COURSE DESCRIPTIONS

Courses are listed in alphabetical order by course prefix.

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

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

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

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

ACCT 215  PAYROLL ACCOUNTING
CREDITS:  3
The students will study payroll accounting, including the reporting formats for the various governments. Manual payroll applications are covered in the course to enhance the student’s job skills. The governmental reporting will include monthly, quarterly, semi-annual, and year-end reports. PREREQUISITE: ACCT 212 PRINCIPLES OF ACCOUNTING I

ACCT 218  TAX ACCOUNTING I
CREDITS:  3
This course is the study of federal income tax including the principles of income recognition, the principles of business and non-business expense deductions and the concept of the capital gains and losses. Emphasis is placed on the individual non-business taxpayer. Case problems involve the preparation of individual tax returns and the various supporting schedules. PREREQUISITE: ACCT 210 PRINCIPLES OF ACCOUNTING I

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

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: ACCT 210 PRINCIPLES OF ACCOUNTING I AND CIS105 MICROCOMPUTER APPLICATIONS I.

ACCT 228  QUICKBOOKS ACCOUNTING
CREDITS:  3
This course focuses on the integration of computerized information into the basic accounting process. It provides the link between accounting in a traditional sense and its application in an automated environment. It is designed to develop a working knowledge of window-based software packages using Quick Books or Quick Books Pro commonly used by business. PREREQUISITE: SUCCESSFUL COMPLETION OF ACCT210 OR APPROVAL OF INSTRUCTOR.
ACCT 280   ETHICS IN ACCOUNTING AND BUSINESS  
CREDITS: 3  
This course is a study of the ethical implications of accounting and managerial decisions. Topics covered include the responsibility of the organization to the individual and society, the role of the individual within the organization, and ethical systems for American business. The course provides an examination and assessment of current American accounting and business practices.

ACCT 290   INTERNSHIP  
CREDITS: 3  
The internship offers students the opportunity to gain experience in an accounting environment and apply what they have learned in the first three semesters of the accounting program. PREREQUISITE: MUST HAVE SATISFACTORILY COMPLETED ALL THE REQUIRED CORE COURSES IN THE FIRST THREE SEMESTERS AND HAVE A CPA OF 3.0.

AET 240   INTRODUCTION TO ALTERNATIVE POWER SYSTEMS  
CREDITS: 3  
This course is an introduction to alternative and standby power generation systems. Types of generation and transfer switching techniques will be covered. PREREQUISITES: IEL110 DC Theory and Lab, IEL115 AC Theory and Lab, ELT206 Solid State 1 Theory and Lab.

AET 242   ELECTRICAL CODE STUDY FOR ALTERNATIVE ENERGY  
CREDITS: 1  
This is a code course designed to familiarize students with the National Electrical Code. It deals with commercial and industrial wiring standards with heavy emphasis on the articles that deal with Solar, Wind and Communications Systems. During this course, the student will become accustomed to using the national Electrical Code and the articles that apply to Alternative Energy Systems. PREREQUISITES: IEL122

AET 245   ELECTRONIC CONTROLS  
CREDITS: 1  
This course is an introduction to electronic control systems that include electromechanical, control processor and feedback systems. The course will cover the basic concepts of control systems including sensors, mechanical concepts, switching devices, actuators and digital controls. PREREQUISITES: IEL110 DC Theory and Lab, IEL115 AC Theory and Lab, ELT206 Solid State 1 Theory and Lab

AET 246   ELECTRONIC CONTROLS LAB  
CREDITS: 1  
This course is a laboratory course to accompany the 'Introduction to Electronic Controls' course. Laboratory exercises will follow the lecture course and will provide experience in working with the components commonly found in electronic control systems. PREREQUISITES: IEL110 DC Theory and Lab, IEL115 AC Theory and Lab and ELT206 Solid State1 Theory and Lab.

AET 248   WIND AND SOLAR POWER SYSTEMS THEORY  
CREDITS: 3  

AET 249   WIND AND SOLAR POWER SYSTEMS LAB  
CREDITS: 3  

ALH 200   ALLIED HEALTH TECHNICAL ELECTIVES  
CREDITS: 2-8  
This is an area where incoming students can place credits they have taken in health related classes from accredited institutions. These classes in most cases are not offered by WDT but do apply to the scope of the Allied Health program.

ALH 203   PERIOPERATIVE CONCEPTS IN ORTHOPEDIC SURGERY  
CREDITS: 2  
This course is an in depth study of care of the Orthopedic patient during surgery. Concepts will include Orthopedic Trauma, Total Joint Replacement, Sports Medicine, and practices in Orthopedic Technology.

ALH 204   INTRODUCTION TO CARE OF THE PERIOPERATIVE PATIENT  
CREDITS: 2  
This course is an introduction to the concepts for care of the Perioperative Patient and the practice of basic aseptic technique. The student will learn skills and practices of both the Scrub and Circulator role in the Operating Room and apply those skills in a lab setting. PREREQUISITES: Must be a current LPN or RN.

ALH 205   INTRODUCTION TO OPHTHALMIC SURGERY  
CREDITS: 2  
This course will prepare individuals in healthcare to work successfully in the office and surgical setting in ophthalmology. In this course students will be introduced to basic concepts in ophthalmic surgical procedures and care of the ophthalmic patient.
BUS 101  INTRODUCTION TO BUSINESS  
CREDITS:  3  
This is an introductory business course designed to give students a broad overview of business principles and concepts. Topics included are key functions of business, ownership structures, ethics, social responsibilities, international business, and general business operations.

BUS 115  KEYBOARDING  
CREDITS:  3  
The student will develop proper keyboarding speeds and touch keyboarding speed of at least 40 NWAM. Document formatting techniques including tables, correspondence and reports are all covered in the course.

BUS 120  PRINCIPLES OF MARKETING  
CREDITS:  3  
This course will give students training in the study of the principles, methods, and problems of marketing. This includes markets, pricing, distribution, structure, products, and promotional activities. PREREQUISITE: BUS 101 INTRODUCTION TO BUSINESS

BUS 134  WRITTEN COMMUNICATIONS FOR BUSINESS  
CREDITS:  4  
This course will give students a comprehensive study of written business communications including the writing process, corresponding at work, reporting data, and communicating for employment. PREREQUISITE: CIS105 MICROCOMPUTER SOFTWARE APPLICATIONS I

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

BUS 137  PROFESSIONAL DEVELOPMENT  
CREDITS:  1  
This course will give students a variety of skills to be successful in the professional workplace. Topics will include ethics, etiquette, and social awareness including the importance of being an active member in their community. PREREQUISITE: CIS105 MICROCOMPUTER SOFTWARE APPLICATIONS I

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

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

BUS 152  DESKTOP PUBLISHING FOR MARKETING I  
CREDITS:  3  
Students will learn the art of desktop publishing including the creation of practical business documents/forms including design principles, consistency, proportion, balance, etc. PREREQUISITE: CIS105 MICROCOMPUTER SOFTWARE APPLICATIONS I.

BUS 156  WEBSITE DEVELOPMENT FOR BUSINESS  
CREDITS:  3  
This intermediate-level computer course is designed to give students the ability to use the power of visual media. This course will develop each student’s skills in website development. PREREQUISITE: CIS105 MICROCOMPUTER SOFTWARE APPLICATIONS I

BUS 157  MULTIMEDIA FOR BUSINESS  
CREDITS:  3  
This course concentrates on advanced website design features and the manipulation of various types of media including: pictures, drawings, video, and sound clips for use in business communications. PREREQUISITE: BUS156

BUS 160  PRINCIPLES OF SELLING  
CREDITS:  3  
Students will learn the art of selling. In addition, negotiation and persuasion strategies are studied and practiced. It is important to note that in business one is continually “selling” oneself, so this class can benefit anyone who is trying to succeed in business. Instructional methods include lecture, role-playing, group processing, outside guest lecturers, and films.
BUS 210  SUPERVISORY MANAGEMENT  
CREDITS:  3  
This course is designed to give students instruction in the areas of employee supervision. Students will learn to supervise production and performance. Students will also work in the area of small and large group supervision.

BUS 224  PERSONAL FINANCE  
CREDITS:  3  
This course provides the student with the basics of financial planning: budgeting, cash flow, use of credit, and risk management. The course focuses on the information graduates will need to provide themselves with a secure personal financial environment. Many of the skills and much of the information will transfer to the business environment as knowledge of employee benefits for the individual or for employees they may supervise.

BUS 225  RETAIL MANAGEMENT  
CREDITS:  3  
This course studies retailing with emphasis on the development of retail institutions, store management, merchandising, contemporary problems, and current trends of retailers in today’s business environment. PREREQUISITES: BUS 101

INTRODUCTION TO BUSINESS

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

BUS 233  SMALL BUSINESS ENTREPRENEURSHIP  
CREDITS:  3  
This course familiarizes students with the concept of entrepreneurial spirit while providing them with an understanding of the skills necessary to manage a small business. Students develop a business plan and oral presentation for starting a new business. PREREQUISITES: BUS 101 INTRODUCTION TO BUSINESS, BUS 120 PRINCIPLES OF MARKETING and ACCT 210 PRINCIPLES OF ACCOUNTING I.

BUS 240  ADVANCED COMPUTER APPLICATIONS FOR BUSINESS  
CREDITS:  4  
The primary focus of the class will be on expert proficiencies in word processing and spreadsheet software. The class is designed to meet all the required skills needed to take the Microsoft Office User Specialist Expert exams in word processing and spreadsheet software. The curriculum will also cover additional Windows- based programs and computer operations. PREREQUISITE: CIS105 MICROCOMPUTER SOFTWARE APPLICATIONS I

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

CAD 101  DRAFTING FUNDAMENTALS  
CREDITS:  3  
The student is introduced to the fundamentals of drafting for the architectural, civil and mechanical fields. The course covers the principles of board drafting, use of equipment, orthographic drawings, shape description, isometric drawings, and basic design concepts. The course strives to develop good drafting habits, technical abilities, and communication and teamwork skills.

CAD 111  ARCHITECTURAL DRAFTING I  
CREDITS:  3  
This course is an introduction to architectural drafting and design. Students will build on their knowledge of residential construction and learn to apply that knowledge toward the development of residential construction documents which conform to code requirements, industry standards and proper drafting techniques. PREREQUISITES: CAD132 INTRO TO 2D CAD and CAD135 ARCHITECTURAL CONSTRUCTION THEORY I.

CAD 132  INTRODUCTION TO 2D CAD  
CREDITS:  3  
This course introduces the latest release of AutoCAD and its commands. Basic Draw, Modify, Layer, Layout and Plot concepts will be studied. Students will also learn proper computer care and file manipulation and storage.

CAD 135  ARCHITECTURAL CONSTRUCTION THEORY I  
CREDITS:  3  
This course is an introduction to the concepts of architectural construction theory. The student is introduced to the fundamentals of construction practices and materials used in building foundations, floors, walls, roofs and associated components.

CAD 140  ADVANCED 2D CAD  
CREDITS:  3  
This course is a continuation of Introduction to 2D CAD and covers advanced concepts of the latest AutoCAD® release. Advanced Draw, Modify, Text, Block, Data Linking, Dimensioning and Layout concepts will be studied. PREREQUISITES: CAD132 INTRODUCTION TO 2D CAD OR PERMISSION FROM THE INSTRUCTOR.
CAD 202  MECHANICAL DRAFTING  
CREDITS:  3  
This course covers mechanical drafting practices used to create engineering drawings with a focus on drawing accuracy, drafting conventions, dimensioning, and readability. PREREQUISITES: CAD 232 MECHANICAL PRINCIPLES AND CAD 234 MECHANICAL PRINT READING.

