

WESTERN DAKOTA TECH

COURSE CATALOG

2008-2009

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RAPID CITY, SD 57703**

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WWW.WDT.EDU



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

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

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WELCOME TO WESTERN DAKOTA TECH

WELCOME

**STUDENT RESPONSIBILITY FOR
CATALOG INFORMATION**

STUDENT SERVICES

STUDENT LIFE & ACTIVITIES

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.
9. Promote lifelong learning.

PHILOSOPHY

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

VISION STATEMENT

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

- WDT strives to provide a caring, nurturing, and disciplined learning environment for students of all ages and backgrounds, and does so by providing quality courses and programs, encouraging academic rigor, and maintaining a skilled, dedicated, and student-oriented faculty and professional staff.
- WDT strives to provide programs that lead to successful employment and career pathways for our graduates, by providing opportunities both for existing careers, and for new employment trends and opportunities.
- WDT strives to be a model civic partner by collaboratively engaging communities, organizations, and businesses in programs, projects, and activities that lead to improved economic development, greater levels of service, and enhanced quality of life.
- WDT strives to utilize the most effective teaching and learning technologies and strategies that enhance student skills and abilities now and into the future.
- WDT strives to build a community of lifelong learners of all ages and backgrounds 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.ncahigherlearningcommission.org, accredits Western Dakota Tech.

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

CERTIFIED PROGRAMS

Various professional organizations approve or certify 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.

CORPORATE EDUCATION CENTER

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.

STUDENT SERVICES

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.

LIBRARY

LEGAL RESOURCE CENTER

CHILD DEVELOPMENT CENTER

BOOKSTORE

DAKOTA GRILL

CAREER SERVICES

ACADEMIC PREPARATION

ACADEMIC ASSISTANCE CENTER

DISABILITY SERVICES

SPECIAL SERVICES PROGRAM

COUNSELING SERVICES

LIBRARY – DEBRA ARNE

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.

LEGAL RESOURCE CENTER – MARAYA ROGERS

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.

CHILD DEVELOPMENT CENTER – JILL WINTER

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.

BOOKSTORE – RICK WALDO

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.

DAKOTA GRILL – CAROL JONES

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.

CAREER SERVICES – CURT LAUNGER

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.

ACADEMIC PREPARATION – BRENDA MABBS

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.

ACADEMIC ASSISTANCE CENTER/STUDY SKILLS – MARY ANN SLANINA

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.

STUDENT LIFE & ACTIVITIES

School organization membership is encouraged. Social, civic, and service projects foster a broadened appreciation of the world outside the classroom and enhance the personal development of 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

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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.

ADVISEMENT

Advising and counseling are shared commitments of faculty advisors and the Student Services staff. Each student enrolled in a program is assigned a faculty advisor from the student's program of study. The role of each advisor is to guide 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.

FINANCIAL AID

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.

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 should request an appointment with the Special Services Coordinator.

Veteran's Administration (VA)

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

Vocational Rehabilitation

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

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:

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

CIS 100	Intro to Keyboarding	(1 credit)
CIS 105	Microcomputer Software Applications I	(3 credits)
CIS 106	Microcomputer Software Applications II	(3 credits)
CIS 109	Word I	(1 credit)
CIS 111	Word II	(1 credit)
CIS 112	Excel I	(1 credit)
CIS 113	Excel II	(1 credit)
CIS 114	PowerPoint I	(1 credit)
CIS 115	PowerPoint II	(1 credit)
CIS 116	Access I	(1 credit)
CIS 117	Access II	(1 credit)
CIS 118	Publisher I	(1 credit)
CIS 120	Multimedia Design	(1 credit)

Mathematic courses available include:

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

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

AAS DEGREE

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:

Communications			6 Credits Required
ENGL	101	Composition I	3
OR			
ENGL	201	Technical Writing	3
ENGL	202	Technical Communications*	3
SPCM	101	Fundamentals of Speech	3
Mathematics			3 Credits Required
MTH	100	Basic Algebra	3
MATH	101	Intermediate Algebra	3
MATH	102	College Algebra	3
MATH	104	Technical Math	3
MATH	112	Business Math	3
MATH	120	Trigonometry	3
Computer Literacy			3 Credits Required
CIS	100	Intro to Keyboarding	1
CIS	105	Microcomputer Software Applications I	3
CIS	106	Microcomputer Software Applications II	3
CIS	109	Word I	1
CIS	111	Word II	1
CIS	112	Excel I	1
CIS	113	Excel II	1
CIS	114	PowerPoint I	1
CIS	115	PowerPoint II	1
CIS	116	Access I	1
CIS	117	Access II	1
CIS	118	Publisher I	1
CIS	120	Multimedia Design	1
Behavioral Science			3 Credits Required
PSYC	101	General Psychology	3
PSYC	103	Human Relations in the Work Place	3
Social Science			3 Credits Required
ECN	201	Principles of Economics (Micro)	3
ECN	202	Principles of Economics (Macro)	3
SOC	100	Introduction to Sociology	3

* 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.

PROGRAMS

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.

ACCOUNTING

ADMINISTRATIVE SERVICES

AG RESOURCES TECHNOLOGY

ALLIED HEALTH

BUSINESS MANAGEMENT & MARKETING

CARPENTRY

COLLISION REPAIR TECHNOLOGY

COMPUTER-AIDED DRAFTING TECHNICIAN

COMPUTER NETWORKING SPECIALIST

DISABILITY/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

ACCOUNTING

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

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

Course No.	Course Title	CREDITS
GENERAL EDUCATION REQUIREMENTS		
CIS 100	INTRODUCTION TO KEYBOARDING	1
CIS 109	WORD, LEVEL I	1
CIS 112	EXCEL, LEVEL I	1
ECN 202	PRINCIPLES OF ECONOMICS (MACRO)	3
ENGL 101	COMPOSITION*	3
ENGL 202	TECHNICAL COMMUNICATIONS	3
MATH 101	INTERMEDIATE ALGEBRA**	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY	3
SPCM 101	FUNDAMENTALS OF SPEECH	3
	Total	22
Technical Requirements		
ACCT 210	PRINCIPLES OF ACCOUNTING I	4
ACCT 211	PRINCIPLES OF ACCOUNTING II	4
ACCT 212	INTERMEDIATE ACCOUNTING I	4
ACCT 213	INTERMEDIATE ACCOUNTING II	4
ACCT 215	PAYROLL ACCOUNTING	3
ACCT 218	TAX ACCOUNTING I	3
ACCT 223	MANAGERIAL ACCOUNTING	3
ACCT 227	EXCEL FOR ACCOUNTING	3
ACCT 228	QUICKBOOKS ACCOUNTING	3
ACCT 229	PEACHTREE ACCOUNTING	3
ACCT 290	INTERNSHIP	3
BUS 140	BUSINESS LAW	3
BUS 210	SUPERVISORY MANAGEMENT	3
BUS 224	PERSONAL FINANCE	3
COC 114	BOOKKEEPING APPLICATIONS	3
	Total	49

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester Breakdown

First Semester			Second Semester		
		CR			CR
ACCT 210	Principles of Accounting I	4	ACCT 211	Principles of Accounting II	4
COC 114	Bookkeeping Applications	3	BUS 210	Supervisory Management	3
CIS 100	Introduction to Keyboarding	1	BUS 140	Business Law	3
CIS 109	Word, Level I	1	ECN 202	Principles of Economics-Macro	3
CIS 112	Excel, Level I	1	PSYC 101	General Psychology	3
ENGL 101	Composition	3	SPCM 101	Fundamentals of Speech	3
MATH 101	Intermediate Algebra	3		Total Credit Hours	19
ORT 010	Orientation	1			
	Total Credit Hours	17			
Third Semester			Fourth Semester		
		CR			CR
ACCT 212	Intermediate Accounting I	4	ACCT 213	Intermediate Accounting II	4
ACCT 215	Payroll Accounting	3	ACCT 227	Excel for Accounting	3
ACCT 218	Tax Accounting I	3	ACCT 223	Managerial Accounting	3
ACCT 228	QuickBooks Accounting	3	ACCT 229	Peachtree Accounting	3
BUS 224	Personal Finance	3	ACCT 290	Internship	3
ENGL 202	Technical Communications	3		Total Credit Hours	16
	Total Credit Hours	19			

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
General Education Requirements		
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		
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

First Semester			Second Semester		
		CR			CR
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		17
Total Credit Hours		19			

AGRICULTURE RESOURCES TECHNOLOGY-ASSOCIATE

Associate in Applied Science, 67-71 Credit Hours, 18-Month Program

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 ranges 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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 109	WORD LEVEL I	1
CIS 111	WORD LEVEL II	1
CIS 112	EXCEL LEVEL I	1
CIS 113	EXCEL LEVEL II	1
CIS 114	POWERPOINT LEVEL I	1
CIS 118	PUBLISHER	1
ECN 202	PRINCIPLES OF ECONOMICS (MACRO) <i>or</i>	3
SOC 100	INTRO TO SOCIOLOGY	
ENGL 101	COMPOSITION*	3
MATH 104	TECHNICAL MATHEMATICS**	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	3
	Total	19
Technical Requirements for Ag Business, Ranch Management and Natural Resources Option		
AGB 110	ACCOUNTING FOR AG BUSINESS	3
AGB 111	AGRICULTURE BUSINESS MANAGEMENT I	3
AGB 116	LEADERSHIP PRACTICUM	1
AGB 120	AG BANKING	3
AGB 122	AGRICULTURE BUSINESS MANAGEMENT II	3
AGR 101	INTRODUCTION TO ANIMAL SCIENCE	2
AGR 102	PLANT SCIENCE	3
AGR 151	SPECIALTY ANIMAL MANAGEMENT	4
AGR 212	RANGE MANAGEMENT	3
AGR 215	SOILS & WATER	2
ART 101	INTRODUCTION TO NATURAL RESOURCES	3
ART 114	COMMODITY MARKETING	2
ART 125	COMPUTERIZED AG RECORDS	2
ART 126	CAREER LAUNCH	1
ART 201	ADVANCED NATURAL RESOURCES	3
ART 223	STRATEGIC MARKETING	2
ART 299	CAREER INTERNSHIP	2
	Total	42
AG BUSINESS OPTION		
AGB 212	AG BUSINESS LAW	3
AGB 213	PRINCIPLES OF AG SELLING	3
AGR 251	BEEF AND SHEEP MANAGEMENT	4
	Total	10
RANCH MANAGEMENT OPTION		
AGR 222	PESTS AND PESTICIDES	2
AGR 251	BEEF AND SHEEP MANAGEMENT	4
AGR 252	AG STRUCTURES	2
	Total	8
NATURAL RESOURCES OPTION		
AGB 212	AG BUSINESS LAW	3
AGR 222	PESTS AND PESTICIDES	2
AGR 251	BEEF AND SHEEP MANAGEMENT	4
	Total	9
EQUINE OPTION (GLOBAL EQUINE ACADEMY –ONLINE COURSES)		
Technical Courses for Equine Management Option		
AGB 111	AG BUSINESS MANAGEMENT	3
AGB 116	LEADERSHIP PRACTICUM	1
AGB 120	AG BANKING	3
AGB 122	AG BUSINESS MANAGEMENT II	3
AGB 212	BUSINESS LAW	3
AGB 213	PRINCIPLES OF SELLING	3
AGR 101	INTRODUCTION TO ANIMAL SCIENCE	2
AGR 102	PLANT SCIENCE	3
AGR 212	RANGE MANAGEMENT	3
ART 126	CAREER LAUNCH	1
ART 299	CAREER INTERNSHIP	2-4
EM 110	EQUINE NUTRITION	2
EM 120	EQUINE BUSINESS MANAGEMENT	2
EM 130	EQUINE REPRODUCTION	2
EM 140	EQUINE HEALTH AND DISEASES	2
EM 150	FACILITY MANAGEMENT	2
EM 160	EQUINE BEHAVIOR, GROUNDWORK AND SAFETY	2
EM 210	STALLION MANAGEMENT	2

EM 220	EQUINE MARKETING	2
EM 230	APPLIED ANATOMY AND SELECTION	2
EM 240	TRAINING THEORY I	2
EM 250	TRAINING THEORY II	2
	EM240, EM250 <i>or</i> ET110, ET120, ET130, ET140	
ET 110	TECHNIQUES OF TRAINING I – F1	2
ET 120	TECHNIQUES OF TRAINING II – S2	2
ET 130	TECHNIQUES OF TRAINING III	2
ET 140	TECHNIQUES OF TRAINING IV	2

*Prerequisite: Acceptable COMPASS score or Basic Writing

**Prerequisite: Acceptable COMPASS score or Basic Math

Semester Breakdown – Ag Business, Ranch Management and Natural Resources

First Semester			Second Semester		
		CR			CR
AGB 110	Accounting for Ag Business	3	AGB 111	Ag Business Management I	3
AGB 116	Leadership Practicum	1	AGR 151	Specialty Animal Management	4
AGR 101	Introduction To Animal Science	2	ART 101	Introduction to Natural Resources	3
AGR 102	Plant Science	3	CIS 111	Word level II	1
ART 114	Commodity Marketing	2	CIS113	Excel level II	1
CIS 109	Word I	1	CIS 118	Publisher	1
CIS112	Excel I	1	ENGL 101	Composition	3
CIS114	PowerPoint I	1	MATH 104	Technical Math	3
ORT 010	Orientation	1		Total Credit Hours	19
	Total Credit Hours	15			
Third Semester			Fourth Semester		
		CR			CR
AGB 122	Ag Business Management II	3		Ag Business, Ranch Management, or Natural Resources Option	8/10
AGR 212	Range Management	3	AGB 120	AG Banking	3
AGR 215	Soils & Water	2	ART 299	Career Internship	2
ART 125	Computerized Ag Records	2	PSYC 103	Human Relations in the Work Place	3
ART 126	Career Launch	1		Total Credit Hours	16/18
ART 201	Advanced Natural Resources	3			
	<i>or see Advisor</i>				
ECN 202	Principles of Economics (Macro)	3			
	Total Credit Hours	17			

