OUR MISSION
Minnesota State College Southeast prepares students for a lifetime of learning by providing education for employment, skill enhancement, retraining, and transfer, to meet the needs of students and the community.

OUR VISION
Serving individual and regional needs for lifelong learning and career development.

OUR VALUES
Integrity
Diversity
Excellence
Access
Learning
Stewardship

This catalog presents the policies, procedures and general information in effect at time of publication. Contents of this catalog are subject to change without notice.
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listed alphabetically by major

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Network Administration and Technology
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Welding Technology
Welding Technology, Diploma

Full program list
Liberal Arts and Sciences/MnTransfer Information

Minnesota Transfer Curriculum FAQs
Below are the frequently asked questions regarding Minnesota Transfer Curriculum at Southeast Technical. If you are a student transferring to Southeast Technical, be sure to review our Transfer Policies and Procedures. If, however, you are transferring from Southeast Technical, be sure to review the Articulated Transfer Agreements.

What is the Minnesota Transfer Curriculum (MnTC)?
The Minnesota Transfer Curriculum enables you to complete an approved MnTC course at one of the 32 Minnesota State Colleges and Universities (MnSCU) and at the University of Minnesota. You can then easily transfer the course credit to any other MnSCU institution. Southeast Technical is a MnSCU institution.

What is Minnesota State Colleges and Universities (MnSCU)?
MnSCU is a system of all two and four-year public colleges and universities in Minnesota. It includes state technical colleges, community colleges and state universities.

How can I benefit from MnTC?
MnTC allows you to take approved Liberal Arts and Sciences requirements and ensures that you will not have to retake them upon transferring to other MnSCU institutions or the University of Minnesota. This will maximize other opportunities for you and help you graduate on time.

What if I have already completed a MnTC course at another MnSCU institution?
That puts you one step closer to completing your Liberal Arts and Sciences at Southeast Technical. These courses will easily transfer and satisfy part or all of your gen ed requirements. You can visit the Transfer Student Web page for more information.

How do I know what courses at Southeast Tech qualify as MnTC?
For the most updated list of courses, please visit the Minnesota Transfer Curriculum Web pages.

Do I have to attend full-time in order to qualify for MnTC?
Visit www.mntransfer.org or www.southeastmn.edu or call and speak with a transfer specialist at 1-877-853-8324. We will be more than happy to discuss the Minnesota Transfer Curriculum with you and ways it can help you in your education.

How do I find out about the Minnesota Transfer Curriculum Package?
You can visit our Minnesota Transfer Curriculum Package Web page to get more information about the package.

How do I find out more about Transfer?
You can visit the Minnesota Transfer website to get more information about transfer.
Minnesota Transfer Goals

Ten areas of emphasis in the Minnesota Transfer Curriculum:

Goal 1: WRITTEN and ORAL COMMUNICATION -
To develop writers and speakers who use the English language effectively and who read, write, speak and listen critically.

Goal 2: CRITICAL THINKING -
To develop thinkers who are able to unify factual, creative, rational and value-sensitive modes of thought.

Goal 3: NATURAL SCIENCES -
To improve students’ understanding of natural science principles and of the methods of scientific inquiry, i.e. the ways in which scientists investigate natural science phenomena.

Goal 4: MATHEMATICAL/LOGICAL REASONING -
To increase students’ knowledge about mathematical and logical modes of thinking.

Goal 5: HISTORY and THE SOCIAL and BEHAVIORAL SCIENCES -
To increase students’ knowledge of how historians and social and behavioral scientists discover, describe and explain the behaviors and interactions among individuals, groups, institutions, events and ideas.

Goal 6: THE HUMANITIES - THE ARTS, LITERATURE, AND PHILOSOPHY -
To expand students’ knowledge of the human condition and human cultures - especially in relation to behavior, ideas and values expressed in works of human imagination and thought.

Goal 7: HUMAN DIVERSITY -
To increase students’ understanding of individual and group differences (e.g. race, gender, class) and their knowledge of the traditions and values of various groups in the United States. Students should be able to evaluate the United States’ historical and contemporary responses to group differences.

Goal 8: GLOBAL PERSPECTIVE -
To increase students’ understanding of the growing interdependence of nations and peoples and develop their ability to apply a comparative perspective to cross-cultural, social, economic and political experiences.

Goal 9: ETHICAL AND CIVIC RESPONSIBILITY -
To develop students’ capacity to identify, discuss and reflect upon the ethical dimensions of political, social, and personal life and to understand the ways in which they can exercise responsible and productive citizenship.

Goal 10: PEOPLE and THE ENVIRONMENT -
To improve students’ understanding of today’s complex environmental changes.
### Minnesota Transfer Curriculum (MnTC) Package

The Minnesota Transfer Curriculum is the means by which a student transfers a complete package of lower division general education from one Minnesota State institution to another. At Minnesota State College Southeast this is accomplished by a **minimum of 40 credits** as designated in this flyer. If a course is eligible for multiple goals, the additional goal(s) is listed in parenthesis; however, credits for any course may count only once towards the **minimum 40 credits**.

Note: Students must maintain a minimum cumulative G.P.A. of 2.0 in these courses to transfer this package. The MnTC grade point average will be calculated using grades of A – D (passing grades earned) in all MnTC courses, including both Minnesota State College Southeast and transfer grades.

#### Course No. Course Title

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS1101</td>
<td>Intro to Political Science (Goal 7)</td>
</tr>
<tr>
<td>POLS1120</td>
<td>American Government (Goal 7)</td>
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<tr>
<td>PSYC1110</td>
<td>Intro to Psychology (Goal 7)</td>
</tr>
<tr>
<td>PSYC1115</td>
<td>Lifespan Development (Goal 7)</td>
</tr>
<tr>
<td>PSYC1223</td>
<td>Psychology of Death and Dying (Goal 7)</td>
</tr>
<tr>
<td>PSYC2520</td>
<td>Psychology of Human Sexuality (Goal 7)</td>
</tr>
<tr>
<td>PSYC2522</td>
<td>Positive Psychology (Goal 7)</td>
</tr>
<tr>
<td>PSYC2526</td>
<td>Abnormal Psychology (Goal 7)</td>
</tr>
<tr>
<td>PSYC2531</td>
<td>Social Psychology (Goal 7)</td>
</tr>
<tr>
<td>SOC1110</td>
<td>Introduction to Sociology (Goal 7)</td>
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<td>SOC1120</td>
<td>Sociology of the Family (Goal 7)</td>
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<td>SOC1214</td>
<td>Work in America</td>
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<td>SOC1255</td>
<td>Social Deviance</td>
</tr>
<tr>
<td>SOC1254</td>
<td>Diversity and Social Change (Goal 7)</td>
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</tbody>
</table>

#### Goal 3: Natural Science – (6-8 credits*)

| BIOL1120 | Environmental Science (Goal 10) |
| BIOL1200 | Human Biology |
| BIOL1201 | Intro to Biology (Goal 10) |
| BIOL1226 | Nutrition (Goal 2) |
| BIOL2511 | Human Anatomy (Goal 2) |
| BIOL2512 | Human Physiology (Goal 2) |
| BIOL2515 | Anatomy & Physiology I (Goal 2) |
| BIOL2516 | Anatomy & Physiology II (Goal 2) |
| BIOL2513 | Microbiology |
| CHEM1110 | Survey of Chemistry |
| CHEM1122 | Environmental Chemistry (Goal 10) |
| CHEM1225 | Intro to Forensic Science (Goal 9) |
| CHEM1430 | Principles of Chemistry I (Goal 2) |
| CHEM1431 | Principles of Chemistry II (Goal 2) |
| CHEM2518 | General, Organic & Biochemistry I (Goal 2) |
| CHEM2520 | General, Organic, & Biochemistry II (Goal 2) |
| PHYS1215 | College Physics I |

#### Goal 6: The Humanities and Fine Arts (9 credits*)

| ARTS1101 | Introduction to the Arts |
| ARTS1222 | Intro to Graphic Design (Goal 2) |
| ARTS1223 | Introduction to the Digital Arts and Creative Media |
| ARTS1425 | Digital Photography |
| CHIN1230 | Chinese Culture (Goal 8) |
| ENGL1165 | Intro to Literature (Goal 7) |
| ENGL1265 | Multicultural Literature (Goal 7) |
| ENGL1445 | Intro to Creative Writing (Goal 1) |
| ENGL2440 | Creative Writing: Fiction (Goal 1) |
| ENGL2460 | Creative Writing: Nonfiction (Goal 1) |
| ENGL2465 | Creative Writing: Poetry (Goal 1) |
| ENGL2570 | Poetry of the English Language |
| ENGL2580 | Independent Reading: The Great Books (Goal 2) |
| ENGL2590 | Special Topics in Literature |
| FREN1230 | French Culture (Goal 8) |
| HUMA1105 | Oral Interpretation (Goal 2) |
| HUMA1210 | Introduction to Dance (Goal 8) |
| HUMA1220 | Film Studies (Goal 7) |
| HUMA1430 | Exploring World Cultures (Goal 8) |
| HUMA1435 | Multicultural America (Goal 7) |
| HUMA1445 | Intro to Women’s Studies (Goal 8) |
| MUSC1103 | Introduction to Music |
| MUSC1203 | Introduction to Music Theory |
| MUSC1211 | Popular Music in American Society (Goal 7) |
| MUSC1213 | World Music (Goal 8) |
| PHIL1210 | Moral Problems (Goal 9) |
| SPAN1230 | Intro to Hispanic Cultures (Goal 8) |

#### Goal 7: Human Diversity – (3 credits)

| COMM1228 | Interpersonal Communications (Goal 1) |
| ENGL1165 | Introduction to Literature (Goal 6) |
| ENGL1265 | Multicultural Literature (Goal 6) |
| HIST1108 | US History to 1865 (Goal 5) |
| HIST1110 | US History 1865-Present (Goal 5) |
| HIST2515 | American Music History (Goal 5) |
| HIST2535 | History of the American Indian (Goal 5) |
| HUMA1220 | Film Studies (Goal 6) |
| HUMA1435 | Multicultural America (Goal 6) |
| MUSC1211 | Popular Music in American Society (Goal 6) |
| PSYC1110 | Intro to Psychology (Goal 5) |
| PSYC1115 | Lifespan Development (Goal 5) |
| PSYC2526 | Abnormal Psychology (Goal 5) |
| PSYC2531 | Social Psychology (Goal 5) |

#### Goal 5: History and the Social and Behavioral Sciences – (9 credits*)

| ECON1210 | Survey of Economics (Goal 8) |
| ECON1405 | Personal Finance (Goal 9) |
| ECON2520 | Microeconomics |
| ECON2530 | Macroeconomics (Goal 8) |
| GEOG1115 | World Regional Geography (Goal 8) |
| GEOG1210 | Physical Geography (Goal 10) |
| HIST1105 | Western Civilization to 1500 (Goal 8) |
| HIST1108 | US History to 1865 (Goal 5) |
| HIST1110 | US History 1865-Present (Goal 5) |
| HIST2515 | American Music History (Goal 5) |
| HIST2535 | History of the American Indian (Goal 5) |
| HUMA1220 | Film Studies (Goal 6) |
| HUMA1435 | Multicultural America (Goal 6) |
| MUSC1211 | Popular Music in American Society (Goal 6) |
| PSYC1110 | Intro to Psychology (Goal 5) |
| PSYC1115 | Lifespan Development (Goal 5) |
| PSYC2526 | Abnormal Psychology (Goal 5) |
| PSYC2531 | Social Psychology (Goal 5) |

#### Goal 4: Mathematical/Logical Reasoning (3 credits)

| MATH1090 | STATWAY Statistics 2 |
| MATH1218 | Liberal Arts Mathematics |
| MATH1220 | College Algebra |
| MATH1225 | Pre-Calculus |
| MATH1230 | Introduction to Statistics |
| MATH1420 | College Trigonometry |
| MATH1440 | Applied Calculus |
| MATH2440 | Calculus I |

#### Goal 9: Ethical and Civic Responsibility (3 credits)

| CHEM1225 | Intro to Forensic Science (Goal 3) |
| COMM1420 | Social Media Communications (Goal 1) |
| ECON1405 | Personal Finance (Goal 5) |
| PHIL1210 | Moral Problems (Goal 6) |
| POLS1101 | Intro to Political Science (Goal 5) |
| POLS1120 | American Government (Goal 5) |
| PSYC1223 | Psychology of Death and Dying (Goal 5) |
| PSYC2522 | Positive Psychology (Goal 5) |

#### Goal 10: People and the Environment (3 credits)

| BIOL1120 | Environmental Science (Goal 3) |
| BIOL1201 | Introduction to Biology (Goal 3) |
| CHEM1122 | Environmental Chemistry (Goal 3) |
| GEOG1210 | Physical Geography (Goal 5) |
| HIST2525 | Minnesota History (Goal 5) |

* Credits must come from at least two different subject areas. Natural Science must include a traditional lab credit.

**Italicized listings are 4 credits. All others are 3 credits.**

In addition to completing the MnTC, the remaining 20 credits will include:

**Digital Literacy/Technology**
Choose at least two credits from the following courses: COMP1120; COMP1130; COMP1135; COMP1140; COMP1245; COMP1445.

**Health and Wellness**
Choose at least two credits from the following courses: HLTH1120; HLTH1125; HLTH1130; HLTH1205; HLTH1215; HLTH1220; HLTH1225

**Additional Electives, 16 credits** (select coursework appropriate to the student’s anticipated transfer program)
MSCS requires a student enrolled in an AA degree program to complete a minimum of 40 Liberal Arts and Sciences semester credits in all ten (10) transfer goal areas. A student enrolled in an AS degree program to complete a minimum of 30 Liberal Arts and Sciences semester credits in six (6) different transfer goal areas. A student enrolled in an AAS degree program to complete 15 Liberal Arts and Sciences semester credits in three (3) different transfer goal areas. All students must complete at least one (1) Communications/English course and one (1) Mathematics course as well as any other Liberal Arts and Sciences courses listed on the specific program plan.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>MnTC Goals</th>
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<tbody>
<tr>
<td>COMM1228</td>
<td>Interpersonal Communications</td>
<td>3</td>
<td>Goals 1 &amp; 7</td>
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<tr>
<td>NOTE:</td>
<td>A minimum score of 78 in the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 21 in the Reading Subject area of the ACT test or successful completion of ENGL0528.</td>
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<tr>
<td>COMM1420</td>
<td>Social Media Communications</td>
<td>3</td>
<td>Goals 1 &amp; 9</td>
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<td>ENGL1215</td>
<td>College Writing I</td>
<td>3</td>
<td>Goal 1</td>
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<tr>
<td>NOTE:</td>
<td>A minimum score of 78 in the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 18 in the English Subject area of the ACT test or successful completion of ENGL0528.</td>
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<td>ENGL1410</td>
<td>Technical Writing</td>
<td>3</td>
<td>Goal 1</td>
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<td>NOTE:</td>
<td>A minimum score of 78 in the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 18 in the English Subject area of the ACT test or successful completion of ENGL0528.</td>
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<td>ENGL1445</td>
<td>Introduction to Creative Writing</td>
<td>3</td>
<td>Goals 1 &amp; 6</td>
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<td>NOTE:</td>
<td>A minimum score of 78 in the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 18 in the English Subject area of the ACT test or successful completion of ENGL0528.</td>
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<td>College Writing II</td>
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<td>Goals 1 &amp; 2</td>
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<td>NOTE:</td>
<td>Successful completion of a prerequisite course of ENGL1215 or ENGL1445 is required to register for ENGL2525.</td>
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<td>ENGL2440</td>
<td>Creative Writing: Fiction</td>
<td>3</td>
<td>Goals 1 &amp; 6</td>
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<tr>
<td>NOTE:</td>
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<td>ENGL2450</td>
<td>Creative Writing: Nonfiction</td>
<td>3</td>
<td>Goals 1 &amp; 6</td>
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<td>NOTE:</td>
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<td>ENGL2460</td>
<td>Creative Writing: Poetry</td>
<td>3</td>
<td>Goals 1 &amp; 6</td>
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<td>NOTE:</td>
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<td>ENGL2595</td>
<td>Special Topics in Writing</td>
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<td>NOTE:</td>
<td>A minimum score of 78 in the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 18 in the English Subject area of the ACT test or successful completion of ENGL0528.</td>
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<tr>
<td>BIOL1120</td>
<td>Environmental Science</td>
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<td>Goals 3 &amp; 10</td>
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<tr>
<td>BIOL1200</td>
<td>Human Biology</td>
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<td>Goal 3</td>
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<tr>
<td>BIOL1201</td>
<td>Introduction to Biology</td>
<td>4</td>
<td>Goals 3 &amp; 10</td>
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<tr>
<td>BIOL1226</td>
<td>Nutrition</td>
<td>3</td>
<td>Goals 2 &amp; 3</td>
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<td>BIOL2511</td>
<td>Human Anatomy</td>
<td>4</td>
<td>Goals 2 &amp; 3</td>
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<tr>
<td>NOTE:</td>
<td>Recent high school biology or successful completion of prerequisite course of NATS0510 or equivalent is required to register for BIOL2511.</td>
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<tr>
<td>BIOL2512</td>
<td>Human Physiology</td>
<td>4</td>
<td>Goals 2 &amp; 3</td>
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<td>NOTE:</td>
<td>Successful completion of a prerequisite course of BIOL2511 is required to register for BIOL2512.</td>
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<td>BIOL2515</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
<td>Goals 2 &amp; 3</td>
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<tr>
<td>NOTE:</td>
<td>Recent high school biology or successful completion of prerequisite course of NATS0510 or equivalent is required to register for BIOL2515.</td>
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<td>BIOL2516</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
<td>Goals 2 &amp; 3</td>
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<td>NOTE:</td>
<td>Successful completion of a prerequisite course of BIOL2515 is required to register for BIOL2516.</td>
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<td>BIOL2531</td>
<td>Microbiology</td>
<td>3</td>
<td>Goal 3</td>
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<tr>
<td>NOTE:</td>
<td>Successful completion of a prerequisite course of CHEM2518 or BIOL2516 or BIOL2512 or equivalent is required to register for BIOL2531.</td>
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<td>CHEM1110</td>
<td>Survey of Chemistry</td>
<td>4</td>
<td>Goal 3</td>
</tr>
<tr>
<td>CHEM1122</td>
<td>Environmental Chemistry</td>
<td>3</td>
<td>Goals 3 &amp; 10</td>
</tr>
<tr>
<td>CHEM1225</td>
<td>Introduction to Forensic Science</td>
<td>3</td>
<td>Goals 3 &amp; 9</td>
</tr>
<tr>
<td>CHEM1430</td>
<td>Principles of Chemistry I</td>
<td>4</td>
<td>Goals 2 &amp; 3</td>
</tr>
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<td>NOTE:</td>
<td>Recent high school chemistry or successful completion of prerequisite course of CHEM0510 or equivalent is required to register for CHEM1430.</td>
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<tr>
<td>CHEM1431</td>
<td>Principles of Chemistry II</td>
<td>4</td>
<td>Goals 2 &amp; 3</td>
</tr>
<tr>
<td>NOTE:</td>
<td>Successful completion of a prerequisite course of CHEM1430 is required to register for CHEM1431.</td>
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<tr>
<td>CHEM2518</td>
<td>General, Organic, &amp; Biochemistry I</td>
<td>4</td>
<td>Goals 2 &amp; 3</td>
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<tr>
<td>NOTE:</td>
<td>Recent high school chemistry or successful completion of prerequisite course of CHEM0510 or equivalent is required to register for CHEM2518.</td>
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<tr>
<td>CHEM2520</td>
<td>General, Organic, &amp; Biochemistry II</td>
<td>4</td>
<td>Goals 2 &amp; 3</td>
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<td>NOTE:</td>
<td>Successful completion of a prerequisite course of CHEM2518 is required to register for CHEM2520.</td>
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<td>PHYS1215</td>
<td>College Physics I</td>
<td>4</td>
<td>Goal 3</td>
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<tr>
<td>NOTE:</td>
<td>A minimum score of 50 in the College Level Math section of the ACCUPLACER basic skills test or a minimum score of 22 in the Math Subject area of the ACT test or successful completion of MATH1025.</td>
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## Transfer Level Liberal Arts and Sciences Course Listing cont.

### GOAL 4: MATHEMATICS

<table>
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<th>Course Number</th>
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<tbody>
<tr>
<td>MATH1090</td>
<td>STATWAY Statistics 2</td>
<td>4</td>
<td>Goal 4</td>
</tr>
<tr>
<td>MATH1218</td>
<td>Liberal Arts Mathematics</td>
<td>3</td>
<td>Goal 4</td>
</tr>
<tr>
<td>MATH1220</td>
<td>College Algebra</td>
<td>3</td>
<td>Goal 4</td>
</tr>
<tr>
<td>MATH1225</td>
<td>Pre-Calculus</td>
<td>3</td>
<td>Goal 4</td>
</tr>
<tr>
<td>MATH1230</td>
<td>Introduction to Statistics</td>
<td>3</td>
<td>Goal 4</td>
</tr>
<tr>
<td>MATH1420</td>
<td>College Trigonometry</td>
<td>3</td>
<td>Goal 4</td>
</tr>
<tr>
<td>MATH1440</td>
<td>Applied Calculus</td>
<td>3</td>
<td>Goal 4</td>
</tr>
<tr>
<td>MATH2440</td>
<td>Calculus I</td>
<td>4</td>
<td>No Goal</td>
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<tr>
<td>MATH2445</td>
<td>Calculus II</td>
<td>4</td>
<td>No Goal</td>
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</table>

**NOTE:** Successful completion of a prerequisite course is required to register for the course.

### GOAL 5: SOCIAL SCIENCES

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECON1210</td>
<td>Survey of Economics</td>
<td>3</td>
<td>Goals 5 &amp; 8</td>
</tr>
<tr>
<td>ECON1405</td>
<td>Personal Finance</td>
<td>3</td>
<td>Goals 5 &amp; 9</td>
</tr>
<tr>
<td>ECON2520</td>
<td>Microeconomics</td>
<td>3</td>
<td>Goal 5</td>
</tr>
<tr>
<td>ECON2530</td>
<td>Macroeconomics</td>
<td>3</td>
<td>Goals 5 &amp; 8</td>
</tr>
<tr>
<td>GEOG1115</td>
<td>World Regional Geography</td>
<td>3</td>
<td>Goals 5 &amp; 8</td>
</tr>
<tr>
<td>GEOG1210</td>
<td>Physical Geography</td>
<td>3</td>
<td>Goals 5 &amp; 10</td>
</tr>
<tr>
<td>HIST1105</td>
<td>Western Civilization to 1500</td>
<td>3</td>
<td>Goals 5 &amp; 8</td>
</tr>
<tr>
<td>HIST1108</td>
<td>U.S. History to 1865</td>
<td>3</td>
<td>Goals 5 &amp; 7</td>
</tr>
<tr>
<td>HIST1110</td>
<td>U.S. History: 1865 to Present</td>
<td>3</td>
<td>Goals 5 &amp; 7</td>
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<tr>
<td>HIST1228</td>
<td>World Civilization to 1500 C.E.</td>
<td>3</td>
<td>Goals 5 &amp; 8</td>
</tr>
<tr>
<td>HIST1230</td>
<td>World Civilization: 1500 C.E. to Present</td>
<td>3</td>
<td>Goals 5 &amp; 8</td>
</tr>
<tr>
<td>HIST2515</td>
<td>American Music History</td>
<td>3</td>
<td>Goals 5 &amp; 7</td>
</tr>
<tr>
<td>HIST2525</td>
<td>Minnesota History</td>
<td>3</td>
<td>Goals 5 &amp; 10</td>
</tr>
<tr>
<td>HIST2535</td>
<td>History of the American Indian</td>
<td>3</td>
<td>Goals 5 &amp; 10</td>
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<tr>
<td>PLS1101</td>
<td>Introduction to Political Science</td>
<td>3</td>
<td>Goals 5 &amp; 9</td>
</tr>
<tr>
<td>PLS1120</td>
<td>American Government</td>
<td>3</td>
<td>Goals 5 &amp; 9</td>
</tr>
<tr>
<td>PSYC1110</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td>Goals 5 &amp; 7</td>
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<tr>
<td>PSYC1115</td>
<td>Lifespan Development</td>
<td>3</td>
<td>Goals 5 &amp; 7</td>
</tr>
<tr>
<td>PSYC1223</td>
<td>Psychology of Death and Dying</td>
<td>3</td>
<td>Goals 5 &amp; 7</td>
</tr>
<tr>
<td>PSYC2520</td>
<td>Psychology of Human Sexuality</td>
<td>3</td>
<td>Goals 2 &amp; 5</td>
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<tr>
<td>PSYC2522</td>
<td>Positive Psychology</td>
<td>3</td>
<td>Goals 5 &amp; 9</td>
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<tr>
<td>PSYC2526</td>
<td>Abnormal Psychology</td>
<td>3</td>
<td>Goals 5 &amp; 7</td>
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<tr>
<td>SOCS1110</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>Goals 5 &amp; 7</td>
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<tr>
<td>SOCS1205</td>
<td>Sociology of the Family</td>
<td>3</td>
<td>Goals 5 &amp; 7</td>
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<tr>
<td>SOCS1214</td>
<td>Work In America</td>
<td>3</td>
<td>Goal 5</td>
</tr>
<tr>
<td>SOCS2525</td>
<td>Social Deviance</td>
<td>3</td>
<td>Goals 5 &amp; 7</td>
</tr>
<tr>
<td>SOCS2545</td>
<td>Diversity and Social Change</td>
<td>3</td>
<td>Goals 5 &amp; 7</td>
</tr>
<tr>
<td>SOCS2550</td>
<td>Sociology of Popular Culture</td>
<td>3</td>
<td>Goals 5 &amp; 9</td>
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</tbody>
</table>

**NOTE:** Successful completion of a prerequisite course is required to register for the course.

### GOAL 6: HUMANITIES AND FINE ARTS

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARTS1101</td>
<td>Introduction to the Arts</td>
<td>3</td>
<td>Goal 6</td>
</tr>
<tr>
<td>ARTS1222</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
<td>Goals 2 &amp; 6</td>
</tr>
<tr>
<td>ARTS1223</td>
<td>Introduction to the Digital Arts &amp; Creative Multimedia</td>
<td>3</td>
<td>Goal 6</td>
</tr>
<tr>
<td>ARTS1425</td>
<td>Digital Photography</td>
<td>3</td>
<td>Goal 6</td>
</tr>
<tr>
<td>CHIN1230</td>
<td>Chinese Culture</td>
<td>3</td>
<td>Goals 6 &amp; 8</td>
</tr>
<tr>
<td>CHIN1240</td>
<td>Beginning Chinese I</td>
<td>3</td>
<td>Goal 8</td>
</tr>
<tr>
<td>CHIN1342</td>
<td>Beginning Chinese II</td>
<td>3</td>
<td>Goal 8</td>
</tr>
<tr>
<td>CRTK1295</td>
<td>Critical Thinking through Chess</td>
<td>3</td>
<td>Goal 2</td>
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</table>

**NOTE:** Successful completion of a prerequisite course is required to register for the course.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>MnTC Goals</th>
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</thead>
<tbody>
<tr>
<td>ENGL1165</td>
<td>Introduction to Literature</td>
<td>3</td>
<td>Goals 6 &amp; 7</td>
</tr>
<tr>
<td>ENGL1265</td>
<td>Multicultural Literature</td>
<td>3</td>
<td>Goals 6 &amp; 7</td>
</tr>
<tr>
<td>ENGL1445</td>
<td>Introduction to Creative Writing</td>
<td>3</td>
<td>Goals 1 &amp; 6</td>
</tr>
<tr>
<td>ENGL2570</td>
<td>Poetry of the English Language</td>
<td>3</td>
<td>Goal 6</td>
</tr>
<tr>
<td>ENGL2580</td>
<td>Independent Reading: The Great Books</td>
<td>3</td>
<td>Goals 2 &amp; 6</td>
</tr>
<tr>
<td>ENGL2590</td>
<td>Special Topics in Literature</td>
<td>3</td>
<td>Goal 6</td>
</tr>
<tr>
<td>FREN1230</td>
<td>French Culture</td>
<td>3</td>
<td>Goals 6 &amp; 8</td>
</tr>
<tr>
<td>HUMA1105</td>
<td>Oral Interpretation</td>
<td>3</td>
<td>Goals 2 &amp; 6</td>
</tr>
<tr>
<td>HUMA1210</td>
<td>Introduction to Dance</td>
<td>3</td>
<td>Goals 6 &amp; 8</td>
</tr>
<tr>
<td>HUMA1220</td>
<td>Film Studies</td>
<td>3</td>
<td>Goals 6 &amp; 7</td>
</tr>
<tr>
<td>HUMA1430</td>
<td>Exploring World Cultures</td>
<td>3</td>
<td>Goals 6 &amp; 8</td>
</tr>
<tr>
<td>HUMA1435</td>
<td>Multicultural America</td>
<td>3</td>
<td>Goals 6 &amp; 7</td>
</tr>
<tr>
<td>HUMA1445</td>
<td>Introduction to Women's Studies</td>
<td>3</td>
<td>Goals 6 &amp; 8</td>
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<tr>
<td>MUSC1103</td>
<td>Introduction to Music</td>
<td>3</td>
<td>Goal 6</td>
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<tr>
<td>MUSC1203</td>
<td>Introduction to Music Theory</td>
<td>3</td>
<td>Goal 6</td>
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<tr>
<td>MUSC1211</td>
<td>Popular Music in American Society</td>
<td>3</td>
<td>Goals 6 &amp; 7</td>
</tr>
<tr>
<td>MUSC1213</td>
<td>World Music</td>
<td>3</td>
<td>Goals 6 &amp; 8</td>
</tr>
<tr>
<td>PHIL1210</td>
<td>Moral Problems</td>
<td>3</td>
<td>Goals 6 &amp; 9</td>
</tr>
<tr>
<td>SPAN1230</td>
<td>Introduction to Hispanic Cultures</td>
<td>3</td>
<td>Goals 6 &amp; 8</td>
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</tbody>
</table>
The following is a list of Applied/Technical general studies courses delivered at MSCS. Students enrolled in a diploma program must complete any other general studies/education courses listed on the specific program plan.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COMM1015</td>
<td>Job Seeking Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENGL1020</td>
<td>College Communications</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> A minimum score of 78 in the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 18 in the English Subject area of the ACT test or successful completion of ENGL0528.</td>
<td></td>
</tr>
<tr>
<td>ENGL1025</td>
<td>Writing About the Short Story</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> A minimum score of 78 in the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 18 in the English Subject area of the ACT test or successful completion of ENGL0528.</td>
<td></td>
</tr>
<tr>
<td>COMP1120</td>
<td>Introduction to Social Media</td>
<td>2</td>
</tr>
<tr>
<td>COMP1130</td>
<td>Word Processing &amp; Presentation Applications</td>
<td>1</td>
</tr>
<tr>
<td>COMP1135</td>
<td>Spreadsheet Applications</td>
<td>1</td>
</tr>
<tr>
<td>COMP1140</td>
<td>Online Communications</td>
<td>1</td>
</tr>
<tr>
<td>COMP1445</td>
<td>Advanced Computers: Issues and Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Successful completion of a prerequisite course of BUSN1245 or ALL 3 of the following, COMP1130, 1135, 1140 or permission from the instructor is required to register for COMP1445.</td>
<td></td>
</tr>
<tr>
<td>HUMA1025</td>
<td>Complete Concert Creation</td>
<td>2</td>
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<tr>
<td>MUSC1015</td>
<td>Using Music as a Therapy</td>
<td>2</td>
</tr>
<tr>
<td>SPAN1015</td>
<td>Conversational Spanish</td>
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<tr>
<td>MATH1015</td>
<td>Geometry and Trigonometry</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> A minimum score of 86 or higher on the Elementary Algebra section of the ACCUPLACER basic skills test or successful completion of MATH0544 or MATH0533 or MATH0522 and FYEX0100.</td>
<td></td>
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<tr>
<td>MATH1020</td>
<td>Special Topics in Math</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> A minimum score of 86 or higher on the Elementary Algebra section of the ACCUPLACER basic skills test or successful completion of MATH0544 or MATH0533 or MATH0522 and FYEX0100.</td>
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<tr>
<td>MATH1025</td>
<td>Algebra</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> A minimum score of 86 or higher on the Elementary Algebra section of the ACCUPLACER basic skills test or successful completion of MATH0544 or MATH0533 or MATH0522 and FYEX0100.</td>
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</tr>
<tr>
<td>HLTH1105</td>
<td>Personal Health &amp; Fitness I</td>
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<tr>
<td>HLTH1110</td>
<td>Personal Health &amp; Fitness II</td>
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<tr>
<td>HLTH1120</td>
<td>Beginning Yoga</td>
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<tr>
<td>HLTH1125</td>
<td>Fitness Walking</td>
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<tr>
<td>HLTH1130</td>
<td>Introduction to Outdoor Activities</td>
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<tr>
<td>HLTH1205</td>
<td>Introduction to Basketball Basics</td>
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<tr>
<td>HLTH1215</td>
<td>Introduction to Dance</td>
<td>1</td>
</tr>
<tr>
<td>HLTH1220</td>
<td>Wellness through Nutrition</td>
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</tr>
<tr>
<td>HLTH1225</td>
<td>Stress Management</td>
<td>2</td>
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</tbody>
</table>
The following developmental courses are designed to enhance the quality of student learning by strengthening academic skills and do not satisfy program requirements. Based on placement test students enroll in developmental coursework so they will be better prepared.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>COMMUNICATIONS/ENGLISH</strong></td>
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</tr>
<tr>
<td>ENGL0518</td>
<td>Reading and Writing 2</td>
<td>2</td>
</tr>
<tr>
<td>NOTE: A minimum score of 46 on the Reading Comprehension portion of the ACCUPLACER basic skills test is required to register for ENGL0518. College Success Strategies FYEX0100 is also required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL0528</td>
<td>Reading and Writing 3</td>
<td>2</td>
</tr>
<tr>
<td>NOTE: A minimum score of 66 on the Reading Comprehension portion of the ACCUPLACER basic skills test or successful completion of ENGL0518 and FYEX0100.</td>
<td></td>
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</tr>
<tr>
<td><strong>FIRST YEAR EXPERIENCE</strong></td>
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<tr>
<td>FYEX0100</td>
<td>College Success Strategies</td>
<td>1</td>
</tr>
<tr>
<td>NOTE: Required if scoring below 66 on the Reading Comprehension portion of the ACCUPLACER basic skills test or scoring below 86 on the Elementary Algebra portion of the ACCUPLACER basic skills test. This course is being recommended for all new students during their first semester. This course is embedded in STATWAY Statistics 1 thus not required if successfully completing STATWAY Statistics 1.</td>
<td></td>
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<tr>
<td><strong>MATHEMATICS</strong></td>
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</tr>
<tr>
<td>MATH0544</td>
<td>Pre College Math (4 cr)</td>
<td>4</td>
</tr>
<tr>
<td>NOTE: A minimum score of 25 on the Elementary Algebra section of the ACCUPLACER basic skills test is required to register for MATH0544. College Success Strategies FYEX0100 is also required.</td>
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<tr>
<td>MATH0533</td>
<td>Pre College Math (3 cr)</td>
<td>3</td>
</tr>
<tr>
<td>NOTE: A minimum score of 46 on the Elementary Algebra section of the ACCUPLACER basic skills test is required to register for MATH0533. College Success Strategies FYEX0100 is also required.</td>
<td></td>
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<tr>
<td>MATH0522</td>
<td>Pre College Math (2 cr)</td>
<td>2</td>
</tr>
<tr>
<td>NOTE: A minimum score of 61 on the Elementary Algebra section of the ACCUPLACER basic skills test is required to register for MATH0522. College Success Strategies FYEX0100 is also required.</td>
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<tr>
<td>MATH0990</td>
<td>STATWAY Statistics 1</td>
<td>4</td>
</tr>
<tr>
<td>NOTE: A minimum score of 46 on the Elementary Algebra section of the ACCUPLACER basic skills test is required to register for MATH0990. Recommended for students ONLY pursuing a transfer level Statistics pathway.</td>
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<tr>
<td><strong>NATURAL SCIENCES</strong></td>
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<tr>
<td>CHEM0510</td>
<td>Fundamentals of Chemistry</td>
<td>3</td>
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<tr>
<td>NATS0510</td>
<td>Science Foundations</td>
<td>4</td>
</tr>
<tr>
<td>NOTE: A minimum score of 25 on the Elementary Algebra section of the ACCUPLACER basic skills test is required to register for MATH0544. College Success Strategies FYEX0100 is also required.</td>
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</table>

**Pre Developmental Prerequisite Course Listing**

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<tr>
<th>Written and Oral Communications</th>
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<tbody>
<tr>
<td>ENGL0010</td>
<td>English Essentials</td>
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</table>

<table>
<thead>
<tr>
<th>Mathematical Reasoning</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH0010</td>
<td>Math Essentials</td>
<td>1</td>
</tr>
</tbody>
</table>
Accounting

Delivery: Winona Campus and Online
Start: Fall or spring semester, full or part time

A degree in accounting can lead to a highly valued and rewarding career in one of the nation’s fastest growing professions. If you have the desire to own your own business, be a leader, motivate people, and solve problems, consider enrolling in the accounting program at Minnesota State College Southeast.

More and more employers are demanding an accounting degree from potential job candidates to fill their accounting positions. Minnesota State College Southeast’s educational approach is a blend of theory and practice, providing a solid foundation for your career. MSC Southeast offers a practical, personal approach to learning the principles of accounting and making the best use of a variety of popular accounting software packages.

Once you have your degree in hand, you’ll find that the opportunities for meaningful and challenging employment are plentiful in companies of all sizes.

Get your 2 year A.A.S. Accounting degree online
With a focus on providing our students the most flexible course delivery options possible, Minnesota State College Southeast offers a 2-year A.A.S. accounting degree that can be completed entirely online. Other accounting degrees and certificates offer online courses in tandem with daytime or evening courses on the Winona campus. You can enroll in the accounting program in either the fall or spring semester and attend classes on a full-time or part-time basis.

Promote yourself; enhance your life in a friendly atmosphere.

Accounting AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2) 1100 level Liberal Arts and Sciences courses required unless specified.

Liberal Arts and Sciences Requirements
Course from any MnTC Goal 1 - 10
(see advisor for courses) 3
Goal 1: Written and Oral Communications 3
Goal 4: Mathematics 3
Goal 5: History, Social, and Behavioral Sciences 3
Goal 6: Humanities and Fine Arts 3

Technical Requirements
Technical electives (see advisor for approved electives) 1
ACCT1210 Payroll Accounting 2
ACCT1212 Computerized Acct Applications I 3
ACCT1218 Spreadsheets Concepts and Applications 3
ACCT2205 Principles of Accounting I 3
ACCT2211 Principles of Accounting II 3
ACCT2213 Computerized Acct Applications II 3
ACCT2214 Auditing 3
ACCT2215 Fund/Non-Profit Accounting 3
ACCT2217 Income Tax I 3
ACCT2219 Income Tax II 3
ACCT2220 Cost Accounting I 3
ACCT2222 Cost Accounting II 3
ACCT2223 Intermediate Accounting I 3
ACCT2225 Intermediate Accounting II 3
ACCT2228 Advanced Spreadsheets 3

Total Credits 45

Accounting Diploma

1) 1000 level (minimum) General Education courses required unless specified.

General Education Requirements
English/Communications requirement 2
GenEd electives (see advisor for approved electives) 6
MATH 1025 Algebra or higher 2

Technical Requirements
Technical electives (see advisor for approved electives) 3
ACCT1210 Payroll Accounting 2
ACCT1212 Computerized Acct Applications I 3
ACCT1218 Spreadsheets Concepts and Applications 3
ACCT1231 Database Concepts and Applications 3
ACCT2205 Principles of Accounting I 3
ACCT2211 Principles of Accounting II 3
ACCT2213 Computerized Acct Applications II 3
ACCT2214 Auditing 3
ACCT2215 Fund/Non-Profit Accounting 3
ACCT2217 Income Tax I 3
ACCT2219 Income Tax II 3
ACCT2220 Cost Accounting I 3
ACCT2222 Cost Accounting II 3
ACCT2223 Intermediate Accounting I 3
ACCT2225 Intermediate Accounting II 3
ACCT2228 Advanced Spreadsheets 3

Total Credits 50

Total Credits 60

Accounting & Networking Specialist AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2) 1100 level Liberal Arts and Sciences courses required unless specified.

Liberal Arts and Sciences Requirements
Course from any MnTC Goal 1 - 10
(see advisor for courses) 3
Goal 1: Written and Oral Communications 3
Goal 4: Mathematics 3
Goal 5: History, Social, and Behavioral Sciences 3
Goal 6: Humanities and Fine Arts 3

Technical Requirements
Technical electives (see advisor for approved electives) 3
ACCT1210 Payroll Accounting 2
ACCT1212 Computerized Acct Applications I 3
ACCT1218 Spreadsheets Concepts and Applications 3
ACCT2205 Principles of Accounting I 3
ACCT2211 Principles of Accounting II 3
ACCT2213 Computerized Acct Applications II 3
ACCT2214 Auditing 3
ACCT2215 Fund/Non-Profit Accounting 3
ACCT2217 Income Tax I 3
ACCT2219 Income Tax II 3
ACCT2220 Cost Accounting I 3
ACCT2222 Cost Accounting II 3
ACCT2223 Intermediate Accounting I 3
ACCT2225 Intermediate Accounting II 3
ACCT2228 Advanced Spreadsheets 3
ACCT2229 Advanced Intermediate Accounting I 3
ACCT2231 Advanced Intermediate Accounting II 3
NWAT1607 PC Hardware Support 3
NWAT1612 Software Application Support 3
NWAT1641 Networking Fundamentals 3

Total Credits 45

Total Credits 60
Accounting (continued)

**Accounting Assistant Diploma**

1) 1000 level (minimum) General Education courses required unless specified.

**General Education Courses**
- English/Communications requirement 2
- MATH1025 Algebra or higher 2
- GenEd Electives (see advisor for approved electives) 3

**Technical Requirements**
- Technical electives (see advisor for approved electives) 4
- ACCT1210 Payroll Accounting 2
- ACCT1212 Computerized Acct Applications I 3
- ACCT1218 Spreadsheets Concepts and Applications 3
- ACCT1231 Database Concepts and Applications 3
- ACCT2205 Principles of Accounting I 3
- ACCT2211 Principles of Accounting II 3
- ACCT2215 Fund/Non-Profit Accounting 3

**Total Credits 24**

**Program Highlights:**
- 2 year accounting degree online – 100% online option available
- Excellent reputation with employers and students
- Hands-on learning
- Instructors have professional experience in all areas of accounting
- Learn the latest computer software: Excel, QuickBooks, Access, Turbo Tax, Word, Peachtree and PowerPoint
- Vast job opportunities with high growth potential
- Interactive learning combines technology with accounting theory
- Student organizations such as Business Professionals of America and Student Senate provide leadership and professional growth opportunities

**Program Learning Outcomes**
Program graduates will be able to:
- Apply the principles of financial accounting, managerial accounting, cost accounting, tax accounting and not-for-profit accounting.
- Apply mathematical, analytical and business knowledge skills to formulate and solve problems and to make decisions relevant to the needs of business.
- Demonstrate proficiency in personal computer operations and applications.
- Demonstrate an understanding of human society and culture in order to function as an effective employee and citizen

**Bookkeeper Certificate**

1) 1000 level (minimum) General Education courses required unless specified.

**General Education Courses**
- Computer requirement 2
- English/Communications requirement 2
- Math requirement 2

**Technical Requirements**
- Technical electives (see advisor for approved electives) 4
- ACCT1210 Payroll Accounting 2
- ACCT1220 Principles of Bookkeeping I 2
- ACCT1222 Principles of Bookkeeping II 2
- ADMS1417 Word Processing I 2
- ADMS2410 Keyboarding I 3

**Total Credits 15**

**Accounting Assistant Diploma**

1) 1000 level (minimum) General Education courses required unless specified.

**General Education Courses**
- English/Communications requirement 2
- MATH1025 Algebra or higher 2
- GenEd Electives (see advisor for approved electives) 3

**Technical Requirements**
- Technical electives (see advisor for approved electives) 4
- ACCT1210 Payroll Accounting 2
- ACCT1212 Computerized Acct Applications I 3
- ACCT1218 Spreadsheets Concepts and Applications 3
- ACCT1231 Database Concepts and Applications 3
- ACCT2205 Principles of Accounting I 3
- ACCT2211 Principles of Accounting II 3
- ACCT2215 Fund/Non-Profit Accounting 3

**Total Credits 24**

**Bookkeeper Certificate**

1) 1000 level (minimum) General Education courses required unless specified.

**General Education Courses**
- Computer requirement 2
- English/Communications requirement 2
- Math requirement 2

**Technical Requirements**
- Technical electives (see advisor for approved electives) 4
- ACCT1210 Payroll Accounting 2
- ACCT1220 Principles of Bookkeeping I 2
- ACCT1222 Principles of Bookkeeping II 2
- ADMS1417 Word Processing I 2
- ADMS2410 Keyboarding I 3

**Total Credits 15**
## Administrative Support Careers

**Delivery:** Winona Campus and Online  
**Start:** Fall or spring semester, full or part time

Online flexibility: Earn your degree in Administrative Support with a choice of program options.

These days, resources are tight and employers are looking for detail-oriented, tech-savvy administrative support personnel to manage both complex projects and day-to-day office needs. With a degree from Minnesota State College Southeast's Administrative Support program, you'll become an expert-level user of office software programs and sharpen your clerical skills to become a valuable team player.

Choose the option that best fits your schedule and career goals. All of Minnesota State College Southeast's Administrative Support programs can be completed 100% online, including the college's online Administrative Assistant or Customer Service Specialist A.A.S. degree, online Office Specialist or Customer Service Representative diploma, and online Office Assistant certificate. MSC Southeast also offers full-time, part-time, one-year, and two-year options for completing your chosen degree.

Looking for some real-world office experience? Internship and field experience opportunities are available and in many cases will get your foot in the door for a new administrative support career opportunity!

### Administrative Assistant

| AAS | 1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.  
2) 1100 level Liberal Arts and Sciences courses required unless specified. |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Technical Requirements</strong></td>
</tr>
</tbody>
</table>
ACCT1218 Spreadsheets Concepts and Applications  
ACCT1220 Principles of Bookkeeping I  
ACCT1231 Database Concepts and Applications  
ADMS1417 Word Processing I  
ADMS1419 Business Communications  
ADMS1420 Office Procedures  
ADMS1421 Customer Service Concepts  
ADMS1424 Integrated Office Skills  
ADMS1425 Desktop Publishing with Publisher  
ADMS1452 Electronic Presentations for Business Professionals  
ADMS2410 Keyboarding I  
ADMS2411 Keyboarding II  
ADMS2416 Word Processing Applications  
ADMS2417 Word Processing II  
ADMS2431 Administrative Assistant Internship IV  
BUSN1245 Business Computers  
Total Credits 60 |

### Customer Service Specialist

| AAS | 1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.  
2) 1100 level Liberal Arts and Sciences courses required unless specified. |
<table>
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<tbody>
<tr>
<td><strong>Technical Requirements</strong></td>
</tr>
</tbody>
</table>
ACCT1218 Spreadsheets Concepts and Applications  
ACCT1220 Principles of Bookkeeping I  
ACCT1231 Database Concepts and Applications  
ADMS1417 Word Processing I  
ADMS1419 Business Communications  
ADMS1420 Office Procedures  
ADMS1421 Customer Service Concepts  
ADMS1424 Integrated Office Skills  
ADMS1425 Desktop Publishing with Publisher  
ADMS1452 Electronic Presentations for Business Professionals  
ADMS2410 Keyboarding I  
ADMS2417 Word Processing II  
ADMS2421 Online Customer Service Strategies  
ADMS2422 Human Relations in Business  
ADMS2432 Customer Service Field Experience  
BUSN1245 Business Computers  
Total Credits 60 |

### Customer Service Representative

<table>
<thead>
<tr>
<th>Diploma</th>
<th>1) 1000 level (minimum) General Education courses required unless specified.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Education Requirements</strong></td>
<td></td>
</tr>
</tbody>
</table>
English/Communications requirement  
Math requirement  
COMM1015 Job Seeking Skills  
PSYC1110 Introduction to Psychology  
Total Credits 8 |
| **Technical Requirements** |  
ADMS1419 Business Communications  
ADMS1421 Customer Service Concepts  
ADMS1424 Integrated Office Skills  
ADMS2421 Online Customer Service Strategies  
ADMS2422 Human Relations in Business  
ADMS2432 Customer Service Field Experience  
BUSN1245 Business Computers  
Total Credits 32 |
Program Learning Outcomes
Program graduates will be able to:
• Accurately and efficiently utilize computer application software for office applications.
• Demonstrate keyboarding production proficiency.
• Create real-life documents using correct English and proofreading skills.
• Demonstrate appropriate critical thinking and problem-solving skills for the workplace.
• Apply knowledge of office procedures to simulated or entry-level employment situations.
Auto Body Collision Technology

Delivery: Winona Campus
Start: Fall semester, full or part time

Technicians must be knowledgeable in refinishing, repair, replacement and adjustment of body panels as they relate to the auto collision industry. Curriculum also includes structural repair, mechanical, electrical and glass replacement providing the student the opportunity to work in several different specialties upon graduation.

Hand-eye coordination and problem solving skills are developed through hands-on learning and classroom instruction. You will learn to access and interpret product data sheets, service information and estimating guides.

Our program is certified by the National Automotive Technicians Education Foundation (NATEF) making the program one of only a handful of schools in the United States certified in the four major areas of Auto Body. Both instructors are Inter-Industry Conference on Auto Collision Repair (I-CAR) qualified and have extensive knowledge and experience in Auto Body Collision Technology. We have graduates successfully working in different areas of the auto body, auto collision and related fields.

### Auto Body Collision Technology

**AAS**

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences
2) 1100 or higher Liberal Arts and Sciences courses required unless specified

### Liberal Arts and Sciences Requirements

Course from any MnTC Goal 1 - 10 (see advisor for courses) 3
Goal 1: Written and Oral Communications 3
Goal 4: Mathematics 3
Goal 5: History, Social, and Behavioral Sciences 3
Goal 6: Humanities and Fine Arts 3

**Total Credits 15**

### Technical Requirements

Technical electives (see advisor for approved electives) 4
ABCT1115 Introduction to Transportation Careers 1
ABCT1125 Auto Body Welding 1 2
ABCT1135 Auto Body Mechanical 1 2
ABCT1145 Auto Body Disassembly/Reassembly 2
ABCT1155 Refinishing 1 2
ABCT1165 Sheet Metal Repair and Replacement 5
ABCT1245 Plastics and Composites Repair 2
ABCT1255 Refinishing 2 5
ABCT1265 Refinishing Lab 2
ABCT1275 Production Lab 1 4
ABCT1315 Auto Body Basic Electrical 2
ABCT1325 Auto Body Welding 2 2
ABCT1335 Auto Body Mechanical 2 3
ABCT1345 Structural Repair 3
ABCT1355 Refinishing 3 2
ABCT1375 Production Lab 2 2
ABCT1415 Damage Analysis and Estimating 2
ABCT1485 Collision Lab 4

**Total Credits 51**

### Auto Body Collision Technology Diploma

1) 1000 level (minimum) General Education courses required unless specified.

### General Education Requirements

Computer requirement 2
English/Communications requirement 2
GenEd Electives (see advisor for approved electives) 4
Math requirement 2

**Total Credits 10**

### Technical Requirements

Technical electives (see advisor for approved electives) 4
ABCT1115 Introduction to Transportation Careers 1
ABCT1125 Auto Body Welding 1 2
ABCT1135 Auto Body Mechanical 1 2
ABCT1145 Auto Body Disassembly/Reassembly 2
ABCT1155 Refinishing 1 2
ABCT1165 Sheet Metal Repair and Replacement 5
ABCT1245 Plastics and Composites Repair 2
ABCT1255 Refinishing 2 5
ABCT1265 Refinishing Lab 2
ABCT1275 Production Lab 1 4
ABCT1315 Auto Body Basic Electrical 2
ABCT1325 Auto Body Welding 2 2
ABCT1335 Auto Body Mechanical 2 3
ABCT1345 Structural Repair 3
ABCT1355 Refinishing 3 2
ABCT1375 Production Lab 2 2
ABCT1415 Damage Analysis and Estimating 2
ABCT1475 Production Lab 3 3
ABCT1485 Collision Lab 4

**Total Credits 54**

### Auto Body Refinishing Certificate

1) 1000 level (minimum) General Education courses required unless specified.

### General Education Requirements

GenEd Electives (see advisor for approved electives) 2

### Technical Requirements

Technical electives (see advisor for approved electives) 8
ABCT1115 Introduction to Transportation Careers 1
ABCT1145 Auto Body Disassembly/Reassembly 1
ABCT1155 Refinishing 1 2
ABCT1245 Plastics and Composites Repair 2
ABCT1255 Refinishing 2 5
ABCT1265 Refinishing Lab 2
ABCT1315 Auto Body Basic Electrical 2
ABCT1325 Auto Body Welding 2 2
ABCT1335 Auto Body Mechanical 2 3
ABCT1345 Structural Repair 3
ABCT1355 Refinishing 3 2
ABCT1375 Production Lab 2 2
ABCT1415 Damage Analysis and Estimating 2
ABCT1475 Production Lab 3 3
ABCT1485 Collision Lab 4

**Total Credits 24**

**Total Credits 66**
Auto Body Collision Technology (continued)

Auto Body Sheet Metal Repair & Replacement - Certificate

1) 1000 level (minimum) General Education courses required unless specified.

General Education Courses
GenEd Electives (see advisor for approved electives) 2

Technical Requirements
Technical electives (see advisor for approved electives) 4
ABCT1115 Introduction to Transportation Careers 1
ABCT1125 Auto Body Welding 1 2
ABCT1135 Auto Body Mechanical 1 2
ABCT1145 Auto Body Disassembly/Reassembly 2
ABCT1155 Refinishing 1 2
ABCT1165 Sheet Metal Repair and Replacement 5
ABCT1245 Plastics and Composites Repair 2
ABCT1275 Production Lab 1 4
ABCT1325 Auto Body Welding 2 2
ABCT1345 Structural Repair 3

Total Credits 27

Career Opportunities:
• Auto Body Repair
• Auto Body Refinishing
• Structural Repair
• Damage Claims Writer
• Shop Manager/Owner
• Parts and Supply Industry
• Related Manufacturing

Program Highlights:
• National Automotive Technician Education Foundation (NATEF) certified program.
• Instructors are Automotive Service Excellence (ASE) certified.
• The program follows Inter-Industry Conference on Auto Collision Repair (I-CAR) recommended guidelines and offers the students the opportunity to gain I-CAR course credits.
• The program is continually upgraded to maintain the latest technology used in industry.
• You will enjoy the opportunity of a broad career range within the auto body/collision repair and related fields.
• Business Professionals of America and Student Senate are student organizations that provide leadership and professional

Program Learning Outcomes
Program graduates will be able to:
• Perform body panel and minor structural repairs and parts replacement.
• Perform vehicle refinishing preparation, application, and paint detailing.
• Dismantle and reassemble vehicle body parts, trim, interior components, and non-structural glass.
• Demonstrate safe and professional work habits.
• Perform minor mechanical and electrical collision-related procedures.
• Assess a vehicle’s damage, develop a repair plan through interpretation of service information, and communicate the calculation of repair costs and procedures to related parties.
Automotive Technology

Delivery: Winona Campus
Start: Fall or spring semester, full or part time

Our program consists of formal learning in the classroom combined with hands-on training in the lab. Housed in the college's new state-of-the-art Norris P. Abts Transportation Center in Winona, the automotive technology lab includes the latest automotive equipment. You will have the opportunity to learn all aspects of automotive repair.