CAD 203  PRINCIPALS OF COMMERCIAL THEORY I  
CREDITS:  3  
This course is an introduction to the concepts of commercial construction theory. Emphasis is placed on methods, materials and terms that are used in the commercial construction industry including advanced concepts of foundation, wall, floor and roof construction.

CAD 214  INTRODUCTION TO CIVIL DRAFTING  
CREDITS:  3  
This course introduces students to practical concepts and drafting principles associated with civil engineering and design. Students learn to interpret maps and symbols, calculate surveying data and develop drawings for common civil drafting functions. PREREQUISITE: CAD132 INTRODUCTION TO 2D CAD.

CAD 215  LIGHT COMMERCIAL CONSTRUCTION W/MECHANICAL AND ELECTRICAL  
CREDITS:  3  
This course is designed to introduce the student to the concepts, techniques, and safety practices of mechanical and electrical systems as they apply to the drafting environment. Course emphasis includes reading and drawing prints to show M and E requirements, safe practices, introduction to the National Electrical Code (NEC), M and E symbols, and basic concepts. PREREQUISITE: CAD140 ADVANCED 2D CAD.

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

CAD 222  PRINCIPALS OF COMMERCIAL THEORY II  
CREDITS:  3  
This course continues the exploration into concepts of commercial construction theory. Emphasis is placed on methods, materials, and terms that are used in the commercial construction industry including advanced concepts in door, window, cladding, floor and ceiling construction. PREREQUISITE: CAD 203 PRINCIPALS OF COMMERCIAL THEORY I.

CAD 232  MECHANICAL PRINCIPLES  
CREDITS:  3  
This course equips the student with basic principles of mechanical operations, component interaction, and assembly procedure. PREREQUISITE: CAD132 INTRODUCTION TO 2D CAD.

CAD 234  MECHANICAL PRINT READING  
CREDITS:  2  
Students will learn to read a variety of prints from different industries and to extract important construction and design information from each drawing.

CAD 237  ARCHITECTURAL DRAFTING II  
CREDITS:  3  
This course continues exploration into the concepts of architectural drafting and design. Students will become more proficient in designing and completing architectural drawings with increased independence from the instructor. Advanced techniques are introduced which make use of the student’s growing skill with CAD software. PREREQUISITE: CAD 111 ARCHITECTURAL DRAFTING I.

CAD 240  3D ARCHITECTURAL DESIGN  
CREDITS:  3  
This course continues the application of architectural design concepts and adapts them to the use of 3D Building Information Modeling (BIM). Students will apply their acquired skills and knowledge toward the development of functional designs and construction documents using the latest version of the appropriate 3D applications. PREREQUISITE: CAD 255 INTRODUCTION TO 3D CAD AND CAD237 ARCHITECTURAL DRAFTING II.

CAD 242  COMPUTER AUTOMATED MANUFACTURING  
CREDITS:  2  
This course covers a working knowledge and application of computer-automated manufacturing. PREREQUISITE: CAD255 INTRODUCTION TO 3D CAD.

CAD 244  3D ENGINEERING DESIGN  
CREDITS:  3  
This course covers advanced features of parametric solid modeling including the concepts of Parts, Assemblies, Drawings, Sheet metal design, and Animation. PREREQUISITE: CAD202 MECHANICAL DRAFTING AND CAD255 INTRODUCTION TO 3D CAD.
INTRODUCTION TO MAPPING/GPS
CREDITS: 2
This course covers principals of reading and using maps with industry standard technologies including Global Positioning Systems (GPS). Proper techniques of gathering usable mapping coordinates for Geographical Information Systems (GIS) will be emphasized.

INTRODUCTION TO GIS
CREDITS: 3
This course introduces principals and applications of geographic information systems (GIS) using ArcGIS software. Students will develop skills in manipulating geographic data and representing this data through various informational mapping techniques. PREREQUISITE: CAD 250 INTRODUCTION TO MAPPING/GPS.

INTRODUCTION TO SURVEYING
CREDITS: 3
This course exposes students to basic field surveying techniques and related office procedures. COREQUISITE: CAD 250 INTRODUCTION TO MAPPING/GPS.

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

INTERNSHIP
CREDITS: 2
Work in a professional office for a minimum of 100 hours to gain Computer Aided Drafting experience. The internship will be directly related to the drafting field and approved by the instructor. PREREQUISITE: CAD140 ADVANCED 2D CAD.

BLUEPRINT READING
CREDITS: 2
This course addresses the need to accurately read and interpret technical drawings. Students will become familiar with the various symbols, abbreviations and terms associated with a standard set of construction documents and learn to navigate these drawings to accurately determine design intent.

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

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

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.

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

MICROCOMPUTER SOFTWARE APPLICATIONS I
CREDITS: 3
This course is an introductory course in software applications, which includes basic technical concepts, as well as, hands-on experience. The utility of the computer is demonstrated by introducing Windows, word processing, spreadsheet, database, and presentation software to the student.

MICROCOMPUTER SOFTWARE APPLICATIONS II
CREDITS: 3
This course is an intermediate level course in software applications which includes technical concepts, as well as, hands-on experience. The utility of the computer is demonstrated by advanced concepts in Windows, word processing, spreadsheet, database, and presentation software to the student. PREREQUISITE: SUGGESTED CIS105 MICROCOMPUTER SOFTWARE APPLICATIONS I OR STRONG BACKGROUND IN MICROSOFT OFFICE SUITE
CIS 130  INTRODUCTION TO 10-KEY  
CREDITS:  1  
Ten-Key Mastery is a course that is designed to teach the numeric keypad with speed and accuracy using industry standards for data entry. Proficiency on three employment tests used by three large interstate corporations helps the student meet employment standards.

CN 126  CISCO ACADEMY/NETWORKING TECHNOLOGIES I  
CREDITS:  3  
CN 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 112 and CNS 114 or NO prerequisite if approved by the instructor.

CN 127  CISCO ACADEMY/NETWORKING TECHNOLOGIES II  
CREDITS:  3  
CN 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: CN 126 Cisco Academy/Networking Technologies 1.

CN 128  CISCO ACADEMY/NETWORKING TECHNOLOGIES III  
CREDITS:  3  
In this course the student will assemble switching devices while using switching technology on the LAN side of a network. They will also produce a wireless network using wireless technology points. PREREQUISITES: CN127 CISCO ACADEMY/NETWORKING TECHNOLOGIES II.

CN 130  CISCO ACADEMY/NETWORKING TECHNOLOGIES IV  
CREDITS:  3  
In this course the student will evaluate current WAN technologies and network services that are required by enterprise networks. PREREQUISITES: CNS128 CISCO ACADEMY/NETWORKING TECHNOLOGIES III.

CN 213  NETWORKING USING WINDOWS SERVER  
CREDITS:  3  
This course features Windows Server as the local area network operating system and provides hands-on tutorials for the student to plan and implement Windows Server. The study includes an introduction to configuring protocols such as TCP/IP, continues with how to configure name resolution as well as vital services such as DNS, WINS, DHCP, and IP Sec and emphasizes Active Directory configuration. PREREQUISITE: Students must have completed CNS 129

CN 215  NETWORK DESIGN AND VIRTUALIZATION  
CREDITS:  3  
In this course the student will design a virtualized computer network to be integrated in a working networked environment. PREREQUISITES: CN126 CISCO ACADEMY/NETWORKING TECHNOLOGIES I AND CN213 NETWORKING USING MICROSOFT WINDOWS SERVER.

CN 220  DESIGNING SECURITY FOR MS WINDOWS NETWORK  
CREDITS:  3  
In this course, the student will analyze the security risks of a network and be able to design options to mitigate those vulnerabilities. PREREQUISITES: CN213 NETWORKING USING MS WINDOWS SERVER OR DOCUMENTATION OF HAVING PASSED AN EQUIVALENT MICROSOFT CERTIFICATION EXAM.

CN 223  COLLABORATIVE TECHNOLOGIES  
CREDITS:  3  
This course is designed to introduce the student to the concepts of Microsoft messaging services; and the installation, setup, and maintenance of a Microsoft Exchange Server. Prerequisite: CN 213 (May be taken concurrently)

CN 227  HETEROGENEOUS NETWORKS  
CREDITS:  3  
In this course, the student will integrate different network technologies into a functioning network environment. PREREQUISITES: CNS211 LINUX SERVER OPERATING SYSTEM.

CN 230  COMPUTER FORENSICS  
CREDITS:  3  
In this course, the student will inspect digital evidence, analyze the data, and validate the analysis. PREREQUISITS: CN126 AND CN213.

CNS 112  A+ HARDWARE/SOFTWARE  
CREDITS:  6  
A+ Hardware/Software lays a foundation of the basic information required to assemble a computer and troubleshoot problems that occur. You learn how to properly install, configure, upgrade, troubleshoot, and repair PC hardware and software. The course will help prepare the student to pass the CompTIA A+ certification exam to become a certified computer service technician and pursue a future career in IT technology or simply be equipped with the knowledge of how a computer works.
CNS 129 COMPUTER OPERATING SYSTEM
CREDITS: 3
This course covers the Windows operating system. Subject areas include installation, configuration, administration, and network setup.

CNS 211 LINUX SERVER OPERATING SYSTEM
CREDITS: 3
In this course the student will integrate a Linux based Operating System as a standalone or domain server within a functional network. PREREQUISITE: CNS114 NETWORK ESSENTIALS

CNS 216 INTRODUCTION TO PROGRAMMING
CREDITS: 3
This course is intended to give students with no previous programming experience the tools needed to create real world procedural applications.

CNS 217 PROGRAMMING LOGIC AND DESIGN
CREDITS: 3
This course introduces the student to the use of symbolic layout and analysis to the task of defining procedural processes.

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 219 DATABASES
CREDITS: 3
This course is intended to introduce students to database creation, manipulation, and the Structured Query Language (SQL).

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

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

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

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

CRT 110 NONSTRUCTURAL PANEL ALIGNMENTS
CREDITS: 4
In this course, the student will learn how to properly remove and replace nonstructural parts of a vehicle with proper alignment.

CRT 112 SHOP ORIENTATION, MAINTENANCE, AND SAFETY
CREDITS: 1
This course teaches a student proper handling of shop chemicals, personal safety, and maintenance of equipment. Students will become familiar with shop areas and what is expected in class.
CRT 113  COLLISION REPAIR WELDING  
CREDITS:  4  
This course teaches the safety precautions along with the proper set up and use of mig welders to weld on light sheet metal, in addition to that the course will teach safe use of oxy-fuel usage.

CRT 115  BASIC SHEET METAL WORK  
CREDITS:  4  
In the course, the students will learn the proper use of hand and power tools used to repair sheet metal on today vehicles.

CRT 123  REFINISHING PROCEDURES AND APPLICATION  
CREDITS:  4  
This course will teach students the proper entry-level procedures for paint gun set-up and control along with paint application on vehicle surface.

CRT 125  PAINT DEFECTS/CAUSES AND CURES W/FINAL DETAILING  
CREDITS:  4  
This course will teach the students to visually identify and correct paint problems in the finish of a vehicle. Teach students how to inspect and detail a vehicle for delivery to customer after repairs. The student will also learn how to apply vinyl pinstripes and decals.

CRT 129  PANEL PREPARATION  
CREDITS:  4  
This course will teach students basic panel preparation for refinishing process along with teaching students proper masking techniques for primer color and topcoat applications.

CRT 148  AUTO PLASTICS REPAIR  
CREDITS:  1  
This course will teach the student how to identify different types of plastic used in the manufacture of automobiles. The student will also learn the safe procedures of prepping and repairing plastic parts using a two part plastic repair component to meet industry standards.

CRT 211  ESTIMATING AND WORK ORDER COMPREHENSION  
CREDITS:  2  
This course will teach students basic work order comprehension and estimating skills.