Semester Breakdown – Equine Management

First Semester			Second Semester		
		CR			CR
AGB 116	Leadership Practicum	1	AGB 111	Agriculture Business Mgmt I	3
AGR 101	Introduction To Animal Science	2	EM 150	Facility Management	2
AGR 102	Plant Science	3	EM 210	Stallion Management	2
EM 110	Equine Nutrition	2	EM 220	Equine Marketing	2
EM 120	Equine Business Mgmt	2	EM 230	Equine Anatomy & Selection	2
EM 130	Equine Reproduction	2	CIS 111	Word level II	1
EM 160	Equine Behavior	2	CIS113	Excel level II	1
CIS 109	Word I	1	CIS 118	Publisher	1
CIS112	Excel I	1	ENGL 101	Composition	3
CIS114	PowerPoint I	1		Total Credit Hours	17
ORT 010	Orientation	1			
	Total Credit Hours	18			
Third Semester			Fourth Semester		
		CR			CR
AGB 122	Ag Business Management II	3	AGB 120	Ag Banking	3
AGR 212	Range Management	3	AGB 212	Ag Business Law	3
ART 126	Career Launch	1	AGB 213	Principles of Ag Selling	3
EM 140	Equine Health and Diseases	2	EM 250	Training Theory II	2
EM 240	Training Theory I	2	ART 299	Career Internship	2
ECN 202	Principles of Economics (Macro) <i>or</i>	3	PSYC 103	Human Relations in the Work Place	3
SOC 100	Introduction to Sociology			Total Credit Hours	16
MATH 104	Technical Mathematics	3			
	Total Credit Hours	17			

Semester Breakdown – Equine Management – Riding

First Semester			Second Semester		
		CR			CR
AGB 116	Leadership Practicum	1	AGB 111	Agriculture Business Mgmt I	3
AGR 101	Introduction To Animal Science	2	EM 210	Stallion Management	2
AGR 102	Plant Science	3	EM 220	Equine Marketing	2
EM 110	Equine Nutrition	2	EM 230	Equine Anatomy & Selection	2
EM 120	Equine Business Mgmt	2	ET 110	Techniques of Training I	2
EM 130	Equine Reproduction	2	CIS 111	Word level II	1
EM 160	Equine Behavior	2	CIS113	Excel level II	1
CIS 109	Word I	1	CIS 118	Publisher	1
CIS112	Excel I	1	ENGL 101	Composition	3
CIS114	PowerPoint I	1		Total Credit Hours	17
ORT 010	Orientation	1			
	Total Credit Hours	18			
Third Semester			Fourth Semester		
		CR			CR
AGB 122	Ag Business Management II	3	AGB 120	Ag Banking	3
AGR 212	Range Management	3	AGB 212	Ag Business Law	3
ART 126	Career Launch	1	AGB 213	Principles of Ag Selling	3
EM 140	Equine Health and Diseases	2	ET 140	Techniques of Training IV	2
ET 120	Techniques of Training II	2	ART 299	Career Internship	2
ET 130	Techniques of Training III	2	PSYC 103	Human Relations in the Work Place	3
ECN 202	Principles of Economics (Macro) <i>or</i>	3		Total Credit Hours	16
SOC 100	Introduction to Sociology				
MATH 104	Technical Mathematics	3			
	Total Credit Hours	19			

AGRICULTURE RESOURCES TECHNOLOGY-DIPLOMA

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

Notebook computer required, see page 25 for details.

Course No.	Course Title	Credits
General Education Requirements		
CIS 109	WORD LEVEL I	1
CIS 112	EXCEL LEVEL I	1
CIS 114	POWERPOINT LEVEL I	1
CIS 111	WORD LEVEL II	1
CIS 113	EXCEL LEVEL II	1
CIS 118	PUBLISHER	1
ENGL 010	BASIC ENGLISH	3
MATH 090	BASIC MATH	2
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORK PLACE	3
Total		15
Technical Requirements for Ag Business, Ranch Management and Natural Resources Option		
AGB 110	ACCOUNTING FOR AG BUSINESS	3
AGB 111	AGRICULTURE BUSINESS MANAGEMENT I	3
AGB 116	LEADERSHIP PRACTICUM	1
AGB 122	AGRICULTURE BUSINESS MANAGEMENT II	3
AGR 101	INTRODUCTION TO ANIMAL SCIENCE	2
AGR 102	PLANT SCIENCE	3
AGR 151	SPECIALTY ANIMAL MANAGEMENT	4
AGR 212	RANGE MANAGEMENT	3
AGR 215	SOILS & WATER	2
ART 101	INTRODUCTION TO NATURAL RESOURCES	3
ART 114	COMMODITY MARKETING	2
ART 125	COMPUTERIZED AG RECORDS	2
ART 126	CAREER LAUNCH	1
ART 201	ADVANCED NATURAL RESOURCES	3
ART 299	CAREER INTERNSHIP	2-4
Total		37-39
AG BUSINESS OPTION		
AGB 120	AGRICULTURE BANKING	3
AGB 212	AG BUSINESS LAW	3
AGB 213	PRINCIPLES OF AG SELLING	3
ELECTIVES		6
Total		15
RANCH MANAGEMENT OPTION		
AGR 222	PESTS & PESTICIDES	2
AGR 251	BEEF & SHEEP MANAGEMENT	4
ELECTIVES		7
Total		13
NATURAL RESOURCES OPTION		
AGB 212	AG BUSINESS LAW	3
AGR 251	BEEF & SHEEP MANAGEMENT	4
ART 201	ADVANCED NATURAL RESOURCES	3
ELECTIVES		5
Total		15
EQUINE OPTION		
(GLOBAL EQUINE ACADEMY-ONLINE COURSES)		
EM 110	EQUINE NUTRITION	2
EM 120	EQUINE BUSINESS MANAGEMENT	2
EM 130	EQUINE REPRODUCTION	2
EM 140	EQUINE HEALTH & DISEASE	2
EM 160	EQUINE BEH. & GROUND WORK	2
EM 210	STALLION MANAGEMENT	2
EM 230	EQUINE ANATOMY AND SELECTION	2
ET 110	TECH. OF TRAINING PERF. HORSES I	2
ET 120	TECH. OF TRAINING PERF. HORSES II	2
Students select one of the following two courses:		
EM 150	EQUINE FACILITY MANAGEMENT	2
EM 220	EQUINE MARKETING	2
Total		20

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)		
AGB 120	AG BANKING	3
AGB 212	AG BUSINESS LAW	3
AGB 213	PRINCIPLES OF AG SELLING	3
AGR 222	PESTS & PESTICIDES	2
AGR 251	BEEF & SHEEP MANAGEMENT	4
AGR 252	AG STRUCTURES	2
ART 201	ADVANCED NATURAL RESOURCES	3
CPR 100	CPR/FIRST RESPONDER (OPTIONAL)	1

Semester Breakdown

First Semester			Second Semester		
		CR			CR
AGB 110	Accounting for Business I	3	AGB 111	Ag Business Management I	3
AGB 116	Leadership Practicum	1	AGR 151	Specialty Animal Management	4
AGR 101	Introduction To Animal Science	2	ART 101	Introduction to Natural Resources	3
AGR 102	Plant Science	3	CIS 111	Word Level II	1
ART 114	Commodity Marketing	2	CIS113	Excel Level II	1
CIS 109	Word Level I	1	CIS118	Publisher	1
CIS112	Excel Level I	1	CPR 100	CPR/First Responder-Optional	1
CIS114	PowerPoint Level I	1	ENGL 010	Basic English	3
ORT 010			MATH 090	Basic Math	2
	Total Credit Hours	15	ENGL 010		
			Total Credit Hours 19		
Third Semester			Fourth Semester		
		CR			CR
AGB 122	Ag Business Management II	3		Ag Business, Ranch Management, Equine Management, or Natural Resources Option	13/16
AGR 212	Range Management	3			
AGR 215	Soils & Water	2	ART 299	Career Internship	2-4
ART 125	Computerized Ag Records	2	PSYC 103	Human Relations in the Work Place	3
ART 126	Career Launch	1		Total Credit Hours	19/23
	Equine Electives	4			
	Total Credit Hours	15			

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 than the required course when available.

The following curriculum is designed to fit the needs of students in the array of health programs at WDT. The technical requirements in some programs 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.

Course No.	Course Title	Credits
General Education Requirements		
CHEM 106	Chemistry Survey	3
CHEM 106L	Chemistry Lab	1
CIS 109	Word, Level I	1
CIS 112	Excel, Level I	1
CIS 114	PowerPoint, Level I	1
CPR 100	CPR	1
ENGL 101	Composition	3
ENGL 202	Technical Communication	3
ENGL 201	Technical Writing <i>or</i>	3
SPCM 101	Fundamentals of Speech	
MATH 101	Intermediate Algebra <i>or</i>	3
MATH 102	College Algebra	
ORT 100	Orientation	1
PSYC 101	General Psychology <i>or</i>	3
PSYC 103	Human Relations in the Work Place	
SOC 100	Introduction to Sociology	3
Total General Education Requirements		27
HC 113	Medical Terminology	2
HC 114	Anatomy & Physiology	3
	Technical Requirements: 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.)	34
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.

Course	No.	Course Title	Credits
General Education Requirements			
CIS	109	WORD, LEVEL I	1
CIS	111	WORD, LEVEL II	1
CIS	112	EXCEL, LEVEL I	1
CIS	113	EXCEL, LEVEL II	1
CIS	116	ACCESS, LEVEL I	1
ECN	202	PRINCIPLES OF ECONOMICS (MACRO)	3
ENGL	101	COMPOSITION*	3
MATH	112	BUSINESS MATHEMATICS**	3
ORT	010	ORIENTATION	1
PSYC	101	GENERAL PSYCHOLOGY	3
Total			18
Technical Requirements			
ACCT	210	PRINCIPLES OF ACCOUNTING I	4
ACCT	211	PRINCIPLES OF ACCOUNTING II	4
BUS	101	INTRODUCTION TO BUSINESS	3
BUS	120	PRINCIPLES OF MARKETING	3
BUS	134	WRITTEN COMMUNICATIONS FOR BUSINESS	4
BUS	135	PROFESSIONAL DEVELOPMENT	1
BUS	136	ORAL COMMUNICATIONS FOR BUSINESS	2
BUS	138	POWERPOINT FOR BUSINESS PRESENTATIONS	1
BUS	140	BUSINESS LAW	3
BUS	150	ADVERTISING	3
BUS	152	DESKTOP PUBLISHING FOR MARKETING I	3
BUS	156	WEBSITE DEVELOPMENT FOR BUSINESS	3
BUS	160	PRINCIPLES OF SELLING	3
BUS	210	SUPERVISORY MANAGEMENT	3
BUS	224	PERSONAL FINANCE	3
BUS	225	RETAIL MANAGEMENT	3
BUS	230	SMALL BUSINESS ENTREPRENEURSHIP	2
BUS	240	ADVANCED COMPUTER APPLICATIONS FOR BUSINESS	4
BUS	290	INTERNSHIP <i>or</i>	2
BUS	226	PERSONAL INVESTMENTS	
Total			54

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester breakdown on next page

Semester Breakdown

First Semester			Second Semester		
		CR			CR
BUS 101	Introduction to Business	3	BUS 120	Principles of Marketing	3
BUS 136	Oral Communications for Business	2	BUS 156	Website Development for Business	3
BUS138	PowerPoint for Business Presentations	1	BUS 134	Written Communications for Business	4
ACCT 210	Principles of Accounting I	4	BUS 135	Professional Development	1
CIS 109	Word, Level I	1	CIS 111	Word, Level II	1
CIS 112	Excel, Level I	1	CIS 113	Excel, Level II	1
MATH 112	Business Mathematics	3	CIS 116	Access, Level I	1
ORT 010	Orientation	1	ACCT 211	Principles of Accounting II	4
PSYC 101	General Psychology	3	Total Credit Hours		18
	Total Credit Hours	19			
Third Semester			Fourth Semester		
		CR			CR
BUS 160	Principles of Selling	3	BUS 140	Business Law	3
BUS 210	Supervisory Management	3	BUS 150	Advertising	3
BUS 224	Personal Finance	3	BUS 152	Desktop Publishing for Marketing I	3
BUS 240	Advanced Computer Apps for Business	4	BUS 225	Retail Management	3
ENGL 101	Composition	3	BUS230	Small Business Entrepreneurship	2
	Total Credit Hours	16	ECN 202	Principles of Economics (Macro)	3
			BUS 290	Internship <i>or</i>	2
			BUS 226	Personal Investments	
			Total Credit Hours		19