This unique combination of formal and hands-on learning will prepare you to enter the workforce immediately upon graduation. The variety of employers and occupations in the automotive field will allow you to take your education on several pathways.

### Automotive Technology Diploma

1) 1000 level (minimum) General Education courses required unless specified.

#### General Education Requirements

- Computer requirement: 2
- English/Communications requirement: 2
- Math requirement: 2
- GenEd Electives (see advisor for approved electives): 4

#### Technical Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO1105</td>
<td>General Auto Service Theory</td>
<td>1</td>
</tr>
<tr>
<td>AUTO1106</td>
<td>General Auto Service Lab</td>
<td>2</td>
</tr>
<tr>
<td>AUTO1111</td>
<td>Auto Engine Repair Lab</td>
<td>4</td>
</tr>
<tr>
<td>AUTO1112</td>
<td>Auto Trans/Transaxle Lab</td>
<td>3</td>
</tr>
<tr>
<td>AUTO1113</td>
<td>Drive Train and Axle Lab</td>
<td>4</td>
</tr>
<tr>
<td>AUTO1114</td>
<td>Suspension &amp; Steering Lab</td>
<td>3</td>
</tr>
<tr>
<td>AUTO1115</td>
<td>Brake Systems Lab</td>
<td>3</td>
</tr>
<tr>
<td>AUTO1117</td>
<td>Auto Heating &amp; Air Conditioning Lab</td>
<td>2</td>
</tr>
<tr>
<td>AUTO1118</td>
<td>Auto Engine Performance Lab</td>
<td>3</td>
</tr>
<tr>
<td>AUTO1126</td>
<td>Auto Electrical/Electronic Lab</td>
<td>2</td>
</tr>
<tr>
<td>AUTO1138</td>
<td>Advanced Engine Performance Lab</td>
<td>3</td>
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<tr>
<td>AUTO1148</td>
<td>Vehicle Driveability</td>
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</tr>
<tr>
<td>AUTO1201</td>
<td>Auto Engine Repair Theory</td>
<td>1</td>
</tr>
<tr>
<td>AUTO1202</td>
<td>Auto Trans/Transaxle Theory</td>
<td>2</td>
</tr>
<tr>
<td>AUTO1203</td>
<td>Drive Train and Axle Theory</td>
<td>2</td>
</tr>
<tr>
<td>AUTO1204</td>
<td>Suspension &amp; Steering Theory</td>
<td>2</td>
</tr>
<tr>
<td>AUTO1205</td>
<td>Brake Systems Theory</td>
<td>2</td>
</tr>
<tr>
<td>AUTO1206</td>
<td>Intro to Electrical &amp; Battery Service</td>
<td>2</td>
</tr>
<tr>
<td>AUTO1207</td>
<td>Auto Heating &amp; Air Conditioning Theory</td>
<td>2</td>
</tr>
<tr>
<td>AUTO1208</td>
<td>Engine Performance Theory</td>
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<tr>
<td>AUTO1210</td>
<td>Introduction to DC Electricity</td>
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</tr>
<tr>
<td>AUTO1216</td>
<td>Auto Electric/Electronic Systems</td>
<td>2</td>
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<td>AUTO1228</td>
<td>Advanced Engine Performance Theory</td>
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</tr>
<tr>
<td>AUTO1236</td>
<td>Starting and Charging Systems</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits 54

### Undercar Specialist Certificate

1) 1000 level (minimum) General Education courses required unless specified.

#### General Education Requirements

- English/Communications requirement: 2
- GenEd Electives (see advisor for approved electives): 1

#### Technical Requirements

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<td>Suspension &amp; Steering Lab</td>
<td>3</td>
</tr>
<tr>
<td>AUTO1115</td>
<td>Brake Systems Lab</td>
<td>3</td>
</tr>
<tr>
<td>AUTO1204</td>
<td>Suspension &amp; Steering Theory</td>
<td>2</td>
</tr>
<tr>
<td>AUTO1205</td>
<td>Brake Systems Theory</td>
<td>2</td>
</tr>
<tr>
<td>AUTO1206</td>
<td>Intro to Electrical &amp; Battery Service</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits 15

Total Credits 18
Automotive Technology (continued)

Career Opportunities:
- Certified Technicians
- Service Managers
- Service Writers
- Vehicle Inspectors
- Shop Owners
- Specialists
- Insurance Adjusters
- Instructors

Program Highlights:
- Lab operates as a live shop
- Students work on customer vehicles
- Computer training tied to the automotive industry
- Text and curriculum designed around Automotive Service Excellence (ASE) Certification
- Interactive learning combines technology with accounting theory
- Business Professionals of America and Student Senate are student organizations that provide leadership and professional

Program Learning Outcomes
Program graduates will be able to:
- Demonstrate safety practices and policies in an environmentally safe and compatible environment.
- Demonstrate the ability to diagnose related vehicle repairs using problem solving techniques.
- Demonstrate the ability to operate electrical diagnostic equipment.
- Demonstrate the ability to process information from service manuals and technical service bulletins to complete automotive repairs.
- Define the use of service manuals and technical service bulletins related to automotive repairs.
- Develop a plan for a career path in the automotive technology trade.
Band Instrument Repair

Delivery: Red Wing Campus
Start: Fall semester, full time

From across the United States and around the world, students come to Red Wing, Minnesota, to study band instrument repair, where you can learn the skills necessary for employment and advancement in this rewarding, viable career option. Our training is rigorous, requiring tenacity and a desire for excellence.

- In 2 semesters of comprehensive study, the Band Instrument Repair Diploma program will teach you the fundamentals of repairing clarinets, trumpets, flutes, trombones, saxophones, French horns, oboes, bassoons, and large brass. You will also learn how to fabricate tools and instrument parts using lathes, drill presses, grinders, sanders, and bench motors.

- Incorporating all diploma-level BIR courses, the 2-year Associate of Applied Science in Band Instrument Repair degree adds coursework specific to small business development and marketing; it also includes college-level general education classes such as math, English, and humanities. The AAS was designed primarily for students who want the one-year program, but have sufficient transferable college general education credits to narrow the time frame to complete the AAS degree to one-year.

Up to 48 students enroll yearly in Band Instrument Repair, many coming from either performance or music education backgrounds — men and women looking to channel their interests and talents in a challenging educational setting where hands-on practice is central to success.

You will join graduates who are successfully employed in repair shops associated with music stores, school districts, and independent repair shops. In 2014, 96% of our graduates found work in the field.

For additional information, go to www.redwingmusicrepair.org.

Band Instrument Repair AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences
2) 1100 or higher Liberal Arts and Sciences courses required unless specified.

Liberal Arts and Sciences Requirements
Course from any MnTC Goal 1 - 10 (see advisor for courses) 3
Goal 1: Written and Oral Communications 3
Goal 4: Mathematics 3
Goal 5: History, Social, and Behavioral Sciences 3
Goal 6: Humanities and Fine Arts 3
COMM1420 Social Media Communications 3 18

Technical Requirements
ACCT2205 Principles of Accounting I 3
BIRT1100 Woodwind Repair Fundamentals 5
BIRT1104 Woodwind Repair I 4
BIRT1110 Brasswind Repair Fundamentals 4
BIRT1125 Brasswind Repair I 5
BIRT2100 Woodwind Repair II 5
BIRT2104 Woodwind Repair III 4
BIRT2110 Brasswind Repair II 5
BIRT2121 Large Brasswind Repair 4
BUSN2000 Small Business Development 3 42

Total Credits 60

Band Instrument Repair Diploma

1) 1000 level (minimum) General Education courses required unless specified.

General Education Requirements
English/Communications requirement 2
GenEd Electives (see advisor for electives) 2
Math requirement 2 6

Technical Requirements
BIRT1100 Woodwind Repair Fundamentals 5
BIRT1104 Woodwind Repair I 4
BIRT1110 Brasswind Repair Fundamentals 4
BIRT1125 Brasswind Repair I 5
BIRT2100 Woodwind Repair II 5
BIRT2104 Woodwind Repair III 4
BIRT2110 Brasswind Repair II 5
BIRT2121 Large Brasswind Repair 4

36

Total Credits 42

Program Highlights:
• All students in the musical instrument repair programs at MSC Southeast pay in-state tuition regardless of state/country of origin. The cost of living in Red Wing is also quite reasonable.
• Our instructors are active members in the National Association of Professional Band Instrument Repair Technicians (NAPBIRT), presenting clinics, producing videos, and writing articles for TechniCom, NAPBIRT’s printed journal.
• Go to www.napbirt.org for more information.
• Frequent guest speakers and clinicians will give you their perspectives on what employment in the craft is like and help you prepare for your career.

Program Learning Outcomes
Program graduates will be able to:
• Evaluate, repair and play test a clarinet, flute, sax, oboe and bassoon.
• Evaluate, repair and play test a trumpet, trombone, horn, and large brass.
• Perform basic fabrication techniques using a lathe, drill press, sander and grinder.
• Exhibit attitudes and behaviors commensurate with employer expectations.

Career Opportunities:
• Music Stores
• Repair Shops
• School Districts
• Musical Instrument Manufacturers
• Entrepreneurial Opportunities (with experience)
Biomedical Equipment Technology

Delivery: Winona Campus
Start: Fall or spring semester, full or part time

Biomedical equipment technician training at MSC Southeast in Winona, Minnesota will teach you the skills and knowledge to maintain, adjust, calibrate, and repair a wide variety of electronic and electromechanical equipment, as well as computerized and networked systems used in hospitals.

You will also gain the expertise needed to work on equipment such as CT scanners, ultrasound equipment, electric wheelchairs, and sophisticated dental, optometric, and ophthalmic equipment. Biomedical Equipment repair is an up-and-coming occupation that is in high demand. The number of job openings is expected to outnumber qualified applicants, due in part to the increased demand for health care services and the increasing complexity of the medical equipment used in hospitals and by private practitioners.

Learn from the best! The Biomedical Equipment Technician degree is built on the foundation of the college’s successful 2-year Electronics program and is taught by experienced instructors Mike Wadewitz and Marc Kalis at our Winona, MN campus. As part of your studies you will complete an on-site internship at a health care facility or medical equipment repair company, so you will be well-prepared to enter the workforce when you graduate.

To be successful in Biomedical Equipment repair you:
• Must have technical skills and problem solving abilities
• Need good hand/eye coordination and show mechanical aptitude
• Must show great attention to detail, have excellent communication skills and have the ability to work as a team

Biomedical Equipment Technology
AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2) 1100 or higher Liberal Arts and Sciences courses required unless specified

Liberal Arts and Sciences Requirements
Course from any MnTC Goal 1 - 10 (see advisor for courses) 3
Goal 1: Written and Oral Communications 3
Goal 4: Mathematics 3
Goal 5: History, Social, and Behavioral Sciences 3
Goal 6: Humanities and Fine Arts 3

Technical Requirements
BMET2221 Introduction to Biomedical Equipment 3
BMET2222 Biomedical Equipment Safety 2
BMET2223 Biomedical Equipment I 3
BMET2224 Biomedical Equipment II 3
BMET2225 Clinical Internship 3
ELEC1202 Introduction to DC Electricity 2
ELEC1204 Introduction to AC Electricity 2
ELEC1209 DC Theory & Circuits 2
ELEC1212 Digital Electronics I 3
ELEC1214 Electronic Fabrication Technology 2
ELEC1220 Electronic Communications 2
ELEC1250 Introduction to Solid State 4
ELEC1330 Computers for Technicians 2
ELEC1500 Networking I 3
ELEC2211 Digital Electronics II 4
ELEC2227 PC Hardware & OS 4
ELEC2260 Linear Integrated Circuits 4
ELEC2500 Networking II 3

Total Credits 66

Career Opportunities:
• Biomedical Electronics Technician
• Biomedical Engineering Technician
• Biomedical Equipment Specialist
• Electromedical Equipment Repairer
• Medical Equipment Repairer
• Field Service Technician

Program Highlights:
• Learn to service and maintain medical equipment
• Work in computerized and networked electronic and electromechanical environments
• Instructors have experience in multiple disciplines
• Learn communication skills to work in a high tech environment with other respected professionals in healthcare and medical facilities
• Learn how to support medical staff in the use of technology
• Job stability and satisfaction
• Career growth and development opportunities

Program Learning Outcomes
Program graduates will be able to:
• Use knowledge and skills to analyze, troubleshoot, measure and/or program systems and devices used in the biomedical equipment industry.
• Work as a productive and responsible team member.
• Repair systems and equipment by applying logic and knowledge to solve complex problems associated with biomedical equipment technology.
• Demonstrate the use of software, programming, and interfacing to troubleshoot micro and personal computers and their applications within the biomedical equipment technology industry.
• Apply acquired skills and learn new skills by engaging in lifelong learning.
• Demonstrate an ability to apply knowledge of mathematics, science, and engineering to the analysis of biomedical equipment problems.
• Demonstrate an ability to communicate effectively.
• Function with a respect for diversity and knowledge of professional, social, and global issues.
## Business Management

**Delivery:** Winona Campus  
**Start:** Fall or spring semester, full or part time

The Business Management program at Minnesota State College Southeast is perfect for working adults who are new to management or are interested in moving up in management status.

Our unique accelerated learning program enables you to complete an A.A.S. degree in approximately 3 years. Accelerated learning uses activities that involve your senses in an intensive, yet fun environment. You will absorb more information in a shorter time while enjoying the support of fellow students.

Learning takes place with a group of students who have similar backgrounds and training needs. You and the group will move rapidly through the required courses, enabling you to learn from one another.

Are you already employed in the work force? Your employer will benefit from your participation in MSC Southeast’s Business Management program. Company projects may be completed as class assignments and the focus is on building the specific skills that are needed in your work situation.

### Business Management AAS

1) Complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences  
2) 1100 or higher Liberal Arts and Sciences courses required unless specified

#### Liberal Arts and Sciences Requirements

<table>
<thead>
<tr>
<th>Course from any MnTC Goal 1 - 10 (see advisor for courses)</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 1: Written and Oral Communications</td>
<td></td>
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<tr>
<td>Goal 4: Mathematics</td>
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<tr>
<td>Goal 5: History, Social, and Behavioral Sciences</td>
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<tr>
<td>Goal 6: Humanities and Fine Arts</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

#### Technical Requirements

Technical electives (see advisor for approved electives): 6  
ACCT2205 Principles of Accounting I: 3  
ADMS1419 Business Communications: 3  
RESL1210 Introduction to Marketing: 3  
SMGT1210 Supervision Principles: 3  
SMGT1212 Managing for Quality: 3  
SMGT1214 Practical Problem Solving: 3  
SMGT1216 Leadership Development: 3  
SMGT1749 Project Management: 3  
SMGT2210 Human Resource Issues for Managers: 3  
SMGT2214 Teambuilding: 3  
SMGT2216 Coaching & Productivity Enhancement: 3  
SMGT2218 Service Management: 3  
SMGT2220 Management Theories and Organizational Studies: 3  
**Total Credits 60**

### Leadership and Supervision Certificate

1) 1000 level (minimum) General Education courses required unless specified.

#### Technical Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SMGT1210 Supervision Principles</td>
<td>3</td>
</tr>
<tr>
<td>SMGT1216 Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td>SMGT2210 Human Resource Issues for Managers</td>
<td>3</td>
</tr>
<tr>
<td>SMGT2214 Teambuilding</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### Project Management Certificate

1) 1000 level (minimum) General Education courses required unless specified.

#### Technical Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SMGT1214 Practical Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>SMGT1749 Project Management</td>
<td>3</td>
</tr>
<tr>
<td>SMGT2218 Service Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

### Quality Improvement Certificate

1) 1000 level (minimum) General Education courses required unless specified.

#### Technical Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMGT1212 Managing for Quality</td>
<td>3</td>
</tr>
<tr>
<td>SMGT2216 Coaching &amp; Productivity Enhancement</td>
<td>3</td>
</tr>
<tr>
<td>SMGT2220 Management Theories and Organizational Studies</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

### Program Highlights

- Accelerated learning for adults  
- Classes held mostly in the evening  
- Enhancement program for people in business/industry  
- Teaching methods build self-esteem and critical thinking skills  
- Emphasis on leadership development  
- Network with learners from a variety of area businesses

### Program Learning Outcomes

- Demonstrate leadership skills and identify approaches to motivation to achieve a productive work environment.  
- Apply human resource management practices at a supervisory management level.  
- Apply marketing, management, and organizational theories in a supervisory setting.  
- Demonstrate financial management skills at a non-financial management level.  
- Demonstrate analytical skills in identifying and solving supervisory business problems.  
- Utilize current business technology.  
- Plan, prepare, and deliver effective oral and written communications.

### Career Opportunities:

- Supervisor  
- Workplace Leader  
- Department Head  
- Office Manager
Carpentry

Delivery: Winona Campus
Start: Enrollment for this program has been temporarily suspended.

At MSC Southeast, our students gain hands-on skills in the carpentry lab and in a real-world environment. Planning, designing, estimating, and blueprint reading are also integral parts of the Carpentry program.

Each year, in our Carpentry program, students build a house from the ground up. Just as they would on a commercial construction site, students work side-by-side with the skilled sub-contractors who grade the construction site, pour concrete, and install plumbing and electrical systems.

Students also build, finish, and install custom cabinets according to the design specifications provided by the owner for the kitchen and bathrooms.

Carpentry

AS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences
2) 1100 or higher Liberal Arts and Sciences courses required unless specified

Liberal Arts and Sciences Requirements
Course from any MnTC Goal 1 - 10
(see advisor for courses) 3
Goal 1: Written and Oral Communications 3
Goal 4: Mathematics 3
Goal 5: History, Social, and Behavioral Sciences 3
Goal 6: Humanities and Fine Arts 3

15

Technical Requirements
Technical electives
(see advisor for approved electives) 6
CARP1600 Framing Theory I 3
CARP1602 Blueprint Reading I 2
CARP1604 Cabinetry I 2
CARP1606 Foundation and Footing Design 2
CARP1608 Carpentry Lab I 3
CARP1626 Framing Theory II 3
CARP1628 Construction Estimating I 2
CARP1630 Cabinetry II 2
CARP1632 Blueprint Reading II 2
CARP1634 Brick & Concrete Flatwork I 2
CARP1636 Carpenter Lab II 3
CARP2602 Framing Theory III 3
CARP2626 Framing Theory IV 3

45

Career Opportunities:
• Professional Carpenter
• Construction
• Sales
• Lumberyard
• Commercial & Residential Carpentry
• Cabinet Making
• Union Carpentry
• Construction Management

Total Credits 60

Carpentry

Diploma

1) 1000 level (minimum) General Education courses required unless specified

General Education Requirements
Computer requirement 1
English/Communications requirement 2
Math requirement 2

5

Technical Requirements
CARP1600 Framing Theory I 3
CARP1602 Blueprint Reading I 2
CARP1604 Cabinetry I 2
CARP1606 Foundation and Footing Design 2
CARP1608 Carpenter Lab I 3
CARP1626 Framing Theory II 3
CARP1628 Construction Estimating I 2
CARP1630 Cabinetry II 2
CARP1632 Blueprint Reading II 2
CARP1634 Brick & Concrete Flatwork I 2
CARP1636 Carpenter Lab II 3
CARP2602 Framing Theory III 3
CARP2626 Framing Theory IV 3

32

Total Credits 37

Program Highlights:
• Opportunities in this field are almost endless. You can take your training in several directions
• Excellent placement history
• There is an endless demand for durable, affordable, energy efficient housing.
• Certificate programs are available for working carpenters who are looking for some additional training.

Program Learning Outcomes
Program graduates will be able to:
• Produce quality carpentry labor working safely under the direction of a construction foreman.
• Understand basic carpentry theory and apply the use of hand and power tools of the carpentry trade.
• Communicate efficiently with the construction company and its employees.
• Produce adequate math skills to be able to solve math related construction problems on site.
CNC Machine Tool

Delivery: Winona Campus
Start: Fall or spring semester, full or part time

The CNC (Computer Numeric Controlled) Machine Tool program at Minnesota State College Southeast in Winona offers the training and education you’ll need for a rewarding career in the field of precision computerized machining and manufacturing.

In CNC Machine Tool (also known as tool and die), you will learn the basic fundamentals of precision machining by working with engineering drawings, CAD/CAM software, computer controlled mills, lathes, and EDM machines. We emphasize learning the basic skills in machining technology and progressing to the development of advanced CNC machining and programming skills.

Our program is based on the philosophy that hands-on is the best way to learn machining and die making. The CNC Machine Tool program teaches the high level of technically advanced machining that modern industry requires.

### Computerized (CNC) Precision Machining Technology - Diploma

1) 1000 level (minimum) General Education courses required unless specified

#### General Education Requirements
- English/Communications requirement: 2
- Math requirement: 2
- GenEd Electives (see advisor for approved electives): 3
- COMM1015 Job Seeking Skills: 1

#### Technical Requirements
- Choose one: MACH1620 Internship or MACH2642
- MACH1601 Introduction to Precision Machining: 4
- MACH1605 Blueprint Reading I: 2
- MACH1610 Precision Measuring and Gauging: 2
- MACH1615 Precision Machining Processes: 3
- MACH1625 Blueprint Reading 2: 2
- MACH1630 Introduction to CNC Theory: 3
- MACH1641 Introduction to CNC Precision Machining Technology: 4
- MACH1650 Introduction to EDM: 2
- MACH1661 Introduction to CAD/CAM: 2
- MACH2633 CNC Precision Machining Mill: 4
- MACH2635 CNC Precision Machining Lathe: 4
- MACH2637 CAM Programming and Toolmaking Application I: 3
- MACH2639 CAM Programming and Toolmaking Application 2: 3
- MACH2640 CNC Precision Machining Capstone: 5
- MACH2660 Advanced CAD/CAM: 3

**Total Credits 68**

### Precision Machining Diploma

1) 1000 level (minimum) General Education courses required unless specified.

#### General Education Requirements
- English/Communications requirement: 2
- Math requirement: 2
- COMM1015 Job Seeking Skills: 1

#### Technical Requirements
- Technical electives (see advisor for approved electives): 2
- MACH1601 Introduction to Precision Machining: 4
- MACH1605 Blueprint Reading I: 2
- MACH1610 Precision Measuring and Gauging: 2
- MACH1615 Precision Machining Processes: 3
- MACH1625 Blueprint Reading 2: 2
- MACH1630 Introduction to CNC Theory: 3
- MACH1641 Introduction to CNC Precision Machining Technology: 4
- MACH1650 Introduction to EDM: 2
- MACH1661 Introduction to CAD/CAM: 2
- MACH2633 CNC Precision Machining Mill: 4
- MACH2635 CNC Precision Machining Lathe: 4
- MACH2637 CAM Programming and Toolmaking Application I: 3
- MACH2639 CAM Programming and Toolmaking Application 2: 3
- MACH2640 CNC Precision Machining Capstone: 5
- MACH2660 Advanced CAD/CAM: 3
- MACH2661.1 CNC Programming and Toolmaker Application II: 2
- MACH2661.2 CNC Programming and Toolmaker Application II: 2

**Total Credits 31**

### Machining Basics Certificate

1) 1000 level (minimum) General Education courses required unless specified.

#### General Education Requirements
- Math requirement: 2

#### Technical Requirements
- MACH1601 Introduction to Precision Machining: 4
- MACH1605 Blueprint Reading I: 2
- MACH1610 Precision Measuring and Gauging: 2
- MACH1615 Precision Machining Processes: 3
- MACH1625 Blueprint Reading 2: 2
- MACH1630 Introduction to CNC Theory: 3
- MACH1641 Introduction to CNC Precision Machining Technology: 4
- MACH1650 Introduction to EDM: 2
- MACH1661 Introduction to CAD/CAM: 2
- MACH2633 CNC Precision Machining Mill: 4
- MACH2635 CNC Precision Machining Lathe: 4
- MACH2637 CAM Programming and Toolmaking Application I: 3
- MACH2639 CAM Programming and Toolmaking Application 2: 3
- MACH2640 CNC Precision Machining Capstone: 5
- MACH2660 Advanced CAD/CAM: 3
- MACH2661 Advanced CAD/CAM: 3

**Total Credits 11**
CNC Machine Tool (continued)

Machining Right Skills Now Certificate

1) 1000 level (minimum) General Education courses required unless specified

General Education Requirements
Math requirement 2

Technical Requirements
MACH1601 Introduction to Precision Machining 4
MACH1605 Blueprint Reading I 2
MACH1610 Precision Measuring and Gauging 2
MACH1615 Precision Machining Processes 3
MACH1620 Internship 4
15
Total Credits 17

Prototype Engineering Certificate

1) 1000 level (minimum) General Education courses required unless specified

General Education Requirements
Math requirement 2

Technical Requirements
MACH1601 Introduction to Precision Machining 4
MACH1605 Blueprint Reading I 2
MACH1615 Precision Machining Processes 3
MACH1625 Blueprint Reading II 2
MACH1661 Introduction to CAD/CAM 2
13
Total Credits 15

Career Opportunities:
- Micro Machining
- Medical Machining
- Moldmaker
- Diemaker
- Toolmaker
- CNC Machinist
- Production Machinist
- General Machinist

Program Highlights:
- 20+ stations of Computer Aided Drafting (CAD) and Computer Aided Machining (CAM) programming software available for student training
- 70% of coursework is hands-on
- Computer Numerical Control (CNC) machines offers wire electrical discharge machining (edm), turning and milling technology
- Focus is on keeping up with the technology used in industry
- Employment opportunities are abundant locally as well as regionally

Program Learning Outcome
Program graduates will be able to:
- Be employable at entry level machining jobs in related fields.
- Use the basic skill and knowledge of machine shop operations in manual and CNC machining to produce parts to blueprint specifications.
- Demonstrate safe work habits.
- Clearly communicate through verbal and written skills.
- Use the math and computer skills necessary in the machine trades
Computer Aided Design (CAD) Drafting Technologies

Delivery: Online
Start: Fall or spring semester, full or part time

Complex products all start with a plan. By receiving a degree from Minnesota State College Southeast’s online CAD drafting program, you will learn how to translate ideas at the product conception stage into physical work plans that launch the design process. As a CAD designer, you will be an essential part of any technical team.

Employment opportunities in the CAD drafting field abound, and a degree from MSC Southeast’s online CAD drafting program will prepare you with the specific skills employers are looking for. Solidworks, Inventor, Google SketchUp, Autocad - they’re all here, and you’ll learn how to apply these industry-standard software programs on a project basis just as you will on the job.

Our highly experienced CAD drafting faculty will teach you the tools of the trade so that you can be successful in your career on day one. And with their industry connections, MSC Southeast instructors will help you find an internship to gain invaluable real-world experience.

Best Colleges Online Seal
Have a busy schedule or just like to work at your own pace? MSC Southeast’s online CAD drafting program is flexible enough to accommodate your busy lifestyle, but rigorous enough to ensure you develop the skills employers demand. Take the next step to achieve an online CAD degree, and put a new career in motion - apply today!

Computer Aided Design (CAD) Drafting Technologies - AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences
2) 1100 or higher Liberal Arts and Sciences courses required unless specified

Liberal Arts and Sciences Requirements
Goal 1: Written and Oral Communications 3
Goal 4: Mathematics 3
Goal 5: History, Social, and Behavioral Sciences 3
Goal 6: Humanities and Fine Arts 3
PHYS1215 College Physics I 4
16

Technical Requirements
Technical electives (see advisor for approved electives) 8
MDAD1204 Autocad 3
MDAD1206 Geometric Tolerances 3
MDAD1216 Mechanisms 3
MDAD1241 Solidworks 3
MDAD1250 Print Reading for CAD Design 3
MDAD1251 Manufacturing Processes for CAD Design 3
MDAD1252 Working Drawings 1 for CAD Design 3
MDAD1253 Working Drawings 2 for CAD Design 3
MDAD1254 Mold Design for CAD Design 3
MDAD1255 CAD Drawing Using Free Software 3
MDAD1256 Design Project 1 for CAD Design 3
MDAD1257 Design Project 2 for CAD Design 3
44

Total Credits 60

Computer Aided Design (CAD) Drafting Technologies - Diploma

1) 1000 level (minimum) General Education courses required unless specified.

General Education Requirements
English/Communications requirement 3
Math requirement 3
6

Technical Requirements
Technical electives (see advisor for approved electives) 6
MDAD1204 Autocad 3
MDAD1216 Mechanisms 3
MDAD1241 Solidworks 3
MDAD1250 Print Reading for CAD Design 3
MDAD1251 Manufacturing Processes for CAD Design 3
MDAD1252 Working Drawings 1 for CAD Design 3
MDAD1255 CAD Drawing Using Free Software 3
27

Total Credits 33

Computer Aided Drafting (CAD) Technologies - Certificate

1) 1000 level (minimum) General Education courses required unless specified.

Technical Requirements
Technical electives (see advisor for approved electives) 3
MDAD1204 Autocad 3
MDAD1241 Solidworks 3

Total Credits 9
Computer Aided Design (CAD) Drafting Technologies

Basic Drafting Technologies Certificate

1) 1000 level (minimum) General Education courses required unless specified.

Technical Requirements
Technical electives (see advisor for approved electives) 4
MDAD1204 Autocad 3
MDAD1241 Solidworks 3
MDAD1250 Print Reading for CAD Design 3
MDAD1251 Manufacturing Processes for CAD Design 3

Total Credits 16

Program Highlights:
• Courses are taught using state of the art CAD 3D Parametric software
• Excellent training for self-starters
• CAD Drafters/Designers are in constant demand
• The courses are focused on developing your skills for employment
• Instructors are licensed because of their experience in the drafting and design field
• Excellent placement
• Online CAD degree in two short years or less

Career Opportunities:
• Mechanical Designers
• Plant Designers
• Mechanical Drafters
• CAD Technicians

Program Learning Outcomes
Program graduates will be able to:
• Complete industry standard assembly drawings using 2d and 3d CAD.
• Complete industry standard part drawings using 2d and 3d CAD.
• Calculate mating part conditions to guarantee part fits.
• Define and apply proper design materials.
• Define and apply proper standard part vendors.
• Communicate verbally and in written forms.
Cosmetology

Delivery: Winona Campus
Start: Fall or spring semester, full or part time

Experience outstanding training in classroom, lab, and clinic settings at Minnesota State College Southeast Cosmetology Academy in Winona. Our curriculum is designed to complete classroom studies in just a few weeks, so you will start getting hands-on experience in our clinic setting right away. Plus, you have the option to begin the program in August, October, January or March.

At Southeast Cosmetology Academy, you’ll learn fundamental and advanced cosmetology skills in:
- Men’s and women’s razor, scissor, and clipper haircutting
- Dimensional and monochromatic hair coloring technique
- Permanent wave and chemical straightening hair texture services
- Manicures and pedicures

Practice beauty techniques on real clients. Get the hands-on training you need to become a licensed cosmetologist in our Student Salon & Spa. The facilities at Southeast Cosmetology Academy provide our students and their clients with a high quality salon experience. Develop the professional skills you need to succeed in the industry, including time management and record keeping.

There are a variety of career options in cosmetology, and our graduates are working successfully in many different areas. We offer specific certificate programs in nail care and skin care. Advanced training in these areas will broaden your employment opportunities.

Cosmetology
AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2) 1100 level Liberal Arts and Sciences courses required unless specified.

Liberal Arts and Sciences Requirements
Course from any MnTC Goal 1 - 10 (see advisor for courses) 3
Goal 1: Written and Oral Communications 3
Goal 4: Mathematics 3
Goal 5: History, Social, and Behavioral Sciences 3
Goal 6: Humanities and Fine Arts 3

15

Technical Requirements
COSM1219 Capstone Clinic MN or COSM1220 Capstone Clinic WI 4
COSM1100 Industry Methodology 3
COSM1101 Dermatology and Electricity 1
COSM1102 Haircutting I 2
COSM1103 Haircutting Lab 1
COSM1104 Esthetics 2
COSM1105 Nail Technology I 1
COSM1106 Nail Technology II 1
COSM1107 Chemical Procedures I 2
COSM1108 Chemical Procedures Lab I 1
COSM1109 Styling I 2
COSM1112 Clinic 3
COSM1113 Clinic 3
COSM1114 Clinic 3
COSM1115 Clinic 3
COSM1116 Clinic 3
COSM1117 Clinic 3
COSM1118 Clinic 3
COSM1200 License Preparation 2
COSM1201 Styling II 2
COSM1202 Chemical Procedures II 3
COSM1203 Haircutting II 2

50

Total Credits 65

Cosmetology
Diploma

1) 1000 level (minimum) General Education courses required unless specified.

General Education Requirements
Communications requirement 2
Math requirement 2

Technical Requirements
COSM1219 Capstone Clinic MN or COSM1220 Capstone Clinic WI 4
COSM1100 Industry Methodology 3
COSM1101 Dermatology and Electricity 1
COSM1102 Haircutting I 2
COSM1103 Haircutting Lab 1
COSM1104 Esthetics 2
COSM1105 Nail Technology I 1
COSM1106 Nail Technology II 1
COSM1107 Chemical Procedures I 2
COSM1108 Chemical Procedures Lab I 1
COSM1109 Styling I 2
COSM1112 Clinic 3
COSM1113 Clinic 3
COSM1114 Clinic 3
COSM1115 Clinic 3
COSM1116 Clinic 3
COSM1117 Clinic 3
COSM1118 Clinic 3
COSM1200 License Preparation 2
COSM1201 Styling II 2
COSM1202 Chemical Procedures II 3
COSM1203 Haircutting II 2

50

Total Credits 54

Esthiology
Certificate

1) 1000 level (minimum) General Education courses required unless specified.

Technical Requirements
COSM1100 Industry Methodology 3
COSM1101 Dermatology and Electricity 1
COSM1104 Esthetics 2
COSM1600 Esthiology Clinic I 4
COSM1602 Esthiology Clinic II 4
COSM1604 Esthiology Clinic Capstone 3
COSM1605 Esthiology Clinic III 4

Total Credits 21

* NOTE: Cosmetology - A.A.S. and Diploma
Salon Operations courses are available for students who have completed the required cosmetology courses, but have not met the requirements for licensure by the Board of Cosmetologist Examiners and for students who desire more hours to acquire other states certifications. See advisor for details.
Cosmetology (continued)

Nail Care Technology Certificate

1) 1000 level (minimum) General Education courses required unless specified.

Technical Requirements
COSM1100 Industry Methodology 3
COSM1101 Dermatology and Electricity 1
COSM1105 Nail Technology I 1
COSM1106 Nail Technology II 1
COSM1701 Nail Clinic I 3
COSM1702 Nail Clinic II 4
Total Credits 13

Career Opportunities:
- Practitioner
- Salon Manager
- Salon Educator
- Corporate Educator
- Platform Artist
- Sales Associate
- Salon Consultant
- Cosmetology School Instructor
- Medical Esthetician
- Make Up Artist
- Author
- Product/Equipment Inventor

Program Highlights:
- Top instructors: Every class is taught by instructors who are board certified beauty professionals. The cosmetology department staff takes pride in remaining current with industry changes and trends by taking continuing education in all facets of cosmetology, as well as staying up to date by working in the salon environment.
- Housing Options: Experience on-campus living! You have the option to live on campus at Winona State University. Dorm housing is available through our partnership with WSU. We also maintain a list of available rental options in the area. Contact the MSC Southeast front desk at 507-453-2700 for the housing list.
- A public, not-for-profit college: Your investment in your education goes further when you attend Southeast Cosmetology Academy. Minnesota State College Southeast is an accredited public 2-year college and a member of the Minnesota State system. Financial aid and scholarships are available.

Program Learning Outcomes
- Evaluate hair, skin, and nail care needs of clients and recommend possible solutions and products.
- Perform hair, skin, and nail care services that are at a standard mandated by the Board of Barber and Cosmetologist Examiners and to the satisfaction of the customer.
- Demonstrate dependability, punctuality, and professionalism through interaction with salon clientele, classmates, and instructors.
- Keep records on client services and appointments accurately and thoroughly.
- Demonstrate the use of time management by completing services and projects within the recommended or allotted time.
- Complete the minimum number of quota service requirements mandated by the Board of Barber and Cosmetologist Examiners.
- Comply with Minnesota Cosmetology Statutes 154 and Rules 2105 and 2110 as mandated by the Board of Barber and Cosmetologist Examiners.

Career Opportunities:
- Practitioner
- Salon Manager
- Salon Educator
- Corporate Educator
- Platform Artist
- Sales Associate
- Salon Consultant
- Cosmetology School Instructor
- Medical Esthetician
- Make Up Artist
- Author
- Product/Equipment Inventor

Program Highlights:
- Top instructors: Every class is taught by instructors who are board certified beauty professionals. The cosmetology department staff takes pride in remaining current with industry changes and trends by taking continuing education in all facets of cosmetology, as well as staying up to date by working in the salon environment.
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- Evaluate hair, skin, and nail care needs of clients and recommend possible solutions and products.
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- Complete the minimum number of quota service requirements mandated by the Board of Barber and Cosmetologist Examiners.
- Comply with Minnesota Cosmetology Statutes 154 and Rules 2105 and 2110 as mandated by the Board of Barber and Cosmetologist Examiners.

Career Opportunities:
- Practitioner
- Salon Manager
- Salon Educator
- Corporate Educator
- Platform Artist
- Sales Associate
- Salon Consultant
- Cosmetology School Instructor
- Medical Esthetician
- Make Up Artist
- Author
- Product/Equipment Inventor

Program Highlights:
- Top instructors: Every class is taught by instructors who are board certified beauty professionals. The cosmetology department staff takes pride in remaining current with industry changes and trends by taking continuing education in all facets of cosmetology, as well as staying up to date by working in the salon environment.
- Housing Options: Experience on-campus living! You have the option to live on campus at Winona State University. Dorm housing is available through our partnership with WSU. We also maintain a list of available rental options in the area. Contact the MSC Southeast front desk at 507-453-2700 for the housing list.
- A public, not-for-profit college: Your investment in your education goes further when you attend Southeast Cosmetology Academy. Minnesota State College Southeast is an accredited public 2-year college and a member of the Minnesota State system. Financial aid and scholarships are available.

Program Learning Outcomes
- Evaluate hair, skin, and nail care needs of clients and recommend possible solutions and products.
- Perform hair, skin, and nail care services that are at a standard mandated by the Board of Barber and Cosmetologist Examiners and to the satisfaction of the customer.
- Demonstrate dependability, punctuality, and professionalism through interaction with salon clientele, classmates, and instructors.
- Keep records on client services and appointments accurately and thoroughly.
- Demonstrate the use of time management by completing services and projects within the recommended or allotted time.
- Complete the minimum number of quota service requirements mandated by the Board of Barber and Cosmetologist Examiners.
- Comply with Minnesota Cosmetology Statutes 154 and Rules 2105 and 2110 as mandated by the Board of Barber and Cosmetologist Examiners.
Creative Writing Certificate

Delivery: Online
Start: Fall or spring semester, full or part time

The online Creative Writing Certificate at MSC Southeast offers you an in-depth, accelerated introduction to the writing craft. What would have taken you years of practice and research you’ll learn in four semesters under the guidance of experienced faculty. Each course you take in the creative writing certificate will deepen your understanding of writing as a practice and a craft.

Though you will study fiction, nonfiction, poetry, and publishing, each class will expand on the various writing forms, devices, techniques, and structures that you will need to become an experienced writer. In addition to sharpening and expanding your writing, you will also read and respond critically to your peers, as well as to a variety of foundational to contemporary works.

This certificate will challenge you not only to develop your own natural talents in the writing craft, but also to work on your less developed areas. When you complete the certificate, you will have developed a polished portfolio of workshopped, edited, and publishable work.

All courses in the Creative Writing Certificate are available 100% online. In addition, students who are working toward the Associate of Arts in Liberal Arts and Science can complete the Creative Writing Certificate as an area of emphasis by selecting creative writing coursework to satisfy elective requirements.

Creative Writing Certificate

1) 1100 or higher Liberal Arts and Sciences courses required unless specified

Technical Requirements

COMP1140 Online Communications 1
ENGL1445 Introduction to Creative Writing 3
ENGL2440 Creative Writing: Fiction 3
ENGL2450 Creative Writing: Nonfiction 3
ENGL2460 Creative Writing: Poetry 3
ENGL2595 Special Topics in Writing 3

16 Total Credits

Program Learning Outcomes

Program graduates will be able to:
• Understand the elements, techniques, and theory of fiction, nonfiction, and poetry
• Employ the use of character, style, setting, point of view, and plot in writing
• Identify moments from experience or observation as potential themes for their own creative writing
• Understand the role of audience in creative writing and the consequent implication of aesthetic standards
• Apply constructive analysis to the revision of writing in order to more closely accomplish the desired effect on an audience
• Examine select foundational to contemporary writers
• Describe the basic process for finding a venue and submitting work for publication
• Analyze their peers’ works in terms of craft and technique

Program Highlights:
• Taught by master instructors who are also practicing and accomplished writers
• Guided assistance and feedback in creating a publishable body of work
• 100% online – work at your own pace as you strengthen your writing skills
• 2 year program, allowing you to develop your own writing practice and voice over time
• Open to any aspiring writer seeking publishing industry standard creative writing instruction

Career Opportunities:
Beyond writing for personal interest or publication, expert writers can find employment in many fields:
• Copywriter or editorial assistant
• Magazine or newspaper journalist
• Marketing and public relations
• Public library support professional
• Social media content specialist
Criminal Justice

Delivery: Red Wing and Winona Campus
Start: Fall or spring semester, full or part time

The Criminal Justice AS Program has three major areas of emphasis: Law Enforcement, Courts, and Corrections. Students entering the program will be learning the foundation, operations, and principles of the profession. Graduates of the program will be well-prepared for employment and advancement in a wide range of criminal justice careers.

The program is designed to provide a full complement of Liberal Arts and Science courses, transferable to other Minnesota State college and university system institutions. A direct pathway has been developed with numerous local universities to transfer the MSC Southeast Criminal Justice Degree into a 4-year Bachelor’s Degree Program. For those students interested in pursuing a career in law enforcement, a transfer agreement is established with Alexandria Technical and Community College.

A unique characteristic of MSC Southeast’s Criminal Justice Program is that 100% of the faculty have experience in the criminal justice profession, totaling over 150 years of experience. Additionally, all faculty have post-graduate degrees. This combination of expertise in the profession coupled with commitment to higher education is a testimony to the depth and knowledge of MSC Southeast’s Criminal Justice Program.

### Criminal Justice - AS

1. Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2. 1100 level Liberal Arts and Sciences courses required unless specified.

#### Liberal Arts and Sciences Requirements

<table>
<thead>
<tr>
<th>Course from any MnTC Goal 1 - 10</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>(see advisor for courses)</td>
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<tr>
<td>HUMA1430 Exploring World Cultures</td>
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<td>HUMA1435 Multicultural America</td>
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<tr>
<td>POLS 1101 Political Science</td>
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<tr>
<td>POLS 1120 American Government</td>
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<tr>
<td>ENGL1215 College Writing I</td>
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<tr>
<td>MATH1230 Introduction to Statistics</td>
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<td>PHIL1210 Moral Problems</td>
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<tr>
<td>PSYC1110 Introduction to Psychology</td>
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<tr>
<td>SOCS1110 Introduction to Sociology</td>
<td>3</td>
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<td>SOCS2525 Social Deviance</td>
<td>3</td>
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<td>SPAN1230 Introduction to Hispanic Cultures</td>
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**Total Credits 30**

### Technical Requirements

<table>
<thead>
<tr>
<th>Technical electives</th>
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<tr>
<td>(see advisor for approved electives)</td>
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<tr>
<td>CJSP1102 Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td>CJSP1220 Police and Community</td>
<td>3</td>
</tr>
<tr>
<td>CJSP1230 Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJSP2104 Introduction to Criminology/Criminal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CJSP2110 Juvenile Justice/Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CJSP2120 Community Corrections/Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>CJSP2202 Constitutional Law</td>
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<tr>
<td>CJSP2250 Leadership for Criminal Justice</td>
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</table>

**Total Credits 30**

**RESTRICTED GENERAL EDUCATION ELECTIVES - 6 CREDITS**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CHEM1225 Introduction to Forensic Science</td>
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</tr>
<tr>
<td>COMM1218 College Speech</td>
<td>3</td>
</tr>
<tr>
<td>COMP1445 Advanced Computers: Issues and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL2525 College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC2531 Social Psychology</td>
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</tr>
<tr>
<td>SOCS1205 Sociology of the Family</td>
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</tr>
<tr>
<td>SPAN1240 Beginning Spanish I</td>
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<td>SPAN1342 Beginning Spanish II</td>
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</table>

**RESTRICTED TECHNICAL EDUCATION ELECTIVES - 6 CREDITS**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>CJSP1245 Domestic Violence and Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>CJSP2140 Special Topics: Crime Victims and Computer Crimes</td>
<td>3</td>
</tr>
<tr>
<td>CJSP2165 Substance Abuse and Serial Predators</td>
<td>3</td>
</tr>
<tr>
<td>CJSP2170 Offender Risk Assessment</td>
<td>3</td>
</tr>
<tr>
<td>CJSP2205 Criminal Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CJSP2225 Courtroom and Evidence Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CJSP2280 Internship, Field Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Highlights:**

- Explore the historical development of Law Enforcement, Courts, and Corrections
- Overview of the evolution, history, theories and societal responses associated with the juvenile justice system
- Make-up of the criminal justice system and their interrelationships in our diverse society
- How society influences policing
- Examine issues of crime, violence, and punishment from the perspectives of criminal justice professionals, criminals, and prisoners

**Program Learning Outcomes**

Program graduates will be able to:

- Understand how the criminal justice system works and how public opinion influences policies for responding to crime
- Understand the numerous components of criminal justice system
- Understand the causation of friction between community and police such as political influence, corruption, policy/law discretion, and discriminatory acts
- Understand the sociological, psychological and biological perspectives on the causation of crime and criminal behavior
- Understand hiring practices, training evolutions, subcultures, attitudes and orientation of criminal justice professionals
Cyber and Information Security

Delivery: Online
Start: Fall or spring semester, full or part time

Minnesota State College Southeast’s Associate of Applied Science (A.A.S.) degree in Cyber and Information Security is a unique program incorporating networking, cyber security, forensics, and criminal justice to prepare students for employment in a very high demand profession.

In addition to networking and digital, computer and electronic forensics, students will become familiar with the various components of the criminal justice system. Students will learn how to collect and maintain evidence, use interpersonal communication skills, write effectively, present and testify in court, and liaison with criminal justice agencies.

Whether you are a law enforcement professional seeking expertise in this growing field, or a network administrator working for a company that needs to protect its data, Cyber and Information Security at Southeast Technical can help you gain the skills you need for an exciting new career.

Cyber and Information Security
AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2) 1100 level Liberal Arts and Sciences courses required unless specified.

Liberal Arts and Sciences Requirements
COMM1218 College Speech 3
ENGL1215 College Writing I 3
MATH1230 Introduction to Statistics 3
PHIL1210 Moral Problems 3
SOCS1110 Introduction to Sociology 3

Technical Requirements
CJSP1102 Introduction to Criminal Justice 3
CJSP2104 Introduction to Criminology/Criminal Behavior 3
CJSP2140 Special Topics: Crime Victims and Computer Crimes 3
CJSP2205 Criminal Law and Procedures 3
CJSP2225 Courtroom and Evidence Procedures 3
NWAT1601 MS Workstation I 2
NWAT1602 MS Workstation II 1
NWAT1641 Networking Fundamentals 3
NWAT1649 Microsoft Server/Enterprise 3
NWAT2676 Wireless Communications 3
NWAT2681 Fundamentals of Security 3
NWAT2683 Security Threats & Countermeasures 3
NWAT2684 Server & Desktop Security 3
NWAT2689 Forensic Investigation 3
NWAT2692 Electronic Devices Forensics 3
NWAT2693 Website and Applications Security 3

45
Total Credits 60

Career Opportunities:
• Federal, state and county law enforcement agencies
• Private industry cyber security manager
• Forensic analysts
• Cyber security private investigator

Program Highlights:
• Acquire proactive skills in protecting and securing private and corporate network digital information
• Learn and understand cyber security breaches and mitigation techniques
• Understand the criminal justice system and how to effectively communicate with criminal justice agencies
• Program classes are offered 100% online

Program Learning Outcomes
Program graduates will be able to:
• Demonstrate the ability to manage and secure data on private and corporate networks and devices
• Evaluate, identify and implement appropriate security standards and policies
• Demonstrate the ability to formulate and use a variety of forensic tools to capture, access, retrieve and store digital information
• Understand the numerous components of the criminal justice system
• Apply criminal justice methods in response to cyber and information security compromises
Diesel Maintenance Technician

Delivery: Winona Campus
Start: Fall or spring semester, full or part time

If you’re fascinated with semi-trailer trucks, you can become part of the team that keeps them rolling smoothly down the highway. At Minnesota State College Southeast, our Diesel Maintenance technician program in Winona, Minnesota will give you the training to work with these heavy-duty vehicles and other diesel engines, such as buses and large agricultural equipment.

Our emphasis is on how to maintain, service, and repair diesel engines and transportation trailers. The program covers:

- Computer Diagnostics
- Drivetrain Systems
- Electronics
- Heating and Air Conditioning Systems
- Preventive maintenance
- Tractor/Trailer Brake Systems
- Welding for Diesel Maintenance

Extra credentials

Today’s diesel and heavy-duty vehicles require computerized diagnostics to properly identify issues. MSC Southeast is the only college in Minnesota that includes Snap-on Tools Diesel Scanner Diagnostics Certification as part of its Diesel Maintenance Technician program. You’ll also be ready to test-drive and move large trucks because earning a commercial drivers’ license (CDL) is part of the program.

With a certificate or diploma from MSC Southeast, you can begin your career in diesel maintenance with a solid foundation. Employers are looking for people who have skills like these and are ready to work.

**Diesel Maintenance Technician - Diploma**

1) 1000 level (minimum) General Education courses required unless specified

**General Education Requirements**
- Computer requirement 2
- English/Communications requirement 2
- GenEd Electives (see advisor for approved electives) 1
- Math requirement 2
- COMM1015 Job Seeking Skills 1

**Technical Requirements**
- ABCT1115 Introduction to Transportation Careers 1
- AUTO117 Auto Heating & Air Conditioning Lab 2
- AUTO1207 Auto Heating & Air Conditioning Theory 2
- AUTO1210 Introduction to DC Electricity 2
- DESL1200 Introduction to Diesel Technology 2
- DESL1210 Diesel Electrical Systems 4
- DESL1220 Diesel Chassis/Suspension/Steering 3
- DESL1230 Diesel Tractor/Trailer Brake Systems 4
- DESL1240 Diesel Preventive Maintenance 4
- DESL1250 Diesel Drivetrain Systems 3
- DESL1260 Diesel Schematic Interpretation/Electronic Manuals 4
- DESL1270 Diesel Engine Service 4
- DESL1280 Diesel Diagnostics 4
- IND1622 Introduction to Hydraulics & Pneumatics 3
- TRDR1300 Straight Truck Proficiency 2
- WELD1455 Welding for Diesel Maintenance 3

**Total Credits 55**

**Diesel Maintenance - Certificate**

1) 1000 level (minimum) General Education courses required unless specified

**General Education Requirements**
- Computer requirement 2
- GenEd Electives (see advisor for approved electives) 1

**Technical Requirements**
- ABCT1115 Introduction to Transportation Careers 1
- AUTO1210 Introduction to DC Electricity 2
- DESL1200 Introduction to Diesel Technology 2
- IND1622 Introduction to Hydraulics & Pneumatics 3
- TRDR1300 Straight Truck Proficiency 2
- WELD1455 Welding for Diesel Maintenance 3

**Total Credits 16**

**Program Highlights:**
- Program offered in our new state of the art Norris P. Abts Transportation Center
- Curriculum designed around Automotive Service Excellence (ASE) Certification
- The program is continually upgraded to maintain the latest technology used in industry
- Your skills gained upon completion will provide opportunities of a broad career range within the transportation industry

**Program Learning Outcomes**

Program graduates will be able to:
- Know, understand, and apply the terminology common to heavy truck/diesel mechanics.
- Apply the safe and skillful use of common tools, test equipment, and technology for preventive maintenance.
- Diagnose/troubleshoot, service, repair, or replace components related to fundamental heavy truck and trailer systems.
- Demonstrate the professional/ethical behaviors of timeless and self-directed task completion.
- Master the general education program requirements for work and life goals.
Early Childhood Education

Delivery: Online
Start: Fall or spring semester, full or part time

Early Childhood Education program focuses specifically on the education of professionals in the early childhood field.

The most important strength of caregivers in the early childhood field is the education received by the practitioners in both theory and process-oriented learning. Results of international research on child care indicate that the education of the child care providers is directly related to increased social, cognitive, and emotional growth of children.

Early Childhood Professionals will be prepared to practice professional, ethical, and high-quality care giving strategies within diverse settings, caring for children from infancy through school-age years. Students will be qualified to enter the early childhood field as well as inspired to continue lifelong learning with the opportunity to fulfill a baccalaureate degree through our 2+2 articulations.

Early Childhood Education is an online program. The courses are ideal for practitioners who are beginning their careers or already care for children. They will increase their effectiveness and competence through curriculum, guidance, care giving and teaching skills, professional development, and ethical practice. Students will be directly evaluated on these skills during their practicum experiences throughout the program.

The development of a professional portfolio will be a component of the Early Childhood Education program for students to demonstrate competence, based on standards from the National Association for the Education of Young Children. The completed portfolio will be presented in the culminating course at the completion of the program.

### Early Childhood Education

**AAS**

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2) 1100 level Liberal Arts and Sciences courses required unless specified.

#### Liberal Arts and Sciences Requirements

| Course from any MnTC Goal 1 - 10 (see advisor for courses) | 3 |
| Goal 1: Written and Oral Communications | 3 |
| Goal 4: Mathematics | 3 |
| Goal 5: History, Social, and Behavioral Sciences | 3 |
| Goal 6: Humanities and Fine Arts | 3 |

**Technical Requirements**

Technical electives (see advisor for approved electives) 8

| ECED1105 Fundamentals of Child Development | 4 |
| ECED1120 Health, Safety, and Nutrition | 3 |
| ECED1125 Child Abuse & Neglect | 3 |
| ECED1215 Infants and Toddlers | 2 |
| ECED1225 Inspiring Play and Active Inquiry | 3 |
| ECED1232 Child Guidance | 4 |
| ECED1236 Family Dynamics in a Multicultural Society | 2 |
| ECED2335 Language and Literacy | 3 |
| ECED2370 Observing & Assessing Children’s Development | 3 |
| ECED2375 Early Childhood Learning | 3 |
| ECED2420 Exceptional Children | 3 |
| ECED2475 Ethics, Issues, and Professionalism | 4 |

**Total Credits 60**

### Early Childhood Education

**AS**

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2) 1100 level Liberal Arts and Sciences courses required unless specified.

