of how a computer works.

CNS 114 NETWORKING ESSENTIALS
CREDITS: 3 TP
This course will prepare students for the CompTIA Server+ certification exam and introduces students to basic networking concepts, Network Operating System management and administration, and network security. It also includes an overview of Windows NT/2000, Windows XP, Linux, and Novell Netware. This class prepares students to become server system specialists who can perform basic installation, operation, administration, and troubleshooting services. PREREQUISITE: A general understanding of digital logic, the operation of IBM compatible desktop computers. This course includes installation and configuration of peripheral/adapter cards; installation and configuration of peripheral devices to include hard drives, CD drives, and backup devices; assigning computer resources; and resolving computer resource conflicts.

CNS 126 CISCO ACADEMY/NETWORKING TECHNOLOGIES I
CREDITS: 3 TP
CNS 126 (CCNA 1 Networking Basics) introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, Open System Interconnection (OSI) models, cabling, cabling tools, routers, Ethernet, Internet Protocol (IP) addressing and network standards and design. Basic small office/home office networks will be addressed, including wireless and security configurations. Prerequisite: CNS 114.

CNS 127 CISCO ACADEMY/NETWORKING TECHNOLOGIES II
CREDITS: 3 TP
CNS 127 (CCNA2 Routers & Routing Basics) is the second of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. Students will develop skills on initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and security and disaster recovery. Prerequisite: CNS 126.

CNS 128 CISCO ACADEMY/NETWORKING TECHNOLOGIES III
CREDITS: 3 TP
CNS 128 (CCNA3 Switching Basics and Intermediate Routing) presents an overview of Enterprise networking and focuses on advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), IPv6, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs) and VLAN Trunking Protocol (VTP), as well as LAN/WAN troubleshooting. Prerequisite: CNS 127.

CNS 129 COMPUTER OPERATING SYSTEMS
CREDITS: 3
This course covers the Windows operating system. Subject areas include installation, configuration, administration, and network setup.

CNS 130 CISCO ACADEMY/NETWORKING TECHNOLOGIES IV
CREDITS: 3 TP
CNS 130 (CCNA 4 WAN Technologies) focuses on WAN Technologies and is the last of four courses leading to the Cisco Certified Network Associate (CCNA) certification. The course focuses on advanced IP addressing on the LAN/WAN, Network design, Cisco device upgrades, and supporting converged networks with proper hardware and configurations. There is also content to assist the student to prepare for the CCNA certification exam. Prerequisite: CNS 128.

CNS 210 MANAGEMENT FOR CNS
CREDITS: 4
This course is designed to introduce the student to the concepts of effective management, design, and record keeping that plays an essential part in network management. The student will learn to create and incorporate physical and electronic logs and database files to streamline troubleshooting and to reduce the cost of network operations.

CNS 211 LINUX SERVER OPERATING SYSTEM
CREDITS: 3
This course is designed to give the student the knowledge and experience to use Linux in a server role. The student will be able to configure the Linux environment and provide network services such as authentication, mail, time, file, and directory services. PREREQUISITE: STUDENTS MUST HAVE COMPLETED CNS 122 LINUX OPERATING SYSTEMS.
CNS 213  WINDOWS NETWORK INFRASTRUCTURE
CREDITS: 3
This course covers Windows Server 2003. It begins with TCP/IP architecture, network data flow, routing, and switching and continues with DHCP, WINS, DNS, Certificate Services, IP security and network access, ending with Server and Network security and problem recovery. This course includes hands-on projects and practice testing to assist the student in passing the MCSE 70-293 exam. PREREQUISITE: Students must have completed CNS 212 NETWORKING USING MS WINDOWS SERVER 2003 or documentation of having passed MCSE exam 70-290 or 70-291.

CNS 215  DATABASES
CREDITS: 3
This course is designed to provide the student an introduction to database setup and management. Upon completion of the course, the student will understand database concepts such as database design, data integrity, updates, normalization, and basic database administration. The student will be able to perform the above functions with the Oracle database application as well as Microsoft Access. PREREQUISITE: MATH 101 (grade B or higher) or completion of any higher level math course (grade C or higher).

CNS 216  INTRODUCTION TO PROGRAMMING
CREDITS: 3
This course is designed to provide the student with a solid foundation in both programming concepts and Microsoft Visual C#. Topics covered include compilation and execution of a Visual C# application and understanding data types, methods, behaviors, and expressions. Additionally the student learns to program in a visual environment. PREREQUISITE: MATH 101 (grade B or higher) or completion of any higher level math course (grade C or higher).

CNS 217  PROGRAMMING LOGIC AND DESIGN
CREDITS: 3
This course is designed to provide the student an introduction to object-oriented programming and logic concepts. While not based in a specific language, the student will gain a good foundation for later courses in the programming curriculum. Concepts covered include the following: object-oriented programming concepts, methods and parameters, structure, loops, arrays, and advanced arrays. PREREQUISITE: MATH 101 (grade B or higher) or completion of any higher level math course (grade C or higher).

CNS 218  INTERMEDIATE PROGRAMMING
CREDITS: 3
This course is designed to provide the student with a solid foundation in Microsoft Visual Basic 2005. The student, upon completion, should be able to setup a visual based application with the use of variables, selection and repetition structures, string manipulation, arrays, classes, and objects. PREREQUISITES: CNS 216 INTRODUCTION TO PROGRAMMING.

CNS 220  DESIGNING SECURITY FOR A MS WINDOWS NETWORK
CREDITS: 3
This course provides in-depth study of configuring, administering, and troubleshooting security services available within a Microsoft Windows Server 2003 network. It provides detailed hands-on activities that let you experience firsthand the process involved in securing and managing a Microsoft Windows Server 2003 network. The course will help the student prepare for MCSE exam 70-298. PREREQUISITES: Students must have completed CNS 212 NETWORKING USING MS WINDOWS SERVER 2003 or documentation of having passed MCSE exam 70-290 or 70-291.

CNS 221  TROUBLESHOOTING II
CREDITS: 3
This course is designed to provide the student with advanced network troubleshooting skills. The student will use network analysis tools to determine network health and to help identify problems. The student will learn to analyze packet level information and to address system settings (i.e. registry) that influence performance, security, replication, and data transfer. PREREQUISITE: Students must have completed CNS 120 TROUBLESHOOTING I.

CNS 223  MANAGING AN EXCHANGE SERVER
CREDITS: 3
This course is designed to introduce the student to the concepts of Microsoft messaging services; and the installation, setup, and maintenance of a Microsoft Exchange Server.

CNS 224  WEB SERVICES ADMINISTRATION
CREDITS: 3
This course will cover critical Administrative tasks associated with hosting and offering web service. This includes: an introduction to HTML, database setup, database administration, SQL, and Database Integration into web services. The course will focus on using SQL and database tools to maintain a functioning database for Web Authors and Programmers to access and utilize.

CNS 226  WAN TECHNOLOGIES
CREDITS: 3
This course is designed to teach strategies for designing and extending the Local Area Network (LAN) to the Wide Area Network (WAN). LAN technologies will be reviewed but the focus will be on WAN technologies and the integration of the two.

CNS 227  HETEROGENEOUS NETWORKS
CREDITS: 3
This course introduces the student to utilizing the network and operating systems to support business needs. The students will learn to utilize servers to support multiple types of operating systems. During the course the students will build a networked infrastructure connecting multiple “sites” and offering services between them. Students will set up switches, firewalls, routers, and wireless networks to simulate a complex functional network.
CNS 228 DATABASE APPLICATIONS
CREDITS: 3
This course is designed to provide the student with a more in-depth study of Oracle and SQL. This course covers table administration, SQL queries, PL/SQL, building forms, and crystal reports. PREREQUISITES: CNS 215 DATABASES, MATH 101 (grade B or higher) or completion of any higher level math course (grade C or higher).

CNS 229 ADVANCED PROGRAMMING
CREDITS: 3
This course is designed to provide the student with knowledge of Microsoft Visual C++ concepts, as well as managing a programming project from inception to conclusion. The course will allow the student to cover building a real world application from beginning to end. PREREQUISITES: CNS 218 INTERMEDIATE PROGRAMMING, MATH 101 (grade B or higher) or completion of any higher level math course (grade C or higher).

CNS 230 WEB APPLICATIONS
CREDITS: 3
This course is designed to provide the student with a basic understanding of the tools to create a dynamic and engaging website. Topics and software covered include HTML and XHTML, DHTML, Macromedia Dreamweaver, Macromedia Flash, Macromedia Fireworks, Adobe Photoshop, Cascading Style Sheets, and JavaScript. PREREQUISITES: MATH 101 (grade B or higher) or completion of any higher level math course (grade C or higher).

CNS 299 INTERNSHIP
CREDITS: 3
This course is designed to provide the student an opportunity to apply the learned skills and knowledge he/she has acquired in the classroom through active participation in a work environment in a local business. This is a supervised position which may be a volunteer or paid status. This class may be used as a substitute for any second year 3-credit course based on location and substance of the internship opportunity. This class is available for AAS students and Programming diploma students. PREREQUISITE: The student must be a third or fourth-semester student enrolled in the Computer Networking Specialist program and be in good standing with Western Dakota Tech at the time the internship begins. Exceptions may be made on a case-by-case basis and must be approved by all members of the CNS faculty.

COC 110 KEYBOARDING I
CREDITS: 3 TP
The student will develop proper keyboarding speeds and touch keyboarding speed of at least 35 NWAM. Document formatting techniques including tables, correspondence and reports are all covered in the course.

COC 114 BOOKKEEPING APPLICATIONS
CREDITS: 3
The students will learn the correct fingering arrangement for the 10–key pad. Once accomplished, the student will build speed while completing a variety of math and bookkeeping projects familiar to the business world. The bookkeeping procedures learned will include keeping banking records, calculating payroll, maintaining payroll records, and completing payroll tax reports. Students will also work with retail pricing, discounts, inventory, and depreciation.

COC 120 KEYBOARDING II
CREDITS: 3
This course enables students to further develop keyboarding accuracy and speed. The student will produce tables, letters, memos, and reports involving advanced document formatting techniques using Microsoft Word.

COC 132 RECORDS MANAGEMENT
CREDITS: 3 TP
The student will learn and apply alphabetic, numeric, and subject filing according to the rules established by the Association of Records Managers and Administrators. This class also covers record storage and retrieval systems, equipment, file maintenance, and improvement of record control.

COC 141 COMPUTERIZED OFFICE APPLICATIONS
CREDITS: 2
This course is designed to teach the student how to manage the medical office in a computerized setting. The student will learn to build databases and use them in many different ways. Once the databases are set up, the student will learn other office management skills such as entering patient data, arranging appointments, keeping track of charges and payments, filing insurance electronically, etc.

CPR 100 CPR/FIRST RESPonder
CREDITS: 1
Students will be instructed in Cardiopulmonary Resuscitation (CPR) and Emergency Cardiac Care in accordance with the American Heart Association and First Aid in the workplace. Also covered is what to do in the first five minutes. The information will enable the first responder to manage almost any emergency until professional help arrives.

CPR 103 INTRODUCTION TO EMERGENCY MEDICAL TECHNOLOGY (EMT)
CREDITS: 6
Students will be instructed on all aspects of emergency medical care at the emergency medical technician/basic level in accordance with the National Registry of the Department of Transportation curriculum.
CPR 104  NATIONAL REGISTRY CPR
CREDITS:  2
Students will be instructed on all aspects of CPR/First Responder-Medical consistent with the National Registry Certification as set by Department of Transportation curriculum.

CPR 104L NATIONAL REGISTRY CPR LAB
CREDITS:  1
Students work on practicums in preparation of the national written exams.

DMS 126  DRIVE TRAIN
CREDITS:  3
This course introduces the basic principles of transmissions, differentials, and drive trains. Students will understand the operation of all drive train components, as well as the procedure for disassembly, repair, and the reassembling of each component. Included are how to perform failure analysis and how to trouble shoot drive train problems. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

DMS 127  HVAC
CREDITS:  2 TP
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, diagnose, and repair heating and air conditioning systems. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

DMS 129  WELDING/EQUIPMENT
CREDITS:  2 TP
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. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

DMS 203  DIESEL ENGINES
CREDITS:  4
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, troubleshooting, and repair. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

DMS 205  HYDRAULICS
CREDITS:  3
This course teaches fluids and how they are utilized to transmit energy and force. The maintenance and repair of pumps, actuators, valves, accumulators, cylinders, and motors are included. Students will learn how to maintain and service reservoirs, coolers, and filters. In addition to maintaining a hydraulic system, they will learn to read hydraulic schematics and troubleshoot hydraulic problems. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

DMS 228  CDL TRAINING (CLASS B)
CREDITS:  3
This course enables students to obtain a Class “B” commercial driver’s license (CDL). They will learn to drive, back up, and inspect a Class “B” vehicle (26,001+ lbs.). PREREQUISITES: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

DMS 230  STEERING & SUSPENSION
CREDITS:  4 TP
This course covers the diagnostic and repair skills necessary for suspension and steering systems. Included are heavy-duty steering systems, air and spring ride suspension systems, and truck alignment. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

DST 101  INTRODUCTION TO HUMAN SERVICES
CREDITS:  2
This course will introduce the student to human service delivery systems, core competencies of the position, and ethics in the field. It will also identify and practice general work skills and professionalism.
DST 110  INTRODUCTION TO HUMAN SERVICE AGENCIES  
CREDITS:  2  
This valuable opportunity will allow students to participate in direct on site observations of services and activities being provided by the agency’s staff.