CARPENTRY-ASSOCIATE

Associate in Applied Science, 73 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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 109	WORD, LEVEL I	1
CIS 112	EXCEL, LEVEL I	1
CIS 114	POWERPOINT, LEVEL I	1
CPR 100	CPR/FIRST RESPONDER	1
ECN 202	PRINCIPLES OF ECONOMICS (MACRO) <i>or</i>	3
SOC 100	INTRODUCTION TO SOCIOLOGY	
ENGL 101	COMPOSITION <i>or</i> ENGL 201 TECH WRITING	3
ENGL 202	TECHNICAL COMMUNICATIONS	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORK PLACE	3
	MATH REQUIREMENT*	3
	Total	20
Technical Requirements		
CAR 111	INDUSTRY ORIENTATION & SAFETY	1
CAR 112	CARPENTRY THEORY I	3
CAR 113	BASIC DRAFTING	3
CAR 115	ON-SITE CONSTRUCTION I	7
CAR 122	CARPENTRY THEORY II	3
CAR 125	ON-SITE CONSTRUCTION II	5
CAR 210	CONCRETE, METAL FRAMING, AND REMODELING	7
CAR 211	OVERVIEW OF SUBCONTRACTORS I	3
CAR 213	RESIDENTIAL ESTIMATING	3
CAR 216	BLUEPRINT READING	2
CAR 219	COMMERCIAL THEORY I	3
CAR 226	LIGHT COMMERCIAL & RESIDENTIAL BUILDING CODE	2
CAR 229	COMMERCIAL THEORY II	3
CAR 299	COMMERCIAL CONSTRUCTION INTERNSHIP	8
	Total	53
	*MATH 090 Basic Math	2
	Required A.A.S. w/low COMPASS test scores as a prerequisite to MATH 104	
	*MATH 104 Technical Math	3

Semester breakdown on next page

Semester Breakdown

First Semester			Second Semester		
		CR			CR
CAR 111	Industry Orientation & Safety	1	CAR 122	Carpentry Theory II	3
CAR 112	Carpentry Theory I	3	CAR 125	On-Site Construction II	5
CAR 113	Basic Drafting	3	CAR 216	Blueprint Reading	2
CAR 115	On-Site Construction I	7	CIS 109	Word, Level I	1
CPR 100	CPR/First Responder	1	CIS 112	Excel, Level I	1
ORT 010	Orientation	1	CIS 114	PowerPoint, Level I	1
	*Math Requirement	3	PSYC 103	Human Relations In The Work Place	3
	Total Credit Hours	19		**English Requirement	3
				Total Credit Hours	19
Third Semester			Fourth Semester		
		CR			CR
CAR 210	Concrete, Metal Framing, and Remodeling	7	CAR 211	Overview of Subcontractors I	3
CAR 213	Residential Estimating	3	CAR 226	Light Commercial & Residential Building Code	2
CAR 219	Commercial Theory I	3	CAR 229	Commercial Theory II	3
ENGL 202	Technical Communications	3	CAR 299	Commercial Construction Internship	8
ECN 202	Principles of Economics <i>or</i>	3		Total Credit Hours	16
SOC 100	Introduction to Sociology				
	Total Credit Hours	19			

* 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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 109	WORD, LEVEL I	1
CIS 112	EXCEL, LEVEL I	1
CIS 114	POWERPOINT, LEVEL I	1
CPR 100	CPR/FIRST RESPONDER	1
ENGL 010	BASIC ENGLISH	3
ENGL 102	CAREER COMMUNICATIONS	2
MATH 090	BASIC MATH	2
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORK PLACE	3
Total		15
Technical Requirements		
CAR 111	INDUSTRY ORIENTATION & SAFETY	1
CAR 112	CARPENTRY THEORY I	3
CAR 113	BASIC DRAFTING	3
CAR 115	ON-SITE CONSTRUCTION I	7
CAR 122	CARPENTRY THEORY II	3
CAR 123	CONSTRUCTION TRADE MATH	3
CAR 125	ON-SITE CONSTRUCTION II	5
CAR 210	CONCRETE, METAL FRAMING & REMODELING	7
CAR 211	OVERVIEW OF SUBCONTRACTORS	3
CAR 213	RESIDENTIAL ESTIMATING	3
CAR 216	BLUEPRINT READING	2
CAR 219	COMMERCIAL THEORY I	3
CAR 226	LIGHT COMMERCIAL & RESIDENTIAL BUILDING CODE	2
CAR 229	COMMERCIAL THEORY II	3
CAR 299	COMMERCIAL CONSTRUCTION INTERNSHIP	8
Total		56

Semester Breakdown

First Semester			Second Semester		
		CR			CR
CAR 111	Industry Orientation & Safety	1	CAR 122	Carpentry Theory II	3
CAR 112	Carpentry Theory I	3	CAR 123	Construction Trade Math	3
CAR 113	Basic Drafting	3	CAR 125	On-Site Construction II	5
CAR 115	On-Site Construction I	7	CAR 216	Blueprint Reading	2
CPR 100	CPR/First Responder	1	CIS 109	Word, Level I	1
ORT 010	Orientation	1	CIS 112	Excel, Level I	1
MATH 090	Basic Math	2	CIS 114	PowerPoint, Level I	1
	Total Credit Hours	18	ENGL010	Basic English	3
				Total Credit Hours	19
Third Semester			Fourth Semester		
		CR			CR
CAR 213	Residential Estimating	3	CAR 211	Overview of Subcontractors I	3
CAR 210	Concrete, Metal Framing, and Remodeling	7	CAR 226	Light Commercial & Residential Building Code	2
CAR 219	Commercial Theory I	3	CAR 229	Commercial Theory II	3
ENGL102	Career Communications	2	CAR 299	Commercial Construction Internship	8
PSYC103	Human Relations In The Work Place	3		Total Credit Hours	16
	Total Credit Hours	18			

COLLISION REPAIR TECHNOLOGY

Associate in Applied Science, 74 Credit Hours, 18-Month Program

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.

Course	No.	Course Title	Credits
General Education Requirements			
CIS	109	WORD, LEVEL I	1
CIS	112	EXCEL, LEVEL I	1
CIS	114	POWERPOINT, LEVEL I	1
CPR	100	CPR/FIRST RESPONDER	1
ECN	202	PRINCIPLES OF ECONOMICS <i>or</i>	3
SOC	100	INTRODUCTION TO SOCIOLOGY	
ENGL	101	COMPOSITION*	3
ENGL	102	CAREER COMMUNICATIONS	2
MATH	104	TECHNICAL MATH**	3
ORT	010	ORIENTATION	1
PSYC	103	HUMAN RELATIONS IN THE WORK PLACE	3
Total			19
Technical Requirements			
ATB	112	SHOP ORIENTATION MAINT. & SAFETY	1
ATB	116	PANEL REPLACEMENTS & ADJUSTMENTS	4
ATB	119	BASIC SHEET METAL WORK	5
ATB	120	WELDING/EQUIPMENT	5
ATB	125	PANEL REPLACEMENT & ADJUSTMENTS II	5
ATB	131	MASKING	1
ATB	136	AUTO PLASTICS	2
ATB	137	PAINT DEFECTS/CAUSES AND CURES	2
ATB	138	ESTIMATING	3
ATB	139	REFINISHING	5
ATB	140	FINAL DETAILING	2
ATB	154	REFINISHING II	5
ATB	155	TINTING AND BLENDING	3
ATB	156	UNIBODY DIAGNOSING	5
ATB	157	CONVENTIONAL FRAME DIAGNOSTICS	4
ATB	158	TWO-TONE & TRI-COAT FINISHES	1
ATB	159	COMPETENCY PANEL	2
Total			55

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester breakdown on next page

Semester Breakdown

First Semester			Second Semester		
		CR			CR
ATB 112	Shop Orientation, Maintenance & Safety	1	ATB 131	Masking	1
ATB 116	Panel Replacement & Adjustments	4	ATB 136	Auto Plastics	2
ATB 119	Basic Sheet Metal Work	5	ATB 137	Paint Defects/Causes & Cures	2
ATB 120	Welding/Equipment	5	ATB 138	Estimating	3
MATH 104	Technical Math	3	ATB 139	Refinishing	5
ORT 010	Orientation	1	ATB 140	Final Detailing	2
	Total Credit Hours	19	CPR 100	CPR/First Responder	1
			CIS 109	Word, Level I	1
			CIS 112	Excel, Level I	1
			CIS 114	PowerPoint, Level I	1
				Total Credit Hours	19
Third Semester			Fourth Semester		
		CR			CR
ATB 154	Refinishing II	5	ATB 125	Panel Replacement & Adjustments II	5
ATB 155	Tinting and Blending	3	ATB 156	Unibody Diagnosing	5
ATB 158	Two-tone and Tri-coat Finishes	1	ATB 157	Conventional Frame Diagnostics	4
ATB 159	Competency Panel	2	ECN 202	Principles of Economics <i>or</i>	3
ENGL 101	Composition	3	SOC 100	Introduction to Sociology	
PSYC 103	Human Relations in the Work Place	3	ENGL 102	Career Communications	2
	Total Credit Hours	17		Total Credit Hours	19

COMPUTER-AIDED DRAFTING TECHNICIAN

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

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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 109	WORD, LEVEL I	1
CIS 112	EXCEL, LEVEL I	1
CIS 114	POWERPOINT, LEVEL I	1
ECN 202	PRINCIPLES OF ECONOMICS (MACRO) <i>or</i>	3
SOC 100	INTRO TO SOCIOLOGY	
ENGL 101	COMPOSITION* <i>or</i>	3
ENGL 201	TECHNICAL WRITING	
ENGL 202	TECHNICAL COMMUNICATIONS	3
MATH 104	TECHNICAL MATHEMATICS**	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC 103	HUMAN RELATIONS IN THE WORK PLACE	
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

First Semester			Second Semester		
		CR			CR
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 232	Mechanical Principles	3
CAD 250	Introduction to Mapping/GPS	2	CAD 233	Mechanical Print Reading	1
CIS 109	Word, Level I	1	CAD 252	Introduction to Surveying	3
CIS 112	Excel, Level I	1	CAR 216	Blueprint Reading	2
CIS 114	PowerPoint, Level I	1	ENGL 101	Composition <i>or</i>	3
MATH 104	Technical Mathematics	3	ENGL 201	Technical Writing	
ORT 010	Orientation	1		Total Credit Hours	19
	Total Credit Hours	18			
Third Semester			Fourth Semester		
		CR			CR
CAD 201	Intermediate CAD	3		Required Courses	
CAD 202	Mechanical Drafting	3	ECN 202	Principles of Economics (Macro) <i>or</i>	3
CAD 203	Principles of Commercial Theory I	3	SOC 100	Introduction to Sociology	
CAD 214	Introduction to Civil Drafting	3	PSYC 101	General Psychology <i>or</i>	3
CAD 237	Architectural Drafting II	3	PSYC 103	Human Relations in the Workplace	
ENGL 202	Technical Communications	3		Technical Electives	
	Total Credit Hours	18	BUS 229	Intro to Entrepreneurship	3
			CAB 228	Kitchen Design & Layout	4
			CAD 212	Light Commercial Construction with Mechanical & 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 Mfg	2
			CAD 243	3-D Engineering Design	3
			CAD 251	Introduction to GIS	3
			CAD 298	Professionalism	2
			CAD 299	Internship	2
				(A minimum of 17 credit hours required for this semester – 11 elective credits)	

COMPUTER NETWORKING SPECIALIST WITH EMPHASIS IN NETWORK ADMINISTRATION

Associate in Applied Science, 71 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 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)

Course No.	Course Title	Credits
General Education Requirements		
CIS 109	WORD, LEVEL I	1
CIS 112	EXCEL, LEVEL I	1
CIS 116	ACCESS, LEVEL I	1
CIS - - -	ELECTIVE (<i>see page 32</i>)	1
ENGL 101	COMPOSITION*	3
ENGL 102	CAREER COMMUNICATIONS	2
ENGL 201	TECHNICAL WRITING	3
ECN 202	PRINCIPLES OF ECONOMICS(MACRO) <i>or</i>	3
SOC 100	INTRODUCTION TO SOCIOLOGY	3
MATH 101	INTERMEDIATE ALGEBRA** <i>or higher</i>	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORK PLACE	3
	Total	22
Technical Requirements		
CNS 112	A+ HARDWARE/SOFTWARE	6
CNS 114	NETWORKING ESSENTIALS	3
CNS 126	CISCO ACADEMY/NETWORKING TECHNOLOGIES I	3
CNS 127	CISCO ACADEMY/NETWORKING TECHNOLOGIES II	3
CNS 128	CISCO ACADEMY/NETWORKING TECHNOLOGIES III	3
CNS 129	COMPUTER OPERATING SYSTEMS	3
CNS 130	CISCO ACADEMY/NETWORKING TECHNOLOGIES IV	3
CNS 210	MANAGEMENT FOR CNS	4
CNS 211	LINUX SERVER OPERATING SYSTEM	3
CNS 213	WINDOWS NETWORK INFRASTRUCTURE	3
CNS 220	DESIGNING SECURITY FOR A MS WINDOWS NETWORK	3
CNS 221	TROUBLESHOOTING II	3
CNS 223	EXCHANGE SERVER	3
CNS 226	WAN TECHNOLOGIES	3
CNS 227	HETEROGENEOUS NETWORKS	3
	Total	49

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester breakdown on next page

Semester Breakdown

First Semester			Second Semester		
		CR			CR
CNS 112	A+ Hardware/Software	6	CNS 126	Cisco Academy/Networking I	3
CNS 114	Networking Essentials	3	CNS 127	Cisco Academy/Networking II	3
CNS 129	Computer Operating Systems	3	CNS 213	Windows Network Infrastructure	3
CIS 109	Word, Level I	1	CNS 223	Exchange Server	3
CIS 112	Excel, Level I	1	ENGL 101	Composition	3
CIS 116	Access, Level I	1	ENGL 102	Career Communications	2
MATH 101	Intermediate Algebra <i>or higher</i>	3		Total Credit Hours	17
ORT 010	Orientation	1			
	Total Credit Hours	19			
Third Semester			Fourth Semester		
		CR			CR
CNS 128	Cisco Academy/Networking III	3	CNS 210	Project Management	4
CNS 130	Cisco Academy/Networking IV	3	CNS 211	Linux Server	3
CNS 220	Designing Security for a MS Windows Network	3	CNS 221	Trouble Shooting II	3
CNS 226	WAN Technologies	3	CNS 227	Heterogeneous Networks	3
ECN 202	Principles of Economics <i>or</i>	3	CIS - - -	CIS Elective (<i>see page 32</i>)	1
SOC 100	Introduction to Sociology		ENGL 201	Technical Writing	3
PSYC 103	Human Relations in Work	3		Total Credit Hours	17
	Total Credit Hours	18			