CRT 215  ADVANCED PANEL PREPARATION  
CREDITS:  4  
This course will teach student advance panel preparation for refinishing process. PREREQUISITE: CRT129 PANEL PREPARATION

CRT 218  ADVANCED REFINISHING  
CREDITS:  5  
This course will teach the students Blending, Tinting, Two-Tone and Tri-coat application techniques. PREREQUISITES: PAINT APPLICATION, CRT125-PAINT DEFECTS CAUSES AND CURES, CRT129-PANEL PREPARATION

CRT 220  STRUCTURAL PANEL REPAIR  
CREDITS:  4  
In this course the student will learn how to properly straighten, remove and replace structural parts of a vehicle with proper alignment. PREREQUISITES: 1ST SEMESTER OF THE COLLISION REPAIR PROGRAM

CRT 225  FRAME AND BODY REALIGNMENT  
CREDITS:  4  
In this course the students will learn how to access the frame and body damage, and determine the correct procedure for the repair while following safety precautions around the frame equipment. PREREQUISITES: PASSING GRADES IN THE 1ST SEMESTER OF THE COLLISION REPAIR PROGRAM

CRT 227  FRAME SETUP AND MEASURE  
CREDITS:  4  
The student will learn how to put a vehicle on a frame rack, anchor it using proper attaching devices and measure reference points to a dimension and specification chart. PREREQUISITES: 1ST SEMESTER COLLISION REPAIR PROGRAM

ECON 202  PRINCIPLES OF MACROECONOMICS  
CREDITS:  3  
The course is designed to provide students with a better understanding of macroeconomic issues that affect their daily lives. Economics is about making choices, i.e., how we use our limited "means" to satisfy our unlimited wants. Macroeconomics considers how the economy as a whole makes those decisions, both domestically and on the global scene.
ECON 204  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. (This is an online course.)

ED 106  SUCCESSFUL TEACHING APPROACHES FOR DISTANCE LEARNING  
CREDITS:  1  
This class will explore learning theory and the application of adult learning practices as used in e-learning environments.

ED 107  ONLINE LEARNING PLATFORM  
CREDITS:  1  
This class will design an online course using WDT’s current online learning platform.

EET 125  RECORDS COMPUTATION  
CREDITS:  2  
This course will expose students to basic water resources record computation techniques and office procedures. The course will focus on the compilation of data into a viable format to meet objectives. Students will be involved in exercises both in the classroom and the field using various water resource record keeping parameters while being introduced to the problems and challenges encountered in this profession. Students will be exposed to numerous Internet and specific computer software programs related to both professionals and public access to completed documentation.

ELT 217  COMPUTER HARDWARE INSTALLATION & TROUBLESHOOTING  
CREDITS:  4  
This course will provide a basic understanding of how personal computers work and provide an opportunity for students to obtain the knowledge and skills necessary to service PC hardware and supported peripherals. Upon completion of this course, students will be able to: understand basic components of computer hardware systems, as well as upgrading and troubleshooting computers.

EMR 106  EMERGENCY MEDICAL RESPONDER  
CREDITS:  3  
Students will be instructed in Cardiopulmonary Resuscitation and Emergency Cardiac Care in accordance with the American Heart Association, and Emergency Medical Responder which is consistent with the National Registry Certification set by the Department of Transportation Guidelines.

EMT 103  EMERGENCY MEDICAL TECHNICIAN  
CREDITS:  8  
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.

ENGL 010  BASIC ENGLISH  
CREDITS:  3  
ENGL 010 is a comprehensive, yet easy-to-learn, presentation of English grammar that helps the student to deal effectively with the communication process to become a better communicator.

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

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

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

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

ENGL 202  TECHNICAL COMMUNICATIONS  
CREDITS:  3  
Students will prepare oral and written communications required in the workplace. PREREQUISITE: ENGL 101 or ENGL 201.

ENGL 203  TECHNICAL WRITING II (online)  
CREDITS:  3  
This is an online course. This course is writing and research based. This course is non-transferrable.

WDT - 93
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 105   INTRODUCTION TO ENVIRONMENTAL SCIENCES
CREDITS:  4
This course is a study of environmental interactions, including population and cultural problems, resource utilization, and impacts upon biotic systems. Presented to enable students to better understand and evaluate contemporary environmental problems and the application of science to their solution. 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 106   INTRODUCTORY FIELD METHODS
CREDITS:  3
This course introduces the field techniques used in environmental site assessment, ground water monitoring, and ground water testing and includes soil water sampling, ground water sampling, water quality testing, and water level recording. Students will explore topics of geophysical surveying, water well installation, piezometer installation and techniques to determine the direction of ground water flow.

FET 110   SOILS TESTING
CREDITS:  3
This course covers the actual hands-on performance of laboratory and field tests on soils used for the construction of civil engineering projects. Most of the course is devoted to the lab and field procedures along with the necessary measurements, calculations and reports required for an accurate soil analysis. PREREQUISITE: FET105

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 202   WATER QUALITY
CREDITS:  3
Chemical and physical factors involved in evaluating water quality are examined with emphasis on water quality deterioration from landfills, underground storage tanks, and hazardous waste. Sampling techniques of groundwater, soil, surface water, quality assurance, quality control, and data processing techniques are included. Field exercises to acquire water quality data and service data gathering equipment will be conducted. Safety procedures are stressed. PREREQUISITES: FET 105 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 105 INTRO TO ENVIRONMENTAL SCIENCES, FET 102 ENVIRONMENTAL INSTRUMENTATION, and MATH 101 INTERMEDIATE ALGEBRA or equivalent.
FETE 222  INTRODUCTION TO WASTEWATER TECHNOLOGIES
CREDITS:  3
This course provides an introduction to the causes of water pollution, the reasons for treating polluted waters and the fundamentals of wastewater treatment. Students will study the basic principles of treatment plant operation and the processes commonly used in pollution control facilities. Investigation of terms, mathematics and problem-solving techniques commonly used by wastewater treatment personnel will be included.

FETG 235  CONSTRUCTION MATERIALS SAMPLING & TESTING
CREDITS:  4
This course will cover the materials, proportioning, mixing, placing, finishing, curing, sampling and laboratory/field testing techniques commonly used for Portland cement concrete. It will cover the testing and properties of asphalt cement and asphalt concrete. The course also will cover gradation, moisture control and density of gravels. Students will evaluate the capacity of cement and concrete to withstand stress and strain. This course will prepare students for the certification exam from the American Concrete Institute.

FFP 100  PARAMEDIC PREPARATORY I
CREDITS:  6
This course consists of Introduction to Pre-hospital Care, Well-Being of the Paramedic, EMS Systems, Role and Responsibilities of the Paramedic, Illness and Injury Prevention, Ethic in Pre-hospital Care, General Pathophysiology, General Principles of Pharmacology, and Medication Administration. PREREQUISITES:  EMT-BASIC

FFP 105  PARAMEDIC PREPARATORY II
CREDITS:  2
This course consists of Therapeutic Communications, Life Span Development, Airway Management and Ventilation. PREREQUISITES:  CPR Card, EMT103 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I

FFP 110  PARAMEDIC ASSESSMENT
CREDITS:  2
This course consists of Research in EMS, History Taking, Techniques of Physical Exam, Patient Assessment, Communications, and Clinical Decision Making. PREREQUISITES:  CPR Card, EMT103 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I

FFP 115  PARAMEDIC CARDIOLOGY
CREDITS:  5
This course consists of Pulmonology, Cardiology, 12-Lead EKG, and Advanced Cardiac Life Support. PREREQUISITES:  CPR Card, EMT103 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I, FFP105 PARAMEDIC PREPARATORY II, PARAMEDIC ASSESSMENT

FFP 200  PARAMEDIC MEDICAL
CREDITS:  5
This course consists of Neurology, Endocrinology, Allergies and Anaphylaxis, Gastroenterology, Urology, Environmental, Toxicology, Infectious and Communicable Diseases, Hematology, Gynecology, Obstetrics, Behavioral/Psychiatric Emergencies, and Advanced Medical Life Support. PREREQUISITES:  CPR Card EMT103 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I, FFP105 PARAMEDIC PREPARATORY II, FFP110 PARAMEDIC ASSESSMENT, AND CARDIOLOGY

FFP 205  PARAMEDIC SPECIAL OPERATIONS I
CREDITS:  4
This course consists of Neonatology, Pediatrics, Pediatric Life Support, and Neonatal Resuscitation Program. PREREQUISITES:  CPR Card, EMT103 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I, FFP105 PARAMEDIC PREPARATORY II, FFP110 PARAMEDIC ASSESSMENT, AND FFP115 CARDIOLOGY, FFP200 PARAMEDIC MEDICAL

FFP 210  PARAMEDIC SPECIAL OPERATIONS II
CREDITS:  7
This course consists of Pre-hospital Trauma Life Support, Geriatrics, Abuse, Assault, Patients with special Challenges, Acute Interventions, in Chronic Care, Assessment Based Management, Emergency Vehicle Operations, Ambulance Operations and NREMT Skill Practice. PREREQUISITES:  CPR Card, EMT103 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I, FFP105 PARAMEDIC PREPARATORY II, FFP110 PARAMEDIC ASSESSMENT, AND FFP115 CARDIOLOGY, FFP200 PARAMEDIC MEDICAL and FFP205 SPECIAL OPERATIONS I
FFP 298  PARAMEDIC CLINICAL
CREDITS:  3
The student will start with the clinical observation hours to include rotations in the operating room to become proficient with airway techniques to include basic oral and nasal airways, oxygen administration, endotracheal intubation and other related airway related topics. The rotation also includes observation in the laboratory in drawing blood samples, processing the samples, BSI techniques to include sterile techniques. The next observation will be at the emergency department where the student will use patient assessment, history taking, clinical decision making, triage techniques, IV insertion and maintenance, medication administration, documentation techniques and other related techniques. PREREQUISITES: CPR Card, EMT103 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I, FFP105 PARAMEDIC PREPARATORY II, FFP110 PARAMEDIC ASSESSMENT

FFP 299  PARAMEDIC CLINICAL II
CREDITS:  5
The student will start with the clinical observation hours to include rotations in the Neonatal Intensive Care Unit, OB Department, Pediatric Department, Intensive Care Unit, Behavioral Unit, Morgue and Ambulance Field Internship. PREREQUISITES: CPR Card, EMT103 EMERGENCY MEDICAL TECHNICIAN, FFP100 PARAMEDIC PREPARATORY I, FFP105 PARAMEDIC PREPARATORY II, FFP110 PARAMEDIC ASSESSMENT, FFP298 PARAMEDIC CLINICAL, FFP115 CARDIOLOGY, FFP200 PARAMEDIC MEDICAL, FFP205 & FFP210 SPECIAL OP I & II

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

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

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

FFT 106  STRUCTURAL FIREFIGHTER
CREDITS:  6
This course is an introduction to the history, organization, and operation of a fire department; fire science and the basic fire suppression techniques will be covered; the proper use of firefighter protective clothing and breathing apparatus will be taught to the current standards of NFPA 1001 Firefighter I.

FFT 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 118  40 HOUR HAZWOPER CERTIFICATION  
CREDITS:  2  
Hazardous materials recognition; operations at incidents involving the release of hazardous materials and the role of emergency response agencies will be covered. This course will meet the EPA/OSHA requirements for operations level certification.  
PREREQUISITES:  FFT 106 STRUCTURE FIREFIGHTER and/or 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 209  EMERGENCY VEHICLE OPERATIONS  
CREDITS:  1  
This class covers basic knowledge and skills of emergency response vehicle drivers to safely and efficiently operate emergency response vehicles on public and private roadways. Emergency Response Vehicle Laws and Standards will be presented. Skills will be assessed with emergency response vehicles on an EVOC course. PREREQUISITE:  VALID DRIVERS LICENSE

FFT 210  WILDLAND FIREFIGHTER II  
CREDITS:  2  
Instruction continues from Wild land Firefighter I with the presentation of NWCG courses S-211 (Portable Pumps) and S-212 (Saws). PREREQUISITE:  FFT 100 WILDLAND FIREFIGHTER I.
FF 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.