DST 120  LIFESPAN DEVELOPMENT  
CREDITS:  3 TP  
Course will review the sequence of human growth and development. The course will include a review of the stages of human growth and the theories of human development. Course will also examine the physical, cognitive, and socio emotional development from infancy to adulthood.

DST 125  COMMUNITY SUPPORT AND INCLUSION  
CREDITS:  2  
This course will focus on inclusionary activities that integrate residential, vocational, recreational/leisure, and social skills within the community setting.

DST145  DOCUMENTATION  
CREDITS:  2  
This course introduces accurate charting techniques and record management. Topics include confidentiality, statistical calculation of data, monitoring behavioral objectives, and task analysis.

DST 150  DISABILITIES AND CHRONIC HEALTH CONDITIONS  
CREDITS:  4  
The course will teach modern research methods to define the common disabling and chronic conditions of people using human services. Research will include identification of common causes, characteristics, diagnosis, treatment, and services available for each condition.

DST 160  SERVICE AND SUPPORT PLANNING  
CREDITS:  1  
Introduce plan development in diverse human service fields including mental health, disabilities services, education, rehabilitation, long-term care, and crisis management. Topics will include team dynamics, assessment, reporting, problem solving, conflict resolution, goal writing, and measurement.

DST 165  CUES, TOOLS, AND ADAPTIVE TECHNOLOGY  
CREDITS:  2  
This course will provide an orientation to adaptive equipment and technology, alternative communication techniques, and education strategies using visual and auditory tools.

DST 175  TEACHING AND COACHING STRATEGIES  
CREDITS:  2  
This course will explain the proactive approaches to the development of adaptive behaviors and redirection of undesirable behaviors. The course will emphasize protective procedures, dignity, and civil issues regarding management of inappropriate behaviors.

DST 185  WORKING WITH FAMILIES  
CREDITS:  1  
This course will explain the human service considerations involved while working with and strengthening families. The course will cover assessment and strategies to meet the developmental and emotional needs of each member of a family.

DST 299  INTERNSHIP  
CREDITS:  3  
This project is designed to provide the advanced student with direct involvement in a training related vocational setting of their choice. Students will select from opportunities available in the special education school setting, within an adjustment training center, extended services available through a long term care facility, or in home/personal care services in a residential setting. The program coordinator will assist the student in meeting educational objectives of the course through on site observations and consultation as demanded. PREREQUISITES: Successful completion of 9 credits (Final grade of a C or better) of DST courses and DST 120.

ECN 201  PRINCIPLES OF MICROECONOMICS  
CREDITS:  3  
Principles of microeconomics studies basic economic concepts as they relate to consumer, worker, and business decisions. Emphasis is given to satisfaction maximizing behavior by individuals and profit maximization by firms. Market structures are thoroughly analyzed regarding their effect on price, output, and competitiveness.

ECN 202  PRINCIPLES OF ECONOMICS (MACRO)  
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.
ELT 111   DC CIRCUITS - THEORY AND LAB  
CREDITS:  4 TP  
This course introduces the foundational concepts of basic electricity and ohms law. This includes the basic circuit analysis of series circuits, parallel circuits, series-parallel circuits, and network theorems. A study of electrical quantities including cells, batteries, magnetism electromagnetism, and DC measuring instruments is included.

ELT 112   AC CIRCUITS - THEORY AND LAB  
CREDITS:  5 TP  
This course is a study of basic AC quantities and measurements using the oscilloscope. The course also addresses theory and lab study of inductance and capacitance and their relationship with resistance in RLC circuit analysis. Series and parallel resonant circuits are used in the lab experiments. To round out the course, a study of basic transformer characteristics is covered.

ELT 123   BASIC SOLDERING FOR ELECTRONICS  
CREDITS:  1  
The course covers a broad range of soldering techniques, understanding the soldering process through soldering of terminals, axial lead components, dual inline, and other multi-ledged components.

ELT 124   SOLID STATE DEVICES  
CREDITS:  2  
The physical make up and characteristics of diodes, methods of biasing, how to analyze and troubleshooting circuits will be demonstrated. Other areas studied include: basic supplies, filters and regulators, voltages, and currents measured to verify circuit characteristics. Solid-state devices, rectifier diodes, zenor diodes, optoelectronic diodes, and their applications will be covered. Completion of the experiments and written evaluations are required for credit in the course. PREREQUISITE: ELT 111 DC CIRCUITS - THEORY & LAB and ELT 112 AC CIRCUITS - THEORY & LAB.

ELT 125   SOLID STATE AMPLIFIERS I  
CREDITS:  3  
This course will give the student an understanding of transistors, transistor biasing circuits, trouble shooting and will introduce voltage amplifiers, cascaded stages, and load lines. Experiments using class A operation, analysis of class B and C power amplifiers, and predicting voltage gain will conclude the study of discreet transistor amplifiers. PREREQUISITE: ELT 124 SOLID STATE DEVICES.

ELT 127   SOLID STATE AMPLIFIERS II  
CREDITS:  3  
Solid State Amplifiers II analyzes the operation JFETS/MOSFETs. Common small signal JFET amplifiers will be explained and operation analyzed. The effects of frequency on amplifiers response, use of decibel voltage, power gain, and measurement of frequency response will be demonstrated. PREREQUISITE: ELT 125 SOLID STATE AMPLIFIERS I.

ELT 210   LINEAR INTEGRATED CIRCUITS  
CREDITS:  3  
The course is an introduction to a variety of linear integrated circuits and their application to electronics. Students will build circuits to perform such functions as amplification, comparators, summing, integration, and differentiators using op-amps, integrated circuits, and components. Laboratory experience will include required experiments, testing, troubleshooting, and analyzing operation of circuits. Completion of experiments and evaluations are required for credit. PREREQUISITE: ELT 127 SOLID STATE AMPLIFIERS II.

ELT 211   NON-LINEAR INTEGRATED CIRCUITS  
CREDITS:  2  
This course will demonstrate thyristors, the use of operational amplifiers as oscillators and timing circuits. Active diode circuits, voltage regulators, 555 timers, and wave shaping circuits will be analyzed by experiments. PREREQUISITE: ELT 210 LINEAR INTEGRATED CIRCUITS.

ELT 212   DIGITAL TECHNOLOGY I  
CREDITS:  3  
This is a general introduction to digital electronics providing a broad base for study in specialized areas. It is designed to cover the theoretical and practical applications of integrated circuits as applied to digital and computer electronics. The course begins with number systems and continues through logic gates, waveforms and Boolean algebra, exclusive-OR gates, adders, specifications, and open-collector gates and flip-flops. Hands-on construction of demonstration circuits and application of test equipment is an integral part of the course. PREREQUISITE: The student must have a background in basic electronics and test equipment.
ELT 214 MANAGING AND MAINTAINING PCs I
CREDITS: 4
The goal of this course is to provide a thorough, step-by-step process for learning the fundamentals of supporting and troubleshooting computer operating systems so that students will be prepared to pass CompTIA’s broad-based, vendor-independent A+ OS certification exam. This course covers a wide range of material about operating systems, from using different Windows operating systems to demonstrating how the boot process works, as well as installing, supporting, and troubleshooting different Windows operating systems. The course begins with a general overview of how software and hardware actually relate to each other on a computer. Other topics include supporting hard drives from a software point of view, supporting and troubleshooting Windows on networks and the Internet, and an introduction to the Linux and Mac OS operating systems. The final topic addresses issues related to notebook computers. The course takes a hands-on approach to learning the steps to installing, troubleshooting, and supporting the most common operating systems in use on the personal computer. In addition to explaining concepts, the course uses a multitude of real world examples of problems and issues related to operating systems, making it a practical preparation for the real world.

ELT 215 MANAGING AND MAINTAINING PCs II
CREDITS: 4
To provide an opportunity for students to obtain the knowledge and skills necessary to service microcomputer hardware and supported peripherals, build a computer from parts, and prepare for a successful result on the CompTIA A+ PC Hardware exam.

ELT 221 DIGITAL TECHNOLOGY II
CREDITS: 4
This advanced course in digital technology emphasizes those principles that apply not only to computers but also to applications for communications, industrial automation and process control. Practical applications and troubleshooting procedures are included. Subject areas include master-slave D and J-K flip-flops, shift registers, counters, Schmitt-trigger inputs and clocks, one-shots, digital-to-analog conversion techniques and analog-to-digital conversion techniques, decoders, multiplexers, demultiplexers and displays, tri-state gates, and interfacing to high current. Hands-on construction of demonstration circuits and application of test equipment is an integral part of the course. PREREQUISITE: ELT 212 DIGITAL TECHNOLOGY I and any prerequisites required by that course.

ELT 227 ADVANCED SOLDERING—REWORK AND REPAIR
CREDITS: 1
The course is an in-depth comprehensive program for teaching the skills needed to perform the repairs on any type of electronic assembly. The course covers surface mount and through-hole repairs, continuous vacuum de-soldering, and surface mount soldering with hot air and solder paste. PREREQUISITE: ELT 123 BASIC SOLDERING FOR ELECTRONICS

ELT 240 ELECTRONIC SYSTEMS THEORY
CREDITS: 3
Electronics Systems Theory applies the system theory of numerous electronic devices through the study of systems overall function, block diagrams, and schematics, electronics symbols, actual voltage levels (static and dynamic), and detailed descriptions of the function of each component at each location in a system. PREREQUISITE: A prospective student must have successfully completed formal courses of instruction covering all fundamental electronic components (both static and dynamic) with application in basic example circuits. This must include the application of basic test equipment such as the multi-meter, digital logic probe, and oscilloscope.

ELT 241 ELECTRONIC SYSTEMS TROUBLESHOOTING
CREDITS: 3
Electronic Systems Troubleshooting brings together systems diagrams, schematics, and test equipment for the purpose of static and dynamic voltage and signal tracking and troubleshooting. Students analyze actual voltage/signal observations, made with appropriate test equipment, compare results with expected/normal voltages/signals, predict needed changes, and make adjustments or repairs on systems as required. Typical systems will include power supplies, electronic and electromechanical control systems, and optical control systems.

ELT 242 COMMUNICATIONS SYSTEMS THEORY
CREDITS: 3
Communications Systems Theory applies the study of actual systems to understand and gain the ability to analyze the various communications signal processing involved in both the transmission and reception of electronic signals. Students will study signal coupling, modulation, detection, demodulation, mixing, amplification, and component functional analysis.

ELT 243 COMMUNICATIONS SYSTEMS TROUBLESHOOTING
CREDITS: 3
Students apply appropriate systems diagrams, schematics, and test equipment to analyze and troubleshoot actual electronics communications systems. Typical systems will include both audio and video communications equipment. Actual equipment will vary as technology changes and depending on availability, but will include radio and television transmitters/receivers, security systems, and multimedia training/entertainment components. Students will analyze systems operation making voltage measurements and signal observations to determine proper operation and or make necessary repairs.

ELT 244 COMMUNICATIONS MEDIA—INSTALLATION & TROUBLESHOOTING
CREDITS: 2 TP
Communications Media—Installation and Troubleshooting covers the theory, requirements, and problems involved with communications media including coax, shielded and unshielded twisted pair, and fiber optic cabling. Students will design several communications media layouts, perform actual installations, diagnose and certify media, and troubleshoot installation problems.
EM 110 EQUINE NUTRITION
CREDITS: 2
This course is designed to develop an understanding of the factors involved in meeting the nutritional needs of horses in various stages of development or performance. Emphasis will be placed on the effects that different feeds have on a horse’s mental attitude, nutritional requirements of different horses, figuring low-cost balanced rations, digestive problems, and methods of getting your horses to perform at their peak performance or growth and still keep the cost down to a minimum. This is a practical approach to nutrition.

EM 120 EQUINE BUSINESS MANAGEMENT
CREDITS: 2
This course will take a look at the business side of the equine business. Since the equine world is now big business, we must approach our training or breeding operation as a business. Students will study the forms of doing business, income tax considerations, develop a business plan, insurance considerations, liability problems, records, hobby versus a business, agreements and contracts. We will relate many of the principles to real life experiences so they will be easier to remember.

EM 130 EQUINE REPRODUCTION
CREDITS: 2
Students will study the parts of the reproductive tract, hormone control of the heat cycle, the signs of heat, breeding methods, semen evaluation, and management of the breeding herd, breeding and foaling problems and use of hormones to control the heat cycle. We will give you the technical and practical information needed to breed mares safely and effectively.

EM 140 EQUINE HEALTH AND DISEASES
CREDITS: 2
Students will develop an understanding of health requirements and care of the horse. Vaccination schedules, de-worming and preventative measures are explored. The student will also study diseases, wound care, basic first aid, unsoundness and causes of unsoundness. We will discuss how to evaluate your horse’s feet and methods of shoeing to help keep your horse sound. We designed this class to help you keep your horse healthy. We will develop a vaccination and health plan for a breeding operation.

EM 150 FACILITY MANAGEMENT
CREDITS: 2
This course covers the care of horses in a stable environment. We will take a look at methods of managing the horses’ mind while in a stall. Stable management is studied considering facilities and their subsystems, health issues, economics, and marketing. We will take a look at the duties of a stable manager and methods of managing an equine facility.

