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 recordkeeping function. The course includes the study of Generally Accepted Accounting Principles (GAAP) and the Conceptual Framework, the corporate form as the business entity, preparation of the Statement of Cash Flows, financial statement analysis, introduction to cost accounting, responsibility accounting, cost volume profit analysis, and budgeting. PREREQUISITE: ACCT210 PRINCIPLES OF ACCOUNTING I

ACCT 212   INTERMEDIATE ACCOUNTING I
CREDITS:  4
This course is intended to develop the students’ 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: ACCT211 PRINCIPLES OF ACCOUNTING II

ACCT 213   INTERMEDIATE ACCOUNTING II
CREDITS:  4
This course is intended to develop the students’ understanding of accounting information related to stockholders' equity, including: earnings per share calculations, accounting for investments in securities, revenue recognition, interperiod tax allocation, pensions, leases, and financial statement analysis. PREREQUISITE: ACCT212 INTERMEDIATE ACCOUNTING I

ACCT 215   PAYROLL ACCOUNTING
CREDITS:  3
The students will study payroll accounting, including the reporting formats for the various governments. Manual payroll applications are covered in the course to enhance the student’s job skills. The governmental reporting will include monthly, quarterly, semi-annual, and year-end reports. PREREQUISITE: ACCT210 PRINCIPLES OF ACCOUNTING I

ACCT 218   TAX ACCOUNTING I
CREDITS:  3
This course is the study of federal income tax including the principles of income recognition, the principles of business and non-business expense deductions, and the concept of capital gains and losses. Emphasis is placed on the individual non-business taxpayer. Case problems involve the preparation of individual tax returns and the various supporting schedules. PREREQUISITE: ACCT210 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: ACCT211 PRINCIPLES OF ACCOUNTING II
ACCT 227  EXCEL FOR ACCOUNTING  
CREDITS: 3  
This course develops the use of electronic spreadsheets using Excel in accounting applications. It encourages students to develop spreadsheet formulas for problem solving. Students will create graphs and macros. This encourages the students to develop effective accounting formats in the presentation of financial information. PREREQUISITES: ACCT210 PRINCIPLES OF ACCOUNTING I AND CIS105 MICROCOMPUTER APPLICATIONS I.

ACCT 228  QUICKBOOKS ACCOUNTING  
CREDITS: 3  
This course focuses on the integration of computerized information into the basic accounting process. It provides the link between accounting in a traditional sense and its application in an automated environment. It is designed to develop a working knowledge of Windows-based software packages using QuickBooks or QuickBooks Pro commonly used by business. PREREQUISITE: SUCCESSFUL COMPLETION OF ACCT210 OR APPROVAL OF INSTRUCTOR.

ACCT 280  ETHICS IN ACCOUNTING AND BUSINESS  
CREDITS: 3  
This course is a study of the ethical implications of accounting and managerial decisions. Topics covered include the responsibility of the organization to the individual and society, the role of the individual within the organization, and ethical systems for American business. The course provides an examination and assessment of current American accounting and business practices.

ACCT 290  INTERNSHIP  
CREDITS: 3  
The internship offers students the opportunity to gain experience in an accounting environment and apply what they have learned in the first three semesters of the accounting program. PREREQUISITE: MUST HAVE Satisfactorily completed all the required core courses in the first three semesters and have a GPA of 3.0.

AET 240  INTRODUCTION TO ALTERNATIVE POWER SYSTEMS  
CREDITS: 3  
This course is an introduction to alternative and standby power generation systems. Types of generation and transfer switching techniques will be covered. PREREQUISITÉS: IEL132 ÉLECTRIQUE FUNDAMENTALS AND IEL133 ÉLECTRIQUE FUNDAMENTALS LAB.

AET 242  ELECTRICAL CODE STUDY FOR ALTERNATIVE ENERGY  
CREDITS: 1  
This is a code course designed to familiarize students with the National Electrical Code. It deals with commercial and industrial wiring standards with heavy emphasis on the articles that deal with solar, wind, and communications systems. During this course, the student will become accustomed to using the National Electrical Code and the articles that apply to alternative energy systems. PREREQUISITE: IEL122 ELECTRICAL CODE STUDY I.

AET 245  ELECTRONIC CONTROLS  
CREDITS: 1  
This course is an introduction to electronic control systems that include electromechanical, control processor, and feedback systems. The course will cover the basic concepts of control systems including sensors, mechanical concepts, switching devices, actuators, and digital controls. PREREQUISITÉS: IEL132 ÉLECTRIQUE FUNDAMENTALS AND IEL133 ÉLECTRIQUE FUNDAMENTALS LAB.

AET 246  ELECTRONIC CONTROLS LAB  
CREDITS: 1  
This course is a laboratory course to accompany the 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. PREREQUISITÉS: IEL132 ÉLECTRIQUE FUNDAMENTALS AND IEL133 ÉLECTRIQUE FUNDAMENTALS LAB.

AET 248  WIND AND SOLAR POWER SYSTEMS THEORY  
CREDITS: 3  
An introduction to wind and solar power generation will cover installation, troubleshooting, and connection to existing power systems. PREREQUISITÉS: IEL132 Electrical Fundamentals, IEL133 Electrical Fundamentals Lab.
AET 249  WIND AND SOLAR POWER SYSTEMS LAB  CREDITS:  3
An introduction to wind and solar power generation will cover installation, troubleshooting, and connection to existing power systems. PREREQUISITES: IEL132 ELECTRICAL FUNDAMENTALS AND IEL133 ELECTRICAL FUNDAMENTALS LAB.

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

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

BUS 120  PRINCIPLES OF MARKETING  CREDITS:  3
This course will give students training in the study of the principles, methods, and problems of marketing. This includes markets, pricing, distribution, structure, products, and promotional activities. PREREQUISITE: BUS101 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: BUS120 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 WEBSITE DEVELOPMENT FOR BUSINESS.

BUS 160  PRINCIPLES OF SELLING  
CREDITS:  3  
Students will learn the art of selling. In addition, negotiation and persuasion strategies are studied and practiced. It is important to note that in business one is continually “selling” oneself, so this class can benefit anyone who is trying to succeed in business. Instructional methods include lecture, role-playing, group processing, outside guest lecturers, and films.

BUS 200  OFFICE PROCEDURES  
CREDITS:  3  
This course will give students seeking entry-level office professional positions or students who are transitioning to a higher level career a comprehensive study in the dynamics of the modern day workplace. Instruction and activities target new technology and build communication and human relation skills. Emphasis on critical thinking, creative problem solving, and professional development will prepare students for challenges they will face in today's global marketplace.

BUS 205  SOCIAL MEDIA MARKETING  
CREDITS:  3  
Social media has revolutionized the marketing landscape and how businesses connect and interact with customers. Explore the ever-changing world of social media marketing through case studies, discussions, and exercises. Learn the history of social media, how it has grown into the phenomenon it is today, and what that means for businesses and marketing. Identify and discover various social media marketing tools and learn how to effectively integrate them into the marketing mix.

BUS 210  SUPERVISORY MANAGEMENT  
CREDITS:  3  
This course is designed to give students instruction in the areas of employee supervision. Students will learn to supervise production and performance. Students will also work in the area of small and large group supervision.

BUS 215  SEARCH ENGINE MARKETING  
CREDITS:  3  
Explore and apply search engine marketing fundamentals such as search engine optimization, pay-per-click, link development, and other tactics that can improve the search engine performance of any website. Create webpages that are search engine friendly and meet the needs of customers. Learn how to evaluate search engine marketing efforts and make tactical adjustments to improve results.

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

BUS 225  RETAIL MANAGEMENT  
CREDITS:  3  
This course studies retailing with emphasis on the development of retail institutions, store management, merchandising, contemporary problems, and current trends of retailers in today’s business environment. PREREQUISITE: BUS101 INTRODUCTION TO BUSINESS

BUS 226  PERSONAL INVESTMENTS  
CREDITS:  2  
This course is an introductory course designed to help students gain a better understanding of the basic theories, instruments, environments, and practical techniques associated with personal investment decisions. Upon completion of this course, students will be better prepared to make sound personal investment decisions.
BUS 227 WRITING FOR SOCIAL MEDIA MARKETING
CREDITS: 3
Effective social media marketing efforts require a unique copywriting approach. Discover why social media writing needs to be different and how effective writing changes how customers interact with businesses. Learn about appropriate writing tone and how to achieve a writing style that increases engagement and return traffic. Use case studies, examples, and hands-on writing projects to understand and apply effective social media writing techniques.

BUS 233 SMALL BUSINESS ENTREPRENEURSHIP
CREDITS: 3
This course familiarizes students with the concept of entrepreneurial spirit while providing them with an understanding of the skills necessary to manage a small business. Students develop a business plan and oral presentation for a new business. PREREQUISITES: BUS101 INTRODUCTION TO BUSINESS AND ACCT210 PRINCIPLES OF ACCOUNTING I.

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

BUS 250 SOCIAL MEDIA MARKETING CAMPAIGN
CREDITS: 3
In this capstone course, create and implement a social media marketing campaign for an actual business or organization. Use business, marketing, and social media principles and tactics to select a client, assess the client’s needs, evaluate the market, and construct a sound social media campaign. During the campaign, use available metrics and data to evaluate the effectiveness of the campaign.

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

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

CAD 111 ARCHITECTURAL DRAFTING I
CREDITS: 3
This course is an introduction to architectural drafting and design. Students will build on their knowledge of residential construction and learn to apply that knowledge toward the development of residential construction documents which conform to code requirements, industry standards, and proper drafting techniques. PREREQUISITES: CAD132 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. PREREQUISITE: 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: CAD232 MECHANICAL
PRINCIPLES AND CAD234 MECHANICAL PRINT READING.

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

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

CAD 215  LIGHT COMMERCIAL CONSTRUCTION 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 mechanical and electrical requirements, safe practices, introduction to the National Electrical
Code (NEC), mechanical and electrical symbols, and basic concepts. PREREQUISITE: CAD140 ADVANCED
2D CAD.

CAD 221  MECHANICAL DIMENSIONING
CREDITS:  3
This course covers a working knowledge and application of proper dimensioning techniques for engineering
drawings following the ASME Y14.5 dimensioning standards. PREREQUISITE: CAD202 MECHANICAL
DRAFTING.