#### Liberal Arts and Sciences Requirements

| Goal 3: Natural Science | 6 |
| Goal 4: Mathematics | 3 |
| Goal 5: History, Social, and Behavioral Sciences | 9 |
| Goal 6: Humanities and Fine Arts | 6 |
| COMM1218 College Speech | 3 |
| ENGL1215 College Writing I | 3 |
| ENGL2525 College Writing II | 3 |

**Technical Requirements**

Technical electives (see advisor for approved electives) 8

| ECED1105 Fundamentals of Child Development | 4 |
| ECED1120 Health, Safety, and Nutrition | 3 |
| ECED1225 Inspiring Play and Active Inquiry | 3 |
| ECED1236 Family Dynamics in a Multicultural Society | 2 |
| ECED2335 Language and Literacy | 3 |
| ECED2375 Early Childhood Learning | 3 |
| ECED2420 Exceptional Children | 3 |
| ECED2475 Ethics, Issues, and Professionalism | 4 |

**Total Credits 60**

### Early Childhood Development

**Diploma**

1) 1000 level (minimum) General Education courses required unless specified.

#### General Education Courses

| English/Communications requirement | 3 |
| Math requirement | 2 |
| Social Science requirement | 3 |

**Technical Requirements**

| ECED1105 Fundamentals of Child Development | 4 |
| ECED1120 Health, Safety, and Nutrition | 3 |
| ECED1215 Infants and Toddlers | 2 |
| ECED1225 Inspiring Play and Active Inquiry | 3 |
| ECED1232 Child Guidance | 4 |
| ECED1236 Family Dynamics in a Multicultural Society | 2 |
| ECED2335 Language and Literacy | 3 |
| ECED2375 Early Childhood Learning | 3 |
| ECED2420 Exceptional Children | 3 |
| ECED2475 Ethics, Issues, and Professionalism | 4 |

**Total Credits 60**
Early Childhood Education (continued)

Early Childhood Development Certificate

1) 1000 level (minimum) General Education courses required unless specified.

Technical Requirements

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ECED1105</td>
<td>Fundamentals of Child Development</td>
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<tr>
<td>ECED1120</td>
<td>Health, Safety, and Nutrition</td>
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<tr>
<td>ECED1215</td>
<td>Infants and Toddlers</td>
<td>2</td>
</tr>
<tr>
<td>ECED1225</td>
<td>Inspiring Play and Active Inquiry</td>
<td>3</td>
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<tr>
<td>ECED1232</td>
<td>Child Guidance</td>
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<tr>
<td>ECED1236</td>
<td>Family Dynamics in a Multicultural Society</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits 18

Career Opportunities:
- Nanny
- Family Child Care Provider
- Child Care Center Teacher
- Child Care Center Director
- Nanny Placement Agency Owner
- Paraprofessional
- Substitute Teacher
- Child Advocate

Program Highlights:
- 2+2 Articulated program established for students to continue for a baccalaureate degree
- Online program offers supportive distance learning environment for new and experienced early childhood educators
- Combination of child development, professional development, and career application courses
- Instructors are currently in professional practice in the field
- Huge national demand for highly trained early childhood educators
- Interactive learning combines technology with accounting theory

Program Learning Outcomes

Program graduates will be able to:
- Utilize their understanding of developmentally appropriate practice respective to the characteristics and needs of young children.
- Understand and value the importance and complex characteristics of families and communities.
- Develop partnerships with families, community, and educational professionals as well as additional service providers
- Design and implement outcome-based learning experiences through application of the knowledge in relation to goals, benefits, and uses of assessment.
- Use systematic, critical, and creative processes to apply ethical and professional decision-making.
- Demonstrate proficiency in gathering, analyzing, and synthesizing information for the professional portfolio
- Demonstrate an understanding of human society and culture in order to function as an effective employee and citizen
Electrical Engineering Technology

Delivery: Winona Campus
Start: Fall or spring semester, full or part time

The 2-year Electrical Engineering Technology degree at Minnesota State College Southeast in Winona will prepare you to enter industry as a front-line engineering technician. These professionals work with technologists, engineers, and management to assist in the design, development, and implementation of systems ranging from printed circuit board assemblies to industrial robots.

You will also have the mathematical and analytical background to pursue a 4-year degree through one of our engineering university partners:

- Milwaukee School of Engineering (MSOE): Bachelor of Science in Electrical Engineering
- Winona State University (WSU): Bachelor of Science in General Engineering.

Students have the option to double major in both Electronics Technology and Electrical Engineering Technology, allowing for maximum exposure to laboratory-based

**Program Learning Outcomes**

Program graduates will be able to:

- Understand AC/DC circuit fundamentals.
- Understand digital circuits and signals.
- Be proficient in programming and troubleshooting microcontrollers and Programmable Logic Controllers (PLCs).
- Be competent in solid state component operation, troubleshooting, and implementation (including diodes, BJTs, Op-Amps, and FETs).
- Prove understanding of physics, calculus, and frequency domain analysis of circuits.
- Demonstrate comprehensive applied engineering and laboratory based skills.

**Electrical Engineering Technology**

AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2) 1100 level Liberal Arts and Sciences courses required unless specified.

**Liberal Arts and Sciences Requirements**

<table>
<thead>
<tr>
<th>Goal 6: Humanities and Fine Arts</th>
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<tbody>
<tr>
<td>COMM1218 College Speech</td>
<td>3</td>
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<tr>
<td>ECON1210 Survey of Economics</td>
<td>3</td>
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<tr>
<td>ENGL1215 College Writing I</td>
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<tr>
<td>ENGL1410 Technical Writing</td>
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<tr>
<td>MATH1225 Pre-Calculus</td>
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<tr>
<td>MATH2440 Calculus I</td>
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<td>MATH2445 Calculus II</td>
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<td>PHYS1215 College Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PSYC1110 Introduction to Psychology</td>
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</table>

**Technical Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ELEC1202</td>
<td>Introduction to DC Electricity</td>
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<tr>
<td>ELEC1204</td>
<td>Introduction to AC Electricity</td>
<td>2</td>
</tr>
<tr>
<td>ELEC1209</td>
<td>DC Theory &amp; Circuits</td>
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<tr>
<td>ELEC1212</td>
<td>Digital Electronics I</td>
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<td>ELEC1251</td>
<td>Solid State Devices</td>
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<td>ELEC2211</td>
<td>Digital Electronics II</td>
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<td>ELEC2218</td>
<td>Programmable Controllers 1</td>
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<td>ELEC2219</td>
<td>Programmable Controllers 2</td>
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<td>ELEC2230</td>
<td>Microcontroller Applications</td>
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<td>ELEC2260</td>
<td>Linear Integrated Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELEC2505</td>
<td>Advanced DC/AC Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ELEC2510</td>
<td>Advanced Electronic Circuit Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits 68**

**Program Highlights**

- A full semester of Industrial Automation curriculum at MSC Southeast's state-of-the-art Industrial Controls Laboratory.
- Advanced circuit analysis, electronics, and Programmable Logic Controller curriculum allowing for immediate employment upon graduation.
- Transfer opportunities to 4-year university engineering programs.
- Program combines hands-on learning with a rigorous foundation in engineering technology theory.

**Career Opportunities:**

- Electrical Engineering Technician
- Electronics Technician
- Engineering Test Technician
- Field Service Technician
- Industrial Controls Technician

**Delivery:** Winona Campus

**Start:** Fall or spring semester, full or part time

The 2-year Electrical Engineering Technology degree at Minnesota State College Southeast in Winona will prepare you to enter industry as a front-line engineering technician. These professionals work with technologists, engineers, and management to assist in the design, development, and implementation of systems ranging from printed circuit board assemblies to industrial robots.

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- Winona State University (WSU): Bachelor of Science in General Engineering.

Students have the option to double major in both Electronics Technology and Electrical Engineering Technology, allowing for maximum exposure to laboratory-based
Electronics Technology

Delivery: Winona Campus
Start: Fall or spring semester, full or part time

Electronics is the science whose continuing advances have enabled the sweeping technological changes we see all around us.

The skilled electronics technician thus has a wide choice of career opportunities. Equipped with knowledge of electric and electronic principles, the graduate may work in design, repair, or installation of industrial, automotive or home electronics, and maintenance of these devices.

An electronic technician is trained to use instruments and equipment in testing, repair and maintenance of electronic systems. The work may include installation, adjustment and correction of malfunctions in computers, communications devices and other electronic equipment.

Electronics Technology

Delivery: Winona Campus
Start: Fall or spring semester, full or part time

Electronics is the science whose continuing advances have enabled the sweeping technological changes we see all around us.

The skilled electronics technician thus has a wide choice of career opportunities. Equipped with knowledge of electric and electronic principles, the graduate may work in design, repair, or installation of industrial, automotive or home electronics, and maintenance of these devices.

An electronic technician is trained to use instruments and equipment in testing, repair and maintenance of electronic systems. The work may include installation, adjustment and correction of malfunctions in computers, communications devices and other electronic equipment.

Electronics Technology

AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2) 1100 level Liberal Arts and Sciences courses required unless specified.

Liberal Arts and Sciences Requirements
Course from any MnTC Goal 1 - 10 (see advisor for courses) 3
Goal 1: Written and Oral Communications 3
Goal 4: Mathematics 3
Goal 5: History, Social, and Behavioral Sciences 3
Goal 6: Humanities and Fine Arts 3

Technical Requirements
Technical electives (see advisor for approved electives) 3
ELEC1202 Introduction to DC Electricity 2
ELEC1204 Introduction to AC Electricity 2
ELEC1212 Digital Electronics I 3
ELEC1214 Electronic Fabrication Technology 2
ELEC1220 Electronic Communications 2
ELEC1250 Introduction to Solid State 4
ELEC1251 Solid State Devices 4
ELEC1330 Computers for Technicians 2
ELEC1500 Networking I 3
ELEC2211 Digital Electronics II 4
ELEC2227 PC Hardware & OS 4
ELEC2230 Microcontroller Applications 5
ELEC2260 Linear Integrated Circuits 4
ELEC2500 Networking II 3

Total Credits 64

Electronics Technology Diploma

1) 1000 level (minimum) General Education courses required unless specified.

General Education Requirements
English/Communications requirement 2
Math requirement 2

Technical Requirements
Technical electives (see advisor for approved electives) 3
ELEC1202 Introduction to DC Electricity 2
ELEC1204 Introduction to AC Electricity 2
ELEC1209 DC Theory & Circuits 3
ELEC1212 Digital Electronics I 3
ELEC1214 Electronic Fabrication Technology 2
ELEC1220 Electronic Communications 2
ELEC1250 Introduction to Solid State 4
ELEC1251 Solid State Devices 4
ELEC1330 Computers for Technicians 3
ELEC1500 Networking I 3
ELEC2211 Digital Electronics II 4
ELEC2227 PC Hardware & OS 4
ELEC2230 Microcontroller Applications 5
ELEC2260 Linear Integrated Circuits 4

Total Credits 47

Electronics Lab Assistant Certificate

1) 1000 level (minimum) General Education courses required unless specified.

General Education Requirements
Math requirement 2

Technical Requirements
Technical electives (see advisor for approved electives) 5
ELEC1202 Introduction to DC Electricity 2
ELEC1204 Introduction to AC Electricity 2
ELEC1212 Digital Electronics I 3
ELEC1214 Electronic Fabrication Technology 2
ELEC1250 Introduction to Solid State 4

Total Credits 20

Program Learning Outcomes
Program graduates will be able to:
• Use knowledge and skills to analyze, troubleshoot, measure and/or program systems and devices used in the Electronics industries.
• Repair systems and equipment by applying logic and knowledge to solve complex problems.
• Demonstrate the use of software, programming, and interfacing to troubleshoot micro and personal computers.
• Demonstrate an ability to communicate effectively.
• Demonstrate an ability to apply knowledge of mathematics, science, and engineering to the analysis of electronic problems.
• Apply acquired skills and learn new skills by engaging in lifelong learning.
• Work as a productive and responsible team member.
• Function with a respect for diversity and knowledge or professional, social, and global issues.

Career Opportunities:
• Electronic System Installation/Maintenance
• Manufacturing System Installation/Maintenance
• Electronic Engineering Technician
• Computer Equipment Repair/Maintenance
• Computer Network Installation/Maintenance
• Wireless Communication Systems Installation/Maintenance
• Technical Field Service
• Technical Sales
• Security System Technician
• Residential Electronics Systems Integrator

Electronics Technology Program Learning Outcomes
Program graduates will be able to:
• Use knowledge and skills to analyze, troubleshoot, measure and/or program systems and devices used in the Electronics industries.
• Repair systems and equipment by applying logic and knowledge to solve complex problems.
• Demonstrate the use of software, programming, and interfacing to troubleshoot micro and personal computers.
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Program graduates will be able to:
• Use knowledge and skills to analyze, troubleshoot, measure and/or program systems and devices used in the Electronics industries.
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• Demonstrate an ability to communicate effectively.
• Demonstrate an ability to apply knowledge of mathematics, science, and engineering to the analysis of electronic problems.
• Apply acquired skills and learn new skills by engaging in lifelong learning.
• Work as a productive and responsible team member.
• Function with a respect for diversity and knowledge or professional, social, and global issues.

Career Opportunities:
• Electronic System Installation/Maintenance
• Manufacturing System Installation/Maintenance
• Electronic Engineering Technician
• Computer Equipment Repair/Maintenance
• Computer Network Installation/Maintenance
• Wireless Communication Systems Installation/Maintenance
• Technical Field Service
• Technical Sales
• Security System Technician
• Residential Electronics Systems Integrator
Guitar Repair and Building

Delivery: Red Wing campus
Start: Fall, full-time

Located on MSC Southeast’s Red Wing campus, the Guitar Repair & Building program prepares students for a career in lutherie. Experience hands-on learning as you progress from basic repairs to the step-by-step process of building an acoustic guitar!

Beginning with the correct use of power and hand tools, our students gain a thorough understanding of woods, adhesives, history, and materials related to fretted instruments. You will practice a variety of common repairs and learn acoustic and electric guitar set-up, fretwork, finishing, and how to perform neck resets.

No previous woodworking experience or musical ability is required, but successful students are detail-oriented, highly motivated, and have the ability to sit at a workbench and stay focused on their work all day.

- First year guitar students build a flat-top steel string guitar in Guitar Repair & Building and also have the option to build an electric guitar.
- Second year students can choose to build a mandolin or archtop guitar and will also design and build their own acoustic guitar, electric guitar, or mandolin as part of the Guitar Development & Production diploma.

Our graduates are in high demand, working with music stores, independent repair shops, and instrument manufacturers. For more information, visit redwingmusicrepair.org. To become a student, apply for admission to MSC Southeast.

Guitar Repair and Building Diploma

1) 1000 level (minimum) General Education courses required unless specified

General Education Requirements
- English/Communications requirement 2
- GenEd Electives (see advisor for approved electives) 1
- Math requirement 2
  5

Technical Requirements
- GTRB1400 Introduction to Tools 3
- GTRB1410 Acoustic Guitar Set-up, Lab 3
- GTRB1414 Guitar Overview Topics 3
- GTRB1415 Electric Guitar Set Up, Lab 3
- GTRB1420 Acoustic Guitar Neck Resets 2
- GTRB1425 Fretwork 3
- GTRB1440 Acoustic Guitar Construction Lecture 4
- GTRB1445 Acoustic Guitar Construction Lab 6
- GTRB1450 Introduction to Finishing 4
- GTRB1455 Guitar Repairs 3

Total Credits 34

Guitar Development and Production Diploma

1) 1000 level (minimum) General Education courses required unless specified.

General Education Requirements
- English/Communications requirement 2
- GenEd Electives (see advisor for approved electives) 1
- Math requirement 2
  5

Technical Requirements
- GTRB2402 Guitar Repair Shop 4
- GTRB2410 Guitar Special Topics 1
- GTRB2415 Computer Drafting for Guitar 3
- GTRB2420 CNC for Guitar 3
- GTRB2425 Archtop Guitar/Mandolin Construction 6
- GTRB2432 Advanced Construction Project 9
- GTRB2435 Advanced Guitar Finishing 3
- GTRB2445 Archtop/Mandolin Construction II 5

Total Credits 39

Electric Guitar Building Certificate

1) 1000 level (minimum) General Education courses required unless specified

Technical Requirements
- GTRB1414 Guitar Overview Topics 3
- GTRB1415 Electric Guitar Set Up, Lab 3
- GTRB1417 Electric Guitar Design 1
- GTRB1418 Electric Guitar Construction 4
- GTRB1425 Fretwork 3
- GTRB1450 Introduction to Finishing 4

Total Credits 18

Career Opportunities:
- Music Stores
- Repair Shops
- Guitar Makers
- Entrepreneurial Opportunities

Program Highlights:
- Unique in length and comprehensiveness in the United States
- Additional career for musicians and teachers
- No previous musical or woodworking experience necessary

Program Learning Outcomes
Program graduates will be able to:
- Diagnose, adjust, and repair, set ups, action, and intonation.
- Identify and understand parts and materials, and their use and characteristics.
- Safely and accurately use hand and power tools.
- Design and build a string instrument.
- Diagnose, estimate costs, and perform most guitar repairs.
- Perform finishing processes and touch up.
- Use the math, communications, and computer skills needed in lutherie.
Individualized Studies

Delivery: Winona Campus and Red Wing Campus
Start: Fall or spring semester, full or part time

An Associate of Science (AS) Degree in Individualized Studies is the right program if you:
• are interested in a particular career field as well as liberal arts & sciences
• would like to explore a particular career area
• are undecided about your future career
• want general education courses that can transfer to any Minnesota State system college or university

By allowing you to combine and integrate a number of subjects into a degree program, the AS in Individualized Studies will allow you to work toward completing the Minnesota Transfer Curriculum (MnTC) and build on current areas of expertise and experiences.

A 2-year Associate of Science Degree in Individualized Studies is designed around 40 credits of coursework from the Minnesota Transfer Curriculum package plus 20 credits from a career-focused pathway. You can construct your own pathway by selecting classes from these fields:

- Business
- Human services
- Health
- Computer
- Trade & Technical
- Liberal Arts

The Associate of Science degree in Individualized Studies is designed to provide a full complement of Liberal Arts and Science courses transferrable to any Minnesota State system college or university. Typically, students enroll at Southeast Technical for two years, and then transfer to another college that has agreed to accept this AS degree.

Individualized Studies

1) 1100 level Liberal Arts and Sciences courses required unless specified

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN1245</td>
<td>3</td>
</tr>
<tr>
<td>INSP1525</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Credits 60

Opportunities focus on:
• Specialized Careers
• Structured Program Areas
• Combined Areas of Expertise
• Integrated Professions

Program Highlights:
• Build Your Own Individualized Degree Plan
• Multidisciplinary Coursework - in more than one discipline
• Intradisciplinary Coursework - in all the same discipline
• Build on Your Areas of Expertise and Experiences
• Complete MnTransfer Package
• Assume Self-Directed Learning
• Have a Sense of Life-Long Learning
• Appreciate Reflective Learning

Program Learning Outcomes
• Acquired expertise in career options and opportunities in a variety of fields
• Analyzed and assessed personal values and life goals that affect career decision-making
• Gained a fundamental understanding of workplace environments
• Acquired knowledge of self, and subsequently, one’s capability for self-direction and self-motivation
• Utilize the English language to effectively read, write, and listen critically
• Perform the mathematical computations necessary to succeed as an employee and as a consumer
• Increased understanding in the fields of science and technology
• Developed a thoughtful, complete career plan for continuing knowledge and learning in the chosen career field
• Demonstrate an understanding of human society and culture in order to function as an effective employee and citizen

Technical Requirements

Career Focus (see advisor for approved courses) 16

Complete goals in MnTransfer package 40
Contact Registrar’s Office to have MnTransfer package documented 0
Overall GPA of 2.0 in the MnTransfer package 0

Total Credits 60

Delivery: Winona Campus and Red Wing Campus
Start: Fall or spring semester, full or part time
Industrial Technology

Delivery: Winona Campus
Start: Fall or spring semester, full or part time

The Industrial Technology graduate is the “do-everything” technician that industry depends on to keep equipment and systems humming in the industrial setting.

The program is designed around a specific core of technical courses that are combined with elective courses to allow students flexibility to meet their particular educational needs and goals.

This program major was designed at the request of employers in the area. Our program is unique to this area and employers seek out our graduates for employment. Most courses are taught in the evening making this a great opportunity for someone currently working in industry.

## Industrial Technology AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences
2) 1100 level Liberal Arts and Sciences courses required unless specified

### Liberal Arts and Sciences Requirements

- Computer requirement: 3
- Course from any MnTC Goal 1 - 10 (see advisor for courses): 3
- Goal 1: Written and Oral Communications: 3
- Goal 4: Mathematics: 3
- Goal 5: History, Social, and Behavioral Sciences: 3
- Goal 6: Humanities and Fine Arts: 3

**Total Credits 18**

### Technical Requirements

- IND S1610 Industrial Safety: 2
- IND S1622 Introduction to Hydraulics & Pneumatics: 3
- IND S1628 Introduction to Welding Technologies: 3
- IND S1633 Electrical Principles & Practices 1: 3
- IND S1634 Electric Motors: 3
- IND S1635 Electrical Principles & Practices 2: 3
- IND S1660 Engineering Principles & Applications 1: 4
- IND S1662 Engineering Principles & Applications 2: 4
- MACH1601 Introduction to Precision Machining: 4
- MACH1605 Blueprint Reading I: 2

**Total Credits 42**

### General Education Courses

- Computer requirement: 3
- English/Communications requirement: 2
- Math requirement: 2
- COMM1015 Job Seeking Skills: 1

**Total Credits 8**

### Total Credits 60

## Industrial Technology Diploma

1) 1000 level (minimum) General Education courses required unless specified

### General Education Courses

- Computer requirement: 3
- English/Communications requirement: 2
- Math requirement: 2
- COMM1015 Job Seeking Skills: 1

**Total Credits 8**

### Technical Requirements

- IND S1610 Industrial Safety: 2
- IND S1622 Introduction to Hydraulics & Pneumatics: 3
- IND S1628 Introduction to Welding Technologies: 3
- IND S1633 Electrical Principles & Practices 1: 3
- IND S1635 Electrical Principles & Practices 2: 3
- IND S1660 Engineering Principles & Applications 1: 4
- IND S1662 Engineering Principles & Applications 2: 4
- MACH1601 Introduction to Precision Machining: 4
- MACH1605 Blueprint Reading I: 2

**Total Credits 26**

### Total Credits 34

## Industrial Technology Welding Specialist - Certificate

1) 1000 level (minimum) General Education courses required unless specified

### General Education Courses

- Math requirement: 2

**Total Credits 2**

### Technical Requirements

- IND S1628 Introduction to Welding Technologies: 3
- IND S1629 Welding Technologies 2: 3
- IND S1630 Welding Technologies 3: 3
- IND S1632 Oxy-Fuel Welding Fundamentals: 3
- MACH1605 Blueprint Reading I: 2

**Total Credits 14**

### Total Credits 16

## Program Highlights:

- Shortages in the field of skilled workers
- Broad-based training
- Many students gain employment prior to graduation
- Tremendous employment potential within next five years
- Most courses offered during evening hours to accommodate working adults

## Program Learning Outcomes

Program graduates will be able to:

- Calculate DC circuit loads.
- Calculate AC circuit loads.
- Demonstrate safe working habits.
- Select tools appropriate to task.
- Calculate fluid power pressure and flow.
- Troubleshoot electrical circuits.
- Create four different weld joints.
- Operate basic metal cutting machines

## Career Opportunities:

- Industry
- Commercial
- Residential
- Rural
- Health Care

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2017-2018 CATALOG
Integrated Health and Healing

delivery: Red Wing Campus
Start: Fall or spring semester, full or part time

The Industrial Technology graduate is the “do-everything” technician that industry depends on to keep equipment and systems humming in the industrial setting.

The program is designed around a specific core of technical courses that are combined with elective courses to allow students flexibility to meet their particular educational needs and goals.

This program major was designed at the request of employers in the area. Our program is unique to this area and employers seek out our graduates for employment. Most courses are taught in the evening making this a great opportunity for someone currently working in industry.

**Integrative Medicine and Healing - Certificate**

1) 1000 level (minimum) General Education courses required unless specified

**Technical Requirements**
Choose two Integrative Health and Healing Arts courses
- IHHA1100 Introduction to Integrative Medicine and Health 2
- IHHA1250 Creating Healing Environments 2
- IHHA2101 Mind Body Connections 2

Total Credits 10

**Career Opportunities:**
- Hospitals
- Long-term care settings
- Private practice
- Clinics
- Spas

**Program Highlights:**
- Interactive and engaging classes are taught by instructors who are passionate about Integrative Medicine and Healing.
- Instructors are actively using their skills in the healthcare field or other organizational settings.
- Variety of electives to choose from to complete certificate.

**Program Learning Outcomes**
- Create self-care plans to enhance personal healing
- Demonstrate increased understanding of various aspects of holistic healing
- Practice a variety of techniques to improve overall health
- Become active participants in their own health and healing
Liberal Arts and Sciences (AA)

Delivery: Red Wing and Winona Campus
Start: Fall or spring semester, full or part time

A well-rounded education with a range of coursework in the arts, humanities, mathematics, and sciences provides the basis for lifelong learning. By earning an Associate of Arts degree at Minnesota State College Southeast, you will gain a credential you can take with you to transfer into a four-year university program as a college junior.

The study of liberal arts and sciences isn’t just about memorizing facts - it’s learning how to learn, so you will be prepared to adapt to an ever-changing world. You are not training for a specific job, but gaining the communications and reasoning skills that will enhance your career opportunities in any area you might pursue in the future.

Workforce readiness
There is an increasing national need for all working-age adults to possess at least two years of higher education. Our region’s workforce communities have indicated that they are seeking “well-rounded” individuals who possess strong critical thinking, problem solving, and communications skills. With an Associate of Arts in Liberal Arts and Sciences you will be better qualified to pursue your career options.

Students can finish an Associate of Arts degree within four semesters at MSC Southeast. All essential courses are offered every semester and the college offers evening classes, online classes and hybrid classes. A full array of Liberal Arts and Sciences courses are available at both the Red Wing and Winona campuses.

Associate of Arts degree general requirements

1. A minimum of 60 semester credits.
2. A minimum grade point average (GPA) of 2.0.
3. A minimum cumulative MnTC GPA of 2.0.
4. A minimum of 20 semester credits applied toward the degree must be taken at Minnesota State College Southeast.
5. Completion of the specific degree requirements below:

Minnesota Transfer Curriculum (MnTC) Requirements – A minimum of 40 credits to complete all 10 goal areas. A MnTC course may satisfy more than one goal area, however, the credits only count once.

CORE GOAL AREAS:
Goal 1 Communication (Three courses) - 9 credits
• ENGL1215 – College Writing 1 (3 credits)
• ENGL2525 – College Writing 2 (3 credits)
• COMM1218 – College Speech OR COMM1228 Interpersonal Communications (3 credits)
Goal 2 Critical Thinking: (met when 40 MnTC credits satisfying all 10 goal areas has been completed)
Goal 3 Natural Science: (Two science courses from at least two different subject areas. One course must have a traditional lab and the other must have a traditional lab or lab-like experience.) - 6-8 credits
Goal 4: Mathematical/Logical Reasoning (One course) - 3 credits
Goal 5: History and the Social and Behavioral Sciences (Three courses from at least two different subject areas) - 9 credits
Goal 6: The Humanities and Fine Arts (3 courses from at least two different subject areas) - 9 credits

THEME GOAL AREAS:
Goal 7 Human Diversity (One course) - 3 credits
Goal 8 Global Perspective (One course) - 3 credits
Goal 9 Ethical and Civic Responsibility (One course) - 3 credits
Goal 10 People and the Environment (One course) - 3 credits

In addition to completing the MnTC, the remaining 20 credits will include:

• Health and Wellness Requirement, 2 credits
• Technology Requirement, 2 credits
Additional Electives, 16 credits (select coursework appropriate to the student’s anticipated transfer program)
Manufacturing Engineering Technology

Delivery: Winona Campus
Start: Fall or spring semester, full or part time

Minnesota State College Southeast’s Manufacturing Engineering Technology AAS degree program will help you prepare for a career in engineering technology in support of metal fabrication, plastics processing, and consumer products manufacturing.

Our program offers a practical, hands-on approach to determining the most effective ways to use the basic factors of production - people, machines, materials, information, and energy - to make a product. You will learn how to:

• analyze engineering design problems
• analyze effectiveness of safety systems or procedures
• use drafting and mechanical drawing techniques
• use technical information in manufacturing or industrial activities

Many companies struggle to find individuals who have a keen understanding of fundamental manufacturing principles. With a degree from Southeast Technical, you will be able to step into a manufacturing environment and add value to their manufacturing processes.

Manufacturing Engineering Technology
AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences
2) 1100 level Liberal Arts and Sciences courses required unless specified

Liberal Arts and Sciences Requirements
CHEM1110 Survey of Chemistry or PHYS1215 4
College Physics I
MATH1220 College Algebra or MATH1230 Intro to Statistics 3
ENGL1410 Technical Writing 3
HUMA1105 Oral Interpretation 3
PSYC1110 Introduction to Psychology 3

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Technical Requirements
Technical electives (see advisor for approved electives) 4
BUSN1245 Business Computers 3
INDS1610 Industrial Safety 2
INDS1633 Electrical Principles & Practices 1 3
INDS1635 Electrical Principles & Practices 2 3
INDS1660 Engineering Principles & Applications 1 4
INDS1662 Engineering Principles & Applications 2 4
MACH1605 Blueprint Reading I 2
MACH1610 Precision Measuring and Gauging 2
MDAD1204 Autocad 3
MDAD1206 Geometric Tolerances 3
MDAD1232 Drafting Internship 2
MDAD1241 Solidworks 3
MDAD1250 Print Reading for CAD Design 3
MDAD1251 Manufacturing Processes for CAD Design 3

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Total Credits 60

Career Opportunities:
• Manufacturing Manager
• Quality Assurance Engineer
• Process Engineer
• Production Engineering Technician
• Product Development Engineer
• Project Analyst

Program Highlights:
• Study full-time or part-time while earning this degree
• Some classes can be completed online, some on campus in Winona
• 2nd year internship gives practical experience

Program Learning Outcomes
Program graduates will be able to:
• Identify, formulate, and solve engineering problems
• Design and conduct experiments; analyze and interpret data
• Design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
• Function on multidisciplinary teams
• Understand professional and ethical responsibility
• Communicate effectively
Massage Therapist

Delivery: Winona Campus
Start: Fall or spring semester, full or part time

Certified Massage Therapists (CMT) specialize in giving professional massage sessions designed to support the recipient’s general health and increase the speed of recovery from physical ailments. Massage is known to promote relaxation and ease pain and stiffness. It has also been shown to have many health benefits, such as improving circulation and increasing mobility and flexibility.

At Minnesota State College Southeast, we offer a well-balanced Massage Therapy program integrating theory, technique, anatomy and physiology, practical experience and personal and professional development.

This unique program gives you an excellent foundation to work in several different environments upon graduation.* The curriculum is diverse, teaching several different types of massage and integrating both the art and science of massage into the classroom.

*Please note: Students who intend to practice massage therapy in Wisconsin must complete 600 hours of training to meet state regulations. Minnesota State College Southeast’s certificate, diploma and AAS degree options satisfy this requirement.

### Massage Therapist - AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.

2) 1100 level Liberal Arts and Sciences courses required unless specified.

**Liberal Arts and Sciences Requirements**
- Computer requirement 3
- Goal 1: Written and Oral Communications 3
- Goal 4: Mathematics 3
- Goal 5: History, Social, and Behavioral Sciences 3
- Goal 6: Humanities and Fine Arts 3
- BIOL1200 Human Biology 4
- BIOL1226 Nutrition 3

**Technical Requirements**
- Technical electives (see advisor for approved electives) 1
- THPY1400 Swedish Massage & Massage Ethics 3
- THPY1404 Professional Ethics 1
- THPY1410 Kinesiology 3
- THPY1415 Advanced Massage & Integrated Therapies 3
- THPY1424 Sports Massage and Pathology 4
- THPY1425 Deep Tissue Muscular Therapy 2
- THPY1436 Student Clinic 2
- THPY1440 Preparation for National Exam 1
- THPY1442 Special Populations 2
- THPY1447 Business Development for Massage Practice 2
- THPY1454 Seated Chair Massage 2

**Total Credits 60**

### Massage Therapist - Diploma

1) 1000 level (minimum) General Education courses required unless specified.

**General Education Requirements**
- Computer requirement 3
- English/Communications requirement 2
- Math requirement 2
- BIOL1200 Human Biology 4

**Technical Requirements**
- THPY1400 Swedish Massage & Massage Ethics 3
- THPY1404 Professional Ethics 1
- THPY1410 Kinesiology 3
- THPY1415 Advanced Massage & Integrated Therapies 3
- THPY1424 Sports Massage and Pathology 4
- THPY1425 Deep Tissue Muscular Therapy 2
- THPY1436 Student Clinic 2
- THPY1440 Preparation for National Exam 1
- THPY1442 Special Populations 2
- THPY1447 Business Development for Massage Practice 2
- THPY1454 Seated Chair Massage 2

**Total Credits 36**

### Massage Therapist - Certificate

1) 1000 level (minimum) General Education courses required unless specified.

**General Education Requirements**
- BIOL1200 Human Biology 4

**Technical Requirements**
- THPY1400 Swedish Massage & Massage Ethics 3
- THPY1404 Professional Ethics 1
- THPY1410 Kinesiology 3
- THPY1415 Advanced Massage & Integrated Therapies 3
- THPY1424 Sports Massage and Pathology 4
- THPY1425 Deep Tissue Muscular Therapy 2
- THPY1436 Student Clinic 2
- THPY1440 Preparation for National Exam 1
- THPY1442 Special Populations 2
- THPY1447 Business Development for Massage Practice 2
- THPY1454 Seated Chair Massage 2

**Total Credits 29**

**Total Credits 60**
Massage Therapist (continued)

Career Opportunities:
- Private Practice
- Chiropractic Office
- Nursing Home
- Clinic
- Health Spa

Program Highlights:
- MSC Southeast is an approved Continuing Education provider by NCBTMB
- Member of the Associated Bodywork and Massage Professionals (ABMP)
- Unique program in the region with small class sizes
- Day classes with a one or two year option
- 100% job placement with a variety of career opportunities
- Instruction by practicing professionals
- 100% pass rate to National Certification exam for NCBTMB

Program Learning Outcomes
Program graduates will be able to:
- Name individual muscles.
- Palpate/know location of muscles.
- Demonstrate muscle actions.
- Describe disease effects on specific body systems.
- Verbalize understanding of the relationship between body systems.
- Perform a client-specific massage.
- Demonstrate proficiency in gathering, analyzing, and synthesizing information.
Medical Laboratory Technician

Delivery: Winona Campus
Start: Fall semester, full or part time

Medical Laboratory Technicians (MLT) work as members of the healthcare team, performing laboratory procedures that aid in diagnosis and treatment of diseases. MLT's perform blood collections, analyze blood and other body fluids, match blood for transfusions and examine specimens for bacteria, parasites and other microorganisms.

Successful students demonstrate an interest in science and mathematics, accuracy, moral and intellectual integrity, self-discipline and a desire to contribute to quality healthcare. Laboratory workers must have the skill to perform and master a variety of tasks.

The Medical Laboratory Technician program consists of five semesters (two fall and spring semesters and one summer term). The program requires clinical experiences at a laboratory off campus. This may require travel to a site in Minnesota, Wisconsin or Iowa. Successful completion of all required courses with a grade of “C” or better is necessary to continue with the program.

Upon successful completion of the program the student will be eligible to sit for the national certification examination by the American Society for Clinical Pathology (ASCP). In addition, students may be eligible to transfer to the Bachelors of Science in Medical Laboratory Science program at Winona State University.

Phlebotomy Certificate
For those seeking a shorter-term education pathway, MSC Southeast also offers a one-semester, 9-credit certificate in phlebotomy. Phlebotomists draw blood for tests, transfusions, research, or blood donations and may work as lab assistants. In addition, having this certification can be an advantage in many other health care professions.

Medical Laboratory Technician - AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2) 2000 level Liberal Arts and Sciences courses required unless specified.

PREREQUISITE
Medical Laboratory Technician Program Admission Process and Checklist

Liberal Arts and Sciences Requirements
Goal 4: Mathematics 3
Goal 6: Humanities and Fine Arts 3
PSYC1110 Intro to Psychology or PSYC1115 Lifespan Development 3
BIOL1201 Introduction to Biology 4
BIOL2531 Microbiology 3
CHEM2518 General, Organic & Biochemistry I 4
COMP1130 Word Processing and Presentation Applications 1
COMP1135 Spreadsheet Applications 1
COMP1140 Online Communications 1
ENGL1215 College Writing I 3

Total Credits 26

Technical Requirements
MEDL1100 Introduction to Laboratory Sciences 2
MEDL1105 Phlebotomy 2
MEDL1110 Urinalysis/Body Fluids 2
MEDL1115 Immunology 2
MEDL1121 Hematology 1 3
MEDL1125 Coagulation 1
MEDL1130 Clinical Chemistry I 3
MEDL2101 Clinical Microbiology 4
MEDL2105 Hematology 2 3
MEDL2110 Clinical Chemistry 2 3
MEDL2115 Immunohematology 4
MEDL2120 Advanced Microbiology 2
MEDL2125 Clinical Practicum 1 4
MEDL2126 Clinical Practicum 2 4
MEDL2130 Clinical Practicum: Portfolio and Review 2

Total Credits 41

Total Credits 67

Phlebotomy - Certificate

1) 1000 level (minimum) General Education courses required unless specified.

General Education Requirements
PSYC1110 Intro to Psychology or PSYC1115 Lifespan Development 3
ENGL1020 College Communications 2

Total 5

Technical Requirements
MEDL1100 Introduction to Laboratory Sciences 2
MEDL1105 Phlebotomy 2

Total Credits 4

Medical Laboratory Technician and Phlebotomy Admissions Requirements
Download the most recent admission process and checklist for Medical Laboratory Technical and Phlebotomy from the program webpage at www.southeastmn.edu/medlabtech
Program Highlights:
• Medical laboratory technicians work “behind the scenes” providing vital information for patient care
• The clinical experience allows students to explore different areas of the clinical laboratory
• Successful completion of all program courses with a “C” or better
• Our instructors are committed to student success

Program Learning Outcomes
Program graduates will be able to:
Gain Knowledge:
• Demonstrate comprehension of the technical and procedural aspects of laboratory tests.
• Maintain an awareness of regulatory requirements, safety regulation and ethical standards of practice.
• Correlate laboratory tests to disease processes.
• Understand basic physiology, recognizing appropriate test selection and abnormal test results.

Develop Technical Skills:
• Perform collection and processing of biological specimens for analysis.
• Perform chemical, microbiologic, immunologic, hematologic, molecular and immunohematologic laboratory procedures that require limited independent judgment.
• Use technology effectively.

Problem solve:
• Recognize unexpected results and instrument malfunction and take appropriate action.
• Prepare to take the examination administered by the Board of Certification under the direction of the American Society for Clinical Pathology (ASCP).

Communicate:
• Utilize effective oral and written communication skills.
• Perform information processing.
Medical Support Careers

Delivery: Winona Campus and Online
Start: Fall or spring semester, full or part time

Medical Support Careers offer students a variety of non-clinical medical career opportunities. Whether working behind the scenes or in a public position, these roles provide essential services to both patients and health care providers:

- Health Unit Coordinator
- Medical Administrative Assistant
- Healthcare Documentation Specialist
- Medical Administrative Specialist

At Minnesota State College Southeast, we provide challenging hands-on experience that lead students to employment. Our students learn to prepare medical documents utilizing correct punctuation and capitalization emphasizing number, abbreviation, symbol, and metric measurement rules. HIPAA guidelines are discussed, recognizing patients' rights to protect their medical information.

Successful graduates possess invaluable skills such as ability to key accurate, detailed, personal information relating to each patient's medical, surgical, psychiatric, social, and family history. As students gain competence in their work, they will advance to a higher level of critical thinking and problem solving.

On campus or online
Students may begin fall or spring semester and may attend full time or part time. All of the Medical Support Careers programs are offered on the Winona, Minnesota campus or 100% online. Students can combine on-campus and on-line courses to complete their programs.

Medical Administrative Assistant
AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2) 1100 level Liberal Arts and Sciences courses required unless specified.

Liberal Arts and Sciences Requirements
Course from any MnTC Goal 1 - 10
(see advisor for courses) 3
Goal 1: Written and Oral Communications 3
Goal 4: Mathematics 3
Goal 5: History, Social, and Behavioral Sciences 3
Goal 6: Humanities and Fine Arts 3

15

Technical Requirements
ACCT1218 Spreadsheets Concepts and Applications 3
ADMS1417 Word Processing I 2
ADMS1419 Business Communications 3
ADMS2410 Keyboarding I 3
ADMS2417 Word Processing II 2
MEDS1207 Anatomy & Physiology Disease Conditions 3
MEDS1210 Medical Terminology 4
MEDS1212 Medical Office Procedures 4
MEDS1213 Advanced Medical Office Procedures 2
MEDS1216 Medical Machine Transcription I & II 4
MEDS1218 Advanced Medical Machine Transcription 4
MEDS1220 Medical Keyboarding 3
MEDS1221 Interpersonal Career Concepts 2
MEDS1222 Medical Insurance 2
MEDS1605 Legal & Ethical Aspects of Health Information 2
MEDS1610 Pharmacology 2

33

Total Credits 40

Medical Administrative Specialist Diploma

1) 1000 level (minimum) General Education courses required unless specified.

General Education Courses
English/Communications requirement 2
Math requirement 2
GedEd Electives (see advisor for approved electives) 3

7

Technical Requirements
ADMS1417 Word Processing I 2
ADMS1419 Business Communications 3
ADMS2410 Keyboarding I 3
MEDS1207 Anatomy & Physiology Disease Conditions 3
MEDS1210 Medical Terminology 4
MEDS1212 Medical Office Procedures 4
MEDS1216 Medical Machine Transcription I & II 4
MEDS1218 Advanced Medical Machine Transcription 4
MEDS1221 Interpersonal Career Concepts 2
MEDS1605 Legal & Ethical Aspects of Health Information 2
MEDS1610 Pharmacology 2

33

Total Credits 40

Health Unit Coordinator - Certificate

1) 1000 level (minimum) General Education courses required unless specified.

Technical Requirements
(see advisor for approved electives) 2
ADMS1417 Word Processing I 2
ADMS1424 Integrated Office Skills 2
ADMS2410 Keyboarding I 3
MEDS1207 Anatomy & Physiology Disease Conditions 3
MEDS1210 Medical Terminology 4
MEDS1212 Medical Office Procedures 4
MEDS1216 Medical Machine Transcription I & II 4
MEDS1218 Advanced Medical Machine Transcription 4
MEDS1221 Interpersonal Career Concepts 2
MEDS1605 Legal & Ethical Aspects of Health Information 2
MEDS1610 Pharmacology 2

27

Total Credits 27
Medical Support Careers (continued)

Healthcare Documentation Specialist Certificate

1) 1000 level (minimum) General Education courses required unless specified

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<td>English/Communications</td>
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Technical Requirements

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<td>ADMS2410 Keyboarding I</td>
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<tr>
<td>MEDS1207 Anatomy &amp; Physiology Disease Conditions</td>
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<tr>
<td>MEDS1216 Medical Machine Transcription I &amp; II</td>
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<tr>
<td>MEDS1218 Advanced Medical Machine Transcription</td>
<td>4</td>
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<td>MEDS1221 Interpersonal Career Concepts</td>
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<td>MEDS1605 Legal &amp; Ethical Aspects of Health Information</td>
<td>2</td>
</tr>
<tr>
<td>MEDS1610 Pharmacology</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits 28

Career Opportunities:
- Medical Centers
- Outpatient Clinics
- Insurance Companies
- Sports Medicine Facilities
- Extended Care Facilities
- Home Health Agencies
- Government Agencies

Program Highlights:
- Instructors have professional experience in the program fields
- Students work with actual clinic/hospital documents
- Established affiliation agreements have been developed with area clinics/hospitals
- All programs are offered online as well as on campus

Program Learning Outcomes
Program graduates will be able to:
- Produce medical documents using correct English and proofreading skills.
- Understand the impact that prejudice and bias have on personal attitudes, behaviors, and physical and mental health.
- Use systematic, critical, and creative processes to identify problems and make decisions.
- Demonstrate the ability to correctly spell, define, and pronounce medical terminology.
- Demonstrate critical thinking skills and ethical behavior maintaining appropriate confidentiality according to organization policies in a medical setting.
- Exhibit proficiency in transcribing medical documents that meet professional medical office standards.
Network Administration & Technology

Delivery: Winona Campus
Start: Fall or spring semester, full or part time

In our Network Administration Technology program at Minnesota State College Southeast, you will learn to meet the challenges of an ever-changing computer-networking environment.

Students are trained academically on the various ways in designing, planning, implementing and managing network systems with an emphasis in the "hands-on" approach to learning. The "hands-on" approach stressed throughout the program adds a dimension necessary to acquire practical troubleshooting skills to function efficiently in this complex computer field.

Network Administration & Technology AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2) 1100 level Liberal Arts and Sciences courses required unless specified.

Liberal Arts and Sciences Requirements
Course from any MnTC Goal 1 - 10
(see advisor for courses) 3
Goal 1: Written and Oral Communications 3
Goal 4: Mathematics 3
Goal 5: History, Social, and Behavioral Sciences 3
Goal 6: Humanities and Fine Arts 3
15

Technical Requirements
Technical electives (see advisor for approved electives) 12
NWAT1601 MS Workstation I 2
NWAT1602 MS Workstation II 1
NWAT1607 PC Hardware Support 3
NWAT1641 Networking Fundamentals 3
NWAT1649 Microsoft Server/Enterprise 3
NWAT1670 WAN Technologies 3
NWAT2665 Microsoft Services 3
NWAT2669 Microsoft Advanced Server 3
NWAT2673 Unix Operating Systems 3
NWAT2676 Wireless Communications 3
NWAT2681 Fundamentals of Security 3
NWAT2683 Security Threats & Countermeasures 3
45
Total Credits 60

Network Administration & Technology Diploma

1000 level (minimum) General Education courses required unless specified.

General Education Requirements
English/Communications requirement 3
Math Requirement 2
GenEd Electives (see advisor for approved electives) 3
8

Technical Requirements
Technical electives (see advisor for approved electives) 3
NWAT1601 MS Workstation I 2
NWAT1602 MS Workstation II 1
NWAT1607 PC Hardware Support 3
NWAT1641 Networking Fundamentals 3
NWAT1649 Microsoft Server/Enterprise 3
NWAT1670 WAN Technologies 3
NWAT2676 Wireless Communications 3
NWAT2681 Fundamentals of Security 3
24
Total Credits 32

Network Administration & Technology-Microsoft Certificate

1) 1000 level (minimum) General Education courses required unless specified.

Technical Requirements
NWAT1601 MS Workstation I 2
NWAT1602 MS Workstation II 1
NWAT1649 Microsoft Server/Enterprise 3
NWAT2665 Microsoft Services 3
NWAT2669 Microsoft Advanced Server 3
24
Total Credits 12

Program Highlights:
• Unique program for the area
• Curriculum is designed to be “hands-on”
• Fast growing field
• Evening courses available for working adults
• Cisco Certified and Microsoft Certified

Program Learning Outcomes
Program graduates will be able to:
• Analyze, plan for and support operating system maintenance.
• Evaluate, identify and implement appropriate security standards.
• Acquire technical skills and knowledge necessary for entry-level employment in the information and technology fields.
• Design, build and manage PC networks in a multi-vendor OS environment. (Microsoft, Novell or Unix etc.)
• Configure and implement routers and switches to operate in a typical LAN/WAN environment.
• Perform TCP/IP skills in using and configuring network protocols.
• Identifying, implementing and configuring security best practices.
Nursing

Delivery: Winona Campus and Red Wing Campus
Start: Fall or spring semester, full or part time

Minnesota State College Southeast’s Practical Nursing program in Red Wing and Winona, MN, offers a concept-based approach to the curriculum, giving you a holistic view of the patient’s health care needs.

Practical Nursing

The Practical Nursing major is designed to provide students with the knowledge and skills necessary to provide direct nursing care to patients in hospitals, nursing homes, clinics, home and community-based settings within the scope of practice of a Practical Nurse. This challenging 2-semester program requires students to demonstrate competence in classroom theory, laboratory experiences, simulated events, and supervised clinical rotations. Admissions deadlines:
- Fall Semester Start: Priority acceptance will begin on May 1. Applications will be accepted until June 15, pending space availability. This program fills fast; do not delay.
- Spring Semester Start: Priority acceptance will begin on October 1. Applications will be accepted until November 1, pending space availability. This program fills fast; do not delay.

We recommend that students complete general education coursework prior to entering the nursing program. To learn more about the nursing program, view our nursing vision, mission, philosophy, and values page.

Note: Practical Nursing is offered on our campuses in Winona and Red Wing. During clinical rotations, nursing students may be required to travel up to a 100-mile radius from their home campus.

Associate Degree Nursing

At this time, MSC Southeast is not accepting applications or admitting new students to this major offering.

Practical Nursing - Diploma

1) 1000 level (minimum) General Education courses required unless specified.

PREREQUISITE
Acceptance to the Practical Nursing Program

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATH 1025</td>
<td>Algebra or higher</td>
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<tr>
<td>BIOL 1200</td>
<td>Human Biology</td>
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<td>ENGL 1215</td>
<td>College Writing I</td>
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<tr>
<td>PSYC 1115</td>
<td>Lifespan Development</td>
<td>3</td>
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Technical Requirements

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>HEAL 1701</td>
<td>Practical Nurse 1</td>
<td>7</td>
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<tr>
<td>HEAL 1702</td>
<td>Practical Nurse 1 Clinical/Lab</td>
<td>5</td>
</tr>
<tr>
<td>HEAL 1801</td>
<td>Practical Nurse 2</td>
<td>7</td>
</tr>
<tr>
<td>HEAL 1802</td>
<td>Practical Nurse 2 Clinical/Lab</td>
<td>5</td>
</tr>
<tr>
<td></td>
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<td>24</td>
</tr>
</tbody>
</table>

Total Credits 36

Career Opportunities:
- Acute Care
- Clinics
- Home Health Care
- Hospice Care
- Long Term Care

Program Highlights:
- Successful applicants can begin core classes in fall or spring semester
- Clinical and lab experiences provide simulated scenarios and direct patient care with healthy and ill patients across the lifespan.
- Multiple clinical sites allow the student to explore different fields within nursing before graduation.
- Due to the chronic nursing shortage, there are several Loan Forgiveness Programs available to graduates.

Program Learning Outcomes

Graduates from the Associate Degree Nursing program will be able to:
- Demonstrate professional behaviors/accountability to legal and ethical nursing practice standards for a competent professional nurse.
- Demonstrate effective skills while providing patient care founded on physical, developmental, spiritual, cultural functional and psychosocial needs of patients/families/communities across the lifecycle.
- Recognize and report changes and responses to interventions to the appropriate licensed health care provider while providing a safe environment.
- Utilize information technology to facilitate best care practices in the healthcare setting.
- Utilize evidence-based nursing judgment when planning care, prioritizing care, implementing intervention, patient outcomes and promoting the health of individual patients across the lifespan.
- Use systematic processes to measure outcomes, identify variances and develop changes in policies/procedures to achieve effective patient outcomes.
- Participate as a member of the interprofessional team collaborating and communicating with other health care providers to promote safe, quality patient-centered care.
- Manage care through planning, organizing and delegating care to provide a safe, effective environment.

Nursing Application Materials

Download the most recent application packet from the program webpage at www.southeastmn.edu/nursing
Psychology Transfer Pathway

Delivery: Red Wing and Winona Campus
Start: Fall or spring semester, full or part time

Why do people behave in a certain way? What forces drive human relationships? How does the brain process information? If you are curious about questions like these, the study of psychology may be the educational pathway for you.

At Minnesota State College Southeast in Red Wing and Winona, the Psychology Transfer Pathway A.A. degree offers students a powerful option: the opportunity to complete an associate degree designed for direct transfer to designated Psychology bachelor degree programs at Minnesota State universities.

After graduating with the Psychology Transfer Pathway A.A. degree, you can transfer in as a junior and complete your bachelor's degree by earning 60 additional credits at one of the seven Minnesota State universities (admission requirements, including GPA, apply).

The Psychology Transfer Pathway A.A. degree is the foundation of a well-rounded education with a range of coursework in the liberal arts and sciences, providing the basis for lifelong learning. The insights you gain from this degree will impact your success in any future career, whether in the field of psychology or in business, education, health care, or any other profession.

Psychology Transfer Pathway
AA Degree

Associate of Arts Degree general requirements for Psychology Transfer Pathway
1. A minimum of 60 semester credits.
2. A minimum grade point average (GPA) of 2.0.
3. A minimum cumulative MnTC GPA of 2.0.
4. A minimum of 20 semester credits applied toward the degree must be taken at
5. Minnesota State College Southeast.
6. Completion of the specific degree requirements below:

MnTC REQUIREMENTS
Minnesota Transfer Curriculum (MnTC) Requirements - A minimum of 40 credits to complete all 10 goal areas. A MnTC course may satisfy more than one goal area, however, the credits only count once. TOTAL minimum credits to complete the MnTC ten goal areas: 40 credits

CORE GOAL AREAS
Goal 1 Communication (Three courses) - 9 credits
• ENGL1215 College Writing 1 (3 credits)
• ENGL2525 College Writing 2 (3 credits)
• COMM1218 College Speech OR COMM1228 Interpersonal Communications

Goal 2 Critical Thinking (met when 40 MnTC credits satisfying all 10 goal areas has been completed)

Goal 3 Natural Science (Two science courses from at least two different subject areas. One course must have a traditional lab and the other must have a traditional lab or lab-like experience.) - 6-8 credits

Goal 4 Mathematical/Logical Reasoning (One course) - 3 credits
• MATH1230 Introduction to Statistics OR MATH 1220 College Algebra (3 credits)

Goal 5 History and the Social and Behavioral Sciences (Three courses from at least two different subject areas) - 9 credits
• PSYC1110 Introduction to Psychology (3 credits)
• PSYC2533 Statistics for Behavioral Sciences (4 credits)
• Goal 5 course in a different subject area

Goal 6 The Humanities and Fine Arts (3 courses from at least two different subject areas) - 9 credits

THEME GOAL AREAS:
Goal 7 Human Diversity (One course) - 3 credits
Goal 8 Global Perspective (One course) - 3 credits
Goal 9 Ethical and Civic Responsibility (One course) - 3 credits
Goal 10 People and the Environment (One course) - 3 credits

ADDITIONAL COURSES:
In addition to completing the MnTC, the remaining 20 credits will include:
• Health and Wellness Requirement, 2 credits
• Technology Requirement, 2 credits
Career Opportunities:
Many occupations within the field of psychology require a graduate degree either at the master or doctoral level. These include:
• Clinical/counseling psychologist
• Marriage and family therapist
• Counselor
• Psychometrist
• School psychologist
• Organizational consultant
• Academic researcher
• College professor
• Completing the A.A. and bachelors’s degree is the first step in this educational process.

Program highlights:
The MSC Southeast Psychology Department offers a wide range of courses that focus on psychology as a scientific discipline. Courses include:
  introduction to psychology, abnormal psychology, lifespan development, social psychology, positive psychology, statistics, psychology of human sexuality, and more.
• Our courses focus on studying human behavior and development in the context of a diverse and rapidly changing world. We use a mix of lecture, discussion, and hands-on activities to encourage students to apply the science of psychology to real-life situations.