EM 160 EQUINE BEHAVIOR, GROUND WORK AND SAFETY
CREDITS: 2
This course includes understanding the mental capacity, motivation, and reactions of horses to different training techniques. Proper restraint procedures to protect the horse and handler are explored. Imprint training for a foal is discussed. A safety program will be designed for a breeding or training operation. We will discuss different exercises or ground work to get a horse’s mind locked on you, so he is easier and safer to handle. This class is required before you take any of the training classes.

EM 210 STALLION MANAGEMENT
CREDITS: 2
The selection, promotion, and handling of a stallion today are a large investment in time and money. We will cover information selection, promotion, semen evaluation, insurance, handling, and care. We will talk about breeding procedures so the stallion does not become confused and dangerous. This is a class that new people to the business would appreciate.

EM 220 EQUINE MARKETING
CREDITS: 2
Students will study methods of marketing horses today. Have you ever wondered why someone else can sell a horse of the same quality for twice as much as you can? Well, most of that is marketing. Methods of marketing a breeding program will be covered, as well as preparing and marketing the individual horse.

EM 230 EQUINE ANATOMY AND SELECTION
CREDITS: 2
Students will study the parts and functions of different systems of the horse. This will be a form-to-function class. We will look at the effects of conformation on the performance of the horse, and we will use this information to help us select performance horses. Students will practice judging several classes of Quarter horses. This is not a veterinary anatomy class. It is designed to give the student a good understanding of form-to-function selection.

EM 240 TRAINING THEORY I
CREDITS: 2
Students will learn the theory behind modern training techniques and explain those techniques by writing term papers. Students will complete a 1-day career shadowing project with a trainer and attend a horse event as part of the class.

EM 250 TRAINING THEORY II
CREDITS: 2
This is a continuation of Training Theory I. Students will learn how to put a good foundation on a horse and explain how to make a horse supple, soft, and responsive. Students will complete a career shadowing project with a professional trainer and attend a horse event and will write papers on those events.
ENGL 010 BASIC ENGLISH
CREDITS: 3 TP
ENGL 010 is a comprehensive, yet easy-to-learn, presentation of English grammar that helps the student to deal effectively with the communication process to become a better communicator.

ENGL 091 BASIC WRITING
CREDITS: 2
This course will provide the basic elements of grammar and the writing process. Students will learn to communicate effectively by clarifying messages, analyzing a reader’s needs, and identifying different writing types.

ENGL 101 COMPOSITION
CREDITS: 3
This course instructs students in reading critically and writing clearly, correctly, and persuasively. Students will study principles of grammar, rhetoric, and logic in order to analyze and compose text effectively. This includes work on personal, expository, and research essays.

ENGL 102 CAREER COMMUNICATIONS
CREDITS: 2
This course covers the communication skills required for success during the job hunt and on the job.

ENGL 201 TECHNICAL WRITING
CREDITS: 3
This course presents the basic principles and forms of written and oral communication in the workplace. Instruction leads students through planning tasks, identifying audiences, and gathering information. Major emphasis is on writing reports.

ENGL 202 TECHNICAL COMMUNICATIONS
CREDITS: 3
Students will prepare oral and written communications required in the work place and will be preparing an “electronic portfolio.”
PREREQUISITE: ENGL 101 or ENGL 201, CIS 114 POWERPONT LEVEL I.

ET 110 TECHNIQUES OF TRAINING I
CREDITS: 2
The format of this class is a whole new theory for education. We will give you lecture notes and audio instructions and then a video to demonstrate the lesson. You will then practice the lesson on your horse and send us a video of you performing the exercise described in the lesson. We will evaluate the video, give you suggestions for improvement, and a grade on the lesson. This class is designed to teach a student the fundamentals of training a horse to be soft, supple, and responsive. Once you get a sound foundation on a horse, you can train that horse for any event western or English saddle. Within this class we will show you how to get into a horse’s mind and gain total control of a horse’s body. We will show you how to use your entire body to guide your horse and to become part of the horse instead of just a passenger sitting on top of the horse. The student will need a started or older horse to use (not an unbroken colt), a corral or arena to ride in and a video camera to take tests. Students will need their own western saddle, a Jr. Cow horse bit or a ring snaffle.

ET 120 TECHNIQUES OF TRAINING II
CREDITS: 2
The format of this class is a whole new theory for education. We will give you lecture notes and audio instructions and then a video to demonstrate the lesson. You will then practice the lesson on your horse and send us a video of you performing the exercise described in the lesson. We will evaluate the video, give you suggestions for improvement, and a grade on the lesson. This class will be a continuation of Techniques of Training I. We will continue the methods of putting a foundation on a horse. We will do more advanced supplying and softening exercises to get the horse ready for a performance event. The student will need the same horse used in the first class, a corral or arena to ride in and a video camera to take tests.

ET 130 TECHNIQUES OF TRAINING III
CREDITS: 2
This is a continuation of Techniques of Training II. Students will do more advanced exercises as they are learning to put a more advanced foundation on their horse. The horse for this class must be able to do all of the exercises in Techniques of Training I and II.

ET 140 TECHNIQUES OF TRAINING IV
CREDITS: 2
This is a continuation of Techniques of Training III. Students will work on getting total control of their horse and learn to make their horse lighter and more responsive. The horse needs to be able to do all of the exercises in the three previous classes.

FET 100 INTRODUCTION TO ENVIRONMENTAL SCIENCES
CREDITS: 3
This course is a study of environmental interactions, including population and cultural problems, resource utilization, and impacts upon biotic systems. Presented to enable students to better understand and evaluate contemporary environmental problems and the application of science to their solution. The corresponding laboratory component provides students with the practical experience of measuring, recording and interpreting environmental data. Interdisciplinary knowledge is used to solve environmental problems. Some field trips may be required.
FET 101  INTRODUCTORY FIELD METHODS
CREDITS:  2
This course introduces the field techniques used in environmental site assessment, ground water monitoring, and ground water testing and includes soil water sampling, ground water sampling, water quality testing, and water level recording. Students will explore topics of geophysical surveying, water well installation, piezometer installation and techniques to determine the direction of ground water flow.

FET 102  ENVIRONMENTAL INSTRUMENTATION
CREDITS:  4
This course exposes the student to a variety of analytical techniques and instruments utilized in environmental chemical analysis. It is designed to couple theory of equipment operation with a basic understanding of the chemical principles involved. The laboratory time is divided between practical hands-on bench work and field experiences.

FET 110  SOILS TESTING
CREDITS:  3
This course covers the actual hands-on performance of laboratory and field tests on soils used for the construction of civil engineering projects. Most of the course is devoted to the lab and field procedures along with the necessary measurements, calculations and reports required for an accurate soil analysis.

FET 111  ENVIRONMENTAL GEOLOGY
CREDITS:  3
Introduces geology as it relates to human activities, and is designed for both non-science majors and students interested in an environmental career. Emphasizes geologic hazards, including earthquakes, volcanic eruptions, flooding, mass movements, and pollution of water and soil resources. This course examines waste disposal along with related topics in medical geology and environmental law. This course may include optional field trip(s) to waste disposal sites and/or remediation sites.

FET 298  TECHNICAL COOPERATIVE WORK EXPERIENCE
CREDITS:  3
The Cooperative Work Experience involves an individually developed, contracted work experience under the guidance of an approved employer, combined with a structured series of on-campus meetings with a program coordinator. Students have an opportunity to develop and pursue challenging work experiences which relate directly to their individual career plan. Credit will be commensurate with the work experience.

FET 299  FIELD INTERNSHIP
CREDITS:  2
Environmental or Geo-Technical work experience in business, industry or government. 80 hours of designated work. PREREQUISITE: DEPARTMENTAL APPROVAL.

FETE 201  INTRODUCTION TO WATER: CONCEPTS AND TECHNOLOGIES
CREDITS:  3
This course is a study of the physical and chemical properties, human uses, hydrology and ecology of groundwater, marine, estuarine, standing and flowing water systems, focusing on the science of current water-related issues and the methods and technologies used in their solution. The basic concepts of water quality monitoring, water supply, and wastewater technologies will be emphasized. Some field trips may be required.

FETE 202  WATER QUALITY
CREDITS:  3
Chemical and physical factors involved in evaluating water quality are examined with emphasis on water quality deterioration from land fills, underground storage tanks, and hazardous waste. Sampling techniques of groundwater, soil, surface water, quality assurance, quality control, and data processing techniques are included. Field exercises to acquire water quality data and service data gathering equipment will be conducted. Safety procedures are stressed. PREREQUISITES: FET 100 INTRO TO ENVIRONMENTAL SCIENCES or FET 101 INTRODUCTORY FIELD METHODS and FET 110 SOILS TESTING, CHEM 130 BASIC CHEMISTRY, CEHM 131 BASIC CHEMISTRY LAB, MATH 101 INTERMEDIATE ALGEBRA or equivalent.

FETE 204  ENVIRONMENTAL REGULATION
CREDITS:  2
This course presents an overview of the regulations that are related to environmental protection, including OSHA regulations, Clean Air Act, SARA, RCRA and similar regulations. This course also provides an awareness of why the regulations exist, how they are enforced, penalties for noncompliance, and practical experience in interpretation of the regulations.

FETE 205  PRINCIPLES OF HYDROLOGY
CREDITS:  3
This course will provide students a basic knowledge of the underlying principles of hydrology. In addition to an introduction to surface water hydrology, this course also introduces students to the basic concepts of ground water hydrology. Other topics explored in some detail include the hydrologic cycle, dams, Federal water agencies and their responsibilities, an introduction to drinking water and waste water treatment, water use conflicts, and emerging water issues. PREREQUISITES: FET 100 INTRO TO ENVIRONMENTAL SCIENCES, FET 102 ENVIRONMENTAL INSTRUMENTATION, and MATH 101 INTERMEDIATE ALGEBRA or equivalent.
**FETE 221  AIR QUALITY ISSUES**  
**CREDITS:** 3  
This course will introduce the concepts and terms essential to understanding the issues behind the need for air pollution control. Basic atmospheric processes will be presented as they affect delivery and dispersion of pollutants. The health effects of various pollutants and air toxics will be presented in order to understand the purpose of regulations. The increasing concerns regarding indoor air quality will be presented along with approaches to investigation and control.

**FETE 222  INTRODUCTION TO WASTEWATER TECHNOLOGIES**  
**CREDITS:** 3  
This course provides an introduction to the causes of water pollution, the reasons for treating polluted waters and the fundamentals of wastewater treatment. Students will study the basic principles of treatment plant operation and the processes commonly used in pollution control facilities. Investigation of terms, mathematics and problem-solving techniques commonly used by wastewater treatment personnel will be included.

**FETG 201  STRENGTH OF MATERIALS**  
**CREDITS:** 3  
In this class, students will evaluate and calculate the capacity of metal, wood, concrete, and other materials to withstand stress and strain.

**FETG 202  METALS TECHNOLOGIES**  
**CREDITS:** 3  
This is an introduction to the physical testing of metals in construction. Some of the areas of interest will be corrosion, fracture analysis, tensile and hardness testing, and welding inspections.

**FETG 203  CONCRETE AND ASPHALT TECHNOLOGIES**  
**CREDITS:** 3  
This course covers the materials, proportioning, mixing, placing, finishing, curing, sampling and laboratory and/or field testing of Portland cement concrete. This course also covers the origin, refining process, and properties of asphalt cement along with its uses as a cementing material in modern day street and highway paving projects.

**FETG 204  PREVENTATIVE MAINTENANCE**  
**CREDITS:** 2  
Students will be able to perform routine maintenance and calibration of manual and electronic testing equipment associated with the field engineer.

**FETG 221  ON-SITE INSPECTION**  
**CREDITS:** 2  
Students will evaluate a construction site using field testing techniques, and prepare and present a comprehensive site assessment.

**FETG 222  NON-DESTRUCTIVE INSPECTION**  
**CREDITS:** 3  
This course is an introduction to the five major non-destructive testing methods, certification requirements, inspectors’ responsibilities, visual testing and the use and operation of gauges.

**FFT 100  WILDLAND FIREFIGHTER I**  
**CREDITS:** 3  
An introduction to the principles of fire suppression in the wildland setting: NWCG courses S-130, S-190, and Standards of Survival will be presented.

**FFT 102  RESCUE I**  
**CREDITS:** 3  
In addition to a basic working knowledge of ropes and knots, the student will attain knowledge in and learn techniques for accomplishing high angle rescue, motor vehicle extrication, trench rescue, and confined space rescue.

**FFT 105  PHYSICAL EDUCATION I**  
**CREDITS:** 2  
Health, physical conditioning, and nutrition will be covered as they relate to general fitness for meeting the physical requirements and demands for the job of firefighter; strength, stamina, and agility will be measured, and the student will train until measured goals are achieved, including the “Red Card Pack Test”.

**FFT 106  STRUCTURE FIREFIGHTER**  
**CREDITS:** 6  
This course is an introduction to the history, organization, and operation of a fire department; fire science and basic fire suppression techniques will be covered; the proper use of firefighter protective clothing and breathing apparatus will be taught; minimum standards for Structural Firefighter I will be met.
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: FFT106 STRUCTURE FIREFIGHTER

FFT 111  FORESTRY  
CREDITS:  3  
This course will focus on the wildland ecosystems of the Great Plains and Black Hills. It will provide a foundation for further study of management for fire protection and wild land fire behavior.