CAD 222  PRINCIPLES OF COMMERCIAL THEORY II
CREDITS:  3
This course continues the exploration into concepts of commercial construction theory. Emphasis is placed on
methods, materials, and terms that are used in the commercial construction industry including advanced concepts
in door, window, cladding, floor, and ceiling construction. PREREQUISITE: CAD203 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: CAD111 ARCHITECTURAL DRAFTING I.
CAD 240  3D ARCHITECTURAL DESIGN  
CREDITS: 3  
This course continues the application of architectural design concepts and adapts them to the use of 3D Building Information Modeling (BIM). Students will apply their acquired skills and knowledge toward the development of functional designs and construction documents using the latest version of the appropriate 3D applications.  
PREREQUISITES: CAD255 INTRODUCTION TO 3D CAD AND CAD237 ARCHITECTURAL DRAFTING II  

CAD 242  COMPUTER AUTOMATED MANUFACTURING  
CREDITS: 2  
This course covers a working knowledge and application of computer-automated manufacturing.  
PREREQUISITE: CAD 255 INTRODUCTION TO 3D CAD.  

CAD 244  3D ENGINEERING DESIGN  
CREDITS: 3  
This course covers advanced features of parametric solid modeling including the concepts of parts, assemblies, drawings, sheet metal design, and animation.  
PREREQUISITE: CAD202 MECHANICAL DRAFTING AND CAD255 INTRODUCTION TO 3D CAD.  

CAD 250  INTRODUCTION TO MAPPING/GPS  
CREDITS: 2  
This course covers principles of reading and using maps with industry standard technologies including Global Positioning Systems (GPS). Proper techniques of gathering usable mapping coordinates for Geographical Information Systems (GIS) will be emphasized.  

CAD 251  INTRODUCTION TO GIS  
CREDITS: 3  
This course introduces principles and applications of Geographic Information Systems (GIS) using ArcGIS software. Students will develop skills in manipulating geographic data and representing this data through various informational mapping techniques. PREREQUISITE: CAD250 INTRODUCTION TO MAPPING/GPS.  

CAD 252  INTRODUCTION TO SURVEYING  
CREDITS: 3  
This course exposes students to basic field surveying techniques and related office procedures. COREQUISITE: CAD 250 INTRODUCTION TO MAPPING/GPS.  

CAD 255  INTRODUCTION TO 3D CAD  
CREDITS: 3  
This course introduces industry standard 3D CAD applications in both the architectural and mechanical fields. The architectural portion of the course covers the basics of parametric modeling with BIM (Building Information Modeling) software. The mechanical portion of the course covers the basics of parametric 3D modeling including the concepts of parts, assemblies, and drawings. PREREQUISITE: CAD140 ADVANCED 2D CAD.  

CAD 299  INTERNSHIP  
CREDITS: 2  
Work in a professional office for a minimum of 80 hours to gain computer aided drafting experience. The internship will be directly related to the drafting field and approved by the instructor. PREREQUISITE: CAD140 ADVANCED 2D CAD.  

CAR 216  BLUEPRINT READING  
CREDITS: 2  
This course addresses the need to accurately read and interpret technical drawings. Students will become familiar with the various symbols, abbreviations, and terms associated with a standard set of construction documents and learn to navigate these drawings to accurately determine design intent.  

CHEM 106  CHEMISTRY SURVEY  
CREDITS: 3  
A one-semester survey of chemistry. Not intended for those needing an extensive chemistry background. Introduction to the properties of matter, atomic structure, bonding, stoichiometry, kinetics, equilibrium, states of matter, solutions, and acid-base concepts. PREREQUISITE: MATH101 OR HIGHER.
CHEM 106L CHEMISTRY SURVEY LAB  
CREDITS:  1  
Laboratory designed to accompany CHEM 106.

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

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

CIS 105  MICROCOMPUTER SOFTWARE APPLICATIONS I  
CREDITS:  3  
This course is an introductory course in software applications, which includes basic technical concepts, as well as, hands-on experience. The utility of the computer is demonstrated by introducing Windows, word processing, spreadsheet, database, and presentation software to the student.

CIS 125  A+ HARDWARE/SOFTWARE  
CREDITS:  6  
A+ Hardware/Software lays a foundation of the basic information required to assemble a computer and troubleshoot problems that occur. Students will learn how to properly install, configure, upgrade, troubleshoot, and repair PC hardware and software. The course will help prepare the student to pass the CompTIA A+ certification exam to become a certified computer service technician and pursue a future career in IT technology or simply be equipped with the knowledge of how a computer works.

CIS 126  CISCO ACADEMY/NETWORKING TECHNOLOGIES I  
CREDITS:  3  
This course is the first of the four courses leading to the Cisco Certified Network (CCNA) certification. The course focuses on network terminology and protocols, Open System Interconnection (OSI) models, cabling, cabling tools, routers, Ethernet, Internet Protocol (IP) addressing, and network standards and design. Basic small office/home networks will be addressed, including wireless and security configurations. PREREQUISITES: CIS125 A+ HARDWARE/SOFTWARE AND CIS225 DATABASES OR INSTRUCTOR APPROVAL.

CIS 127  CISCO ACADEMY/NETWORKING TECHNOLOGIES II  
CREDITS:  3  
This course is the second of the four courses leading to the Cisco Certified Network (CCNA) certification. Students will develop skills on initial router configuration, Cisco IOS software management, routing protocol configuration, TCP/IP, and security and disaster recovery. PREREQUISITE: CIS126 CISCO ACADEMY/NETWORKING TECHNOLOGIES I.

CIS 128  CISCO ACADEMY/NETWORKING TECHNOLOGIES III  
CREDITS:  3  
This course is the third of the four courses leading to the Cisco Certified Network (CCNA) certification. In this course the student will assemble switching devices while using switching technology on the LAN side of a network. Students will also produce a wireless network using wireless technology points. PREREQUISITES: CIS127 CISCO ACADEMY/NETWORKING TECHNOLOGIES II.

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

CIS 130  INTRODUCTION TO 10-KEY  
CREDITS:  1  
Ten-Key Mastery is a course that is designed to teach the numeric keypad with speed and accuracy using industry standards for data entry. Proficiency on three employment tests used by three large interstate corporations helps the student meet employment standards.
CIS 135 CISCO ACADEMY/NETWORKING TECHNOLOGIES IV
CREDITS: 3
This course is the fourth of the four courses leading to the Cisco Certified Network (CCNA) certification. In this course the student will evaluate current WAN technologies and network services that are required by enterprise networks. PREREQUISITE: CIS128 CISCO ACADEMY/NETWORKING TECHNOLOGIES III.

CIS 211 LINUX OPERATING SYSTEMS
CREDITS: 3
In this course, the student will learn about the Linux file system and use a Linux operating system as a standalone system. PREREQUISITE: CIS225 DATABASES

CIS 213 NETWORKING USING WINDOWS SERVER
CREDITS: 3
This course features Windows Server as the local area network operating system and provides hands-on tutorials for the student to plan and implement Windows Server. The study includes an introduction to configuring protocols such as TCP/IP and continues with how to configure name resolution and vital services such as DNS, WINS, DHCP, and IP Sec. The course also emphasizes Active Directory configuration. PREREQUISITE: CIS129 WINDOWS OPERATING SYSTEMS.

CIS 215 NETWORK DESIGN AND VIRTUALIZATION
CREDITS: 3
Students will design a virtualized computer network to be integrated into a networked environment. PREREQUISITES: CIS126 CISCO ACADEMY/NETWORKING TECHNOLOGIES I AND CIS213 NETWORKING USING MICROSOFT WINDOWS SERVER.

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

CIS 218 LINUX SERVER
CREDITS: 3
In this course, the student will integrate a Linux-based operating system as a standalone server or as a domain server within a MS Windows-based network. PREREQUISITE: CIS211 LINUX OPERATING SYSTEMS

CIS 220 NETWORK SECURITY I
CREDITS: 3
In this course, the student will analyze the security risks of a network and be able to design options to mitigate those vulnerabilities. PREREQUISITE: CIS213 NETWORKING USING MS WINDOWS SERVER OR APPROVAL OF INSTRUCTOR.

CIS 225 DATABASES
CREDITS: 3
This course introduces students to database creation, manipulation, and the Structured Query Language (SQL). PREREQUISITE: CIS213 NETWORKING USING WINDOWS SERVER (May be taken concurrently.)

CIS 227 HETEROGENEOUS NETWORKS
CREDITS: 3
Students will integrate different network technologies into a functioning network environment. PREREQUISITE: CIS211 LINUX OPERATING SYSTEMS.

CIS 230 COMPUTER FORENSICS
CREDITS: 3
Students will inspect digital evidence, analyze the data, and validate the analysis. PREREQUISITES: CIS126 INTRODUCTION TO PROGRAMMING AND CIS213 NETWORKING USING WINDOWS SERVER.

CIS 235 NETWORK SECURITY II
CREDITS: 3
Students will assemble switching devices while using switching technology on the LAN side of a network. Students will also produce a wireless network using wireless technology points. PREREQUISITE: CIS220 NETWORK SECURITY I
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:  0 (Offered through Corporate Education Center at WDT)
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 and proper set-up and use of MIG welders to weld on light sheet metal. In addition, the course will teach safe 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’s vehicles.

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

CRT 125  PAINT DEFECTS-CAUSES AND CURES WITH FINAL DETAILING
CREDITS:  4
This course will teach the students to visually identify and correct paint problems in the finish of a vehicle and teach students how to inspect and detail a vehicle for delivery to customer after repairs. The students 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 students advanced panel preparation for refinishing processes. PREREQUISITE: CRT129 PANEL PREPARATION.

CRT 218 ADVANCED REFINISHING
CREDITS: 5
This course will teach the students blending, tinting, two-tone, and tri-coat application techniques. PREREQUISITES: CRT123 REFINISHING PROCEDURES AND APPLICATION, CRT125 PAINT DEFECTS CAUSES AND CURES, AND 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: CRT 110 SHOP ORIENTATION, MAINTENANCE, AND SAFETY AND CRT 113 COLLISION REPAIR WELDING.

CRT 225 FRAME AND BODY REALIGNMENT
CREDITS: 4
In this course, the students will learn how to assess the frame and body damage and determine the correct procedure for the repair while following safety precautions around the frame equipment.

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

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

ED 105 MENTORSHIP
CREDITS: 1
Mentorship is intended for Western Dakota Technical Institute faculty who are working toward their first post-secondary credential with the State of South Dakota through the Office of Career and Technical Education. The course will include various topics such as advising, exam writing, managing difficult students, assessment, etcetera to help the faculty member to be a successful instructor.

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

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

ED 108 ONLINE TEACHING BASICS
CREDITS: 1
This class will cover online teaching basics for instructors who wish to teach online courses at WDT but who do not want to create the course.