Program Learning Outcomes
• Describe key concepts and overarching themes in the field of psychology
• Apply psychological concepts to real and hypothetical scenarios
• Utilize scientific inquiry to evaluate and interpret basic psychological research
• Describe the roles of ethics and personal values in the field of psychology
• Analyze how psychological principles apply to diverse populations
• Communicate knowledge of psychological principles through various methods, such as verbally, in writing, or through formal presentations
Radiography

Delivery: Winona Campus
Start: Fall semester, full-time

As a radiographer, you will play a key role in the medical team, providing diagnostic radiology services in hospitals, clinics, and advanced medical imaging centers. Your responsibilities will include selecting appropriate exposure factors, providing radiation protection, processing images, and evaluating image quality.

At Minnesota State College Southeast in Winona, radiography students can expect one-on-one attention from our instructors. Our newly renovated facilities include a state-of-the-art energized x-ray laboratory with computed radiography and direct digital technology. Through classroom study, labs, and clinicals, you will be well trained in all aspects of the technology and patient care.

Unlike many programs in the region, the Radiography Program at MSC Southeast will never have a waiting list. We are ready to welcome you to the program now!

Upon graduating from Radiography at MSC Southeast, you will be eligible to take the American Registry of Radiologic Technologists (ARRT) national certification exam. You’ll be ready to find employment as an entry-level radiographer or continue your education in an advanced field of study. The employment outlook in medical imaging is excellent! According to U.S. Bureau of Labor Statistics, employment growth of about 9% is expected between 2014 and 2024 and the median annual wage for radiologic technologists was $58,120 in May, 2015.

Radiography - AAS
1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2) 1100 level Liberal Arts and Sciences courses required unless specified.

PREREQUISITE
Acceptance to the Radiography Program

Liberal Arts and Sciences Requirements
Goal 4: Mathematics 3
Goal 5: History, Social, and Behavioral Sciences 3
Goal 6: Humanities and Fine Arts 3
BIOL2515 Anatomy & Physiology I 4
BIOL2516 Anatomy & Physiology II 4
ENGL1215 College Writing I 3

Technical Requirements
RADT2601 Intro to Radiologic Sciences 4
RADT2605 Radiographic Imaging 1 3
RADT2611 Radiographic Positioning and Procedures 1 5
RADT2617 Clinical Practicum 1 9
RADT2620 Equipment Operation and Maintenance 2
RADT2625 Radiographic Positioning and Procedures 2 3
RADT2630 Radiographic Imaging 2 3
RADT2635 Radiographic Pathology 1
RADT2642 Clinical Practicum 2 2
RADT2650 Radiographic Protection and Biology 2
RADT2653 Radiographic Imaging 3 2
RADT2663 Modalities 2
RADT2673 Clinical Practicum 3 3

Total Credits 71

Career Opportunities:
• Hospitals
• Medical Clinics
• Medical Imaging Centers

Program Highlights:
• You will work directly with patients.
• The clinical experience allows you to explore different modalities within radiography.
• Our instructors are committed to student success.

Program Learning Outcomes
Goal 1: Students/Graduates will demonstrate clinical competence
Learning Outcomes:
• Students will provide patient care
• Students will demonstrate proficiency in radiographic positioning
• Students will practice radiation safety principles

Goal 2: Students/Graduates will practice critical thinking skills
Learning Outcomes:
• Students will perform non-routine procedures
• Students will analyze images

Goal 3: Students/Graduates will apply effective communication skills
Learning Outcomes:
• Students will practice oral communication
• Students will illustrate written communication

Goal 4: Students/Graduates will synthesize the importance of professionalism
Learning Outcomes:
• Students will determine the importance of professional development
• Students will demonstrate professional behavior

Radiography Application Materials
Download the most recent application packet from the program web page at www.southeastmn.edu/radiography
Become familiar with the college website and visit it often! Besides current student announcements and calendar items, there are sections dedicated to the Registrar’s Office, Student Services, Student Life, and Career Services.
# Retail Sales and Management

**Delivery:** Winona Campus  
**Start:** Fall or spring semester, full or part time

The skills you learn at Minnesota State College Southeast will go with you whether you choose to enter the workforce upon graduation or continue your education. There is constant demand for employees in this field.

Coursework is diverse and you will learn from the text as well as class discussions. You will work on real life, up-to-date marketing situations using computer programs including Microsoft PowerPoint and the Internet.

Our Retail & Sales Management program has had 100% placement in the past several years. Students have the option to look for work locally or nationwide.

## Retail Management  
**AAS**  

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.  
2) 1100 level Liberal Arts and Sciences courses required unless specified.

### Liberal Arts and Sciences Requirements

<table>
<thead>
<tr>
<th>Goal</th>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>4</td>
<td>Mathematics</td>
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</tr>
<tr>
<td>5</td>
<td>History, Social, and Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>Humanities and Fine Arts</td>
<td>2</td>
</tr>
<tr>
<td>COMM1218</td>
<td>College Speech</td>
<td>3</td>
</tr>
<tr>
<td>ENGL1215</td>
<td>College Writing I</td>
<td>3</td>
</tr>
</tbody>
</table>

### Technical Requirements

Technical electives (see advisor for approved electives)  
ACCT1240 Society & Law  2  
RESL1210 Introduction to Marketing  3  
RESL1213 Introduction to Sales  3  
RESL1214 Advertising  3  
RESL1216 Visual Merchandising  2  
RESL1218 Retail Business Operations  3  
RESL1220 Applied Sales  3  
RESL1222 Inventory Planning Concepts  3  
RESL2224 Retail Buying  3  
RESL2230 Supervised Occupational Experience  6  
SMGT1210 Supervision Principles I  3  

**Total Credits 60**

## Sales Management  
**AAS**

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.  
2) 1100 level Liberal Arts and Sciences courses required unless specified.

### Liberal Arts and Sciences Requirements

<table>
<thead>
<tr>
<th>Goal</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>Mathematics</td>
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<tr>
<td>5</td>
<td>History, Social, and Behavioral Sciences</td>
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<tr>
<td>6</td>
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<td>ENGL1215</td>
<td>College Writing I</td>
<td>3</td>
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</tbody>
</table>

### Technical Requirements

Technical electives (see advisor for approved electives)  
ACCT1240 Society & Law  2  
RESL1210 Introduction to Marketing  3  
RESL1213 Introduction to Sales  3  
RESL1214 Advertising  3  
RESL1217 Principles of Telemarketing  2  
RESL1220 Applied Sales  3  
RESL1221 Applied Marketing  3  
RESL1224 Sales Territory Management  3  
RESL2222 Sales Management  3  
RESL2228 Sales Business Concepts & Trends  3  
RESL2230 Supervised Occupational Experience  6  

**Total Credits 60**

## Retail Merchandising Sales Associate Diploma

1) 1000 level (minimum) General Education courses required unless specified

### General Education Courses

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Computer requirement</td>
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<tr>
<td>English/Communications requirement</td>
<td>2</td>
</tr>
<tr>
<td>Math requirement</td>
<td>2</td>
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</table>

### Technical Requirements

Technical electives (see advisor for approved electives)  
RESL1210 Introduction to Marketing  3  
RESL1213 Introduction to Sales  3  
RESL1214 Advertising  3  
RESL1216 Visual Merchandising  2  
RESL1218 Retail Business Operations  3  
RESL1220 Applied Sales  3  
RESL2230 Supervised Occupational Experience  6  

**Total Credits 34**
Retail Sales and Management (continued)

Sales Representative
Diploma

1) 1000 level (minimum) General Education courses required unless specified

General Education Courses
Computer requirement 3
English/Communications requirement 2
Math requirement 2

7

Technical Requirements
Technical electives (see advisor for approved electives) 5
RESL1210 Introduction to Marketing 3
RESL1213 Introduction to Sales 3
RESL1214 Advertising 3
RESL1217 Principles of Telemarketing 3
RESL1220 Applied Sales 3
RESL1221 Applied Marketing 3
RESL2230 Supervised Occupational Experience 6

28

Total Credits 35

Career Opportunities:
• Field Sales Representative
• Account Executive
• Industrial Sales
• Marketing Assistant
• Retail Sales
• Customer Service Representative

Program Highlights:
• Working in sales/marketing gives you the ability to work in an area of interest to you
• Courses are focused on the latest trends in sales and marketing
• Instructor has 18 years experience in the industry
• Marketing is integrated into every course taught
• Wide variety of jobs are available to you upon graduation

Program Learning Outcomes
Program graduates will be able to:
• Communicate with prospects/customers using above average communication skills.
• Negotiate win/win outcomes with prospects and customers.
• Perform customer relationship management techniques.
• Quality prospects and analyze customer needs.
• Demonstrate human relation skills on the job.
• Perform the steps of the professional selling process.
• Demonstrate an understanding of the marketing concept.
Software Development and Support

Delivery: Red Wing Campus and Online
Start: Fall or spring semester, full or part time

At Minnesota State College Southeast, you will learn computer programming, web development, and support using a hands-on approach. These courses use broad concepts leading to detailed approaches to help you become an expert.

Learn from anywhere. All courses are available online. A rich online application environment, instructor developed recordings, and computer programming demonstrations make learning convenient.

Programming students design, code, and deploy applications using a wide variety of languages, tools, and computer environments, including:

- UML, SQL
- Java, JavaScript, C, C#, Visual Basic
- HTML/CSS
- Programming/design tools (Visual Studio, Eclipse, Android Studio)
- GitHub
- “Iterative” design and coding methods
- Create business applications for the Web, Windows, and Android

Students in all of the Software Development and Support majors also learn to create web content, and install, deploy, and support many technologies. These include:

- Web content authoring (Adobe Dreamweaver, Photoshop, Animate)
- Cloud services, such as Azure web applications and databases
- Windows desktop and server operating systems
- Domain-level directory services
- Database and Web server management
- PC hardware

Career Opportunities:
- Computer Programmers for Software Development Firms
- Consulting Firms
- Education
- Business & Industry

Program Highlights:
- All Computer Careers courses are available online
- All Computer Programming lectures are available through lecture capture technology
- Computer Programming assessments are online
- Curriculum is constantly evolving to keep up with technology
- Skilled programmers are needed in every industry

Program Learning Outcomes
Program graduates will be able to:
- Demonstrate written and oral communication skills appropriate for business.
- Exhibit college level problem solving abilities applying math applications and general problem solving skills.
- Exhibit professional/occupational behavior and work habits.
- Demonstrate the ability to design, implement and/or maintain database applications.
Software Development and Support (continued)

Computer Programming and Web Development
AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2) 1100 level Liberal Arts and Sciences courses required unless specified.

Liberal Arts and Sciences Requirements
Course from any MnTC Goal 1 - 10 (see advisor for courses)
Goal 1: Written and Oral Communications
Goal 4: Mathematics
Goal 5: History, Social, and Behavioral Sciences
ARTS1222 Introduction to Graphic Design
COMM1015 Job Seeking Skills

Technical Requirements
COMC1714 Microsoft Access
COMC1741 Web Design with Expression Web
COMC1745 Web Design and Technologies II
COMC1746 Web Animation
COMC1754 Network Management Basics
COMC2722 Database Design & Management with SQL
COMC2730 Introduction to Visual Basic.Net
COMC2740 Introduction to Java / C++ / C# Programming
COMC2742 Java/C++/C# Programming II
COMC2747 Database Applications Programming
COMC2749 Web Server Scripting/ASP.Net
COMC2750 Object Oriented Analysis and Design
COMC2754 Computer Careers Capstone Project
NWAT1601 MS Workstation I

Total Credits 30

Microcomputer and Web Support - AAS

1) Must complete a minimum of 3 different MnTC goals in Liberal Arts and Sciences.
2) 1100 level Liberal Arts and Sciences courses required unless specified.

Technical Requirements
Technical electives (see advisor for approved electives)
COMC1714 Microsoft Access
COMC1741 Web Design with Expression Web
COMC1745 Web Design and Technologies II
COMC1746 Web Animation
COMC1754 Network Management Basics
COMC2722 Database Design & Management with SQL
COMC2754 Computer Careers Capstone Project
COMC2793 Computer Programming Internship
NWAT1601 MS Workstation I
NWAT1607 PC Hardware Support

Total Credits 44

Web Applications Programming - Certificate

1) 1000 level (minimum) General Education courses required unless specified.

Prerequisite
COMC1714 Microsoft Access
COMC1741 Web Design with Expression Web
COMC2730 Introduction to Visual Basic.Net

Technical Requirements
COMC1745 Web Design and Technologies II
COMC1754 Network Management Basics
COMC2722 Database Design & Management with SQL
COMC2733 Web Client Scripting
COMC2740 Introduction to Java / C / C++ / C# Programming
COMC2742 Java/C++/C# Programming II
COMC2747 Database Applications Programming
COMC2749 Web Server Scripting/ASP.Net
COMC2750 Object Oriented Analysis and Design
COMC2754 Computer Careers Capstone Project

Total Credits 30

General Education Courses
English/Communications requirement
Math requirement
ARTS1222 Introduction to Graphic Design
COMM1015 Job Seeking Skills

Technical Requirements
Technical electives (see advisor for approved electives)
COMC1714 Microsoft Access
COMC1741 Web Design with Expression Web
COMC1745 Web Design and Technologies II
COMC1746 Web Animation
COMC1754 Network Management Basics
COMC2722 Database Design & Management with SQL
COMC2754 Computer Careers Capstone Project
NWAT1601 MS Workstation I
NWAT1607 PC Hardware Support

Total Credits 47
Truck Driving

Delivery: Winona Campus
Start: Fall or spring semester, full or part time

Minnesota State College Southeast’s Truck Driving program in Winona is well-renowned for top-notch instructors, state-of-the-art facilities, and best of all, 100% job placement. As a student, you’ll enjoy a low student-to-instructor ratio to give you the attention you need.

Many trucking companies pre-hire qualified students once they are enrolled at MSC Southeast. After training is completed, our graduates are ready to get behind the wheel and earn a desirable income. Because highly skilled truckers are in demand, many companies offer tuition reimbursement and signing bonuses.

Truck driver training begins with 8 weeks of classroom and behind-the-wheel training, preparing students for the situations they may face on the road. During this 8-week sequence of training, the students will also prepare for the Class “A” commercial driver’s license (CDL) road test. To complete the program, students must register for and complete an 8-week paid internship.

Because the program is so intense, attendance and attitude are crucial, just as they are once you’re on the job. At MSC Southeast, you’ll learn from the very best - our truck driving instructors have more than 65 years of safe driving experience.

Truck Driving Certificate

1) 1000 level (minimum) General Education courses required unless specified

Technical Requirements
TRDR1400 Safe Driving Fundamentals 4
TRDR1405 Proficiency Development 4
TRDR1410 Advanced Driving 4
TRDR1415 Employment Skills 2
TRDR1420 Internship 6

Total Credits 20

Career Opportunities:
• Over-the-road driver
• Local driver
• Safety Department
• Dispatch
• Yard spotters

Program Highlights:
• Prehire program: Companies are eager to hire you once you’re enrolled
• Affordability: Many employers offer tuition reimbursement
• Learn in a state-of-the-art facility

Program Learning Outcomes
Program graduates will be able to:
• Shift various transmissions proficiently.
• Successfully back vehicle into specified maneuvers.
• Be aware of utilizing space management in different situations.
• Properly complete required daily paperwork.
• Recognize changing road characteristics and properly adjust
Delivery: Red Wing Campus
Start: Fall or spring semester, full or part time

In the Violin Repair program at Minnesota State College Southeast in Red Wing, students learn about tools, wood, trees, basic principles of repair, and common repair and maintenance techniques.

The Violin Repair program at MSCS is unique in that it is structured for an entire academic year. Shorter workshops, some as brief as a week, offer an overview of the repair process. Three and four-year programs teach violin construction but do not provide the same degree of in-depth focus on repairing instruments and bows.

- Fine motor skills, patience and the ability to focus on the work at hand are essential.
- No previous experience with woodworking is required as violin repair is very different from other woodworking crafts.

The aim of the program is for students to be prepared to work in the best violin shops in the world and to continue the lifelong process of learning the art.

In recent years, our students have achieved 100% job placement: those who earn the Violin Repair Diploma and are seeking employment have consistently found work in the field.

 Violin Repair - Diploma

1) 1000 level (minimum) General Education courses required unless specified

General Education Courses
English/Communications requirement 2
GenEd Electives (see advisor for approved electives) 1
Math requirement 2

Technical Requirements
VLNR1301 Introduction to Tools 2
VLNR1305 Basic Materials 1
VLNR1312 Introduction to Violin Playing 1
VLNR1315 Violin History 2
VLNR1321 Bow Rehairing 4
VLNR1324 Bow Repairs 1
VLNR1327 Violin Varnish 2
VLNR1341 Ebony Work 5
VLNR1351 Bridges and Soundposts 8
VLNR1361 Violin Repairing 8

OPTIONAL CLASSES
VLNR1370 Violin Construction I 6
VLNR1371 Violin Construction II 6

Total Credits 39

Career Opportunities:
• Music Stores
• Repair Shops
• Musical Instrument Manufacturers
• Entrepreneurial Opportunities

Program Highlights:
• Unique in length and comprehensiveness in the United States

Program Learning Outcomes
Program graduates will be able to:
• Perform a professional quality set up on a violin, viola or cello. This includes the pegs, nut, fingerboard, saddle, sound post, and bridge.
• Diagnose and perform basic violin family repairs to a professional level of quality. This includes (if necessary) taking apart, gluing, reinforcing, making of replacement pieces, and repairing the varnish.
• Diagnose and perform basic bow repairs, including rehairing, to a professional level. Grip replacement, crack gluing, crack reinforcement and rehairing may be included.
• Demonstrate a working knowledge of the violin makers of the past and present.
• Identify resins, solvents, oils, and oleo resins, including their characteristics, uses in varnishes, and methods of making varnish.
• Communicate accurately using written, oral, and electronic methods.
• Identify instrument making woods, characteristics, and origins, including sustainability issues.
• Safely prepare, make, and use basic and specialty hand and power tools.
Welding Technology Diploma
1) 1000 level (minimum) General Education courses required unless specified

General Education Courses
COMM1015 Job Seeking Skills or
COMP1140 Online Communications 1
English/Communications requirement 2
Math requirement 2
Total 5

Technical Requirements
Technical electives (see advisor for approved electives) 6
WELD1405 Safety, Theory, Blueprints, & Processes 4
WELD1410 SMAW - Principles of Stick Welding 3
WELD1415 Oxy-fuel Weld, Cutting & Brazing 1
WELD1420 GMAW - MIG Wire Feed I 3
WELD1425 GMAW-MIG Wire Feed II 3
WELD1430 GTAW-Tungsten Inert Gas Weld I 3
WELD1435 GTAW - Tungsten Inert Gas Welding II 3
WELD1440 Workplace Projects & Fabrication Capstone 3
Total Credits 29

Welding Technology Certificate
1) 1000 level (minimum) General Education courses required unless specified

General Education Courses
Math requirement 2
Total 2

Technical Requirements
MDAD1204 AutoCAD or WELD1450 1
WELD1405 Safety, Theory, Blueprints, & Processes 4
WELD1410 SMAW - Principles of Stick Welding 3
WELD1415 Oxy-fuel Weld, Cutting & Brazing 1
WELD1420 GMAW - MIG Wire Feed I 3
WELD1430 GTAW-Tungsten Inert Gas Weld I 3
Total Credits 17

Total Credits 34

Career Opportunities:
• Production manufacturing welding
• Structural design welder
• Repair and rebuilding career
• Specialized welding machine operators
• Cutters Pipe fitters
• Construction welding
• Heavy equipment welding

Program Highlights:
• Hands-on experience
• Learn a vast range of welding processes needed by today’s employers

Program Learning Outcomes
Program graduates will be able to:
• Demonstrate safety in the weld shop.
• Read weld shop blueprints.
• Identify the correct weld procedures.
• Demonstrate the proper use of machines and equipment.
• Properly inspect welds.
• Pass a certification test D1.1 AWS.
• Demonstrate workplace reliability and attendance.
### Business and Management

**AAS, D** Accounting  
- W Accounting Assistant  
- W Bookkeeper  
- W Accounting and Networking Specialist  

**AAS** Administrative Assistant  
- W Customer Service Specialist  
- W Customer Service Representative  
- W Office Assistant  
- W Office Specialist  

**AAS Business Management**  
- R Leadership and Supervision  
- R Project Management  
- R Quality Improvement  

**AAS Retail Management**  
- W Retail Merchandising Sales Associate  

**AAS Sales Management**  
- W Sales Representative  

### Health and Medicine

**AAS Biomedical Equipment Technology**  
- W Integrated Medicine and Healing  

**AAS, D, C** Massage Therapist  
- W Medical Assistant  

**AAS Medical Administrative Assistant**  
- W Medical Administrative Specialist  
- W Healthcare Documentation Specialist  
- W Health Unit Coordinator  

**AAS Medical Laboratory Technician**  
- W Phlebotomy  
- W Nursing (Practical Nursing)  
- W Introduction to Health Care Careers  

**AAS Radiography**  

### Human Services

**AAS, D** Cosmetology  
- W Esthiology  
- W Nail Care Technology  

**AAS Criminal Justice**  
- R Early Childhood Education  

**AAS, AS** Early Childhood Development  
- O

### Liberal Arts

**AA** Liberal Arts and Sciences  
- R Creative Writing  
- O Individualized Studies  

**N/A** Minnesota Transfer Curriculum Package  

**AA** Psychology Transfer Pathway  

### Musical Instrument Repair

**AAS, D** Band Instrument Repair  
- R Guitar Repair and Building (1st Year)  
- R Guitar Development and Production (2nd Year)  
- R Electric Guitar Building  
- R Violin Repair  

### Technology

**AAS, D, C** Computer Aided Design (CAD) Drafting Technologies  
- C Basic Drafting Technologies  

**AAS** Computer Programming and Web Development  
- C Web Applications Programming  
- O Microcomputer and Web Support  

**AAS** Cyber and Information Security  
- O Electronics Technology  

**AAS, D** Electrical Engineering Technology  
- W Network Administration and Technology  

**AAS, D** Network Administration and Technology/Wood  
- W Network Administration and Technology/Microsoft  

### Trade and Industrial

**AAS, D** Carpentry  
- D CNC Machine Tool  
- D Precision Machining  

**AAS** Prototype Engineering  
- C Machining Basics  

**AAS** Machining Skills Right Now  

**AAS, D** Industrial Technology  
- W Industrial Technology Welding Specialist  

**AAS** Manufacturing Engineering Technology  
- W Welding Technology  
- R Note: Welding Diploma offered at Winona Campus, Welding Certificate offered at Red Wing Campus

### Transportation

**AAS, D** Auto Body Collision Technology  
- C Auto Body Refinishing  

**AAS** Auto Body Sheet Metal Repair & Replacement  
- D Automotive Technology  

**AAS** Undercar Specialist  
- D, C Diesel Maintenance Technician  

**AAS** Truck Driving  

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AA Associate of Arts Degree  
AAS Associate of Applied Science Degree  
AS Associate of Science Degree  
C Certificate  
D Diploma  
W - Winona  
R - Red Wing  
O - Online
This course presents information on health and safety issues, basic refinishing equipment, product types and uses, preparation steps, application procedures, masking techniques, and other basics of refinishing. Learning takes place through class presentations, demonstrations, and hands-on application. (Prerequisite: None) (4 Credits: 1 lab/0 lecture/3 lab)

**ABCT1113 INTRODUCTION TO AUTO BODY**

Information related to industry terminology, vehicle construction, removal and installations of interior and exterior trim and hardware, moveable glass, disassembly/assembly of basic mechanical components, health and safety issues and Right to Know Laws are a few of the topics highlighted in this course. Pre-delivery inspections, adjustments, and final detailing are also covered. (Prerequisite: None) (3 Credits: 0 lab/3 lecture/0 lab)

**ABCT1115 INTRO TO TRANSPORTATION CAREERS**

Intro to Transportation Careers covers departmental procedures and practices as well expectations of the students in the programs. Safety, environmental concerns, and simulated Right to Know training are a significant part of the course. Basic tools, tool usage, basic power tools, and care of them are included. Threaded fasteners, drive types, torqueing, thread compounds, cutting methods, gluing, and adhesives are covered from a generic point and not vehicle specific. (Prerequisites: none) (1 credits: 1 lecture/0 lab)

**ABCT1120 WELDING**

This course covers welding procedures and heat control methods for high strength steels and light gauge metals used in today's vehicle construction. Methods of welding and cutting include Oxy-fuel, Gas Metal Arc Welding (MIG), and Plasma. Welding of aluminum, brazing, and application of silicone bronze are also covered. The student will learn to set-up equipment and weld in the flat, horizontal, vertical, and overhead positions using various weld types on joint configurations typical to the auto body industry. (Prerequisite: None) (3 Credits: 0 lab/3 lecture/4 lab)

**ABCT1125 AUTO BODY WELDING 1**

Auto Body Welding 1 focuses on welding of thin gauge sheet metal utilized for the outer body panels of vehicles. Welding will be performed in the flat, vertical, and overhead the purpose of heating and cutting operations. (Prerequisite or concurrent: ABCT1115) (2 credits: 0 lab/2 lecture/1 lab)

**ABCT1130 SHEET METAL REPAIR**

This course provides the student with the needed information to straighten sheet metal damage ranging from small dings to significant damage. An understanding of how metal reacts to outside forces is gained through hands on application using various tools and repair methods. Repair methods and procedures for panels damaged due to deterioration from corrosion are also presented and applied. (Prerequisite: Concurrent enrollment in ABCT1120 or instructors approval) (4 Credits: 0 lab/4 lecture/0 lab)

**ABCT1135 AUTO BODY MECHANICAL 1**

Auto Body Mechanical 1 focuses on the mechanical systems that are often involved with the collision event and need to be disassembled or removed from the vehicle for the purpose of replacement or access for repairs. Safety concerns for mechanical system removal is critical to the learning as well as environmental issues. System protection during removal and storage is covered to help insure parts and the vehicle are not damaged or effected by the removal or repairs. Refilling and bleeding of many of the systems are covered as well as proper inspection and final detailing are also covered. (Prerequisite or concurrent: ABCT1115) (2 credits: 1 lecture/1 lab)

**ABCT1145 AUTO BODY DISASSEMBLY/REASSEMBLY**

Vehicle repairs require correct disassembly, damage assessment, and reassembly procedures to complement structural, body, and refinishing procedures. The need to document conditions prior to repair as well as at the completion of repairs is required as part of vehicle work files. Vehicles that have repairs performed need to be cleaned and detailed prior to delivery to the owner at the completion of repairs and the skills and techniques to do this are included in the course. (Prerequisite or concurrent: ABCT1115) (2 credits: 0 lab/2 lecture/0 lab)
**ABCT1155 REFINISHING 1**
Introductions to refinishing products, equipment, terminology, safety, corrosion protection, and product application are part of this course. The main focus will be the stages of refinishing that deal with repaired areas, bare metal, and the back side of these areas or panels. Primer surfacer work will focus on getting repaired areas leveled and free of imperfections through block sanding techniques. This course will prepare panels and build knowledge needed for Refinishing 2 which is top coat applications. This course is highly suggested prior to taking refinishing 2 but is not required. (Prerequisite or concurrent: ABCT1115) (2 credits: 1 lecture/1 lab)

**ABCT1165 SHEET METAL REPAIR AND REPLACEMENT**
Outer body panel repairs and replacement procedures will be included in this course. Straightening techniques will focus on contour correction for use of body filler materials which are also part of the course. Paintless dent removal will be covered in theory and participants will be able to attempt to use the techniques. Body fillers will be completed so as to be prepared for application of primer surfacers. Body panel replacement procedures will be introduced and practice opportunities provided for adjustable sheet metal including doors, hoods, deck lids, hatches, slider doors and fenders. Wedged on body panels including roof skins, quarter panels, and door skins will also be included. (Prerequisite or concurrent: ABCT1115, ABCT1125) (5 credits: 1 lecture/4 lab)

**ABCT1240 ADVANCED REFINISHING**
Building on the Introduction to Refinishing course, Advanced Refinishing topics include: procedures used to successfully match vehicle color when using single-stage, basecoat/clearcoat, and tri-stage finishes. Advanced masking techniques, corrosion protection of repair areas, elimination of paint contaminants, paint problems and cures, and detailing finishes for customer delivery are also covered. Application of the information presented in this course will provide the student with the knowledge and skill to deliver an undetectable paint repair. (Prerequisite: ABCT1100 or instructor permission) (3 Credits: 1 lec/2 lab)

**ABCT1241 INTRODUCTION THRU ADVANCED REFINISHING**
This course is the combination of ABCT 1100 & ABCT 1240 presented in the same semester. (Prerequisite: None) (7 Credits: 2 lec/5 lab)

**ABCT1245 PLASTICS AND COMPOSITES REPAIR**
The plastics and composites repair course provides opportunity to learn the identification of plastic and composite types and locations used on late model vehicles. Once identified repair methods available for each are presented with hands-on assignments using a variety of methods and materials available in the collision repair industry. Repairs are completed to the point of refinishing readiness. This course utilizes many resources located at various web based sights so that knowledge of future plastics and repair methods can be learned after completion of the course. (Prerequisite or concurrent: ABCT1115) (2 credits: 1 lecture/1 lab)

**ABCT1250 AUTOMOTIVE PLASTICS & COMPOSITE REPAIRS**
Students are introduced to the wide variety of plastics used on today’s vehicles, plastic welding methods, adhesive repairs and fiberglass lay-up procedures. Body filler types and their uses, mixing, application, and forming fillers to correct panel contours are covered. Health and safety concerns and refinishing considerations are also presented. Through demonstrations and hands-on application the student will gain critical information to successfully repair and refinish vehicle interior and exterior trim, accessories and parts made of plastics, composites or fiberglass. (Prerequisite: None) (2 Credits: 0 lec/2 lab)

**ABCT1255 REFINISHING 2**
Refinishing 2 starts with cleaning of vehicle or panels to be refinished and then the development of a paint plan. Preparation of the panel(s) for top coat application, pre-paint cleaning procedures, set-up of spray equipment, mixing of paint materials and application are all part of the processes covered. Additionally paint detailing, paint problems and defects, vehicle protection, masking methods, color identification, and personal safety are included. This course starts with top coat systems where refinishing y 1 ended with application of primer materials needed to treat bare metal and correct minor panel imperfections. (Prerequisite or concurrent: ABCT1115, ABCT1155 is highly recommended but not required) (5 credits: 1 lecture/4 lab)

**ABCT1260 NON-STRUCTURAL REPAIRS**
The emphasis of this course is on the removal, replacement, and proper alignment of bolt on, weld on, and adhesively mounted cosmetic panels and non-structural stationary glass. Included in this course is the analysis of upper body damage through upper body dimensions and panel fit. Available adjustments to establish proper gap and alignment are also presented and applied. (Prerequisite: ABCT1113 and instructor approval) (2 Credits: 0 lec/2 lab)

**ABCT1265 REFINISHING LAB**
This lab is intended to provide time needed to perform refinishing procedures for parts and vehicle areas needing refinishing for a variety of reasons. This includes pre-sanding cleaning, paint plan development, abrading of panels, mixing of paint products, application procedures, maintenance of spray equipment, and detailing of paint defects. (Prerequisites or concurrent: ABCT1115 and ABCT1255) (2 credits: 0 lecture/2 lab)

**ABCT1270 REFINISHING LAB**
This lab allows the student hands on time for refinishing projects. Students will be required to complete assignments which include paint preparation, color analysis, paint application, use color matching techniques, detail the paint finish, and perform final vehicle predelivery tasks. This course is intended to be a skill building lab used in conjunction with previous or current courses requiring refinishing objectives. (Prerequisite or concurrent enrollment in ABCT1240 or ABCT1241) (3 Credits: 0 lec/3 lab)

**ABCT1275 PRODUCTION LAB**
This lab allows student to work with skills learned in earlier courses dealing with body repairs on customer vehicle projects. Skill development and refinement is focused on with the idea of moving toward decision making on repair methods and quality control of one’s own body repairs. This includes disassembly/reassembly, metal straightening and finishing, body panel adjustments, and detailing of vehicles for customer delivery. Students will utilize references and Standard Operating Procedures (S.O.P.’s) to make decisions and confirm with instructor(s) so as to gain confidence with processes. (Prerequisite: ABCT1115 and 10 additional ABCT credits) (4 credits: 0 lecture/4 Lab)

**ABCT1280 PRODUCTION LAB**
This lab is intended to build student skills and efficiency in the repair and/or refinishing of vehicles requiring non-structural repairs. Included would be panel repair, panel replacements and alignment, plastic or composite repairs, refinishing, detailing and other repair tasks conducive to the students’ career track. (Prerequisites: none) (3 Credits: 0 lec/3 lab)

**ABCT1290 PRODUCTION INTERNSHIP**
This internship is an elective course, which allows the student to work in an industry environment in place of the Production Lab Course. The internship site must provide for skill building opportunities in panel repair, panel replacement and alignment, refinishing, detailing, and/or other tasks conducive to the students’ career track. (Prerequisite: Completion or enrollment in 20 credits of ABCT technical courses) (3 Credits: 0 lec/3 lab)

**ABCT1303 AUTO BODY ELECTRICAL**
This course will give the student basic understanding of DC electricity through theory and hands-on experiments. Using the basic principles of DC theory, the student will use digital multi-meters, and interpret wiring diagrams and flow charts. Application to the automotive electrical system is then applied to trouble shoot and repair lighting systems, power accessories, air bag restraint systems, anti-lock brake systems, wipers, blower fans, and other common automotive body electrical systems and components. (Prerequisite: None) (3 Credits: 0 lec/3 lab)

**ABCT1310 AUTO BODY MECHANICAL**
Covered in this course are mechanical areas commonly damaged in a collision or affected during the repair process. Systems included are: Air Conditioning, Engine Cooling, Brakes, Emissions, Drive Train Power Delivery, Steering Columns, Suspension Components, and Systems affecting Drivability. (Prerequisites: ABCT1113 or instructor approval) (4 Credits: 1 lec/3 lab)
ABCT111S AUTO BODY BASIC ELECTRICAL
D.C. theory is the starting point for this course which focuses on how circuits work and troubleshooting procedures needed to test them on vehicles. Multi-meters are used to take readings for voltage, amperage, resistance, and voltage drop. Once problem areas are identified repair or replacement procedures are used to fix wiring, connections, or faulty components. Service information is utilized to access vehicle specific circuits for troubleshooting and repairs. (Prerequisites or concurrent: ABCT1115, ABCT1145) (2 credits: 1 lecture/1 lab)

ABCT1320 STRUCTURAL REPAIRS
Straightening and repair of unibody structures and full frame vehicles involved in a major collision are the objectives of this course. Included topics are: measuring systems and procedures, vehicle anchoring, pulling theories and application, replacement of structural panels and glass, unibody sectioning, and other related topics. Wheel alignment angles and alignment procedures are included with hands-on application. (Prerequisites: ABCT1113, ABCT1120, ABCT1130, and ABCT1260 or permission of instructor) (4 Credits: 1 lect/3 lab)

ABCT1325 AUTO BODY WELDING 2
The second welding course in the auto body program delivers information and hands-on practice of advanced welding methods for collision repairs. The MIG welding procedures will focus on structural parts and full frame welding procedures. Resistance spot welding techniques for late model collision repair are covered as well as silicon bronze welding using wire feed welders. Plasma arc cutting and induction heating procedures are included in the course. (Prerequisites: ABCT1115, ABCT1125, ABCT1165 (Prerequisite or concurrent: ABCT1345) (2 credits: 0 lecture/2 lab)

ABCT1330 GENERAL AUTO BODY LAB
This lab allows for skill building of previously learned areas of study through hands-on application. It also provides time for the student to complete tasks assigned in current courses and provides hands-on time to achieve a complete collision repair. Much of the emphasis in this lab will surround collision type repairs. (Prerequisite: Minimum of 15 technical credits completed in ABCT courses) (3 Credits: 0 lec/3 lab)

ABCT1335 AUTO BODY MECHANICAL 2
The second mechanical course in the auto body program advances the knowledge base and hands on of many systems introduced in Auto Body Mechanical 1. Air conditioning, cooling systems, steering and suspension, brakes, and computerized body and mechanical systems are worked with from a collision damaged perspective. Hands-on assignments are involved in addition to the theory of the systems physics. Scan tools are used in the diagnostics of many of the systems as well as other specialized tools. Utilization of service procedures and service data bases are significant part of the experiences in this course as well. (Prerequisites or concurrent: ABCT1135, ABCT1115, ABCT1125, ABCT1315) (3 credits: 2 lecture/1 lab)

ABCT1345 STRUCTURAL REPAIR
This structural course focuses on preparing vehicles for structural straightening and parts replacement. Vehicle anchoring systems are used to hold the vehicle for pulling procedures and are set-up following specifications and measuring system data. Measuring is a major emphasis in structural repairs and developing of repair plans as well as documentation of the repair process. With pulling and parts replacement completed corrosion protection and restoration is applied. Wheel alignment is a final step in the structural repair process to ensure drivability. Structural glass replacement concerns are addressed during the course as well. (Prerequisites or concurrent: ABCT1115, ABCT1125, ABCT1145, ABCT1165, ABCT1325) (3 credits: 0 lecture/3 lab)

ABCT1355 REFINISHING 3
Refinishing 3 is third in a series of refinishing courses and is intended to provide experience in the most advanced levels of vehicle refinishing. Included are the study of color theory and achieving blendable paint matches. Water bome paint technology is introduced and students switch to use of it for color application in this course and advanced labs. Tri-stage paint application and custom painting techniques and materials are introduced. The opportunity is available for students to explore custom painting techniques using air brushes, mini guns, and many other tools. (Prerequisites: ABCT1155, ABCT1255, and 6 credits of refinishing and production labs) (2 credits: 1 lecture/1 lab)

ABCT1375 PRODUCTION LAB 2
Production Lab 2 provides the opportunity to continue to develop body and paint skills learned in earlier courses. Lab time is also used to prepare vehicles for structural repairs when enrolled concurrently in advanced courses. Emphasis is now being placed on accountability for use of the lab time and recording tasks by time to weekly logs in preparation for industry flat rates. Planning of repair steps are shifted toward the student’s involvement working toward setting goals for the week as part of weekly logs. (Prerequisite: ABCT1115 and 20 additional ABCT courses or instructor approval) (2 credits: 0 lecture/2 lab)

ABCT1415 DAMAGE ANALYSIS AND ESTIMATING
Damage analysis and estimating covers the process of analyzing the vehicle following a collision event looking at preexisting conditions as well as collision related damage. The process of gathering customer information, vehicle information, insurance coverage information, vehicle damage, parts options, parts pricing, labor operation pricing, and other related charges and arriving at cost of repairs is the core of the course. Communication of needed information to the customer and insurance company is also focused on with insurance policies and coverage types included. (Prerequisites or concurrent: 20 credits of ABCT courses) (2 credits: 2 lecture/0 lab)

ABCT1440 DAMAGE ANALYSIS & ESTIMATING
his course teaches systematic approaches to determining the extent of collision damage to all areas of the vehicle. After analyzing the damage, the process of converting it into an estimated cost of repair is presented in principle along with hands-on practice and application. (Prerequisite: 20 credits or more ABCT technical courses completed or enrolled in concurrently) (2 credits: 1 lec/1 lab)

ABCT1450 ADVANCED COLLISION LAB
This lab requires the student to take a collision damaged vehicle from the point of damage analysis through the structural repair process, exterior panel repair and replacement, refinishing, detailing, and other related mechanical and electrical repairs required to restore it to pre-accident condition. (Prerequisite: minimum of 25 technical credits) (4 Credits: 0 lec/4 lab)

ABCT1460 ADVANCED PRODUCTION LAB
This lab is intended to provide continued skill improvement and repair efficiency in all aspects of collision repair processes required to restore a collision damaged vehicle back to pre-accident condition. Emphasis is on routine type repairs found in refinishing and collision repair facilities. (Prerequisite: 25 technical credits minimum) (4 Credits: 0 lec/4 lab)

ABCT1470 SPECIALTY LAB
A lab created to help students gain skills in areas of needed improvement based on past experiences in lab projects and assignments. Projects will include customer vehicles with a variety of repair and refinishing requirements. (Prerequisite: 25 technical credits minimum) (3 Credits: 0 lec/3 lab)

ABCT1475 PRODUCTION LAB 3
Production Lab 3 requires the student to participate in repair plan with an understanding of industry flat rate units assigned. Goals for the project and student will be established based on flat rate and the student’s current skill level so as to focus advancing production speed without sacrifice to quality of the repairs. Projects will be based on smaller projects than previously involved with in previous courses. Body repairs, panel replacement, refinishing procedures, trim and small parts replacement, temporary repairs, vehicle detailing, and various other repairs are included. (Prerequisite: 27 credits or more of ABCT courses) (3 credits: 0 lecture/3 lab)

ABCT1480 SPECIALTY INTERNSHIP
An elective allowing the student the opportunity to work in an actual industry setting in lieu of the Specialty Lab offering. This site must provide the student with skill building opportunities learned in previous courses of study and provide work that challenges the student beyond that of an unskilled worker. (Prerequisite: 30 technical credits minimum) (3 Credits: 0 lec/0 lab/3 OJT)

ABCT1485 COLLISION LAB
Collision lab is designed to perform task related to collision damage involving some degree of structural analysis and repair procedures. This course is available to complete larger collision projects which may have been begun in the previous term or that are started at the beginning of the term enrolled in course. Emphasis is placed
on repairing vehicle utilizing vehicle manufactures recommended repair guidelines and procedures. This course is generally taken along with other lab courses that provide time to perform the refinishing tasks, detailing, vehicle assembly, and preparation for customer delivery. (Prerequisite: 27 credits of ABCT or instructor approval) (4 credits: 0 lecture/4 lab)

**ABCT1495 SPECIALTY LAB**
This lab is intended to refine skills along with production speed. It is a lab that can be elected by student rather than Specialty Internship. Students enrolled in this lab need to focus on the repair plan and be planning ahead so as to ensure efficient flow to the project work. Most of the project work should be shorter projects or identified tasks so that they can be completed in a few hours of lab time. Multiple projects or assignments will need to be completed and may be from any areas of study or repair processes in the auto body program. (Prerequisite: 27 credits or more of previous ABCT courses) (4 credits: 0 lecture/4 lab)

**ABCT1496 SPECIALTY INTERNSHIP**
Specialty internship is designed to provide a real world shop experience before beginning employment in the collision repair industry. Students enrolling in this course will need to secure an auto body industry shop position approved by program instructor and complete all required paperwork with shop manager, instructor, and student signatures. The participating shop must supply a mentor for the internship student who will monitor daily assigned work performing auto collision and body repair tasks. This class is an elective in the final semester of training of the auto body collision technology program. (Prerequisite: Instructor approval) (4 credits: 0 lecture/0 lab/minimum 144 hours internship experience)

**ABCT1601 SPECIAL PROJECTS LAB**
Special projects lab is a variable credit value lab that allows students to contract for 1-4 credits of arranged lab time. This lab time can be used as a way to meet elective credits for certificates, diploma, or AAS degree. This lab can also allow a student to work on specific project of interest providing they have the skills to work independently with only minimal impact on instructional staff working with students enrolled in required courses. All project work must be performed according to an approved repair plan with instructor and all shop safety practices and equipment usage procedures adhered to. (Prerequisite: Instructor approval) (1 credits: 0 lecture/1 lab)

**ABCT1602 SPECIAL PROJECTS LAB**
Special projects lab is a variable credit value lab that allows students to contract for 1-4 credits of arranged lab time. This lab time can be used as a way to meet elective credits for certificates, diploma, or AAS degree. This lab can also allow a student to work on specific project of interest providing they have the skills to work independently with only minimal impact on instructional staff working with students enrolled in required courses. All project work must be performed according to an approved repair plan with instructor and all shop safety practices and equipment usage procedures adhered to. (Prerequisite: Instructor approval) (2 credits: 0 lecture/2 lab)

**ABCT1603 SPECIAL PROJECTS LAB**
Special projects lab is a variable credit value lab that allows students to contract for 1-4 credits of arranged lab time. This lab time can be used as a way to meet elective credits for certificates, diploma, or AAS degree. This lab can also allow a student to work on specific project of interest providing they have the skills to work independently with only minimal impact on instructional staff working with students enrolled in required courses. All project work must be performed according to an approved repair plan with instructor and all shop safety practices and equipment usage procedures adhered to. (Prerequisite: Instructor approval) (3 credits: 0 lecture/3 lab)

**ABCT1604 SPECIAL PROJECTS LAB**
Special projects lab is a variable credit value lab that allows students to contract for 1-4 credits of arranged lab time. This lab time can be used as a way to meet elective credits for certificates, diploma, or AAS degree. This lab can also allow a student to work on specific project of interest providing they have the skills to work independently with only minimal impact on instructional staff working with students enrolled in required courses. All project work must be performed according to an approved repair plan with instructor and all shop safety practices and equipment usage procedures adhered to. (Prerequisite: Instructor approval) (4 credits: 0 lecture/4 lab)

**ABCT1605 CUSTOM PAINT TECHNIQUES**
Custom paint techniques will be introduced using a variety of tools and methods of application. Included will be paint products with special effects and applications unique to custom painting. Tools that will be used include air brush, mini jet guns, stencils, pattern change items, and other items. Students enrolled in the course will perform hands-on projects following preplanned project formats. Also included in the instruction will be project planning concepts and custom painting preparation of the project. (Prerequisite: Instructor approval based on previous class participation performance) (2 Credits: 1 lecture/1 lab)

**ACCT1210 PAYROLL ACCOUNTING**
This course covers the fundamental principles of accounting for payroll in a business environment. Federal Wage and Hour law provides the framework for payroll record keeping requirements that most employers must follow. The course discusses the various payroll taxes that both employers and employees are subject to, filing requirements, and legal deadlines that must be followed. (Prerequisite: none) (2 Credits: 2 lec/0 lab)

**ACCT1212 COMPUTERIZED ACCT APPLICATIONS I**
Hands on approach to the accounting system. Topical areas covered include but are not limited to general ledger, accounts receivable, accounts payable, payroll, inventory, depreciation, financial statement analysis, departmentalized accounting and client write-up. (Prerequisites: ACCT2205 Principles of Accounting) (3 Credits: 3 lecture/0 lab)

**ACCT1218 SPREADSHEETS CONCEPTS AND APPLICATIONS**
This course uses a spreadsheet system for business applications. Procedures used include: document creation, storage, retrieval, major editing, printing, merger of documents, segments and variables, and graph creation. (Prerequisite: None) (3 Credits: 3 lecture/0 lab)

**ACCT1220 PRINCIPLES OF BOOKKEEPING I**
This course covers the basic accounting cycle for service and merchandising businesses. This includes the analyzing of business transactions, recording transactions in a variety of journals and the preparation of financial reports. (Prerequisite: None) (2 Credits: 1 lecture/1 lab)

**ACCT1222 PRINCIPLES OF BOOKKEEPING II**
This course provides for analysis and recording of transactions relating to merchandising businesses and payroll, merchandise inventory, accounts receivable, accounts payable, and the voucher system. (Prerequisite: Bookkeeping I) (2 Credits: 2 lecture/0 lab)

**ACCT1231 DATABASE CONCEPTS AND APPLICATIONS**
This course will utilize database software for various business applications. (Prerequisite: none) (3 Credits: 3 lecture/0 lab)

**ACCT1240 SOCIETY & LAW**
Society & Law is designed to assist the student in developing an understanding of, and an appreciation for the legal system and an awareness of legal rights and responsibilities in our society. The course provides foundation knowledge of the formation, operation, discharge and terminology unique to general and sales contracts. The course also addresses personal property, bailments, and commercial paper. (Prerequisite: None) (2 Credits: 2 lecture/0 lab)

**ACCT2205 PRINCIPLES OF ACCOUNTING I**
This course covers the fundamental accounting concepts and principles which are used in a business environment. These concepts are consistent with generally accepted accounting principles. The course explores the role of accounting as a primary business information system. (Prerequisite: None) (3 Credits: 3 lecture/0 lab)

**ACCT2211 PRINCIPLES OF ACCOUNTING II**
This course is a continuation of Principles I. Students apply concepts related to inventory, long-term assets, liabilities and owners equity for partnerships and corporations. The course also covers the use and preparation of the statement of cash flows and financial statement analysis. (Prerequisite: ACCT2205 Principles of Accounting I) (3 Credits: 3 lecture/0 lab)
ACCT2213 COMPUTERIZED ACCT APPLICATIONS II
This course is a continuation of "hands-on" use and application of electronic data processing and computerized accounting functions in the business environment. (Prerequisite: ACCT2211 Principles of Accounting II AND ACCT1212 Computerized Accounting Applications I) (3 Credits: 2 lecture/1 lab)

ACCT2214 AUDITING
This course covers the methods and procedures used in the audit environment to verify the completeness and accuracy of accounting records. Major topics include professional ethics, the attest function, the nature of evidence, internal control procedures, audit sampling techniques, and the impact of electronic data processing. (Prerequisite: ACCT2211 Accounting Principles II) (3 Credits: 3 lecture/0 lab)

ACCT2215 FUND/NON-PROFIT ACCOUNTING
This course is a study of accounting standards and practices used by governmental and other not-for-profit entities. These standards are promulgated by the Governmental Accounting Standards Board in the case of government entities, and by the Financial Accounting Standards Board for non-profit organizations. The use of fund accounting and budgetary considerations are explained along with financial reporting requirements. The four governmental fund types are covered as well as proprietary and fiduciary funds. Transaction analysis is included for all of the various funds used. (Prerequisites: ACCT2205 Accounting Principles I) (3 Credits: 3 lecture/0 lab)

ACCT2217 INCOME TAX I
This course covers individual income tax law as prescribed in the Internal Revenue Code of 1986. A brief overview of federal tax legislation provides a framework for understanding the law. The components of the tax formula are defined and discussed. The incremental nature of tax rates is explained, and tax rate schedules are used to compute sample cases. Gross income is defined along with exclusions and deductions, as well as various tax credits. Business deductions including depreciation are described and calculated in the last part of the course. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

ACCT2219 INCOME TAX II
This course continues the study of individual income tax law as prescribed in the Internal Revenue Code of 1986. Employee and self-employed related expenses are discussed as well as investor gains and losses. There is extensive coverage of property transactions and the many different classifications and tax treatments. The last part of the semester is hands on use of income tax software to prepare individual returns. The software is provided by Intuit Pro-Series for educational use in the college labs. Online students use HR Block software that comes with the text. (Prerequisites: ACCT2217 Income Tax I) (3 Credits: 3 lecture/0 lab)

ACCT2220 COST ACCOUNTING I
This course introduces the techniques for planning, controlling, and managing costs, emphasizing on the manufacturing environment. Students work with cost estimation and cost behavior. Students apply job order, process, and activity based costing techniques in addition preparing cost schedules, segmented income statements, and budgets. (Prerequisite: ACCT2211 Principles of Acct I) (3 Credits: 3 lecture/0 lab)

ACCT2222 COST ACCOUNTING II
This course is a survey of cost management techniques; students continue to apply job-order, process, and activity-based costing techniques. Students prepare flexible budgets, statements of cash flow. Provide analysis of variances and interpret ratios. (Prerequisite: ACCT2220 Cost Accounting I) (3 Credits: 3 lecture/0 lab)

ACCT2223 INTERMEDIATE ACCOUNTING I
This course is an in depth study of financial reporting and statements: objectives, concepts, and analysis. Topics include the demand for and supply of financial accounting information and the conceptual framework for financial reporting. This course also serves as a review of a company's accounting system, the purpose, elements, classification and disclosures associated with the balance sheet, statement of shareholders equity, the income statement and the statement of cash flows. Students will understand business operating activities as it relates to cash, receivables, and inventory cost measurement and flow assumptions. (Prerequisites: ACCT2205 Principles of Accounting I and ACCT2211 Principles of Accounting II) (3 Credits: 3 lecture/0 lab)

ACCT2225 INTERMEDIATE ACCOUNTING II
This course is a continuation of Intermediate Accounting I. Students apply generally accepted accounting principles to valuation of liabilities and account for contingent obligations, investment activities, and financing activities. This course emphasizes meeting the requirements for full disclosure. (Prerequisites: ACCT 2223 Intermediate Accounting) (3 Credits: 3 lecture/0 lab)

ACCT2228 ADVANCED SPREADSHEETS
This course is a study of the use of Microsoft Excel to solve advanced accounting application problems. It is a largely hands on course utilizing pre-programmed Excel problems that have effectively designed templates. In working with these templates and a wide variety of accounting information the course develops sound design principles for all spreadsheet work. These principles are then applied in advanced accounting applications and model building problems are developed from blank spreadsheet sheets. (Prerequisites: ACCT1218 Spreadsheet Concepts and Applications, AND ACCT2220 Cost Accounting I) (3 Credits: 3 lecture/0 lab)

ACCT2331 ACCOUNTING INTERNSHIP
Cooperative work-study program between Accounting Department of Southeast Technical College and a business facility to allow the student an employment-like work experience. (Prerequisites: ACCT1210 Payroll, ACCT1212 Computerized Accounting Applications I, & ACCT2211 Principles of Accounting II) (1 Credit: 0 lecture/0 lab/1 OJT)

ACCT2332 ACCOUNTING INTERNSHIP
Cooperative work-study program between Accounting Department of Southeast Technical College and a business facility to allow the student an employment-like work experience. (Prerequisites: ACCT1210 Payroll, ACCT1212 Computerized Accounting Applications & ACCT2211 Principles of Accounting II) (2 Credits: 0 lecture/0 lab/2 OJT)

ACCT2333 ACCOUNTING INTERNSHIP
Cooperative work-study program between Accounting Department of Southeast Technical College and a business facility to allow the student an employment-like work experience. (Prerequisites: ACCT1212 Computerized Accounting Applications & ACCT2211 Principles of Accounting II) (4 Credits: 0 lecture/0 lab/4 OJT)

ADMS1417 WORD PROCESSING I
This course covers utilization of word processing software to perform basic word processing applications. (Prerequisite: ADMS2410 Keyboarding I or concurrent enrollment) (2 Credits: 2 lecture/0 lab)

ADMS1419 BUSINESS COMMUNICATIONS
This course provides the study and practice necessary to develop competence in using language effectively and appropriately in business communications. Emphasis is placed on providing a practical grasp of the principles of English usage and style that build the framework for effective business communication. This course develops basic writing techniques for use in composing memos, e-mail messages, and letters. (Prerequisite: ENGL0528 or a minimum score of 78 on the Accuplacer Reading Comprehension Test.) (3 Credits: 3 lecture/0 lab)

ADMS1420 OFFICE PROCEDURES
This course provides an overview of procedures and theory for administrative support personnel. Students will identify the personal qualities, skills, and technical knowledge required of the administrative professional in today's business environment. The following topics will be explored: teamwork, managing stress, ethical behavior, customer service, technology etiquette, travel arrangements, and processing workplace mail. A summary of the job search process and preparing a resume is included. An overview of standard filing rules published by the Association of Records Managers and Administrators (ARMA) is incorporated through the use of a filing simulation kit. (Prerequisite or Concurrent: ADMS1417, or ADMS2410) (3 Credits: 3 lecture/0 lab)
ADMS1421 CUSTOMER SERVICE CONCEPTS
This course provides an introduction to customer service concepts and skills that are essential for professionals in today’s business environment. Effective customer service techniques ranging from appropriately resolving customer complaints, exceeding customer expectations, and analyzing the impact of customer satisfaction will be studied. (Prerequisite: None) (3 Credits: 3 lecture/0 lab)