FF 215 WILDLAND/URBAN INTERFACE FIRE SUPPRESSION & PREVENTION
CREDITS: 3
Presentation of the NWCG course S-215 and methodology of preventing fires in the urban interface through education, fuels treatment, and prescribed burns will be covered. PREREQUISITES: FFT100 WILDLAND FIREFIGHTER I.

FF 218 STRATEGY & TACTICS
CREDITS: 3
This course covers basic fire suppression attack strategies and tactics; incident management systems will be explored; emphasis will be on fire fighter safety and risk reduction. PREREQUISITE: FFT100 WILDLAND FIREFIGHTER I or FFT106 STRUCTURE FIREFIGHTER.

FF 221 FIRE OFFICER I
CREDITS: 3
Minimum standards for NFPA Fire Officer I will be met. PREREQUISITE: FFT222 ADVANCED WILDLAND FIREFIGHTER OR FFT106 STRUCTURE FIREFIGHTER

FF 222 ADVANCED WILDLAND FIREFIGHTER
CREDITS: 3
The NWCG course S-290 (Intermediate Fire Behavior), S-270 (Air Operations) and S-131 (Advanced Firefighter/Squad Boss) will be presented. PREREQUISITE: FFT100 WILDLAND FIREFIGHTER I.

FF 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: FFT106 STRUCTURE FIREFIGHTER.

FF 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 106 STRUCTURE FIREFIGHTER or FFT100 WILDLAND FIREFIGHTER I.

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

FF 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: FFT102 RESCUE I.

FF 229 INDUSTRY STANDARDS FIRE SCIENCE
CREDITS: 3
Student will be instructed in the responsibilities and demeanor expected of them upon being employed by a Municipal Fire Department or Wildland Fire Service Agency. This instruction shall include the proper wearing of the uniform and basic entry level firefighter roles and responsibilities PREREQUISITE: FFT100 and FFT106 or equivalent.

FF 231 FIRE OFFICER II
CREDITS: 3
Minimum standards for NFPA Fire Officer II will be met. PREREQUISITE: FFT221 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: FFT106 STRUCTURE FIREFIGHTER and/or FFT100 WILDLAND FIREFIGHTER.

HC 113     MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS
CREDITS: 2
Students will be taught the basic techniques of medical word building. These techniques will be applied to acquire an extensive medical vocabulary. The course introduces students to medical terms relating to the anatomy and physiology of body systems, pathology, diagnosis, medical treatments and procedures.

HC 114     ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS
CREDITS: 3
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 118     ETHICAL ISSUES IN HEALTH CARE
CREDITS: 1
This course introduces students to basic ethical theory combined with a problem-solving approach to ethical issues commonly confronting health professionals. This course also offers a current and historical overview of the regulations of health care delivery in the U.S. Also considered are the social and moral issues.

HC 119     SURGICAL CONCEPTS FOR THE ALLIED HEALTH PROFESSIONAL
CREDITS: 2
This course will introduce Allied Health students to a variety of concepts related to surgery. The student will learn basic concepts of aseptic technique, surgical conscience, and patient care routines as they relate to the perioperative environment. Additionally, the student will gain an understanding of basic surgical instrumentation, equipment, supplies, and other interventional modalities used in surgery and how they are applied in surgical interventions.

HC 140     CARDIAC MONITORING
CREDITS: 2
This course will teach the skills to be employed as an ECG technician or a telemetry technician in a hospital, clinic, or outpatient setting.

HC 145     ELECTRONIC HEALTH RECORDS
CREDITS: 2
This course will give students the foundation of knowledge and skill to utilize electronic health records in various health care settings.

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

HUC 135     HEALTH UNIT COORDINATING PROCEDURES
CREDITS: 2
This course teaches the fundamentals and knowledge needed to be employed as a Health Unit Coordinator. PREREQUISITE: HUC101 INTRODUCTION TO HEALTH UNIT COORDINATING

HUC 140     HEALTH UNIT COORDINATING LAB
CREDITS: 2
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.
HUC 298  HEALTH UNIT COORDINATOR CLINICAL  
CREDITS:  2  
This course provides the HUC/PCT students the opportunity to apply the skills and knowledge obtained from the classroom environment to the clinical setting while under the guidance of a preceptor and the course instructor. PREREQUISITE: HUC101 INTRODUCTION TO HEALTH UNIT COORDINATING, HUC135 HEALTH UNIT COORDINATING PROCEDURES, HUC140 HEALTH UNIT COORDINATING LAB, CPR Card  

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

IEL 122  ELECTRICAL CODE STUDY I  
CREDITS:  3  
This is a wiring course designed to familiarize students with residential and light commercial wiring with an emphasis on electrical safety. During this course, the student will become accustomed to using the National Electrical Code along with good design techniques to develop wiring systems. PREREQUISITE: IEL 130 INTRODUCTION TO ELECTRICAL WIRING.  

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

IEL 129  INTRODUCTION TO ELECTRICAL WIRING LAB  
CREDITS:  1  
This is a lab course intended to accompany the Intro to Electrical Wiring Class. Through actual hands on experiments on developed trainers in the lab, the student will be able to reinforce the concepts learned in Intro to Electrical Wiring. This course will be taken concurrently with Intro to Electrical Wiring.  

IEL 130  INTRODUCTION TO ELECTRICAL WIRING  
CREDITS:  2  
This course is designed to emphasize the importance of safety and to provide a foundation for practical electrical wiring. Information included begins with a general introduction of the National Electrical Code and laws pertaining to electrical licensing and installation. Theory and lab experience is used in the study of residential wiring principles and common residential circuit hookups.  

IEL 132  ELECTRICAL FUNDAMENTALS  
CREDITS:  5  
This course introduces the fundamental concepts of basic electricity AC, DC and Solid State. It includes basic circuit analysis of series circuits, parallel circuits, series-parallel circuits and ohms law. A study of electrical quantities and measuring basic quantities using a VOM and the oscilloscope are included. This course covers the physical make up and characteristics of electrical components and how to analyze & troubleshoot circuits.  

IEL 133  ELECTRICAL FUNDAMENTALS LAB  
CREDITS:  7  
This course addresses the lab study of AC, DC, Solid State, Series, Parallel, Series-parallel, inductance and capacitance. Measuring basic quantities using a VOM and the oscilloscope are included. How to analyze & troubleshoot circuits. Voltages and currents are measured to demonstrate circuit characteristics.  

IEL 135  BASIC ELECTRICAL MATERIALS AND DEVICES  
CREDITS:  1  
This course is designed to cover essential electrical materials, identify the industry's commonly used materials and understand its terminology.  

IEL 140  WELDING & FABRICATION FOR LIGHT COMMERCIAL APPLICATIONS  
CREDITS:  2  
This course is designed to teach students welding skills to cut, fabricate and weld brackets, hangers for conduits and panels, stands and hanging platforms for transformers using oxyacetylene cutting and wire feed (GMAC) welding procedures.  

IEL 210  BLUEPRINT READING, ELECTRICAL PLANNING AND ESTIMATING  
CREDITS:  5  
This course will teach the basics of blueprint reading, planning and estimating. A part of the course is devoted to construction topics other than that of the electrical trade. It is important that the electrician be able to read blueprints for structural information and other mechanical and plumbing information. This is imperative for proper coordination of the electrical installation. The students will plan and draw the actual electrical diagram on a blueprint then estimate the cost of the job. PREREQUISITES: IEL 130 INTRODUCTION TO ELECTRICAL WIRING, IEL129 INTRODUCTION TO ELECTRICAL WIRING LAB
IEL 211  ELECTRICAL MOTOR CONTROL  
CREDITS: 3  
This course is intended to familiarize the student with motor control theory from basic concepts to much more complicated circuits. This course should be taken concurrently with motor control lab. PREREQUISITES: 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 130 INTRODUCTION TO ELECTRICAL WIRING, IEL 226 ELECTRICAL MOTOR FUNDAMENTALS AND MAINTENANCE, IEL 223 ELECTRICAL MOTOR FUNDAMENTALS AND MAINTENANCE LAB, IEL 211 ELECTRICAL MOTOR CONTROL (OR CONCURRENTLY)

IEL 218  WIRING LAB I  
CREDITS: 3  
The purpose of this course is to provide the student with the basic skills and technical knowledge required to enter the electrical construction field as an inside wire person. The course activities provide varied applications of practical job and shop practices and experience in the use of an electrician's tools and equipment. Actual on the job training is obtained through the rough-in wiring of WDTI projects. PREREQUISITES: IEL 129 INTRO TO ELECTRICAL WIRING LAB, IEL 130 INTRODUCTION TO ELECTRICAL WIRING

IEL 220  WIRING LAB II  
CREDITS: 3  
This course is a study of the National Electrical Code in relation to commercial and industrial electrical installations. Actual electrical installations, compiling pertinent facts for bidding purposes and on the job training through the wiring of WDTI projects are included in this course. Prerequisite: IEL 218 WIRING LAB I

IEL 221  PROGRAMMABLE LOGIC CONTROLLERS  
CREDITS: 2  
This course introduces programmable logic controllers and the concepts and structure of programmable controllers and provides beginning programming skills. The student will have the basic knowledge to be able to do limited maintenance, programming and installation of programmable controller systems in the industrial environment. The student will also have the background for more advanced training in programmable control. PREREQUISITE: 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 223  ELECTRICAL MOTOR LAB  
CREDITS: 1  
This is a laboratory course intended to accompany the motor study course. Through actual hands-on experiments on developed trainers in the lab, the student will be able to reinforce the concepts learned in motor study. This course should be taken concurrently with Electric Motor Fundamentals and Maintenance. PREREQUISITES: IEL132 ELECTRICAL FUNDAMENTALS, IEL 133 ELECTRICAL FUNDAMENTALS LAB, CPR
IEL 224  POWER DISTRIBUTION  
CREDITS:  2  
Transformers are considered the single most important type of equipment in the process of distribution of electrical power. Transformer study is therefore a large portion of this course. Included in this course are transformer theory, code and actual transformer connections. PREREQUISITES: 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 troubleshooting. This course should be taken concurrently with Electric Motor Lab. PREREQUISITE: IEL 211 ELECTRICAL MOTOR CONTROL and IEL 216 MOTOR CONTROL LAB.

IEL 299  ELECTRICIAN INTERNSHIP/CO-OP  
CREDITS:  6  
The Electrician Internship/co-op course is a hands-on course where students gain experience with an employer through on-the-job electrical related work at an approved Job Site. PREREQUISITE: 2.0 OR BETTER ON ALL FIRST AND SECOND SEMESTER CLASSES

LET 117  INDUSTRY STANDARDS  
LET 127  LET 217  LET 227  
CREDITS:  0  
Students will be instructed in the responsibilities and demeanor expected of them upon being employed by a law enforcement agency. This instruction shall also include the proper wearing of uniform and basic facing movements as they relate to dismounted drill.

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

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

LET 120  MECHANICS OF ARREST/PHYSICAL TRAINING  
CREDITS:  2  
This course is designed to familiarize the student in the escalation of force model and in basic offender confrontation concepts. To create an ability and confidence in the student successfully coping with physical situations, with swift and efficient solutions whether physical or verbal. Students must properly arrest, handcuff, control and conduct a safe and thorough search incident to arrest compliant and non-compliant suspects. Techniques covered will be the proper use of handcuffs, police baton, and oleoresin capsicum (oc) spray. Students will be taught the methods for body muscle warming and methods used to prevent muscle strain and injury. Students will actually perform certain physical exercises for fitness purposes.