EET 125 RECORDS COMPUTATION
CREDITS: 2
This course will expose students to basic water resources record computation techniques and office procedures. The course will focus on the compilation of data into a viable format to meet objectives. Students will be involved in exercises both in the classroom and the field using various water resource record keeping parameters while being introduced to the problems and challenges encountered in this profession. Students will be exposed to numerous Internet and specific computer software programs related to both professional and public access to complete documentation.
ELT 217  COMPUTER HARDWARE INSTALLATION & TROUBLESHOOTING
CREDITS:  4
This course will provide a basic understanding of how personal computers work and provide an opportunity for
students to obtain the knowledge and skills necessary to service PC hardware and supported peripherals. Upon
conclusion of this course, students will be able to understand basic components of computer hardware systems,
as well as upgrading and troubleshooting computers. PREREQUISITES: IEL132 ELECTRICAL
FUNDAMENTALS AND IEL133 ELECTRICAL FUNDAMENTALS LAB.

EMR 106  EMERGENCY MEDICAL RESPONDER
CREDITS:  3
Students will be instructed in cardiopulmonary resuscitation and emergency cardiac care in accordance with the
American Heart Association and Emergency Medical Responder which is consistent with the National Registry
Certification set by the Department of Transportation guidelines.

EMT 105  EMERGENCY MEDICAL TECHNICIAN
CREDITS:  6
Students will be instructed on all aspects of emergency medical care at the Emergency Medical Technician level
in accordance with the National Registry and the Department of Transportation guidelines. PREREQUISITES:
AHA HEALTHCARE PROVIDER CPR ICS 100 AND 200; NIMS 700.

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

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

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

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

ENGL 202  TECHNICAL COMMUNICATIONS
CREDITS:  3
Students will prepare and deliver professional oral and written communications required in the workplace.
PREREQUISITE: ENGL101 COMPOSITION OR ENGL201 TECHNICAL WRITING I

ENGL 203  TECHNICAL WRITING II
CREDITS:  3
This course instructs students in reading critically and writing clearly, correctly, and persuasively. Students will
study principles of grammar, rhetoric, and logic in order to analyze and compose text effectively. This includes
work on personal, expository, and research essays.

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

FET 103  INTRODUCTION TO ENVIRONMENTAL SCIENCES
CREDITS:  4
This course is a study of environmental interactions, including population and cultural problems, resource
utilization, and impacts upon biotic systems. Material is presented to enable students to better understand and
evaluate contemporary environmental problems and the application of science to their solutions.
FET 106  INTRODUCTORY FIELD METHODS  
CREDITS:  3  
This course introduces the field techniques used in environmental site assessment, groundwater monitoring, and groundwater testing and includes soil water sampling, groundwater sampling, water quality testing, and water level monitoring. Students will explore topics of geophysical surveying, water well installation, piezometer installation, and techniques to determine the direction of groundwater flow.

FET 110  SOILS TESTING  
CREDITS:  3  
This course covers the actual hands-on performance of laboratory and field tests on soils used for the construction of civil engineering projects. Most of the course is devoted to the lab and field procedures along with the necessary measurements, calculations, and reports required for an accurate soil analysis.  
PREREQUISITE:  FET103 INTRODUCTION TO ENVIRONMENTAL SCIENCES.

FET 111  ENVIRONMENTAL GEOLOGY  
CREDITS:  3  
This course introduces geology as it relates to human activities and is designed for both non-science majors and students interested in environmental careers. The course emphasizes geologic hazards including earthquakes, volcanic eruptions, flooding, mass movements, and pollution of water and soil resources. It also examines waste disposal along with related topics in medical geology and environmental law.

FET 200  PRINCIPLES OF WATER RESOURCES  
CREDITS:  3  
This course will provide students a basic knowledge of the underlying principles of hydrology. In addition to an introduction to surface water hydrology, this course also introduces students to the basic concepts of groundwater hydrology. Other topics explored in some detail include the hydrologic cycle, dams, federal water agencies and their responsibilities, an introduction to drinking water and waste water treatment, water use conflicts, and emerging water issues. PREREQUISITES: FET103 INTRO TO ENVIRONMENTAL SCIENCES, FET102 ENVIRONMENTAL INSTRUMENTATION, AND MATH101 INTERMEDIATE ALGEBRA OR EQUIVALENT.

FET 202  WATER QUALITY  
CREDITS:  3  
Chemical and physical factors involved in evaluating water quality are examined with emphasis on water quality deterioration from landfills, underground storage tanks, and hazardous waste. Sampling techniques of groundwater, soil, surface water, quality assurance, quality control, and data processing techniques are included. Field exercises to acquire water quality data and to service data gathering equipment will be conducted. Safety procedures are stressed. PREREQUISITES: FET103 INTRO TO ENVIRONMENTAL SCIENCES OR FET106 INTRODUCTORY FIELD METHODS AND FET110 SOILS TESTING, CHEM106 CHEMISTRY SURVEY, CHEM106L CHEMISTRY SURVEY LAB, MATH101 INTERMEDIATE ALGEBRA OR EQUIVALENT.

FETE 204  ENVIRONMENTAL REGULATIONS  
CREDITS:  2  
This course presents an overview of the regulations that are related to environmental protection, including OSHA regulations, Clean Air Act, SARA, RCRA, and similar regulations. This course also provides an awareness of why the regulations exist, how they are enforced, penalties for noncompliance, and practical experience in interpretation of the regulations.
FETE 222   INTRODUCTION TO WASTEWATER TECHNOLOGIES  
CREDITS: 3  
This course provides an introduction to the causes of water pollution, the reasons for treating polluted waters, and the fundamentals of wastewater treatment. Students will study the basic principles of treatment plant operation and the processes commonly used in pollution control facilities. Investigation of terms, mathematics, and problem-solving techniques commonly used by wastewater treatment personnel will be included.

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

FFP 103   PARAMEDIC PREPARATORY I  
CREDITS: 8  
This course consists of introduction to pre-hospital care, well-being of the paramedic, EMS systems, role and responsibilities of the paramedic, illness and injury prevention, ethics in pre-hospital care, general pathophysiology, general principles of pharmacology, medication administration, anatomy and physiology, and medical terminology. PREREQUISITE: EMT105 EMERGENCY MEDICAL TECHNICIAN

FFP 105   PARAMEDIC PREPARATORY II  
CREDITS: 2  
This course consists of therapeutic communications, life span development, airway management, and ventilation. PREREQUISITES: CPR CARD AND FFP103 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 AND FFP103 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 AND FFP110 PARAMEDIC ASSESSMENT.

FFP 200   PARAMEDIC MEDICAL  
CREDITS: 5  
This course consists of neurology, endocrinology, allergies and anaphylaxis, gastroenterology, urology, environmental, toxicology, infectious and communicable diseases, hematology, gynecology, obstetrics, behavioral/psychiatric emergencies, and advanced medical life support. PREREQUISITES: CPR CARD AND FFP115 PARAMEDIC CARDIOLOGY.

FFP 205   PARAMEDIC SPECIAL OPERATIONS I  
CREDITS: 4  
This course consists of neonatology, pediatric life support, and neonatal resuscitation program. PREREQUISITES: CPR CARD AND FFP200 PARAMEDIC MEDICAL.

FFP 215   PARAMEDIC SPECIAL OPERATIONS II  
CREDITS: 5  
This course consists of pre-hospital trauma life support, geriatrics, abuse, assault, patients with special challenges, acute interventions in chronic care, assessment-based management, emergency vehicle operations, ambulance operations and NREMT skill practice. PREREQUISITES: CPR CARD AND FFP205 PARAMEDIC SPECIAL OPERATIONS I.
FFP 297  PARAMEDIC CLINICAL III  
CREDITS:  8  
The student will start with the clinical observation hours to include rotations in the neonatal intensive care unit, OB department, pediatric department, intensive care unit, and ambulance field internship. PREREQUISITES: CPR CARD AND FFP299 PARAMEDIC CLINICAL II.

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 airway related topics. The rotation also includes observation in the laboratory in drawing blood samples, processing the samples, and 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 AND FFP103 PARAMEDIC PREPARATORY I. COREQUISITES: FFP105 PARAMEDIC PREPARATORY II AND 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 AND FFP298 PARAMEDIC CLINICAL. COREQUISITES: FFP200 PARAMEDIC MEDICAL AND FFP205 PARAMEDIC SPECIAL OPERATIONS I.

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-including the Red Card Pack Test-are achieved.

FFT 110  BUILDING CONSTRUCTION  
CREDITS:  3  
The student will study various construction methods, as well as building materials and systems. The effect fire will have on given structures will be emphasized. PREREQUISITE: FFT120 STRUCTURE FIREFIGHTER

FFT 111  FORESTRY  
CREDITS:  3  
This course will focus on the wildland ecosystems of the Great Plains and Black Hills. It will provide a foundation for further study of management for fire protection and wild land fire behavior.
FFT 116  HAZARDOUS MATERIALS OPERATIONS 
CREDITS:  3  
Hazardous materials recognition, operations at incidents involving the release of hazardous materials, and the role of emergency response agencies will be covered. This course will meet the EPA/OSHA and NFA requirements for operations level certification. PREREQUISITES: FFT120 STRUCTURE FIREFIGHTER AND/OR FFT 100 WILDLAND FIREFIGHTER I.

FFT 118  HAZWOPER CERTIFICATION 
CREDITS:  2  
Hazardous materials recognition, operations at incidents involving the release of hazardous materials and the role of emergency response agencies will be covered. This course will meet the EPA/OSHA requirements for operations level certification.

FFT 120  STRUCTURAL FIREFIGHTER 
CREDITS:  8  
This course is an introduction to the history, organization, and operation of a fire department; fire science and the basic fire suppression techniques will be covered; the proper use of firefighter protective clothing and breathing apparatus will be taught to the current standards of NFPA 1001 Firefighter I.

FFT 203  FIREFIGHTER FITNESS TESTING 
CREDITS:  1  
The student will train to complete the Red Card Pack Test, the Firefighter Combat Challenge Test, and the CPAT test for meeting the hiring requirements of municipal and wildland fire departments.

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 wildland fire environment will be covered. PREREQUISITE: FFT100 WILDLAND FIREFIGHTER I.

FFT 209  EMERGENCY VEHICLE OPERATIONS COURSE (EVOC) 
CREDITS:  1  
This class covers basic knowledge and skills required 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 DRIVER’S LICENSE.

FFT 210  WILDLAND FIREFIGHTER II 
CREDITS:  2  
Instruction continues from Wildland Firefighter I with the presentation of NWCG courses S-211 (Portable Pumps) and S-212 (Saws). PREREQUISITE: FFT100 WILDLAND FIREFIGHTER I.