ADMS1424 INTEGRATED OFFICE SKILLS
An emphasis will be placed on learning transferrable skills such as effective written and verbal communication in the workplace; office efficiency via file management, ergonomics, and time management; and seeking assistance via the internet, software help menus, and editing/prooﬁreading. Through the use of an ofﬁce simulation, the student will perform tasks based on actual job situations that utilize the skills necessary to work in a computerized ofﬁce as well as problem solving, decision making, and teamwork. The ofﬁce simulation uses a variety of business application software including word processing, presentation graphics, e-mail, and the Internet. (Prerequisite or Concurrent: ADMS2410) (2 Credits: 1 lecture/1 lab)

ADMS1425 DESKTOP PUBLISHING WITH PUBLISHER
This course provides an introduction to Microsoft Publisher. Topics include creating and editing single-page and multi-page publications, using wizards, commercial printing considerations, editing text, colors, and graphic design objects, personal information sets, logos, the Pack and Go Wizard, plus using Publisher to create flyers, newsletters, brochures, logos, and calendars. Also included are topics covering business forms such as letterhead, business cards, envelopes, and labels with mail merge, business cards, invoices, fax covers, and tables. (Prerequisite: ADMS1417 or equivalent) (2 Credits: 2 lecture/0 lab)

ADMS1427 DATA ENTRY APPLICATIONS
This course provides an overview of the ﬁeld of data entry. Simulated real-world data entry forms are used to provide basic data entry exercises in the areas of insurance, customer service, surveys, and medical information. Development of data entry speed and accuracy is also emphasized. (Prerequisite or Concurrent: ADMS2410) (2 Credits: 2 lecture/0 lab)

ADMS1452 ELECTRONIC PRESENTATIONS FOR BUSINESS PROFESSIONALS
This course will allow the student to produce profession-al-looking presentations using Microsoft PowerPoint. Students will learn to create, edit, and publish presentations with illustrations and shapes, custom backgrounds and SmartArt Diagrams. Use of diagrams, tables, pictures, video, sound, and animation effects will also be discussed. (Prerequisite: None) (2 Credits: 2 lecture/0 lab)

ADMS2410 KEYBOARDING I
Students will learn the alphabetic and number keys by touch using proper techniques on the computer keyboard: improve speed and accuracy; format basic business documents including memos and letters; and proofread and apply language arts skills. (Prerequisite: None) (3 Credits: 2 lecture/1 lab)

ADMS2411 KEYBOARDING II
This course covers production typing using basic business formats. In addition to reviewing ofﬁce document formats from ADMS 2410 (Keyboarding I), new formats of multiple-page documents and those requiring use of additional word processing features will be covered. Students will continue to develop speed, accuracy, and proofreading skills while demonstrating proper ofﬁce ergonomics. (Prerequisite: ADMS2410 or equivalent) (3 Credits: 2 lecture/1 lab)

ADMS2416 WORD PROCESSING APPLICATIONS
The student applies the knowledge and skills he/she has developed in Word Processing I and II. (Prerequisites: ADMS2410 Keyboarding I, and ADMS1417 Word Processing I and ADMS2417 Word Processing II) (4 Credits: 4 lecture/0 lab)

ADMS2417 WORD PROCESSING II
This course covers utilization of word processing software to increase proﬁciency in operating word processing software. (Prerequisite: ADMS1417) (2 Credits: 2 lecture/0 lab)

ADMS2418 WORD PROCESSING I & II
This course covers utilization of word processing software to perform basic word processing applications and to increase proﬁciency in operating word processing software. (Prerequisite or Concurrent: ADMS2410) (4 Credits: 4 lecture/0 lab)

ADMS2421 ONLINE CUSTOMER SERVICE STRATEGIES
Building on customer service concepts learned in prior coursework, students will apply their skills and knowledge to online technology used in the customer service profession. Students will assess the need for online customer service and support, develop effective strategies for providing customer service online, and will learn the foundations of building and maintaining an online social media presence for business. (Prerequisite: ADMS1421 Customer Service Concepts) (4 credits: 2 lecture/2 lab)

ADMS2422 HUMAN RELATIONS IN BUSINESS
This course will introduce the student to human relations with a focus on the business world. After deﬁning human relations and its importance in work-related situations, methods to improve personal and organizational communication will be considered. Developing a professional presence, responding to personal and work-related stress, building self-esteem, resolving conﬂict, building relationships, achieving teamwork, and dealing with diﬃcult people will be studied. (Prerequisite: none) (4 credits: 4 lecture/0 lab)

ADMS2428 ADMINISTRATIVE ASSISTANT INTERNSHIP I
This internship will provide the student with a “real world learning experience” in which the student will apply knowledge and skills learned in the classroom. This internship is for 48 hours and should be completed near the end of the student’s coursework to obtain the maximum beneﬁt for both the student and the interning business. (Prerequisite: None) (1 Credit: 0 lecture/0 lab/1 OJT)

ADMS2429 ADMINISTRATIVE ASSISTANT INTERNSHIP II
This internship will provide the student with a “real world learning experience” in which the student will apply the knowledge and skills learned in the classroom. This internship is for 96 hours and should be completed near the end of the student’s coursework to obtain the maximum beneﬁt for both the student and the interning business. (Prerequisite: None) (2 Credits: 0 lecture/0 lab/2 lab)

ADMS2430 ADMINISTRATIVE ASSISTANT INTERNSHIP III
This internship will provide the student with a “real world learning experience” in which the student will apply the knowledge and skills learned in the classroom. This internship is for 144 hours and should be completed near the end of the student’s coursework to obtain the maximum beneﬁt for both the student and the interning business. (Prerequisite: None) (3 Credits: 0 lecture/0 lab/3 OJT)

ADMS2431 ADMINISTRATIVE ASSISTANT INTERNSHIP IV
This internship will provide the student with a “real world learning experience” in which the student will apply the knowledge and skills learned in the classroom. This internship is for 192 hours and should be completed near the end of the student’s coursework to obtain the maximum beneﬁt for both the student and the interning business. (Prerequisite: None) (4 Credits: 0 lecture/0 lab/4 OJT)

ADMS2432 CUSTOMER SERVICE FIELD EXPERIENCE
This course is designed to provide the student with a purposeful and exploratory observation/shadow experience in the ﬁeld of customer service. Each student will collaborate with his/her academic advisor to determine a site to enhance educational/career objectives through a practical observation/shadow experience in a customer service-related profession. Reﬂection papers written by the student will supplement each speciﬁc observation/shadow experience. (Prerequisite: Instructor/advisor approval) (2 credits: 0 lecture/0 lab/2 OJT)

ARTS1101 INTRODUCTION TO THE ARTS
The purpose of this course is to develop in students an appreciation of the arts as a vital element in understanding the human condition and to expose the students to various art forms. Students will explore the relationships between the artist, the artwork, the audience, and society. The students will engage in critical analysis of various forms of art to help them form aesthetics judgments. Attendance at arts events is a requirement of the course. (Meets MnTC Goal 6) (Prerequisite: none) (3 credits: 3 lecture/0 lab)
ARTS1222 INTRODUCTION TO GRAPHIC DESIGN
This introductory course provides an overview of various industry-standard software applications used in graphic design. Students will apply visual communication strategies and creative and effective design elements and layout. The course will focus on fundamental design concepts and historical design styles relating to text and image interaction. Students will develop various types of graphic designs to include typography, color, illustration, symbols, and photography. Prior knowledge of Adobe InDesign and Photoshop is recommended, but not required, for this course. Adobe InDesign and Adobe Photoshop (Creative Suite 6 or Creative Cloud Complete) are required applications for those taking this course online. (Meets MnTC Goal 2 and Goal 6) (Prerequisites: none) (3 credits: 3 lecture/0 lab)

ARTS1223 INTRODUCTION TO THE DIGITAL ARTS AND CREATIVE MULTIMEDIA
This course is designed as a prerequisite for all technical automotive courses. Major emphasis is placed on shop safety, use of service manuals, preventative maintenance, use of automotive tools and equipment. (Prerequisite: None) (1 Credit: 1 lecture/0 lab)

AUTO1105 GENERAL AUTO SERVICE THEORY
This course covers basic engine theory, parts identification of block and cylinder heads, inspection, and measurement of critical wear points. The complete disassembly, rebuilding, and assembly are discussed along with engine removal and installation techniques. (Prerequisites: AUTO1105, AUTO1106, AUTO1201, or instructor permission) (4 Credits: 0 lecture/4 lab)

AUTO1110 GENERAL AUTO SERVICE LAB
This course will let the student apply knowledge and skills learned in general automotive service. (Prerequisite: AUTO1105) (2 Credits: 0 lecture/2 lab)

AUTO1111 AUTO ENGINE REPAIR LAB
In this course an engine will be disassembled, the parts identified, checked, and measured. The engine will then be reconditioned and assembled. (Prerequisites: AUTO1105, AUTO1106, AUTO1201, or instructor permission) (4 Credits: 0 lecture/4 lab)

AUTO1112 AUTO TRANS/TRANSAXLE LAB
This course is a hands-on lab class in which various trans/axles are overhauled, adjusted and tested. Basic overhaul techniques, special tool and gauge usage are taught. (Prerequisites: AUTO1105, AUTO1106, AUTO1202, or instructor permission) (3 Credits: 0 lecture/3 lab)

AUTO1113 DRIVE TRAIN AND AXLE LAB
This course will develop the students’ hands-on skills with emphasis on wheel traction controls. (Prerequisites: AUTO1105, AUTO1106, AUTO1203 or instructor approval) (4 Credits: 0 lecture/4 lab)

AUTO1114 SUSPENSION & STEERING LAB
This course will develop skills the student will need for diagnosis and replacement and alignment of suspension systems needed in the technology of automotive and light duty truck repair. (Prerequisites: AUTO1105, AUTO1106, AUTO1204 or instructor approval) (3 Credits: 0 lecture/3 lab)

AUTO1115 BRAKE SYSTEMS LAB
This course will enhance the students’ knowledge in developing skills and procedures learned in Brake Systems. (Prerequisites: AUTO1105, AUTO1106 or instructor approval) (3 Credits: 0 lecture/3 lab)

AUTO1117 AUTO HEATING & AIR CONDITIONING LAB
In this course the student will perform heating and A/C service and maintenance. The student will perform troubleshooting techniques on heating and A/C systems including automatic temperature control systems. (Prerequisites: AUTO1105, AUTO1106, AUTO1207 or instructor approval) (2 Credits: 0 lecture/2 lab)

AUTO1118 AUTO ENGINE PERFORMANCE LAB
In this course the student will identify components related to fuel, ignition, and emission systems. The student will perform routine service and maintenance procedures related to fuel, ignition, and emission systems. Troubleshooting techniques will be developed using various tests and test equipment. This will be used to analyze engine performance problems. The following TASKS are required by NATEF (National Automotive Technician Education Foundation). NATEF requires that 95% of P-1’s, 80% of P-2’s, and 50% of P-3’s be completed during the course. (Prerequisites: AUTO1105, AUTO1106, AUTO1208 or instructor approval) (3 Credits: 1 lecture/2 lab)

AUTO1126 AUTO ELECTRICAL/ELECTRONIC LAB
This course covers the diagnosis and repair techniques of auto body electrical and electronic systems. It involves electrical/electronic systems such as power windows, power seats, electronic instrument clusters, theft deterrent systems, computer controlled electronics, and passive restraint systems. The following TASKS are required by NATEF (National Automotive Technician Education Foundation). NATEF requires that 95% of P-1’s, 80% of P-2’s, and 50% of P-3’s be completed during the course. (Prerequisites: AUTO1105, AUTO1106, AUTO1216 or instructor approval) (2 Credits: 0 lecture/2 lab)

AUTO1138 ADVANCED ENGINE PERFORMANCE LAB
This course utilizes hands on testing of automotive computer systems including sensors and control devices. It will include feedback carburation and fuel injection. Skills will be developed to utilize basic engine mechanical tests that will lead to analyzing engine condition and performance. (Prerequisites: AUTO1105, AUTO1106, AUTO1118, AUTO1208, AUTO1228 or instructor approval) (3 Credits: 0 lecture/6 lab)

AUTO1148 VEHICLE DRIVEABILITY
This course develops skills in diagnosing, testing, and correcting problems related to engine performance. A strong emphasis will be placed on computer controlled systems. (Prerequisites: AUTO1105, AUTO1106, AUTO1118, AUTO1138, AUTO1208, AUTO1228 or instructor approval) (1 Credit: 1 lecture/0 lab)

AUTO1201 AUTO ENGINE REPAIR THEORY
This course covers basic engine theory, parts identification of block and cylinder heads, inspection, and measurement of critical wear points. The complete disassembly, rebuilding, and assembly are discussed along with engine removal and installation techniques. (Prerequisites: AUTO1105, AUTO1106, or instructor approval) (1 Credit: 1 lecture/0 lab)

AUTO1202 AUTO TRANS/TRANSAXLE THEORY
This course includes the study of torque converters, planetary gears, clutches, bands, and hydraulics. Instruction of computer and electronic shift controls is also emphasized. The class stresses how an automatic transmission operates and its functions in power train application. (Prerequisites: AUTO1105, AUTO1106, or instructor approval) (2 Credits: 2 lecture/0 lab)

AUTO1203 DRIVE TRAIN AND AXLE THEORY
This course will instruct the student in repair procedures of manual transmission, four wheel drive, all wheel drive, and front/rear differential. Emphasis will be placed on all components needed for engagement and operation of the above detailed. (Prerequisites: AUTO1105, AUTO1106, or instructor approval) (2 Credits: 2 lecture/0 lab)
AUTO1204 SUSPENSION & STEERING THEORY
This course instructs the student in steering component diagnosis and component replacement/adjustment. Emphasis is placed on all components of automotive steering and suspension. (Prerequisites: AUTO1105, AUTO1106, or instructor approval) (2 Credits: 2 lecture/0 lab)

AUTO1205 BRAKE SYSTEMS THEORY
This course includes principles of hydraulic systems, disc and drum brakes, parking brakes, and power assist units. Emphasis on anti-lock operation, diagnosis, and repair of various types of braking systems. (Prerequisites: AUTO1105, AUTO1106, or instructor approval) (2 Credits: 2 lecture/0 lab)

AUTO1206 INTRO TO ELECTRICAL & BATTERY SERVICE
This course teaches basic fundamentals of electricity and electronics. Major emphasis is placed on battery construction, ratings, service, and testing. Materials and information will be presented in a manner which is related directly to the occupation. (Prerequisites: AUTO1105, AUTO1106, or instructor approval) (2 Credits: 2 lecture/0 lab)

AUTO1207 AUTO HEATING & AIR CONDITIONING THEORY
This course covers basic heating and A/C theory, A/C safety, A/C environmental concerns, component and control identification. System service, maintenance, vacuum, and electrical circuits are discussed. Troubleshooting techniques of A/C and automotive temperature control systems are also covered. (Prerequisites: AUTO1105, AUTO1106, or instructor approval) (2 Credits: 2 lecture/0 lab)

AUTO1208 ENGINE PERFORMANCE THEORY
This is a study of the theory and principles of operation of basic automotive fuel delivery systems including injection systems and emission control systems. This course also covers basic ignition electrical systems and mechanical conditions related to engine tune up. It involves the theory and understanding of the use of various testing and test instruments to determine engine mechanical condition. (Prerequisites: AUTO1105, AUTO1106, or instructor approval) (2 Credits: 2 lecture/0 lab)

AUTO1210 INTRODUCTION TO DC ELECTRICITY
This course covers the general information, theory, and problem solving techniques required for an analysis of DC circuits. Emphasis on the meter measurements, current flow, and voltage division. (Prerequisite: Proficiency in basic math) (2 Credits: 2 lecture/0 lab)

AUTO1216 AUTO ELECTRIC/ELECTRONIC SYSTEMS
This course teaches the principles of operation and theory of auto body electrical systems such as power windows, power seats, electronic instrument clusters, theft deterrent systems, computer controlled electronics, and passive restraint systems. (Prerequisites: AUTO1105, AUTO1106, AUTO1206, or instructor approval) (2 Credits: 2 lecture/0 lab)

AUTO1228 ADVANCED ENGINE PERFORMANCE THEORY
This course teaches the theory and operating principles of automotive computers, sensors, and control devices. It will include fuel injection theory as well as advanced test equipment and procedures that will lead to developing skills in diagnostics, testing, and correcting problems related to engine performance. (Prerequisites: AUTO1105, AUTO1106, AUTO1118, AUTO1208, or instructor approval) (2 Credits: 2 lecture/0 lab)

AUTO1236 STARTING AND CHARGING SYSTEMS
This course teaches basic theory of starting and charging systems. It includes part and component identification as well as testing and troubleshooting systems. Emphasis will be placed on starting and charging circuits. The following TASKS are required by NATEF (National Automotive Technician Education Foundation). NATEF requires that 98% of P-1’s 80%, of P-2’s, and 50% of P-3’s be completed during the course. (Prerequisites: AUTO1105, AUTO1106, AUTO1206, or instructor approval) (2 Credits: 2 lecture/0 lab)

AUTO1301 SPECIALTY AUTO TECH LAB
This lab is offered to students who want additional time in developing and applying skills in automotive technology. (Prerequisites: AUTO1105, AUTO1106, or instructor approval) (1 Credit)

AUTO1302 SPECIALTY AUTO TECH LAB
This lab is offered to students who want additional time in developing and applying skills in automotive technology. (Prerequisites: AUTO1105, AUTO1106, or instructor approval) (2 Credits: 0 lecture/2 lab)

AUTO1303 SPECIALTY AUTO TECH LAB
This lab is offered to students who want additional time in developing and applying skills in automotive technology. (Prerequisites: AUTO1105, AUTO1106, or instructors approval) (3 Credits: 0 lecture/3 lab)

BBDT1100 DIGITAL SYSTEM APPLICATIONS & ARCHITECTURES
This course will provide a solid practical understanding of systems used to provide voice, video and data in the industry. The number of applications being used in the broadband revolution is making quantum leaps. Labs will utilize passive optical networks as the transport mechanism. (Prerequisite: ELEC1500 Networking I) (4 credits: 3 lecture/1 lab)

BBDT1200 DIGITAL TRANSMISSION FUNDAMENTALS
This course will explore the conversion and compression of various signal types. The student will learn how TCP/IP packets in an Ethernet world are replacing Time Division Multiplexing techniques. Wireless technologies, which are making anytime/anywhere computing and communicating a reality, will also be covered. Brief exposure to installing and troubleshooting digital subscriber lines (DSL, X) will also be explored. (Prerequisite: ELEC1500 Networking I) (4 credits: 3 lecture/1 lab)

BBDT1220 CONCEPTS IN SIGNAL SYSTEMS
The student will gain a practical knowledge of how the next generation network infrastructures, broadband applications and broadband access alternatives function. Functionality of protocol analyzers and sniffing tools will be gained through lab exercises. (Prerequisite: ELEC1500 Networking I) (4 credits: 3 lecture/1 lab)

BBDT1240 FIBER TO THE HOME NETWORKS
Passive optical networks have allowed a quantum leap in the bandwidth delivered to business and residential customers. Practical concepts for installing and maintaining the appliances used to provide gigabit speeds will be covered. In the lab the ONT and IS installation and configuration will be covered. (Prerequisite: ELEC1255 Fiber Optics for Installers) (4 credits: 3 lecture/1 lab)

BBDT2200 VOICE COMMUNICATIONS TECHNOLOGY
Legacy TDM PBXs are being replaced with IP feature rich enterprise business systems. In this course the protocols and configuration of VoIP systems will be covered. Topics covered will include SIP, QoS, and H.323, call manager and gateway settings. (Prerequisite: BBDT1200 Digital Transmission Fundamentals) (4 credits: 3 lecture/1 lab)

BBDT2240 HOME DEVICE CONFIGURATION
With triple play services being a so important to the industry, the configuration and maintenance of the devices in the residential market is very important. What might have been a TV in the past has become a communication center to interface to multiple services like IPTV, DVR, home NSA, gaming systems, and home automation systems. In this course the student will learn how to configure and maintain some of these systems. (Prerequisite: BBDT1240 Fiber to the Home Networks) (4 credits: 3 lecture/1 lab)

BBDT2700 NETWORK TROUBLESHOOTING
This course provides the hands-on skills for troubleshooting digital access systems. (Prerequisite: BBDT1200 Digital Transmission Fundamentals) (3 credits: 1 lecture/2 lab)

BIOL1120 ENVIRONMENTAL SCIENCE
Environmental Science introduces the relationship between human populations and their surroundings through the use of course assignments, discussions, virtual labs and/or lab like experiences. Students explore core scientific concepts and the impact of past, present, and future human behavior on the environment. An emphasis is placed on how current practices, policies, and individual behavior impact both the local and global environment. (Meets MnTC goals 3 & 10) (Prerequisite: none) (3 Credits: 3 lecture/0 lab)
BIOL1200 HUMAN BIOLOGY
Human Biology is a one-semester survey of general human function and interactions in a biological world. Cell and organ system functions are described in the context of normal health. The basic ecological principles that describe human interactions with their environment will also be covered. (MnTC Goal 3) (Prerequisite: none) (4 credits: 3 lecture/1 lab)

BIOL1201 INTRODUCTION TO BIOLOGY
Introduction to Biology will serve as an overview of the principles and theories that drive the study of biology. Students will be exposed to several different disciplines within biology, including but not limited to, molecular and cell biology, genetics, evolutionary biology, and ecology. An emphasis will be placed on relationships between biology and current issues of particular interest to students. (Meets MnTC Goals 3 & 10) (Prerequisite: none) (4 Credits: 3 lecture/1 lab)

BIOL1226 NUTRITION
This course covers basic principles of nutrition and their relationship to human health and normal biological function. Students are exposed to current trends in nutrition, behaviors typical of a positive nutritional lifestyle, and a lab like experience to evaluate their own nutritional status. Topics covered include an introduction to the nutrients, digestive function and metabolism, the role of physical activity, dietary standards, proper diet planning, and nutrition related diseases. (Meets MnTC Goals 2 & 3) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

BIOL1510 FUNDAMENTALS OF BIOLOGY
Fundamentals of Biology provides an introduction to biological concepts necessary for successful completion of typical college level biology courses. The course will provide an introduction to the scientific method, homeostasis, levels of biological organization, mechanisms of cellular transport, and basic metabolism. (Prerequisite: None) (3 Credits: 3 lecture/0 lab)

BIOL2512 HUMAN PHYSIOLOGY
This course is intended to follow BIOL 2511 (Human Anatomy) and provides a detailed examination of the anatomical structures, physiological processes, cellular and molecular makeup, and medical terminology relating to the major organ systems of the body introduced in BIOL 2511 (Human Anatomy). (Meets MnTC Goals 2 & 3) (Prerequisite: BIOL2511) (4 Credits: 3 lecture/1 lab)

BIOL2515 ANATOMY & PHYSIOLOGY I
Human Anatomy and Physiology I introduces the structure and function of the human body with an emphasis on normal health. This course includes a review of cellular biology, cellular transport, cell reproduction and basic biochemistry. Topics covered include tissues, the integumentary system, skeletal system, articulations, muscular system, and nervous system. (MnTC Goals 2 & 3) (Prerequisite: Recent High School Biology or NATS 0510 or equivalent) (4 credits: 3 lecture/1 lab)

BIOL2516 ANATOMY & PHYSIOLOGY II
Human Anatomy and Physiology II continues the study of the human body from Human Anatomy and Physiology I. This course includes principles of chemistry, biochemistry, and molecular biology as they relate to the study of normal body function. Topics covered include the endocrine system, cardiovascular system, immune system, respiratory system, urinary system, digestive system, and reproductive systems. (MnTC Goals 2 & 3) (Prerequisite: Successful completion of BIOL2515 Anatomy & Physiology I) (4 credits: 3 lecture/1 lab)

BIOL2530 MICROBIOLOGY
Microbiology explores the characteristics, classification, and pathology of microscopmic organisms. Mechanisms of microbial growth, reproduction, and metabolism, are explored with relation to the role they play in human health, disease, and immunity. Basic laboratory procedures, such as staining techniques, nutrient preparation, microbial isolation, and microorganism identification are covered in the laboratory component of this course. (Fulfills MnTC goal 3) (Prerequisite: CHEM 2518 or BIOL 2512 or equivalent) (4 Credits: 3 lecture/1 lab)

BIOL2531 MICROBIOLOGY
Microbiology explores the general characteristics, classification, and pathology of microbial organisms. Fundamental aspects of microbial control, growth, reproduction, and metabolism, are explored with relation to the role they play in human health, disease, and immunity. Basic laboratory procedures, such as staining techniques, nutrient preparation, microbial isolation, and microorganism identification are introduced in the laboratory component of this course. (Fulfills MnTC goal 3) (Prerequisite: CHEM2518 or BIOL2512 or equivalent) (3 credits: 2 lecture/1 lab)

BIRT1100 WOODWIND REPAIR FUNDAMENTALS
This course covers the basics of brasswind repair, including nomenclature, chemical flushing, porting procedures, common dent removal, the straightening and alignment of parts, soft soldering and spot finishing. The trumpet will be used to learn a majority of these repairs, though larger brasswinds may be included for the advanced student. Aspects of a safe work environment as well as instrument inspection, repair and invoicing are also included. Grading is based on project evaluation and written tests. (Prerequisite: BIRT1100 or field experience commensurate with course content as determined by instructor) (4 Credits: 2 lecture/2 lab)

BIRT1101 BRASSWIND REPAIR I
This course introduces the student to safe use and handling of shop equipment, tools and supplies. The student will learn to diagnose and repair basic problems associated with woodwind instruments. Techniques of disassembly, tenon fitting, head corking, key fitting, padding, key corking, regulation as well as play testing the instrument will be covered. In addition, nomenclature, care of metal and finishes, body straightening, key alignment, spring replacement, and soft soldering will be taught. As a project for the course, the student will perform a complete repad on a flute including record keeping and invoicing requirements. It is recommended that the student have playing skills on the instrument prior to enrolling, as a playing proficiency is required for completion of the course. Grading is based on project evaluation and written tests. (Prerequisite: BIOL2515 or BIOL1100 or BIOL1200 or BIOL2511 or equivalent) (5 Credits: 3 lab/2 lecture)

BIRT1102 BRASSWIND REPAIR II
Using the saxophone as the focus, the student will learn techniques of disassembly and assembly, neck corking, tenon fitting, key fitting, hinge rod making, key corking, padding, regulation, lubrication, and play testing the instrument. Body straightening, tone hole leveling, post and key alignment, soft and silver soldering will also be included. It is recommended that the student have playing skills on the instrument prior to enrolling, as a playing proficiency is required for completion of this course.
BIRT2104 WOODWIND REPAIR III
This course will involve the study of common aspects of repair as it relates to the oboe and the bassoon. Using the oboe as the project, nomenclature, installation of cork pads, regulation, play testing, and focus on key mechanism interrelationships will be covered. Topics related to wood care, moisture tube removal, and tone hole replacement will be introduced. Bassoon nomenclature as well as padding and regulation techniques will be covered. Wood treatment, sealing, tenon wrapping, and “U” tube gasket replacement will be studied. It is recommended that the student have playing skills on the instruments prior to enrolling. A playing proficiency on oboe is required for completion of the course. Grading is based on project evaluation and written tests. (Prerequisites: BIRT1100, BIRT1104, & BIRT2100 or field experience commensurate with course content as determined by instructor) (5 Credits: 2 lecture/2 lab)

BIRT2110 BRASSWIND REPAIR II
Using the trombone as focus, the student will learn aspects of handside repair including tube straightening, dent removal, crook repair and installation, and tube installation. Bell section repairs will include alignment, crook dent removal, and gooseneck and flare repairs. The student will also be introduced to piston brass casing, valve and thread repairs. Machine tool operation, aspects of a safe work environment as well as instrument inspection, repair and invoicing are also included. Grading is based on project evaluation and written tests. (Prerequisites: BIRT1110 & BIRT1125 or field experience commensurate with course content as determined by the instructor) (5 Credits: 2 lecture/3 lab)

BIRT2121 LARGE BRASSWIND REPAIR
The french horn will be used to introduce the student to large brasswind repairs as well as rotary valve stringing, adjustment and bearing work. Dent work will focus on the bell section and mouthpipe. Work on other large brasswinds such as bartone horns and tubas may be included for the advancing student. French horn playing methods, aspects of a safe work environment, as well as instrument inspection, repair and invoicing are also included. Grading is based on project evaluation and written tests. (Prerequisites: BIRT1110, BIRT1125 & BIRT2110 or field experience commensurate with course content as determined by the instructor) (4 Credits: 2 lecture/2 lab)

BIRT2130 BAND INSTRUMENT REPAIR OPEN LAB II
This elective allows students independent work time over and above required coursework to focus on advancing repair skills through working projects assigned in BIRT courses and other specialty projects as approved by instructors. (Prerequisite: Enrollment in BIRT2110, BIRT2122, BIRT2100, and BIRT2104) (1 credit: 0 lecture/1 lab)

BIRT2134 BAND INSTRUMENT REPAIR INDEPENDENT STUDY
(4 credits: 0 lecture/4 lab)

BIRT2138 BAND INSTRUMENT REPAIR INDEPENDENT STUDY
(8 credits: 0 lecture/8 lab)

BMET2221 INTRODUCTION TO BIOMEDICAL EQUIPMENT
This introductory course begins with a brief overview of the human body. There will be special focus on the heart and circulatory system. Biomedical instrumentation and measurement will include information on electrodes, sensors, transducers, bioelectric amplifiers, electrocardiographs and other cardiovascular devices. (3 credits: 2 lecture/1 lab)

BMET2222 BIOMEDICAL EQUIPMENT SAFETY
This course covers the quality assurance and continuous quality improvement aspects as related to a hospital setting. Electrical safety and preventive maintenance will be covered. Hospital safety codes will be discussed and information from NEC, NFPA and JCAH will be presented. (Prerequisites: ELEC 1251 Solid State Devices) (2 credits: 2 lecture/0 lab)

BMET2223 BIOMEDICAL EQUIPMENT I
This course focuses on biomedical technology as it applies to the respiratory and nervous system. Biomedical instrumentation and equipment utilized in the following areas will include: respiratory therapy, measuring brain function, intensive care monitoring, operating rooms, medical laboratory, and ultrasonography. (Prerequisites: BMET 2221 Introduction to Biomedical Equipment) (3 credits: 2 lecture/1 lab)

BMET2224 BIOMEDICAL EQUIPMENT II
This course focuses on the various types of equipment used in the hospital setting. These include waveform display devices, fiber optics and lasers, computers, networking, and the Pak system, also radiology and nuclear equipment. (Prerequisites: Intro to Biomed Equipment) (3 credits: 2 lecture/1 lab)

BMET2225 CLINICAL INTERNSHIP
This course introduces the student to an on-site learning experience as a biomedical equipment technician. The student will be assigned to a Health Care Facility or Medical Equipment repair company. Supervision of the intern is shared by a biomedical technician, or facility supervisor and a college faculty member. This course gives the students an opportunity to develop the practical skills necessary to work individually or in a group in a professional hospital setting. (Prerequisite: BMET2221, BMET2222, and ELEC1500) (Prerequisite and concurrent: BMET2223, BMET2224, and ELEC2500) (3 Credit: 0 Lect. / Pres, 0 Lab, 3 OTJ)

BUSN1245 BUSINESS COMPUTERS
This course is designed to provide “hands on” training in the use of the computer aimed at information processing for coursework, personal, and professional purposes. According to skillful design standards, students solve business problems using industry-standard software application programs (word processing, spreadsheets, and database management, presentations, and email/calendar). A brief introduction to file management, cloud technology, and operating system is covered. Students will also develop an understanding of computer safety, security, ethics, and privacy. (Prerequisites: none) (3 credits: 3 lecture/0 lab)

BUSN2000 SMALL BUSINESS DEVELOPMENT
A study of current theory and practice relating to starting and managing small firms. It provides a comprehensive coverage of critical small business issues, numerous real-world examples to help students understand how to apply the business management concepts presented in the text, and incorporates material to help them explore small business issues in the Internet. (Prerequisite: ACC2205) (3 credits: 3 lecture/0 lab)

CARP1600 FRAMING THEORY I
This course covers the theory and reasons for designing a structure and the development of the building site. Methods of floor framing, wall framing and roof framing will be covered. (Prerequisite: None) (3 credits: 1 lecture/2 lab)

CARP1602 BLUEPRINT READING I
This unit provides instruction in blueprint reading, interpretation and sketching. This course is a prerequisite to Blueprint Reading II. (Prerequisite: None) (2 Credits: 1 lecture/1 lab)

CARP1603 CABINETRY LAB
The student will explore styles, make working drawings, plan for efficiency, develop a building plan, layout cabinets, and estimate materials for a variety of cabinets. The student will then construct a cabinet of student choice okayed by instructor. (Prerequisites: none) (1 credit: 0 lecture/1 lab)

CARP1604 CABINETRY I
The student will explore styles, make working drawings, plan for efficiency, develop a building plan, layout cabinets, and estimate materials for a variety of cabinets. The student will also build a kitchen cabinet. (Prerequisite: None) (2 Credits: 2 lecture/0 lab)

CARP1606 FOUNDATION AND FOOTING DESIGN
This course covers the theory and practices used when designing and installing footings and foundations for residential construction as well as light commercial. (Prerequisite: None) (2 Credits: 1 lecture/1 lab)
CARP1607 CABINETRY LAB
The student will explore styles, make working drawings, plan for efficiency, develop a building plan, layout cabinets, and estimate materials for a variety of cabinets. The student will then construct a cabinet of student choice okayed by instructor. (Prerequisites: none) (2 credit: 0 lecture/2 lab)

CARP1608 CARPENTRY LAB I
This course is used to practice the theory learned in Framing Theory I and Foundation and Footing Design. This will cover a number of projects pertaining to footing, foundation, wall framing and basic roof design. (Prerequisite: None) (3 Credits: 0 lecture/3 lab)

CARP1626 FRAMING THEORY II
This course covers materials, methods and techniques used to frame various roof styles and designs. Ridges, common rafters, hip and valley rafters and jack rafters will be designed and constructed and installed. (Prerequisite: None) (3 Credits: 1 lecture/2 lab)

CARP1628 CONSTRUCTION ESTIMATING I
This course is intended to introduce the student to the world of residential estimating. Many of the basic mathematical formulas will be covered. (Prerequisite: None) (2 Credits: 1 lecture/1 lab)

CARP1630 CABINETRY II
This course will provide the student with the knowledge to finish fine woodworking projects. Cabinet installation and plastic laminates will also be covered. (Prerequisite: None) (2 Credits: 1 lecture/1 lab)

CARP1632 BLUEPRINT READING II
This course advances the skills taught in CARP1602 allowing the student to read residential and commercial blueprints. (Prerequisite: CARP1602) (2 Credits: 1 lecture/1 lab)

CARP1634 BRICK & CONCRETE FLATWORK I
This course provides the theory and practice to complete some face brick installation on the front of our house project and the theory and installation of the concrete flatwork needed for the driveway and front sidewalks. (Prerequisite: None) (2 Credits: 1 lecture/1 lab)

CARP1636 CARPENTRY LAB II
This course is used to practice the theory learned in Framing Theory II, Cabinetry II, and Brick and Concrete Flatwork. This will gain experience in areas such as roof framing projects, cabinet construction, laminates, and brick and masonry projects. (Prerequisites: CARP1626, CARP1630, and CARP1634) (3 Credits: 0 lecture/3 lab)

CARP2602 FRAMING THEORY III
This course covers roof sheathing, wall sheathing, and all other exterior finishing materials and their uses. Stair framing will also be covered. (Prerequisite: None) (3 Credits: 3 lecture/0 lab)

CARP2611 CARPENTRY INTERNSHIP
An internship allows the student the opportunity to work in an actual industry setting. This site must provide the student with skill building opportunities learned in previous courses of study and provide work that challenges the student beyond that of an unskilled worker. (Prerequisite: None) (7 Credits: 0 lecture/0 lab/7 CJT)

CARP2626 FRAMING THEORY IV
This course is designed to have the students complete all the woodwork and install any hardware that is needed to complete the house project. (Prerequisite: None) (3 Credits: 1 lecture/2 lab)

CARP2627 COMPUTER DRAFTING
This course covers drawing a complete set of blueprints, our house plans, with the help of a computer. (Prerequisite: None) (2 Credits: 2 lecture/0 lab)

CARP2640 SPECIALIZED CABINETRY LAB
Specialty labs offer students an opportunity to develop and apply skills. (1 Credit: 0 lecture/1 lab)

CHEM0510 FUNDAMENTALS OF CHEMISTRY
The purpose of this course is to introduce basic chemical principles and theories for students intending to take the General, Organic and Biochemistry or other General chemistry courses. It is intended for students with no recent background in chemistry. It covers measurements in chemistry; the concepts of matter and energy; elements, mixtures and compounds; chemical formulas; atomic theory and structure; the formation and nomenclature of compounds; chemical bonds; basic chemical reactions; and chemical quantities. (Prerequisite: None) (3 Credits: 2 lecture/1 lab)

CHEM1110 SURVEY OF CHEMISTRY
As a one-semester introduction to the field of chemistry this course is designed to allow students to understand how chemistry relates to everyday life by looking at classification of matter, reactivity, solutions and organic compounds. This course is intended for non-science majors interested in early childhood education or students wanting an introduction to the field of chemistry and does not require previous experience in chemistry. (MnTC goal 3) (Prerequisite: none) (4 credits: 3 lecture/1 lab)

CHEM1122 ENVIRONMENTAL CHEMISTRY
Environmental Chemistry introduces non-science students to the world of chemical processes, both natural and artificial, in their daily experiences. These phenomenon are related to current environmental issues in the context of human activities and influences. Topics discussed include air pollution, ozone depletion, global warming, acid rain, nuclear power issues, energy sources and the impact recycling has on our environment. (Meets MnTC Goals 3 & 10) (Prerequisite: none) (3 credits: 2 lecture/1 lab)

CHEM1225 INTRODUCTION TO FORENSIC SCIENCE
This chemistry course will explore the scientific basis and background for crime-scene investigations. Students will explore the entire field of forensic science, including the different kinds of physical evidence, collection, preservation, and proper analysis of evidence, current technologies and techniques used to examine evidence, interpretation of results from a variety of forensic-laboratory analyses, and the ethical implications of using forensic data in a case. Students will perform several laboratory experiments to learn some data analysis techniques. (Meets MnTC Goals 3 & 9) (Prerequisite: none) (3 credits: 2 lecture/1 lab)

CHEM1430 PRINCIPLES OF CHEMISTRY I
This is the first semester of an in-depth study of general chemistry. Topics covered include measurements, stoichiometry, solutions, gases, atomic and electronic structure, chemical bonding and thermochemistry. Lab is practical applications of topics covered in class, emphasizing collection, reporting, and interpretation of data. (Fulfills MnTC Goals 2 and 3) (Prerequisite: CHEM0510 or recent high school or college chemistry with permission of instructor) (4 credits: 3 lecture/1 lab)

CHEM1431 PRINCIPLES OF CHEMISTRY II
This is the second semester of an in-depth study of general chemistry. Topics covered include solubility, acids and bases, chemical kinetics and equilibria, thermochemistry and oxidation reduction. Lab is practical applications of topics covered in class, emphasizing collection, reporting, and interpretation of data. (Fulfills MnTC Goals 2 and 3) (Prerequisite: CHEM1430) (4 credits: 3 lecture/1 lab)

CHEM2518 GENERAL, ORGANIC & BIOCHEMISTRY I
This course is intended as a broad introduction to the basic principles of general, organic, and biochemistry. Atomic structure, radioactivity, ionic and covalent compounds, reactions, oxidation-reduction, solutions, acids and bases are covered through descriptive, theoretical, and laboratory topics. These principles are related to organic and biological chemistry throughout the course as it is a foundational course for students enrolled in the health related programs. However, this course is open to all students enrolled in any program. (Fulfills MnTC Goal 2 & 3) (Prerequisites: Recent High School Chemistry or CHEM0510 or equivalent) (4 credits: 3 lecture/1 lab)

CHEM2520 GENERAL, ORGANIC & BIOCHEMISTRY II
This is the second part of a two part series of General, Organic and Biochemistry. The course will further explore basic principles of organic and biochemistry. The carbonyl, carboxyl, and amine functional groups as well as nucleic acids, energy production and metabolism mechanisms will be covered through theoretical and experimental means. These topics are related to biological chemistry throughout the course as it is a foundation course for students enrolled in health related programs; however, this course is open to all students enrolled in any program. (MnTC Goals
CJSP2104 INTRODUCTION TO CRIMINOLOGY/CRIMINAL BEHAVIOR
This course provides an introductory overview of the basic concepts, issues, causation, theories, application of theories, and methodology to examine crime and criminal behavior. Students will examine how the various components of the criminal justice system respond to the challenges of crime and criminal behavior within our society. (Prerequisites: College Writing I and either Introduction to Criminal Justice or Introduction to Corrections) (3 credits: 3 lecture/0 lab)

CJSP2120 COMMUNITY CORRECTIONS/PROBATION AND PAROLE
This course presents an overview of Community Corrections: history, philosophy, definitions, strategies, programs, operations, and management. An emphasis on correctional research and statistics that provide the foundation for community correctional research and statistics that provide the foundation for community corrections principles and community corrections programs will be discussed. Learning objectives will include a detailed understanding of community-based sentencing alternatives as well as policies and procedures that embed quality assurance practices into community-based correctional operations. (Prerequisites: College Writing I and either Introduction to Criminal Justice or Introduction to Corrections) (3 credits: 3 lecture/0 lab)

CJSP2140 SPECIAL TOPICS: CRIME VICTIMS AND COMPUTER CRIMES
Crime Victims surveys victimology as an area within the study of criminal justice. Theories and viewpoints on the role of victim precipitation in crime, and societal reactions such as victim blame are discussed. Victimization patterns in crimes such as homicide, domestic violence, and child abuse are examined. Treatment of victims by the justice system, and issues regarding victims' rights are described. Computer Crimes is designed to expose future practitioners to internet and other computer-facilitated criminal behavior and determine appropriate responses for law enforcement. This course will examine various ways the use of computer technology has evolved in the commission of criminal behavior such as online child exploitation, identity theft, and cyber bullying. Included is an understanding of the responses of the responses of the Chinese-speaking world. (MnTC Goal 8) (Prerequisite: CHIN1240 Beginning Chinese I or instructor permission) (3 credits: 3 lecture/0 lab)

CJSP2165 SUBSTANCE ABUSE AND SERIAL PREDATORS
The substance abuse portion provides an overview of alcohol/drug abuse and addiction. This course will explore topics related to alcohol/drug abuse which impact life areas such as physical and psychological health, relationships with family and friends, and impact on community/society. Review of addiction theories, the history of drug abuse laws, drug categories, classifications and their effects, diagnosis of alcohol/drug abuse and dependency, physiological impact of alcohol/drugs, and strategies for prevention and intervention will be included. The serial predators' portion provides an overview of predatory serial offenders in terms of basic concepts, theories of causation, and types of crime they engage in. Special attention will be paid to stalking, sex crimes, and serial murder. The influence of media, case analysis and profiling, and victim impact will be discussed. (Prerequisite: College Writing I or Accuplacer Score of 78, and Introduction to Criminal Justice or Introduction to Corrections) (3 credits: 3 lecture/0 lab)

CJSP2170 OFFENDER RISK ASSESSMENT
This course examines the various methodologies and instruments used to predict offenders’ risk of re-offense along with assessing their needs to promote public safety. Risk factors will be identified, such as the offender’s offense history, nature of offense, prior criminal record, social history to include family, education, physical and mental health along with various other social variables that may impact ones decision making process. This course will also examine the various methods of conducting background analysis, and additionally will study the numerous assessment instruments used to determine appropriate level of supervision and in identifying the needs of an offender to promote public safety. (Prerequisites: College Writing I and either Introduction to Criminal Justice or Introduction to Corrections) (3 credits: 3 lecture/0 lab)

BEGINNING CHINESE I
This course introduces Mandarin Chinese to students with no or little previous experience in Chinese language culture and society. This course will focus on the basic skills of listening, speaking, reading, and writing in Mandarin Chinese. Videos and internet will be used to help students learn to speak and understand simple sentences and expression while gaining cultural and linguistic information about the Chinese-speaking world. (MnTC Goal 8) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

CHIN1342 BEGINNING CHINESE II
Beginning Chinese II is for students who have completed Beginning Chinese I and wish to continue practicing and refining their skills in Chinese. The course focuses on the skills of listening, speaking, reading and writing in the Chinese language. Videos and internet will be used to help students further develop communicative skills in Chinese while gaining cultural and linguistic information about the Chinese-speaking world. (MnTC Goal 8) (Prerequisite: CHIN1240 Beginning Chinese I or instructor permission) (3 credits: 3 lecture/0 lab)

CJSP2110 JUVENILE JUSTICE/DELINQUENCY
The course provides an overview of the evolution, history, theories and societal response associated with the juvenile justice system. Topics such as youth in crisis, delinquency, interventions, treatment philosophy and programming, role of professionals and the juvenile justice systems will be examined. (Prerequisites: College Writing I and either Introduction to Criminal Justice or Introduction to Corrections) (3 credits: 3 lecture/0 lab)

CJSP2120 INTRODUCTION TO CORRECTIONS
This course provides an overview of the current correctional system. Students will examine the various components of corrections such as theories of punishment, jails and prisons, offenders, institutional security measures, treatment programming, institutional management and community re-entry programming. (Prerequisite: None) (3 Credits: 3 lecture/0 lab)
CJSP2202 CONSTITUTIONAL LAW
This course is an overview of the U.S. Constitution, with special emphasis on topics relating to criminal justice. Areas of study include the structure of the Constitution and its amendments, separation of powers, as well as the role and decisions of the U.S. Supreme Court. The course will also include an introduction to individual rights and liberties, including right to privacy and the rights of criminal defendants. (Prerequisites: College Writing I and either Introduction to Criminal Justice or Introduction to Corrections) (3 credits: 3 lecture/0 lab)

CJSP2205 CRIMINAL LAW AND PROCEDURES
This course will introduce students to the main principles of substantive criminal law and procedure. Study will include the elements of major crimes and defenses, and examination of the criminal legal process from investigation through post-sentencing, with special emphasis on laws governing the role of law enforcement. (Prerequisites: ENGL2515 College Writing I and either CJSP1202 Introduction to Criminal Justice or CJSP2230 Introduction to Corrections) (3 credits: 3 lecture/0 lab)

CJSP2225 COURTROOM AND EVIDENCE PROCEDURES
The objective of this course is to provide an overview of the technology used in electronic discovery (e-discovery) in civil and criminal cases. It will examine e-discovery identification and preservation to collection, processing, review, production and trial presentation. This course looks at the fast-growing field of digital evidence and provides students with an understanding of proper handling, storage and courtroom testimony related to digital evidence. (Prerequisite: College Writing I and Introduction to Criminal Justice) (3 credits: 3 lecture/0 lab)

CJSP2250 LEADERSHIP FOR CRIMINAL JUSTICE
This course will prepare students for the leadership roles within the criminal justice system. The ability to lead and follow will equally be addressed, and students will be given a snapshot of the differences associated with a career path in both the public and private sector. Understanding the effectiveness and value of interpersonal communication along with reviewing the techniques to effectively utilize interpersonal communication skills. This class will prove beneficial for new, established, and future individuals working within the criminal justice field. (Prerequisites: College Writing I and Introduction to Criminal Justice) (3 credits: 3 lecture/0 lab)

CJSP2278 INTERNSHIP, FIELD EXPERIENCE
This component of the Criminal Justice Program provides the student with an opportunity to explore and enhance their educational and career objectives through practical work experiences in a criminal justice related profession. Students will demonstrate their knowledge learned while gaining applied first-hand experiences in the profession of criminal justice. Prior approval and coordination of the Internship/Field Experience with the Criminal Justice Program Director is mandatory. (2 credits: 0 lecture/0 lab/2 OJT)

CJSP2279 INTERNSHIP, FIELD EXPERIENCE
This component of the Criminal Justice Program provides the student with an opportunity to explore and enhance their educational and career objectives through practical work experiences in a criminal justice related profession. Students will demonstrate their knowledge learned while gaining applied first-hand experiences in the profession of criminal justice. Prior approval and coordination of the Internship/Field Experience with the Criminal Justice Program Director is mandatory. (1 credit: 0 lecture/0 lab/1 OJT)

CJSP2280 INTERNSHIP, FIELD EXPERIENCE
This course is an opportunity to explore and enhance educational and career objectives through practical work experiences in a criminal justice related profession. Students will demonstrate knowledge learned while gaining applied first-hand experiences. The Internship/Field Experience is the final component of the Criminal Justice Program with a 3 credit minimum and 6 credit maximum: 50 hours of service for 1 credit. A comprehensive manual outlines the specific details and objectives of the course. (Prerequisite: Prior approval from Criminal Justice Program Director. Students must be in the last semester of a Criminal Justice AS degree and have completed the following courses with a “C” or better before applying: COMM1509, CJSP1202, CJSP1204, CJSP1280, CJSP2202, CJSP2210, CJSP2220, and CJSP2230. Students may apply if they are completing no more than one of the above-mentioned classes during the same semester as the Internship.) (3 Credits: 0 lecture/0 lab/3 OJT)

CJSP2281 INTERNSHIP, FIELD EXPERIENCE
This course is an opportunity to explore and enhance educational and career objectives through practical work experiences in a criminal justice related profession. Students will demonstrate knowledge learned while gaining applied first-hand experiences. The Internship/Field Experience is the final component of the Criminal Justice Program with a 3 credit minimum and 6 credit maximum: 50 hours of service for 1 credit. A comprehensive manual outlines the specific details and objectives of the course. (Prerequisite: Prior approval from Criminal Justice Program Director. Students must be in the last semester of a Criminal Justice AS degree and have completed the following courses with a “C” or better before applying: CJSP1202, CJSP1204, CJSP1280, CJSP2202, CJSP2210, CJSP2220, and CJSP2230. Students may apply if they are completing no more than one of the above-mentioned classes during the same semester as the Internship.) (4 Credits: 0 lecture/0 lab/4 OJT)

CJSP2282 INTERNSHIP, FIELD EXPERIENCE
This course is an opportunity to explore and enhance educational and career objectives through practical work experiences in a criminal justice related profession. Students will demonstrate knowledge learned while gaining applied first-hand experiences. The Internship/Field Experience is the final component of the Criminal Justice Program with a 3 credit minimum and 6 credit maximum: 50 hours of service for 1 credit. A comprehensive manual outlines the specific details and objectives of the course. (Prerequisite: Prior approval from Criminal Justice Program Director. Students must be in the last semester of a Criminal Justice AS degree and have completed the following courses with a “C” or better before applying: CJSP1202, CJSP1204, CJSP1280, CJSP2202, CJSP2210, CJSP2220, and CJSP2230. Students may apply if they are completing no more than one of the above-mentioned classes during the same semester as the Internship.) (5 Credits: 0 lecture/0 lab/5 OJT)

CJSP2283 INTERNSHIP, FIELD EXPERIENCE
This course is an opportunity to explore and enhance educational and career objectives through practical work experiences in a criminal justice related profession. Students will demonstrate knowledge learned while gaining applied first-hand experiences. The Internship/Field Experience is the final component of the Criminal Justice Program with a 3 credit minimum and 6 credit maximum: 50 hours of service for 1 credit. A comprehensive manual outlines the specific details and objectives of the course. (Prerequisite: Prior approval from Criminal Justice Program Director. Students must be in the last semester of a Criminal Justice AS degree and have completed the following courses with a “C” or better before applying: CJSP1202, CJSP1204, CJSP1280, CJSP2202, CJSP2210, CJSP2220, and CJSP2230. Students may apply if they are completing no more than one of the above-mentioned classes during the same semester as the Internship.) (6 Credits: 0 lecture/0 lab/6 OJT)

COMC1714 MICROSOFT ACCESS
Students will be introduced to Microsoft Access. The student will learn to design and create databases for ease of access and manipulation of the data. Students will learn how to design databases for ease of data entry, data accuracy, and data integrity. Students will create and modify queries, forms, reports, and macros. Switchboards will be created for ease of use by personnel untrained in Microsoft Access. (Prerequisites: COMP2515 or previous computer experience, MATH0520 or instructor consent) (3 Credits: 3 lecture/0 lab)

COMC1723 WINDOWS OPERATING SYSTEM
Understanding of the operating system is essential for anyone who plans to do more than the very basics when working on a computer. Students will learn the purpose and function of the operating system. The use and purpose of folders and directories will be examined. Students will learn to keep track of and find documents that have been saved on the computer. Search options, including indexing and file organization will be used. Some of the many applications that are included in the Windows Vista operating system will be examined. Networks and network models will be explored. Students will learn the hows and whys of backing up data. Plus security issues will be covered. Even a few basic hardware issues will be explored. The look and feel of Windows Vista will be explored and utilized. (Prerequisites: None) (3 Credits: 3 lecture/0 lab)
COMC1726 WINDOWS WORKSTATION ADMINISTRATION
This course introduces Windows operating system management concepts. Content includes Windows versions and features, installation methods, control panel and utilities, file system and disk management, user management and security, network connectivity, performance, application support, disaster recovery, and remote access. (Prerequisites: None) (2 credits: 1 lecture/1 lab)

COMC1741 WEB DESIGN WITH EXPRESSION WEB
This course introduces web site design, authoring, management concepts using Microsoft Expression Web. Students will create web pages which include many common HTML formatting and navigation elements: lists, tables, links, graphics, and CSS styles. (Prerequisite: COMP2515 or instructor’s permission) (3 Credits: 3 lecture/0 lab)

COMC1745 WEB DESIGN AND TECHNOLOGIES II
In this course students will plan, design and implement web sites using a variety of web technologies. Web server setup and administration, content management systems, mobile web design, social media integration, e-commerce, and cloud computing will be covered. Prerequisite: COMC1741 (3 credits: 2 lecture/1 lab)

COMC1746 WEB ANIMATION
This course introduces web animation concepts including: animation technologies (animated gifs, Flash, Silverlight, HTML5 Canvas, scripting), vector graphics, transformations, storyboards, keyframes, motion paths, triggers, and user interaction. (Prerequisite: 2 credits/1 lab)

COMC1754 NETWORK MANAGEMENT BASICS
This course introduces networking concepts using Microsoft Windows 2003 Server. Course includes: server installation & basic configuration, hardware mgmt, drivers, user account & group mgmt, file systems, file access mgmt, network types & protocols, OSI and Windows network architecture, TCP/IP architecture & protocols, TCP/IP configuration, subnetting, DHCP configuration, host name resolution, DNS server configuration, IPSec, remote access, routing, and web/FTP server administration. (Prerequisite: COMP2515 or permission of instructor) (3 Credits: 2 lecture/1 lab)

COMC1791 PC HARDWARE SUPPORT
This course introduces the concepts of computer hardware components, PC troubleshooting, and hardware installation. Topics include motherboards, processors, memory, power, BIOS, system resources, I/O devices, storage, interfaces, peripherals, and drivers. (Prerequisite: None) (3 Credits: 2 lecture/1 lab)

COMC2722 DATABASE DESIGN & MANAGEMENT WITH SQL
Structured Query Language (SQL) is the standard language for defining, maintaining, and querying relational databases on all platforms from mainframes to microcomputers. This course covers relational database design and implementation using SQL. Topics include: select and sort queries, multiple table queries, subqueries, outer joins, aggregate functions, database design, entity-relationship (E-R) modeling, normalization, and database implementation, modifications & administration. (Prerequisite: Prior database experience, such as MS Access, is not required but may be helpful) (3 Credits: 2 lecture/1 lab)