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

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

Semester Breakdown

First Semester			Second Semester		
		CR			CR
CNS 112	A+ Hardware/Software	6	CNS 126	Cisco Academy/Networking I	3
CNS 114	Networking Essentials	3	CNS 127	Cisco Academy/Networking II	3
CNS 129	Computer Operating Systems	3	CNS 213	Windows Network Infrastructure	3
CIS 109	Word, Level I	1	CNS 223	Exchange Server	3
CIS 112	Excel, Level I	1	CIS - - -	CIS Elective (<i>see page 32</i>)	1
CIS 116	Access, Level I	1	ENGL 101	Composition	3
MATH 101	Intermediate Algebra <i>or higher</i>	3	ENGL 102	Career Communications	2
ORT 010	Orientation	1		Total Credit Hours	18
	Total Credit Hours	19			

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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 109	WORD, LEVEL I	1
CIS 112	EXCEL, LEVEL I	1
CIS 116	ACCESS, LEVEL I	1
CIS - - -	ELECTIVE (<i>see page 32</i>)	1
ENGL 101	COMPOSITION*	3
ENGL 102	CAREER COMMUNICATIONS	2
ENGL 201	TECHNICAL WRITING	3
ECN 202	PRINCIPLES OF ECONOMICS(MACRO) <i>or</i>	3
SOC 100	INTRODUCTION TO SOCIOLOGY	3
MATH 101	INTERMEDIATE ALGEBRA** <i>or higher</i>	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORK PLACE	3
	Total	22
Technical Requirements		
CNS 112	A+ HARDWARE/SOFTWARE	6
CNS 114	NETWORKING ESSENTIALS	3
CNS 126	CISCO ACADEMY/NETWORKING TECHNOLOGIES I	3
CNS 127	CISCO ACADEMY/NETWORKING TECHNOLOGIES II	3
CNS 129	COMPUTER OPERATING SYSTEMS	3
CNS 213	WINDOWS NETWORK INFRASTRUCTURE	3
CNS 215	DATABASES	3
CNS 216	INTRODUCTION TO PROGRAMMING	3
CNS 217	PROGRAMMING LOGIC AND DESIGN	3
CNS 218	INTERMEDIATE PROGRAMMING	3
CNS 223	EXCHANGE SERVER	3
CNS 224	WEB SERVICES ADMINISTRATION	3
CNS 228	DATABASE APPLICATIONS	3
CNS 229	ADVANCED PROGRAMMING	3
CNS 230	WEB APPLICATIONS	3
	Total	48

*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

Semester Breakdown

First Semester			Second Semester		
		CR			CR
CNS 112	A+ Hardware/Software	6	CNS 126	Cisco Academy/Networking I	3
CNS 114	Networking Essentials	3	CNS 127	Cisco Academy/Networking II	3
CNS 129	Computer Operating Systems	3	CNS 213	Windows Network Infrastructure	3
CIS 109	Word, Level I	1	CNS 223	Exchange Server	3
CIS 112	Excel, Level I	1	ENGL 101	Composition	3
CIS 116	Access, Level I	1	ENGL 102	Career Communications	2
MATH 101	Intermediate Algebra <i>or higher</i>	3			17
ORT 010	Orientation	1			
	Total Credit Hours	19		Total Credit Hours	
Third Semester			Fourth Semester		
		CR			CR
CNS 215	Databases	3	CNS 224	Web Services Administration	3
CNS 216	Introduction to Programming	3	CNS 228	Database Applications	3
CNS 217	Programming Logic and Design	3	CNS 229	Advanced Programming	3
CNS 218	Intermediate Programming	3	CNS 230	Web Applications	3
ECN 202	Principles of Economics <i>or</i>	3	CIS - - -	CIS Elective (<i>see page 32</i>)	1
SOC 100	Introduction to Sociology		ENGL 201	Technical Writing	3
PSYC 103	Human Relations in the Work Place	3		Total Credit Hours	16
	Total Credit Hours	18			

Two-Semester Diploma: Programming

Semester Breakdown

First Semester			Second Semester		
		CR			CR
CNS 215	Databases	3	CNS 224	Web Services Administration	3
CNS 216	Introduction to Programming	3	CNS 228	Database Applications	3
CNS 217	Programming Logic and Design	3	CNS 229	Advanced Programming	3
CNS 218	Intermediate Programming	3	CNS 230	Web Applications	3
ECN 202	Principles of Economics <i>or</i>	3	ENGL 201	Technical Writing	3
SOC 100	Introduction to Sociology			Total Credit Hours	15
ENGL 102	Career Communications	2			
	Total Credit Hours	17			

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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 109	WORD, LEVEL I	1
CIS - - -	ELECTIVE (<i>see page 32</i>)	1
CIS - - -	ELECTIVE (<i>see page 32</i>)	1
CPR 100	CPR/FIRST RESPONDER	1
ENGL 102	CAREER COMMUNICATIONS	2
MATH 090	BASIC MATHEMATICS	2
ORT 010	ORIENTATION	1
	Total	9
Technical Requirements		
DST 101	INTRODUCTION TO HUMAN SERVICES	2
DST 110	INTRODUCTION TO HUMAN SERVICE AGENCIES	2
DST 120	LIFESPAN DEVELOPMENT	3
DST 125	COMMUNITY SUPPORT AND INCLUSION	2
DST 145	DOCUMENTATION	2
DST 150	DISABILITIES AND CHRONIC HEALTH CONDITIONS	4
DST 160	SERVICE AND SUPPORT PLANNING	1
DST 165	CUES, TOOLS, AND ADAPTIVE TECHNOLOGY	2
DST 175	TEACHING AND COACHING STRATEGIES	2
DST 185	WORKING WITH FAMILIES	1
HC 110	CERTIFIED NURSING ASSISTANT	4
DST 299	INTERNSHIP	3
	Total	28

Semester breakdown on next page

Semester Breakdown

First Semester			Second Semester		
		CR			CR
DST 101	Introduction to Human Services	2	DST 125	Community Support and Inclusion	2
DST 110	Intro to Human Service Agencies	2	DST 145	Documentation	2
DST 120	Lifespan Development	3	DST 165	Cues, Tools, and Adaptive Technology	2
DST 150	Disabilities and Chronic Health Conditions	4	DST 175	Teaching and Coaching Strategies	2
DST 160	Service and Support Planning	1	DST 185	Working with Families	1
HC 110	C.N.A	4	DST 299	Internship	3
CPR 100	CPR/First Responder	1	ENGL 102	Career Communications	2
CIS 109	Word, Level I	1	MATH 090	Basic Mathematics	2
CIS - - -	Elective (<i>see page 32</i>)	1		Total Credit Hours	16
CIS - - -	Elective (<i>see page 32</i>)	1			
ORT 010	Orientation	1			
	Total Credit Hours	21			

ELECTRONICS AND COMPUTER TECHNICIAN

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

Diploma, 36 Credit Hours, 9-Month Program

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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 109	WORD, LEVEL I	1
CIS 112	EXCEL, LEVEL I	1
CIS 114	POWERPOINT, LEVEL I	1
CPR 100	CPR/FIRST RESPONDER	1
ECN 202	PRINCIPLES OF ECONOMICS (MACRO) <i>or</i>	3
SOC 100	INTRO TO SOCIOLOGY	
ENGL 101	COMPOSITION*	3
ENGL 102	CAREER COMMUNICATIONS	2
MATH 104	TECHNICAL MATHEMATICS**	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORK PLACE	3
	Total	19
Technical Requirements		
ELT 111	DC CIRCUITS - THEORY & LAB	4
ELT 112	AC CIRCUITS - THEORY & LAB	5
ELT 123	BASIC SOLDERING FOR ELECTRONICS	1
ELT 124	SOLID STATE DEVICES	2
ELT 125	SOLID STATE AMPLIFIERS I	3
ELT 127	SOLID STATE AMPLIFIERS II	3
ELT 210	LINEAR INTEGRATED CIRCUITS	3
ELT 211	NON-LINEAR INTEGRATED CIRCUITS	2
ELT 212	DIGITAL TECHNOLOGY I	3
ELT 214	MANAGING AND MAINTAINING PC'S I	4
ELT 215	MANAGING AND MAINTAINING PC'S II	4
ELT 221	DIGITAL TECHNOLOGY II	4
ELT 227	ADVANCED SOLDERING - REWORK & REPAIR	1
ELT 240	ELECTRONIC SYSTEMS THEORY	3
ELT 241	ELECTRONIC SYSTEMS TROUBLESHOOTING	3
ELT 242	COMMUNICATIONS SYSTEMS THEORY	3
ELT 243	COMMUNICATIONS SYSTEMS TROUBLESHOOTING	3
ELT 244	COMMUNICATIONS MEDIA-INSTALLATION & TROUBLESHOOTING	2
	Total	53

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester breakdown on next page

Semester Breakdown

First Semester			Second Semester		
		CR			CR
ELT 111	DC Circuits-Theory & Lab	4	ELT 212	Digital Technology I	3
ELT 112	AC Circuits-Theory & Lab	5	ELT 214	Managing & Maintaining PCs I	4
ELT 123	Basic Soldering for Electronics	1	ELT 215	Managing & Maintaining PCs I	4
CPR 100	CPR/First Responder	1	ELT 244	Communications Media-Installation & Troubleshooting	2
CIS 109	Word, Level I	1	PSYC 103	Human Relations in the Workplace	3
CIS 112	Excel, Level I	1	ENGL 102	Career Communications	2
CIS 114	PowerPoint, Level I	1		Total Credit Hours	18
MATH 104	Technical Mathematics	3			
ORT 010	Orientation	1			
	Total Credit Hours	18			
Third Semester			Fourth Semester		
		CR			CR
ELT 124	Solid State Devices	2	ELT 221	Digital Technology II	4
ELT 125	Solid State Amplifiers I	3	ELT 240	Electronic Systems Theory	3
ELT 127	Solid State Amplifiers II	3	ELT 241	Electronic Systems Troubleshooting	3
ELT 210	Linear Integrated Circuits	3	ELT 242	Communications Systems Theory	3
ELT 211	Non-Linear Integrated Circuits	2	ELT 243	Communications Systems Troubleshooting	3
ELT 227	Adv. Soldering-Rework & Repair	1	ECN 202	Principles of Economics-Macro <i>or</i>	3
ENGL 101	Composition	3	SOC 100	Intro to Sociology	
	Total Credit Hours	17		Total Credit Hours	19

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.

Course No.	Course Title	Credits
General Education Requirements		
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 117	ACCESS, LEVEL II	1
CPR 100	CPR/FIRST RESPONDER	1
CHEM 106	CHEMISTRY SURVEY	3
CHEM 106L	CHEMISTRY SURVEY LAB	1
ECN 202	PRINCIPLES OF ECONOMICS (MACRO) <i>or</i>	3
SOC 100	INTRODUCTION TO SOCIOLOGY	
ENGL 101	COMPOSITION* <i>or</i>	3
ENGL 201	TECHNICAL WRITING	
ENGL 202	TECHNICAL COMMUNICATIONS	3
MATH 101	INTERMEDIATE ALGEBRA**	3
MATH 120	TRIGONOMETRY	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC 103	HUMAN RELATIONS IN THE WORK PLACE	
Total		30
Technical Requirements for Environmental		
CAD 250	INTRODUCTION TO MAPPING/GPS	2
CAD 251	INTRODUCTION TO GIS	3
CAD 252	INTRODUCTION TO SURVEYING	3
CNS 100	INTRODUCTION TO ELECTRICITY & DIGITAL LOGIC	2
FET 100	INTRODUCTION TO ENVIRONMENTAL SCIENCES	3
FET 101	INTRODUCTORY FIELD METHODS	2
FET 102	ENVIRONMENTAL INSTRUMENTATION	4
FET 110	SOILS TESTING	3
FET 111	ENVIRONMENTAL GEOLOGY	3
FFT 116	HAZARDOUS MATERIALS OPERATIONS	3
FETE 202	WATER QUALITY	3
FETE 205	PRINCIPLES OF HYDROLOGY	3
FETE 204	ENVIRONMENTAL REGULATION	2
FETE 221	AIR QUALITY ISSUES	3
FETE 222	INTRO TO WASTEWATER TECHNOLOGIES <i>or</i>	3
FET 298	TECHNICAL COOPERATIVE WORK EXPERIENCE	
FET 299	INTERNSHIP <i>Optional – 2 credits</i>	
Total		42/44