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

FFT 218  STRATEGY & TACTICS 
CREDITS:  3  
This course covers basic fire suppression attack strategies and tactics and incident management systems. Emphasis will be on firefighter safety and risk reduction. PREREQUISITE: FFT100 WILDLAND FIREFIGHTER I OR FFT120 STRUCTURE FIREFIGHTER.
FFT 222   ADVANCED WILDLAND FIREFIGHTER  
CREDITS:  3  
The NWCG courses S-290 (Intermediate Fire Behavior), S-270 (Air Operations) and S-131 (Advanced  
Firefighter/Squad Boss) will be presented. PREREQUISITE: FFT100 WILDLAND FIREFIGHTER I.

FFT 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 includes the proper wearing of the  
uniform and basic entry-level firefighter roles and responsibilities. PREREQUISITES: FFT100 WILDLAND  
FIREFIGHTER I OR EQUIVALENT AND FFT120 STRUCTURAL FIREFIGHTER.

FFT 299   INTERNSHIP  
CREDITS:  6  
This course is designed to give students the opportunity to apply their skills while working with trained  
professional firefighters assigned to shift work at a staffed fire station and to apply their skills while working in  
structure, wildland, and fire prevention settings. Students will learn the daily duties and responsibilities of  
working at a professional fire station. Students will be expected to perform the daily duties of a firefighter.  
Students may respond to emergencies and incidents as a crew member assigned to an apparatus. Students will be  
expected to work 8-to 12-hour shifts on a rotating shift schedule of one day on and two days off that may include  
weekends. PREREQUISTES: FFT100 WILDLAND FIREFIGHTER I AND FFT120 STRUCTURAL  
FIREFIGHTER.

HC 114   ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS  
CREDITS:  3  
Students will gain an introductory understanding of the structure and function of the human body. This course  
emphasizes concepts essential for student success in health program curriculum as well as in practical, work-  
related environments.

HC 135   MEDICAL LAW AND ETHICS  
CREDITS:  2  
This course introduces the student to the legal principles and ethical issues affecting all healthcare professionals  
today.

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 healthcare settings.

HC 200   PHARMACOLOGY FOR HEALTHCARE  
CREDITS:  3  
This course will cover the knowledge of common medications, usage, and safety associated with them. Lab time  
will include the proper administration of medications.

HC 205   PROFESSIONALISM IN HEALTHCARE  
CREDITS:  1  
Although hands-on technical skills remain a high priority in the healthcare field, good character, a strong work  
ethic, and personal/professional traits and behaviors are increasingly important. This course covers the  
professional standards that apply to all healthcare workers and the shared responsibility to provide the highest  
quality of healthcare services. Emphasis is placed on professionalism, communication, attitude, behaviors,  
extpectations, and appearance. PREREQUISITE: REGISTRATION IN FINAL SEMESTER OF STUDY ONLY  
UNLESS APPROVED BY THE LEAD INSTRUCTOR OF THE PROGRAM.
HC 213 MEDICAL TERMINOLOGY I
CREDITS: 3
Students will be taught the basic techniques of medical word building. These techniques will be applied to acquire an extensive medical vocabulary. The course introduces students to medical terms relating to the anatomy and physiology of body systems, pathology, diagnosis, medical treatments, and procedures.

HC 215 MEDICAL TERMINOLOGY II
CREDITS: 3
This course is a continuation of Medical Terminology I. Medical terminology is a special vocabulary that is needed in order to communicate with other healthcare professionals. PREREQUISITE: HC213 MEDICAL TERMINOLOGY I.

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

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

HUC 137 HEALTH UNIT COORDINATING LAB AND CLINICAL
CREDITS: 4
In the laboratory portion, the student utilizes knowledge and practices health unit coordinating skills and procedures in a simulated work environment. The clinical element of this course provides the HUC/PCT students the opportunity to apply the skills and knowledge obtained from the classroom environment to the clinical setting while under the guidance of a preceptor and the course instructor. PREREQUISITE: HUC101 INTRODUCTION TO HEALTH UNIT COORDINATING.

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

IEL 122 ELECTRICAL CODE STUDY I
CREDITS: 3
This course deals with commercial and industrial wiring standards with heavy emphasis on the National Electrical Code. Electrical services are studied in more depth, grounding and bonding are emphasized, and wiring methods for several types of locations are studied. PREREQUISITE: IEL130 INTRODUCTION TO ELECTRICAL WIRING.

IEL 123 INDUSTRIAL DATA COMMUNICATION
CREDITS: 2
This course will cover the operation and installation of data communication cabling systems. Students will be introduced to telephone and video system operation and cable installation. In addition, an introduction to networking is given with special emphasis on cabling and fiber optics. This course is designed to prepare the industrial electrician for the ever-increasing demand for installation of cabling systems in residential, commercial, and industrial projects. PREREQUISITES: IEL132 ELECTRICAL FUNDAMENTALS AND IEL133 ELECTRICAL FUNDAMENTALS LAB.

IEL 129 INTRODUCTION TO ELECTRICAL WIRING LAB
CREDITS: 1
This is a lab course intended to accompany the IEL 130 – Introduction to Electrical Wiring course. Through actual hands-on experiments on developed trainers in the lab, the student will be able to reinforce the concepts learned in IEL130. PREREQUISITES: CPR CARD, IEL132 ELECTRICAL FUNDAMENTALS AND IEL133 ELECTRICAL FUNDAMENTALS LAB.
IEL 130 INTRODUCTION TO ELECTRICAL WIRING
CREDITS: 2
This course is designed to emphasize the importance of safety and to provide a foundation for practical electrical wiring. Information included begins with a general introduction of the National Electrical Code and laws pertaining to electrical licensing and installation. Theory and lab experience are used in the study of residential wiring principles and common residential circuit hookups. PREREQUISITES: CPR CARD, IEL132 ELECTRICAL FUNDAMENTALS AND IEL133 ELECTRICAL FUNDAMENTALS LAB.

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

IEL 133 ELECTRICAL FUNDAMENTALS LAB
CREDITS: 7
This course addresses the lab study of AC, DC, solid state, series, parallel, series-parallel, inductance, and capacitance. Measuring basic quantities using a VOM and the oscilloscope and analyzing and troubleshooting circuits are included. Voltages and currents are measured to demonstrate circuit characteristics.

IEL 135 BASIC ELECTRICAL MATERIALS AND DEVICES
CREDITS: 1
This course is designed to cover essential electrical materials, identify the industry's commonly used materials, and understand its terminology. PREREQUISITES: IEL132 ELECTRICAL FUNDAMENTALS AND IEL133 ELECTRICAL FUNDAMENTALS LAB.

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

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

IEL 211 ELECTRICAL MOTOR CONTROL
CREDITS: 3
This course is intended to familiarize the student with motor control theory from very basic concepts to much more complicated circuits. This course is intended to be taken concurrently with IEL 216 – Motor Control Lab. PREREQUISITES: IEL223 ELECTRICAL MOTOR LAB AND IEL226 ELECTRICAL MOTOR FUNDAMENTALS AND MAINTENANCE.

IEL 213 ELECTRICAL HEATING AND APPLIANCES
CREDITS: 2
This course will provide the student with an understanding of electrical heat and electrical heating control circuits. Installation, maintenance, and troubleshooting of electrical heating systems are an important component of an industrial electrician's career. This course will also introduce the student to air conditioning and heat pump operation as well as the essentials needed to understand control systems on gas and oil heating systems. PREREQUISITES: IEL132 ELECTRICAL FUNDAMENTALS AND IEL133 ELECTRICAL FUNDAMENTALS LAB.

IEL 214 ELECTRICAL CODE STUDY II
CREDITS: 2
This course deals with commercial and industrial wiring standards with heavy emphasis on the National Electrical Code. Electrical services are studied in more depth, grounding and bonding are emphasized, and wiring methods for several types of specific locations are studied. PREREQUISITES: IEL12 ELECTRICAL CODE STUDY I.
IEL 216  ELECTRICAL MOTOR CONTROL LAB  
CREDITS:  2  
This course utilizes a hands-on approach to learning motor control circuit wiring. The student will complete the control wiring of sample circuits using the developed trainers in the lab. This hands-on experience greatly helps the student in retaining the information that is presented in the IEL211-Electrical Motor Control course.  
PREREQUISITES: IEL130 INTRODUCTION TO ELECTRICAL WIRING, IEL226 ELECTRICAL MOTOR FUNDAMENTALS AND MAINTENANCE, AND IEL223 ELECTRICAL MOTOR FUNDAMENTALS AND MAINTENANCE LAB. CO-REQUISITE: IEL211 ELECTRICAL MOTOR CONTROL.

IEL 218  WIRING LAB I  
CREDITS:  3  
The purpose of this course is to provide the student with the basic skills and technical knowledge required to enter the electrical construction field as an inside wire person. The course activities provide varied applications of practical job and shop practices and experience in the use of an electrician's tools and equipment. Actual on-the-job training is obtained through the rough-in wiring of WDT projects. PREREQUISITES: IEL129 INTRODUCTION TO ELECTRICAL WIRING LAB AND IEL130 INTRODUCTION TO ELECTRICAL WIRING.

IEL 220  WIRING LAB II  
CREDITS:  3  
This course is a study of the National Electrical Code in relation to commercial and industrial electrical installations. Actual electrical installations, compiling pertinent facts for bidding purposes, and on-the-job training through the wiring of WDT projects are included in this course. PREREQUISITE: IEL218 WIRING LAB I

IEL 221  PROGRAMMABLE LOGIC CONTROLLERS  
CREDITS:  2  
This course introduces programmable logic controllers and the concepts and structure of programmable controllers and provides beginning programming skills. The student will have the basic knowledge to do limited maintenance, programming, and installation of programmable controller systems in the industrial environment. The student will also have the background for more advanced training in programmable control.  
PREREQUISITES: IEL211 ELECTRICAL MOTOR CONTROL AND IEL216 MOTOR CONTROL LAB.

IEL 222  PLC LABS  
CREDITS:  3  
This course will give the student hands-on experience in programming programmable controllers. The theory learned in previous coursework will be put into practice in a laboratory environment that includes simulated industrial applications. Programmable control is an area of ever-increasing industrial importance today.  
PREREQUISITES: IEL211 ELECTRICAL MOTOR CONTROL AND IEL216 MOTOR CONTROL LAB. CO-REQUISITE: IEL221 PROGRAMMABLE LOGIC CONTROLLERS.

IEL 223  ELECTRICAL MOTOR LAB  
CREDITS:  1  
This is a laboratory course intended to accompany the motor study course. Through actual hands-on experiments on developed trainers in the lab, the student will be able to reinforce the concepts learned in motor study. This course should be taken concurrently with IEL226 Electric Motor Fundamentals and Maintenance.  
PREREQUISITES: IEL132 ELECTRICAL FUNDAMENTALS, IEL133 ELECTRICAL FUNDAMENTALS LAB, AND CPR.