LET 121  CRIMINAL INVESTIGATIONS  
CREDITS:  4  
Students will be taught the fundamentals of the crime scene and post-crime investigation as it relates to property crimes, crimes against persons and white-collar crime. Specific instruction as it relates to South Dakota Codified Law will be covered as it relates to these crimes. Crimes committed in relation to Cults, Hate Groups, Explosives and Drugs and the culture that promotes them will be covered. PREREQUISITES: LET 119 CRIMINAL LAW & PROCEDURES AND LET 240 CONSTITUTIONAL LAW FOR LAW ENFORCEMENT OR PERMISSION FROM LEAD LET INSTRUCTOR.

LET 122  INTERVIEW AND INTERROGATION/REPORT WRITING  
CREDITS:  3  
This course will distinguish between interrogation and interviewing and includes instruction in the preparation and planning for interviews, effective questioning techniques as well as constitutional constraints. Students will also receive lecture and engage in practical exercises concerning proper report/statement writing skills. Emphasis is placed on the gathering and documentation of pertinent information and construction of report narratives, using clear concise language.
LET 124  JUVENILE METHODS  
CREDITS:  3  
The studies of juvenile delinquency use of juvenile investigation procedure and community resources available to deal with juvenile problems are included in this course. This course will explain the theory of juvenile crime and offenders, as well as specific South Dakota Codified Law. The court process and types of juvenile correctional institutions will be covered.

LET 126  PHYSICAL TRAINING (SECOND SEMESTER)  
CREDITS:  1  
Students will periodically review previous defensive tactics and skills as instructed in LET 120. Students will maintain the ability and confidence to successfully cope with the physical situations, which confront law enforcement officers. Students will be instructed in the methods of stretching and warming of muscles to prevent strain and injury. Students will participate and perform certain physical exercises for fitness purposes.

LET 210  INTRODUCTION TO CRIMINAL JUSTICE  
CREDITS:  3  
The history and social significance of the law enforcement profession will be studied along with the role, responsibilities and demands upon law enforcement officers in our society. The role of a law enforcement officer as it relates to the philosophy of community policing as well as the history of community policing will be explored. Also topics concerning motivation, civil liability, job stress, sociological concepts which are applicable in the practice of law enforcement. The student will learn about culture, socialization, social deviance, social stratification, gender & minority inequalities, marriage and family relationships, education, and social change in collective behavior.

LET 212  ACCIDENT INVESTIGATIONS  
CREDITS:  2  
This course is designed to create the ability within each student to understand the basics of proper and lawful investigations of accidents. This will include the students being taught the applicable laws that pertain to accidents of a general nature and specifically as it relates to the laws of the State of South Dakota. This course will include a segment on accident reconstruction. Prerequisites, be an enrolled student in the Law Enforcement Program or be a law enforcement officer with a recognized department.

LET 213  CRIMINOLOGY AND ABNORMAL BEHAVIOR  
CREDITS:  3  
Criminology is the systematic inquiry into the causes of crime. Students will become familiar with the nature and causes of crime and various aspects and theories dealing with criminal behavior.

LET 215  COLLECTION/PRESERVATION OF EVIDENCE  
CREDITS:  3  
This course deals with the accepted techniques and methods of crime scene preservation, management and the collection of evidence. This includes locating evidence, packaging, and transmittal of evidence to the proper forensic laboratory. PREREQUISITES: ACCEPTANCE INTO THE LAW ENFORCEMENT TECHNOLOGY PROGRAM OR PRIOR APPROVAL FROM THE LET INSTRUCTOR.

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

LET 222  ADVANCED ISSUES IN POLICING  
CREDITS:  2  
This course will provide a survey of relevant contemporary issues affecting the law enforcement career field and public safety. The format will be interactive, focusing on current events and trends, court decisions, new technologies, and subjects not addressed in any of the students’ previous course offerings. An historical perspective will be presented allowing students to build a foundation for the purpose of problem and topic analysis.
LET 224  LAW ENFORCEMENT PRACTICUM
CREDITS:  2
This course is designed to allow students the opportunity to participate in hands-on experiences with various law enforcement / criminal justice agencies covering a variety of duties. Each student will attend two shifts per week, for a period of seven weeks. Students may be assigned a variety of law enforcement tasks working with officers during their duty shifts. PREREQUISITES: SUCCESSFUL COMPLETION OF PRIOR SEMESTER LET COURSES OR PERMISSION FROM THE LEAD INSTRUCTOR OF THE LAW ENFORCEMENT TECHNOLOGY PROGRAM.

LET 229  CORRECTIONS
CREDITS:  3
Students will be furnished information regarding the system in the U.S. of corrections, parole, and probation. Also furnished is information on how these three parts of the criminal justice system interface with each other and with the law enforcement officer on the street. Students will be exposed to the duties and responsibilities of the personnel involved in each of these areas.

LET 230  PATROL PROCEDURES II
CREDITS:  3
This course is designed to build on the foundation established by Patrol Procedures I. The student will receive further study of South Dakota Codified Law; Title 32 and Title 41 as well as Title 36 Code of Federal Regulations, and United States Code 16 & 18. The concepts of Patrol Procedure I will be applied in hands on scenarios. This will include the initial response of the patrol officer, report writing, preliminary investigation and testifying in court.

LET 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 240  CONSTITUTIONAL LAW FOR LAW ENFORCEMENT
CREDITS:  3
This course presents the Constitution, Bill of Rights and other amendments from a Criminal Justice perspective. Practical examples and court decisions will be used to illustrate how law enforcement officers and other members of the Criminal Justice system apply constitutional concepts in the course of their duties. Special emphasis is placed on the search and seizure requirements of the Fourth Amendment.

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

LET 252  EMERGENCY VEHICLE OPERATION COURSE (EVOC)
CREDITS:  2
A study of legal aspects as they pertain to law enforcement driving. Instruction in emergency, non-emergency, and pursuit driving will be given. Students will demonstrate driving proficiency by successfully completing required course driving maneuvers. PREREQUISITES: Students must have successfully completed the three previous semesters of the LET program, or receive Program Coordinators permission to attend. Students must have a valid driver’s license.

LIBR 100  INTRODUCTION TO LIBRARY SERVICES
CREDITS:  3
Course description is being developed.

LIBR 102  INTRODUCTION TO LIBRARY CIRCULATION AND CUSTOMER SERVICE
CREDITS:  3
Course description is being developed.

LIBR 104  PUBLIC SERVICES FOR LIBRARY TECHNICIANS
CREDITS:  3
Course description is being developed.
LIBR 120 PROGRAMMING AND SERVICES FOR ALL AGES  
CREDITS: 3  
Course description is being developed.

LIBR 122 CHILDREN'S AND YOUNG CHILDREN'S LITERATURE  
CREDITS: 3  
Course description is being developed.

LIBR 200 INTRODUCTION TO TECHNICAL SERVICES: ACQUISITIONS, SERIALS AND PROCESSING  
CREDITS: 3  
Course description is being developed.

LIBR 202 ELECTRONIC AND TECHNOLOGY INFORMATION RESOURCES  
CREDITS: 3  
Course description is being developed.

LIBR 204 SELECTION AND ACCESS RESOURCES  
CREDITS: 3  
Course description is being developed.

LIBR 220 INTRODUCTION TO CATALOGING AND CLASSIFICATION  
CREDITS: 3  
Course description is being developed.

LIBR 222 REFERENCE RESOURCES  
CREDITS: 3  
Course description is being developed.

LIBR 224 TECHNOLOGY INFORMATION RESOURCES & ONLINE SOCIAL NETWORKING  
CREDITS: 3  
Course description is being developed.

LIBR 299 INTERNSHIP  
CREDITS: 3  
Course description is being developed.

MA 110 MEDICAL ASSISTING I  
CREDITS: 2  
This course is designed to give the basic knowledge and understanding of the career of Medical Assisting and the administrative skills required to be employed as an entry level medical assistant.

MA 125 PATHOPHYSIOLOGY  
CREDITS: 3  
This course includes the study of various diseases and disorders of each of the body systems. PREREQUISITES: HC113 MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS, HC114 ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS.

MA 130 MEDICAL ASSISTING II  
CREDITS: 3  
This course will teach students the knowledge and clinical skills needed for an entry level medical assistant. PREREQUISITES: MA 110 MEDICAL ASSISTING I.

MA 135 MEDICAL LAW AND ETHICS  
CREDITS: 2  
This course will teach students the principles and knowledge of medical law and ethics.

MA 145 PHARMACOLOGY AND ADMINISTRATION OF MEDICATIONS  
CREDITS: 3  
This course will cover the knowledge of common medications, usage, and safety associated with them. Lab time will include the proper administration of medications. PREREQUISITE: MA 125 MEDICAL LAW AND ETHICS.

MA 299 MEDICAL ASSISTING CLINICAL  
CREDITS: 7  
This course provides the medical assisting students the opportunity to apply their skills and knowledge in the clinical setting. Students are placed in medical facilities of Rapid City and surrounding areas. Students are under the supervision of the facility and are periodically evaluated by the preceptor. PREREQUISITES: STUDENTS MUST HAVE SUCCESSFULLY COMPLETED THE THREE PREVIOUS SEMESTERS OF THE MA PROGRAM, OR RECEIVE PROGRAM COORDINATORS PERMISSION TO ATTEND.
MATH 090  BASIC MATHEMATICS  
CREDITS:  2  
This course provides a mathematically sound and comprehensive coverage of basic computational skills and their applications. Certain topics from algebra are also included. The content and level of rigor of the text form the basis of a course that would properly serve as preparation for a traditional algebra course. The text has been specifically developed to meet, not only the needs of the traditional post-secondary student, but also the needs of the mature student whose mathematical proficiency may have declined during years away from formal schooling. PREREQUISITES: High School Math and a COMPASS Score in Pre-Algebra Domain of 33 or higher.

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.

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

MATH 102  COLLEGE ALGEBRA  
CREDITS:  3  
This course involves equations and inequalities; polynomial functions and graphs; exponents, radicals, binomial theorem, zeros of polynomials; systems of equations; exponential, logarithmic, and inverse functions, applications and graphs. Other topics selected from sequences, series, and complex numbers will be covered. PREREQUISITES: High School Math and a COMPASS Score in Algebra Domain of 42 or above.

MATH 104  TECHNICAL MATHEMATICS  
CREDITS:  3  
This course includes real numbers and variable expressions, first-degree equations, polynomials, factoring, rational expressions, rational exponents and radicals, geometry, quadratic equations and trigonometry. This course is designed for students who are preparing for technical careers. It stresses a working knowledge of applied mathematical concepts. The practice problems are applications from various technical fields but do not require prior knowledge of the technical applications. Problems are selected to help develop an understanding of where and how mathematics is used in the various fields of employment. PREREQUISITES: High School Math and a COMPASS Score in Pre-Algebra Domain of 40 or higher.

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

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.

MDS 110  MEDICAL TERMINOLOGY I  
CREDITS:  3  
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  
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 and Tenth Revision, Clinical Modification (ICD-9-CM and ICD-10-CM and PCS), the system in use in hospitals and private medical practices for the classification and reporting of morbidity and mortality in the United States. Many third party payment systems are based on the ICD-9-CM and/or the ICD-10-CM and PCS classification and coding system. The course also introduces Current Procedural Terminology (CPT). PREREQUISITES: MDS 110 MEDICAL TERMINOLOGY I OR HC113 MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS AND HC114 ANATOMY & PHYSIOLOGY PREFERRED – CONTACT COURSE INSTRUCTOR FOR WAIVER.