FFT 112  PUBLIC FIRE EDUCATION  
CREDITS:  3  
The student will meet basic criteria for public speaking and instruction as they relate to fire safety and related program delivery.

FFT 116  HAZARDOUS MATERIALS OPERATIONS  
CREDITS:  3  
Hazardous materials recognition; operations at incidents involving the release of hazardous materials and the role of emergency response agencies will be covered. This course will meet the EPA/OSHA requirements for operations level certification. PREREQUISITES: FFT 106 STRUCTURE FIREFIGHTER and/or FFT 100 WILDLAND FIREFIGHTER I.

FFT 117  FIRE CODES & INSPECTION PROCEDURES  
CREDITS:  3 (classroom or WEB)  
The International Fire Code will be covered, as well as basic fire inspection procedures with emphasis on code enforcement.

FFT 200  WILDLAND FIREFIGHTER II  
CREDITS:  3  
Instruction continues from Wild land Firefighter I with the presentation of NWCG courses S-211 (Portable Pumps) and S-212 (Saws). PREREQUISITE: FFT 100 WILDLAND FIREFIGHTER I.

FFT 202  RESCUE II  
CREDITS:  3  
A continuation and expansion of Rescue I, this course covers ice rescue, rapid intervention, farm machinery extrication and rescue, and swift water rescue. PREREQUISITE: FFT 102 RESCUE I.

FFT 203  FIREFIGHTER FITNESS TESTING  
CREDITS:  1  
The student will train until measured goals are achieved, including the “Red Card Pack Test,” the “Firefighter Combat Challenge Test” and the “CPAT” test for meeting the hiring requirements of Municipal and Wild land Fire Departments.

FFT 204  DRIVER OPERATOR  
CREDITS:  3  
This course contains the knowledge and skills required of drivers to safely and efficiently operate fire apparatus and vehicles in the fire environment. Students will be able to apply basic maintenance procedures and operate various types and complexities of pumps and engines. Students will be able to ensure vehicle readiness and act in a professional manner when operating a fire apparatus. PREREQUISITES: FFT 100 WILDLAND FIREFIGHTER I and FFT 106 STRUCTURE FIREFIGHTER.

FFT 205  STRUCTURE FIRE ORIGIN & CAUSE  
CREDITS:  2  
Procedures for determining fire origin and cause will be presented for structure and wild land fires, along with scene and evidence protection and arson detection. The motivations and behavior patterns of arsonists and fire setters will be presented. NWCG course, FI-110 will be presented. PREREQUISITES: FFT 100 WILDLAND FIREFIGHTER I and FFT 106 STRUCTURE FIREFIGHTER.

FFT 206  WILDLAND FIRE SERVICE DRIVING  
CREDITS:  1  
Presentation of the NWCG course S-216; basic knowledge and skills required of fire vehicle drivers to safely and efficiently operate fire vehicles in the fire wild land environment. PREREQUISITES: FFT 100 WILDLAND FIREFIGHTER I.
FFT 207 WILDLAND FIRE ORIGIN & CAUSE
CREDITS: 1
NWCG course, FI-110 will be presented. Procedures for determining fire origin and cause will be presented for wild land fires, along with scene and evidence protection and arson detection. PREREQUISITE: FFT 100 WILDLAND FIREFIGHTER.

FFT 208 CREW BOSS/ENGINE BOSS
CREDITS: 3
Instruction continues from Advanced Wild land Firefighter with the presentation of NWCG courses S-230 (Crew Boss – Single Resource) and S-231 (Engine Boss). PREREQUISITES: FFT 222 ADVANCED WILDLAND FIREFIGHTER.

FFT 211 TERRORISM RESPONSE/WEAPONS OF MASS DESTRUCTION RESPONSE
CREDITS: 2
The student will receive in-depth instruction on proper decontamination procedures and the handling of incidents involving terrorist strikes and weapons of mass destruction. PREREQUISITE: FFT 116 HAZARDOUS MATERIALS OPERATION.

FFT 212 ARFF (AIRCRAFT RESCUE FIREFIGHTING)
CREDITS: 3
This course is focused primarily on the duties of a Rescue Firefighter; common aircraft designs and systems will be explored as well as specialized Aircraft Rescue Firefighting equipment. PREREQUISITES: FFT 106 STRUCTURE FIREFIGHTER.

FFT 214 WILDLAND FIRE ATTACK & SUPERVISION
CREDITS: 3
The NWCG courses; S-200 (Incident Commander Initial Attack), S-330 (Task Force/Strike Team Leader) and S-336 (Tactical Decision Making in Wild land Fire) will be presented. PREREQUISITES: ALL PREVIOUS WILDLAND COURSES.

FFT 215 WILDLAND/URBAN INTERFACE FIRE SUPPRESSION & PREVENTION
CREDITS: 3
Presentation of the NWCG course S-215 and methodology of preventing fires in the urban interface through education, fuels treatment, and prescribed burns will be covered. PREREQUISITES: FFT 222 ADVANCED WILDLAND FIREFIGHTER.

FFT 218 STRATEGY & TACTICS
CREDITS: 3
This course covers fire suppression attack strategies and tactics; incident management systems will be explored; emphasis will be on fire fighter safety and risk reduction. PREREQUISITE: FFT 200 WILDLAND FIREFIGHTER II.

FFT 221 FIRE OFFICER I
CREDITS: 3
Minimum standards for NFPA Fire Officer I will be met. PREREQUISITE: FFT 117 FIRE CODES & INSPECTION PROCEDURES, and ALL FFT CLASSES REQUIRED IN PREVIOUS SEMESTERS.

FFT 222 ADVANCED WILDLAND FIREFIGHTER
CREDITS: 3
The NWCG course S-290 (Intermediate Fire Behavior), S-270 (Air Operations) and S-131 (Advanced Firefighter/Squad Boss) will be presented. PREREQUISITE: FFT 200 WILDLAND FIREFIGHTER II.

FFT 223 PROTECTIVE SYSTEMS - STRUCTURE
CREDITS: 2 (CLASSROOM OR WEB)
This course covers basic automatic fire detection and suppression systems; emphasis will be on Code requirements, safety and risk reduction. PREREQUISITE: FFT 101 FIREFIGHTER I.

FFT 224 FIRE SERVICE INSTRUCTOR
CREDITS: 1
This course is designed to meet the Standards for NFPA 1041, Fire Service Instructor Professional Qualifications, 2002 version, which covers basic aspects of adult instructional methodology, safety, legal issues, record keeping and evaluations. PREREQUISITE: FFT 101 FIREFIGHTER I or FFT 106 STRUCTURE FIREFIGHTER.
FFT 225 WILDLAND FIRE PREVENTION
CREDITS: 3
This course is an intermediate wild land fire prevention course for individuals having fire prevention planning responsibilities, including fire managers, fire prevention specialists and fire planners. The course presents the assessment of risk (ignition), value (loss), and historical fire occurrence, which is then used to develop a unit’s most effective fire prevention plan and budget.
PREREQUISITE: FFT 100 WILDLAND FIREFIGHTER I or P-101 INTRODUCTION TO WILDFIRE PREVENTION.

FFT 226 PRESCRIBED FIRE, IGNITION SPECIALIST
CREDITS: 3
Students will be able to identify resources needed to successfully conduct an ignition operation for a wild land fire or prescribed burn; develop an ignition plan demonstrating the knowledge of fire behavior, fire techniques, holding, and hazards; and given a scenario, implement an ignition operation with emphasis on safety, coordination, communications, and evaluation.

FFT 227 HAZARDOUS MATERIALS TECHNICIAN
CREDITS: 3
This course is designed to prepare responders for offensive operations at incidents involving release of hazardous materials. This course will meet the EPA/OSHA requirements for technician level certification. REREQUISITE: FFT 116 HAZARDOUS MATERIAL OPERATIONS.

FFT 228 URBAN SEARCH & RESCUE (STRUCTURE COLLAPSE TRAINING)
CREDITS: 3
This course is designed to prepare responders for dealing with structure collapse due to a variety of natural and man made causes. This course is designed to provide participants with the knowledge, skills and abilities to perform rescue at structural collapse scene. Recent terminology and technology will also be covered. PREREQUISITE: FFT 202 RESCUE II.

FFT 231 FIRE OFFICER II
CREDITS: 3
Minimum standards for NFPA Fire Officer II will be met. PREREQUISITE: FFT 221 FIRE OFFICER I.

FFT 299 INTERNSHIP
CREDITS: 2-6
This course is designed to give students the opportunity to apply their skills while working with trained professional firefighters assigned to shift work at a staffed Fire Station. Students will learn the daily duties and responsibilities of working as a professional firefighter at stations and/or other divisions. Students will be expected to perform the daily duties of a firefighter for all assignments. Students may respond to emergencies and incidents as a crew member assigned to an apparatus. Students will be expected to work an 8 to 12 hour shift that may include some evenings and weekends. Internship opportunities are divided into the following sections:
Operations (Suppression) Division (STRUCTURE AND/OR WILDLAND)
   STRUCTURE - 2 CREDITS  WILDLAND - 2 CREDITS
Prevention Division - 1 CREDIT
Education Division (STRUCTURE AND/OR WILDLAND)
   STRUCTURE - 1 CREDIT  WILDLAND - 1 CREDIT
PREREQUISITES: FFT 106 STRUCTURE FIREFIGHTER and/or FFT 100 WILDLAND FIREFIGHTER.

HC 110 CERTIFIED NURSING ASSISTANT
CREDITS: 4 TP
This course is designed to provide the student with basic health care skills and an opportunity to complete the SD state examination for nursing assistant certification. Throughout the course, there is emphasis on proper infection control procedures and health and safety measures.

HC 113 MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS
CREDITS: 2 TP
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 114 ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS
CREDITS: 3 TP
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 117 MICROBIOLOGY FOR THE HEALTH SCIENCES
CREDITS: 3
This course is an introduction to microbiology. Students learn the history of microbiology, characteristics of microorganisms and the process of infection.

HUC 101 INTRODUCTION TO HEALTH UNIT COORDINATING
CREDITS: 2
This course introduces the student to the basic responsibilities of health unit coordinators and the health care environment in which they work.

HUC 120 HEALTH UNIT COORDINATING PROCEDURES
CREDITS: 3
This course covers the theory necessary for the student to comprehend and perform health unit coordinating skills and procedures. The course content includes clerical skills, hospital procedures, patient charts, transcription of orders, and patient processing. PREREQUISITES: HUC 101 INTRODUCTION TO HEALTH UNIT COORDINATING, HC 114 ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS, HC 113 MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS.

HUC 124 HEALTH UNIT COORDINATING LAB
CREDITS: 3
A laboratory course during which the student practices health unit coordinating skills and procedures in a simulated work environment and applies knowledge acquired in the Health Unit Coordinating Procedures course. PREREQUISITES: HUC 101 INTRODUCTION TO HEALTH UNIT COORDINATING, HC 114 ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS, HC 113 MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS.

HUC 299 HUC CLINICAL PRACTICE
CREDITS: 6
This course provides the student with an introduction to the workplace and allows the student to practice health unit coordinator skills and procedures in the clinical setting under the supervision of practicing health unit coordinators and health unit managers. The program director will coordinate clinical schedules and evaluations. PREREQUISITES: HUC 120 HEALTH UNIT COORDINATING PROCEDURES AND HUC 124 HEALTH UNIT COORDINATING LAB.

HUM 102 CRITICAL THINKING
CREDITS: 3
A comprehensive and systematic approach to critical thinking, this course introduces the student to a process that results in decisions regarding what to believe and what to do. Critical thinking is careful reasoning. A critical thinker is committed to clarity, accuracy, and precision. The student will develop the skills necessary to solve legal problems.

IEL 122 ELECTRICAL CODE STUDY I
CREDITS: 3
This is a wiring course designed to familiarize students with residential and light commercial wiring with an emphasis on electrical safety. During this course, the student will become accustomed to using the National Electrical Code along with good design techniques to develop wiring systems. PREREQUISITE: IEL 128 INTRODUCTION TO ELECTRICAL WIRING.

IEL 123 INDUSTRIAL DATA COMMUNICATION
CREDITS: 2
The course will cover the operation and installation of data communication systems. Students will be introduced to telephone and video system operation and cable installation. In addition, an introduction to networking is given with special emphasis on Category IV cables and fiber optics. This course is designed to prepare the industrial electrician for the ever increasing demand that electricians install cabling systems in residential, commercial and industrial projects. PREREQUISITE: IEL 124 SOLID STATE DEVICES.

IEL 124 SOLID STATE DEVICES
CREDITS: 3
This course covers the physical make up and characteristics of diodes, rectifiers, SCR’s, Triacs, Transistors, and Digital Logic devices. Methods of biasing, circuit operation, and trouble-shooting are covered in detail. Laboratory experiments reinforce learning and allow students to see actual circuit applications.

IEL 127 BLUEPRINT READING
CREDITS: 3
This course will teach the basics of blueprint reading. A great part of the course is devoted to construction topics other than the electrical trade. It is important that the electrician be able to read a blueprint for structural information and other mechanical and plumbing information. This is imperative for proper coordination of the electrical installation. PREREQUISITE: IEL 128 INTRO TO ELECTRICAL WIRING.