COMC2730 INTRODUCTION TO VISUAL BASIC.NET
This course introduces programming concepts using Microsoft’s Visual Basic language. Visual Basic enables programmers to create full featured Windows applications with a minimum of effort. Course includes: form layout, event-driven Windows programming concepts, variables and data types, variable and control initialization, operators, objects and properties, control structures (procedures, if-else, for & while loops), arrays, user-defined sub procedures and functions, parameter passing. No previous programming experience is required. (Prerequisite: Math0520 or instructor permission) (3 Credits: 2 lecture/1 lab)

COMC2733 WEB CLIENT SCRIPTING
This course introduces web client programming skills using the JavaScript and XML languages. Topics include common HTML tags, variables, objects, functions, events, data types, operators, control structures (if-else, while, for), forms, data validation, animation, DHTML, the Document Object Model (DOM), CSS, XML schema, XPath, XSL/XSLT. (Prerequisite: COMC2730) (3 Credits: 2 lecture/1 lab)

COMC2740 INTRODUCTION TO JAVA / C / C++ / C# PROGRAMMING
This course introduces object oriented programming concepts using the Java, C++, and C# languages. Topics include: Java/C/C++/C# Program structure, data types, control structures, functions, parameters, input-output, arrays, and pointers. (Prerequisite: COMC2730 or 3 credits of programming languages or instructor permission) (3 Credits: 2 lecture/1 lab)

COMC2742 JAVA/C++/C# PROGRAMMING II
This course introduces object oriented programming concepts using the Java, C++, and C# languages. Topics include: class declarations, class methods and attributes creating and using objects, constructors and destructors, function overloading, passing objects as function arguments, class inheritance, memory allocation, object associations, and exception handling. (Prerequisite: COMC2740 or instructor permission) (3 Credits: 2 lecture/1 lab)

COMC2747 DATABASE APPLICATIONS PROGRAMMING
This course introduces techniques for programming web services and client-server database applications for MS Windows and web-based clients. Topics include: database architecture, ADO.Net objects (connection, commands, data readers, data adapters, data sets, etc.), bound vs. unbound controls, SQL Server stored procedures, multithreaded concepts, component design & usage, XML integration, and user interface design & implementation. (Prerequisite or concurrent enrollment in COMC2722 & COMC2742, or instructor permission) (4 Credits: 3 lecture/1 lab)

COMC2749 WEB SERVER SCRIPTING/ASP.NET
This course introduces web server application programming techniques using Microsoft's Active Server Page (ASP).Net technology and the Visual Basic.Net language. Topics include: ASP and IIS concepts, CSS, Web Forms, HTML server controls, ASP WebForm controls, validation, XML control, database stored procedures, bound data controls, database application coding, exception handling, session data, web services and mobile applications. (Prerequisite: COMC2747 may be taken concurrently) (3 Credits: 2 lecture/1 lab)

COMC2750 OBJECT ORIENTED ANALYSIS AND DESIGN
This course covers fundamental concepts of object modeling, the process (using the Unified Process) and notation (using UML) of object oriented analysis and design, the use of design tools, strategies and patterns for applying object oriented methodologies to realistic applications, and design implementation. (Prerequisite or concurrent enrollment in COMC2742) (2 Credits: 1 lecture/1 lab)

COMC2754 COMPUTER CAREERS CAPSTONE PROJECT
Students will design and implement a project that demonstrates mastery of the learning outcomes defined for their degree, diploma, or certificate. Generally, projects will include the development of a web application or website, but other kinds of projects may be applicable if approved by the instructor. Students will determine business requirements, estimate timelines and costs, and select development tools. Following the project design phase, students will implement the project using various technologies including: web design tools, object-oriented design tools, database design tools, programming languages, web servers, web content management systems, office applications, etc. (Prerequisite: COMC2747 and/or COMC 1745, depending on student’s major) (3 Credits: 2 lecture/1 lab)

COMC2774 COMPUTER PROGRAMMING INTERNSHIP
This is one of the last courses students will take. (2 Credits: 0 lecture/2 lab)

COMC2793 COMPUTER PROGRAMMING INTERNSHIP
This is one of the last courses to take. (3 Credits: 0 lecture/3 lab)

COMM1015 JOB SEEKING SKILLS
Students will gain independence and proficiency in job searching skills through activities and assignments designed to help them learn how to find jobs, how to prepare to apply for jobs, and how to present themselves as candidates for jobs. Skills covered will include how to search electronically for a job; how to develop written documents needed for a successful self-directed job search, including how to create an electronic portfolio; and how to secure, conduct, and follow up on job interviews. (Prerequisite: none) (1 credit: 1 lecture/0 lab)
and storage, the Internet, online learning software and resources, digital communication modes, communication styles, the language of conflict management/resolution, active listening, language choice, and perception. (Meets MnTC Goal 1 and Goal 7) (Prerequisites: A minimum score of 78 in the Reading Comprehension portion of the Accuplacer Basic Skills test, or a minimum score of 21 in the Reading Subject area of the ACT test, or successful completion of ENGL 0528) (3 credits: 3 lecture/0 lab)

COMP1420 SOCIAL MEDIA COMMUNICATIONS
This course explores the ways in which social media influences interactions among people in the digital realm. Students will create content using a variety of common social media applications and multi-media, including online writing, listening, and speaking. Students will investigate the development of online communities and increase their knowledge of online rhetoric, the use of analytic tools for audience research and engagement, planning for media events, and evaluation of social media applications. Students will identify, discuss, and reflect upon the ethical dimensions of political, social, and personal life and the ways in which they can exercise responsible and productive citizenship. Meets MnTC Goals 1 & 9. (Prerequisite: none) (3 credits: 3 lecture/0 lab)

COMP1120 INTRODUCTION TO SOCIAL MEDIA
This introductory course provides an overview of social media from both the technological and sociological perspectives. We will examine how media technologies, not only impact our daily routines, but also shape our social relationships and identities. Students will develop an awareness of and practice strategies for communicating and interacting with various social media technologies. Devices may include smartphones, tablets, and computers. Social networking sites/applications may include, but are not limited to, Facebook, Twitter, LinkedIn, YouTube, Pinterest, Skype, Tumblr, and Instagram. (Prerequisites: none) (2 credits: 2 lecture/0 lab)

COMP1130 WORD PROCESSING AND PRESENTATION APPLICATIONS
This course provides an introduction to word processing and presentation applications. Students will learn to prepare practical documents and presentations for professional and personal use. (Prerequisite: none) (1 credit: 1 lecture/0 lab)

COMP1135 SPREADSHEET APPLICATIONS
This course provides an introduction to spreadsheet programs. Students create, edit, and format worksheets, work with formulas and functions, and create charts for professional and personal use. (Prerequisite: none) (1 credit: 1 lecture/0 lab)

COMP1140 ONLINE COMMUNICATIONS
This course provides an introduction to communicating online using various social media tools/applications and email. Students will create, communicate, collaborate and network with each other using Facebook, Twitter, LinkedIn, and Outlook. Database concepts will also be introduced using online search techniques to provide solutions for today's relevant applications. (Prerequisite: none) (1 credit: 1 lecture/0 lab)

COMP1445 ADVANCED COMPUTERS: ISSUES AND APPLICATIONS
This course will expand knowledge of computer concepts and applicable skills through individualized project-based assessments that focus on career development. Through an integrated and advanced approach, students will improve proficiency in popular software applications (word processing, spreadsheet, database management, and presentation graphics). Computer concepts will be examined at a deeper level and will include, but are not limited to, historical events, current/future technological trends, PC (personal computer) concepts, file management and storage, the Internet, online learning software and resources, digital communications, and computer security, ethics, and privacy. Prior knowledge of Microsoft Office 2013/Office 365 is recommended, but not required. (Prerequisite: BUSN1245 or COMP1130, COMP1135, and COMP1140 or instructor permission) (3 credits: 3 lecture/0 lab)

COMP1100 INDUSTRY METHODOLOGY (3 LECT/ LAB)
This course provides an introduction to cosmetology, nail technology or skin care, and industry communications. Thorough knowledge in infectious agents, decontamination, and Minnesota laws and rules. (Prerequisite: None) (3 Credits: 3 lecture/0 lab)

COMP1101 DERMATOLOGY AND ELECTRICITY
This course provides an introduction to basic skin care including physiology and histology of the skin and diseases and disorders. And electricity and energies. (Prerequisite: None) (1 Credit: 1 lecture/0 lab)

COMP1102 HAIRSHAPING I
This course provides elementary hair shaping service skills including hair shaping tools, terms, basic techniques, basic cuts, safety procedures, and decontamination. (Prerequisite: None) (2 Credits: 0 lecture/2 lab)

COMP1103 HAIRSHAPING LAB
This course provides elementary hair shaping service skills including hair shaping tools, terms, basic techniques, basic cuts, safety procedures, and decontamination. (Prerequisite: COMP1102) (1 credit: 0 lecture/1 lab)

COMP1104 ESTHIOLOGY
This course provides skill training in skin care including pressure point facial, body wraps, extractions and electrotherapy facial treatments. This course also provides theory for product knowledge, skin structure, skin disorders and disease, safety procedures, and decontamination. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

COMP1105 NAIL TECHNOLOGY I
This course provides an introduction to nail care including manicuring (basic, spa and oil), pedicuring (basic and spa), hand and arm massage, foot and leg massage, nail structure, nail diseases and disorders, safety procedures, and decontamination. (Prerequisite: None) (1 credit: 0 lecture/1 lab)

COMP1106 NAIL TECHNOLOGY II
This course provides skill training in nail technology including artificial tip with overlay, sculpture nails, gel overlays, nail wrap techniques, paraffin waxing, product knowledge, safety procedures, and decontamination. (Prerequisite: None) (1 Credit: 0 lecture/1 lab)

COMP1107 CHEMICAL PROCEDURES I
This course provides an introduction to trichology, cosmetology chemicals and their applications including basic permanent wave techniques, chemical relaxing, basic haircolor techniques, safety procedures, and decontamination. (Prerequisite: None) (2 Credits: 2 lecture/0 lab)

COMP1108 CHEMICAL PROCEDURES LAB I
This course provides an introduction to hair color processing, chemistry methods and their applications including basic permanent wave techniques, chemical relaxing, basic haircolor techniques, safety procedures, and decontamination. (Prerequisite: COMP1107) (1 credit: 0 lecture/1 lab)

COMP1109 HAIRSTYLING I
This course provides elementary hairstyling service skills including shampooing, scalp massage and treatments, blow styling, thermal styling, roller curls, wet styling, hair care product knowledge, safety procedures, and decontamination. (Prerequisite: None) (2 credits: 0 lecture/2 lab)

COMP1112 CLINIC
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COMP1101, COMP1102, COMP1103, COMP1104, COMP1105, COMP1106, COMP1107, COMP1109) (3 Credits: 0 lecture/3 lab)

COMP1113 CLINIC
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COMP1101, COMP1102,
COSM1114 CLINIC
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COSM1101, COSM1102, COSM1103, COSM1104, COSM1105, COSM1106, COSM1107, COSM1109) (3 Credits: 0 lecture/3 lab)

COSM1115 CLINIC
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COSM1101, COSM1102, COSM1103, COSM1104, COSM1105, COSM1106, COSM1107, COSM1109) (3 Credits: 0 lecture/3 lab)

COSM1116 CLINIC
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COSM1101, COSM1102, COSM1103, COSM1104, COSM1105, COSM1106, COSM1107, COSM1109) (3 Credits: 0 lecture/3 lab)

COSM1117 CLINIC
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COSM1101, COSM1102, COSM1103, COSM1104, COSM1105, COSM1106, COSM1107, COSM1109) (3 Credits: 0 lecture/3 lab)

COSM1118 CLINIC
LECT/6 LAB) This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COSM1101, COSM1102, COSM1103, COSM1104, COSM1105, COSM1106, COSM1107, COSM1109) (3 Credits: 0 lecture/3 lab)

COSM1200 LICENSE PREPARATION
This course provides review of all technical and theoretical units and Minnesota laws and rules in preparation of the students written state examinations and completion of skill certificate. (Prerequisites: COSM1101, COSM1102, COSM1103, COSM1104, COSM1105, COSM1106, COSM1107, COSM1109) (3 Credits: 0 lecture/3 lab)

COSM1201 HAIRSTYLING II
This course provides advanced skill training in hairstyling techniques including artistry of hair design, thermal straightening, up-styling, braids, thermal waving, safety procedures and decontamination. (Prerequisite: none) (2 Credits: 1 lecture/1 lab)

COSM1202 CHEMICAL PROCEDURES II
This course provides advanced skill training in permanent waving and haircoloring. Course provides theory for basic chemistry, chemistry of permanent waves and haircolor. Safety procedures and decontamination are practiced. (Prerequisite: COSM1107 and COSM1108) (3 Credits: 1 lecture/2 lab)

COSM1203 HAIRSHAPING II
This course provides advanced skill training in haircutting including advanced tools, terms, safety procedures, and decontamination. (Prerequisite: COSM1102, COSM1103) (2 Credits: 0 lecture/2 lab)

COSM1219 CAPSTONE CLINIC MINNESOTA
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COSM1100, COSM1101, COSM1102, COSM1103, COSM1104, COSM1105, COSM1106, COSM1107, COSM1108, COSM1109, COSM 1201, COSM1202, COSM1203, COSM1112, COSM1113, COSM1114) (4 Credits: 0 lecture/4 lab)

COSM1220 CAPSTONE CLINIC WISCONSIN
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COSM1100, COSM1101, COSM1102, COSM1103, COSM1104, COSM1105, COSM1106, COSM1107, COSM1108, COSM1109, COSM 1201, COSM1202, COSM1203, COSM1112, COSM1113, COSM1114) (4 Credits: 0 lecture/4 lab)

COSM1221 CLINIC HOURS
This course provides review of all technical and theoretical units and Minnesota laws and rules in preparation of the students written state examinations and completion of skill certificate. (Prerequisites: none) (1 Credit: 0 lecture/1 lab) COSM1222 CLINIC HOURS (LECT/4 LAB) This course provides review of all technical and theoretical units and Minnesota laws and rules in preparation of the students written state examinations and completion of skill certificate. (Prerequisites: none) (2 Credits: 0 lecture/2 lab)

COSM1223 CLINIC HOURS
This course provides review of all technical and theoretical units and Minnesota laws and rules in preparation of the students written state examinations and completion of skill certificate. (Prerequisites: none) (3 Credits: 0 lecture/3 lab)

COSM1401 PROCEDURES I
This course provides an introduction to cosmetology, nail technology or skin care, including professional image, salon management and retailing, infectious agents, decontamination, electricity and light, first aid, massage theory, and Minnesota laws and rules. (Prerequisite: None) (4 Credits: 4 lecture/0 lab)

COSM1402 HAIRSHAPING I
This course provides elementary hair shaping service skills including hair shaping tools, terms, basic techniques, basic cuts, safety procedures, and decontamination. (Prerequisite: None) (3 Credits: 0 lecture/3 lab)

COSM1405 NAIL TECHNOLOGY I
This course provides an introduction to nail care including manicuring (basic, spa and oil), pedicuring (basic and spa), hand and arm massage, foot and leg massage, nail structure, nail diseases and disorders, safety procedures, and decontamination. (Prerequisite: None) (1 Credit: 0 lecture/1 lab)

COSM1406 ESTHIOLOGY I
This course provides an introduction to basic skin care including European facial, make-up application, hair removal body exfoliation, safety procedures, and decontamination. (Prerequisite: None) (1 Credit: 0 lecture/1 lab)

COSM1407 HAIRSHAPING II
This course provides advanced skill training in hairstyling including advanced tools, terms, safety procedures, and decontamination. (Prerequisite: COSM1402) (2 Credits: 0 lecture/2 lab)

COSM1409 HAIRSTYLING II
This course provides advanced skill training in hairstyling techniques including artistry of hair design, thermal straightening, upstyles, braids, finger waves, thermal waving, safety procedures and decontamination. (Prerequisite: None) (2 Credits: 1 lecture/1 lab)

COSM1410 NAIL TECHNOLOGY II
This course provides skill training in nail technology including artificial tip with overlay, sculpture nails, gel overlays, nail wrap techniques, tereaffin waxing, product knowledge, safety procedures, and decontamination. (Prerequisite: None) (3 Credits: 0 lecture/3 lab)

COSM1411 ESTHIOLOGY II
This course provides skill training in skin care including artificial tip with overlay, sculpture nails, gel overlays, nail wrap techniques, tereaffin waxing, product knowledge, safety procedures, and decontamination. (Prerequisite: None) (1 Credit: 0 lecture/1 lab)

COSM1412 LICENSE PREPARATION
This course provides review of all technical and theoretical units and Minnesota laws and rules in preparation of the students written state examinations and completion of skill certificate. (Prerequisites: COSM1401, COSM1402, COSM1405, COSM1406, COSM1407, COSM1409, COSM1410, COSM1433, COSM1434, COSM1438) (2 Credits: 1 lecture/1 lab)
COSM1433 CLINIC I
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COSM1402, COSM1405, COSM1406, COSM1433, COSM1434) (3 Credits: 0 lecture/0 lab/3 OJT)

COSM1414 CLINIC II
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COSM1402, COSM1405, COSM1406, COSM1433, COSM1434) (3 Credits: 0 lecture/0 lab/3 OJT)

COSM1415 CLINIC III
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COSM1402, COSM1405, COSM1406, COSM1433, COSM1434) (3 Credits: 0 lecture/0 lab/3 OJT)

COSM1416 CLINIC IV
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COSM1402, COSM1405, COSM1406, COSM1433, COSM1434) (3 Credits: 0 lecture/3 lab)

COSM1417 CLINIC V
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COSM1402, COSM1405, COSM1406, COSM1433, COSM1434) (3 Credits: 0 lecture/3 lab)

COSM1418 CLINIC VI
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COSM1402, COSM1405, COSM1406, COSM1433, COSM1434) (3 Credits: 0 lecture/3 lab)

COSM1419 CLINIC VII
This course enables students to complete the required services and hours for licensure. (Prerequisites: COSM1402, COSM1405, COSM1406, COSM1433, COSM1434) (2 Credits: 0 lecture/2 lab)

COSM1420 CLINIC III - WI
This course provides students with the additional hours and skills required for Wisconsin licensure. (Prerequisites: COSM1402, COSM1405, COSM1406, COSM1433, COSM1434) (3 Credits: 0 lecture/0 lab/3 OJT)

COSM1421 SALON OPERATIONS
This course gives students additional time to complete the required services and/or hours for licensure. (Prerequisites: COSM1402, COSM1405, COSM1406, COSM1433, COSM1434) (1 Credit: 0 lecture/1 lab)

COSM1422 SALON OPERATIONS II
This course gives students additional time to complete the required services and/or hours for licensure. (Prerequisites: COSM1402, COSM1405, COSM1406, COSM1433, COSM1434) (2 Credits: 0 lecture/2 lab)

COSM1423 SALON OPERATIONS III
This course gives students additional time to complete the required services and/or hours for licensure. (Prerequisites: COSM1402, COSM1405, COSM1406, COSM1433, COSM1434) (3 Credits: 0 lecture/3 lab)

COSM1424 SALON OPERATIONS
This course gives students additional time to complete the required services and/or hours for licensure. (Prerequisites: COSM1402, COSM1405, COSM1406, COSM1433, COSM1434) (4 Credits: 0 lecture/4 lab)

COSM1425 SALON OPERATIONS
This course gives students additional time to complete the required services and/or hours for licensure. (Prerequisites: COSM1402, COSM1405, COSM1406, COSM1433, COSM1434) (5 Credits: 0 lecture/5 lab)

COSM1426 SALON OPERATIONS
This course gives students additional time to complete the required services and/or hours for licensure. (Prerequisites: COSM1402, COSM1405, COSM1406, COSM1433) (6 Credits: 0 lecture/6 lab)

COSM1433 HAIRSTYLING I
This course provides elementary hairstyling service skills including shampooing, scalp massage and treatments, blow styling, thermal styling, roller curls, pincurls, haircare product knowledge, safety procedures, and decontamination. (Prerequisite: None) (2 Credits: 0 lecture/2 lab)

COSM1434 CHEMICAL PROCEDURES I
This course provides an introduction to trichology, cosmetology chemicals and their applications including basic permanent wave techniques, chemical relaxing, basic haircolor techniques, safety procedures, and decontamination. (Prerequisite: None) (3 Credits: 0 lecture/3 lab)

COSM1438 CHEMICAL PROCEDURES II
This course provides advanced skill training in permanent waving and haircoloring. Course provides theory for basic chemistry, chemistry of permanent waves and haircolors. Safety procedures and decontamination are practiced. (Prerequisite: COSM1434) (2 Credits: 0 lecture/2 lab)

COSM1600 ESTHIOLOGY CLINIC I
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisite: COSM1104) (4 Credits: 0 lecture/4 lab)

COSM1601 ESTHIOLOGY CLINIC I
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisite: COSM1406) (3 Credits: 0 lecture/3 lab)

COSM1602 ESTHIOLOGY CLINIC II
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisite: COSM1406) (4 Credits: 0 lecture/4 lab)

COSM1603 ESTHIOLOGY CLINIC III
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisite: COSM1406) (3 Credits: 0 lecture/3 lab)

COSM1604 ESTHIOLOGY CAPSTONE
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisite: COSM1104) (3 Credits: 0 lecture/3 lab)

COSM1605 ESTHIOLOGY CLINIC III
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisite: COSM1104) (3 Credits: 0 lecture/3 lab)

COSM1642 WISCONSIN ESTHIOLOGY CLINIC II
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisite: COSM1406) (3 Credits: 0 lecture/3 lab)

COSM1644 WISCONSIN ESTHIOLOGY CLINIC IV
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisite: COSM1406) (1 Credit: 0 lecture/1 lab)

COSM1701 NAIL CLINIC I
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisite: COSM1405) (3 Credits: 0 lecture/3 lab)

COSM1702 NAIL CLINIC II
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisite: COSM1405) (4 Credits: 0 lecture/4 lab)

COSM1741 WISCONSIN NAIL CLINIC I
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisite: COSM1405) (4 Credits: 0 lecture/4 lab)
COSM1742 WISCONSIN NAIL CLINIC II
This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisite: COSM1405) (1 Credit: 0 lecture/1 lab)

CRTK1295 CRITICAL THINKING THROUGH CHESS
This course will serve to introduce the student to the principles, strategies, and tactics employed in the game of chess. Specifically, students will work repeatedly through the sequence of positional judgment, risk evaluation, careful planning, execution, and adaptation. (MnTC Goal 2) (Prerequisite: none) (3 credits: 2 lecture/1 lab)

DESL1200 INTRODUCTION TO DIESEL TECHNOLOGY
This course is designed as a prerequisite for all technical diesel courses. This course covers the basics of the diesel industry. It will cover employer expectations as well as common working conditions. (Prerequisite: none) (2 credits: 1 lecture/1 lab)

DESL1210 DIESEL ELECTRICAL SYSTEMS
This course builds on the knowledge gained from the Intro to Electrical and Battery Service course. This course will apply this knowledge and expand to cover other purposes and functions of the various truck electrical systems, including components and instruments. Theoretical study, application, and diagnosis using typical test equipment will also be covered. (Prerequisites: AUTO1206) (4 credits: 2 lecture/2 lab)

DESL1220 DIESEL CHASSIS/SUSPENSION/STEERING
This course covers the identification, inspection techniques, repair and adjustment procedures, and alignment checks of the components associated with the variety of frames and suspensions common to heavy trucks. Students will be instructed in identifying the various types of truck steering systems and components. The students learn and practice inspection, disassembly, reassembly and alignment procedures. Manual and power steering sectors and pumps are included. (Prerequisites: AUTO1105) (3 credits: 1 lecture/2 lab)

DESL1230 DIESEL TRACTOR/TRAILER BRAKE SYSTEMS
This course draws from previous knowledge gained in the automotive brake theory and lab courses, applies content gained in the intro to hydraulics and pneumatics and builds new related content and application to the heavy duty truck systems. Air system components will be identified and their functions studied individually and within the entire system. Multiple components will be removed, replaced, inspected, repaired and tested. Emphasis will be placed on general repairs and trouble-shooting. (Prerequisites: INDS1622) (4 credits: 2 lecture/2 lab)

DESL1240 DIESEL PREVENTIVE MAINTENANCE
This course covers the importance of proper procedures of preventive maintenance and inspection schedules used for various types of heavy trucks and their applications. Students learn to perform inspections according to the standard of the Department of Transportation (D.O.T.). (Prerequisites: AUTO1105, AUTO1106) (4 credits: 2 lecture/2 lab)

DESL1250 DIESEL DRIVETRAIN SYSTEMS
This course covers theory and operation of all drive system components including manual transmissions, automatic transmissions, clutches, drivelines and differentials. Other studies include component troubleshooting, inspecting, service, repair operations, removal, replacement and preventive maintenance practices. (Prerequisites: None) (3 credits: 1 lecture/2 lab)

DESL1260 DIESEL SCHEMATIC INTERPRETATION/ELECTRONIC MANUALS
This course addresses the description, operation, diagnosis, and service procedures related to all systems by interpreting schematic drawings used in the service industry. Major vehicle systems will be covered including, but not limited to: electrical, air, hydraulic, fuel, cooling, and diagnostics. (Prerequisites: DESL1210, INDS1622) (4 credits: 2 lecture/2 lab)

DESL1270 DIESEL ENGINE SERVICE
This course is designed to give students an understanding of diesel engine system operation. Theory, operation, troubleshooting, and repair of diesel engine intake, exhaust, cooling, lubrication, and fuel systems will be examined. In addition to tune up procedures will be performed on a variety of truck diesel engines. (Prerequisites: None) (4 credits: 2 lecture/2 lab)

DESL1280 DIESEL DIAGNOSTICS
This course is designed to give the student an understanding of systems operation, service, diagnose, troubleshooting, repair, and programming of electronic computer controlled diesel engines. (Prerequisites: None) (4 credits: 2 lecture/2 lab)

ECED1105 FUNDAMENTALS OF CHILD DEVELOPMENT
This course provides an overview of child development from prenatal through school age, including physical, social, emotional, language, cognitive, and identity/individual development. It integrates developmental theory with appropriate practices in a variety of early childhood care and education settings. Emphasis is placed on understanding the needs of the whole child and applying best practice. (Prerequisite: None) (4 Credits: 4 lecture/0 lab)

ECED1120 HEALTH, SAFETY, AND NUTRITION
This course teaches the student how to establish and maintain a physically and psychologically safe and healthy learning environment for young children. Topics include preventing illness and accidents; handling emergencies; providing health, safety, and nutrition educational experiences; meeting children’s basic nutritional needs; child abuse and current health-related issues. This course does not include CPR or first aid certification. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

ECED1125 CHILD ABUSE & NEGLECT
Community members are fundamental in identifying and reporting suspected cases of child maltreatment, including physical abuse, sexual abuse, neglect, and psychological maltreatment. Early childhood staff including nannies and family childcare providers are involved in responding to child abuse and neglect and supplementing needed services. In addition, community-based agency staff, substance abuse treatment providers, domestic violence victim advocates, clergy, extended family members, and concerned citizens also play important roles in supporting families and keeping children safe. As a family childcare provider or nanny, your role as a mandated reporter will necessitate continuous observation, documentation, and support to all families in the care setting and in the community. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

ECED1209 FOUNDATIONS OF CHILD DEVELOPMENT II
This course provides an overview of the young child, a more in depth study of the theories of child development, and the methods of studying the young child. The learner will explore the means through which children learn incorporating physical, affective, social, and cognitive development. (Prerequisite: Fundamentals of Child Development) (3 Credits: 3 lecture/0 lab)

ECED1210 CHILD DEVELOPMENT AND GROWTH
This course provides an overview of historical influences, theory, and child development from prenatal through school age, including physical, social, emotional, language, and cognitive growth. Observation, assessment, and documentation techniques will be explored and utilized in applying intentional planning to support child development. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

ECED1211 MEETING THE NEEDS OF CHILDREN AND FAMILIES
This course provides an overview of early childhood practitioner’s role in meeting and responding to the diverse needs of young children and families. Diverse family dynamics, planning for children’s health and wellness, exceptional development and interdisciplinary collaboration will be explored in the context of establishing a family-centered early childhood setting. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

ECED1212 GUIDING CHILDREN’S LEARNING - STANDARDS AND CURRICULUM
This course provides an overview of comprehensive and intentional curriculum focusing on children’s developmental needs and child-centered planning. National and state standards will be identified and integrated into the curriculum planning process. (Prerequisite: None) (1 credit: 1 lecture/0 lab)
ECED1213 OBSERVING, ASSESSING, AND PLANNING
This course provides a more in-depth application of curriculum planning, implementation, and reflective practice. Learners will practice a variety of observation strategies to understand and plan to meet the needs of the whole child. Curriculum will be adapted to meet individual needs and children’s development in social-emotional, language- literacy, and mathematical thinking through an observation, plan, do, review reflective framework. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

ECED1215 INFANTS AND TODDLERS
Through this course the student will become knowledgeable about the well-being, competence, good developmental outcomes and quality of life of infants, toddlers and their families. Students will be required to participate in a practicum experience working with young children for a portion of the semester/credit hours. Students will be required to observe multiple infant and toddler caregivers. (Prerequisites: Fundamentals of Child Development and Health, Safety, and Nutrition) (2 credits: 1 lecture, 1 lab)

ECED1225 INSPIRING PLAY AND ACTIVE INQUIRY
This course provides an overview of mixed-age theory and development in early childhood settings. Students will integrate knowledge of developmental needs, developmentally appropriate environments, effective care giving and teaching strategies, and observation methods. Curriculum projects will be designed to incorporate activities for infants, toddlers, preschoolers, and school-age children in large and small groups. Emphasis will integrate the unique abilities of the child while inspiring learning through play, curiosity, and active inquiry. Students will be required to participate in a practicum experience working with young children for a portion of the semester/credit hours. (Prerequisites: Fundamentals of Child Development and Health, Safety, and Nutrition) (3 credits: 2 lecture/1 lab)

ECED1230 CHILDREN WITH DIFFICULT BEHAVIORS
This course helps students explore environments which promote learning and development of children birth through kindergarten. This course includes effective guidance strategies for children in small and large group settings. Behavior modification, proactive accommodations, problem solving, and physical and social environment adjustments will be addressed. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

ECED1232 CHILD GUIDANCE
This course helps students explore physical and social environments that promote learning and development for young children. It includes an introduction to basic child guidance techniques for individual and group situations. Emphasis is on problem-prevention and positive guidance strategies including recognition, communication, limit-setting, problem-solving, and behavior modification. (Prerequisite: None) (4 credits: 4 lecture/0 lab)

ECED1236 FAMILY DYNAMICS IN A MULTICULTURAL SOCIETY
This course focuses on the role of early childhood staff in developing positive relationships with parents that enhance children’s healthy growth and development. Working with children and families of varied racial, ethnic, economic, and cultural backgrounds is emphasized. Students compare child rearing practices and family structure of different cultures, explore parenting styles, family stress, building relationships between family, community, and schools, and identify methods of parent education. (Prerequisite: None) (2 credits: 2 lecture/0 lab)

ECED2335 LANGUAGE AND LITERACY
This course explores language development from birth to adolescence. This course examines the integration of reading, writing, listening, speaking and viewing competencies in a unified literacy curriculum. The course explores the process of language development and appropriate strategies to stimulate and encourage the continuation of language growth. Instructional emphasis is placed upon assessment, fluency, active construction of meaning, and matching learner capabilities with appropriate instructional strategies. Students will complete 32 hours field experience. Students will complete a mock assessment test. Students will be required to participate in a practicum experience working with young children, birth through age eight, for a portion of the semester/credit hours. (Prerequisite: ECED1225) (3 credits: 2 lecture/1 lab)

ECED2370 OBSERVING & ASSESSING CHILDREN’S DEVELOPMENT
This course presents students with a systematic plan for week-by-week documentation of each child’s development in an early childhood setting. It presents instruction in the most common and useful recording techniques as well as a review of basic child development principles. Students will be required to participate in an approved early childhood setting for 64+ hours throughout the term with a minimum of five children (infant, toddler, 2 year old, 3 year old, and 4 year old) in order to complete weekly observations. (Prerequisite: None) (3 credits: 1 lecture/2 lab)

ECED2375 EARLY CHILDHOOD LEARNING
This course provides the learner experience in application and developing curriculum while utilizing effective instructional methods. The course will identify how children develop and learn as well as establish the roles of the family and teacher. Emphasis will be placed on supporting diverse learners and enhancing the learning environment for all learners while supporting active inquiry. Curriculum design and implementation will include math, science, literacy, blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and movement, cooking, computers, and outdoors. Students will be required to participate in a practicum experience working with young children, birth through age eight, for a portion of the semester/credit hours. (Prerequisite: ECED1225) (3 credits: 2 lecture/1 lab)

ECED2420 EXCEPTIONAL CHILDREN
This course examines the development of children with special needs and emphasizes the inclusive classroom. Course content includes early intervention and public policy, comparisons of typical and exceptional development, planning for inclusion, and implementing inclusive early childhood programs. Students will be required to participate in a practicum experience working with young children for a portion of the semester/credit hours. (Prerequisite: ECED2375) (3 credits: 2 lecture/1 lab)

ECED2475 ETHICS, ISSUES, AND PROFESSIONALISM
This course is a culminating course for the Early Childhood Education program; further exploration of the field and professional leadership is encompassed. The course reiterates the training requirements, licensing regulations, characteristics of quality programs, types of early childhood and school-age programs, use of technology with children, multiculturalism, educating children with special needs, parent and community involvement, and other issues facing the field of early childhood education. Special emphasis is placed on preparing the student practitioner for being proactive in an ever-changing field as well as effectively responding to ethical and professional issues. This course will be a culmination of portfolio requirements with a final presentation and mock interview. This course also requires students to complete a state mandated technical skills assessment. (Prerequisite: ECED2375) (4 credits: 4 lecture/0 lab)

ECED2650 EARLY CHILDHOOD EDUCATION INTERNSHIP
During this course, students will work for at least 15 hours per week in a child care setting with a minimum of three children between the ages of 0-8. Students will be assessed on their knowledge of child development and developmentally appropriate practices, understanding of the characteristics of children at different levels of development, ability to create optimal learning environments for small groups of children, documentation of children’s interests and developmental levels, demonstration of respect for the diversity of individuals, ability to build relationships with children and to positively guide their behavior, their professional image, knowledge of health and safety, ability to establish positive relationships with families, and their household management skills. (Prerequisites: Permission of instructor) (3 credits: 1 lecture/2 lab)

ECON1210 SURVEY OF ECONOMICS
This course is a survey of microeconomic and macroeconomic principles illustrated by a discussion of current economic policies, issues, and problems. The private enterprise system, demand-and-supply, and market interaction; business costs and prices, forms of competition, resource markets; the mixed economy (Meets MnTC goals 5 & 8) (Prerequisite: A minimum score of 86 in the Elementary Algebra section of the ACCUPLACER basic skills test or successful completion of MATH0544 or MATH0533 or MATH0522 and FYEX1000) (3 credits: 3 lecture/0 lab)

ECON1405 PERSONAL FINANCE
Personal Finance offers a study of economic decisions facing individuals in their personal lives. The course includes such topics as budgeting, using consumer credit, buying or renting a home, providing for medical care, purchasing life insurance, understanding retirement programs, buying and selling stocks, preparing income tax returns, minimizing taxes, and thinking about consumerism. (Prerequisites: none) (MnTC Goals 5 and 9) (3 credits: 3 lecture/0 lab)
ECON2520 MICROECONOMICS
This course focuses on the interactions and decisions between the consumer and the producer. Topics include supply and demand, the price system, demand elasticity; the costs of production including the various factor inputs; the four major market structures (pure competition, monopolistic competition, oligopoly and monopoly); and ways to increase market competition. This course develops a theoretical framework for microeconomic analysis and applies this theory to practical domestic and international economic policy problems. (MnTC Goal 5) (Prerequisite: MATH 1025 Algebra) (3 credits: 3 lecture/0 lab)

ECON2530 MACROECONOMICS
This course focuses on the economy as a whole and studies how government can affect the economy. Topics include principles of markets, the price system and supply and demand, national income accounting, business cycles, inflation, unemployment, fiscal policy, monetary policy and the Federal Reserve System, approaches to economic growth, and the foundations of international trade. There will be an emphasis on forces influencing employment and inflation. Current problems of the economy are stressed along with the tools the government has to cope with them. (MnTC Goals 5 and 8) (Prerequisite: MATH 1025 Algebra) (3 credits: 3 lecture/0 lab)

ELEC1105 INTRODUCTION TO LASERS
In development (2 credits: 1 lecture/1 lab)

ELEC1202 INTRODUCTION TO DC ELECTRICITY
This course covers the general information, theory, and problem-solving techniques required for an analysis of DC circuits with emphasis on the meter measurements, current flow, and voltage division. (Prerequisite: Proficient in basic math) (2 credits: 1 lecture/1 lab)

ELEC1204 INTRODUCTION TO AC ELECTRICITY
This course covers the general information, theory, and problem-solving techniques required for an analysis of AC circuits. Topics include: AC waveforms, oscilloscope operation, meter measurements, and AC vs. DC comparisons. (Prerequisites or Concurrent: ELEC1202, proficiency in basic math) (2 credits: 1 lecture/1 lab)

ELEC1209 DC THEORY & CIRCUITS
This course covers the study of Ohm’s Law, Kirchhoff’s Law and network theorems, with an emphasis on the theoretical concepts as related to electricity/electronics. The application of DC theory through laboratory experiments are also examined. Instruction in the operation of basic test equipment is used to provide verification of topics and to reinforce the theory. (Prerequisite or Concurrent: PHYS1515 or ELEC1202) (2 credits: 1 lecture/1 lab)

ELEC1212 DIGITAL ELECTRONICS I
Students will learn what a digital circuit is and how digital circuits are used in electronic equipment, from simple clocks to large computers. Experimentation with digital circuits will aid in the reinforcement of digital concepts. (Prerequisite: None) (3 credits: 2 lecture/1 lab)

ELEC1214 ELECTRONIC FABRICATION TECHNOLOGY
In this course students will study the proper techniques necessary for placement of components on PCB’s, with emphasis on THM and SMT technologies. Proper use of standard and specialized tools and equipment will be demonstrated. Soldering techniques will be critiqued in accordance with IPC-A-610 and J-STD-001 soldering standards. (Prerequisite: None) (2 credits: 1 lecture/1 lab)

ELEC1216 INTRODUCTION TO SOLID STATE
A theoretical understanding of solid-state devices, which includes diodes, bipolar transistors, field effect transistors, SCR’s, triacs, and others, and their operation in both DC and AC circuits will be covered. Analysis of these operations will be demonstrated through the lab exercises and proper use of test equipment. Proper biasing of solid state devices is stressed. (Prerequisites: ELEC1202, ELEC1204) (6 credits: 3 lecture/3 lab)

ELEC1220 ELECTRONIC COMMUNICATIONS
This course presents an overview of electronic communication systems and principles. Amplitude Modulation, Frequency Modulation, and Multiplexing Fundamentals.

Practical experiments will reinforce many points presented in Electronics Communications. (Prerequisites: ELEC1202, ELEC1204) (2 credits: 1 lecture/1 lab)

ELEC1240 SECURITY & SENSORS
Security and remote start features are one of the fastest growing areas in mobile electronics. This course will cover how to use transistors, diodes, relays, and bypasses necessary for proper installation of a security system. (Prerequisite: None) (6 credits: 2 lecture/4 lab)

ELEC1245 ACOUSTICS
This course introduces the student to the different subwoofer enclosure styles and the advantages and disadvantages of each. Active and passive crossovers will also be covered. (Prerequisite: None) (4 credits: 2 lecture/2 lab)

ELEC1248 BASIC INSTALLATION
The Student will learn the proper procedures to disassemble a vehicle, evaluate, and install a complete system. The course will follow the Mobile Electronics Certified Professional (MECP) guidelines. (Prerequisite: None) (4 credits: 2 lecture/2 lab)

ELEC1250 INTRODUCTION TO SOLID STATE
A theoretical understanding of solid-state devices, which includes diodes, bipolar transistors, field effect transistors, SCR’s, triacs, and others, and their operation in both DC and AC circuits will be covered. Analysis of these operations will be demonstrated through the lab exercises and proper use of test equipment. Proper biasing of solid state devices is stressed. (Prerequisites: ELEC1202, ELEC1204) (4 credits: 2 lecture/2 lab)

ELEC1251 SOLID STATE DEVICES
An in-depth understanding of solid state circuit configurations and operations will be enhanced through both theoretical and experimental exercises. Topics of interest will be Transistor amplifiers, Mosfets, Operational Amplifiers, Solid State switching circuits and Voltage regulators. (Prerequisite or Concurrent: ELEC1250) (4 credits: 2 lecture/2 lab)

ELEC1255 FIBER OPTICS
The student will gain a practical knowledge of fiber optic theory, codes, standards and installation practices. A large percentage of the class will be devoted to practicing industry standard terminations and preparing premise and outside plant cables in various enclosures. Skills in fusion splicing and splice tray preparation will be gained. A complete system will be built and tested with an OTDR and optical loss equipment. Certification for the Fiber Optics Installer by the ETA International can also be optionally taken at the completion of the courses. (Prerequisites: None) (3 credits: 2 lecture/1 lab)

ELEC1270 PROGRAMMABLE LOGIC CONTROLLERS
This course covers the basic operation of a programmable logic controller. The hardware and software aspects of the controllers will be explored in the lab. The basic ladder diagram, timer, counter and sequencer instructions will be covered. (Prerequisites: PHYS 1514 Introduction to DC Electricity or concurrent enrollment) (3 credits: 2 lecture/1 lab)

ELEC1330 COMPUTERS FOR TECHNICIANS
This course is designed for Electronics Technology and Biomedical Equipment Technology students, who as part of their training require a technical approach to understanding PC operation and the use of an Office Suite. Technicians are increasingly expected to have skills in documenting tests and procedures, performing calculations and analyzing collected data, and presenting information to others in a clear and professional format. Students will study the basic technical aspects of personal computer systems including introduction to operating systems, and software applications. Students will be taught with assignments applied directly to Electronics. (Prerequisite: None) (2 credits: 1 Lecture/1 Lab)

ELEC1402 INTRODUCTION TO HOME TECHNOLOGIES
The course provides an introduction to residential audio, data and video distribution, and control systems. The student will learn about the basic concepts, terminology, equipment, and the techniques that are utilized in the installation and repair of DHTI systems. The student will configure, analyze, trouble shoot basic electronic and digital home systems. (Prerequisites: ELEC1214 Intro to Solid State) (4 credits: 4 lecture/0 lab)
ELEC1500 NETWORKING I
This course provides an introduction to network systems. The student will learn about the basic concepts, terminology, equipment, and the techniques that are needed in the development of a data communication system. The protocols used for typical data exchange will be explored in a lab environment. This is semester one of the Cisco curriculum. (Prerequisites: None.) (3 credits: 2 lecture/1 lab)

ELEC2211 DIGITAL ELECTRONICS II
Digital electronics are so widely used that it is almost impossible to think of electronic equipment without them. Digital circuits have greatly improved electronic methods and have given practical electronic equipment amazing capability. In this course you will learn what digital electronics is, how they are used to reduce bad area, improve reliability and increase performance. (Prerequisite: ELEC1212) (4 credits: 2 lecture/2 lab)

ELEC2213 INTRODUCTION TO MICROPROCESSOR ELECTRONICS
This course provides a fundamental understanding of how a microprocessor communicates with other devices, such as memory, disk drives, keyboard, and monitors. It also provides an understanding of how to get all of these devices internally to work together as a system. We will learn how to do proper maintenance to provide top performance. (Prerequisite or concurrent enrollment in ELEC2211) (4 credits: 2 lecture/2 lab)

ELEC2214 MICROPROCESSOR APPLICATIONS
This course covers the theory behind interfacing sense and control software and hardware to the microprocessor. Topics to be covered include ADC, DAC, signal conditioning, sensors, motors and actuators. Some of these will be bread-boarded in the lab. (Prerequisite: ELEC2213) (3 credits: 3 lecture/3 lab)

ELEC2216 SERVICING TECHNIQUES
This course provides a background in some of the techniques used to service personal computers. Throughout this course you will disassemble, reassemble and test a microcomputer system. (Prerequisite: ELEC2210) (3 Credits: 1 lecture/2 lab)

ELEC2218 PROGRAMMABLE CONTROLLERS 1
This course covers the basic operation of a programmable logic controller. The hardware and software aspects of the controllers will be explored in the lab. The basic ladder diagram, timer, counter and sequencer instructions will be covered. (Prerequisite or concurrent enrollment in ELEC1202) (2 Credits: 1 lecture/1 lab)

ELEC2219 PROGRAMMABLE CONTROLLERS 2
This course covers the advanced operation and programming of programmable logic controllers, including greater depth of programming, HMI development, and I/O all through laboratory instruction. Communication between the PLC and Human Machine Interface will be extensively covered. The master control, data manipulation and control instructions will also be explored. (Prerequisite or concurrent enrollment in ELEC2218) (1 Credit: 0 lecture credit/1 lab)

ELEC2227 PC HARDWARE & OS
This course will explore the personal computer. Emphasis will be placed on the managing, monitoring and optimizing of the PC. Basic troubleshooting techniques will be discussed as it relates to the Personal Computer. The use of diagnostic and monitoring software will be emphasized. Topics covered provide a preparation for CompTia A+ certification. (Prerequisite: ELEC1500 Networking I) (4 credits: 3 lecture/1 lab)

ELEC2230 MICROCONTROLLER APPLICATIONS
This course will introduce the student to embedded controllers. The student will configure microcontrollers to read switches and drive output devices. Students will explore the features and benefits of single chip systems. (Prerequisites: ELEC2211 Digital Electronics I I) (5 credits: 3 lecture/2 lab)

ELEC2232 HOME TECHNOLOGIES II
The student will learn about the basic concepts, terminology, equipment, and the techniques that are needed in the development control systems. X10 and Omni II systems will be programmed and troubleshout (Prerequisites: ELEC1402.) (2 credits: 2 lecture/0 lab)

ELEC2260 LINEAR INTEGRATED CIRCUITS
This course covers linear integrated circuits. In this course a wide variety of amplifiers, oscillators and generators will be analyzed, which use the op amp. The op amp is one of the most versatile integrated circuits; it provides high gain and wideband width in a simple configuration. (Prerequisite: ELEC1218) (4 Credits: 2 lecture/2 lab)

ELEC2264 DESIGN PROJECT
This course covers the building, testing and documenting of a project. The student will apply knowledge and skills gained in the program to complete a project of their choice. (Prerequisite: None) (1 Credit: 0 lecture/1 lab)

ELEC2500 NETWORKING II
This course will cover the components of local area networks well as some of the standards and connections used. The student will configure routers, switches, and wireless devices. Students will explore the features and benefits of wireless devices and virtual LANs. (Prerequisites: ELEC1500 Networking I) (3 credits: 2 lecture/1 lab)

ELEC2505 ADVANCED DC/AC CIRCUIT ANALYSIS
This course provides the advanced understanding of DC and AC circuits needed for transition to an Engineering degree. Topics include, but are not limited to: Phasor analysis of AC series, parallel, and series-parallel circuits. Determine equivalent circuits using. Superposition, Thevenin, and Norton. Determine a circuit load impedance for maximum power transfer. Ideal transformers, along with balanced and unbalanced three-phase circuits will also be addressed. (Prerequisites: ELEC 1202 Intro to DC, 2cr; ELEC 1204 Intro to AC, 2cr; ELEC 1209 DC Theory and Circuits 2cr.) (3 credits: 2 lecture/1 lab)

ELEC2510 ADVANCED ELECTRONIC CIRCUIT ANALYSIS
This course focuses on development of equations for the analysis of frequency response of passive filters, RLC components, and various semiconductor devices, and circuits. These include diodes, bipolar transistors and field effect transistors. Circuit analysis will include the use of first order Bode plot graphs to measure the frequency response of different filters, bias and mid-band analysis of single stage BJT and FET amplifiers. Lab work includes analysis, computer simulation and actual measurements. (Prerequisites: Solid State Devices and Advanced DC/AC Circuit Analysis) (3 credits: 2 lecture/1 lab) NOTE: Learning outcomes stated herein. Processes for their implementation can be found in an expanded document at www.southeastmn.edu//WorkArea/DownloadAsset.aspx?id=9139.