MDS 211  HEALTH CARE CODING II  
CREDITS: 3  
This course is a continuation of coding from Health Care Coding I objectives with the introduction of DRG and APC systems of reimbursement. ICD-9-CM, ICD-10-CM and PCS, CPT and HCPCS manuals will be utilized. HCPCS coding system will be investigated. Additionally, this course includes an overview and education of electronic coding systems. PREREQUISITE: MDS210 HEALTHCARE CODING I

MDS 212  HEALTH CARE FUNDAMENTALS AND REIMBURSEMENT  
CREDITS: 3  
This course provides a framework of knowledge to help the student recognize drug names and drug classes; understand drug actions and the rationale for treatment; discern between sound-alike drugs; understand why side effects, allergic effects, and other effects of drugs occur; and perform measurement conversions. The course addresses various current healthcare issues relating to pharmacology and drugs.

MDS 299  INTERNSHIP  
CREDITS: 3  
This course is designed to place the student in an actual work situation for which they have been trained. It is designed to give them experience in the medical administration field. PREREQUISITE: The student must have a cumulative 2.5 GPA or higher. The student must be enrolled in the final semester of their program. Excessive absences or tardy in one or more classes will disqualify a student from enrolling in this course.

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

MTS 234  VOICE RECOGNITION/EDITING
CREDITS:  2
This course enables students to enhance their medical transcription/editing skills through the use of voice recognition software. The student will be exposed to the latest in medical voice recognition/editing procedures. Emphasis is placed on increased document accuracy and health care expectations. The course will incorporate the latest software and technology being utilized by the industry. PREREQUISITES: MTS222 MEDICAL TRANSCRIPTION III (may be taken as a co-requisite).

NSG 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. PREREQUISITES: ACCEPTANCE INTO THE PRACTICAL NURSING PROGRAM, HC113 MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS, PHGY220 HUMAN ANATOMY AND PHYSIOLOGY I, CHEM106/106L CHEMISTRY/LAB

NSG 115  FOUNDATIONS IN NURSING LAB
CREDITS:  2
This is the lab component of Foundations in Nursing. This lab course offers a thorough introduction to the Fundamental Skills required of the 21st Century Nurse. Emphasis is placed on the development of the myriad of basic nursing skills, including the cornerstone of nursing physical assessment. Skills offered range from basic (such as bed-making, hygiene and skin care) through complex (airway management, oxygenation, and fluid/chemical balance). PREREQUISITES: ACCEPTANCE INTO THE PRACTICAL NURSING PROGRAM, HC113 MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS, PHGY220 HUMAN ANATOMY AND PHYSIOLOGY I, CHEM106/106L CHEMISTRY/LAB

NSG 116  FOUNDATIONS IN NURSING CLINICAL
CREDITS:  4
This is the clinical component of Foundations in Nursing. These beginning nursing students provide direct patient care in a variety of adult health and long-term care settings. The students are supervised by RN instructors at all times. This course allows for application of knowledge obtained from NSG 115 and NSG 117 with an emphasis on Physical Assessment, Therapeutic Communication, and Application of the Nursing Process. PREREQUISITES: ACCEPTANCE INTO THE PRACTICAL NURSING PROGRAM, HC113 MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS, PHGY220 HUMAN ANATOMY AND PHYSIOLOGY I, CHEM106/106L CHEMISTRY/LAB, NSG114 PHARMACOLOGY IN NURSING, NSG115 FOUNDATIONS OF NURSING W/GERIATRIC CONSIDERATIONS LAB (THIS CLASS MUST HAVE BEEN SUCCESSFULLY COMPLETED WITHIN THE PREVIOUS 2 MONTHS), NSG117 FOUNDATIONS OF NURSING W/GERIATRIC CONSIDERATIONS, NSG118 GERIATRIC CLINICAL

NSG 117  FOUNDATIONS IN NURSING (W/GERIATRIC CONSIDERATIONS)
CREDITS:  5
This course establishes the foundation for nursing practice by providing the fundamental concepts and skills needed to meet basic human physiological needs. An introduction to the nursing process and critical thinking is presented. PREREQUISITES: ACCEPTANCE INTO THE PRACTICAL NURSING PROGRAM, HC113 MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS, PHGY220 HUMAN ANATOMY AND PHYSIOLOGY I, CHEM106/106L CHEMISTRY/LAB

NSG 118  GERIATRIC CLINICAL
CREDITS:  1
Laboratory and clinical experiences are incorporated into this course to enhance the learning process. The clinical component includes direct care of the older adult with focus on assessment skills PREREQUISITES: ACCEPTANCE INTO THE PRACTICAL NURSING PROGRAM, HC113 MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS, PHGY220 HUMAN ANATOMY AND PHYSIOLOGY I, CHEM106/106L CHEMISTRY/LAB, NSG117 FOUNDATIONS IN NURSING W/GERIATRIC CONSIDERATIONS, NSG116 FOUNDATIONS IN NURSING (W/GERIATRIC CONSIDERATIONS) CLINICAL

NSG 119  MENTAL HEALTH NURSING
CREDITS:  2
This course presents basic concepts of mental health/illness and offering care to clients. Categories of mental illness are discussed along with common therapies used to treat them. The course also addresses issues that nurses will face as they work with clients with special mental and emotional needs. There is a clinical component included in this course. PREREQUISITES: ACCEPTANCE INTO THE PRACTICAL NURSING PROGRAM, HC113 MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS, PHGY220 HUMAN ANATOMY AND PHYSIOLOGY I, CHEM106/106L CHEMISTRY/LAB, NSG114 PHARMACOLOGY IN NURSING, NSG115 FOUNDATIONS IN NURSING LAB, NSG116 FOUNDATIONS IN NURSING CLINICAL, NSG117 FOUNDATIONS IN NURSING W/GERIATRIC CONSIDERATIONS, NSG118 GERIATRIC CLINICAL
NSG 125 MATERNAL/CHILD HEALTH NURSING
CREDITS: 4
This course introduces the student to comprehensive family centered care, wellness, health promotion and illness prevention. The course focuses on growth and development of the child from conception to adolescence and incorporates family dynamics. PREREQUISITE: COMPLETION OF ALL FIRST SEMESTER COURSES.

NSG 128 ADULT HEALTH NURSING LAB
CREDITS: 1
This is the lab component of the Adult Health Nursing Course. This lab course includes offers a thorough introduction of advanced nursing skills utilized by the Practical Nurse. Skills taught in this course range in complexity from simple to advanced. Skills taught include: Tracheotomy Care, Central Line Care, Advanced Neurological Assessment, and Intravenous insertion and care. PREREQUISITES: NSG114 PHARMACOLOGY IN NURSING, NSG115 FOUNDATIONS IN NURSING LAB, NSG116 FOUNDATIONS IN NURSING CLINICAL, NSG117 FOUNDATIONS IN NURSING (W/GERIATRIC CONSIDERATIONS), NSG118 GERIATRIC CLINICAL

NSG 129 ADULT HEALTH NURSING
CREDITS: 6
This course includes theory with emphasis on care of patients with diseases/disorders of the following systems: Nervous, Sensory, Respiratory, Circulatory, Urinary, Gastrointestinal, Endocrine, Reproductive, Musculoskeletal, Immune, Integumentary, and Hematological. Nursing assessment and evaluation is integrated into the study of disease process. PREREQUISITE: COMPLETION OF ALL FIRST SEMESTER COURSES.

NSG 130 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: SUCCESSFUL COMPLETION OF ALL FIRST SEMESTER NURSING CLASSES, NSG128 ADULT HEALTH NURSING LAB (THIS CLASS MUST HAVE BEEN SUCCESSFULLY COMPLETED WITHIN THE PREVIOUS 2 MONTHS) AND NSG129 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. PREREQUISITES: NSG114 PHARMACOLOGY IN NURSING, NSG115 FOUNDATIONS IN NURSING LAB, NSG116 FOUNDATIONS IN NURSING CLINICAL, NSG117 FOUNDATIONS IN NURSING W/GERIATRIC CONSIDERATIONS, NSG118 GERIATRIC CLINICAL, NSG119 MENTAL HEALTH NURSING, NSG125 MATERNAL/CHILD HEALTH NURSING, NSG128 ADULT HEALTH NURSING LAB, NSG129 ADULT HEALTH NURSING

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

NSG 138 MATERNAL/CHILD HEALTH PRACTICUM
CREDITS: 2
This course is the clinical component of maternity and pediatric nursing. The clinical settings are varied and include but are not limited to hospitals, clinics, out-patient facilities, and physicians’ offices. PREREQUISITES: NSG114 PHARMACOLOGY IN NURSING, NSG115 FOUNDATIONS IN NURSING LAB, NSG116 FOUNDATIONS IN NURSING CLINICAL, NSG117 FOUNDATIONS IN NURSING (W/GERIATRIC CONSIDERATIONS), NSG118 GERIATRIC CLINICAL

NSG 139 ADULT HEALTH PRACTICUM
CREDITS: 4
This course emphasizes the specific nursing care for clients with disorders of each body system. The nursing process and critical thinking are utilized to identify symptoms, provide care, set goals and evaluate nursing care for each of the identified disorders. Clinical experiences are a fundamental component of this course. Students are paired with a practicing LPN or RN in an adult health clinical setting. PREREQUISITES: NSG115 FOUNDATIONS IN NURSING LAB, NSG116 FOUNDATIONS IN NURSING CLINICAL, NSG118 GERIATRIC CLINICAL, NSG119 MENTAL HEALTH NURSING, NSG125 MATERNAL/CHILD HEALTH NURSING, NSG128 ADULT HEALTH NURSING LAB, NSG130 ADULT HEALTH NURSING CLINICAL, NSG136 MENTAL HEALTH PRACTICUM, NSG138 MATERNAL/CHILD PRACTICUM

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.
INTRODUCTION TO ONLINE
CREDITS: 0
This course is a zero-credit course designed to provide students the skills necessary to succeed in online courses. The course will also provide the student an opportunity to analyze whether online learning is the correct choice for them. Online courses require a student to have strong time management skills, good computer literacy skills, and the ability to learn independently.

E-LEARNING FOR THE ONLINE STUDENT
CREDITS: 1
This course is designed to provide strategies for achieving success with any online coursework, whether it is for a complete or partial online course or for a course that simply uses online tools to supplement on-campus learning. Topics include: study, technical, time management, communication, and problem solving skills. COREQUISITE: ORT020 INTRODUCTION TO ONLINE.

WEB APPLICATIONS TOOLS
CREDITS: 3
This course introduces a variety of applications and tools for web development. The student will learn how to create and manipulate web pages using these tools.

WEB PROGRAMMING LANGUAGES
CREDITS: 3
This course is intended to give students an understanding of web programming using hypertext, style sheets, and scripting to create web pages and web applications.

SYSTEMS ANALYSIS AND DESIGN
CREDITS: 3
This course is intended to give students the ability to manage projects and develop project plans using object modeling. It will enable students to learn to solve problems on large projects much like the ones they will encounter on the job. PREREQUISITE: ADVANCED PROGRAMMING, PROGRAMMING LOGIC & DESIGN.

PROGRAMMING LANGUAGE CONCEPTS
CREDITS: 3
This course is intended to give students the understanding of various programming language syntax and for what type of applications these languages are designed to be used.

PROGRAMMING THEORY AND APPLICATION
CREDITS: 6
This course is intended to give students with no previous programming experience the tools needed to create real world procedural applications.