IEL 224  POWER DISTRIBUTION  
CREDITS:  2  
Transformers are considered the most important type of equipment in the process of distribution of electrical power. Included in this course are transformer theory, code, and actual transformer connections.  
PREREQUISITES: IEL132 ELECTRICAL FUNDAMENTALS AND IEL133 ELECTRICAL FUNDAMENTALS LAB.

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 IEL223-Electric Motor Lab. PREREQUISITES: IEL132 ELECTRICAL FUNDAMENTALS, IEL133 ELECTRICAL FUNDAMENTALS LAB, AND CPR.
IEL 299  ELECTRICIAN INTERNSHIP/CO-OP
CREDITS:  6
The Electrician Internship/CO-OP course is a hands-on course where students gain experience with an employer through on-the-job electrical related work at an approved job site. PREREQUISITE: ADVISOR APPROVAL REQUIRED.

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

LET 118  SPANISH FOR LAW ENFORCEMENT
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, questions, and commands, 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 AND PHYSICAL TRAINING
CREDITS:  2
This course is designed to familiarize the student in the escalation of force model and in basic offender confrontation concepts. Students will gain the ability and confidence to successfully cope with physical situations and the ability to respond with swift and efficient solutions whether physical or verbal. Students must properly arrest, handcuff, control, and conduct a safe and thorough search incident to arrest of compliant and non-compliant suspects. Techniques covered will be the proper use of handcuffs, police baton, and oleoresin capsicum (OC) spray. Students will be taught the methods for body muscle warming and methods used to prevent muscle strain and injury. Students will perform certain physical exercises for fitness purposes.

LET 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 AND REPORT WRITING
CREDITS:  3
This course will distinguish between interrogation and interviewing and includes instruction in the preparation and planning for interviews, effective questioning techniques, and constitutional constraints. Students will also receive lecture and engage in practical exercises concerning proper report/statement writing skills. Emphasis is placed on the gathering and documentation of pertinent information and construction of report narratives using clear, concise language.
LET 124  JUVENILE METHODS
CREDITS:  3
The course is designed to introduce students to the basics of the juvenile justice system. The course will begin with a history of juvenile crime and the social significance of trends being observed by professionals. Although a focus will be placed upon the role of law enforcement in dealing with juvenile issues from a preventative and enforcement aspect, several areas of the system will also be examined. Among these are terminologies pertaining to this area of the criminal justice system and the causes of delinquency, gangs, and child abuse. The workings of the schools, social services, detention facilities, prosecutors, diversion programs, the court, and correctional institutions (as they relate to the juvenile justice system) will be touched upon as well. All of the information will be presented in a manner such that the students will not only be able to become familiar with theory but also see how it applies to everyday law enforcement workings.

LET 126  PHYSICAL TRAINING (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 perform certain physical exercises for fitness purposes.

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

LET 212  ACCIDENT INVESTIGATIONS
CREDITS:  2
This course is designed to create the ability within each student to understand the basics of proper and lawful investigations of accidents. This will include the students being taught the applicable laws that pertain to accidents of a general nature and specifically as it relates to the laws of the State of South Dakota. This course will include a segment on accident reconstruction. PREREQUISITES: ENROLLED STUDENT IN THE LAW ENFORCEMENT PROGRAM OR BE A LAW ENFORCEMENT OFFICER WITH A RECOGNIZED DEPARTMENT.

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

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

LET 216  PHYSICAL TRAINING (THIRD SEMESTER)
CREDITS:  1
Students will periodically review previous defensive tactics and skills as instructed in LET 120. Students will maintain the ability and confidence to successfully cope with the physical situations which confront law enforcement officers. Students will be instructed in the methods of stretching and warming of muscles to prevent strain and injury. Students will perform certain physical exercises for fitness purposes.
LET 218   PATROL PROCEDURES I  
CREDITS:  3  
Students will receive lecture on various patrol procedures. Pre-shift preparation, safe vehicle stops, highway interdiction techniques, alarm response, building search techniques, intoxicated drivers, and domestic violence will be covered. Instruction through lecture and hands-on application will be the primary focus. The specific study of Title 32 of the South Dakota Codified Law will be required. **THIS COURSE REQUIRES A VALID DRIVER'S LICENSE.**

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

LET 224   LAW ENFORCEMENT PRACTICUM  
CREDITS:  2  
This course is designed to allow students the opportunity to participate in hands-on experiences with various law enforcement/criminal justice agencies covering a variety of duties. 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 226   PHYSICAL TRAINING (FOURTH SEMESTER)  
CREDITS:  1  
Students will periodically review previous defensive tactics and skills as instructed in LET 120. Students will maintain the ability and confidence to successfully cope with the physical situations which confront law enforcement officers. Students will be instructed in the methods of stretching and warming of muscles to prevent strain and injury. Students will perform certain physical exercises for fitness purposes.

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

LET 230   PATROL PROCEDURES II  
CREDITS:  3  
This course is designed to build on the foundation established by Patrol Procedures I. The student will receive further study of South Dakota Codified Law Title 32 and Title 41, Code of Federal Regulations Title 36, and United States Code 16 and 18. The concepts of Patrol Procedure I will be applied in hands-on scenarios. This will include the initial response of the patrol officer, report writing, preliminary investigation, and testifying in court. **PREREQUISITES: COMPLETION OF LET SEMESTERS 1, 2, 3 OR PERMISSION OF THE LET INSTRUCTOR.**

LET 232   TECHNOLOGY IN LAW ENFORCEMENT  
CREDITS:  2  
This course is designed to introduce students to the use of various pieces of equipment and tools that are available to law enforcement officers in today's society. When appropriate, students will certify in the use of the equipment and tools. Students will learn GPS/GIS, TASER, RADAR, LIDAR, and forensic mapping utilizing a total station data collection and associated software. Additional technology will be integrated into the class as science provides updated and innovative equipment to the world of law enforcement. **PREREQUISITES: COMPLETION OF LET SEMESTERS 1, 2, 3 OR PERMISSION OF THE LET INSTRUCTOR.**

LET 240   CONSTITUTIONAL LAW FOR LAW ENFORCEMENT  
CREDITS:  3  
This course presents the Constitution, Bill of Rights, and other amendments from a criminal justice perspective. Practical examples and court decisions will be used to illustrate how law enforcement officers and other members of the criminal justice system apply constitutional concepts in the course of their duties. Special emphasis is placed on the search and seizure requirements of the Fourth Amendment.
LET 251  FIREARMS TRAINING
CREDITS:  2
The emphasis of this course will be firearms safety, proficiency in use of firearms, and the proper handling and care of firearms. Information regarding the proper methods of using and when to use firearms will be covered in depth. Instruction in the proper sighting, trigger pull, and all other elements of safe and proper weapon use will be given. There will be extensive live fire training with the 9mm semi-automatic and 12-gauge shotgun. Course will include combat and stationary-type shooting techniques. TITLE 18 USC Sec. 922 COMPLIANCE: Any student who has been convicted of a misdemeanor crime of domestic violence (or any crime which could be classified as a domestic violence violation but was not) and/or any student who is subject to a restraining order cannot participate in this class. Any student who acquires this particular status during firearms training will be terminated immediately from the firearms class. PREREQUISITES: COMPLETION OF LET SEMESTERS 1, 2, 3 OR PERMISSION OF THE LET INSTRUCTOR.

LET 255  EMERGENCY VEHICLE OPERATION COURSE
CREDITS:  3
This course is a study of legal aspects as they pertain to law enforcement driving. Instruction in emergency, non-emergency, and pursuit driving will be given. Students will demonstrate driving proficiency by successfully completing the required course driving maneuvers. PREREQUISITES: Students must have successfully completed the three previous semesters of the LET program, or receive Program Coordinator’s permission to attend. Students must have a valid driver's license.

LIBR 100  INTRODUCTION TO LIBRARY SERVICES
CREDITS:  3
Overview of the variety of roles performed by library technicians in all types of libraries and information centers. Emphasis is on the library technician’s role in the delivery of services, the tools and terminology of library relationships to the communities they serve, and monitoring and implementation of new service trends.

LIBR 102  INTRODUCTION TO LIBRARY CIRCULATION AND CUSTOMER SERVICE
CREDITS:  3
This course covers research into and development of circulation policies, review of self-service technologies, readers' advisory, notification systems, and materials handling. The course also includes the investigation of integrated library systems and their impacts to user-friendly customer service, and discussion of current issues that impact library services.

LIBR 104  PUBLIC SERVICES FOR LIBRARY TECHNICIANS
CREDITS:  3
This course is an introduction to public catalogs, bibliographic instruction, inter-library loan practices, handling of problem patrons, and development of library behavior policies. Also reviewed is basic marketing of library services.

LIBR 120  PROGRAMMING AND SERVICES FOR ALL AGES
CREDITS:  3
This course is an introduction to programming for multicultural and multi-aged populations (youth, teens, working adults, and seniors); resource awareness including cost-benefit analysis with program evaluations, planning and management; and basic marketing of library programming.

LIBR 122  CHILDREN’S AND YOUNG ADULT LITERATURE
CREDITS:  3
This is an introductory course for both children’s and young adult literature. Content will emphasize selection and evaluation of books according to levels, interest, special needs, and educational objectives. Readers' advisory for youth is also reviewed.

LIBR 200  INTRODUCTION TO TECHNICAL SERVICES: ACQUISITIONS, SERIALS, AND PROCESSING
CREDITS:  3
Principles of acquiring and processing library materials, including vendor selection, ordering, receiving, processing and outsourcing, and budget accounting will be covered in this course.

LIBR 202  CONTENT CREATION AND MOBILE LIBRARY SERVICES
CREDITS:  3
Principles of online content creation for customization and user-friendly access to library resources will be covered in this course. The course will also review and assess mobile library applications and tools that deliver library services to mobile devices.
LIBR 204  SELECTION AND ACCESS RESOURCES
CREDITS:  3
Principles of collection development in all formats, including selection and evaluation of print and virtual resources will be covered in this course. Research into and development of collection development policies and assessment and weeding of collections will also be studied.

LIBR 220  INTRODUCTION TO CATALOGING AND CLASSIFICATION
CREDITS:  3
This course includes principles of cataloging systems to facilitate user-friendly patron access. It also discusses the implications of organization including subject headings and tagging and indexing practice upon patrons’ information access.

LIBR 222  REFERENCE RESOURCES
CREDITS:  3
This course includes selection and use of e-formats, databases, and print resources appropriate for reference and information services. It presents an introduction to effective search strategies and critical analysis of reference tools.