ENGL0010 ENGLISH ESSENTIALS I
This course focuses on sentence-level issues of English clarity, grammar, punctuation, and mechanics. Students will also do regular reading assignments and apply reading strategies for college success. This course is developmental and not intended for transfer. (Prerequisite: None) (1 credits: 1 lecture/0 lab)

ENGL0012 INTEGRATED SKILLS IN ENGLISH LEVEL 1
Integrated Skills in English Level 1 is for students with little or no prior training in English or for those wishing to refresh their skills. Instruction in speaking, listening, reading, writing, and culture will occur through practice, in and out of the class session. Students will improve their phonological awareness, phonic skills and knowledge, word recognition, fluency, comprehension, communicative, and cultural competencies. (Prerequisite: none) (6 credits: 6 lecture/0 lab)

ENGL0014 INTEGRATED SKILLS IN ENGLISH LEVEL 2
Integrated Skills in English Level 2 is for students who have completed Integrated Skills in English Level I, or who have shown competency levels (through placement testing) that put them at an intermediate level, or who wish to continue practicing and refining their skills in English. Instruction in speaking, listening, reading, writing, and culture will occur through practice, in and out of the class session. Students will improve their phonological awareness, phonic skills, and knowledge, word recognition, fluency, comprehension, communicative, and cultural competencies. (Prerequisite: none) (6 credits: 6 lecture/0 lab)

ENGL0518 READING & WRITING 2
This course emphasizes both reading comprehension and critical reading strategies for college- level reading as well as writing of paragraphs from experience, from observation, and in response to readings and other sources. Students will be
ENGL0528 READING & WRITING 3
This course provides structured opportunities for students to improve writing skills primarily at the paragraph and short essay level. Students will write from experience and from readings and will be introduced to academic documentation conventions, including avoiding plagiarism. Students will also strengthen reading comprehension skills for successful reading of college level texts, articles, research, and other materials. This is a developmental course and therefore does not count toward a diploma or degree. (Prerequisite: A minimum score of 66 on the Reading Comprehension portion of the ACCUPLACER basic skills test or successful completion of ENGL0508. FYEX0100 is also recommended and advised concurrent if placed directly into ENGL0528) (2 credits: 2 lecture/0 lab)

ENGL1020 COLLEGE COMMUNICATIONS
This course will provide an opportunity to sharpen communication skills, both written and oral, through writing papers and giving presentations. Principles common to both forms of verbal communication—such as focus, support, and organization—will be covered, as will features more particular to writing (e.g. paragraph and essay unity) and to speaking (e.g. speech delivery skills). This is a diploma-level course which does not transfer to two or four-year programs. (Prerequisite: A minimum score of 78 on the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 18 on the English subject area of the ACT test or successful completion of ENGL0528) (2 credits: 2 lecture/0 lab)

ENGL1025 WRITING ABOUT THE SHORT STORY
The course emphasizes reading, writing, and critical thinking skills through analysis of a variety of short fiction styles and approaches. This is an essay writing course, similar to an expository writing course, but with the focus on writing about the short story. The student will write several papers, including at least one with multiple sources and proper documentation. This is a diploma-level course which does not transfer to two or four-year programs. (Prerequisite: A minimum score of 78 on the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 18 on the English subject area of the ACT test or successful completion of ENGL0528) (2 credits: 2 lecture/0 lab)

ENGL1165 INTRODUCTION TO LITERATURE
This course will serve to introduce the student to various aspects of literature, including its genres (fiction, poetry, creative nonfiction, and/or drama), its formal aesthetic elements (e.g. plot, metaphor, point of view, etc.), and its communication of ideas as they relate to the human condition. (Meets MnTC goal 6) (Prerequisite: A minimum score of 78 in the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 21 in the Reading Subject area of the ACT test or successful completion of ENGL0528) (3 credits: 3 lecture/0 lab)

ENGL1215 COLLEGE WRITING I
This course involves expository writing based on experience, direct observation, research and reading with emphasis on critical thinking skills, rhetorical strategies, and style. (Meets MnTC Goal 1) (Prerequisites: A minimum score of 78 on the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 18 on the English subject area of the ACT test or successful completion of ENGL0528) (3 Credits: 3 lecture/0 lab)

ENGL1265 MULTICULTURAL LITERATURE
This course will examine the diversity of North American culture through a varied body of literature produced by members of specific minority cultures within North America. The literature may include, but is not limited to, novels, short stories, memoirs, poetry, creative nonfiction, drama, and oral tradition. (Meets MnTC Goal 6 and Goal 7) (Prerequisites: A minimum score of 78 in the Reading Comprehension portion of the ACCUPLACER basic skills test, or a minimum score of 21 in the Reading Subject area of the ACT test, or successful completion of ENGL 0528) (3 credits: 3 lecture/0 lab)

ENGL1410 TECHNICAL WRITING
This course studies the theory and practice of technical writing emphasizing clarity and conciseness in written communication for practical and professional purposes. (Meets MnTC Goal 1) (Prerequisite: A minimum score of 78 on the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 18 on the English subject area of the ACT test or successful completion of ENGL0528) (3 Credits: 3 lecture/0 lab)

ENGL1445 INTRODUCTION TO CREATIVE WRITING
This course will serve to introduce the student to the practice of creative writing, specifically to the techniques involved in writing poetry and short fiction. In addition to writing their own poems and stories, students will read and discuss a number of contemporary examples in these genres. (Meets MnTC goals 1 & 6) (Prerequisites: A minimum score of 78 on the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 18 on the English subject area of the ACT test or successful completion of ENGL0528) (3 credits: 3 lecture/0 lab)

ENGL2440 CREATIVE WRITING: FICTION
This course will serve to develop, at a higher level than that of an introductory creative writing course, students’ facility in writing fiction. In addition to sharpening and expanding their individual narrative and fictive technique, students will read and respond critically to a variety of others’ fictional works in terms of their craft and may be asked to respond constructively to peers’ works. Students will be challenged not only to develop their natural talents in fiction writing, but also to work on their less developed areas. By the end of the course, students will compile a portfolio demonstrating careful revisions of their best work. (Meets MnTC Goals 1 & 6) (Prerequisite: C or higher in ENGL 1445 Introduction to Creative Writing) (3 credits: 3 lecture/0 lab)

ENGL2450 CREATIVE WRITING: NONFICTION
This course will serve to develop, at a higher level than that of an introductory creative writing or essay course, students’ facility in writing nonfiction. In addition to sharpening and expanding nonfiction prose techniques, students will read and respond critically to a variety of others’ nonfictional works in terms of their craft and may be asked to respond constructively to peers’ works. Students will be challenged not only to develop their natural talents in nonfiction, but also to work on less developed areas. Forms and genres such as creative nonfiction, the literary essay, prose poetry, the magazine feature article, memoir, and travel and nature writing may be addressed. By the end of the course, students will compile a portfolio demonstrating careful revisions of their best work. (Meets MnTC Goals 1 & 6) (Prerequisite: C or higher in ENGL 1445 Introduction to Creative Writing) (3 credits: 3 lecture/0 lab)

ENGL2460 CREATIVE WRITING: POETRY
This course will serve to develop, at a higher level than that of an introductory creative writing course, students’ facility in writing poetry. In addition to sharpening and expanding personal poetic technique, students will read and respond critically to a variety of poetic works by others in terms of their craft and may be asked to respond constructively to peers’ works. Students will be challenged not only to develop their natural poetic talents, but also to work on their less developed areas. By the end of the course, students will compile a portfolio demonstrating careful revisions of their best work. (Meets MnTC Goals 1 & 6) (Prerequisite: C or higher in ENGL 1445 Introduction to Creative Writing)

ENGL2525 COLLEGE WRITING II
Reading critically and writing persuasively from multiple sources is emphasized. Students will evaluate the stylistic, structural and substantive merits of what they read; they will analyze and synthesize various points of view, develop interpretive skills, and employ various critical stances and techniques. Students must write at least one research paper substantially based on the reading of at least one book-length text (assigned to the whole class by the instructor). The text may be fictional, non-fictional, dramatic, or poetic. Students will write at least three academic essays of analysis and/or synthesis. (MN Transfer Goals 1 and 2) (Prerequisites: “C” or better in ENGL2515 College Writing I, ENGL2545 Introduction to Creative Writing, or equivalent course transfer) (3 credits: 3 lecture/0 lab)

ENGL2570 POETRY OF THE ENGLISH LANGUAGE
This course will serve to introduce the student to major poems and poets of the English language. Students will study the technical elements of poetry (e.g. meter, form, sound, metaphor) as well as its power, in the hands of its masters, to
ENGL2580 INDEPENDENT READING: THE GREAT BOOKS
Independent Reading: The Great Books allows students to choose books to read from a list provided by the instructor and discuss them in one-on-one meetings with the instructor and/or in small group meetings with other students and the instructor. The course may be conducted on campus or through electronic delivery (by discretion of instructor). The focus of the course will be on classic literary texts; however, books which are historical, political, philosophical, or representative of other disciplines may be used, though they should be ones accessible to skilled readers from outside those disciplines. Note: This course does not involve regular class meetings; rather, students must arrange meetings with the instructor. (MnTC Goals 2 and 6) (Prerequisite: A minimum score of 78 in the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 21 in the Reading Subject area of the ACT test or successful completion of ENGL0528) (3 credits: 3 lecture/0 lab)

ENGL2590 SPECIAL TOPICS IN LITERATURE
This course will focus on a subcategory of literature-a particular genre, a particular time period, a particular author or group of authors, a particular cultural impact, or any combination of thereof-in each semester that it is offered. Offered irregularly. (Meets MnTC goal 6) (Prerequisite: A minimum score of 78 in the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 21 in the Reading Subject area of the ACT test or successful completion of ENGL0528) (3 credits: 3 lecture/0 lab)

ENGL2595 SPECIAL TOPICS IN WRITING
This course will offer students the opportunity to write in a specific genre (e.g. poetry, memoir, drama, screenplay, literary journalism, short fiction, creative nonfiction, writing for the Web, professional writing, writing in organizations, etc.) in each semester that it is offered. Offered irregularly. (Meets MnTC goal 1) (Prerequisite: A minimum score of 78 on the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 18 on the English subject area of the ACT test or successful completion of ENGL0528) (3 credits: 3 lecture/0 lab)

FREN1230 FRENCH CULTURE
Students will read, discuss, and write about issues of past and present French culture including, but not limited to, history, language, literature, art, music, cinema, and cuisine. This course will serve to introduce students to the variety and scope of French culture as it relates to the human condition. (Meets MnTC Goals 6 & 8) (Prerequisite: None) (3 credits: 3 lecture/0 lab)

FYEX0100 COLLEGE SUCCESS STRATEGIES
Strategies for success in college and career for lifelong learning, including using learning styles, managing motivation and stress, developing personal, career and financial goals and plans, improving time management and prioritization, applying study, test-taking and critical thinking skills, and exploring college policies, resources, and technologies. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

GEOG1115 WORLD REGIONAL GEOGRAPHY
This course will present an introduction to the physical, economic, political, cultural, and demographic characteristics of world regions. Particular emphasis is placed on spatial (geographic) relationships and principles that impact the formation of economies and cultures, on settlement and land use patterns, population distribution, commerce and industry, language, religion, and political alliances. (MnTC Goals 5 and 8) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

GEOG1210 PHYSICAL GEOGRAPHY
An introduction to the significance and aerial distribution of various physical elements of our environment with emphasis on climate, landforms, gradational work of streams, glaciations, and earth-time relationships and their relevance to people and land development. (MnTC Goals 5 & 10) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

GTRB1400 INTRODUCTION TO TOOLS
This course covers hand tool preparation and use, and power tool safety, set up, adjustment and use. Time is spent on tool preparation and sharpening and some tools are made. Accurate measuring, marking and shaping using hand and power tools is practiced. (Prerequisite: None) (3 credits: 0 lecture/3 lab)

GTRB1410 ACOUSTIC GUITAR SET-UP, LAB
This course covers the diagnosis, set up, and adjustment of acoustic guitar action and intonation. This includes diagnosis, truss rod adjustment, nut and saddle adjustment and replacement, and bridge regluing and replacement. (Prerequisites: GTRB 1400) (Concurrent: GTRB 1414) (3 credits: 0 lecture/3 lab)

GTRB1414 GUITAR OVERVIEW TOPICS
This course covers the identification of guitar parts and materials, adhesives, and abrasives, set-up and adjustments diagnosis, some history of the instruments. This course will also cover elements of the design of an acoustic guitar, concentrating on the design and material choices that affect the sound of the guitar. (Corequisites: concurrent enrollment in GTRB1410 and GTRB1415) (3 credits: 3 lecture/0 lab)

GTRB1415 ELECTRIC GUITAR SET UP, LAB
This course covers the diagnosis, set up, and adjustment of electric guitar action and intonation. This includes diagnosis, truss rod adjustment, nut, bridge, and saddle adjustment and replacement, and bridge replacement. (Prerequisites: GTRB 1400) (Concurrent: GTRB 1414 & GTRB 1425) (3 credits: 1 lecture/2 lab)

GTRB1417 ELECTRIC GUITAR DESIGN
In this course the student will plan and blueprint an electric guitar or bass using a bolt-on neck design. (Prerequisite: GTRB 1400 and concurrent enrollment in GTRB 1414, GTRB 1415, GTRB 1425) (1 credit: 1 lect/0 lab)

GTRB1418 ELECTRIC GUITAR CONSTRUCTION
In this course the student will design, blueprint, make templates and build an electric guitar. (Prerequisite GTRB 1400, GTRB 1414, GTRB 1415, GTRB 1425, and concurrent enrollment in GTRB 1450) (4 credits: 1 lecture/3 lab)

GTRB1420 ACOUSTIC GUITAR NECK RESETS
This course covers diagnosing and performing neck resets on acoustic guitars. (Prerequisites: GTRB 1400) (2 credits: 1 lecture/1 lab)

GTRB1425 FRETWORK
This course covers fretting techniques used in guitar repair and building. Students will prepare and radius a fingerboard, prepare and install frets. Fret leveling, crowning and polishing is also studied to complete a fret job. (Prerequisites: GTRB 1400 and concurrent enrollment in GTRB 1414, GTRB 1410, and GTRB 1415) (3 credits: 1 lecture/2 lab)

GTRB1430 GUITAR ACOUSTICS
This course will be a study of the elements of the design of a guitar, concentrating on the design and material choices that affect the sound of the guitar, but also discussing playability, and esthetics. This course will include a brief look at some other acoustic string instruments such as resonator guitars, dulcimers, banjos, and mandolins. There will also be performances by professional musicians. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

GTRB1440 ACOUSTIC GUITAR CONSTRUCTION LECTURE
This course will cover the steps in building a flattop acoustic guitar, either steel string or classical. (Prerequisites: GTRB1400, GTRB1410, GTRB1414, GTRB1420, GTRB1425, GTRB1430 and concurrent enrollment in GTRB1445 and GTRB1450) (4 credits: 4 lecture/0 lab)

GTRB1445 ACOUSTIC GUITAR CONSTRUCTION LAB
In this course the student will make the mold, templates, workboard, and an acoustic guitar. (Prerequisite GTRB 1400, GTRB 1414, GTRB 1420, GTRB 1425, GTRB 1430, and concurrent enrollment in GTRB1440 and GTRB1450) (6 credits: 0 lecture/6 lab)

GTRB1450 INTRODUCTION TO FINISHING
This course covers finish touch-up techniques including burn-ins, padding, brushing and graining techniques. Finish application techniques covered will include: hand and applied color, hand applied finishes, sunbursts, french padding as well as sprayed nitrocellulose lacquer & shellac. Color theory and color matching will also be practiced. (Prerequisite: GTRB1400) (Concurrent enrollment in GTRB1440 and GTRB1445) (4 credits: 1 lecture/3 lab)
GTRB1455 GUITAR REPAIRS
This course covers a variety of repair work including structural crack repair & headstock breaks. General shop repairs will be discussed and students will estimate time and pricing for all repairs on actual instruments. Students will also keep track of time spent on task each class day. Course work will be divided roughly 50/50 between assigned projects and repair work on instruments to achieve the required amount of points. (Prerequisites: GTRB 1400, GTRB 1410, GTRB 1414, GTRB 1415, GTRB 1425) (3 credits: 0 lecture/3 lab)

GTRB1471 GUITAR REPAIR AND BUILDING SPECIALTY LAB I
This course content will be determined by the instructor and student together. The content will involve guitar or other fretted instrument repair and or construction. The purpose is to have the student set goals for themselves and follow through with the work required to complete these goals. (Prerequisite or concurrent: GTRB1400) (1 credit: 0 lecture/1 lab)

GTRB1472 GUITAR REPAIR AND BUILDING SPECIALTY LAB II
This course content will be determined by the instructor and student together. The content will involve guitar or other fretted instrument repair and or construction. The purpose is to have the student set goals for themselves and follow through with the work required to complete these goals. (Prerequisite GTRB1400) (2 credits: 0 lecture/2 lab)

GTRB1473 GUITAR REPAIR AND BUILDING SPECIALTY LAB III
This course content will be determined by the instructor and student together. The content will involve guitar or other fretted instrument repair and or construction. The purpose is to have the student set goals for themselves and follow through with the work required to complete these goals. (Prerequisite GTRB1400) (3 credits: 0 lecture/3 lab)

GTRB1474 STRING SPECIALTY LAB
This course content will be determined by the instructor and student together. The content will involve guitar or other fretted instrument repair and or construction. The purpose is to have the student set goals for themselves and follow through with the work required to complete these goals. (Prerequisite GTRB1400) (4 credits: 0 lecture/4 lab)

GTRB2400 ADVANCED GUITAR REPAIR
This course covers more advanced fretted instrument repairs such as neck and headstock crack, top, back, side, and brace crack repairs, splines, patches, fretwork on non-adjustable necks, and neck resets. Bridge plate removal and techniques for flattening acoustic tops will also be discussed. Completing basic set ups and repairs in a timely manner with professional quality, estimating parts, materials and labor will also be practiced. (Prerequisites: GTRB 1440, GTRB 1445, GTRB 1450, GTRB 1455) (3 credits: 0 lecture/3 lab)

GTRB2402 GUITAR REPAIR SHOP
This course covers more advanced fretted instrument repairs such as neck and headstock crack, top, back, side, and brace crack repairs, splines, patches, fretwork on non-adjustable necks, and neck resets. Bridge plate removal and techniques for flattening acoustic tops will also be discussed. Completing basic set ups and repairs in a timely manner with professional quality, estimating parts, materials and labor will also be practiced. (Prerequisites: GTRB 1440, GTRB 1445, GTRB 1450, GTRB 1455) (4 credits: 1 lecture/3 lab)

GTRB2410 GUITAR SPECIAL TOPICS
This class will be a 2-day workshop. It will provide an opportunity for 2nd year students to learn advanced techniques in repair, and or, building from one of the top professionals working in our field today. This will frequently be a past graduate and will also give the students a chance to learn from another source about the realities of going out into the workforce after graduation. (1 credit: 1 lecture/0 lab)

GTRB2415 COMPUTER DRAFTING FOR GUITAR
This course introduces Rhino 4.0 design software where students will design the outline for their instrument body, headstock, bridge and other design elements. Necessary drawings for templates and molds will also be created for use in GTRB 2420 using Rhino drafting software. (Prerequisites: GTRB 1440, GTRB 1445, GTRB 1450, GTRB 1455; Concurrent enrollment in GTRB 2420) (3 credits: 3 lecture/0 lab)

GTRB2420 CNC FOR GUITAR
This course will focus on the use of a three-axis CNC router and Desk CNC CAM controller software to aid in the creations of the 2d and 3d models created in GTRB2415. (Prerequisites: GTRB 1440, GTRB 1445, GTRB 1450; Concurrent enrollment in GTRB 2415) (1 credit: 1 lecture/2 lab)

GTRB2425 ARCHTOP GUITAR/MANDOLIN CONSTRUCTION
In this class the student will make a carved top and back archtop guitar or an F model mandolin. (Prerequisites: GTRB1440, GTRB 1445, GTRB 1450. Concurrent enrollment in GTRB 2415, GTRB 2420) (6 credits: 2 lecture/4 lab)

GTRB2430 ADVANCED GUITAR CONSTRUCTION
In this course the student will build the guitar they have designed and made templates and molds for in GTRB 2410, 2415, & 2420. Time management and problem solving will be crucial skills used and developed in this course. (Prerequisites: GTRB 1440, GTRB 1445, GTRB 1450, GTRB 2410, GTRB 2415 GTRB 2420; Concurrent enrollment in GTRB 2435) (8 credits: 0 lecture/8 lab)

GTRB2432 ADVANCED CONSTRUCTION PROJECT
In this course the student will build the guitar they have designed and made templates and molds for in GTRB 2410, 2415, & 2420. Time management and problem solving will be crucial skills used and developed in this course. (Prerequisites: GTRB 1440, GTRB 1445, GTRB 1450, GTRB 2410, GTRB 2415 GTRB 2420; Concurrent enrollment in GTRB 2435) (9 credits: 2 lecture/7 lab)

GTRB2435 ADVANCED GUITAR FINISHING
This course covers the use of new technology coatings such as waterborne, two-component and UV conversion finishes. Additional techniques using nitrocellulose lacquer will also be covered. Metallic finishes will also be used for applying gold top and colored metallic finishes. Touch up techniques will be practiced. Final sanding and polishing all types of film finishes will be practiced. Refinishing methods and materials will also be discussed. (Prerequisites: GTRB 1450, GTRB 2415, GTRB 2420, GTRB 2425; Concurrent enrollment in GTRB 2430) (3 credits: 1 lecture/2 lab)

GTRB2440 ADVANCED GUITAR INLAY
This course focuses on inlay techniques used in guitarmaking. Students will design, cut, inlay, and engrave pearl using traditional methods, and apply their skills acquired in Computer Drafting for Guitar (GTRB 2415) and CNC for Guitar (GTRB 2420) to design inlays in Rhinoceros and cut and engrave on the CNC machine. (Prerequisites: GTRB 2415, GTRB 2420; Concurrent enrollment in GTRB 2430) (2 credits: 1 lecture/1 lab)

GTRB2445 ARCHTOP/MANDOLIN CONSTRUCTION II
This is the Spring Semester continuation of GTRB2425. (Prerequisites: GTRB2425) (5 credits: 1 lecture/4 lab)

HEAL1701 PRACTICAL NURSE 1
This course is designed to provide theoretical principles to support: informatics/technology, managing care, nursing judgement/evidence based care, patient/relationship centered care, professional identify/ethicual behavior, quality improvement, safety and teamwork caring for patients in a long term care setting with chronic stable health care needs. The focus of introductory course is on upon completion, students will identify basic concepts/roles and responsibilities of a practical nurse. (7 credits: 7 lecture/0 lab/clinical)

HEAL1702 PRACTICAL NURSE 1 CLINICAL/LAB
This course is designed to introduce practical nursing student learning outcomes related to informatics/technology, managing care, nursing judgement/evidence based care, patient/relationship centered care, professional identify/ethicual behavior, quality improvement, safety and teamwork/collaboration. Experiences in the nursing laboratory and clinical setting provide students with basic knowledge to contribute to a nursing plan of care designed to promote, maintain, and restore optimal health in a long-term care setting caring for patients with chronic stable health care needs. Upon completion, students will apply introductory theoretical concepts to practical nursing skills and clinical judgement for diverse patients throughout the life span. (5 credits: 0 lecture/5 lab/clinical)
HIST105 WESTERN CIVILIZATION TO 1500
This course will investigate the beginnings of Western Civilization through the Renaissance and explore the creation and development of its social, political, economic, and philosophical traditions. A variety of topics and areas will be discussed which could include earliest civilizations, Hebrews, Greeks, Romans, and medieval Europe. Students will learn about how unique development by these societies has shaped and formed our current society today. (Meets MnTC Goals 5 & 8) (Prerequisites: none) (3 credits: 3 lecture/0 lab)

HIST1105 AMERICAN MUSIC HISTORY
American music history will focus on the economic and social changes that have shaped and also been shaped by the nation's unique musical history. As each era's music reveals many of the most significant changes of our history, a study of the varying musical styles will give insight into the complexity of our multicultural American past. This class will examine how the music of each era is symbolic of the historical circumstances of the time. Students will be able to describe the musical styles of the time periods and also the historical factors associated with the music. (MnTC goals 5 & 7) (Prerequisite: None) (3 credits: 3 lecture/0 lab)

HIST2525 MINNESOTA HISTORY
This course is a survey of Minnesota's historical development from the pre-Columbian period to the present. It focuses on the historic importance of Minnesota's geography and natural resources, American Indian-white relations, the development of Minnesota's unique political tradition, and the emergence of Minnesota's diverse society and economy. (MnTC Goal 5 & 10) (Prerequisites: None) (3 credits: 3 lecture/0 lab)

HIST2535 HISTORY OF THE AMERICAN INDIAN
This course will investigate the inhabitants of continental America before, during, and after the arrival of Europeans. An in-depth analysis of different Indian societies and how they were affected by their environment, social, economic, and political realities of their time. Students will look at their own pre-knowledge of Indian societies and will check it for misconceptions or generalizations that may or may not be true. Students will also learn to research and investigate historical topics related to American Indians through the use of historical research techniques. (Meets MnTC Goals 5 & 7) (Prerequisites: None) (3 credits: 3 lecture/0 lab)

HLTH1000 HEALTH CARE CORE SKILLS
This course introduces basic nursing care, skills and concepts in preparation for clinical experience in a nursing home. Upon successful completion of this course and clinical experience, students are eligible to take the Nursing Assistant Test-Out exam for placement on State of MN Nursing Assistant Registry. Skill set includes at least 40 hours of lab and 24 hours of clinical at an approved licensed nursing home. (Prerequisites: The following Health Care Core Curriculum modules must be completed: 1) Awareness & Sensitivity to Client Needs 2) Behaviors for Success in Healthcare Settings 3) Communications in Healthcare Settings 4) Healthcare Safety & Standard Precautions 5) Legal Issues in Healthcare 6) Healthcare Ethics 7) Respecting Client & Staff Diversity. All 7 modules must be at least 64 hours in length.) (2 credits: 0 lec/2 lab) This course is open only to high school students with permission of their counselor/principal. Must meet PSEO eligibility requirements.

HLTH1105 PERSONAL HEALTH & FITNESS I
This course studies physical fitness, personal nutritional health and stress as they relate to a healthy lifestyle. Through testing and self-assessments, the student’s current status is analyzed. The student will then develop a plan that would facilitate a personal healthy lifestyle. The course will introduce a variety of subjects including cardiovascular disease, cancer risk reduction, aging and health, stress management, behavior modification and addictive behaviors. (Prerequisites: none) (1 credit: 1 lecture/0 lab)

HLTH1110 PERSONAL HEALTH AND FITNESS II
This course focuses on the implementation of an individualized physical fitness program. Through testing and self-assessments, the student’s current status is analyzed. The student will then develop an exercise program that would facilitate
a personal fitness plan. The course will introduce a variety of subjects including anatomy and aging, choosing equipment, choosing the right type of training and motivational techniques. (Prerequisite: HLTH1105 Personal Health and Fitness I) (1 credit: 1 lecture/0 lab)

HLTH1120 BEGINNING YOGA
This course provides a mind-body workout to promote personal fitness. The course will emphasize relaxation, breathing, balance, muscle development, flexibility, cardiovascular conditioning, and stress management. (Prerequisite: none) (1 credit: 0 lecture/1 lab)

HLTH125 FITNESS WALKING
This course is an introduction to walking as a lifelong activity for fitness. It will provide students with a moderate level of physical activity in the form of fitness walking. Topics include the benefits of walking to maintain or enhance personal fitness and wellness, aerobic conditioning, motivation, walking for weight management, and developing personal fitness goals and plans. (Prerequisite: none) (1 credit: 1 lecture/0 lab)

HLTH1130 INTRODUCTION TO OUTDOOR ACTIVITIES
Introduction to outdoor activities is based around a student’s current health and personal wellness goals. Base on a health assessment and introduction to local resources students will identify achievable goals for experiencing the outdoors and improving health. This will expand students knowledge of Southeast Minnesota parks, trails, waterways, and local produce all while promoting group relations, leaving students with a network of fitness and wellness peers. (Prerequisite: none) (1 credit: 1 lecture/0 lab)

HLTH1205 INTRODUCTION TO BASKETBALL BASICS
The development of basic fundamental skills, knowledge, and strategies involved in beginning basketball in order to enjoy basketball. Topics covered will include basic offensive skills and defensive skills like dribbling, passing, shooting, man-to-man defense, and zone defense. (Prerequisite: none) (1 credit: 1 lecture/0 lab)

HLTH1215 INTRODUCTION TO DANCE (LAB)
The Lab section of the proposed and approved Introduction to Dance course is an exploration of the practice of dance as an embodied form of inquiry and expression. Students will move through a survey of diverse approaches to dance, considering their cultural, aesthetic and personal contexts as they go. Registration for this lab class would be prioritized for students registering for the full three credit Introduction to Dance course, and available spaces (up to 24 total) would then be opened to students wishing to take this lab section as a one credit Health and Wellness requirement fulfllment. (Prerequisite: none) (1 credit: 0 lecture/1 lab)

HLTH1220 WELLNESS THROUGH NUTRITION
This course is designed to introduce the basic principles of nutrition in relationship to general health and well-being. Students will learn to evaluate nutrition information from varied sources and apply this information to make informed decisions about dietary choices for individual and family well-being. Topics include tools for assessing general health, USDA dietary recommendations, meal planning, diet and disease associations and nutrition controversies and fads. No science background or prerequisites required for class enrollment. (Prerequisite: none) (1 credit: 1 lecture/0 lab)

HLTH1225 STRESS MANAGEMENT
This course will explore the many ways that stress affects us both physically and emotionally. Students will learn to identify personal stressors and learn holistic methods to reduce the impact of stress in their lives. Topics will include stress response, impact of stress, coping and managing, and techniques for relaxation and wellness. Students will learn about awareness, implement relaxation exercises, create personal inventories and design personal plans. (Prerequisite: none) (2 credits: 2 lecture/0 lab)

HLTH1500 HEALTH CARE CORE SKILLS
This course introduces basic nursing care, skills and concepts in preparation for clinical experience in a nursing home. Upon successful completion of this course and clinical experience, students are eligible to take the Nursing Assistant Test-Out exam for placement on State of MN Nursing Assistant Registry. Skill set includes at least 40 hours of lab and 24 hours of clinical at an approved licensed nursing home. (Prerequisites: The following Health Care Core Curriculum modules must be completed: 1) Awareness & Sensitivity to Client Needs 2) Behaviors for Success in Healthcare Settings 3) Communications in Healthcare Settings 4) Healthcare Safety & Standard Precautions 5) Legal Issues in Healthcare 6) Healthcare Ethics 7) Respecting Client & Staff Diversity. All 7 modules must be at least 64 hours in length.) (2 credits: 0 lect/2 lab) This course is open only to high school students with permission of their counselor/principal. Must meet PSEO eligibility requirements.

HLTH1505 PERSONAL HEALTH & FITNESS I
This course studies physical fitness, personal nutritional health and stress as they relate to a healthy lifestyle. Through testing and self-assessments, the student’s current status is analyzed. The student will then develop a plan that would facilitate a personal healthy lifestyle. The course will introduce a variety of subjects including cardiovascular disease, cancer risk reduction, aging and health, stress management, behavior modification and addictive behaviors. (Prerequisites: None) (1 credit: 1 lecture/0 lab)

HLTH1525 PERSONAL HEALTH AND FITNESS II
This course focuses on the implementation of an individualized physical fitness program. Through testing and self-assessments, the student’s current status is analyzed. The student will then develop an exercise program that would facilitate a personal fitness plan. The course will introduce a variety of subjects including anatomy and aging, choosing equipment, choosing the right type of training and motivational techniques. (Prerequisite: HLTH 1505) (1 credit: 1 lecture/0 lab)

HLTH1530 BEGINNING YOGA
This course provides a mind-body workout to promote personal fitness. The course will emphasize relaxation, breathing, balance, muscle development, flexibility, cardiovascular conditioning, and stress management. (Prerequisite: none) (1 credit: 1 lecture/0 lab)

HUMA1025 COMPLETE CONCERT CREATION
The Complete Concert Creation course is designed to be a project based learning experience focusing on the history of Rock & Roll and live performance production. The course examines the effects of popular music on society, its marketability and the core elements of live concert production. Artists, marketing, production and hospitality are studied and put into practice as the course culminates in an actual student produced live concert. (2 credits: 2 lecture/0 lab)

HUMA1105 ORAL INTERPRETATION
This course engages the student in analyzing prose, poetry, and drama, discovering the meaning in literature and the communication of that meaning to an audience. Emphasis is on expression, interpretation, and delivery skills involved in an interpretative oral presentation to an audience. This course furthers student’s understanding of self and others, and develops oral communication skills, especially vocal and nonverbal expressiveness, critical thinking, listening, and relating to an audience a critical appreciation of literature, skill in critiquing other’s performances, and become more thoughtful and effective communicators in other communication situations. (Fulfills MnTC Goals 2 & 6) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

HUMA1203 INTRODUCTION TO MUSIC THEORY
An introduction to the structure and notation of music for both the musician and nonusician to increase understanding and application of fundamentals in musicianship found in past and current compositions. Musical notation, pitch, scales, intervals, meter and rhythm, chords, form, and basic harmony will be covered. Students will develop the skills needed to read and write Western music. (MnTC Goal 6) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

HUMA1210 INTRODUCTION TO DANCE
Introduction to Dance is an exploration of the practice as an embodied form of inquiry and expression that lives within the interconnected worlds of ritual, social/ cultural and artistic practice. This survey course will allow students to analyze a survey of diverse dance forms within their cultural, historical, aesthetic, theoretical and personal contexts. (MnTC Goals 6 & 8) (Prerequisite: none) (3 credits: 2 lecture/1 lab)

HUMA1220 FILM STUDIES
The course will serve to introduce the student to the study of film (analysis, comprehension and evaluation), including its history, directorial and production techniques, genres, formal elements, key figures, its relationship with other art forms, and its communication of ideas as they relate to the human condition. (MnTC Goal 6) (Prerequisite: none) (3 credits: 2 lecture/1 lab)
IHHA1100 INTRODUCTION TO INTEGRATIVE MEDICINE AND HEALTH
This course gives you an overview and foundation of the field of integrative health and healing. You will explore the interconnectedness of mind, body and spirit of the human system as well as healing through social, cultural, environmental and global perspectives of healing. You will also discuss and evaluate emerging trends in holistic health and the complexities around current healthcare models. (Prerequisites: none) (2 credits: 2 lecture/0 lab)

IHHA1200 MASSAGE/REFLEXOLOGY BASICS
This course will include information on learning simple massage and reflexology techniques to aid in relaxation, stress relief, and provide comfort. This course will review the history, definition, and benefits of massage and reflexology. (Prerequisite: none) (2 credits: 2 lecture/0 lab)

IHHA1210 HOLISTIC HOSPICE AND PALLIATIVE CARE
This course will provide an overview of the holistic philosophy of care associated with clients at the end of life. The student will learn to establish physical, mental, spiritual methods, emotional and therapies to promote self-actualization of the client and to promote self-care for families and other caregivers. (Prerequisites: None) (3 credits: 3 lecture/0 lab)

IHHA1220 SPRING FOREST QIGONG
This course provides a working understanding of the study of universal energy known as Qigong. Qigong increases self-awareness, builds internal energy, and allows one to assist the physical and spiritual healing of themselves and others through movement, breath work, visualization, and sound. Students will increase their knowledge on the history of qigong, general principles of qigong, four main elements of qigong, yin/yang philosophy, study of the universe, six keys to success, and six causes of energy blockages. Active and sitting exercises to open energy blockages will be taught and techniques for assisting others in healing blockages will be shared. Students will learn healing for specific physiological and conditions of the body. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

IHHA1221 SPRING FOREST QIGONG
Spring Forest Qigong (“chee gong”) is a simple, efficient and effective method for helping you experience your optimal health, wellness and happiness; helping you heal physical and emotional pain; enhancing the quality of your life and the lives of others. Come and learn the unpretentious and powerful practice of Spring Forest Qigong! (Prerequisite: none) (2 credits: 2 lecture/0 lab)

IHHA1230 CROSS CULTURAL ISSUES RELATED TO DYING
This course will explore each student's basic understanding of dying and death, as experienced in their own life. Building upon this foundation, we will explore perspectives in America on dying and death; then expand this to other cultures in order to have a primary orientation to patients/clients from other cultures and religions. This will provide more sensitive and supportive health care for patients and families at the time of death. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

IHHA1240 AROMOTHERAPY PRINCIPLES
Aromatherapy involves the use of essential oils (extracts or essences) from flowers, herbs, and tress to promote health and well-being. Students will have an understanding of the art and science of aromatherapy and the effects on the body, the chemistry of essential oils, therapeutic actions and important safety guidelines. (Prerequisite: none) (2 credits: 2 lecture/0 lab)

IHHA1250 CREATING HEALING ENVIRONMENTS
This course will introduce the philosophies of creating healing spaces through the ancient art of Feng Shui, how to create the flow of energy in any space for optimal healing and how an individual’s physical, mental, emotional and spiritual well-being can be influenced by their environment. (2 credits: 2 lecture/0 lab)

IHHA2101 MIND BODY CONNECTIONS
(2 credits: 2 lecture/0 lab)

IHHA2102 MIND BODY CONNECTIONS
(3 credits: 3 lecture/0 lab)

IHHA2103 SPIRITUALITY AND HEALING
This course introduces students to the impact of belief and spirituality on healing and wholeness. Students will identify personal core beliefs systems and values in relation to spirituality and healing, and learn cultural aspects of healing, spirituality and ritual. Students will learn about the spiritual components of an illness or disease experience and the nature of life-changing aspects of a chronic or terminal illness. (Prerequisite: Introduction to Holistic Healing is strongly recommended). (3 credits: 3 lecture/0 lab)

IHHA2105 THE AGING TRANSFORMATION & GERIATRIC HOLISTIC HEALTH
This course is an overview of holistic concerns of the gerian. Demographics of the geriatric population will be studied and an understanding of the aging process, myths and facts will be gained. Students will identify cognitive, physical, emotional, and environmental impacts of aging, look at legal and ethical issues and cultural perspectives on aging. (3 credits: 3 lecture/0 lab)

IHHA2107 HEALING TOUCH
This course provides an understanding of the human energy system relationship to physical, emotional, mental and spiritual health and energy principles basic to Healing Touch. Students will assess the energy field and energy centers; identify a basic Healing Touch sequence and demonstrate specific intervention techniques used in Healing Touch; discuss applications of Healing Touch in personal and professional practice and develop interviewing and additional assessment skills. (Prerequisite: IHHA 1100 Introduction to Holistic Healing is strongly recommended) (3 credits: 3 lecture/0 lab)

IHHA2108 FOUNDATIONS OF HEALING TOUCH
Healing Touch is an energy therapy in which practitioners consciously use their hands in a heart-centered and intentional way. Learning Healing Touch will enable you to offer comfort and relief when nothing else seems to help. You will possess a life-changing gift that you can give over and over again, once you have mastered simple, easy-to-learn steps and techniques that support health and facilitate the healing process. (2 credits: 2 lecture/0 lab)

IHHA2110 INTEGRATION OF HOLISTIC THERAPIES IN GERIATRIC CARE
This course provides an overview of available therapies in Geriatric Care. Students will learn to identify appropriate candidates for these therapies and the benefits and risks associated with the use of these therapies. Special considerations within the geriatric population and responsibilities of the provider while using these therapies with the geriatric population will also be addressed. (3 credits: 3 lecture/0 lab)
INDS1610 INDUSTRIAL SAFETY
This course is an introduction to safety programs and areas of concern for the general maintenance worker. General safety, safety rules and regulations, personal protective equipment, Right-To-Know and chemical safety, tool and machinery safety, electrical safety and confined spaces are the main topics of discussion. (Prerequisite: None) (2 credits: 2 lecture/0 lab)

INDS1614 TOOLS, PROCESSES, DRIVES & PROGRAMS
An introduction to basic tools, common materials and processes will be covered. The various types of mechanical drives and their features will be discussed along with building and preventive maintenance programs. (Prerequisite: None) (3 credits: 2 lecture/1 lab)

INDS1616 INTRODUCTION TO CONSTRUCTION
This course covers the basic construction principles and techniques that will be common to an industrial environment. Topics include safety, tool identification and use, wall construction, estimating, and materials lists, drywall and taping techniques, construction blueprint reading, architectural symbols, precautions working with dust, OSHA approved shelving and installation. (Prerequisite: None) (3 credits: 2 lecture/1 lab)

INDS1618 PIPING & SPECIAL BOILERS LICENSE
The student will be provided with an introduction to piping, piping systems, and the many components that make piping systems function. This includes metal piping and threading, nonmetallic piping, tubing, hoses and basic fittings. The basic principles and fundamentals of steam boiler operations and the licenses needed to operate these systems will be covered. Upon completion of this course students will be qualified to test for the beginning Special Boiler Operators License. (Prerequisite: None) (3 credits: 2 lecture/0 lab)

INDS1622 INTRODUCTION TO HYDRAULICS & PNEUMATICS
Hydraulic and pneumatic principles along with basic components will be discussed. The physical laws that govern hydraulics and pneumatics along with the relationships of the various components and common hydraulic circuits and symbols will be covered. (Prerequisite: None) (3 credits: 2 lecture/1 lab)

INDS1624 BUILDING & MAINTENANCE ELECTRICITY
The course will start out with a review of the fundamental concepts of electricity. Students will be introduced to basic electrical components and systems found in the industrial maintenance world. Switches, relays, electrical motors, indicators, basic test equipment and operation, troubleshooting techniques, wiring diagrams, and a review of electrical safety are most of the topics covered. (Prerequisite: ELEC1202) (3 credits: 3 lecture/0 lab)

INDS1626 INTRODUCTION TO WELDING TECHNOLOGIES
This course is an application-oriented introduction to the field of welding. Areas covered will be: basic weld metallurgy, oxygen-fuel cutting, AC/DC Stick (SMAW) forms and basic fabrication techniques common to the welding field. Previous formal welding instruction or experience is not necessary. The student will have the opportunity to learn equipment set-up, safety, and operating factors necessary for producing quality welds. (Prerequisite: None) (3 credits: 2 lecture/1 lab)

INDS1628 WELDING TECHNOLOGIES 2
This course is an application-oriented introduction to the field of welding. Areas covered will be: basic weld metallurgy, electrode selection, AC/DC Stick (SMAW) forms and basic fabrication techniques common to the welding field. Welding positions of
INDS1645 SMALL ENGINE AUXILIARY SYSTEMS & TRANSMISSIONS
Small engine auxiliary systems and transmissions coursework designed to enhance the technician's abilities to perform routine maintenance, overhaul, and troubleshooting on drive components of the engine operated equipment. These areas of study will include suspension, transmissions, steering, axles, safety interlocking systems, and auxiliary systems maintenance. Instruction will be given in proper storage, and removal from storage of engine operated equipment. Enhanced troubleshooting and failure analysis will be included in an environment of hands-on learning. (Prerequisite: IND1640) (3 credits: 2 lecture/1 lab)

MACH1620 INTERNSHIP
The Manufacturing Internship is intended to provide real world machining and manufacturing experience related to CNC Machining for the student. The internship must be a paid position for the required minimum of 192 hours. The amount of pay is to be negotiated between the student and the employer. The student must complete all paperwork including a weekly report, and record of the activities performed during the internship. A supervisor/employer will verify the accuracy of the report with a signature. At the end of the 192 hours of OJT (on-the-job training) the employer will verify the checklist of Learning Outcomes. This is a Pass/No Credit course for the student, and all of the Learning Outcomes listed below must be met and verified to receive a Pass credit. (Prerequisite: MACH1601, MACH1605, MACH1610, MACH1615 with a 3.0 GPA or better) (Corequisites allowed: MACH1625, MACH1630, MACH1641, MACH1650, MACH1661, MACH2633, MACH2635, MACH2637, MACH2639, MACH2640, MACH2660) (4 credits: 0 lecture/0 lab/4 OJT)

MACH1625 BLUEPRINT READING 2
This course covers the fundamentals of intermediate/advanced blueprint reading. The student will learn skills to interpret drawings and sketches that would be used in industry. Topics of study will be sketching, dimensioning, geometric tolerancing, section views, working drawings, and cad styles. (Prerequisites: MACH1605) (2 Credits: 2 lecture/0 lab)

MACH1630 INTRODUCTION TO CNC THEORY
This course will familiarize the student with the theory of CNC machining and set up. Students will write programs and examine programs on the various machines on the shop floor. Students will learn about all facets of programming mills, wire edm, and turning type machine tools. (Prerequisites: MACH1601, MACH1605, MACH1610, MACH1625, MACH1625, CPM1632, CPM1640 or equivalent) (3 Credits: 3 lecture/0 lab)

MACH1641 INTRODUCTION TO CNC PRECISION MACHINING TECHNOLOGY
This course will familiarize the student with CNC machining and set up. Students will write programs and run programs on the various machines on the shop floor. Students will use both word address and conversational programming formats. (Prerequisites: MACH1601, MACH1605, MACH1610, MACH1615 with concurrent enrollment in MACH1630) (4 Credits: 0 lecture/4 lab)

MACH1650 INTRODUCTION TO EDM
This course will familiarize the student with operating Electrical Discharge Machining. Both sinker and wire type EDM machines will be covered in the course. (Prerequisites: MACH1601, MACH1605, MACH1610, MACH1615 or equivalent) (2 Credits: 1 lecture/1 lab)

MACH1661 INTRODUCTION TO CAD/CAM
This course will familiarize the student with computer aided drafting and computer aided machining. Students will learn the design drafting process of the Master CAM computer program. Students will learn to transfer the machining programs (CAM) to machine tools using the Master CAM editor system. This course can be taken as an elective to other programs, or as a mid-year start for the CPMT program. (Prerequisite: None) (2 Credits: 1 lecture/1 lab)

MACH2633 CNC PRECISION MACHINING MILL
This course will focus on CNC Machining Center operations used to support metal stamping die making & tool manufacturing. Each student will manufacture a feature of a blanking die in this course. The student will be responsible for the proper inte-
grated assembly of their die feature with those of other students, and the finished project must produce an accurate stamped part. (Prerequisites: MACH 1601, MACH 1605, MACH 1610, MACH 1615, MACH 1625, MACH 1630, MACH 1641, MACH 1650, MACH 1661 or equivalent) (4 Credits: 1 lecture/3 lab)

MACH2634 CNC PRECISION MACHINING LATHE OPERATIONS
This course will focus on CNC Lathe operations used to support manufacturing and tool making. Each student will manufacture several project parts from a lathe in this course. The student will be responsible for the proper set-up and operation of the lathe and all cutting tools. The finished project must produce an accurate part and the student will inspect their own parts. (Prerequisites: MACH 1601, 1605, 1610, 1615, 1625, 1630, 1641, 1650 & 1661 or equivalent and successful completion of MACH 2632) (3 credits: 1 lecture/2 lab)

MACH2635 CNC PRECISION MACHINING LATHE
This course will focus on CNC Lathe operations used to support metal stamping industry & metal turning manufacturing. Each student will manufacture several turning projects in this course. The student will be responsible for the programming, set-up, and operation of the CNC lathe, and will produce an inspection report of the finished project. (Prerequisites: MACH1601, MACH1605, MACH1610, MACH1615, MACH1625, MACH1630, MACH1641, MACH1650, MACH1661 or equivalent) (4 Credits: 0 lecture/3 lab)

MACH2637 CAM PROGRAMMING AND TOOLMAKING APPLICATION 1
This course will familiarize the student with the manufacturing of a mold. The instructor will give each student a design for a mold cavity and other mold components. Each student will manufacture the components to specifications, and complete inspection reports on all components. (Prerequisites: MACH1601, MACH1605, MACH1610, MACH1615, MACH1625, MACH1630, MACH1641, MACH1650 & MACH1661, MACH2633, MACH2635, MACH2637, MACH2660 or equivalent) (3 Credits: 0 lecture/3 lab)

MACH2638 CNC PRECISION MACHINING LATHE OPERATIONS
This course will focus on CNC Lathe operations used to support manufacturing and tool making. Each student will manufacture several project parts from a lathe in this course. The student will be responsible for the proper set-up and operation of the lathe and all cutting tools. The finished project must produce an accurate part and the student will inspect their own parts. (Prerequisites: MACH 1601, 1605, 1610, 1615, 1625, 1630, 1641, 1650 & 1661 or equivalent and successful completion of MACH 2636) (2 credits: 1 lecture/1 lab)

MACH2639 CAM PROGRAMMING AND TOOLMAKING APPLICATION 2
This course will familiarize the student with the manufacturing methods using CNC machines to support manufacturing processes. The instructor will give each student a design for a special projector multiple projects. Each student will manufacture the project components to specifications, and complete inspection reports on all components. (Prerequisites: MACH1601, MACH1605, MACH1610, MACH1615, MACH1625, MACH1630, MACH1641, MACH1650, MACH1661, MACH2633, MACH2635, MACH2637, MACH2662 or equivalent) (3 Credits: 0 lecture/3 lab)

MACH2640 CNC PRECISION MACHINING CAPSTONE
In this course, students will be required to design and manufacture a machining project. Students will write a Capstone Summary Report that includes design prints, process, set-up, and CNC programming details supported by digital pictures. (Prerequisites: MACH1601, MACH1605, MACH1610, MACH1615, MACH1625, MACH1630, MACH1641, MACH1650, MACH1661, MACH2633, MACH2635, and MACH2660 or equivalent) (5 Credits: 1 lecture/4 lab)

MACH2642 CNC PRECISION MACHINING APPLICATION
This course will focus on CNC machining using all computer numerical control machines available in the shop, including electrical discharge machines, mills, and lathes. Presentation & lecture time will discuss jig & fixture theory, and methods of writing CNC programs. The student will be responsible for the programming, set-up and safe operation of all machines. Projects will be assigned by the instructor for each type of machining. (Prerequisites: MACH1601, MACH1605, MACH1610, MACH1615, MACH1625, MACH1630, MACH1641, MACH1650, MACH1661 or equivalent) (4 Credits: 1 lecture/3 lab)

MACH2660 ADVANCED CAD/CAM I
This course will familiarize the student with advanced computer aided drafting and computer aided machining using CNC Mills and CNC Lathes. Students will design, and manufacture projects using the Master CAM software computer program to communicate with Computer Numerical Control machine tools. Students will work with 2D, and 3D-solid geometry types. (Prerequisites: MACH1601, MACH1605, MACH1610, MACH1615, MACH1625, MACH1630, MACH1641, MACH1650 & MACH1661 or equivalent) (3 Credits: 2 lecture/1 lab)

MACH2670 SPECIALTY LAB
This course is an independent study course. The lab hours can be used to support the regular class projects, or an independent student project. This course satisfies one technical elective credit of the Computerized (CNC) Precision Machining Technology program. (Prerequisite: None) (1 Credit: 0 lecture/1 lab)

MACH2671 SPECIALTY LAB
This course is an independent study course. The lab hours can be used to support the regular class projects, or an independent student project. This course satisfies two technical elective credits of the Computerized (CNC) Precision Machining Technology program. (Prerequisite: None) (2 Credits: 0 lecture/2 lab)

MATH0010 MATH ESSENTIALS 1
This course, without the use of the calculator, covers whole numbers, prime numbers, rounding of numbers, fractions, decimals, and proportions. In addition, related practical application problems will be introduced. This course is developmental and not intended for transfer. (Prerequisite: none) (FYEX0100 recommended concurrent) (0 credits)

MATH0522 PRE-COLLEGE MATH (2 CR)
This course covers real numbers, variable expressions, general and literal equations, solve and graph linear equations in two variables, graph and evaluate functions, sets, solving and graphing inequalities and solving systems of equations. Related practical application problems are explored. (Prerequisite: Elementary Algebra Accuplacer Score of 61 or higher) (2 credits: 2 lecture/0 lab)

MATH0533 PRE-COLLEGE MATH (3 CR)
This course covers real numbers, variable expressions, general and literal equations, solve and graph linear equations in two variables, graph and evaluate functions, sets, solving and graphing inequalities and solving systems of equations. Related practical application problems are explored. (Prerequisites: Elementary Algebra Accuplacer Score of 46 or higher) (3 credits: 3 lecture/0 lab)

MATH0544 PRE-COLLEGE MATH (4 CR)
This course covers real numbers, variable expressions, general and literal equations, solve and graph linear equations in two variables, graph and evaluate functions, sets, solving and graphing inequalities and solving systems of equations. Related practical application problems are explored. (Prerequisites: Elementary Algebra Accuplacer Score of 25 or Higher) (4 credits: 4 lecture/0 lab)

MATH0990 STATWAY STATISTICS 1
This course is the first in a two-semester statistics sequence. Students progress through topics in both algebra and college-level introductory statistics in one year. Statway 1 covers sampling methods, descriptive statistics, graphing methods, linear and exponential models, and an introduction to probability, as well as necessary topics from Introductory and Intermediate Algebra. This curriculum is based on student collaborative group learning. Students must commit to completing Math 0950 in the Fall semester and Math 1050 in the following Spring semester. Completion of the 2 course sequence satisfies MnTC Goal 4. (Prerequisite: Minimum Elementary Algebra ACCUPLACER score of 46) (4 credits: 4 lecture/0 lab)

MATH1015 GEOMETRY AND TRIGONOMETRY
This course presents algebra, geometry and trigonometry concepts. In addition, related practical application problems will be introduced. This course is not intended for transfer but satisfies the diploma level option. (Prerequisite: Pre-College Math and FYEX0100 or Elementary Algebra Accuplacer Score of 86 or Higher) (2 credits: 2lecture/0 lab)
MATH1020 SPECIAL TOPICS IN MATHEMATICS
This course covers measurement systems, English and metric conversions, general and literal equations, applications involving equations, personal finance applications, and fundamental concepts of statistics and probability. Related practical application problems are explored. This course will satisfy diploma level option. (Prerequisites: Pre- College Math and FYEX0100 or Elementary Algebra Accuplacer score of 86 or above) (2 credits: 2 lecture/0 lab)

MATH1025 ALGEBRA
This course covers inequalities, rational expressions, exponents and radicals. Students develop skills in the solution of absolute value, quadratic and radical equations. Graphing and evaluation of functions are also covered. This course is not intended for transfer. This is a diploma level course. (Prerequisite: Pre-College Math or Elementary Algebra Accuplacer Score of 86 or Higher) (2 credits: 2 lecture/0 lab)

MATH1090 STATWAY STATISTICS 2
This course is the second in a two-semester statistics sequence. Students progress through topics in both algebra and college-level introductory statistics in one year. Statway 2 covers sampling distributions, Central Limit Theorems, confidence intervals, and hypothesis testing for proportion populations, proportion means, and means of paired differences. Chi-square tests for one and two way tables and ANOVA methods are covered, as well as topics from algebra. This curriculum is based on student collaborative group learning. Students must commit to completing Math 0990 in the Fall semester and Math 1090 in the following Spring semester. Completion of the 2 course sequence satisfies MnTC Goal 4. (Prerequisite: MATH0900) (4 credits: 4 lecture/0 lab)

MATH1218 LIBERAL ARTS MATHEMATICS
This course is designed for students who do not intend to continue on to higher-level mathematics courses. Topics will be selected to develop quantitative reasoning and an appreciation for diverse applications of contemporary mathematics. Refer to the course outline for a list of topics the instructor may choose from. (Meets MnTC Goal 4) (Prerequisite: A minimum score of 50 in the college level math section of the ACCUPLACER basic skills test or a minimum score of 22 on the math subject area of the ACT test or successful completion of MATH1025 or MATH1020 or MATH1015) (3 credits: 3 lecture/0 lab)

MATH1220 COLLEGE ALGEBRA
This course covers functions, graphs, exponents and logarithms, inequalities, application problems, matrices and determinants, sequences and series, and the binomial theorem. (Fulfills MnTC Goal 4) (Prerequisite: A minimum score of 50 in the college level math section of the ACCUPLACER basic skills test or a minimum score of 22 on the math subject area of the ACT test or successful completion of MATH1025 or MATH1020 or MATH1015) (3 credits: 3 lecture/0 lab)

MATH1225 PRE-CALCULUS
Pre-calculus is designed to increase students' knowledge about mathematical and logical modes of thinking and will provide students the skills necessary for the successful completion of calculus. Topics include polynomials and rational functions; exponential and logarithmic functions; trigonometric functions of real numbers and angles; analytical trigonometry; polar coordinates and vectors; and sequences and series. Pre-calculus is a Minnesota Transfer Level Course. (Meets MnTC Goal 4) (Prerequisite: A minimum score of 50 in the college level math section of the ACCUPLACER basic skills test or a minimum score of 22 on the math subject area of the ACT test or successful completion of MATH1025) (3 credits: 3 lecture/0 lab)

MATH1230 INTRODUCTION TO STATISTICS
This course emphasizes the concepts and methods of statistics. Statistics is the study of how to collect, organize, analyze, and interpret numerical information from data. Statistical methods will be presented with a focus on understanding both the suitability of the method and the meaning of the result. Statistical methods and measurements will be studied in the context of a broad range of practical applications that require decision making. (MnTC Goal 4) (Prerequisite: A minimum score of 50 in the college level math section of the ACCUPLACER basic skills test or a minimum score of 22 on the math subject area of the ACT test or successful completion of MATH1025 or MATH1020 or MATH1015) (3 credits: 3 lecture/0 lab)

MATH1420 COLLEGE TRIGONOMETRY
College Trigonometry will enable students to study the properties of triangles and trigonometric functions and their applications. Topics in this course may include trigonometric ratios, functions, graphs, identities, equations, inverse trigonometric functions, solutions of the triangle, and other applications such as but not limited to conic sections, polar coordinates, complex numbers, vectors, and DeMoivres Theorem. These topics will be introduced and skills will be developed through the use of applications in a number of areas including engineering, business, and economics. (MnTC Goal 4) (Prerequisite: MATH1220 College Algebra or equivalent) (3 credits: 3 lecture/0 lab)

MATH1440 APPLIED CALCULUS
Applied Calculus is intended for use as an introductory and applied calculus course for students in managerial, life, and social sciences. The course will introduce the fundamentals of calculus as well as calculus concepts with a problem solving approach grounded in real life applications. (MnTC Goal 4) (Prerequisite: MATH 1220 College Algebra or MATH 1225 Pre-Calculus) (3 credits: 3 lecture/0 lab)

MATH2440 CALCULUS I
Differential and integral calculus of functions of a single variable. (Meets MnTC Goal 4) (Prerequisite: MATH 1225 Pre-Calculus) (4 credits: 4 lecture/0 lab) MATH2445 CALCULUS II (4 LECT/ LAB) Differential and integral calculus of functions of a single variable. (Prerequisite: MATH 2440 Calculus I) (4 credits: 4 lecture/0 lab)

MDAD1202 FUNDAMENTALS OF DRAFTING
This course will enable the student to develop complete sets of engineering drawings. Sketching, orthographic views, sections, dimensioning, and tolerancing will be covered. Fastening systems will also be covered. This course is meant to help lay the building blocks for the remainder of the Drafting and Design course. It is meant to be taken in conjunction with or after AutoCAD. (Prerequisite: None) (5 credits: 1 lecture/4 lab)

MDAD1204 AUTOCAD
AutoCAD is the most common computer aided drafting software. This course will cover AutoCAD functions as used in engineering drawing. Basic and advanced commands will be used to complete assignments. An introduction to 3-D CAD will be included. (Prerequisite: none) (3 credits: 1 lecture/2 lab)

MDAD1206 GEOMETRIC TOLERANCES
This course covers the application and implementation of Geometric Tolerancing ASME Y14.5M-1994. Topics include: fundamentals, form, orientation, runout, datums, location, and position tolerances. The course will follow the text. (Prerequisite: MDAD1250 or instructor approval) (3 credits: 3 lecture/0 lab)

MDAD1208 MANUFACTURING PROCESSES
This course covers manufacturing methods and materials. It includes machining, casting, molding, material selections, plastics, etc. This course also covers material handling, JIT, inventory reductions, etc. (Prerequisite: None) (5 credits: 5 lecture/0 lab)

MDAD1210 TOOL DESIGN
The student will develop an understanding of tool design as it applies to industry. The student will gain an understanding of jigs and fixtures, gages, and injection mold design. Tool design materials, safety, economy, and functionality will be paramount in this course. (Prerequisites: MDAD1202, MDAD1204, MDAD1208, MDAD1214) (2 credits: 2 lecture/0 lab)

MDAD1212 TOOL DESIGN LAB
The student will apply the knowledge gained in Tool Design lecture. The application will consist of designing three or four jigs and/or fixtures and an injection mold. (Prerequisites: MDAD1202, MDAD1204, MDAD1208, MDAD1214) (5 credits: 0 lecture/5 lab)

MDAD1214 3D MECHANICAL CAD
This course covers 3D functions of AutoCAD and Mechanical Desktop. Attention will be given to making 3D AutoCAD drawings using Mechanical desktop. The user coordinate system, surfacing commands, solid modeling, part and assembly creation and 3D approaches will be covered. (Prerequisite: MDAD1202 or equivalent) (3 credits: 1 lecture/2 lab)
MDAD1216 MECHANISMS
This course is an exploration of the inner workings of machines, namely mechanisms. This includes cams, linkages, belt and chain drives, gears, bearings and speed reducers. Also included will be a section on fluid power. (Prerequisites: MDAD1204 and MDAD1250, or MDAD1241 and MDAD1250, or MDAD1250 and MDAD1252) (Concurrent: MDAD 1241 if not already taken) (3 credits: 1 lecture/2 lab)

MDAD1218 WORKING DRAWINGS
The course is meant to provide the student with a solid understanding of what is required of industrial technical drawings. This course covers assemblies, sectioning, castings, machine parts, tolerancing, sheet metal developments, fasteners, and weldments. (Prerequisites: MDAD1202, MDAD1204) (2 credits: 2 lecture/0 lab)

MDAD1220 WORKING DRAWINGS LAB
This course gives the student an opportunity to produce complete technical drawings. These drawings will include assemblies, sectioning, castings, machine parts, tolerancing, sheet metal developments, fasteners, and weldments. (Prerequisites: MDAD1202, MDAD1204) (4 credits: 0 lecture/4 lab)

MDAD1232 DRAFTING INTERNSHIP
This course provides a “real world learning experience” in which you can apply the knowledge and skills that you have learned in the classroom. It also allows you to see how your knowledge and skills fit into the business world. (Prerequisite: The internship must be preapproved by the appropriate instructor. A minimum 25 credits completed from the Drafting and Design Technology program) (2 credits: 0 lecture/0 lab/2 OJT)

MDAD1234 SPECIAL DRAFTING PROBLEMS
This course is meant to allow the student to focus on drafting and design applications that interest them. These items can include functions that they have struggled with or items that are new, such as Architectural or Electronic design. The student will need to present the instructor with their plans for approval at the beginning of the course. (Prerequisites: MDAD1204, MDAD1252) (2 credits: 2 lecture/0 lab)

MDAD1236 TRIGONOMETRY & STATICS
During the first part of this course students learn trigonometry basics including right triangle trigonometry, law of sines, law of cosines, and polar coordinates. The second part of this course gives the students an understanding of static loads on structural members. (Prerequisite: MATH1515) (3 credits: 3 lecture/0 lab)

MDAD1241 SOLIDWORKS
This course covers the fundamentals of Solidworks parametric drafting and design. The student will use Solidworks to create 3D parametric models as well as use these models to create engineering drawings and documentation. (Prerequisite: none) (3 credits: 1 lecture/2 lab)

MDAD1242 DESIGN PROJECTS
This course is a design class that will focus on the design process itself. The student will gain confidence in her or his ability to apply sound product design parameters based on design considerations. A holistic approach will be used to incorporate the many functions of a designer in a company. Many times this course is completed in a group format. The content goals of the course will change with the individual students design. The course will be taken in conjunction with Design Project Lab. (Prerequisites: MDAD1206, MDAD1208, MDAD1214, MDAD1218, MDAD1236) (3 credits: 3 lecture/0 lab)

MDAD1244 DESIGN PROJECTS LAB
This course is a design class that will focus on the design process itself. The student will gain confidence in her or his ability to apply sound product design parameters based on design considerations. A holistic approach will be used to incorporate the many functions of a designer in a company. Many times this course is completed in a group format. The content goals of the course will change with the individual student design. The course will be taken in conjunction with Design Projects. (Prerequisites: MDAD1206, MDAD1208, MDAD1214, MDAD1218, MDAD1236) (5 credits: 0 lecture/5 lab)

MDAD1250 PRINT READING FOR CAD DESIGN
This is essentially a blueprint reading course that focuses on drafting essentials. Content will include 2d view projection, line types, dimensions, tolerances, sections, auxiliary views, and all the other basics required to understand a basic engineering drawing. This course lays the building blocks for the remainder of the Drafting and Design courses. Special Note: The student will be required to either scan and send in assignment sheets or send them through the mail to arrive on or prior to the posted due dates. (Prerequisite: none) (3 credits: 3 lecture/0 lab)

MDAD1251 MANUFACTURING PROCESSES FOR CAD DESIGN
This course covers manufacturing methods and materials. It includes plastics, steels, machining, casting, molding, material selections, etc. This course also covers material handling, JIT, inventory reductions, etc. Attention will be given to understanding the characteristics of manufacturing processes and systems. This will help the student in fitting into today’s and tomorrow’s manufacturing climate. (Prerequisite: none) (3 credits: 3 lecture/0 lab)

MDAD1252 WORKING DRAWINGS 1 FOR CAD DESIGN
This course will provide the student with a solid understanding of what is required of industrial technical drawings. This course covers assemblies, sectioning, machine parts, tolerancing, sheet metal developments, fasteners, and weldments. Special note: The student is required to purchase a student version of Solidworks, Inventor, or equivalent 3d software. (Prerequisites: MDAD1204 and MDAD1250, or MDAD1241 and MDAD1250, or MDAD1255 and MDAD1250.) Concurrent enrollment in MDAD1241 Solidworks is required if Solidworks has not been completed. (3 credits: 3 lecture/0 lab)

MDAD1253 WORKING DRAWINGS 2 FOR CAD DESIGN
This course will provide the student with a more advanced understanding of what is required of mechanical technical drawings. It is a project related course that will enhance skills gained in Working Drawings I. The projects will be diverse ranging from tool drawings to production assemblies. Special note: The student is required to purchase a student version of Solidworks, Inventor, or equivalent 3 d software. (Prerequisites: MDAD1252) (3 credits: 3 lecture/0 lab)

MDAD1254 MOLD DESIGN FOR CAD DESIGN
This course will provide the student with a basic knowledge of mold design. This course covers the use of 3d parametric software to create plastic injection molds. The student will create two molds. Special note: The student is required to purchase a student version of Solidworks, Inventor, or equivalent 3d software. (Prerequisites: MDAD1252) (3 credits: 3 credits/0 lab)

MDAD1255 CAD DRAWING USING FREE SOFTWARE
This course will cover CAD functions used by professionals, as well as those with no experience, in the CAD drafting field. Using a hands-on approach with scanned photos, students will recreate them in a 3D environment using Google Sketchup or similar free software available from the internet. (Prerequisite: none) (3 credits: 3 lecture/0 lab)

MDAD1256 DESIGN PROJECT 1 FOR CAD DESIGN
This course is a design class that will focus on the design process. The student will gain confidence in his or her ability to apply sound product design parameters based on design considerations. A holistic approach will be used to incorporate the many functions of a designer in a company. The content goals of the course will change with the individual student’s design. The course can be taken in conjunction with Design Project II or alone. (Prerequisite: MDAD1253) (3 credits: 3 lecture/0 lab)

MDAD1257 DESIGN PROJECT 2 FOR CAD DESIGN
This course is a design class that will focus on the design process. It can be an extension of Design Project I or it can be taken as a separate Design Project class. The student will gain confidence in his or her ability to apply sound product design parameters based on design considerations. A holistic approach will be used to incorporate the many functions of a designer in a company. The content goals of the course will change with the individual student’s design. (Prerequisites: MDAD1253) (3 credits: 3 lecture/0 lab)

MDAD1258 ADVANCED CAD CONCEPTS
This is an elective course that focuses on expanding the basics of the overall program. The student will complete at least one complex assembly and detail drawings meant to enhance their skills. Special note: The student is required to purchase a student version of Solidworks, Inventor, or equivalent 3d software. (Prerequisites: MDAD1252) (3 credits: 3 lecture/0 lab)
MDAD1259 RESIDENTIAL ARCHITECTURAL DRAWING
This course is for the beginner student who wants to create their own set of architectural prints or gain a basic competence in drawing architectural prints. This is an elective course that focuses on using CAD software to create the basic plans essential to drawing common residential drawings. The student will complete a set of residential architectural prints. Special note: The student is required to purchase a student version of software appropriate to complete the Residential Architectural Drawings required in this course. (Prerequisites: MDAD1204 and MDAD1250) (3 credits: 3 lecture/0 lab)

MDAD1260 COMMERCIAL ARCHITECTURAL DRAWING
This course is for the beginner student who wants a basic competence in drawing commercial architectural prints. This is an elective course that focuses on using CAD software to create the basic plans essential to drawing common commercial drawings. The student will complete a set of commercial architectural prints. Special note: The student is required to purchase a student version of software appropriate to complete the Commercial Architectural Drawings required in this course. (Prerequisites: MDAD1204 and MDAD1250) (3 credits: 3 lecture/0 lab)

MDAD1271 CAD ELECTIVE DRAWING 1
The course is meant to provide the student with a course that allows him or her to expand their understanding of various types of CAD drawings. The student will be given examples of prints from which to reproduce or create new designs. These prints can vary from mechanical, electrical, to architectural and more. Other topics may include transferring files across different formats, block creation, and attributes. The listed types of prints may not be covered each semester. The drawings will be completed to industry standards. The course can be taken after completion of the prerequisites. (Prerequisites: MDAD1250 and MDAD1241) (3 credits: 3 lecture/0 lab).