IEL 128 INTRODUCTION TO ELECTRICAL WIRING
CREDITS: 2
This course is designed to emphasize the importance of safety and to provide a foundation for practical electrical wiring. Information included begins with a general introduction of the National Electrical Code and laws pertaining to electrical licensing and installation. Theory and lab experience is used in the study of residential wiring principles and common residential circuit hookups.
IEL 211 ELECTRICAL MOTOR CONTROL
CREDITS: 3
This course is intended to familiarize the student with motor control theory from basic concepts to much more complicated circuits. This course should be taken concurrently with motor control lab. PREREQUISITES: IEL 128 INTRODUCTION TO ELECTRICAL WIRING and IEL 122 ELECTRICAL CODE STUDY I.

IEL 213 ELECTRICAL HEATING AND APPLIANCES
CREDITS: 2
This course is intended to provide the student with an understanding of electrical heat and electrical heating control circuits. Installing, maintaining and troubleshooting electrical heating systems are an important part of the industrial electrician's career. This course will also introduce the student to air conditioning and heat pump operation.

IEL 214 ELECTRICAL CODE STUDY II
CREDITS: 2
This course deals with commercial and industrial wiring standards with heavy emphasis on the National Electrical Code. Electrical services are studied in more depth; grounding and bonding are emphasized, and wiring methods for several types of specific locations are studied. PREREQUISITES: IEL 122 ELECTRICAL CODE STUDY I.

IEL 216 MOTOR CONTROL LAB
CREDITS: 2
This course utilizes a hands-on approach to learning motor-control circuit wiring. The student will complete the control wiring of sample circuits using the developed trainers in the lab. This hands-on experience greatly helps the student in retaining the information that is presented in the Electrical Motor Control course. PREREQUISITES: IEL 128 INTRODUCTION TO ELECTRICAL WIRING, IEL 122 ELECTRICAL CODE STUDY I and IEL 211 ELECTRICAL MOTOR CONTROL (OR CONCURRENTLY).

IEL 218 WIRING LAB I
CREDITS: 3
The purpose of this course is to provide the student with the basic skills and technical knowledge required to enter the electrical construction field as an inside wire person. The course activities provide varied applications of practical job and shop practices and experience in the use of an electrician's tools and equipment. Actual on the job training is obtained through the rough in wiring of the WDTI project house. PREREQUISITES: IEL 128 INTRODUCTION TO ELECTRICAL WIRING and IEL 122 ELECTRICAL CODE STUDY I (OR CONCURRENTLY).

IEL 219 ELECTRICAL PLANNING AND ESTIMATING
CREDITS: 2
This course is used as an introduction to the wiring of the WDTI project house. The job site instructor will lead the students in planning the electrical installation that will be made as part of the wiring lab. The students will obtain experience in making their own blueprint drawings of an actual electrical installation. PREREQUISITES: IEL 128 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 the WDTI project house are included in this course. PREREQUISITE: IEL 128 INTRODUCTION TO ELECTRICAL WIRING and IEL 214 CODE STUDY II (OR CONCURRENTLY).

IEL 221 PROGRAMMABLE LOGIC CONTROLLERS
CREDITS: 2
This course introduces programmable logic controllers and the concepts and structure of programmable controllers and provides beginning programming skills. The student will have the basic knowledge to be able to do limited maintenance, programming and installation of programmable controller systems in the industrial environment. The student will also have the background for more advanced training in programmable control. PREREQUISITE: IEL 211 ELECTRICAL MOTOR CONTROL and IEL 216 MOTOR CONTROL LAB.

IEL 222 PLC LABS
CREDITS: 3
This course will give the student hands-on experience in programming Programmable Controllers. The theory learned in previous course work will be put into practice in a laboratory environment that includes simulated industrial applications. Programmable control is an area of ever-increasing industrial importance today. PREREQUISITES: IEL 211 ELECTRICAL MOTOR CONTROL, IEL 216 MOTOR CONTROL LAB and IEL 221 PROGRAMMABLE LOGIC CONTROLLERS (OR CONCURRENTLY).

IEL 224 POWER DISTRIBUTION
CREDITS: 2
Transformers are considered the single most important type of equipment in the process of distribution of electrical power. Transformer study is therefore a large portion of this course. Included in this course are transformer theory, code and actual transformer connections. PREREQUISITES: IEL 128 INTRODUCTION TO ELECTRICAL WIRING and IEL 122 ELECTRICAL CODE STUDY I.
IEL 226 ELECTRICAL MOTOR FUNDAMENTALS AND MAINTENANCE
CREDITS: 2
This course involves a study of the operational theory and construction of AC and DC motors. It is important for the electrician to have an understanding of motor principles and motor construction in order to facilitate proper motor installation and trouble shooting. This course should be taken concurrently with Electric Motor Lab. PREREQUISITE: IEL 211 ELECTRICAL MOTOR CONTROL and IEL 216 MOTOR CONTROL LAB.

IEL 227 ELECTRICAL MOTOR LAB
CREDITS: 2
This is a laboratory course intended to accompany the motor study course. Through actual hands-on experiments on developed trainers in the lab, the student will be able to reinforce the concepts learned in motor study. This course should be taken concurrently with Electric Motor Fundamentals and Maintenance. PREREQUISITES: IEL 211 ELECTRICAL MOTOR CONTROL, IEL 216 MOTOR CONTROL LAB and IEL 226 ELECTRIC MOTOR FUNDAMENTALS & MAINTENANCE.

IEL 299 ELECTRICIAN INTERNSHIP/CO-OP
CREDITS: 6
This course will give the students in the Industrial Electronics program an opportunity to experience the electrical industry in areas such as construction, industrial, mining, or maintenance. They will work in the field for a minimum of 5 months and be required to provide weekly reports on their experience and how this experience is helping them become an electrician.

LET 110 INTRODUCTION AND OCCUPATIONAL SOCIOLOGY OF LAW ENFORCEMENT
CREDITS: 3
The history and social significance of the law enforcement profession is studied along with the role, responsibilities and demands upon law enforcement officers in today’s 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 are explored. Also included are topics concerning motivation, civil liability, job stress, sociological concepts that are applicable in the practice of law enforcement. 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 112 CONSTITUTIONAL LAW
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 117 INDUSTRY STANDARDS
LET 127
LET 217
LET 227
CREDITS: 0
Students will be instructed in the responsibilities and demeanor expected of them upon being employed by a law enforcement agency. This instruction shall also include the proper wearing of uniform and basic facing movements as they relate to dismounted drill.

LET 118 SPANISH FOR LAW ENFORCEMENT ABC
CREDITS: 3
This course is designed to provide non-Spanish speaking students with the opportunity to learn work-specific Spanish language. Students learn basic phrases and questions necessary to carry out their law enforcement duties. Cross-cultural issues will also be discussed regarding the law enforcement and Hispanic communities.

LET 119 CRIMINAL LAW AND PROCEDURES
CREDITS: 3
Students will be taught the differences between the criminal and civil law process. They will understand how to interpret criminal statutes and apply those statutes to violations in a law enforcement application. The study of federal, state and local governments and their respective courts will be covered. The criminal code, pre trial and post trial procedures, from a constitutional basis as well as that found in South Dakota Codified Law Titles 22, 23 and 23A will be covered. Students will become familiar with proper trial preparation, conduct and demeanor as it relates to the law enforcement officer.

LET 120 MECHANICS OF ARREST/PHYSICAL TRAINING
CREDITS: 2
This course is intended to create the ability and confidence in the student to successfully cope with physical situation confronted by law enforcement officers and to eliminate excessive use of force by officers and respond appropriately with swift and efficient solutions, whether physical or verbal. This course of instruction will cover proper search and handcuffing techniques, proper use and deployment of OC aerosol and impact weapons. Students will also be introduced to methods of body-muscle warming and stretching to prevent muscle strain and injury.
LET 121 CRIMINAL INVESTIGATIONS
CREDITS: 4
Students will be taught the fundamentals of the crime scene and post crime investigation as they relate to property crimes such as burglary, robbery, theft, arson, narcotics and explosives. In addition, fundamentals of crime scene and post crime investigation as it relates to personal crimes such as crimes of violence to include child abuse, sex crimes and murder. Students will analyze methods of handling crime scenes, use of specific evidence and preparation of the case for prosecution. Specific study of South Dakota Codified Law is covered. PREREQUISITES: LET 112 CONSTITUTIONAL LAW and LET 119 CRIMINAL LAW & PROCEDURES or approval from the LET Lead Instructor.

LET 122 INTERVIEW AND INTERROGATION/REPORT WRITING
CREDITS: 3
This course will distinguish between interrogation and interviewing and includes instruction in the preparation and planning for interviews, effective questioning techniques as well as constitutional constraints. Students will also receive lecture and engage in practical exercises concerning proper report/statement writing skills. Emphasis is placed on the gathering and documentation of pertinent information and construction of report narratives, using clear concise language.

LET 124 JUVENILE METHODS
CREDITS: 3
The studies of juvenile delinquency use of juvenile investigation procedure and community resources available to deal with juvenile problems are included in this course. This course will explain the theory of juvenile crime and offenders, as well as specific South Dakota Codified Law. The court process and types of juvenile correctional institutions will be covered.

LET 126 PHYSICAL TRAINING
LET 216
LET 226
CREDITS: 1
Students will periodically review previous defensive tactics and mechanics of arrest techniques. Students will continue to engage in physical fitness training to enhance muscle strength, tone and flexibility.

LET 212 ACCIDENT INVESTIGATIONS
CREDITS: 2
Course is designed to create the ability within each student to understand the basics of proper accident investigation techniques. This will include the human element, physical evidence, speed estimates, some measurements and diagramming (field/scale). The content of this course is equivalent to that of an Intermediate Level Accident Investigation course.

LET 213 CRIMINOLOGY AND ABNORMAL BEHAVIOR
CREDITS: 3
Course is a basic study of crime and criminal behavior. The nature and causes of crime and theories dealing with criminal behavior and delinquency are covered. Students will be taught maladaptive behavior patterns with emphasis on classification and symptom recognition. Major areas of study include general theoretical perspectives, anxiety disorders, sexual variations, dysfunctional personality disorders, and substance use disorders.

LET 215 COLLECTION/PRESERVATION OF EVIDENCE
CREDITS: 3
This course deals with the accepted techniques and methods of crime scene preservation, management and the collection of evidence. This includes locating evidence, packaging, and transmittal of evidence to the proper forensic laboratory. Students will also receive instruction in the proper methods of obtaining fingerprints, both latent and rolled.

LET 218 PATROL PROCEDURES I
CREDITS: 3
Students will receive lecture on various patrol procedures. The history of the police patrol will be covered, leading to modern day patrol tactics and duties. Pre shift preparation, safe vehicle stops, highway interdiction techniques, alarm response, building search techniques, intoxicated drivers and domestic violence will be covered. Instruction through lecture and hands-on application will be the primary focus. The specific study of Title 32 of the South Dakota Codified Law will be required. This course requires a valid driver's license.

LET 222 ADVANCED ISSUES IN POLICING
CREDITS: 2
This course will provide a survey of relevant contemporary issues affecting the law enforcement career field and public safety. The format will be interactive, focusing on current events and trends, court decisions, new technologies, and subjects not addressed in any of the students' previous course offerings. An historical perspective will be presented allowing students to build a foundation for the purpose of problem and topic analysis.

LET 224 LAW ENFORCEMENT PRACTICUM
CREDITS: 2
This course is designed to give each student an opportunity to participate in hands-on experience with several different types of law enforcement experiences and agencies. Each student will report to and work one shift per day, two days a week for eight weeks. Students will be assigned to specific and different law enforcement tasks working with the actual officers during their duty shifts. PREREQUISITES: Completion of the LET Semesters 1, 2, and 3 or approval from the LET Lead Instructor.
LET 228  CORRECTIONS AND PAROLES
CREDITS:  2
Students will be furnished information regarding the system in the U.S. of corrections, parole and probation. Also furnished is information on how these three parts of the criminal justice system interface with each other and with the law enforcement officer on the street. Students will be exposed to the duties and responsibilities of the personnel involved in each of these areas.

LET 230  PATROL PROCEDURES II
CREDITS:  3
This course is designed to build on the foundation established by Patrol Procedures I. The student will receive further study of South Dakota Codified Law: Title 32 and Title 41. The concepts of Patrol Procedures I as well as other technical courses in this program 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. At times students will be required to attend actual court trials that may be occurring within the local judicial system. **This course requires a valid driver’s license.**

LET 231  LAW ENFORCEMENT ACADEMY PREPARATORY/ASSESSMENT
CREDITS:  3
This course is designed to meet standards of preparation for students who are seeking South Dakota State Reciprocity Certification. This course will serve as a comprehensive knowledge and skills assessment.

LET 232  TECHNOLOGY IN LAW ENFORCEMENT
CREDITS:  2
This course is designed to introduce students to and when appropriate to certify in the use of various pieces of equipment/tools that are available to law enforcement officers in today’s society. The technology on which the students will train with (but not limited to) will be GPS/GIS, TASER, RADAR, LIDAR, and Forensic Mapping utilizing a Total Station data collection and Map Scenes software. Additional technology will be integrated into the class as science provides updated and innovative equipment to the world of law enforcement.