LIBR 224  TECHNOLOGY INFORMATION RESOURCES & ONLINE SOCIAL NETWORKING
CREDITS:  3
This course introduces a variety of social media and social networking platforms and their use in providing library information and communications. It discusses trend-watching and implementation of new resources for evolving library services.

LIBR 299  INTERNSHIP
CREDITS:  3
This course is designed to provide students an opportunity to apply the skills and knowledge acquired in the classroom through active participation in a library. This is a supervised experience that may be volunteer-based or paid.

MA 110  MEDICAL ASSISTING I
CREDITS:  4
This course is designed to give the basic knowledge and understanding of the career of medical assisting and the administrative skills required to be employed as an entry-level medical assistant.

MA 125  PATHOPHYSIOLOGY
CREDITS:  3
This course includes the study of various diseases and disorders of each of the body systems. PREREQUISITES: HC213 MEDICAL TERMINOLOGY I, HC114 ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS.

MA 127  PHLEBOTOMY FOR THE MEDICAL ASSISTANT
CREDITS:  3
This course introduces students to the practice of phlebotomy and includes active learning experiences and hands-on training. Students will become familiar with phlebotomy equipment and learn about basic blood collection procedures. Safety procedures, quality management, and legal issues will be discussed in addition to special blood collection techniques. The importance of professionalism, communication skills, personal and patient safety, and technical skill development will be stressed.

MA 140  MEDICAL ASSISTING II
CREDITS:  5
This course will teach students the knowledge and clinical skills needed for an entry-level medical assistant. PREREQUISITE: MA110 MEDICAL ASSISTING I.

MA 295  MEDICAL ASSISTING I CLINICAL
CREDITS:  4
This course provides the medical assisting students the opportunity to apply their skills and knowledge in the medical office setting. Students are placed in medical facilities of Rapid City and surrounding areas to gain hands-on experience in the administrative skills required of an entry-level medical assistant. Students are under the supervision of the facility and are periodically evaluated by the preceptor. PREREQUISITES: CPR CERTIFICATION, AND ADVISOR APPROVAL.
MA 296  MEDICAL ASSISTING II CLINICAL  
CREDITS:  4  
This course provides the medical assisting students the opportunity to apply their clinical skills and knowledge in the clinical setting. Students are placed in medical facilities of Rapid City and surrounding areas to gain hands-on experience in the clinical skills required of an entry-level medical assistant. Students are under the supervision of the facility and are periodically evaluated by the preceptor. PREREQUISITES: CPR CERTIFICATION AND ADVISOR APPROVAL.

MATH 090  BASIC MATHEMATICS  
CREDITS:  2  
This course provides a mathematically sound and comprehensive coverage of basic computational skills and their applications. Certain topics from algebra are also included. The content and level of rigor of the text form the basis of a course that would properly serve as preparation for a traditional algebra course. The text has been developed to meet the needs of the traditional post-secondary student and the needs of the mature student whose mathematical proficiency may have declined during years away from formal schooling.

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. PREREQUISITE: COMPASS SCORE IN PRE-ALGEBRA DOMAIN OF 40 OR HIGHER.

MATH 101  INTERMEDIATE ALGEBRA  
CREDITS:  3  
This course includes real numbers and variable expressions, first-degree equations, polynomials, factoring, rational expressions, rational exponents and radicals, and quadratic equations. Other areas covered will be linear equations; systems of linear equations; linear, exponential and logarithmic functions; and an introduction to conic sections. PREREQUISITE: 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, and zeros of polynomials; systems of equations; exponential, logarithmic, inverse functions, and applications and graphs. Other topics selected from sequences, series, and complex numbers will be covered. PREREQUISITES: COMPASS SCORE IN ALGEBRA DOMAIN OF 42 OR ABOVE, OR PASSING GRADE IN MATH 101.

MATH 104  TECHNICAL MATHEMATICS  
CREDITS:  3  
This course includes real numbers and variable expressions, first-degree equations, polynomials, factoring, rational expressions, rational exponents and radicals, geometry, quadratic equations, and trigonometry. This course is designed for students who are preparing for technical careers. It stresses a working knowledge of applied mathematical concepts. The practice problems are applications from various technical fields but do not require prior knowledge of the technical applications. Problems are selected to help develop an understanding of where and how mathematics is used in the various fields of employment. PREREQUISITE: 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. PREREQUISITE: COMPASS SCORE IN PRE-ALGEBRA DOMAIN OF 40 OR HIGHER.

MATH 120  TRIGONOMETRY  
CREDITS:  3  
Topics include: trigonometric functions, equations, and identities; inverse trigonometric functions; exponential and logarithmic functions, and applications of these functions. PREREQUISITE: COMPASS SCORE IN ALGEBRA DOMAIN OF 42 OR HIGHER, OR PASSING GRADE IN MATH 101 OR MATH 102.
MDS 210  HEALTH CARE CODING I  
CREDITS:  4  
This is an introductory course to the statistical classification system of the International Classification of Diseases, Ninth and Tenth Revision, Clinical Modification (ICD-9-CM and ICD-10-CM and PCS), the system in use in hospitals and private medical practices for the classification and reporting of morbidity and mortality in the United States. Many third-party payment systems are based on the ICD-9-CM and/or the ICD-10-CM and PCS classification and coding system. The course also introduces Current Procedural Terminology (CPT). PREREQUISITES: HC213 MEDICAL TERMINOLOGY I AND HC114 ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS OR PERMISSION FROM INSTRUCTOR.

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

MDS 212  HEALTHCARE FUNDAMENTALS AND REIMBURSEMENT  
CREDITS:  3  
This course will cover financial reimbursement and third-party payers including government programs. HIPAA regulations and clinical and hospital corporate compliance issues will be reviewed.

MDS 299  INTERNSHIP  
CREDITS:  3  
This course is designed to place the student in an actual work situation for which they have been trained. It is designed to give them experience in the medical administration field. PREREQUISITE: ADVISOR APPROVAL

MTS 102  MEDICAL TRANSCRIPTION I  
CREDITS:  3  
This course introduces students to the medical transcription profession through hands-on practical applications. Students will transcribe simulated dictation from the field of general medicine while honing their English and medical terminology skills. PREREQUISITES: CIS105 MICROCOMPUTER SOFTWARE APPLICATIONS, BUS 115 KEYBOARDING, HC213 MEDICAL TERMINOLOGY I, AND HC 114 ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS.

MTS 124  DISEASE PROCESSES I  
CREDITS:  3  
This course is offered for students entering allied health careers and for students interested in learning the fundamentals of human disease. This course also introduces important terminology, the study of disease, inflammation and allergy, neoplasia, heredity and disease, and dietary factors and disease, as well as the major diseases associated with each body system and the role stress and aging play in health and disease. Students are also introduced to the concept of wellness. PREREQUISITES: HC114 ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS, HC213 MEDICAL TERMINOLOGY I, AND HC215 MEDICAL TERMINOLOGY II.

MTS 212  BASIC PHARMACOLOGY  
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.

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 healthcare 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: MTS102 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 utilizing 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: MTS213 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 healthcare expectations. The course will incorporate the latest software and technology being utilized by the industry. PREREQUISITE: MTS222 MEDICAL TRANSCRIPTION III (MAY BE TAKEN AS A CO-REQUISITE).

NSG 116  FOUNDATIONS IN NURSING CLINICAL
CREDITS:  4
Laboratory and clinical experiences are incorporated into this course to enhance the learning process. The course includes direct care of the older adult with focus on assessment skills.

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 and communication skills.

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 addresses issues that nurses will face as they work with clients with special mental and emotional needs. PREREQUISITES: NSG118 GERIATRIC CLINICAL, NSG200 FOUNDATIONS IN NURSING WITH GERIATRIC CONSIDERATIONS, NSG201 FOUNDATIONS OF NURSING WITH GERIATRIC CONSIDERATIONS LAB, AND NSG205 PHARMACOLOGY IN NURSING.

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. PREREQUISITES: NSG116 FOUNDATIONS IN NURSING CLINICAL, NSG118 GERIATRIC CLINICAL, NSG200 FOUNDATIONS IN NURSING WITH GERIATRIC CONSIDERATIONS, NSG201 FOUNDATIONS IN NURSING WITH GERIATRIC CONSIDERATIONS LAB, AND NSG205 PHARMACOLOGY IN NURSING.

NSG 129  ADULT HEALTH NURSING
CREDITS:  6
This course includes nursing theory with an emphasis on care of patients with diseases/disorders of the following systems: nervous, sensory, respiratory, circulatory, urinary, gastrointestinal, endocrine, male reproductive, musculoskeletal, immune, integumentary, and hematological. The nursing process is integrated into the study of each disease process. PREREQUISITES: NSG116 FOUNDATIONS IN NURSING CLINICAL, NSG118 GERIATRIC CLINICAL, NSG200 FOUNDATIONS IN NURSING WITH GERIATRIC CONSIDERATIONS, NSG201 FOUNDATIONS IN NURSING WITH GERIATRIC CONSIDERATIONS LAB, AND NSG205 PHARMACOLOGY IN NURSING.

NSG 135  PROFESSIONAL DEVELOPMENT
CREDITS:  2
This course is designed to prepare the student for successful transition into the workforce. NCLEX (State Nursing Board Exam) review is included to prepare the student for licensure exam. The course also incorporates skills to assist in job placement. PREREQUISITES: NSG116 FOUNDATIONS IN NURSING CLINICAL, NSG118 GERIATRIC CLINICAL, NSG119 MENTAL HEALTH NURSING, NSG129 ADULT HEALTH NURSING, NSG200 FOUNDATIONS IN NURSING WITH GERIATRIC CONSIDERATIONS, NSG201 FOUNDATIONS IN NURSING WITH GERIATRIC CONSIDERATIONS LAB, NSG205 PHARMACOLOGY IN NURSING, AND NSG211 ADULT HEALTH NURSING LAB/CLINICAL. PREREQUISITE OR CO-REQUISITE: NSG125 MATERNAL/CHILD HEALTH NURSING.
**NSG 136  MENTAL HEALTH NURSING 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 OR CO-REQUISITE:** NSG119 MENTAL HEALTH NURSING.

**NSG 138  MATERNAL/CHILD HEALTH PRACTICUM**  
**CREDITS:** 2  
This course is the clinical component of NSG125 and includes clinical experiences in OB and pediatric settings. The clinical settings will vary, but may include hospitals, clinics, and physicians’ offices. **PREREQUISITES:** NSG116 FOUNDATIONS IN NURSING CLINICAL, NSG118 GERIATRIC CLINICAL, NSG200 FOUNDATIONS IN NURSING WITH GERIATRIC CONSIDERATIONS, NSG201 FOUNDATIONS IN NURSING WITH GERIATRIC CONSIDERATIONS LAB, AND NSG205 PHARMACOLOGY IN NURSING. **PREREQUISITE OR CO-REQUISITE:** NSG125 MATERNAL/CHILD HEALTH NURSING.