Technical Requirements for Geo-Technical		
CAD 250	INTRODUCTION TO MAPPING/GPS	2
CAD 251	INTRODUCTION TO GIS	3
CAD 252	INTRODUCTION TO SURVEYING	3
CNS 100	INTRODUCTION TO ELECTRICITY & DIGITAL LOGIC	2
FET 100	INTRODUCTION TO ENVIRONMENTAL SCIENCES	3
FET 101	INTRODUCTORY FIELD METHODS	2
FET 102	ENVIRONMENTAL INSTRUMENTATION	4
FET 110	SOILS TESTING	3
FET 111	ENVIRONMENTAL GEOLOGY	3
FFT 116	HAZARDOUS MATERIALS OPERATIONS	3
FETG 201	STRENGTH OF MATERIALS	3
FETG 202	METALS TECHNOLOGIES	3
FETG 203	CONCRETE & ASPHALT TECHNOLOGIES	3
FETG 221	ON-SITE INSPECTIONS	2
FETG 222	NON DESTRUCTIVE TESTING <i>or</i>	3
FET 298	TECHNICAL COOPERATIVE WORK EXPERIENCE	
FET 299	INTERNSHIP <i>Optional – 2 credits</i>	
Total		42

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

Semester Breakdown for Environmental

First Semester			Second Semester		
		CR			CR
FET 100	Intro to Environmental Sciences	3	FET 102	Environmental Instrumentation	4
FET 101	Introductory Field Methods	2	CAD 251	Introduction to GIS	3
FFT 116	Hazardous Materials Operation	3	CNS 100	Intro to Electricity & Digital Logic	2
CAD 250	Introduction to Mapping/GPS	2	CIS 113	Excel, Level II	1
CPR 100	CPR/First Responder	1	CIS 116	Access, Level I	1
CIS 109	Word, Level I	1	CIS 117	Access, Level II	1
CIS 112	Excel, Level I	1	MATH 101	Intermediate Algebra**	3
CIS 114	PowerPoint, Level I	1	ECN 202	Principles of Economics (Macro) <i>or</i>	3
ORT 010	Orientation	1	SOC 100	Introduction to Sociology	
*	General Education Requirement	3	Total Credit Hours		18
Total Credit Hours		18			
Third Semester			Fourth Semester		
		CR			CR
FETE 202	Water Quality	3	FET 110	Soils Testing	3
FETE 205	Principles Of Hydrology	3	FET 111	Environmental Geology	3
FETE 204	Environmental Regulation	2	FETE 221	Air Quality Issues	3
CHEM 106	Basic Chemistry Survey	3	FET 298	Technical Cooperative Work Experience	
CHEM 106L	Survey Lab	1	<i>or</i>		
MATH 120	Trigonometry	3	FETE 222	Intro to Wastewater Technologies	3
ENGL 101	Composition <i>or</i>	3	ENGL 202	Technical Communications	3
ENGL 201	Technical Writing		CAD 252	Introduction to Survey	3
Total Credit Hours		18	Total Credit Hours		18
Optional Summer Semester					
		CR			
FET 299	Internship	2			
Total Credit Hours		2			

*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

First Semester			Second Semester		
		CR			CR
FET 100	Intro to Environmental Sciences	3	FET 102	Environmental Instrumentation	4
FET 101	Introductory Field Methods	2	CAD 251	Introduction to GIS	3
FFT 116	Hazardous Materials Operation	3	CNS 100	Intro to Electricity & Digital Logic	2
CAD 250	Introduction to Mapping/GPS	2	CIS 113	Excel, Level II	1
CPR 100	CPR/First Responder	1	CIS 116	Access, Level I	1
CIS 109	Word, Level I	1	CIS 117	Access, Level II	1
CIS 112	Excel, Level I	1	MATH 101	Intermediate Algebra **	3
CIS 114	PowerPoint, Level I	1	ECN 202	Principles of Economics (Macro) <i>or</i>	3
ORT 010	Orientation	1	SOC 100	Introduction to Sociology	
*	General Education Requirement	3		Total Credit Hours	18
	Total Credit Hours	18			
Third Semester			Fourth Semester		
		CR			CR
FETG 201	Strength of Materials	3	FET 110	Soils Testing	3
FETG 202	Metals Technologies	3	FET 111	Environmental Geology	3
FETG 203	Concrete & Asphalt Technologies	3	FETG 221	On-Site Inspections	2
MATH 120	Trigonometry	3	FET 298	Technical Cooperative Work Experience	3
CHEM 106	Basic Chemistry Survey	3	<i>or</i>		
CHEM 106L	Chemistry Survey Lab	1	FETG 222	Non-destructive Testing	
ENGL 101	Composition <i>or</i>	3	ENGL 202	Technical Communications	3
ENGL 201	Technical Writing		CAD 252	Introduction to Survey	3
	Total Credit Hours	19		Total Credit Hours	17
Optional Summer Semester					
		CR			
FET 299	Internship	2			
	Total Credit Hours	2			

*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.

FIRE SCIENCE

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

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

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

Course No.	Course Title	Credits
General Education Requirements		
CIS 109	WORD, LEVEL I	1
CIS 112	EXCEL, LEVEL I	1
CIS 114	POWERPOINT, LEVEL I	1
ENGL 201	TECHNICAL WRITING	3
ENGL 202	TECHNICAL COMMUNICATIONS	3
MATH 101	INTERMEDIATE ALGEBRA*	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC 103	HUMAN RELATIONS IN THE WORK PLACE	
SOC 100	INTRODUCTION TO SOCIOLOGY	3
	Total	19
Technical Requirements of all Fire Science Students		
FFT 100	WILDLAND FIREFIGHTER I	3
FFT 105	PHYSICAL EDUCATION I	2
FFT 111	FORESTRY	3
FFT 200	WILDLAND FIREFIGHTER II	3
FFT 218	STRATEGY & TACTICS	3
FFT 222	ADVANCED WILDLAND FIREFIGHTER	3
FFT 299	INTERNSHIP	2-6
	Total	19-23
Technical Requirements of Structural Fire Science Students		
FFT 102	RESCUE I	3
FFT 106	STRUCTURE FIREFIGHTER	6
FFT 110	BUILDING CONSTRUCTION	3
FFT 116	HAZARDOUS MATERIALS OPERATIONS	3
FFT 203	FIREFIGHTER FITNESS TESTING	1
FFT 204	DRIVER OPERATOR	3
FFT 205	STRUCTURE FIRE ORIGIN & CAUSE	2
CPR 103	INTRODUCTION TO EMERGENCY MEDICAL TECHNICIAN	6
	Total	27
Technical Requirements of Wildland Fire Science Students		
FFT 206	WILDLAND FIRE SERVICE DRIVING	1
FFT 207	FIRE INVESTIGATION - WILDLAND	1
FFT 208	CREW BOSS/ENGINE BOSS	3
FFT 215	WILDLAND/URBAN INTERFACE	3
CPR 104	NATIONAL REGISTRY CPR	2
	Total	10
Electives for all Fire Science Students		
FFT 112	PUBLIC FIRE EDUCATION	3
FFT 117	FIRE CODES & INSPECTION PROCEDURES	3
FFT 202	RESCUE II	3
FFT 211	TERRORISM RESPONSE/WEAPONS OF MASS DESTRUCTION RESPONSE	2
FFT 212	ARFF (AIRCRAFT RESCUE FIREFIGHTING)	3
FFT 221	FIRE OFFICER I	3
FFT 223	PROTECTIVE SYSTEMS (STRUCTURE)	2
FFT 224	FIRE SERVICE INSTRUCTOR	1
FFT 225	WILDLAND FIRE PREVENTION	3
FFT 226	PRESCRIBED FIRE, IGNITION SPECIALIST	3
FFT 227	HAZARDOUS MATERIALS TECHNICIAN	3
FFT 228	URBAN SEARCH & RESCUE (STRUCTURE COLLAPSE TRAINING)	3
FFT 231	FIRE OFFICER II	3
AGR 212	RANGE MANAGEMENT	3
ART 101	INTRODUCTION TO NATURAL RESOURCES	3
CAD 250	INTRODUCTION TO MAPPING/GPS	2

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

Semester Breakdown for Structural Firefighting

First Semester			Second Semester		
		CR			CR
FFT 100	Wildland Firefighter I	3	FFT 111	Forestry	3
FFT 105	Physical Education	2	FFT 204	Driver Operator	3
FFT 106	Structural Firefighter	6	CPR 103	Introduction to EMT	6
ORT 010	Orientation	1	CIS 109	Word, Level I	1
MATH 101	Intermediate Algebra	3	CIS 112	Excel, Level I	1
PSYC 101	General Psychology	3	CIS 114	PowerPoint, Level I	1
	Total Credit Hours	18		Elective	3
				Total Credit Hours	18
Third Semester			Fourth Semester		
		CR			CR
FFT 102	Rescue I	3	FFT 110	Building Construction	3
FFT 203	Fire Fighter Fitness Testing	1	FFT 116	Hazardous Materials Operation	3
FFT 205	Structure Fire Origin & Cause	2	FFT 218	Strategy & Tactics	3
FFT 222	Advanced Wildland Firefighter	3	FFT 299	Internship	2-6
SOC 100	Intro to Sociology	3	ENGL101	Composition	3
ENGL 202	Technical Communications	3		Electives	0-4
	Electives	3		Total Credit Hours	18
	Total Credit Hours	18		(minimum of 18 credits)	

Semester Breakdown for Wildland Firefighting

First Semester			Second Semester		
		CR			CR
FFT 100	Wildland Firefighter I	3	FFT 111	Forestry	3
FFT 105	Physical Education	2	FFT 200	Wildland Firefighter II	3
MATH 101	Intermediate Algebra	3	FFT 206	Wildland Fire Service Driving	1
ORT 010	Orientation	1	CPR 104	National Registry CPR	2
PSYC 101	General Psychology	3	CIS 109	Word, Level I	1
	Fire Service Elective	3	CIS 112	Excel, Level I	1
	Electives	3	CIS 114	PowerPoint, Level I	1
	Total Credit Hours	18	ENGL101	Composition	3
				Electives	3
				Total Credit Hours	18
Third Semester			Fourth Semester		
		CR			CR
FFT 207	Wildland Fire Origin & Cause	1	FFT 208	Crew Boss/Engine Boss	3
FFT 222	Advanced Wildland Firefighter	3	FFT 215	Wildland/Urban Interface	3
ENGL 202	Technical Communication	3	FFT 218	Strategy & Tactics	3
SOC 100	Introduction to Sociology	3	FFT 299	Internship	2
	Fire Service Elective	3		Electives	7
	Electives	5		Total Credit Hours	18
	Total Credit Hours	18			

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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 100	INTRODUCTION TO KEYBOARDING	1
CIS 109	WORD, LEVEL I	1
CIS - - -	CIS ELECTIVE	1
CPR 100	CPR/FIRST RESPONDER	1
ENGL 102	CAREER COMMUNICATIONS	2
MATH 090	BASIC MATHEMATICS <i>or higher</i>	2
ORT 010	ORIENTATION	1
PSYC 113	HUMAN RELATIONS FOR HEALTH CARE PROF.	2
Total		11
Technical Requirements		
HC 110	CERTIFIED NURSING ASSISTANT (CNA)	4
HC 113	MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS	2
HC 114	ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
HUC 101	INTRO TO HEALTH UNIT COORDINATING	2
HUC 120	HEALTH UNIT COORDINATING PROCEDURES	3
HUC 124	HEALTH UNIT COORDINATING LAB	3
HUC 299	HUC CLINICAL PRACTICE	6
Total		23

Semester Breakdown

First Semester			Second Semester		
		CR			CR
HUC 101	Intro to Health Unit Coordinating	2	HUC 120	Health Unit Coordinating Procedures	3
HC 110	Certified Nursing Assistant (CNA)	4	HUC 124	Health Unit Coordinating Lab	3
HC 113	Medical Terminology	2	HUC 299	HUC Clinical Practice	6
HC 114	Anatomy & Physiology	3	ENGL 102	Career Communications	2
CPR 100	CPR/First Responder	1	MATH 090	Basic Mathematics <i>or higher</i>	2
CIS 100	Introduction to Keyboarding	1	Total Credit Hours		16
CIS 109	Word, Level I	1			
CIS - - -	Elective	1			
ORT 010	Orientation	1			
PSYC 113	Human Relations for Health Care Professionals	2			
Total Credit Hours		18			

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.