LET 251  FIREARMS TRAINING
CREDITS:  2
The emphasis of this course will be safety, proper handling, proficiency and care of firearms. Information regarding the proper methods of using and time to use firearms will be covered in depth. Instruction in the proper sighting, trigger pull and all other elements to safe and proper weapon use will be given. There will be extensive live fire training with the 9mm semi automatic and 12 gauge shotgun. Course will include combat and stationary-type shooting techniques. This course cannot be taken by anyone who has sustained a criminal conviction, meeting the guidelines of Title 18 USC Sec. 922, or who is currently under the requirements of a Protection Order. **PREREQUISITES:** Completion of the LET Semesters 1, 2, and 3 or approval from the LET Lead Instructor.

LET 252  EMERGENCY VEHICLE OPERATION COURSE (EVOC)
CREDITS:  2
The 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 specific driving tasks. This course requires a valid driver’s license.

MATH 090  BASIC MATHEMATICS
CREDITS:  2 TP
This course provides a mathematically sound and comprehensive coverage of basic computational skills and their applications. Certain topics from algebra are also included. The content and level of rigor of the text form the basis of a course that would properly serve as preparation for a traditional algebra course. The text has been specifically developed to meet, not only the needs of the traditional post secondary student, but also the needs of the mature student whose mathematical proficiency may have declined during years away from formal schooling. **PREREQUISITES:** High School Math and a COMPASS Score in Pre-Algebra Domain of 33 or higher.

MATH 101  INTERMEDIATE ALGEBRA
CREDITS:  3 TP
This course includes real numbers and variable expressions, first-degree equations, polynomials, factoring, rational expressions, rational exponents and radicals, and quadratic equations. Other areas covered will be linear equations, systems of linear equations, linear, exponential and logarithmic functions, and an introduction to conic sections. **PREREQUISITES:** High School Math and a COMPASS Score in Algebra Domain of 30 or higher.

MATH 102  COLLEGE ALGEBRA
CREDITS:  3
This course involves equations and inequalities; polynomial functions and graphs; exponents, radicals, binomial theorem, zeros of polynomials; systems of equations; exponential, logarithmic, and inverse functions, applications and graphs. Other topics selected from sequences, series, and complex numbers will be covered. **PREREQUISITES:** High School Math and a COMPASS Score in Algebra Domain of 42 or above, or passing grade in MATH 101.
MATH 104  TECHNICAL MATHEMATICS  
CREDITS: 3  
This course includes real numbers and variable expressions, first-degree equations, polynomials, factoring, rational expressions, rational exponents and radicals, geometry, quadratic equations and trigonometry. This course is designed for students who are preparing for technical careers. It stresses a working knowledge of applied mathematical concepts. The practice problems are applications from various technical fields but do not require prior knowledge of the technical applications. Problems are selected to help develop an understanding of where and how mathematics is used in the various fields of employment. PREREQUISITES: High School Math and a COMPASS Score in Pre-Algebra Domain of 40 or higher.

MATH 112  BUSINESS MATHEMATICS  
CREDITS: 3 TP  
A practical, working knowledge of relevant mathematical ideas and computations is developed for preparation in many careers, as well as in daily and consumer life. Topics include: arithmetic operations with: whole and decimal numbers; common fractions; ratio, rate, proportion, percent; statistics and graph interpretation; discounts, markup/markdown; and many uses of formulas, including payroll, simple and compound interest, credit, mortgage, and annuities calculations. Each unit refreshes essential computation skills, builds with calculator and data practices, graphic and geometric descriptions, and then leads to related problem-solving skills. Computer, consumer, and many business applications are provided. Pencil-paper, calculator, and estimating methods are all stressed.

MATH 120  TRIGONOMETRY  
CREDITS: 3  
Topics include: trigonometric functions, equations, and identities; inverse trigonometric functions; exponential and logarithmic functions, and applications of these functions. PREREQUISITE: High School Math and a COMPASS Score in Algebra Domain of 42 or above, or passing grade in MATH 101.

MTH 100  ELEMENTARY ALGEBRA  
CREDITS: 3  
This course prepares students for college level mathematics. Topics generally include: Basic properties of real numbers, exponents and radicals, rectangular coordinate geometry, solutions to linear and quadratic equations, inequalities, polynomials and factoring. Students may also be introduced to functions and systems of equations. PREREQUISITES: High School Math and a COMPASS Score in Algebra Domain of 0-29.

MDS 110  MEDICAL TERMINOLOGY I  
CREDITS: 3 TP  
This course will provide students with a foundation for the study of medical terminology. Students will be taught to divide words into component parts, to recognize basic combining forms, prefixes and suffixes as well as learn their meanings. Students will also gain understanding of the organization and complexity of the body and become familiar with the location and function of major body organs and body systems.

MDS 122  MEDICAL TERMINOLOGY II  
CREDITS: 3 TP  
This course is a continuation of Medical Terminology I. Medical terminology is a special vocabulary that is needed in order to communicate with other health care professionals. PREREQUISITE: MDS 110 MEDICAL TERMINOLOGY I.

MDS 210  HEALTH CARE CODING I  
CREDITS: 4  
This is an introductory course to the statistical classification system of the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM), 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 classification and coding system. PREREQUISITES: MDS 110 MEDICAL TERMINOLOGY I and MDS 122 MEDICAL TERMINOLOGY II.

MDS 211  HEALTH CARE CODING II  
CREDITS: 3  
This course is an introduction to CPT Evaluation and management, radiology and laboratory codes. HCPCS coding system will be investigated. Additionally, this course includes an overview and education of electronic coding systems. It is a continuation of coding from Health Care Coding I objectives with the introduction of DRG and APC systems of reimbursement. ICD-9, CPT and HCPCS manuals will be utilized.

MDS 212  HEALTH CARE FUNDAMENTALS AND REIMBURSEMENT  
CREDITS: 3  
This course will cover financial reimbursement, third party payers, including the government program. HIPAA regulations and clinical and hospital corporate compliance issues will be reviewed.

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.
MED 299   MEDICAL TRANSCRIPTION PRACTICUM  
CREDITS:  2-4  
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 transcription field. PREREQUISITE: The student must have maintained a cumulative 2.5 GPA or higher, and must be enrolled in the final semester of their program.

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: CIS 105 MICROCOMPUTER SOFTWARE APPLICATIONS, COC 110 KEYBOARDING I, MD S110 MEDICAL TERMINOLOGY I, and HC 114 ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS.

MTS 124   DISEASE PROCESSES I  
CREDITS:  3  
This course is offered for students entering allied health careers and for students interested in learning the fundamentals of human disease. This course also introduces important terminology, the study of disease, inflammation and allergy, neoplasia, heredity and disease, and dietary factors and disease, as well as the major diseases associated with each body system and the role stress and aging play in health and disease. Students are also introduced to the concept of wellness. PREREQUISITES: HC114 ANATOMY & PHYSIOLOGY, MDS 110 MEDICAL TERMINOLOGY I, and MDS 122 MEDICAL TERMINOLOGY II.

MTS 212   BASIC PHARMACOLOGY  
CREDITS:  3  
This course is not to instruct in the prescribing or administration of medication. Rather, its purpose is to provide a framework of knowledge to help the student recognize drug names and drug classes; understand drug actions and the rationale for treatment; discern between sound-alike drugs; understand why side effects, allergic effects, and other effects of drugs occur; and address various current healthcare issues relating to pharmacology and drugs.

MTS 213   MEDICAL TRANSCRIPTION II  
CREDITS:  3  
This course incorporates skills in information processing, medical terminology, and machine transcription in order to produce medical reports for health care facilities. Students transcribe dictation from several specialty areas including Obstetrics, Gastroenterology, Urology, Orthopedics, Hematology, and Immunology. Proper format, punctuation, and increased accuracy are emphasized. PREREQUISITE: MTS 102 MEDICAL TRANSCRIPTION I.

MTS 214   DISEASE PROCESSES II  
CREDITS:  3  
This course will center on "Special Pathology." Emphasis will be placed on diseases of individual organs and organ systems. The objective is to describe important pathological mechanisms in considerable detail, while exposing the language of medicine. PREREQUISITE: MTS 124 DISEASE PROCESSES I.

MTS 222   MEDICAL TRANSCRIPTION III  
CREDITS:  3  
This course introduces students to advanced medical transcription material from medical specialties including Cardiology, Orthopedics, Gastroenterology, Radiology, and Surgery. Student transcriptionists will be exposed to the broad scope of medicine and the continuing need for accurate documentation. Emphasis is on increased accuracy and independence with decreased assistance. PREREQUISITE: MTS 213 MEDICAL TRANSCRIPTION II.

MTS 232   MEDICAL TRANSCRIPTION IV  
CREDITS:  3  
In this course students transcribe over 100 surgery reports. The surgery unit is divided into eight body systems: Cardiovascular/Thoracic Surgery, Gastrointestinal Surgery, Genitourinary Surgery, Head and Neck Surgery, Neurosurgery, Obstetrics and Gynecology Surgery, Orthopedic Surgery, and Plastic Surgery. PREREQUISITE: MTS 213 MEDICAL TRANSCRIPTION II.

NSG 110   NURSING FUNDAMENTALS  
CREDITS:  8  
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. Laboratory and clinical experiences are incorporated into this course to enhance the learning process. PREREQUISITES: HC 114 ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS, HC 113 MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS and three credits of the CIS MICROSOFT SOFTWARE APPLICATIONS.

NSG 113   GERIATRIC NURSING  
CREDITS:  3  
This course focuses on the care of the older adult. The geriatric population is discussed, emphasizing theories of aging and health care needs that are unique to this population. Anatomy and physiology, age related changes in the elderly and commonly observed pathological conditions are discussed. Specific care is also individualized according to acute, long-term care, home health/hospice settings. The evolution and dimensions of the specialty of gerontological nursing are emphasized. Clinical component includes direct care of the older adult with focus on assessment skills.
NSG 114  PHARMACOLOGY IN NURSING  
CREDITS:  3  
This course is designed to present material on the administration of medications in a safe and responsible way. Information on medications is presented according to body systems. The nursing process is incorporated into drug information; drugs are discussed according to their classification, side effects and nursing implications for administration. Dosage calculations are covered.

NSG 119  MENTAL HEALTH NURSING  
CREDITS:  2  
This course presents basic concepts of mental health/illness and offering care to clients. Categories of mental illness are discussed along with common therapies used to treat them. The course also addresses issues that nurses will face as they work with clients with special mental and emotional needs. There is a clinical component included in this course.

NSG 125  MATERNAL/CHILD HEALTH NURSING  
CREDITS:  4  
This course introduces the student to comprehensive family centered care, wellness, health promotion and illness prevention. The course focuses on growth and development of the child from conception to adolescence and incorporates family dynamics.  
PREREQUISITE: COMPLETION OF ALL FIRST SEMESTER COURSES.

NSG 126  ADULT HEALTH NURSING  
CREDITS:  7  
This course includes theory with emphasis on care of patients with diseases/disorders of the following systems: Nervous, Sensory, Respiratory, Circulatory, Urinary, Gastrointestinal, Endocrine, Reproductive, Musculoskeletal, Immune, Integumentary, and Hematological. Nursing assessment and evaluation is integrated into the study of disease process. PREREQUISITE: COMPLETION OF ALL FIRST SEMESTER CLASSES AND SUCCESSFUL PROGRESSION IN NSG 126 ADULT HEALTH NURSING.

NSG 127  ADULT HEALTH NURSING CLINICAL  
CREDITS:  6  
This is the clinical component of Adult Nursing. The students provide direct care to clients in a variety of acute, inpatient settings and in physician offices and outpatient care centers. They are supervised by RN Instructors at all times. They utilize the various components of the nursing process to design and provide appropriate care. PREREQUISITE: COMPLETION OF ALL FIRST SEMESTER CLASSES AND SUCCESSFUL PROGRESSION IN NSG 126 ADULT HEALTH NURSING.

NSG 135  PROFESSIONAL DEVELOPMENT  
CREDITS:  2  
This is designed to prepare the student for successful transition into the workforce. NCLEX (National Certification Licensure Exam) review is included to prepare the student for licensure exam. This course also incorporates skills to assist the student in developing a portfolio (resume and overview of clinical experience) to assist in job placement.

NSG 136  MENTAL HEALTH PRACTICUM  
CREDITS:  1  
In this course, the student will apply the nursing process and mental health nursing theory in the care of clients with mental illnesses. The student will also gain knowledge of the importance of milieu in the treatment of mental illnesses and the various contributions of the mental health team members. PREREQUISITE: NSG 119 MENTAL HEALTH NURSING.

NSG 137  ADULT HEALTH PRACTICUM  
CREDITS:  4  
This course emphasizes the specific nursing care for clients with disorders of each body system. The nursing process and critical thinking are utilized to identify symptoms, provide care, set goals and evaluate nursing care for each of the identified disorders. Clinical experiences are a fundamental component of this course. Students are paired with an LPN in practice in the acute care setting. PREREQUISITES: NSG 110 NURSING FUNDAMENTALS, NSG 126 ADULT HEALTH NUSING, AND NSG 114 PHARMACOLOGY IN NURSING.

NSG 138  MATERNAL/CHILD HEALTH PRACTICUM  
CREDITS:  2  
This course is the clinical component of maternity and pediatric nursing. The clinical settings are varied and include but are not limited to hospitals, clinics, out-patient facilities, and physicians’ offices. PREREQUISITES: NSG 125 MATERNAL/CHILD HEALTH NURSING.