**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:** NSG116 FOUNDATIONS IN NURSING CLINICAL, NSG118 GERIATRIC CLINICAL, NSG119 MENTAL HEALTH NURSING, NSG129 ADULT HEALTH NURSING, NSG200 FOUNDATIONS IN NURSING WITH GERIATRIC CONSIDERATIONS, NSG201 FOUNDATIONS IN NURSING WITH GERIATRIC CONSIDERATIONS LAB, NSG205 PHARMACOLOGY IN NURSING, AND NSG211 ADULT HEALTH NURSING LAB/CLINICAL. **PREREQUISITE OR CO-REQUISITE:** NSG125 MATERNAL/CHILD HEALTH NURSING, NSG135 PROFESSIONAL DEVELOPMENT, NSG136 MENTAL HEALTH NURSING PRACTICUM, AND NSG138 MATERNAL/CHILD HEALTH PRACTICUM.

**NSG 200  FOUNDATIONS IN NURSING WITH GERIATIC CONSIDERATIONS**  
**CREDITS:** 6  
This course establishes the foundation for the 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.

**NSG 201  FOUNDATIONS IN NURSING WITH GERIATRIC CONSIDERATIONS LAB**  
**CREDITS:** 1  
This is the lab component of Foundations in Nursing. This lab course offers a thorough introduction to the fundamental skills required of the 21st Century nurse. Emphasis is placed on the development of the myriad of basic skills, including the cornerstone of nursing, physical assessment. Skills offered range from basic nursing skills through complex skills.

**NSG 205  PHARMACOLOGY IN NURSING**  
**CREDITS:** 4  
This course is designed to present material on the administration of medications in a safe and responsible way. Information on medications is presented according to body systems. The nursing process is incorporated into drug information; drugs are discussed according to their classification, side effects, and nursing implications for administration. Dosage calculations are covered.

**NSG 211  ADULT HEALTH NURSING LAB/CLINICAL**  
**CREDITS:** 7  
This lab course includes nursing skills with an emphasis on care of patients with diseases/disorders of the following systems: nervous, sensory, respiratory, circulatory, urinary, gastrointestinal, endocrine, musculoskeletal, integumentary, and hematological. This is the clinical component of Adult Health Nursing. The students provide direct care to patients in a variety of acute, inpatient settings and also in physicians’ offices and outpatient care centers. Students are supervised by RN clinical instructors at all times. The students utilize the various components of the nursing process to design appropriate care. **PREREQUISITES:** NSG116 FOUNDATIONS IN NURSING CLINICAL, NSG118 GERIATRIC CLINICAL, NSG200 FOUNDATIONS IN NURSING WITH GERIATRIC CONSIDERATIONS, NSG201 FOUNDATIONS IN NURSING WITH GERIATRIC CONSIDERATIONS LAB, AND NSG205 PHARMACOLOGY IN NURSING.
ORT 010  ORIENTATION
CREDITS:  1
The course is designed to increase the student's success in school by assisting the student in obtaining skills necessary to complete his/her education objectives. Topics include: study skills, communications skills, and problem solving skills.

ORT 020  INTRODUCTION TO ONLINE
CREDITS:  0
This course is a zero-credit course designed to provide students the skills necessary to succeed in online courses. The course will also provide the student an opportunity to analyze whether online learning is the correct choice for them. Online courses require a student to have strong time management skills, good computer literacy skills, and the ability to learn independently.

ORT 030  E-LEARNING FOR THE ONLINE STUDENT
CREDITS:  1
This course is designed to provide strategies for achieving success with any online coursework, whether it is for an entirely 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.

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 healthcare skills necessary to become a nursing assistant or a patient care tech in the acute-care setting.

PCT 125  PATIENT CARE TECH II
CREDITS:  5
This course is designed to provide the student with advanced knowledge and advanced patient care skills necessary to become a patient care tech in the acute care setting. In the clinical portion of the course the HUC/PCT students will have the opportunity to apply the skills and knowledge obtained from the classroom environment the clinical setting. PREREQUISITES: PCT110 PATIENT CARE TECH I AND PCT111 PATIENT CARE TECH I LAB.

PH 102  INTRODUCTION TO PHLEBOTOMY
CREDITS:  2
This course introduces students to the practice of phlebotomy and the role of the phlebotomist as part of the healthcare team. Students will become familiar with phlebotomy equipment and learn about basic blood collection procedures. Special blood collection procedures, safety procedures, quality management, and legal issues are discussed. The importance of professionalism and good communication skills in the patient care environment are stressed.

PH 121  PRINCIPLES AND PRACTICES
CREDITS:  3
This course provides the student with active-learning experiences and hands-on training necessary to develop the skills of an entry-level phlebotomist. The student will learn the procedures performed by a phlebotomist and will become familiar with different types of equipment and techniques applied. Emphasis will be placed on professional behavior, communication skills, personal and patient safety, and technical skill development. PREREQUISITE OR CO-REQUISITE: PH102 INTRODUCTION TO PHLEBOTOMY.

PH 123  LABORATORY ASSISTANT TECHNIQUES
CREDITS:  3
This course provides training for the clinical laboratory assistant including laboratory safety, equipment and instrumentation, basic laboratory mathematics, regulations and standards, quality assurance practices, record keeping and billing, specimen processing, and CLIA waived and point-of-care laboratory testing. The course combines theory and hands-on practice of laboratory procedures with an emphasis on the necessity for accuracy and attention to detail. PREREQUISITES: HC 114 ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS, HC213 MEDICAL TERMINOLOGY I, AND PH 121 PRINCIPLES AND PRACTICES.
PH 150  CLINICAL PRACTICE AND CAPSTONE
CREDITS:  7
The clinical section consists of clinical practice in phlebotomy and laboratory assistant training at various healthcare institutions and laboratories. The program director will coordinate clinical schedules and evaluations. Capstone will focus on problem analysis, critical and creative thinking, and effective communication. Students will also complete a program of study post-test.
PREREQUISITES: PH102 INTRODUCTION TO PHLEBOTOMY AND PH121 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 healthcare 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 healthcare careers. PREREQUISITE: PHGY220 WITH A “C” OR BETTER REQUIRED.

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

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

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

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

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

PHR 126  PHARMACY SYSTEMS SOFTWARE
CREDITS:  1
This course is designed to present material to the pharmacy technician as an introduction to pharmacy management software. Aspects of retail prescription filling, various pharmacy reports, and medication orders will be covered including adding patient and insurance information to the database, filling and refilling tasks, running the daily prescription report, and entering new medication orders.
PHR 127  PHARMACY CALCULATIONS  
CREDITS:  2  
This course is designed to present material to the pharmacy technician in the areas of pharmacy math. All 
aspects of pharmacy math will be covered including metric and household measurements, special calculations 
for compounding, understanding the apothecary system, pharmacy business math, and preparing injectable 
medications.

PHR 128  PHARMACY OPERATIONS  
CREDITS:  2  
This course is designed to present material to the pharmacy technician as an introduction to institutional 
pharmacy and retail pharmacy. All aspects of institutional pharmacy and retail pharmacy will be covered to 
include organization and function of pharmacists and technicians in these settings. 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 setting.

PHR 140  PHARMACY LAB  
CREDITS:  1  
The course is designed to provide the pharmacy technician with the practical hands-on experience with all 
aspects of pharmacy preparation and dispensing of sterile and non-sterile pharmaceuticals.

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

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

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

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

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

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

PLL 133  LEGAL RESEARCH AND WRITING II  
CREDITS:  4  
This course is designed to further refine the research and writing skills acquired in the prerequisite course, Legal 
Research and Writing I. The emphasis in this course is placed on successful completion of more difficult 
research assignments and further refinement of the student's legal writing skills. PREREQUISITE: PLL132 
LEGAL RESEARCH & WRITING I.
PLL 211  AMERICAN LEGAL SYSTEM AND CONSTITUTIONAL LAW
CREDITS: 3
This course concentrates on instructing the student concerning the function of the United States legal system and a broad overview of constitutional law. The course also instructs students in the interaction of the legal system with other branches of government.

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

PLL 215  LAW OF BUSINESS ORGANIZATIONS
CREDITS: 2
This course introduces the student to the basic concepts, terminology, and doctrines involved in business law. The student is instructed in the procedures necessary for the formation of sole proprietorships, limited and general partnerships, and corporations and is introduced to the essential case opinions in business and corporate litigation.

PLL 219  EVIDENCE
CREDITS: 2
This course focuses on an introduction to the Federal Rules of Evidence and includes a study of pretrial, trial, and post-trial evidentiary motions preparation. The course also explores how such preparation impacts the outcome of litigation at both trial and administrative hearings.

PLL 220  LAW OFFICE PROCEDURE
CREDITS: 2
This course familiarizes students with practical inner workings of a law office. Topics include office organization, legal terminology, fees and billing procedures, scheduling and calendaring, preparation and maintenance of case files, preparation of law office forms, and an introduction to a variety of legal-specific software applications.

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

PLL 233  LITIGATION CLINIC II
CREDITS: 2
This course effectively ties together the operation of the rules of civil procedure, rules of evidence, and common law principles. The student will be instructed regarding proper preparation of a case file for trial. The foundation of the course is the fact pattern exercise introduced to the student in Litigation Clinic I. Picking up from where that course concluded, the student follows the progress of the case from the early discovery stages through the trial and post-trial stages. PREREQUISITE: PLL232 LITIGATION CLINIC I.

PLL 235  FAMILY LAW
CREDITS: 3
This course teaches students about the various legal and social issues involved in the practice of family law. Students are taught techniques for the drafting of pleadings necessary in a family law case. Students also receive instruction in client interviewing techniques and trial preparation in the areas of divorce, legal separation, adoption, and child custody.

PLL 298  INTERNSHIP
CREDITS: 7
The internship is an on-the-job training work experience. The student works at a law firm, governmental agency, or other appropriate office in the final semester of study for 280 hours of documented work experience. During this internship, the student is under the direct supervision of an attorney or other qualified person. The requirements and responsibilities for the paralegal student must be agreed upon in advance. The students are also required to meet with the instructor of the course to prepare their resumes. PREREQUISITE: REGISTRATION IN FINAL SEMESTER OF STUDY OR INSTRUCTOR APPROVAL.
PSYC 101  GENERAL PSYCHOLOGY  
CREDITS:  3  
This course is an introduction survey of the field of psychology with consideration of the biological bases of behavior, sensory and perceptual processes, learning and memory, human growth and development, social behavior, and normal and abnormal behavior.