GAME DEVELOPMENT
CREDITS: 3
This course is intended to expand on the students programming experience by introducing video game development and elements of good user interface design. PREREQUISITES: CNS216 INTRODUCTION TO PROGRAMMING, CNS217 PROGRAMMING LOGIC & DESIGN.

PROGRAMMING EMBEDDED SYSTEMS/ROBOTICS
CREDITS: 3
This course will teach students to write applications for controlling embedded systems and robotics. PREREQUISITES: PCN128 PROGRAMMING LANGUAGE CONCEPTS, CNS216 INTRODUCTION TO PROGRAMMING

DESIGN PATTERNS
CREDITS: 3
This course is intended to give students a solid foundation in object oriented design using many common software development patterns. PREREQUISITE: CNS216 INTRODUCTION TO PROGRAMMING, CNS217PROGRAMMING LOGIC & DESIGN.

WEB APPLICATION DESIGN WITH ASP.Net
CREDITS: 3
This course will give students the understanding using data driven techniques to make interactive web applications. It will solidify the web language concepts as well as object oriented programming. PREREQUISITES: CNS219 DATABASES, PCN120 WEB DEVELOPMENT TOOLS

DEVELOPING APPLICATION USER INTERFACES
CREDITS: 3
This course is intended to expand on the students programming experience by introducing Windows Presentation Foundation (WPF) and elements of good user interface design. It will reinforce programming concepts learned to this point. PREREQUISITE: ADVANCED PROGRAMMING

ADVANCED WEB DEVELOPMENT
CREDITS: 3
This course is intended to expand on the students programming experience by introducing cutting edge concepts and techniques for developing web applications like those employed by Google and Microsoft in their latest software releases. Topics covered...
will include service oriented architecture and software + services. PREREQUISITES: PCN232 WEB APPLICATION DESIGN, CNS219 DATABASES, PCN230 DESIGN PATTERNS

PCN 240 ADVANCED PROGRAMMING CONCEPTS
CREDITS: 3
This course will give students an understanding of advanced concepts including algorithms and cutting edge constructs used in modern programming. PREREQUISITES: CNS217 PROGRAMMING LOGIC & DESIGN, PCN230 DESIGN PATTERNS

PCN 242 PROGRAMMING WORKFLOW
CREDITS: 3
This course will teach students to define human and system interactions as a series of workflows that can be mapped and implemented. PREREQUISITES: PCN128 PROGRAMMING LANGUAGE CONCEPTS, CNS216 INTRODUCTION TO PROGRAMMING.

PCN 245 SECURITY AND CRYPTOGRAPHY
CREDITS: 3
This course is intended to give students a comprehensive look at modern cryptography. It will give them an understanding on how programmers and electronics communications professionals can use cryptography for ciphering and deciphering messages and to secure private data. It will give them the ability to implement cryptography in their applications. PREREQUISITES: PCN240 ADVANCED PROGRAMMING CONCEPTS, CNS219 DATABASES, PCN128 PROGRAMMING LANGUAGE CONCEPTS, CNS217 PROGRAMMING LOGIC & DESIGN, PCN230 DESIGN PATTERNS

PCN 249 DEVELOPING SMARTPHONE APPLICATIONS
CREDITS: 3
This course will teach students the essentials for developing applications for mobile devices. It will address real world needs for businesses for custom mobile applications. PREREQUISITES: PCN128 PROGRAMMING LANGUAGE CONCEPTS, PCN230 DESIGN PATTERNS

PCT 110 PATIENT CARE TECH I
CREDITS: 2
This course is designed to provide the student with the knowledge necessary to become a nursing assistant or a patient care tech in the acute care setting.

PCT 111 PATIENT CARE TECH I LAB
CREDITS: 1
This course is designed to provide the students the opportunity to practice the basic health care skills necessary to become a nursing assistant or a patient care tech in the acute care setting.

PCT 120 PATIENT CARE TECH II
CREDITS: 2
This course is designed to provide the student with advanced knowledge and advanced patient care skills necessary to become a patient care tech in the acute care setting. PREREQUISITE: PCT110 PATIENT CARE TECH I, PCT111 PATIENT CARE TECH I LAB

PCT 299 PATIENT CARE TECH CLINICAL
CREDITS 2
This course provides the HUC/PCT students the opportunity to apply the skills and knowledge obtained from the classroom environment to the clinical setting. Basic nursing skills and upper level skills will be utilized to care for the hospitalized patient while under the guidance of a preceptor and the course instructor. PREREQUISITES: PCT110 PATIENT CARE TECH I, PCT111 PATIENT CARE TECH I LAB PCT120, HC140 CARDIAC MONITORING, CPR Card

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.

PHGY 220  HUMAN ANATOMY & PHYSIOLOGY I W/LAB
CREDITS: 4
This course is the first part in the study of the physiology and anatomical structure of the human body. We will explore basic concepts of biochemistry, cell structure, tissues, histology, metabolism, and the different systems, integument, skeletal, muscular and nervous. Integration of anatomical structure as it relates to physiology will also be incorporated. The course is designed for students interested in health care careers.

PHGY 230  HUMAN ANATOMY & PHYSIOLOGY II W/LAB
CREDITS: 4
This course is the second part in the study of the physiology and anatomical structure of the human body. We will explore basic concepts of multiple body systems/areas to include the endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, and reproductive systems. Other areas of study will include the blood anatomy and physiology, nutrition and metabolism, and fluid and electrolytes. Integration of anatomical structure as it relates to physiology will also be incorporated. The course is designed for students interested in health care careers.

PHR 110  PHARMACOLOGY/PHARMACEUTICAL PRODUCTS I
CREDITS: 3
This course is designed to present material to the pharmacy technician as it applies to the preparation and dispensing of pharmacologic agents. Drugs are discussed according to their classification, trade and generic name, drug action (mechanism), side effects, toxicity, and contraindications.

PHR 111  PHARMACY I
CREDITS: 3
This course is designed to present material to the pharmacy technician as an introduction to the field of pharmacy. The course will introduce the student to all aspects of the pharmacy from the relationship between the pharmacist and the pharmacy technician to the details necessary to be a successful pharmacy technician.

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

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

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

PHR 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 126  PHARMACY SYSTEMS SOFTWARE  
CREDITS:  1  
This course is designed to present material to the pharmacy technician as an introduction to pharmacy management software. Aspects of retail prescription filling, various pharmacy reports, and medication orders will be covered including adding patient and insurance information to the database, filling and refilling tasks, running the daily prescription report, and entering new medication orders.

PHR 127  PHARMACY CALCULATIONS  
CREDITS:  2  
This course is designed to present material to the pharmacy technician in the areas of pharmacy math. All aspects of pharmacy math will be covered including metric and household measurements, special calculations for compounding, understanding the apothecary system, pharmacy business math, and preparing injectable medications.

PHR 128  PHARMACY OPERATIONS  
CREDITS:  2  
This course is designed to present material to the pharmacy technician as an introduction to institutional pharmacy and retail pharmacy. All aspects of institutional pharmacy and retail pharmacy will be covered to include organization and function of pharmacists and technicians in this setting. Also included are the institutional medication distribution systems and prescription filling in retail pharmacy.

PHR 131  CLINICAL ROTATIONS  
CREDITS:  8  
This course emphasizes the basics of pharmacy practice and exposes the student to the practical aspects of dispensing, compounding and inventory control at an "on the job" training site in an institutional, retail or alternative pharmacy practice setting.

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 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 298 INTERNSHIP  
CREDITS: 7  
The internship is an on the job training work experience. The student works at a law firm, governmental agency, or other appropriate office in the final semester of study for 280 hours of documented work experience. During this internship the student is under the direct supervision of an attorney or other qualified person. The requirements and responsibilities for the paralegal student must be agreed upon in advance. The students are also required to meet with the instructor of the course to prepare their resumes. PREREQUISITE: Registration in final semester of study only, unless approved by the lead instructor of the program.

PSYC 101 GENERAL PSYCHOLOGY  
CREDITS: 3  
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 WORKPLACE  
CREDITS: 3  
Success in the world of work requires not only the ability to perform according to the requirements of the position, but also the ability to adjust and get along with others. The purpose of this course is to help students grasp the importance of human relations skills in both their personal and career lives. It will introduce students to the skills necessary to create and maintain positive relationships and interactions in the workplace.

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 102  INTRODUCTION TO SURGICAL TECHNOLOGY  
CREDITS:  3  
This course is an introduction to concepts and practices of Surgical Technology. It encompasses the role of the surgical technologist, a basic history of surgery, the surgical patient, medical-legal issues, safety, infection control, disinfection and sterilization, and concepts of wound closure and wound healing.

ST 111  INTRODUCTION TO SURGICAL TECHNOLOGY LAB  
CREDITS:  3  
This course is an introduction to Surgical Technology in a lab setting and clinical setting. Students will learn and apply the principles of aseptic technique, care of the perioperative patient, duties of the circulator, and principles of safety as they apply to the perioperative environment. Students will learn basic surgical instrumentation, equipment, and supplies. Students will be required to either pass BLS Healthcare Provider or present a current Healthcare level CPR certification that does not expire before the following September.

ST 125  PRINCIPLES AND PRACTICE OF SURGICAL TECHNOLOGY  
CREDITS:  3  
Student will apply techniques and concepts mastered in the first semester. Students will continue to learn surgical instrumentation, basic, instrument setups, patient draping, safe handing/handling of surgical instrumentation, sharps, and medications, and the proper performance of surgical counts. Students will also participate and demonstrate competence in a variety of simulated procedure based scenarios and interventions in the lab performing both the scrub and circulator role. PREREQUISITES: All first semester health courses.

ST 126  SURGICAL PROCEDURES  
CREDITS:  7  
This course is designed to introduce the students to diagnostic procedures and minor and major procedures in all surgical areas. PREREQUISITES: All first semester health courses.

ST 127  SCIENCE AND TECHNOLOGIES FOR THE SURGICAL TECHNOLOGIST  
CREDITS:  1  
This course introduces the Surgical Technology student to the applications of a wide variety of specialty equipment used in the operating room. The students will also be able to relate the concepts of electricity and physics as they apply to the surgical environment. The impact and uses of robotics in surgery will also be discussed. PREREQUISITES: All first semester health courses.

ST 128  SURGICAL PHARMACOLOGY  
CREDITS:  2  
In this course, students will learn the concepts and practices of pharmacology and anesthesia care in the perioperative environment. PREREQUISITES: All first semester health courses.

ST 135  CLINICAL PRACTICE  
CREDITS:  3  
This course provides clinical practice at local healthcare facilities for the surgical technology student. The student will progressively apply concepts of both the scrub and circulator role, continually building on experiences gained in the clinical setting and the classroom. Students will be under the direction of the clinical instructor and mentored by clinical preceptors provided by the facility. PREREQUISITE: ST 111

ST 136  CLINICAL PRACTICE II  
CREDITS:  6  
Clinical practice 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. PREREQUISITES: All first and second semester health courses.

ST 137  CLINICAL PRACTICE III  
CREDITS:  6  
This is a continuation of ST-136. Clinical Practice III takes place at a healthcare facility. It consists of 240 hours of practice in the perioperative environment. Students will participate in a minimum of 80 surgical procedures in the scrub role. At least 25 of these procedures will be performed independently without assistance from a preceptor. Students will continue to develop skills to an entry level or better for employment as a Surgical Technologist. Students will also be required to sit for the Certifying Exam in Surgical Technology at WDT on a date determined at the beginning of the semester. PREREQUISITES: All first and second semester health courses.