ORT 010  ORIENTATION  
CREDITS:  1  
The course is designed to increase the student's success in school by assisting the student in obtaining skills necessary to complete his/her education objectives. Topics include: study skills, communications skills, and problem solving skills.

PH 102  INTRODUCTION TO PHLEBOTOMY  
CREDITS:  2  
This course introduces students to the practice of phlebotomy and the role of the phlebotomist as part of the health care team. Students will become familiar with phlebotomy equipment and learn about basic blood collection procedures. Special blood collection procedures, safety procedures, quality management and legal issues are discussed. The importance of professionalism and good communication skills in the patient care environment is stressed.
PH 121 PRINCIPLES AND PRACTICES
CREDITS: 3
This course provides the student with active learning experiences and hands-on training necessary to develop the skills of an entry-level phlebotomist. The student will learn the procedures performed by a phlebotomist and will become familiar with different types of equipment and techniques applied. Emphasis will be placed on professional behavior, communication skills, personal and patient safety and technical skill development.

PH 123 LABORATORY ASSISTANT TECHNIQUES
CREDITS: 3
This course provides training for the clinical laboratory assistant including laboratory safety, equipment and instrumentation, basic laboratory mathematics, regulations and standards, quality assurance practices, record keeping and billing, specimen processing, CLIA waived and point-of-care laboratory testing. The course combines theory and hands-on practice of laboratory procedures with an emphasis on the necessity for accuracy and attention to detail. PREREQUISITES: HC 114 ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS, HC 113 MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS, AND PH 121 PRINCIPLES AND PRACTICES.

PH 124 PHLEBOTOMY/LABORATORY ASSISTANT CAPSTONE
CREDITS: 1
This 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.

PH 130 CLINICAL PRACTICE
CREDITS: 8
This course consists of clinical practice in phlebotomy and laboratory assistant training at various affiliated health care institutions and laboratories. The program director will coordinate clinical schedules and evaluations. PREREQUISITE: PH 102 INTRO TO PHLEBOTOMY AND PH 121 PRINCIPLES AND PRACTICES.

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 112 PHARMACY OPERATIONS I
CREDITS: 2
This course is designed to present material to the pharmacy technician as an introduction to institutional pharmacy and retail pharmacy. All aspects of institutional pharmacy and retail pharmacy will be covered to include organization and function of pharmacists and technicians in this setting. Also included are the institutional medication distribution systems and prescription filling in retail pharmacy.

PHR 120 PHARMACY II
CREDITS: 3
This course is designed to present material to the pharmacy technician as an introduction to the field of pharmacy. The course will continue to introduce the student to all aspects of pharmacy to include pharmacy manufacturing, pharmacy repackaging, purchasing and inventory control, drug categories, medication errors, and drug interactions.

PHR 121 PHARMACOLOGY/PHARMACEUTICAL PRODUCTS II
CREDITS: 3
This course is designed to present material to the pharmacy technician as it applies to the preparation and dispensing of pharmacologic agents. Drugs are discussed according to their classification, trade and generic name, drug action (mechanism), side effects, toxicity and contraindications. Drugs will include review of prescriptions as well as non prescription (over the counter) products.

PHR 122 PHARMACY LAW AND ETHICS
CREDITS: 2
This course is designed to present material to the pharmacy technician on professional ethics and the philosophy, requirements, administration and enforcement of local, state and federal laws related to the practice of the profession of pharmacy.

PHR 123 PHARMACY OPERATIONS II
CREDITS: 2
This course is designed to present material to the pharmacy technician as an introduction to ambulatory, community, clinical, I.V., admixture (sterile products), and alternative practices of pharmacy. All aspects of ambulatory pharmacy will be covered to include organization and function of pharmacists and technicians in this setting.
PHR 124 PHARMACY LAB
CREDITS: 2
The course is designed to provide the pharmacy technician with the practical hands-on experience with all aspects of pharmacy preparation and dispensing of sterile and non sterile pharmaceuticals.

PHR 125 CLINICAL ROTATIONS
CREDITS: 7
This course emphasizes the basics of pharmacy practice and exposes the student to the practical aspects of dispensing, compounding, and inventory control at an on the job training site in an institutional, retail or alternative pharmacy practice setting.

PLL 111 INTRODUCTION TO PARALEGALISM
CREDITS: 2
This course provides the student with an introduction to the fundamental concepts techniques essential to the practicing paralegal. Lecture topics include an overview of the American legal system and a survey of such legal sub-fields as torts, criminal law, litigation, contract law, and real property. Several weeks of the course are devoted to the study of professional ethics for the paralegal.

PLL 123 REAL PROPERTY
CREDITS: 2
This course offers the paralegal student a practical introduction to the basics of real property law and real estate law. During the course, the student examines legal forms, checklists, and problems that a paralegal would encounter in a law firm involved in handling real estate transactions and litigating real property cases.

PLL 124 CRIMINAL LAW
CREDITS: 2
This course is designed to provide the student with an introduction to the basic concepts of criminal law and criminal procedure and the terminology associated with the practice of criminal law.

PLL 125 TORTS
CREDITS: 3
This course introduces the student to substantive tort law in the context of trial preparation. The focus of the course is on the skills needed by a paralegal to be an effective litigation assistant.

PLL 126 CONTRACTS
CREDITS: 3
This is an introduction to the law of contracts. The course includes instruction in the elements of a contract, the formation of a contract, drafting a contract, mistakes, conditions and the discharge of legal obligations, assignments, delegations, and third-party beneficiaries and contract remedies.

PLL 132 LEGAL RESEARCH AND WRITING I
CREDITS: 4
This course provides the student with an introduction to the basic tools of legal research and writing as used in the modern law office. The course includes an overview of our system of government and law, methods of legal research, research resources, and an introduction to computerized research and the drafting of legal documents.

PLL 133 LEGAL RESEARCH AND WRITING II
CREDITS: 4
This course is designed to further refine the research and writing skills acquired in the prerequisite course, Legal Research and Writing I. The emphasis in this course is placed on successful completion of more difficult research assignments and further refinement of the student's legal writing skills. PREREQUISITE: PLL 132 LEGAL RESEARCH & WRITING I.

PLL 211 AMERICAN LEGAL SYSTEM AND CONSTITUTIONAL LAW
CREDITS: 3
This course concentrates on instructing the student concerning the function of the United States legal system and a broad overview of constitutional law. The course also instructs students in the interaction of the legal system with other branches of government.

PLL 212 LITIGATION AND CIVIL PROCEDURE
CREDITS: 3
This course uses the casebook method, supplemented by the Federal Rules of Civil Procedure and the South Dakota Rules of Civil Procedure, to instruct students in the basic requirements of jurisdiction, service of process, joinder, discovery, depositions, motions, trial, and appeal.

PLL 215 LAW OF BUSINESS ORGANIZATIONS
CREDITS: 2
This course introduces the student to the basic concepts, terminology and doctrines involved in business law. The student is instructed in the procedures necessary for the formation of sole proprietorships, limited and general partnerships and corporations and is introduced to the essential case opinions in business and corporate litigation.
PLL 217  EVIDENCE
CREDITS:  3
This course focuses on an introduction to the Federal Rules of Evidence, includes a study of pretrial, trial, and post-trial evidentiary motions preparation. The course also explores how such preparation impacts the outcome of litigation at both trial and administrative hearings.

PLL 223  WILLS AND PROBATE
CREDITS:  2
This course is designed to instruct the student as to procedures, techniques, and substantive law involved in the administration of estates and trusts. The student is required to draft a will and a simple trust as well as to prepare pleadings and other documents necessary for probate administration.

PLL 224  BANKRUPTCY AND COMMERCIAL LAW
CREDITS:  2
This course provides the student with instruction in the essentials of basic bankruptcy and commercial law. It also instructs the student in proper document filing under Chapters 7, 11, 12 and 13 of the Bankruptcy Code.

PLL 225  ADMINISTRATIVE LAW
CREDITS:  2
This course is designed to convey to students the role administrative law plays in the American political system and its role in shaping, guiding, and restricting actions of Administrative agencies.

PLL 226  OFFICE MANAGEMENT
CREDITS:  2
This course introduces the student to the theory and practical aspects of law office management, including the functions of management, administrative procedures, basic principles of finance, facilities management, personnel management, and leadership skills.

PLL 227  INTRODUCTION TO ENVIRONMENTAL LAW
CREDITS:  2
This course is designed to provide the student with a background in the basic issues pervading environmental laws, regulations, and disputes. The course will introduce the procedures utilized to integrate environmental policies into the social system and insight into how to accommodate environmental concerns with economic realities, property rights, and national policy in such other areas as energy, transportation, and public health.

PLL 228  INTRODUCTION TO NATIVE AMERICAN TRIBAL LAW, TREATIES, & POLICIES
CREDITS:  2
This course is designed to acquaint the student with the basic principles underlying federal decisions in Native American law and the interrelationship between these decisions and tribal codes, constitutions, and treaties. The student is instructed in historical perspectives relative to Native American legal issues, as well as modern theories regarding tribal sovereignty and jurisdiction, both civil and criminal.

PLL 231  FAMILY LAW
CREDITS:  2
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 232  LITIGATION CLINIC I
CREDITS:  2
This course introduces the student to the proper methods of conducting an investigation through interviewing techniques, record investigation, the taking of statements, and reporting of obtained information. The bulk of the course is based on a single fact pattern exercise, allowing the student to follow the progress of one case from beginning to the early stages of the discovery process.

PLL 233  LITIGATION CLINIC II
CREDITS:  2
This course effectively ties together the operation of the rules of civil procedure, rules of evidence, and common law principles. The student will be instructed regarding proper preparation of a case file for trial. The foundation of the course is the fact pattern exercise introduced to the student in Litigation Clinic I. Picking up from where that course concluded, the student follows the progress of the case from the early discovery stages through the trial and post trial stages. PREREQUISITE: PLL 232 LITIGATION CLINIC I.

PLL 299  INTERNSHIP
CREDITS:  4
The internship is an on the job training work experience. The student works at a law firm, governmental agency, or other appropriate office eight (8) hours per day, five (5) days per week for twelve (12) weeks. 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. PREREQUISITE: Registration in final semester of study only.
PSYC 101  GENERAL PSYCHOLOGY  
CREDITS: 3  
General Psychology 101 is a course designed to help the student become aware of the field of psychology and its applications. The student will learn the major behavior of organisms, the origins and important contributors to the field, an understanding of the scientific method of research employed in psychology, how to report basic research findings, and the basic concepts and terminology of psychology.

PSYC 103  HUMAN RELATIONS IN THE WORK PLACE  
CREDITS: 3 TP  
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.

PSYC 113  HUMAN RELATIONS FOR HEALTH CARE PROFESSIONALS  
CREDITS: 2  
This course is designed for students enrolled in allied health care programs. The student in health care must understand the importance of professionalism. This course introduces the student to the professional standards necessary to all health care workers and to assist the student in developing the traits and behaviors that are required to successfully and effectively interact with coworkers, patients, and visitors.

SOC 100  INTRODUCTION TO SOCIOLOGY  
CREDITS: 3  
This course is designed to develop the sociological thinking of students. The multifaceted nature and depth of sociology will be presented in such areas as culture, socialization, ethnicity, and political systems.

SPCM 101  FUNDAMENTALS OF SPEECH  
CREDITS: 3  
This course covers the basic principles of effective public speaking with emphasis on preparation of speeches.

ST 101  INTRODUCTION TO SURGICAL TECHNOLOGY  
CREDITS: 3  
This course is an introduction to Surgical Technology. It includes the history of surgery, the surgical patient, the operating room environment, asepsis, general patient care safety, and wound healing.

ST 110  INTRODUCTION TO SURGICAL TECHNOLOGY LAB  
CREDITS: 3  
This course is an introduction to Surgical Technology in a lab setting. Students will learn basic instrumentation, equipment, supplies, wound healing, sterile technique, general patient care, and safety and suture.

ST 121  PRINCIPLES AND PRACTICE OF SURGICAL TECHNOLOGY  
CREDITS: 6  
This course is a continuation of ST110. The students will learn specialty instrumentation and equipment, participate in mock surgeries performed in the lab, and observe at a local hospital. The students will also be able to identify and apply the use of electricity, physics, and robotics in surgery.

ST 122  SURGICAL PROCEDURES  
CREDITS: 8  
This course is designed to introduce the students to diagnostic procedures and minor and major procedures in all surgical areas.

ST 123  SURGICAL PHARMACOLOGY  
CREDITS: 2  
This course is designed to introduce pharmacological abbreviations and terminology, types of anesthesia, weights and measures, drug origins and methods of administration and drug handling techniques.

ST 124  CLINICAL PRACTICE I  
CREDITS: 6  
Clinical practice takes place at a hospital setting in the regional area. It consists of 240 hours of practice in the OR with a rotation to other departments. With a preceptor, students will apply their knowledge and skills and perform as a surgical technologist.