PSYC 103  HUMAN RELATIONS IN THE WORKPLACE  
CREDITS:  3  
Success in the world of work requires not only the ability to perform according to the requirements of the position, but also the ability to adjust and get along with others. The purpose of the course is to help students grasp the importance of human relations skills in both their personal and career lives. It will introduce students to the skills necessary to create and maintain positive relationships and interactions in the workplace.

SOC 100  INTRODUCTION TO SOCIOLOGY  
CREDITS:  3  
Comprehensive study of society with analysis of group life and other forces shaping human behavior.

SPCM 101  FUNDAMENTALS OF SPEECH  
CREDITS:  3  
Introduces the study of speech fundamentals and critical thinking through frequent public speaking practice, including setting, purpose, audience, and subject.

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

ST 111  INTRODUCTION TO SURGICAL TECHNOLOGY LAB  
CREDITS:  3  
This course is an introduction to surgical technology in a lab setting and clinical setting. Students will learn and apply the principles of aseptic technique, care of the perioperative patient, duties of the circulator, and principles of safety as they apply to the perioperative environment. Students will learn basic surgical instrumentation, equipment, and supplies.

ST 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, 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: HC114 ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS, HC213 MEDICAL TERMINOLOGY I, ST102 INTRODUCTION TO SURGICAL TECHNOLOGY, AND ST111 INTRODUCTION TO SURGICAL TECHNOLOGY LAB.

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: HC114 ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS, HC213 MEDICAL TERMINOLOGY I, ST102 INTRODUCTION TO SURGICAL TECHNOLOGY, AND ST111 INTRODUCTION TO SURGICAL TECHNOLOGY LAB.

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: HC114 ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS, HC213 MEDICAL TERMINOLOGY I, ST102 INTRODUCTION TO SURGICAL TECHNOLOGY, AND ST111 INTRODUCTION TO SURGICAL TECHNOLOGY LAB.
ST 128  SURGICAL PHARMACOLOGY  
CREDITS:  2  
In this course, students will learn the concepts and practices of pharmacology and anesthesia care in the perioperative environment. PREREQUISITES: HC114 ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS, HC213 MEDICAL TERMINOLOGY I, ST102 INTRODUCTION TO SURGICAL TECHNOLOGY, AND ST111 INTRODUCTION TO SURGICAL TECHNOLOGY LAB.

ST 135  CLINICAL PRACTICE  
CREDITS:  3  
This course provides clinical practice at local healthcare facilities. 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 INTRODUCTION TO SURGICAL TECHNOLOGY LAB.

ST 136  CLINICAL PRACTICE II  
CREDITS:  6  
Clinical Practice II 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 perform and develop to entry-level competency as a surgical technologist. PREREQUISITES: ST125 PRINCIPLES AND PRACTICE OF SURGICAL TECHNOLOGY, ST126 SURGICAL PROCEDURES, ST127 SCIENCE AND TECHNOLOGIES FOR THE SURGICAL TECHNOLOGIST, ST128 SURGICAL PHARMACOLOGY, AND ST135 CLINICAL PRACTICE.

ST 137  CLINICAL PRACTICE III  
CREDITS:  6  
This is a continuation of ST136. 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: ST125 PRINCIPLES AND PRACTICE OF SURGICAL TECHNOLOGY, ST126 SURGICAL PROCEDURES, ST127 SCIENCE AND TECHNOLOGIES FOR THE SURGICAL TECHNOLOGIST, ST128 SURGICAL PHARMACOLOGY, AND ST135 CLINICAL PRACTICE.

TTT 110  VEHICLE ELECTRICITY AND ELECTRONICS  
CREDITS:  4  
This course is designed to provide the students with knowledge of shop safety while learning the electronics background necessary to understand and diagnose the sophisticated electronic systems of the modern automobile.

TTT 112  VEHICLE ELECTRICITY AND ELECTRONICS LAB  
CREDITS:  6  
This course is designed to provide the students with knowledge of shop safety while learning hands-on vehicle electrical systems.

TTT 115  ENGINE CONSTRUCTION AND OPERATION  
CREDITS:  3  
This course is designed to instruct the student on the operation and diagnosis of engines. Particular attention will be paid to the techniques of analyzing internal failures of the compression, lubrication, and cooling systems.

TTT 120  SHOP AND PARTS MANAGEMENT  
CREDITS:  1  
The course is designed to instruct the student in the wholesale and retail automobile parts industry to assess the knowledge and the skills necessary to work competently as a parts specialist. The course will enable the student to possess knowledge about a wide range of vehicle component systems for all makes and models, as well as customer relations, sales, merchandising, vehicle identification, cataloging, and inventory management skills.

TTT 121  INTRO TO HYBRIDS  
CREDITS:  1  
In this class, the students will learn the different types of hybrids, how hybrids work, and precautions and maintenance of hybrids.
TTT 122  CHASSIS WIRING  
CREDITS:  1  
This course is designed to instruct the student on the diagnosis and repair of common chassis wiring problems. Instruction will include how numerous automobile accessories common to all automobiles function as well as the diagnosis and repair of these systems.

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

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

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

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

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

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

TTT 204  ENGINE OVERHAUL  
CREDITS:  4  
The construction and repair of automotive engines will be covered.

TTT 205  UNDER-CAR DIAGNOSIS LAB  
CREDITS:  5  
The hands-on construction, operation, and repair of automotive brakes, steering, and suspension systems will be covered in this course. Vehicle alignment procedures will also be taught during this course.

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

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

TTT 212  DIESEL ENGINES  
CREDITS:  5  
This course teaches the diagnostic and repair skills necessary for diesel engine work. All of the following areas are covered: diesel engine design, overhaul, tune-up, fuel systems, troubleshooting, and repair.
TTT 213 HVAC-HEAVY DUTY
CREDITS: 3
This course is designed to teach students basic heating and air conditioning principles. Through a series of job sheets and troubleshooting schematics, they will learn to identify, troubleshoot, and repair heating and air conditioning systems.

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

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

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

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

TTT 299 INTERNSHIP
CREDITS: 3-6
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, drivetrains, suspension systems, brake systems, hydraulic systems, and electrical systems. PREREQUISITE: INSTRUCTOR APPROVAL REQUIRED.

WDM 110 SHIELDED METAL ARC WELDING
CREDITS: 3
Shielded Metal Arc Welding theory and skills training will allow the student to attain an acceptable level of welding skills. Equipment safety, setup, operation, and maintenance and electrode identification, application, and metallurgy are covered for the welding of ferrous metals. Surface and fillet welds in all positions, along with carbon arc gouging and cutting, will be the main focus in this course.

WDM 120 GAS TUNGSTEN ARC WELDING AND CUTTING PROCEDURES
CREDITS: 4
This course includes safety, welding theory, setup, and skills training in gas tungsten arc welding and cutting procedures. Students will fusion 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 positions.
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. 
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 through classroom theory and lab assignments. 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 with the mill and lathe.

WDM 128  MILL AND LATHE OPERATION, MANUAL II  
CREDITS:  3  
This is a continuation of WDM127, with additional classroom theory and lab assignments in Mill and Lathe Operation.

WDM 131  SHIELDED METAL ARC WELDING TESTING PREPARATION  
CREDITS:  3  
This course includes preparation for 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 PREPARATION  
CREDITS:  3  
This course will prepare students for welder qualification testing in the GMAW process in all positions, with 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  WORKSITE INTERNSHIP  
CREDITS:  3  
Students will complete an internship within the welding or machining industry. Student evaluation will be completed by instructor and worksite employer.

WDM 135  GAS METAL ARC WELDING GROOVED PLATE  
CREDITS:  3  
This course is designed to provide the student with a technical understanding of wire welding processes, equipment set-up, metal transfers, and shielding gases including solid and flux core wires. Students will practice developing their welding skills in and out of positions using differing processes to successfully weld various types and thickness of structural metal. Students will weld grooved plate with backing in all positions. 
PREREQUISITE: WDM122 GAS METAL ARC WELDING, FILLET AND SURFACE WELDS.

WDM 140  BLUEPRINT READING AND SOLIDWORKS FUNDAMENTALS  
CREDITS:  3  
This course begins by introducing the student to the components, layout, and interpretation of blueprints through the fundamentals of using SolidWorks as a platform for the solid modeling method of creating digital models and engineering drawings for the manufacturing environment.

WDM 200  APPLIED MACHINING  
CREDITS:  3  
The fundamentals of machine shop procedures and use of conventional machine tools will be taught through classroom lecture and lab assignments. Initial training will cover shop safety and precision measurement and will incorporate lab assignments designed to teach the basic procedures and capabilities of the manual engine lathe and vertical milling machine. A project implementing these procedures will be incorporated to employ the components of design, communication, and product construction.

WDM 236  PIPE WELDING I  
CREDITS:  3  
The student will learn to 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. PREREQUISITE: WDM110 SHIELDED METAL ARC WELDING OR INSTRUCTOR APPROVAL.
WDM 237  FLUX CORE ARC WELDING I
CREDITS:  3
Flux Core Arc Welding classroom theory and skills training will allow the student to attain an acceptable level of welding skills. Equipment safety, setup, operation and maintenance, and electrode identification application and metallurgy are covered for the welding of ferrous metals. Surface and fillet welds in all positions, along with carbon arc gouging and cutting, will be the main focus in this course.

WDM 238  ADVANCED MACHINING I
CREDITS:  3
This course will develop 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. PREREQUISITE: WDM110 SHIELDED METAL ARC WELDING OR INSTRUCTOR APPROVAL.

WDM 246  ADVANCED MANUFACTURING I
CREDITS:  3
This course includes project design and manufacturing. Projects may be assigned by the instructor or created by students with instructor approval. Students will work as team members and as individuals. Each project will have a CAD drawing, material list, and cost estimating prior to manufacturing. Students will apply welding and machining skills to complete the manufacturing projects. PREREQUISITE: WDM110 SHIELDED METAL ARC WELDING.

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. PREREQUISITE: WDM110 SHIELDED METAL ARC WELDING OR INSTRUCTOR APPROVAL.

WDM 248  ADVANCED PRODUCTION I
CREDITS:  3
This course includes activities in the welding and/or machining areas that best suit each student’s career path. Students, under the supervision of an instructor, must submit a weekly production plan that includes a timeline for each production activity. Students will be expected to complete a summary report of weekly activities and compare progress to planned goals. PREREQUISITE: WDM110 SHIELDED METAL ARC WELDING OR INSTRUCTOR APPROVAL.

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. PREREQUISITE: WDM120 GAS TUNGSTEN ARC WELDING AND CUTTING PROCEDURES OR INSTRUCTOR APPROVAL.