Course	No.	Course Title	Credits
General Education Requirements			
CIS	109	WORD, LEVEL I	1
CIS	112	EXCEL, LEVEL I	1
CIS	116	ACCESS, LEVEL I	1
CPR	100	CPR/FIRST RESPONDER	1
ECN	202	PRINCIPLES OF ECONOMICS (MACRO) <i>or</i>	3
SOC	100	INTRODUCTION TO SOCIOLOGY	
ENGL	102	CAREER COMMUNICATIONS	2
ENGL	101	COMPOSITION* <i>or</i>	3
ENGL	201	TECHNICAL WRITING	
MATH	104	TECHNICAL MATHEMATICS**	3
ORT	010	ORIENTATION	1
PSYC	103	HUMAN RELATIONS IN THE WORK PLACE	3
Total			19
Technical Requirements			
ELT	111	DC CIRCUITS – THEORY & LAB	4
ELT	112	AC CIRCUITS – THEORY & LAB	5
ELT	123	BASIC SOLDERING FOR ELECTRONICS	1
IEL	122	ELECTRICAL CODE STUDY I	3
IEL	123	INDUSTRIAL DATA COMMUNICATIONS	2
IEL	124	SOLID STATE DEVICES	3
IEL	127	BLUEPRINT READING	3
IEL	128	INTRODUCTION TO ELECTRICAL WIRING	2
IEL	211	ELECTRICAL MOTOR CONTROL	3
IEL	213	ELECTRICAL HEATING & APPLIANCES	2
IEL	214	ELECTRICAL CODE STUDY II	2
IEL	216	MOTOR CONTROL LAB	2
IEL	218	WIRING LAB I	3
IEL	219	ELECTRICAL PLANNING & ESTIMATING	2
IEL	220	WIRING LAB II	3
IEL	221	PROGRAMMABLE LOGIC CONTROLLERS	2
IEL	222	PLC LABS	3
IEL	224	POWER DISTRIBUTION	2
IEL	226	ELECTRICAL MOTOR FUND. & MAINT.	2
IEL	227	ELECTRICAL MOTOR LAB	2
Elective (optional)			
IEL	299	ELECTRICIAN INTERNSHIP/CO-OP (If taken, 2 credit hours of IEL220 are included)	6
Total			51-57

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester breakdown on next page

Semester Breakdown - Fall Start

First Semester			Second Semester		
		CR			CR
ELT 111	DC Circuits - Theory & Lab	4	IEL 122	Electrical Code Study I	3
ELT 112	AC Circuits – Theory & Lab	5	IEL 124	Solid State Devices	3
ELT 123	Basic Soldering	1	IEL 127	Blueprint Reading	3
CIS 109	Word, Level I	1	IEL 128	Intro to Electrical Wiring	2
CIS 112	Excel, Level I	1	IEL 226	Electrical Motor Fundamentals & Maint.	2
CIS 116	Access, Level I	1	IEL 227	Electrical Motor Lab	2
CPR 100	CPR/First Responder	1	ENGL101	Composition <i>or</i>	3
MATH 104	Technical Mathematics	3	ENGL 201	Technical Writing	
ORT010	Orientation	1		Total Credit Hours	18
	Total Credit Hours	18			

Third Semester			Fourth Semester		
		CR			CR
IEL 123	Industrial Data	2	IEL 220	Wiring Lab II	3
IEL 211	Electrical Motor Control	3	IEL 221	Programmable Logic Controllers-PLC's	2
IEL 213	Electrical Heating & Appliances	2	IEL 222	PLC Labs	3
IEL 214	Electrical Code Study II	2	IEL 224	Power Distribution	2
IEL 216	Control Lab	2	ENGL 102	Career Communications	2
IEL 218	Wiring Lab I	3	PSYC 103	Human Relations in the Work Place	3
IEL 219	Electrical Planning & Estimating	2		Total Credit Hours	15
ECN 202	Principles of Economics-Macro	3			
	<i>or</i>				
SOC 100	Introduction to Sociology				
	<i>Optional Internship (6 credits)</i>				
	Total Credit Hours	19			

Semester Breakdown – Spring Start

First Semester			Second Semester		
		CR			CR
ELT 111	DC Circuits - Theory & Lab	4	IEL 122	Electrical Code Study I	3
ELT 112	AC Circuits – Theory & Lab	5	IEL 124	Solid State Devices	3
ELT 123	Basic Soldering	1	IEL 128	Intro to Electrical Wiring	2
CIS 109	Word, Level I	1	IEL 213	Elect. Heating & Appliances	2
CIS 112	Excel, Level I	1	IEL 226	Electrical Motor Fundamentals & Maint.	2
CIS 116	Access, Level I	1	IEL 227	Electrical Motor Lab	2
CPR 100	CPR/First Responder	1	ENGL101	Composition <i>or</i>	3
MATH 104	Technical Mathematics	3	ENGL 201	Technical Writing	
ORT010	Orientation	1		Total Credit Hours	17
	Total Credit Hours	18			

Third Semester			Fourth Semester		
		CR			CR
IEL 123	Industrial Data	2	IEL 211	Electrical Motor Control	3
IEL 127	Blueprint Reading	3	IEL 216	Control Lab	2
IEL 214	Electrical Code Study II	2	IEL 220	Wiring Lab II	3
IEL 218	Wiring Lab I	3	IEL 221	Programmable Logic Controllers-PLC's	2
IEL 219	Electrical Planning & Estimating	2	IEL 222	PLC Labs	3
ECN 202	Principles of Economics-Macro	3	IEL 224	Power Distribution	2
	<i>or</i>		ENGL 102	Career Communications	2
SOC 100	Introduction to Sociology			Total Credit Hours	17
PSYC 103	Human Rel. in the Work Place	3			
	<i>Optional Internship (6 credits)</i>				
	Total Credit Hours	18			

LAW ENFORCEMENT TECHNOLOGY

Associate in Applied Science, 77 Credit Hours, 18-Month Program

The mission of the Law Enforcement Technology program is to prepare students with the knowledge and skills necessary for employment as 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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 109	WORD, LEVEL I	1
CIS 112	EXCEL, LEVEL I	1
CIS 114	POWERPOINT, LEVEL I	1
ECN 202	PRINCIPLES OF ECONOMICS (MACRO) <i>or</i>	3
SOC 100	INTRO TO SOCIOLOGY	
ENGL 201	TECHNICAL WRITING*	3
ENGL 202	TECHNICAL COMMUNICATIONS	3
MATH 101	INTERMEDIATE ALGEBRA**	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY	3
SPCM 101	FUNDAMENTALS OF SPEECH	3
Total		22
Technical Requirements		
CPR 104	NATIONAL REGISTRY CPR	2
LET 110	INTRO & OCCUPATIONAL SOCIOLOGY OF LE	3
LET 112	CONSTITUTIONAL LAW	3
LET 117	INDUSTRY STANDARDS	0
LET 118	SPANISH FOR LAW ENFORCEMENT ABC	3
LET 119	CRIMINAL LAW & PROCEDURES	3
LET 120	MECHANICS OF ARREST/PHYSICAL TRAINING	2
LET 121	CRIMINAL INVESTIGATIONS	4
LET 122	INTERVIEW & INTERROGATION/REPORT WRITING	3
LET 124	JUVENILE METHODS	3
LET 126	PHYSICAL TRAINING	1
LET 127	INDUSTRY STANDARDS	0
LET 212	ACCIDENT INVESTIGATIONS	2
LET 213	CRIMINOLOGY & ABNORMAL BEHAVIOR	3
LET 215	COLLECTION/PRESERVATION OF EVIDENCE	3
LET 216	PHYSICAL TRAINING	1
LET 217	INDUSTRY STANDARDS	0
LET 218	PATROL PROCEDURES I	3
LET 222	ADVANCED ISSUES IN POLICING	2
LET 224	LAW ENFORCEMENT PRACTICUM	2
LET 226	PHYSICAL TRAINING	1
LET 227	INDUSTRY STANDARDS	0
LET 228	CORRECTIONS/PAROLE	2
LET 230	PATROL PROCEDURES II	3
LET 232	TECHNOLOGY IN LAW ENFORCEMENT	2
LET 251	FIREARMS TRAINING	2
LET 252	EMERGENCY VEHICLE OPERATION COURSE	2
Total		55

*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			Second Semester		
		CR			CR
LET 110	Intro & Occupational Sociology of Law Enforcement	3	LET 121	Criminal Investigations	4
LET 112	Constitutional Law	3	LET 122	Interview & Interrogation/Report Writing	3
LET 117	Industry Standards	0	LET 124	Juvenile Methods	3
LET 118	Spanish for Law Enforcement	3	LET 126	Physical Training	1
LET 119	Criminal Law & Procedures	3	LET 127	Industry Standards	0
LET 120	Mechanics of Arrest/Physical Training	2	ENGL 201	Technical Writing	3
CPR 104	National Registry CPR	2	PSYC 101	General Psychology	3
CIS 109	Word, Level I	1	SPCM 101	Fundamentals of Speech	3
CIS 112	Excel, Level I	1		Total Credit Hours	20
CIS 114	PowerPoint, Level I	1			
ORT 010	Orientation	1			
	Total Credit Hours	20			
Third Semester			Fourth Semester		
		CR			CR
LET 212	Accident Investigations	2	LET 222	Advanced Issues in Policing	2
LET 213	Criminology & Abnormal Behavior/Corrections	3	LET 224	Law Enforcement Practicum	2
LET 215	Collection/Preservation of Evidence	3	LET 226	Physical Training	1
LET 216	Physical Training	1	LET 227	Industry Standards	0
LET 217	Industry Standards	0	LET 228	Corrections/Paroles	2
LET 218	Patrol Procedures I	3	LET 230	Patrol Procedures II	3
ECN 202	Principles of Economics (Macro)	3	LET 232	Technology in Law Enforcement	2
SOC 100	<i>or</i> Intro to Sociology		LET 251	Firearms Training	2
ENGL 202	Technical Communications	3	LET 252	Emergency Vehicle Operation Course (EVOC)	2
MATH 101	Intermediate Algebra	3		Total Credit Hours	16
	Total Credit Hours	21			

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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 109	WORD, LEVEL I	1
CIS 111	WORD, LEVEL II	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
ENGL 010	BASIC ENGLISH	3
ENGL 202	TECHNICAL COMMUNICATIONS	3
MATH 090	BASIC MATHEMATICS	2
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	3
Total		18
Technical Requirements		
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
COC 141	COMPUTERIZED OFFICE APPLICATIONS	2
HC 114	ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
MDS 110	MEDICAL TERMINOLOGY I	3
MDS 122	MEDICAL TERMINOLOGY II	3
MTS 102	MEDICAL TRANSCRIPTION I	3
MDS 299	INTERNSHIP OR ELECTIVE	3
Total		33

Semester Breakdown

First Semester			Second Semester		
		CR			CR
COC 110	Keyboarding I	3	BUS 130	Business Communications	4
COC 132	Records Management	3	COC 120	Keyboarding II	3
HC 114	Anatomy & Physiology for the Health Professions	3	MDS 122	Medical Terminology II	3
MDS 110	Medical Terminology I	3	MTS 102	Medical Transcription I	3
CIS 109	Word, Level I	1	CIS 111	Word, Level II	1
CIS 112	Excel, Level I	1	CIS 116	Access, Level I	1
CIS 114	PowerPoint, Level I	1	CIS 113	Excel, Level II	1
ENGL 010	Basic English	3	Total Credit Hours		16
ORT 010	Orientation	1			
Total Credit Hours		19			
Third Semester					
		CR			
COC 114	Bookkeeping Applications	3			
COC 141	Computerized Office Apps	2			
ENGL 202	Technical Communications	3			
MATH 090	Basic Mathematics	2			
PSYC 103	Human Relations in the Workplace	3			
MDS 299	Internship or Elective	3			
Total Credit Hours		16			

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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 109	WORD, LEVEL I	1
CIS 112	EXCEL, LEVEL I	1
CIS 114	POWERPOINT, LEVEL I	1
ENGL 010	BASIC ENGLISH	3
ENGL 101	COMPOSITION*	3
ENGL 202	TECHNICAL COMMUNICATIONS	3
MATH 112	BUSINESS MATHEMATICS**	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORK PLACE	3
SOC 100	INTRO TO SOCIOLOGY	3
	Total	22
Technical Requirements		
BUS 130	BUSINESS COMMUNICATIONS	4
COC 110	KEYBOARDING I	3
COC 120	KEYBOARDING II	3
COC 132	RECORDS MANAGEMENT	3
COC 141	COMPUTERIZED OFFICE APPLICATIONS	2
HC 114	ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
MDS 110	MEDICAL TERMINOLOGY I	3
MDS 122	MEDICAL TERMINOLOGY II	3
MTS 102	MEDICAL TRANSCRIPTION I	3
MTS 124	DISEASE PROCESSES I	3
MTS 212	BASIC PHARMACOLOGY	3
MTS 213	MEDICAL TRANSCRIPTION II	3
MTS 214	DISEASE PROCESSES II	3
MTS 222	MEDICAL TRANSCRIPTION III	3
	ELECTIVES	6
	Total	48
Advanced Optional Courses/Technical Electives		
MDS 210	HEALTH CARE CODING I	4
MDS 211	HEALTH CARE CODING II	3
MDS 212	HEALTH CARE FUNDAMENTALS & REIMBURSEMENT	3
MED 299	MEDICAL TRANSCRIPTION PRACTICUM	2-4
MTS 232	MEDICAL TRANSCRIPTION IV	3

*Prerequisite: Acceptable COMPASS score or Basic Writing

**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester breakdown on next page

Semester Breakdown

First Semester			Second Semester		
		CR			CR
COC 110	Keyboarding I	3	BUS 130	Business Communications	4
COC 132	Records Management	3	COC 120	Keyboarding II	3
HC 114	Anatomy & Physiology for the Health Professions	3	MDS 122	Medical Terminology II	3
MDS 110	Medical Terminology I	3	MTS 102	Medical Transcription I	3
CIS 109	Word, Level I	1	MTS 124	Disease Processes I	3
CIS 112	Excel, Level I	1		Total Credit Hours	16
CIS 114	PowerPoint, Level I	1			
ENGL 010	Basic English	3			
ORT 010	Orientation	1			
	Total Credit Hours	19			
Third Semester			Fourth Semester		
		CR			CR
COC 141	Computerized Office Apps	2	MTS 222	Medical Transcription III	3
MTS 212	Basic Pharmacology	3	ENGL 202	Technical Communications	3
MTS 213	Medical transcription II	3	MATH 112	Business Mathematics	3
MTS 214	Disease Processes II	3	SOC 100	Intro to Sociology	3
ENGL 101	Composition	3		Electives	6
PSYC 103	Human Relations in the Workplace	3		Total Credit Hours	18
	Total Credit Hours	17			

PARALEGAL/LEGAL ASSISTANT

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

The Paralegal/Legal Assistant program prepares students for a career in the legal field. The blending of extensive classroom instruction, on-the-job internships, and specialized projects 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.