TTT 110  VEHICLE ELECTRICITY AND ELECTRONICS  
CREDITS:  4  
This course is designed to provide the students with knowledge of shop safety while learning the electronics background necessary to understand and diagnose the sophisticated electronic systems of the modern automobile.
TTT 112  VEHICLE ELECTRICITY AND ELECTRONICS LAB
CREDITS: 6
This course is designed to provide the students with knowledge of shop safety while learning hands on vehicle electrical systems. Prerequisites: TTT110 Vehicle Electricity and 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 120  SHOP & PARTS MANAGEMENT
CREDITS: 1
The course is designed to instruct the student in the wholesale and retail automobile parts industry to assess the knowledge and the skills necessary to work competently as a parts specialist. The course will enable the student to possess knowledge about a wide range of vehicle component systems for all makes and models, as well as customer relations, sales, merchandising, vehicle identification, cataloging, and inventory management skills. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

TTT 121  INTRO TO HYBRIDS
CREDITS: 1
In this class, the students will learn the different types of Hybrids, how Hybrids work, precautions and maintenance. PREREQUISITE: TTT 103 VEHICLE ELECTRONICS

TTT 122  CHASSIS WIRING
CREDITS: 1
This course is designed to instruct the student on the diagnosis and repair of common chassis wiring problems. Instruction will include how numerous automobile accessories common to all automobiles function as well as the diagnosis and repair of these systems. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

TTT 125  ENGINE PERFORMANCE
CREDITS: 4
Engine Performance and drivability is a course designed to provide the student with the necessary instruction to diagnose and repair ignition, fuel and emissions related drivability problems.

TTT 126  ENGINE PERFORMANCE LAB
CREDITS: 6
Engine Performance is a course designed to provide the student with the necessary hands on instruction to diagnose and repair ignition, fuel and emissions related drivability problems.

TTT 129  WELDING/EQUIPMENT
CREDITS: 2
This course teaches the student safety procedures and familiarization with MIG set-up operations and welding in flat, horizontal, vertical, and overhead positions. In addition, the use and care of oxyacetylene welding and the cutting torch are covered. PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS and TTT 102 INTRODUCTION TO ELECTRONICS.

TTT 130  PREVENTATIVE MAINTENANCE
CREDITS: 3
This course encompasses the characteristics and benefits of a well-planned maintenance program. This course will cover the tools and procedures needed to perform a proper preventive maintenance inspection (PMI). PREREQUISITE: TTT 100 OCCUPATIONAL SKILLS.

TTT 201  UNDERCAR DIAGNOSIS
CREDITS: 3
The theory of construction, operation and repair of automotive brakes, steering, and suspension systems will be covered in this course. Vehicle alignment theory will also be taught during this course.

TTT 203  HVAC-LIGHT DUTY
CREDITS: 3
HVAC is a course designed to enable the student to understand the principles of the heating, ventilation, and air conditioning systems. The student will use modern equipment for testing and diagnosing related systems.

TTT 204  ENGINE OVERHAUL
CREDITS: 4
Engine Repair is designed to instruct the student in numerous techniques for inspecting and repairing of camshafts, timing mechanisms, blocks, cylinder heads, crank, and piston assemblies. Students will also learn proper disassembly and reassembly techniques associated with modern auto engines. Construction and repair of auto engines are covered in lecture class using the textbook, audio visual aids, models, and handouts. Demonstrations on use of equipment and the procedures used to perform the tasks assigned in the lab will be given during lab time.
TTT 205 UNDERCAR DIAGNOSIS LAB  
CREDITS: 5  
The hands-on construction, operation and repair of automotive brakes, steering, and suspension systems will be covered in this course. Vehicle alignment procedures will also be taught during this course.

TTT 210 UNDERTRUCK DIAGNOSIS  
CREDITS: 3  
The theory of construction, operation and repair of heavy duty vehicle brakes, steering and suspension systems will be covered in this course. Vehicle alignment theory will also be taught during this course.

TTT 211 HEAVY DUTY DRIVE TRAINS  
CREDITS: 4  
This course introduces the basic principles of transmissions, differentials, and drivetrains. Students will understand the operation of all drivetrain components, as well as, the procedure for disassembly repair and the reassembling of each component. Included are how to perform failure analysis and how to troubleshoot drivetrain problems. Additional areas are automatic transmissions, agriculture transmissions and power shift transmissions.

TTT 212 DIESEL ENGINES  
CREDITS: 5  
This course teaches the diagnostic and repair skills necessary for diesel engine work. All of the following areas are covered: diesel engine design, overhaul, tune-up, fuel systems, troubleshooting and repair.

TTT 213 HVAC-HEAVY DUTY  
CREDITS: 3  
This course is designed to teach students basic heating and air conditioning principles. Through a series of job sheets and troubleshooting schematics, they will learn to identify, troubleshoot, and repair heating and air conditioning systems.

TTT 214 CDL TRAINING (CLASS B)  
CREDITS: 3  
This course enables the 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).

TTT 215 HYDRAULICS  
CREDITS: 3  
This course teaches fluids and how they are utilized to transmit energy and force. The maintenance and repair of pumps, actuators, valves, accumulators, cylinders and motors are included. Students will learn how to maintain and service reservoirs, coolers and filters. In addition to maintaining a hydraulic system, they will learn to read hydraulic schematics and troubleshoot hydraulic problems.

TTT 222 LIGHT DUTY DRIVETRAIN  
CREDITS: 4  
This course will teach the theory of construction, operation and repair of automotive automatic and standard transmissions/transaxles, clutches, drive lines and differentials. Theories of hydraulics will also be introduced to get a better understanding of how the internals of an automatic transmission and slave cylinders work.

TTT 223 LIGHT DUTY DRIVETRAIN LAB  
CREDITS: 6  
This course will demonstrate the hands-on construction, operation and repair of automotive and standard transmissions/transaxles, clutches, drive lines and differentials. The hands-on application of hydraulics will also be introduced to get a better understanding of how the internals of an automatic transmission and slave cylinders work.

TTT 240 UNDERTRUCK DIAGNOSIS LAB  
CREDITS: 5  
The hands on construction, operation and repair of heavy duty vehicle brakes, steering, and suspension systems will be covered in this course. Vehicle alignment procedure will also be taught during this course.

TTT 299 INTERNSHIP  
CREDITS: 1-6  
Students will be placed throughout the area in automotive or diesel shops. They will work with different mechanics learning the various methods of repairing engines, drive trains, suspension systems, brake systems hydraulic systems, and electrical systems. PREREQUISITE: ALL PREVIOUS COURSE REQUIREMENTS MUST BE MET.

WDM 110 SHIELDED METAL ARC WELDING  
CREDITS: 3  
Shielded Arc Welding classroom theory and skills training in the lab will allow the student to attain an acceptable level of welding skills. Equipment safety, setup, operation and maintenance, electrode identification, application and metallurgy are covered for the welding of ferrous metals. Surface and fillet welds in all positions along with carbon arc gouging and cutting will be the main focus in this course.
WDM 120  GAS TUNGSTEN ARC WELDING AND CUTTING PROCEDURES  
CREDITS: 4  
Gas Tungsten Arc Welding and Cutting Procedures safety, welding theory, setup and skills training in the welding operations of this process. Students will fusions weld and weld adding filler metal on metal coupons in position. In addition to GTAW welding, students will learn the fundamentals of OFW/C (Oxy Fuel welding/Cutting), CAC (Carbon Arc Cutting), and PAC (Plasma Arc Cutting).

WDM 122  GAS METAL ARC WELDING, FILLET AND SURFACE WELDS  
CREDITS: 3  
Gas Metal Arc Welding classroom theory and skills training in the lab will allow the student to attain an acceptable level of welding skills. This course is designed to provide the student with a technical understanding of wire welding processes, equipment set up, metal transfers and shielding gases. The development of welding procedures to successfully weld various types and thickness of structural steels are stressed. Students will weld fillet welds in all position.

WDM 124  SHIELDED METAL ARC WELDING GROOVED PLATE  
CREDITS: 3  
Shielded Metal Arc Welding classroom theory and skills training in the lab enables the student to attain an acceptable level of welding skills. Students will weld on grooved plate with backing and open root, in and out of position. These welds will be completed on 3/8”-1” thickness metal using E7018 and E6010 electrodes. This may also include some work site internships.  
PREREQUISITE: WDM110 Shielded Metal Arc Welding

WDM 127  MILL AND LATHE OPERATION, MANUAL I  
CREDITS: 3  
Manual mill and manual lathe safety, setup, and operation will be taught in the classroom theory along with lab assignments that will be given to be completed. Students will learn the use of micrometers and calipers to assist the measuring of assigned projects. After safe use and setup instruction students will be assigned projects to complete in both the mill and lathe. This may also include some work site internships.

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

WDM 131  SHIELDED METAL ARC WELDING TESTING  
CREDITS: 3  
This course includes welding qualification testing in the SMAW process in all positions up to 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 140  BLUEPRINT READING AND SOLIDWORKS FUNDAMENTALS  
CREDITS: 3  
This course begins by introducing the student to the components, layout, and interpretation of blueprints and progresses through the fundamentals of using Solid Works as a platform for the solid modeling method of creating digital models and engineering drawings for the manufacturing environment.

WDM 236  PIPE WELDING I  
CREDITS: 3  
The student will be produce quality grooved welds on schedule 40 pipe, 2”-6” diameter utilizing Shielded Metal Arc Welding and Gas Tungsten Arc Welding processes 2G and 5G positions. They will construct pipe joint designs and layouts. Work site internships may be included as part of the training. PREREQUISITES: WDM I or demonstrate by testing to have equivalent welding and machining skills and knowledge.

WDM 237  FLUX CORE ARC WELDING I  
CREDITS: 3  
Flux Core Arc Welding classroom theory and skills training in the lab will allow the student to attain an acceptable level of welding skills. Equipment safety, setup, operation and maintenances, electrode identification, application and metallurgy are covered for the welding of ferrous metals. Surface and fillet welds in all positions along with carbon arc gouging and cutting will be the main focus in this course.
WDM 238  ADVANCED MACHINING I
CREDITS:  3
Developing the students' machining skills through the use of projects designed to introduce more advanced techniques and procedures that build on their basic skills. They will have the opportunity to learn basic CNC concepts and operational procedures in the use of vertical machining centers and horizontal turning centers and to explore some of their own project ideas. Work site internships may be included as part of the training. PREREQUISITE: WDM I or demonstrate by testing to have equivalent welding and machining skills and knowledge.

WDM 246  ADVANCED MANUFACTURING I
CREDITS:  3
Advanced Manufacturing I is based on project design and manufacture by students. Projects may be assigned by the instructor and student projects that the instructor approves. Students will work as team members on some projects and as an individual on other projects. Every project will have CAD drawing, material list, and cost estimating prior to the manufacturing. Students will apply welding and machining skill to complete the manufacturing projects. Worksite internships may be included as part of the training. PREREQUISITES: WDM I

WDM 247  ADVANCED AUTOMATED MANUFACTURING I
CREDITS:  3
Students will learn safe robotic and plasma programming, maintenance and setup to complete the welding or cutting project assignments that will be given. PREREQUISITES: WDM I or demonstrate by testing to have equivalent welding and machining skills and knowledge.

WDM 248  ADVANCED PRODUCTION I
CREDITS:  3
This course is a lab class that lets the student create skills learning activities in the welding and or machining areas that best suit their career paths. Students under the supervision of an instructor must submit a weekly production plan that includes a time line for each of their production activities. They will be expected to complete a summary report of these weekly activities for comparison goals achieved to planned goals. PREREQUISITES: WDM I or demonstrate by testing to have equivalent welding and machining skills and knowledge.

WDM 249  ADVANCED GAS TUNGSTEN ARC WELDING
CREDITS:  3
Students will continue to advance their skills learned in WDM120. Ferrous and non-ferrous coupons and tube joints will be welded in and out of position. PREREQUISITES: WDM120 or demonstrate by testing to have equivalent welding and machining skills and knowledge.