ST 134  CLINICAL PRACTICE II  
CREDITS: 6  
This is a continuation of ST-124. In addition, 240 hours will be at the clinical site completing cases with a preceptor. Near the end of this course, students will have gained the knowledge and skills to be able to function as surgical technologists with little assistance. The clinical portion begins Monday after graduation and continues for 12 weeks. Not all students will remain in Rapid City. A random drawing chooses clinical sites and the drawing will take place during the second semester. Clinical sites include: Rapid City and Spearfish, SD, Gillette and Sheridan, WY and Scottsbluff, NE. Clinical sites are subject to change.
TTT 100  OCCUPATIONAL SKILLS  
CREDITS:  2 TP  
This course is designed to enable the student to understand the safety aspects of the trade as well as common skills required for successful completion of other areas of the automotive program. This class is a prerequisite for all classes in the automotive program.

TTT101  BASIC ELECTRICITY  
CREDITS:  3  
This is a 3-credit course designed to enable the student to understand basic electrical principles of A/C & D/C and how to diagnose them.

TTT 102  INTRODUCTION TO ELECTRONICS  
CREDITS:  3  
This course is designed to enable the student to understand electrical principles and how they apply to the automobile.

TTT 103  VEHICLE ELECTRONICS  
CREDITS:  3  
This class is designed to provide the students with the electronics background necessary to understand and diagnose the sophisticated electronic systems of the modern automobile. The student will also learn to use state-of-the-art test equipment, used by automotive technicians to solve complex electrical problems. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

TTT 104  STARTING & CHARGING SYSTEMS  
CREDITS:  2  
Starting and charging systems is a two-semester hour course designed to enable the student to understand the operation and function of automotive starting and charging systems. Students will diagnose and service automotive batteries, alternators, and starters using state-of-the-art test equipment and techniques. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

TTT 106  CHASSIS WIRING  
CREDITS:  2  
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. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

TTT 107  ENGINE PERFORMANCE & DRIVABILITY  
CREDITS:  4  
Engine Performance and Drivability is a four semester-hour course designed to provide the student with the necessary instruction to diagnose and repair ignition-, fuel-, and emissions-related drivability problems. The student will use mock-ups, school vehicles, and customer-related issues to complete the instruction. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

TTT 115  ENGINE CONSTRUCTION & OPERATION  
CREDITS:  3  
This course is designed to instruct the student on the operation and diagnosis of a four-cycle gasoline automobile engine. Particular attention will be paid to the techniques of analyzing internal failures of the compression lubrication and cooling systems. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

TTT 118  ELECTRONIC FUEL INJECTION  
CREDITS:  6  
Electronic Fuel Injection and Computerized Engine Controls is a course designed to instruct the student on the components of fuel and timing management, fuel delivery, and the diagnostic techniques for solving emission and drivability related problems. Attention will be paid to both OBD I and OBD II diagnostic strategies and scan tool usage. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

TTT 119  SHOP & PARTS MANAGEMENT  
CREDITS:  3  
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. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

WDM101  INTRODUCTION TO WELDING  
CREDITS:  2  
Introduction to OXY Fuel Welding/Cutting and Stick Metal Arc Welding in a safe and usable manner with classroom theory lecture followed by safe lab setup and skill training in these areas.
WDM102  INTRODUCTION TO WELDING II  
CREDITS: 2  
This class is a continuation of WDM101 where students will work skill improvement and welding knowledge both in and out of position utilizing Gas Metal Arc Welding and Gas Tungsten Arc Welding processes. Students will be introduced to fabrication projects that will include the processes learned.

WDM 113  SHIELDED METAL ARC WELDING  
CREDITS: 2 TP  
Shielded Metal Arc Welding consists of classroom theory and skills training in the lab, enabling the student to attain an acceptable level of welding skills. Equipment safety, setup, operation, maintenance, electrode identification, application, and metallurgy will be covered for the welding of ferrous metals. Surface welds and fillet welds in all positions along with carbon arc gouging and cutting will be the main focus in this course. This may also include some worksite internships.

WDM 115  PROJECT DESIGN AND FABRICATION I  
CREDITS: 2  
This course in related instruction provides students training in the use of precision measuring tools, fasteners, layout procedures, and treading methods to complete the varying projects that will be assigned. This may include some worksite internships.

WDM 116  GAS TUNGSTEN ARC WELDING I  
CREDITS: 2  
The Gas Tungsten Arc Welding I course includes safety, welding theory, setup, and skill training and will include the welding operation of this process. Students will weld by fusion and adding filler rod to ferrous metal coupons, in and out of position.

WDM 117  BLUEPRINT READING  
CREDITS: 1 TP  
In this class students will learn the different lines, drawing views and symbols (welding and machining), along with the drafting prints that coincide with the welding and machining projects. Students will produce a detailed drawing for each welding project.

WDM 118  MILL AND LATHE OPERATION, MANUAL I  
CREDITS: 2  
This course includes manual mill and manual lathe safety, setup, and operation and will include classroom theory along with lab assignments. Students will learn the use of micrometers and calipers to assist the measuring of assigned projects. After safe use and set-up instruction, students will be assigned projects to complete in both the mill and lathe. This may also include some worksite internships.

WDM 119  GAS METAL ARC WELDING  
CREDITS: 2 TP  
Gas Metal Arc Welding consists of classroom theory and skills training in the lab, enabling the student to attain an acceptable level of welding skills. Equipment safety, set-up, operation, maintenance, transfer identification, application, and metallurgy are covered for the welding of ferrous metals. Surface welds and fillet welds on ferrous metal in all positions will be the main focus in this course. This may also include some worksite internships.

WDM 123  SHIELDED METAL ARC WELDING GROOVED PLATE  
CREDITS: 2  
Shielded Metal Arc Welding Grooved Plate consists of classroom theory and skills training in the lab, enabling the student to attain an acceptable level of welding skills. Students will weld on grooved plate with backing and open root in and out of position. These welds will be completed on 3/8”–1” thickness metal using E7018 and E6010 electrodes. This may also include some worksite internships.

WDM 125  PROJECT DESIGN AND FABRICATION II  
CREDITS: 3  
Project Design and Fabrication II gives students an opportunity to apply all areas of training in the program. Prior to building projects, students will complete a layout design, cost estimate, and bill of materials. Students will then fabricate the projects. This may also include some worksite internships.

WDM 126  GAS TUNGSTEN ARC WELDING II  
CREDITS: 1  
Gas Tungsten Arc Welding II includes advanced skills training and welding of projects. Students will weld ferrous and nonferrous metals in and out of position on projects. This may also include some worksite internships.

WDM 128  MILL AND LATHE OPERATION, MANUAL II  
CREDITS: 3  
This is a continuation of WDM-118 with additional classroom theory and lab assignments that will be given to be completed and graded on the quality of workmanship and acceptable tolerance allowance.

WDM 129  GAS METAL ARC WELDING GROOVED PLATE  
CREDITS: 2  
This course includes classroom theory and skills training in the lab to enable the student to attain an acceptable level of welding skills. Students will weld grooved plate with backing in and out of position. These welds will be completed on 3/8”–1” thickness metal using solid and flux core dual shielding wire utilizing short circuit, spray, and pulse spray transfers on ferrous metals. This may also include some worksite internships.
WDM 131 SHIELDED METAL ARC WELDING TESTING  
CREDITS: 3  
This course includes welding qualification testing in the SMAW process in all positions up to ¾” and unlimited thickness grooved plate, with and without backing. The AWS D1.1 Structural Steel Welding Code is used as the welding and inspection criteria.

WDM 132 GAS METAL ARC WELDING TESTING  
CREDITS: 3  
Welder qualification testing in the GMAW process, in all positions, solid wire and dual shield, up to ¾” and unlimited thickness grooved plate without backing. The AWS D1.1 Structural Steel Welding Code is used as the welding and inspection criteria.

WDM 133 WORK SITE INTERNSHIP  
CREDITS: 3  
After completion of the testing processes in WDM 131 and/or WDM 132, students will complete an internship within the welding or machining industry. Student evaluation will be completed by instructor and worksite employer.

WDM 134 CAD PARAMETER MODELING FOR MANUFACTURING  
CREDITS: 2  
Students will use computer-aided drafting parametric modeling interface to create 3D components and parts. They will learn the basic commands for part modeling, assembly, and detailing by completing project designs of components and parts that will be converted into detailed 2D drawings complete with bill of materials and layout list. This course has a hands-on, exercise-intensive approach to learning most of the important aspects of parametric modeling techniques and concepts.

WDM 230 PIPE WELDING I  
CREDITS: 5  
The student will produce quality grooved welds on schedule 40 steel pipe, 2”—6” diameter utilizing Shielded Metal Arc Welding and Gas Tungsten Arc Welding processes 2G and 5G positions. Students will construct pipe joint designs and layouts. Worksite internships may be included as part of the training.

WDM 231 ADVANCED METAL WELDING I  
CREDITS: 5  
Students will perform open root welds utilizing the Gas Tungsten Arc Welding, Shielded Metal Arc Welding, and Gas Metal Arc Welding in the flat and horizontal positions. Students will learn metal buildup, hard surfacing, crack repair, the mastering of quick freeze electrodes and also the utilization of spray and pulsed spray transfers to weld metal. Students will weld various ferrous and nonferrous metals. Worksite internships may be included as part of the training.

WDM 232 ADVANCED AUTOMATED MANUFACTURING I  
CREDITS: 5  
Students will learn safe robotic programming, maintenance and setup operation to complete assigned welding projects. Worksite internships may be included as part of the training.

WDM 233 ADVANCED MANUFACTURING I  
CREDITS: 5  
This course is based on project design and manufacturing by the student. Projects may be assigned/approved by the instructor. Students may be assigned to work in groups as well as on an individual basis. Every project will have CAD drawing, material list, and cost estimating prior to manufacturing. Students will apply welding and machining skills to complete the manufacturing projects. Worksite internships may be included as part of the training.

WDM 234 ADVANCED PRODUCTION I  
CREDITS: 5  
This class will be conducted in a lab setting. Students will be able to use their creativity while utilizing the skills they have learned in the welding and or machining areas that best suit their career paths. Students will work under the supervision of an instructor and will submit a weekly production plan that includes timelines for all activity. Students will be expected to complete a summary report of the weekly activity identifying progress toward goals. Worksite internships may be included as part of the training.

WDM 235 ADVANCED MACHINING I  
CREDITS: 5  
This class will focus on developing the student’s machining skills through the use of projects designed to introduce more advanced techniques and procedures that build on their basic skills. Students will have the opportunity to learn basic CNC concepts and operational procedures in the use of vertical machining centers and horizontal turning centers and to explore some of their own project ideas. Worksite internships may be included as part of the training.

WDM 240 PIPE WELDING II  
CREDITS: 5  
This course is a continuation of WDM 230. The student will produce quality grooved welds on schedule 40 steel pipe, 2”—6” diameter utilizing Shielded Metal Arc Welding and Gas Tungsten Arc Welding processes 6G positions. Students will construct pipe joint designs and layouts. Worksite internships may be included as part of the training. PREREQUISITE: WDM 230 PIPE WELDING I.
WDM 241  ADVANCED METAL WELDING II
CREDITS:  5
This course is a continuation of WDM 231. Students will perform open root welds utilizing the Gas Tungsten Arc Welding, Shielded Metal Arc Welding, and Gas Metal Arc Welding in the vertical and overhead positions. Students will learn metal buildup, hard surfacing, crack repair, the mastering of quick freeze electrodes, and the utilization of spray and pulsed spray transfers to weld metal. Students will weld various ferrous and nonferrous metals. Worksite internships may be included as part of the training. PREREQUISITE: WDM 231 ADVANCED METAL WELDING I.

WDM 242  ADVANCED AUTOMATED MANUFACTURING II
CREDITS:  5
This course is a continuation of WDM 232. Students will create the jig or fixtures necessary to weld the manufacturing items that they will design (or be assigned). Students will experiment with different fixture designs to determine the best overall design to maximize production. Worksite internships may be included as part of the training. PREREQUISITE: WDM 232 ADVANCED AUTOMATED MANUFACTURING I.

WDM 243  ADVANCED MANUFACTURING II
CREDITS:  5
This course is a continuation of WDM 233. This course is based on advanced skill development of project design and manufacturing. Projects may be assigned/approved by the instructor. Students may be assigned to work in groups as well as on an individual basis. Every project will have CAD drawing, material list, and cost estimating prior to manufacturing. Students will apply welding and machining skills to complete the manufacturing projects. Worksite internships may be included as part of the training. PREREQUISITE: WDM 233 ADVANCED MANUFACTURING I.

WDM 244  ADVANCED PRODUCTION II
CREDITS:  5
This class is a continuation of WDM 234 Advanced Production I, giving students additional opportunity to use their creativity to perfect the skills they have learned in the welding and or machining areas that best suit their career paths. Students will work under the supervision of an instructor and will submit a weekly production plan that includes timelines for all activity. Students will be expected to complete a summary report of the weekly activity identifying progress toward goals. Worksite internships may be included as part of the training. PREREQUISITE: WDM 234 ADVANCED PRODUCTION I.

WDM 245  ADVANCED MACHINING II
CREDITS:  5
This class will be a continuation of WDM 235 Advanced Machining I. Each student will continue to focus on developing the student’s machining skills to even higher levels of efficiency and productivity. Students will continue learning CNC concepts and operational procedures in the use of vertical machining centers and horizontal turning centers and to explore some of their own project ideas. Worksite internships may be included as part of the training. PREREQUISITE: WDM 235 ADVANCED MACHINING I.

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