Course	No.	Course Title	Credits
General Education Requirements			
CIS	109	WORD, LEVEL I	1
CIS	112	EXCEL, LEVEL I	1
CIS	114	POWERPOINT, LEVEL I	1
ECN	202	PRINCIPLES OF ECONOMICS (MACRO) <i>or</i>	3
SOC	100	INTRO TO SOCIOLOGY	
ENGL	101	COMPOSITION*	3
ENGL	102	CAREER COMMUNICATIONS	2
HUM	102	CRITICAL THINKING	3
MATH	101	INTERMEDIATE ALGEBRA**	3
ORT	010	ORIENTATION	1
PSYC	101	GENERAL PSYCHOLOGY	3
SPCM	101	FUNDAMENTALS OF SPEECH	3
		Total	24
Technical Requirements			
ACCT	210	PRINCIPLES OF ACCOUNTING I	4
PLL	111	INTRODUCTION TO PARALEGALISM	2
PLL	123	REAL PROPERTY	2
PLL	124	CRIMINAL LAW	2
PLL	125	TORTS	3
PLL	126	CONTRACTS	3
PLL	132	LEGAL RESEARCH & WRITING I***	4
PLL	133	LEGAL RESEARCH & WRITING II	4
PLL	211	AMERICAN LEGAL SYSTEM & CONST. LAW	3
PLL	212	LITIGATION & CIVIL PROCEDURES	3
PLL	215	LAW OF BUSINESS ORGANIZATIONS	2
PLL	217	EVIDENCE	3
PLL	231	FAMILY LAW	2
PLL	232	LITIGATION CLINIC I	2
PLL	233	LITIGATION CLINIC II	2
PLL	299	INTERNSHIP	4
		ELECTIVES	4
		Total	49

*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)			Credits
ACCT	227	EXCEL FOR ACCOUNTING	3
BUS	210	SUPERVISORY MANAGEMENT	3
COC	110	KEYBOARDING I	3
COC	120	KEYBOARDING II	3
COC	132	RECORDS MANAGEMENT	3
HC	113	MEDICAL TERMINOLOGY	2
PLL	223	WILLS & PROBATE	2
PLL	224	BANKRUPTCY & COMMERCIAL LAW	2
PLL	225	ADMINISTRATIVE LAW	2
PLL	226	OFFICE MANAGEMENT	2
PLL	227	INTRO TO ENVIRONMENTAL LAW	2
PLL	228	INTRO TO NATIVE AMERICAN TRIBAL LAW	2

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			CR	Second Semester			CR
PLL 111	Introduction to Para legalism	2		ACCT 210	Principles of Accounting I	4	
PLL 132	Legal Research & Writing I	4		PLL 211	American Legal Systems & Constitutional Law	3	
CIS 109	Word, Level I	1		PLL 212	Litigation & Civil Procedures	3	
CIS 112	Excel, Level I	1		PLL 217	Evidence	3	
CIS 114	PowerPoint, Level I	1		ENGL 101	Composition	3	
HUM 102	Critical Thinking	3		PSYC 101	General Psychology	3	
MATH 101	Intermediate Algebra	3			Electives	2	
ORT 010	Orientation	1			Total Credit Hours	21	
	Total Credit Hours	16					
Third Semester			CR	Fourth Semester			CR
PLL 124	Criminal Law	2		PLL 123	Real Property	2	
PLL 125	Torts	3		PLL 215	Law of Business Organizations	2	
PLL 126	Contracts	3		PLL 231	Family Law	2	
PLL 133	Legal Research & Writing II	4		PLL 233	Litigation Clinic II	2	
PLL 232	Litigation Clinic I	2		PLL 299	Internship	4	
ENGL 102	Career Communications	2			Electives	2	
ECN 202	Principles of Economics-Macro	3			Total Credit Hours	14	
SOC 100	<i>or</i> Intro to Sociology						
SPCM 101	Fundamentals of Speech	3					
	Total Credit Hours	22					

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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 100	INTRODUCTION TO KEYBOARDING	1
CIS 109	WORD, LEVEL I	1
CIS - - -	ELECTIVE (<i>see page 32</i>)	1
CPR 100	CPR/FIRST RESPONDER	1
ENGL 102	CAREER COMMUNICATIONS	2
MATH 090	BASIC MATH	2
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORK PLACE	3
Total		12
Technical Requirements		
HC 113	MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS	2
HC 114	ANATOMY/PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
PHR 110	PHARMACOLOGY/PHARMACEUTICAL PRODUCTS I	3
PHR 111	PHARMACY I	3
PHR 112	PHARMACY OPERATIONS I	2
PHR 120	PHARMACY II	3
PHR 121	PHARMACOLOGY/PHARMACEUTICAL PRODUCTS II	3
PHR 122	PHARMACY LAW & ETHICS	2
PHR 123	PHARMACY OPERATIONS II	2
PHR 124	PHARMACY LAB	2
PHR 125	CLINICAL ROTATIONS	7
Total		32

Semester Breakdown

First Semester			Second Semester		
		CR			CR
HC 114	Anatomy/Physiology for the Health Professions	3	HC 113	Medical Terminology for the Health Professions	2
PHR 110	Pharmacology/Pharmaceutical Products I	3	PHR 120	Pharmacy II	3
PHR 111	Pharmacy I	3	PHR 121	Pharmacology/Pharmaceutical Products II	3
PHR 112	Pharmacy Operations I	2	PHR 122	Pharmacy Law & Ethics	2
CPR 100	CPR/First Responder	1	PHR 123	Pharmacy Operations II	2
CIS 100	Introduction to Keyboarding	1	PHR 124	Pharmacy Lab	2
CIS 109	Word, Level I	1	ENGL 102	Career Communications	2
CIS - - -	Elective (<i>see page 32</i>)	1	PSYC 103	Human Relations in the Work Place	3
MATH 090	Basic Math	2	Total Credit Hours		19
ORT 010	Orientation	1			
Total Credit Hours		18			
Third Semester (Summer)					
PHR 125	Clinical Rotations	7			
Total Credit Hours		7			

PHARMACY TECHNOLOGY-DIPLOMA, EVENING PROGRAM

Diploma, 44 Credit Hours, 18-Month Program Evening Program

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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 100	INTRODUCTIN TO KEYBOARDING	1
CIS 109	WORD LEVEL I	1
CIS - - -	CIS ELECTIVE (<i>see page 32</i>)	1
CPR 100	CPR/FIRST RESPONDER	1
ENGL 102	CAREER COMMUNICATIONS	2
MATH 090	BASIC MATH	2
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORK PLACE	3
Total		12
Technical Requirements		
HC 113	MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS	2
HC 114	ANATOMY/PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
PHR 110	PHARMACOLOGY/PHARMACEUTICAL PRODUCTS I	3
PHR 111	PHARMACY I	3
PHR 112	PHARMACY OPERATIONS I	2
PHR 120	PHARMACY II	3
PHR 121	PHARMACOLOGY/PHARMACEUTICAL PRODUCTS II	3
PHR 122	PHARMACY LAW & ETHICS	2
PHR 123	PHARMACY OPERATIONS II	2
PHR 124	PHARMACY LAB	2
PHR 125	CLINICAL ROTATIONS	7
Total		32

Semester Breakdown

First Semester			Second Semester		
		CR			CR
HC 114	Anatomy/Physiology for the Health Professions	3	PHR 120	Pharmacy II	3
HC 113	Medical Terminology for the Health Professions	2	PHR 121	Pharmacology/Pharmaceutical Products II	3
PHR 110	Pharmacology/Pharmaceutical Products I	3	PHR 122	Pharmacy Law & Ethics	2
PHR 111	Pharmacy I	3	PHR 123	Pharmacy Operations II	2
PHR 112	Pharmacy Operations I	2	CPR 100	CPR/First Responder	1
CIS 100	Introduction to Keyboarding	1	CIS 109	Word, Level I	1
MATH 090	Basic Math	2	CIS - - -	CIS Elective (<i>see page 32</i>)	1
ORT 010	Orientation	1	ENGL 102	Career Communications	2
	Total Credit Hours	17	PSYC 103	Human Relations in the Work Place	3
				Total Credit Hours	18
Third Semester			Fourth Semester		
		CR			CR
PHR 124	Pharmacy Lab	2	PHR 125	Clinical Rotations	7
	Total Credit Hours	2		Total Credit Hours	7

PHLEBOTOMY/LABORATORY ASSISTANT

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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 100	INTRODUCTION TO KEYBOARDING	1
CIS 109	WORD, LEVEL I	1
CIS - - -	ELECTIVE (<i>see page 32</i>)	1
CPR 100	CPR/FIRST RESPONDER	1
ENGL 102	CAREER COMMUNICATIONS	2
MTH 100	ELEMENTARY ALGEBRA	3
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	3
	Total	13
Technical Requirements		
HC 113	MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS	2
HC 114	ANATOMY/PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
PH 102	INTRODUCTION TO PHLEBOTOMY	2
PH 121	PRINCIPLES AND PRACTICES	3
PH 123	LABORATORY ASSISTANT TECHNIQUES	3
PH 124	PHLEBOTOMY/LABORATORY ASSISTANT CAPSTONE COURSE	1
PH 130	CLINICAL PRACTICE	8
	Total	22

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

Semester Breakdown

First Semester			Second Semester		
		CR			CR
HC 113	Medical Terminology for the Health Professions	2	PH 123	Laboratory Assistant Techniques	3
HC 114	Anatomy/Physiology for the Health Professions	3	PH 124	Phlebotomy/Laboratory Assistant Capstone Course	1
PH 102	Intro to Phlebotomy	2	PH 130	Clinical Practice	8
PH 121	Principles & Practices	3	CPR 100	CPR/First Responder	1
CIS 100	Introduction to Keyboarding	1	ENGL 102	Career Communications	2
CIS 109	Word, Level I	1		Total Credit Hours	15
CIS - - -	Elective (<i>see page 32</i>)	1			
MTH 100	Elementary Algebra	3			
ORT 010	Orientation	1			
PSYC 103	Human Relations in the Work Place	3			
	Total Credit Hours	20			

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.

Course No.	Course Title	Credits
General Education Requirements		
ENGL 201	TECHNICAL WRITING	3
MATH 090	BASIC MATHEMATICS	2
ORT 010	ORIENTATION	1
PSYC 113	HUMAN RELATIONS FOR HEALTH CARE PROFESSIONALS	2
	Total	8
Technical Requirements		
NSG 110	NURSING FUNDAMENTALS	8
NSG 113	GERIATRIC NURSING	3
NSG 114	PHARMACOLOGY IN NURSING	3
NSG 119	MENTAL HEALTH NURSING	2
NSG 125	MATERNAL/CHILD HEALTH NURSING	4
NSG 126	ADULT HEALTH NURSING	7
NSG 127	ADULT HEALTH NURSING CLINICAL	6
NSG 135	PROFESSIONAL DEVELOPMENT	2
NSG 136	MENTAL HEALTH PRACTICUM	1
NSG 137	ADULT HEALTH PRACTICUM	4
NSG 138	MATERNAL/CHILD HEALTH PRACTICUM	2
	Total	42

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

First Semester			Second Semester		
		CR			CR
NSG 110	Nursing Fundamentals	8	NSG 119	Mental Health Nursing	2
NSG 114	Pharmacology in Nursing	3	NSG 125	Maternal/Child Health Nursing	4
NSG 113	Geriatric Nursing	3	NSG 126	Adult Health Nursing	7
ENGL 201	Technical Writing	3	NSG 127	Adult Health Nursing Clinical	6
MATH 090	Basic Mathematics	2		Total Credit Hours	19
ORT 010	Orientation	1			
PSYC 113	Human Relations for Health Care Professionals	2			
	Total Credit Hours	22			
Third Semester (Summer)					
		CR			
NSG 135	Professional Development	2			
NSG 136	Mental Health Practicum	1			
NSG 137	Adult Health Practicum	4			
NSG 138	Maternal/Child Health Practicum	2			
	Total Credit Hours	9			

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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 100	INTRODUCTION TO KEYBOARDING <i>or</i>	1
CIS 114	POWERPOINT, LEVEL I	
CIS 109	WORD, LEVEL I	1
CIS 112	EXCEL, LEVEL I	1
CPR 100	CPR/FIRST RESPONDER	1
ENGL 102	CAREER COMMUNICATIONS	2
ORT 010	ORIENTATION	1
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	3
	Total	10
Technical Requirements		
HC 113	MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS	2
HC 114	ANATOMY/PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
HC 117	MICROBIOLOGY FOR THE HEALTH SCIENCES	3
ST 101	INTRO TO SURGICAL TECHNOLOGY	3
ST 110	INTRO TO SURGICAL TECHNOLOGY LAB	3
ST 121	PRINCIPLES & PRACTICES OF SURGICAL TECHNOLOGY	6
ST 122	SURGICAL PROCEDURES	8
ST 123	SURGICAL PHARMACOLOGY	2
ST 124	CLINICAL PRACTICE I	6
ST 134	CLINICAL PRACTICE II	6
	Total	42

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

Semester Breakdown

First Semester			Second Semester		
		CR			CR
ST 101	Introduction to Surgical Technology	3	ST 123	Surgical Pharmacology	2
ST 110	Introduction to Surgical Technology Lab	3	ST 122	Surgical Procedures	8
HC 113	Medical Terminology for the Health Professions	2	ST 121	Principles & Practices of Surgical Technology	6
HC 114	Anatomy/Physiology for the Health Professions	3	CIS 100	Introduction to Keyboarding <i>or</i>	1
HC 117	Microbiology for the Health Sciences	3	CIS 114	PowerPoint, Level I	
CPR 100	CPR/First Responder	1	CIS 109	Word, Level I	1
ORT 010	Orientation	1	CIS 112	Excel, Level I	1
PSYC103	Human Relations in the Work Place	3	ENGL 102	Career Communications	2
	Total Credit Hours	19		Total Credit Hours	21
Third Semester (Summer)					
		CR			
ST 124	Clinical Practice I	6			
ST 134	Clinical Practice II	6			
	Total Credit Hours	12			

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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 109	WORD, LEVEL I	1
CIS 112	EXCEL, LEVEL I	1
CIS 114	POWERPOINT, LEVEL I	1
CPR 100	CPR/FIRST RESPONDER	1
ECN 202	PRINCIPLES OF ECONOMICS (MACRO) <i>or</i>	3
SOC 100	INTRODUCTION TO SOCIOLOGY	
ENGL 101	COMPOSITION* <i>or</i>	3
ENGL 201	TECHNICAL WRITING*	
ENGL 102	CAREER COMMUNICATIONS <i>or</i>	2/
ENGL 202	TECHNICAL COMMUNICATIONS	3
MATH 104	TECHNICAL MATH**	3
ORT 010	ORIENTATION	1
PSYC 101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC 103	HUMAN RELATIONS IN THE WORK PLACE	
Total		19/20
Technical Requirements for Light Duty		
ATT 112	CHASSIS & STEERING	4
ATT 113	BRAKE SYSTEMS	4
ATT 114	STANDARD TRANS & FINAL DRIVE	3
ATT 226	AIR CONDITIONING	2
ATT 232	ENGINE OVERHAUL	4
ATT 233	AUTOMATIC TRANSMISSIONS	5
TTT 100	OCCUPATIONAL SKILLS	2
TTT 102	INTRODUCTION TO ELECTRONICS	3
TTT 103	VEHICLE ELECTRONICS	3
TTT 104	STARTING & CHARGING SYSTEMS	2
TTT 106	CHASSIS WIRING	2
TTT 107	ENGINE PERFORMANCE & DRIVABILITY	4
TTT 115	ENGINE CONSTRUCTION & OPERATION	3
TTT 118	ELECTRONIC FUEL INJECTION	6
***Technical Electives for Light Duty – Must have 6 credits		6
Total		53
Technical Requirements for Heavy Duty		
DMS 126	DRIVE TRAIN	3
DMS 127	HVAC	2
DMS 129	WELDING EQUIPMENT	3
DMS 203	DIESEL ENGINES	4
DMS 205	HYDRAULICS	3
DMS 228	CDL TRAINING (CLASS B)	3
DMS 230	STEERING & SUSPENSION	4
DMS 234	BRAKES	4
TTT 100	OCCUPATIONAL SKILLS	2
TTT 102	INTRODUCTION TO ELECTRONICS	3
TTT 103	VEHICLE ELECTRONICS	3
TTT 104	STARTING & CHARGING SYSTEMS	2
TTT 107	ENGINE PERFORMANCE & DRIVABILITY	4
TTT 115	ENGINE CONSTRUCTION & OPERATION	3
TTT 118	ELECTRONIC FUEL INJECTION	6
TTT 119	SHOP & PARTS MANAGEMENT	3
Total		52
*Prerequisite: Acceptable COMPASS score or Basic Writing		
**Prerequisite: Acceptable COMPASS score or Basic Math		
***Technical Electives for Light Duty – Select two		
DMS 129	WELDING & EQUIPMENT	3
DMS 205	HYDRAULICS – req. for 2 nd semester for Heavy	3
TTT 119	SHOP & PARTS MANAGEMENT	3

Semester Breakdown Light Duty

First Semester			Second Semester		
		CR			CR
TTT 100	Occupational Skills	2	TTT 106	Chassis Wiring	2
TTT 102	Introduction to Electronics	3	TTT 107	Engine Performance	4
TTT 103	Vehicle Electronics	3	TTT 118	Electronic Fuel Injection	6
TTT 104	Starting & Charging Systems	2	CPR 100	CPR/First Responder	1
TTT 115	Engine Construction & Operation	3	MATH 104	Technical Mathematics	3
CIS 109	Word, Level I	1	Total Credit Hours		16
CIS 112	Excel, Level I	1			
CIS 114	PowerPoint, Level I	1			
ORT 010	Orientation	1			
Total Credit Hours		17			
Third Semester			Fourth Semester		
		CR			CR
ATT 112	Chassis & Steering	4	ATT 232	Engine Overhaul	4
ATT 113	Brake Systems	4	ATT 233	Automatic Transmissions	5
DMS 129	Welding & Equipment <i>or</i>	3	ATT 226	Air Conditioning	2
TTT 119	Shop Parts & Management		DMS 129	Welding & Equipment <i>or</i>	3
ATT 114	Standard Trans & Final Drive	3	DMS 205	Hydraulics <i>or</i>	
ECN 202	Principles of Economics-Macro <i>or</i>	3	TTT 119	Shop Parts & Management	
SOC 100	Introduction to Sociology		ENGL 102	Career Communication <i>or</i>	2/
ENGL101	Composition <i>or</i>	3	ENGL 202	Technical Communications	3
ENGL201	Technical Writing		PSYC 101	General Psychology <i>or</i>	3
Total Credit Hours		20	PSYC 103	Human Relations in the Work Place	
			Total Credit Hours		19/
					20

Semester Breakdown Heavy Duty

First Semester			Second Semester		
		CR			CR
TTT 100	Occupational Skills	2	DMS 205	Hydraulics	3
TTT 102	Introduction to Electronics	3	TTT 107	Engine Performance	4
TTT 103	Vehicle Electronics	3	TTT 118	Electronic Fuel Injection	6
TTT 104	Starting & Charging Systems	2	CPR 100	CPR/First Responder	1
TTT 115	Engine Construction & Operation	3	MATH 104	Technical Mathematics	3
CIS 109	Word, Level I	1	Total Credit Hours		17
CIS 112	Excel, Level I	1			
CIS 114	PowerPoint, Level I	1			
ORT 010	Orientation	1			
Total Credit Hours		17			
Third Semester			Fourth Semester		
		CR			CR
DMS 234	Brakes	4	DMS 127	HVAC	2
DMS 126	Drive Train	3	DMS 129	Welding & Equipment <i>or</i>	3
DMS 129	Welding & Equipment <i>or</i>	3	TTT 119	Shop & Parts Management	
TTT 119	Shop & Parts Management		DMS 203	Diesel Engines	4
DMS 230	Steering & Suspension	4	DMS 228	CDL Training (Class B)	3
ECN 202	Principles of Economics-Macro <i>or</i>	3	ENGL 102	Career Communications <i>or</i>	2/
SOC 100	Introduction to Sociology		ENGL 202	Technical Communications	3
ENGL 101	Composition <i>or</i>	3	PSYC 101	General Psychology <i>or</i>	3
ENGL 201	Technical Writing		PSYC 103	Human Relations in the Work Place	
Total Credit Hours		20	Total Credit Hours		17/
					18

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.

Course	No.	Course Title	Credits
General Education Requirements			
CIS	100	INTRODUCTION TO KEYBOARDING	1
CIS	109	WORD, LEVEL I	1
CIS	112	EXCEL, LEVEL I	1
ENGL	101	COMPOSITION* <i>or</i>	3
ENGL	201	TECHNICAL WRITING	
ENGL	102	CAREER COMMUNICATIONS	2
MATH	104	TECHNICAL MATHEMATICS**	3
ORT	010	ORIENTATION	1
PSYC	101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC	103	HUMAN RELATIONS IN THE WORK PLACE	
ECN	202	PRINCIPLES OF ECONOMICS-MACRO <i>or</i>	3
SOC	100	INTRO TO SOCIOLOGY	
		Total	18
Technical Requirements			
WDM	113	SHIELDED METAL ARC WELDING	2
WDM	115	PROJECT DESIGN AND FABRICATION I	2
WDM	116	GAS TUNGSTEN ARC WELDING I	2
WDM	117	BLUEPRINT READING	1
WDM	118	MILL AND LATHE OPERATION, MANUAL I	2
WDM	119	GAS METAL ARC WELDING	2
WDM	123	SHIELDED METAL ARC WELDING GROOVED PLATE	2
WDM	125	PROJECT DESIGN AND FABRICATION II	3
WDM	126	GAS TUNGSTEN ARC WELDING II	1
WDM	128	MILL AND LATHE OPERATION, MANUAL II	3
WDM	129	GAS METAL ARC WELDING GROOVED PLATE	2
WDM	131	SHIELDED METAL ARC WELDING TESTING	3
WDM	132	GAS METAL ARC WELDING TESTING	3
WDM	133	WORK SITE INTERNSHIP	3
WDM	134	CAD PARAMETER MODELING FOR MANUFACTURING	2
WDM	234	ADVANCED PRODUCTION I	5
WDM	244	ADVANCED PRODUCTION II	5
		Total	43
3rd Semester Career Path Electives – Must choose 2 of the following electives (10 credits)			
WDM	230	PIPE WELDING I	5
WDM	231	ADVANCED METAL WELDING I	5
WDM	232	ADVANCED AUTOMATED MANUFACTURING I	5
WDM	233	ADVANCED MANUFACTURING I	5
WDM	235	ADVANCED MACHINING I	5
4th Semester Career Path Electives – Must choose 2 of the following electives (10 credits)			
WDM	240	PIPE WELDING II (prerequisite WDM230)	5
WDM	241	ADVANCED METAL WELDING II (prerequisite WDM231)	5
WDM	242	ADVANCED AUTOMATED MANUFACTURING II (prerequisite WDM232)	5
WDM	243	ADVANCED MANUFACTURING II (prerequisite WDM233)	5
WDM	245	ADVANCED MACHINING II (prerequisite WDM235)	5

*Prerequisite: Acceptable COMPASS score or Basic Writing.

**Prerequisite: Acceptable COMPASS score or Basic Math.

Semester breakdown on next page

Semester Breakdown

First Semester			Second Semester		
		CR			CR
WDM 113	Shielded Metal Arc Welding	2	WDM 123	Shielded Metal Arc Welding Grooved Plate	2
WDM 115	Project Design and Fab I	2	WDM 125	Project Design and Fabrication II	3
WDM 116	Gas Tungsten Arc Welding I	2	WDM 126	Gas Tungsten Arc Welding II	1
WDM 117	Blueprint Reading	1	WDM 128	Mill and Lathe Operation Manual II	3
WDM 118	Mill & Lathe Operation, Manual I	2	WDM 129	Gas Metal Arc Welding Grooved Plate	2
WDM 119	Gas Metal Arc Welding	2	WDM 134	CAD Parameter Modeling for Manufacturing	2
MATH 104	Technical Mathematics	3	CIS 100	Introduction to Keyboarding	1
ORT 010	Orientation	1	CIS 109	Word, Level I	1
PSYC 101	Introduction to Psychology <i>or</i>	3	CIS 112	Excel, Level I	1
PSYC 103	Human Relations in the Work Place	3	ENGL 102	Career Communications	2
	Total Credit Hours	18		Total Credit Hours	18
Third Semester			Fourth Semester		
		CR			CR
WDM 234	Advanced Production I	5	WDM 244	Advanced Production II	5
	Must choose two-5 credit classes from the 3 rd Semester Career Path Electives	10		Must choose two-5 credit classes from the 4 th Semester Career Path Electives	10
ENGL 101	Composition <i>or</i>	3	SOC 100	Introduction to Sociology <i>or</i>	3
ENGL 201	Technical Writing	3	ECN 202	Principles of Economics-Macro	3
	Total Credit Hours	18		Total Credit Hours	18
Summer Semester					
		CR			
WDM 131	Shielded Metal Arc Welding Testing	3			
WDM 132	Gas Metal Arc Welding Testing Work Site Internship	3			
WDM 133	Total Credit Hours	3			
		9			

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 "telltale 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 "telltale 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 112, 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 or CIS 113.

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 or CIS 113.

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/adaptor 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/VLAN/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.

DMS 234 BRAKES

CREDITS: 4

This course covers the diagnostic and repair skills necessary for hydraulic and heavy-duty air brake systems, along with various components that make up the air system on heavy-duty trucks. The course will be taught using a combination of classroom lectures, demonstrations, and class/lab assignments. **PREREQUISITE:** TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

DMS 299 INTERNSHIP

CREDITS: 3

Students will be placed throughout the area in truck and diesel shops. They will work with different mechanics learning the various methods of repairing engines, drive trains, suspension systems, brake systems, hydraulic systems, and electrical systems. **PREREQUISITE:** ALL PREVIOUS COURSE REQUIREMENTS MUST BE MET.

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-leaded 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 the different Windows operating systems to demonstrating how the boot process works, as well as installing, supporting, and troubleshooting the 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 basic 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 II or FFT 106 STRUCTURE FIREFIGHTER, FFT 110 BUILDING CONSTRUCTION, and FFT 102 RESCUE I.

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. **PREREQUISITE:** 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 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 IEL122 ELECTRICAL CODE STUDY I.

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

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

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

This course deals with commercial and industrial wiring standards with heavy emphasis on the National Electrical Code. Electrical services are studied in more depth; grounding and bonding are emphasized, and wiring methods for several types of specific locations are studied. PREREQUISITES: 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 211ELECTRICAL 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:** IEL211 ELECTRICAL MOTOR CONTROL, IEL216 MOTOR CONTROL LAB and IEL226 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, suffixes and prefixes 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:** CIS105 MICROCOMPUTER SOFTWARE APPLICATIONS, COC 110 KEYBOARDING I, MD S110 MEDICAL TERMINOLOGY I, and HC 114 ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS.

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

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

MTS 212 BASIC PHARMACOLOGY**CREDITS: 3**

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

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

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

MTS 214 DISEASE PROCESSES II**CREDITS: 3**

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

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 NURSING, 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 as 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 and 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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