MDAD1272 CAD ELECTIVE DRAWING 2
This course will cover advanced CAD functions used by professionals. Using a hands-on approach you will create a project in a 3D environment using Autodesk Inventor, Solidworks or similar free software available from the internet with instructors approval. You will be required to have some device capable of taking digital photos such as a camera or cell phone with this ability. Photos will need to be downloaded into the dropbox area along with drawings, etc. (Prerequisite: MDAD1241 and MDAD1250) (3 Credits: 2 lecture/1 lab)

MDAD1273 CAD ELECTIVE DRAWING 3
(Prerequisites: MDAD1241 and MDAD1250) (3 credits)

MDA1100 MEDICAL ASSISTANT ADMINISTRATIVE PROCEDURES
Medical Assistant Administrative Procedures introduces the student to the electronic medical record, medical coding, insurance claim process, scheduling, bookkeeping, payroll, and patient admitting processes and the legal/ethical issues surrounding clinical practice. The student will experience simulated care, transcription and the computerized medical record complete assignments related to the duties and responsibilities discussed above. (Prerequisites: computer competency demonstration and Medical Terminology) (4 credits: 3 lecture/1 lab)

MDA1105 CLINICAL MEDICAL ASSISTING I
Clinical Medical Assisting I introduces the principals of the medical assistant profession, including its origin, history, employment in various healthcare settings, professionalism, and an overview of general duties a medical assistant may be expected to perform. Content addresses medical therapeutic communication, the role of the medical assistant in the physician office patient preparation for examination in the physician office and the important of respective for diversity of patients and the special needs based on diverse backgrounds and beliefs. The student must demonstrate satisfactory competency in safely completing assigned procedures and physical tasks to successfully pass the class. (Prerequisites: Human Biology with a grade of C or higher, and Medical Terminology with a grade of C or higher) (5 credits: 4 lecture/1 lab)

MDA1110 LABORATORY TECHNIQUES I
Laboratory Techniques I introduces the student to basic diagnostic procedures commonly performed in a clinic or physician's office. These include but are not limited to: routine urinalysis, electrocardiography (EKG), microbiological testing. It introduces basic collection, specimen preparation, personal protective garb and procedures. Students will pay special attention to blocking the transmission of disease and protection of self and others. The student must demonstrate satisfactory competency in safely completing medical procedures covered to successfully pass the class. (Prerequisites: BIOL 1200, Medical Terminology with a grade of C or higher) (5 credits: 3 lecture/2 lab)

MDA1205 CLINICAL MEDICAL ASSISTING II
Clinical Medical Assisting II explores the impact of lifestyles on health and chronic illness conditions, nutrition and exercise. The student will demonstrate proper general physical examinations, site/system specific examinations and provide evidence via simulation activities to the care provider while maintaining a therapeutic relationship with the simulated patient. The student must demonstrate satisfactory competency in safely completing assigned procedures and physical tasks to successfully pass the class. (Prerequisites: MEDA1105 Medical Assisting I with a grade of C or higher and concurrent enrollment in MEDA1210 Lab Techniques II) (5 credits: 3 lecture/2 lab)

MDA1210 LABORATORY TECHNIQUES II
Laboratory Techniques II is a continuation of office laboratory procedures and introduces the student to additional diagnostic procedures including: phlebotomy, hematology procedures, blood chemicals, and other specific laboratory tests performed in a clinic or physician's office. The student will learn the role of surgical assistant in ambulatory care procedures including sanitation, disinfecting, equipment and instrument sterilization. Students will pay special attention to blocking the transmission of disease and protection of self and others. The student must demonstrate satisfactory competency in safely completing assigned medical procedures to successfully pass the class. (Prerequisites: MEDA1110 Laboratory Techniques I with a grade of C or higher and concurrent enrollment in MEDA1205 Clinical Medical Assisting II) (5 credits: 3 lecture/2 lab)

MDA1215 PHARMACOLOGY FOR THE MEDICAL ASSISTANT
Pharmacology for the Medical Assistant introduces the principals of pharmacology, drug dosage calculation, and administration of medications within the scope of practice of the medical assistant. Content addresses the classification, use, action side effects, contraindications, and routes of most drugs commonly administered and prescribed in the clinic or physician office. Emphasis is placed on the role of the medical assistant in calculation, preparation, administration and appropriate documentation in the patient's medical record. The student must demonstrate satisfactory competency in safely completing assigned medication-related procedures to successfully pass the class. (Prerequisites: BIOL1200 Human Biology with a grade of C or higher, Medical Terminology with a grade of C or higher) (3 credits: 2 lecture/1 lab)

MDA1230 MEDICAL ASSISTANT EXTERNSHIP AND SEMINAR
Medical Assistant Externship and Seminar provides the student with hands-on experiences in administrative, clinical and laboratory procedures through scheduled performance in specific physician offices and clinics. This externship is an unpaid experience. The student must demonstrate satisfactory competency in safely completing assigned procedures and physical tasks to successfully pass the class. (Prerequisites: All program requirements must be completed before the externship may be taken) (4 credits)

MEL1100 INTRODUCTION TO LABORATORY SCIENCES
This course introduces students to the Clinical Laboratory and the role of the Phlebotomist, Medical Laboratory Technician, and Medical Laboratory Scientist. Students will learn about educational requirements, employment opportunities, certification, licensure, regulation and professional and patient code of ethics. Topics include medical terminology, laboratory safety, standard precautions, quality assurance, laboratory math and basic laboratory skills. Students will perform simple laboratory tests. (Prerequisites: None) (2 credits: 1 lecture/1 lab)

MEL1105 PHLEBOTOMY
This course provides instruction in blood collection procedures and techniques. Students will learn about terminology, safety, customer service, the circulatory system, equipment, and specimen transport/processing. Students will perform routine venipunctures, capillary puncture, and special collection procedures in the classroom and in a clinical setting. (Prerequisites: None) (2 credits: 1 lecture/1 lab)
MEDL1110 URINALYSIS/BODY FLUIDS
This course covers the anatomy of the kidney, renal physiology and the role of the kidney in health and disease. Students will perform physical, chemical and microscopic examinations of urine. The analysis of other body fluids, such as vaginal secretions, semen, and feces will be discussed. Students will gain experience in a simulated clinical urinalysis laboratory. (Prerequisite: Must be a Medical Laboratory Technician accepted student) (2 credits: 1 lecture/1 lab)

MEDL1115 IMMUNOLOGY
This course provides an overview of the immune system, immunology concepts, autoimmunity and the immunodiagnosis of infectious diseases. Students will apply the principles of immunology to immunologic techniques utilized in the clinical laboratory. (Prerequisite: Must be a Medical Laboratory Technician accepted student) (2 credits: 1 lecture/1 lab)

MEDL1121 HEMATOLOGY 1
This course explores the essential aspects of hematology. Emphasis is placed on hematopoiesis theory and blood cell production, structure, function, identification and differentiation. Students will be introduced to basic techniques and instrumentation utilized in the hematology laboratory. (Prerequisite: Must be a Medical Laboratory Technician accepted student) (2 credits: 1 lecture/1 lab)

MEDL1120 ADVANCED MICROBIOLOGY
This course introduces anaerobic bacteria, fungi/yeasts and parasites of clinical significance. Students gain knowledge of specimen collection, handling, processing and identification techniques. Students will also be introduced to the components of a clinical molecular diagnostics laboratory and common molecular techniques used in the diagnosis of infectious diseases. (Prerequisite: MEDL1115, MEDL2105. Must be a Medical Laboratory Technician accepted student) (4 credits: 2 lecture/2 lab)

MEDL1125 IMMUNOHEMATOLOGY
This course introduces the principles of genetics and immunology to the discipline of blood banking. A focus on blood bank concepts and procedures, including blood typing, blood group systems, antibody screening and identification, compatibility testing, blood donation, transfusion therapy, transfusion reactions and hemolytic diseases of the fetus and newborn (HDFN). Students will perform basic blood banking procedures, including blood typing and compatibility testing and gain experience in a simulated clinical Blood Bank laboratory. (Prerequisite: MEDL1115, MEDL2105. Must be a Medical Laboratory Technician accepted student) (4 credits: 2 lecture/2 lab)

MEDL1110 CLINICAL CHEMISTRY 1
This course covers the analysis of various chemical constituents of plasma, serum and other body fluids. The physiology and clinical significance of carbohydrate metabolism, bilirubin metabolism, lipids, renal function, enzymes, liver function and cardiac function will be presented. Students are introduced to the principles and methodologies of clinical chemistry laboratory analysis. Quality assurance, quality control and basic laboratory procedures will be discussed and practiced. (Prerequisite: CHEM 2518 and must be a Medical Laboratory Technician accepted student) (3 credits: 2 lecture/1 lab)

MEDL1115 CLINICAL CHEMISTRY 2
This course is a continuation of Chemical Chemistry 1 and covers the theory and clinical correlations of blood gases, drugs of abuse, therapeutic drug monitoring, endocrinology, toxicology and tumor markers. Concepts that are basic to the operation and maintenance of automated laboratory instruments will be discussed. Students will perform specimen analysis using automated analyzers and gain experience in a simulated clinical Chemistry laboratory. (Prerequisite: MEDL1130. Must be a Medical Laboratory Technician accepted student) (3 credits: 2 lecture/1 lab)
MEDS1212 MEDICAL OFFICE PROCEDURES
This course covers the integration of medical office tasks. It will cover rules and procedures of filing to include inspecting, indexing, coding, sorting, storing, and retrieving documents in alphabetic, numeric, and subject systems. Applications include manual storage and retrieval. This medical office simulation presents tasks as if the students were actually employed. Jobs include maintaining patient files, transcribing medical dictation consisting of a variety of medical reports, using diagnostic and procedural codes, preparing health insurance claim forms, preparing monthly bills, and processing phone messages. (Prerequisite: MEDS1210 or concurrent, MEDS1214 or MEDS1215 or MEDS1216 or concurrent.) (4 credits: 4 lecture/0 lab)

MEDS1213 ADVANCED MEDICAL OFFICE PROCEDURES
This course is designed to give the student the necessary skills required to effectively and efficiently maintain the medical office. Students will be introduced to medical office coding as well as basic information for health insurance. (Prerequisite: MEDS1212 or concurrent) (2 credits: 2 lecture/0 lab)

MEDS1214 MEDICAL MACHINE TRANSCRIPTION I
This course covers transcription of dictated medical material into a variety of usable medical documents. Students will be able to describe the content and purpose of the various medical documents transcribed. (Prerequisites: ADMS1417, MEDS1210 or concurrent) (2 credits: 2 lecture/0 lab)

MEDS1215 MEDICAL MACHINE TRANSCRIPTION II
This course is a continuation of Medical Transcription I. Students will enhance and strengthen transcription skills while keying more challenging dictated medical documents. It is designed to further improve transcription skills by providing students exposure to additional body systems and specialized procedures. (Prerequisites: ADMS1417, MEDS1210, MEDS1214 or concurrent) (2 credits: 2 lecture/0 lab)

MEDS1216 MEDICAL MACHINE TRANSCRIPTION I & II
This course covers the transcription of dictated medical material into a variety of medical documents. Students will be able to describe the content and purpose of the various medical documents transcribed. Students will key challenging dictated medical reports while being introduced to all body systems and specialized procedures. (Prerequisites: MEDS1210 or concurrent, ADMS1417 or concurrent) (4 credits: 4 lecture/0 lab)

MEDS1218 ADVANCED MEDICAL MACHINE TRANSCRIPTION
This course will enable students to become proficient in the transcription of dictated medical material into a variety of medical documents. These documents include history and physicals, discharge summaries, diagnostic imaging reports, death summaries, radiology reports, pathology reports, laboratory reports, and psychological summaries. (Prerequisite: MEDS1210, MEDS1216 or concurrent) (4 credits: 4 lecture/0 lab)

MEDS1220 FUNDAMENTALS OF HEALTHCARE DOCUMENTATION
This course presents tasks as if the students were actually employed in a medical center. Students will rotate through various medical units. The text is organized so that the student progresses from a simple to higher order of planning. Students key from handwritten, keyed, rough draft, and simulated dictated copy. (Prerequisite: MEDS1210 or concurrent) (3 credits: 2 lecture/1 lab)

MEDS1221 INTERPERSONAL CAREER CONCEPTS
This course is designed specifically for students in allied health occupations including Health Unit Coordinator, Medical Receptionist, Medical Secretary, Medical Transcriptionist, and Medical Coding Specialist. Students will learn effective communication skills within a medical setting. The course will cover effective tools needed to establish healthy interpersonal relationships within a students personal life, family life, community, and workplace. Decision making, problem solving, critical thinking, and creative thinking will be introduced. Conflict resolution skills, harassing behavior, resume writing and professional interview techniques will be identified. (Prerequisites: None) (2 credits: 2 lecture/0 lab)

MEDS1222 MEDICAL INSURANCE I
This course explains each phase of the medical claim cycle. Insurance payers, basic coding and billing rules, and standard requirements for billing using the CMS-1500 form will be provided. Emphasis is placed on the importance of accurate completion of CMS-1500 forms (electronic or paper) for successful reimbursement. The course will also cover HIPAA and OIG regulations. The focus of this course is to prepare the student to become familiar with each phase of the medical claim cycle within a medical environment. (Prerequisite: MEDS1210 or concurrent) (2 credits: 2 lecture/0 lab)

MEDS1224 MEDICAL INSURANCE II
The focus of this class will be in providing a greater understanding of the process of medical insurance billing, payments and coding implications. (Prerequisite: MEDS1222 Medical Insurance) (2 credits: 2 lecture/0 lab)

MEDS1240 HEALTH UNIT COORDINATOR
This course is designed to give the student the necessary skills required to manage the nonclinical tasks of the nursing unit. Students will transcribe doctors’ orders, diagnostic test values, vital signs; coordinate scheduling of patients’ tests and diagnostic procedures; schedule radiologic procedures that require patient preparation; maintain daily census sheet; handle all telephone communication for the unit; prepare consent forms; set priorities and organize the workload of the nursing unit. (Prerequisite: MEDS1210 or concurrent) (3 credits: 3 lecture/0 lab)

MEDS1244 HEALTH UNIT COORDINATOR INTERNSHIP
This will be a cooperative training course with a health care facility, which allows the student to apply entry level or beginning knowledge learned in the program to an employment-like work experience. This course provides a “real world learning experience” in which the student can apply the knowledge and skills obtained in the classroom. (Prerequisites: MEDS1210, MEDS1214, MEDS1240, ADMS1417, ADMS1424, ADMS2410 or concurrent) (2 credits: 0 lecture/0 lab/2 OJT)

MEDS1601 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT
This course will introduce the student to health information management as a work-based, task-oriented function. It will demonstrate the variety of individual functions and professional opportunities as well as explain the number of national and international organizations involved. The course focus will be on healthcare data collection to include the maintenance, use, and preservation of this data in support of patient safety, privacy, confidentiality, and security. (Prerequisite: MEDS1210 or concurrent) (3 credits: 3 lecture/0 lab)

MEDS1605 LEGAL & ETHICAL ASPECTS OF HEALTH INFORMATION
This course introduces students to legal and ethical issues facing professionals in health occupations. Course content will include, but not be limited to, topics such as access to medical care, informed consent, confidentiality of health care information and exceptions to confidentiality, mandatory reporting obligations such as child and elder abuse, privileged communications between health care providers, advance directives, abortion, physician-assisted suicide. This course is intended to expose students to situations with ethical implications. (Prerequisite: None) (2 credits: 2 lecture/0 lab)

MEDS1610 PHARMACOLOGY
This course is designed specifically for students in allied health occupations including Health Unit Coordinator, Medical Receptionist, Medical Secretary, Medical Transcriptionist, Medical Coding Specialist. Students will learn to identify drugs by classification, characteristics of typical drugs, indications, most common side effects, precautions, contraindications, route of administration, generic and trade names. Students will gain knowledge of drug abbreviations and symbols which is required for accurate interpretation of physicians’ orders. Medical terminology is essential to understand the pharmacology terminology introduced. (Prerequisite: MEDS1210 or concurrent) (2 credits: 2 lecture/0 lab)

MEDS1621 CPT CODING
The focus of the class is learning the coding rules for the CPT, ICD-9-CM, and Level II (HCPCS) coding systems and then applying the rules to code patient services. Students will be given diagnosis and procedure scenarios for all body systems. Students will select the appropriate diagnostic and procedural codes for billing, research, and quality improvement. (Prerequisite: MEDS1210 or concurrent) (4 credits: 4 lecture/0 lab)
MEDS1626 CODING ADVANCED
The focus of the class is learning the coding rules for the CPT, ICD-9-CM, and Level II (HCPCS) coding systems and then applying the rules to code patient services. Students will be given diagnosis and procedure scenarios for all body systems. Students will select the appropriate diagnostic and procedural codes for billing, research, and quality improvement. Knowledge of Medical Terminology, Anatomy & Physiology, and Pharmacology are essential to reach coding proficiency. (Prerequisites: MEDS1210, MEDS1208, MEDS1610, and MEDS1621) (4 credits: 4 lecture/0 lab)

MEDS1630 ICD-10-CM/PCS
This course will introduce the student to the professional standards for coding and reporting of diagnostic inpatient and outpatient services and inpatient procedure services. This course will introduce the student to the ICD-10-CM and PCS classification systems with an emphasis on the correct process of utilizing the alphabetic index and tabular list for code assignment. The focus will be on rules, conventions, instructions of ICD-10-CM as well as the chapter specific guidelines. The ICD-9 classification system will be discussed and compared to the ICD-10-CM. (Prerequisites or concurrent: MEDS 1208, 1210, 1222, 1621) (4 credits: 4 lecture/0 lab)

MEDS1650 MEDICAL CODING CAPSTONE
Students in this course will gain practical experience applying advanced ICD-9-CM, CPT, and HCPCS coding assignment and application of coding guidelines to ensure accurate code assignment and correct code sequencing. Students will code a variety of medical records from hospitals, physicians' offices, and other health care settings. (Prerequisite or concurrent: MEDS1224, MEDS1626) (2 credits: 2 lecture/0 lab)

MUSC1015 USING MUSIC AS A THERAPY
This is an intensive music listening course in which student will enhance the awareness and understanding of their music listening skills to different types of music. Students will analyze the effects of musical elements, especially those effective in pain management and relaxation and associated with the healing process. (Prerequisite: none) (2 credits: 2 lecture/0 lab)

MUSC1103 INTRODUCTION TO MUSIC
The course offers an approach that emphasizes the progressive development of listening skills and an appreciation of music as an expression of the human condition. Students are introduced to music elements through simpler music styles and familiar recordings and gradually build up to the most rigorous forms of music. The structure of the course provides the skills necessary to listen to all music with knowledge and sophistication. Goals and reflections become increasingly sophisticated as students progress through the course, resulting in progressive development of their listening skills, active vocabulary, elements of music, and significant terms. Students will be required to attend music concerts. (Meets MnTC Goal 6) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

MUSC1203 INTRODUCTION TO MUSIC THEORY
An introduction to the structure and notation of music for both the musician and non-musician to increase understanding and application of fundamentals in musicianship found in past and current compositions. Musical notation, pitch, scales, intervals, meter and rhythm, chords, form, and basic harmony will be covered. Students will develop the skills needed to read and write Western music. (MnTC Goal 6) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

MUSC1211 POPULAR MUSIC IN AMERICAN SOCIETY
This course surveys the history of American popular music from the 1950s to the present. The course examines the development of various music styles, such as rock and hip-hop, and explores the relationship between cultural trends and popular music. Notable recordings and musicians will be studied. Attendance at one concert is required. (MnTC Goals 6 & 7) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

MUSC1213 WORLD MUSIC
The course is a survey of musical-cultural practices of various ethnic peoples of the world. This course is designed to study sound and music in human life and society as a cultural expression, and how musical meaning is produced. (MnTC Goals 6 & 8) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

NANO1000 INTRODUCTION TO EMERGING TECHNOLOGIES
This course will provide an overview of nanotechnology, what the word “nanotechnology” means, and where it comes from. It also explores the differences between the macro-scale, micro-scale, and nano-scale. We will explore how old nanotechnology is with a brief history and why nanotechnology is so popular today. We will look at nanotechnology today including the worldwide investment in nanotechnology, workforce demands, equipment used in nanotechnology, and some examples of nanotechnology being used to enhance consumer products. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

NANO1100 FUNDAMENTALS OF NANOSCIENCE I
This course will consist of lecture, laboratory exercise, guest speakers and field trips to introduce students to the world of nanoscale science. The course content will follow and enhance the biology course that is taken simultaneously with this course. Topics will include DNA extraction, protein function, bio-catalysis, biotechnology and cellular development. Students will complete a research project related to nanoscale biology. (3 credits: 3 lecture/0 lab)

NANO1200 FUNDAMENTALS OF NANOSCIENCE II
Similar to the first semester NANO1100 cours, this course will continue the investigation into nanoscale science with the emphasis on chemistry and physics applications. Students will perform experiments with photonics, x-ray diffraction, material properties, etc. in concert with the Gen Ed courses. This course will include trips to laboratories, guest lecturers, and a classroom lecture component. Students will work independently and in teams and prepare a subject appropriate research paper. (3 credits: 3 lecture/0 lab)

NANO1210 COMPUTER SIMULATION
This course will cover the application of computer simulation (modeling) to nanoscale systems. In addition, this course provides a visualization of concepts and interactions covered in NANO1100 and NANO1200. The course will cover applied statistics, design of experiments and impact of input parameter variations for biological and mechanical systems. (1 credit: 1 lecture/0 lab)

NATS0510 SCIENCE FOUNDATIONS
The purpose of this course is to introduce basic scientific principles and theories for students intending to take Human Anatomy (BIOL 2511) or other introductory science courses. It is intended for students with no recent background in biology. Ten core objectives will be covered in every class, while the remaining five objectives will be tailored toward a particular career focus as noted by the course emphasis. (Prerequisite: None) (4 Credits: 3 lecture/1 lab)

NEME2000 NEW MEDIA TECHNOLOGY AND STRATEGIES
This course focuses on the creation and use of new media technologies specific to providing content through social media networks. These networks include sites and applications such as blogs, microblogs, video sharing sites, RSS-feeds, podcasts and other emerging Web technologies. The course studies how to construct conversations and interactions specifically serving various business goals. This study includes how sites used analytic tools to identify and target specific audience such as by gender, age, ethnicity, and self-identification factors. Students will demonstrate the use of these tools to engage these users, visitor, and customers. Special attention is given to various tools and applications used to monitor traffic and conversations to serve these efforts, establish thought leadership, and increase engagement. Students will examine various platforms to complete assignments by creating and posting relevant content. (Prerequisite: none) (3 credits: 3 lecture/0 lab)

NEME2005 NEW MEDIA TOOLS FOR MUSIC INDUSTRY
This lab implements marketing and communication strategies used by music industry professionals to communicate with customers and fans. The course examines the creation of an online presence using direct-to-fan techniques, brand strategies, and online retail sites. Throughout this course, emphasis is placed on brand management and the dissemination of content to fans. This lab is designed to work with the New Media Technology and Strategies course, with specific hands-on application to the music industry. (Prerequisite: none) (1 credit: 0 lecture/1 lab)

NURS2155 TRANSITION TO PROFESSIONAL NURSING
This course is designed to support Licensed Practical Nurses (LPNs) to transition into the professional associate degree nursing program. Content is designed to
This course is designed to introduce concepts within three domains: nursing, individual, and healthcare systems. Concepts related to Health Promotion and Maintenance, Psychosocial Integrity, Safe Effective Care Environment, and Physiological Integrity are introduced. Concepts related to Safe and Effective Care Environment, and Physiological Integrity are the main focus. Upon completion, students will be able to apply introductory theoretical concepts to professional nursing skills and clinical judgment for diverse patients throughout the life span. (4 credits: 4 lecture/0 lab)

NURS2702 ASSOCIATE NURSE 1 LAB/CLINICAL
This course is designed to allow students to systematically integrate classroom theory with nursing laboratory and clinical settings to provide students basic knowledge to contribute to a nursing plan of care to promote maintain and restore optimal health to individuals in a long term care setting. Upon completion students will be able to actively participate in patient care. (4 credits: 0 lecture/4 lab)

NURS2703 ASSOCIATE NURSE 2
This course is designed to develop concepts within three domains: nursing, individual, and healthcare systems. Concepts related to Psychosocial Integrity are emphasized. Concepts related to Health Promotion and Maintenance focus on comprehensive assessment skills. Concepts related to Safe and Effective Care Environment, and Physiological Integrity are further developed. Upon completion, students will be able to apply theoretical concepts to the nursing process utilizing professional nursing skills and judgment for transitional care and patients experiencing altered mental health processes, mental health patients. (5 credits: 5 lecture/0 lab)

NURS2704 ASSOCIATE NURSE 2 LAB/CLINICAL
Experience in the nursing lab and clinical setting will prove the student to learn, practice and demonstrate competency in performing a comprehensive assessment and apply nursing principles while caring for individuals with mental health issues. (4 credits: 0 lecture/4 lab/clincial)

NURS2705 ASSOCIATE NURSE 3
This course is designed to synthesize concepts within three domain; nursing, individual, and healthcare systems. Concepts related to Health Promotion and Maintenance focus on development, reproduction, and sexuality. Concepts related to Safe and Effective Care Environment, Physiological Integrity, and Psychosocial Integrity continue to be developed. Upon completion, students will be able to integrate theoretical concepts with the nursing process utilizing professional nursing skills and judgment for acute and OB/Pediatric patients. (4 credits: 4 lecture/0 lab)

NURS2706 ASSOCIATE NURSE 3 LAB/CLINICAL
This course is designed to provide multiple experiences in the nursing laboratory and clinical settings providing opportunities to learn, practice and demonstrate competency in a comprehensive assessment for inclusion in a nursing plan of care for individuals in rural and family health settings. (4 credits: 0 lecture/4 lab/clincial)

NURS2707 ASSOCIATE NURSE 4
This course is designed to integrate advanced concepts within three domains, nursing, individual, and healthcare systems. Concepts related to Health Promotion and Maintenance, Safe and Effective Care Environment, Physiological Integrity, and Psychosocial Integrity focus on Nursing Leadership and Management of Care. Upon completion, students will be able to synthesize theoretical concepts with the nursing process utilizing professional nursing skills and judgment for diverse clients throughout the life span. (4 credits: 4 lecture/0 lab)

NURS2708 ASSOCIATE NURSE 4 CLINICAL
This course is designed to provide multiple experiences in a variety of healthcare settings to demonstrate quality, individualized, entry-level professional nursing care. Upon completion, students will be able to synthesize theoretical concepts with entry-level clinical skills and judgments to provide consistent, health promoting care for diverse clients throughout the lifespan. (5 credits: 0 lecture/5 clinical)

NWAT1601 MS WORKSTATION I
This course will explore the MS workstation networking client. The students will learn how to plan, install and configure a MS workstation in a single and multi-domain environment. Emphasis will be placed on the managing, monitoring and optimizing of network resources. Basic troubleshooting techniques will be discussed as it relates to the Microsoft networking environment. The use of diagnostic and monitoring software will be emphasized. (Prerequisite: None) (2 credits: 1 lecture/1 lab)

NWAT1602 MS WORKSTATION II
This course will explore the MS workstation networking client. The students will learn how to plan, install and configure a MS workstation in a single and multi-domain environment. Emphasis will be placed on the managing, monitoring and optimizing of network resources. Basic troubleshooting techniques will be discussed as it relates to the Microsoft networking environment. The use of diagnostic and monitoring software will be emphasized. (Prerequisite: MS Workstation I or concurrent) (1 credits: 1 lecture/0 lab)

NWAT1606 WEB PAGE DESIGN
This course introduces web page authoring and web site management concepts. Using Front Page, the student will create web pages that include: text emphasis, lists, graphics, links, image maps, forms tables, nested tables and multimedia objects. (Prerequisite: None) (3 credits: 2 lecture/1 lab)

NWAT1607 PC HARDWARE SUPPORT
This course covers the concepts and familiarity of computer hardware components. System boards, storage devices and peripherals will be studied as to their basic purpose and functionality. Emphasis will be placed on the assembling and disassembling of a microcomputer. The student will be provided with a background in some of the techniques used to service personal computers. Fundamentals of hardware troubleshooting as it relates to keyboards, monitors, printers, mouse, floppy drives, and other peripherals will be explored. (Prerequisite: None) (3 credits: 2 lecture/1 lab)

NWAT1608 MS WORKSTATION
This course will explore the MS workstation networking client. The students will learn how to plan, install and configure a MS workstation in a single and multi-domain environment. Emphasis will be placed on the managing, monitoring and optimizing of network resources. Basic troubleshooting techniques will be discussed as it relates to the Microsoft networking environment. The use of diagnostic and monitoring software will be emphasized. (Prerequisite: None) (3 credits: 2 lecture/1 lab)

NWAT1612 SOFTWARE APPLICATION SUPPORT
This course covers the software support involved in maintaining the OS and its applications. The student will learn how to support the DOS, Windows 9.x, Windows 2000, Windows XP and Macintosh environments. Help desk operation is an important feature in addressing such problems. The student will learn how a help desk operates and what is required to become customer focused. Students will be taught the fundamentals of software troubleshooting by recognizing common DOS, Windows and Macintosh error messages. The student will be required to debug common operating system problems and failures. The introduction of diagnostic system utility software (scandisk, defrag, chkdisk, etc.) and its operation will be emphasized. (Prerequisite: None) (3 credits: 2 lecture/1 lab)

NWAT1641 NETWORKING FUNDAMENTALS
This course will explore the history of TCP/IP. Students will learn the components and functionality of TCP/IP by studying the OSI Model, the TCP/IP stack model and its role in communicating across a network. The student will become familiar with basic and advanced IP addressing, as well as TCP/IP routing. Additional emphasis will be placed on the utilization of TCP/IP tools (TFTP, Ping, Telnet, etc.) Students will be required to calculate IP subnetting for various network scenarios. Practical skills in network cable identification and construction will be employed. (Cisco Semester 1) (Prerequisite: None) (3 credits: 2 lecture/1 lab)

NWAT1649 MICROSOFT SERVER/ENTERPRISE
This course will explore the Microsoft server networking environment. The students will learn how to plan, install and configure a MS server in a single domain environment. Emphasis will be placed on the managing, monitoring and optimizing of network resources. Boot failures, configuration errors and fault-tolerances will be dis-
object-oriented design will be examined. The student will use practical problems to
language. Basic concepts and methods of object-oriented programming and
This course is designed to teach the fundamentals of the Java programming

NWAT1670 WAN TECHNOLOGIES
This course provides a background in the fundamentals of data communication and
WAN concepts. The student will learn how a network transmits data across a large
geographical area by various means. Telecommunications and its growing impact
on technology will be studied. Communication equipment and its function in a WAN
topology is also discussed. The student will be introduced to repeaters, bridges and
gateways. Cisco router basics: its startup and configuration in a WAN environment
will help students understand the connectivity power of networks. (Prerequisites:
NWAT1641, NWAT1649) (3 credits: 2 lecture/1 lab)

NWAT2601 NOVELL NETWARE
This course will explore the Novell Network operating system. The students will
learn how to plan, install, and configure Netware server in a single and multi-server
environment. Emphasis will be placed on the managing, monitoring and optimizing
of network resources. The student will learn additional methods of connectivity
through gateways and remote access. Boot failures, configuration errors and
fault-tolerances will be discussed as it relates to the Netware environment. The
use of diagnostic and monitoring software will be emphasized. (Prerequisites:
NWAT1608, NWAT1641, NWAT1649) (3 credits: 2 lecture/1 lab)

NWAT2611 CISCO LAN CONNECTIVITY
This course introduces LAN segmentation involving bridges, routers and switches.
Students will explore the features and benefits of Fast Ethernet and virtual LANs.
Students will be required to work with bridges, routers, and switches in various
segmentation scenarios. (Prerequisites: NWAT1641, NWAT1649, NWAT1670) (3
credits: 2 lecture/1 lab)

NWAT2621 CISCO WAN CONNECTIVITY
This course provides a background in the following WAN services: LAPB, Frame
Relay, ISDN/LAPD, HDLC, PPP, and DDR. Students will learn list commands to
configure and monitor Frame Relay operation in the router. Additional emphasis will
be placed on the understanding and function of ISDN portocul and implementation
of ISDN BRI. (Cisco Semester4) (Prerequisites: NWAT1641, NWAT1671) (3
credits: 2 lecture/1 lab)

NWAT2640 ADVANCED ROUTING
This course will examine scalable internetworks that implement various routing
protocols such as OSPF (single and multiple areas), IGRP and BGP. Additional
emphasis will be placed on troubleshooting a network that utilizes PPP and NAT
services, traffic shaping, optimizing traffic flow, and extending ip addresses using
VLSM. (Prerequisites: NWAT 1641, NWAT 1644 and NWAT 2621) (3 Credits: 2
lect/Pres, 1 Lab, 0 Other)

NWAT2665 MICROSOFT SERVICES
This course examines the Exchange Server architecture, as well as its proper
installation and implementation in a Microsoft networking environment. Students will
learn how to configure and manage Exchange clients and services. Using Exchange
with other existing systems such as Lotus, Netware, and MS Mail will be discussed.
The student will also examine other MS services such as remote access, terminal
services, and web services. (Prerequisites: NWAT1641 and NWAT1649 or instruc-
tor’s permission) (3 credits: 2 lecture/1 lab)

NWAT2669 MICROSOFT ADVANCED SERVER
This course examines the planning, installing and implementing of Active Directory
in the Windows 2000 Server environment. Students will learn how to configure and
manage Active Directory, RAS, Terminal Services, and Windows 2000 security.
Additional emphasis will be placed on connectivity issues concerning a mixed
client environment in the Windows 2000 architecture. (Prerequisites: NWAT1641,
NWAT1649) (3 credits: 2 lecture/1 lab)

NWAT2671 JAVA PROGRAMMING
This course is designed to teach the fundamentals of the Java programming
language. Basic concepts and methods of object-oriented programming and
object-oriented design will be examined. The student will use practical problems to
implement application-building techniques that will include well-written and readable
programs using a disciplined coding style; including documentation and indentation
standards. (Prerequisites: NWAT1642, NWAT1650) (3 credits: 2 lecture/1 lab)

NWAT2673 UNIX OPERATING SYSTEMS
This course examines the planning, installing and implementing a UNIX comput-
ing environment. Students will learn how to configure and manage graphical
user applications, basic and advanced directory and file systems and file security
features. Additional emphasis will be placed on UNIX system processes, the use of
text editors, backing up and restoring procedures and establishing a flexible printing
environment. (Prerequisites: NWAT1641, NWAT1649) (3 credits: 2 lecture/1 lab)

NWAT2675 NETWORK DESIGN & ANALYSIS
This course provides a survey of techniques and procedures followed in the
development of business computer information systems. Topics include structured
approaches to needs assessment, specification, design, system development,
documentation development and implementation of new systems. Students will be
introduced to various CASE tools and their uses in system analysis and design. The
student will use these tools to plan and create systems based on different network
scenarios. (Prerequisites: NWAT1642, NWAT1650) (2 credits: 1 lecture/1 lab)

NWAT2676 WIRELESS COMMUNICATIONS
This course provides a survey of techniques and procedures followed in the
development of business computer information systems. Topics include structured
approaches to needs assessment, specification, design, system development,
documentation development and implementation of new systems. Students will be
introduced to various CASE tools and their uses in system analysis and design. The
student will use these tools to plan and create systems based on different network
scenarios. (Prerequisites: NWAT1641, NWAT1649) (3 credits: 2 lecture/1 lab)

NWAT2678 MS NETWORK ENVIRONMENT
This course provides a comprehensive view of the Microsoft networking environ-
ment. Students will concentrate on troubleshooting the Microsoft core elements
of networking protocols, DHCP, DNS and WINS services, remote access and IP
routing. Additional emphasis will be given to advanced security concepts relating to
authentication, web services, directory and file transfer services, firewalls, intrusion
detection, cryptography and computer forensics. (Prerequisites: NWAT1641,
NWAT1649, NWAT2689) (3 credits: 2 lecture/1 lab)

NWAT2681 FUNDAMENTALS OF SECURITY
As organizations accelerate their interest in network business solutions, they need
qualified professionals who possess the skills necessary to ensure the security
of all network-based transactions. This course will provide training to improve
the student’s skills and knowledge in three key areas of network security: firewalls, intru-
sion detection systems, and virtual private networks. Practical hands-on projects will
guide the student through implementing hardware, software, network, Internet and
data security configurations. (Prerequisite or concurrent: NWAT1641) (3 credits: 2
lecture/1 lab)

NWAT2683 SECURITY THREATS & COUNTERMEASURES
This course covers the concepts and familiarity of the tools and techniques used by
malicious network intruders. The student will learn to recognize security threats and
vulnerabilities that exist in present networking environments. Additional emphasis
will be placed on recognizing and mitigating responsive measures to lessen the
negative effectiveness of security breaches. (Prerequisites: NWAT1641 and NWAT
2681) (Prerequisite or concurrent: NWAT1649) (3 credits: 2 lecture/1 lab)

NWAT2684 SERVER & DESKTOP SECURITY
This course covers Windows Server and Windows desktop operating systems se-
curity issues. Students will learn how to install and configure basic and intermediate
security features that can be implemented in a server-client environment. Emphasis
will be placed on securing network remote access, standalone and domain security
options, group policy administration, file and folder access/encryption, client login
controls and restrictions, operating system updates and backup/restore procedures.
Additional attention will focus on basic Linux security. (Prerequisites: NWAT1601,
NWAT1602, and NWAT1641) (Prerequisite or concurrent: NWAT1649) (3 credits: 2
lecture/1 lab)
Nwat2685 wireless security
This course covers a basic to intermediate approach to secure home and business wireless networks. Students will learn how wireless networks are installed and implemented in various networking environments and topologies. Emphasis will be placed on understanding security features found on most wireless routers. Students will have an opportunity to install, configure and implement a secure wireless network. Additional emphasis will be given to third party security software solutions. (Prerequisites: NWAT1609, NWAT1642, NWAT1650) (3 credits: 2 lecture/1 lab)

NWAT2687 LAN/WAN network security
This course covers the identification and implementation of router security in current network environments. The student will learn basic and intermediate techniques to secure network traffic and protocols refining router configurations. This course covers the advanced concepts of perimeter security in current networking environments. The student will learn how to plan, design, install and implement firewall security appliances to protect private enterprise networks from high security risk public networks. Additional emphasis will be placed on how to configure a Cisco PIX firewall to specific security guidelines in various networking scenarios. (Prerequisites: NWAT1609, NWAT1642, NWAT1650) (3 credits: 2 lecture/1 lab)

NWAT2689 forensic investigation
This course covers a basic to intermediate approach to secure home and business wireless networks. Students will learn how wireless networks are installed and implemented in various networking environments and topologies. Emphasis will be placed on understanding security features found on most wireless routers. Students will have an opportunity to install, configure and implement a secure wireless network. Additional emphasis will be given to third party security software solutions. (Prerequisites: NWAT1601, NWAT1602, NWAT1641, NWAT2681) (Prerequisite or concurrent: NWAT1649) (3 credits: 2 lecture/1 lab)

NWAT2692 electronic devices forensics
The Electronic Devices Forensics course provides an introduction to mobile device forensics including practical approaches and best practices involved in performing mobile forensics. Students will examine the internals of popular mobile devices including their operating systems, hardware, and security concepts. Students will gain an understanding of the tools available to perform mobile forensic tasks including data acquisitions, data recovery, and industry best practices. (Prerequisites: NWAT1601, NWAT1602, NWAT1641, NWAT1649, NWAT2681, and NWAT2689) (3 credits: 3 lecture/0 lab)

NWAT2693 website and applications security
Website and application security prepares the student for a role as a security officer, auditor, security professional, or site administrator. It also empowers a website or application developer with the knowledge necessary to create and maintain secure applications. The course studies how various vulnerabilities in server architecture, web/application development, and database structure expose these systems to attack. Students learn how these vulnerabilities are exploited and develop the skills to effectively protect these systems against attack. Students will gain an understanding of the tools hackers use to exploit these issues. They also learn to effectively utilize tools to detect attack and set up appropriate countermeasures to defend against attacks and intrusion. (Prerequisites: NWAT1641, NWAT1649, NWAT2681 and NWAT2689) (3 credits: 3 lecture/0 lab)

Phil1210 moral problems
An introduction to ethical principles as applied to the moral issues and challenges individuals encounter in everyday life. Emphasis will be given to the analysis and development of ethical views and decision making. A broad variety of topics will be explored, including personal moral character, medical, religious, racial, and cultural issues. (Fulfills MnTC Goals 6 & 9) (Prerequisite: None) (3 credits: 3 lecture/0 lab)

Phys1215 college physics I
This non-calculus based course introduces the basic principles of physics through applications, problems, and experiments. Newtonian motion and conservation laws for linear and circular motion will be covered including speed, velocity, and acceleration for linear and projectile motion. Oscillatory motion will be covered including mechanical, light, sound and energy waves. Thermodynamics will be introduced including the first and second law of thermodynamics. (Meets MnTC Goal 3) (Prerequisite: A minimum score of 22 in the math subject area of the ACT test or successful completion of MATH1025 Algebra) (4 credits: 3 lecture/1 lab)

Pols1101 introduction to political science
An introduction to the basic terms, concepts, principles, and structures of modern political systems worldwide. Problems and issues arising from various political systems, such as democracy, communism, socialism, and totalitarianism will also be studied. (Fulfills MnTC Goals 5 & 9) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

Pols1120 american government
A survey of the basic structure and operation of the American National Government, with emphasis on the core ideas and values that underlie it. Topics will include citizen participation, political parties, interest groups, the Presidency, Congress, and Federal Courts. (Fulfills MN Transfer Curriculum Goals 5 & 9) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

PsyC1110 introduction to psychology
Psychology applies to everyone’s personal and workplace daily life. In this course, you will be introduced to the history of psychology, consciousness, learning theories, memory, problem-solving, intelligence, motivation, life-span development, personality, abnormal psychology and therapy. (Fulfills MnTC Goal 5 & 7) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

PsyC1115 lifespan development
Students will explore theories of human development to understand the connections and relationships of stages of growth from conception to late adulthood. Genetics; prenatal development and birth; physical, cognitive and psychosocial development from birth through late adulthood; and dying, death, and bereavement will be examined. (Fulfills MnTC Goals 5 and 7) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

PsyC1223 psychology of death and dying
This course examines death and dying in terms of current and historical viewpoints and the effect of individual and cultural attitudes and rituals. Medicolegal movements and issues, and factors such as age, culture, spirituality, and manner of death will be investigated and how those issues shape end-of-life and grief experiences. (Fulfills MnTC Goals 5 and 9) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

PsyC2520 psychology of human sexuality
Psychology of Human Sexuality is an overview of theories, research and contemporary issues in human sexual behavior. Topics include psychosexual development, gender roles, sexual orientation, sexual anatomy, alternate methods of reproduction, pregnancy/birth, contraception, sexually transmitted diseases, sex education, sexism, love and attraction, sexual abuse, sexual dysfunctions, sex therapy, paraphilia, and sexuality through the life cycle. (Meets MnTC Goals 2 & 5) (Prerequisite: None) (3 credits: 3 lecture/0 lab)

PsyC2522 positive psychology
This course explores theories and research on positive human qualities and strengths, and how to utilize these for personal and community well-being. The interaction of psychological, sociological, and biological factors that shape well-being are discussed. The information in this course will be applied toward life areas such as work, leisure, relationships, health, and society. (MnTC Goals 5 and 9) (Fulfillment: PSYC1110 General Psychology) (3 credits: 3 lecture/0 lab)

PsyC2526 abnormal psychology
Abnormal Psychology explores in greater depth the psychological disorders that are introduced in General Psychology. Students will examine diagnostic criteria, etiology, prevalence rates, age of onset, and treatments for psychological disorders included in the DSM-V. Social, ethical, cultural, and legal issues that are relevant to the mental health field will also be discussed. (Meets MnTC Goals 5 & 7) (Prerequisite: PSYC1110 Introduction to Psychology) (3 credits: 3 lecture/0 lab)

PsyC2531 social psychology
This course provides learners with an introduction to the scientific study of how a person’s emotions, thoughts, and behaviors are influenced by other people. Students will become familiar with theories, research methods, and applications of social psychology to their own lives. Among the issues to be addressed are group processes, aggression, conformity, attraction, attitude change, and prejudice. Findings regarding gender, racial, and cultural similarities and differences will be covered as well. (Fulfills MnTC Goals 5 and 7) (Prerequisite: PSYC1110 Introduction to Psychology or SOCS1110 Introduction to Sociology) (3 credits: 3 lecture/0 lab)
PSYC2533 STATISTICS FOR THE BEHAVIORAL SCIENCES
Students will become familiar with the concepts and statistical procedures commonly used in the behavioral sciences, choosing appropriate statistical tests, and interpreting and writing APA-style research results. Use of a statistical software package will be performed as the lab component of the course. (Fulfills MnTC Goal 5) (Prerequisite: PSYC1110 AND completion of Math MnTC requirement, with MATH1230 Introduction to Statistics strongly recommended) (4 credits: 3 lecture/1 lab)

RADT2601 INTRODUCTION TO RADIOLOGIC SCIENCES
This course introduces students to the role of radiography in healthcare. The first section provides the student with an overview of radiography and the health-care systems. Topics include professional organizations, the ARRT Code of Ethics and Standard Practices, Ethics and medico-legal issues that enable the student to understand parameters of professional practice and major areas of responsibility. The second section provides the student with the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and their family. Communication skills, routine emergency patient procedures and infection control procedures using standard precautions are explored. Special and basic fluoroscopy procedures will be introduced along with pharmacology and contrast media, drug administration and venipuncture. Fluoroscopy, mobile and surgical equipment will be introduced. In addition, an on-line medical terminology component will be included in this course. (Prerequisite: Admission to the radiography program) (Prerequisite or concurrent: RADT2605, RADT2611) (4 credits: 3 lecture/1 lab)

RADT2605 RADIOGRAPHIC IMAGING 1
This introductory course provides the student with the basic elements of radiation physics. Topics include the electromagnetic spectrum, atomic structure, nature and characteristics of radiation and x-ray properties, x-ray machine components, x-ray tube and the production of radiation. Principles of radiographic exposure will also be presented to include the prime factors, image appearance standards of density, contrast, recorded detail, and distortion, grids, AEC, beam limitation and scatter radiation. (Prerequisites: MATH2520, ENGL2515, BIOL2511) (Prerequisite or concurrent: RADT2601, RADT2611) (3 credits: 2 lecture/1 lab)

RADT2611 RADIOGRAPHIC POSITIONING AND PROCEDURES 1
For this first procedures course students will be introduced to the terminology of positioning, equipment used and basic radiographic and technical factors that affect the exposure. Introductory and general anatomy will be presented and specific procedures of the chest, abdomen, and pelvis, upper extremity from hand through shoulder girdle and lower extremity from foot through hip will be covered. Pediatric radiographic positioning will be explored. Labs will enable the student to become familiar with positioning using the x-ray machine. Mobile, trauma and surgical radiographic positioning will be presented. Principles of radiation safety and emphasis on protection of the technologist and patient will be stressed. Radiographic images will be evaluated for anatomy and positioning. The student will also be oriented to the clinical practice setting. (Prerequisite: Admission to the radiography program) (Prerequisite or Concurrent: RADT2601, RADT2605) (5 credits: 2 lecture/3 laboratory)

RADT2617 CLINICAL PRACTICUM 1
For this course, the student will be assigned to a hospital or clinic 36 hours per week for 12 weeks. This remedial course consists of content to prepare the student to reenter the radiography technical program sequence starting the spring semester of 2nd year. The student will maintain competency of the didactic content from the 1st year and will be assigned to rotations in trauma, surgery, and fluoroscopy. The student will be supervised directly by the program assigned clinical instructor and indirectly by the programs clinical coordinator. (Prerequisites: RADT2601, RADT2605, RADT2611) (9 Credits: 0 lecture/0 lab/9 OJT)

RADT2620 EQUIPMENT OPERATION AND MAINTENANCE
This course introduces radiography students to the principles and application of x-ray technology. Students analyze x-ray machine circuitry, fluoroscopy equipment, automatic exposure control and factors related to image formation. Specific topics to be covered include: electricity, electromagnetism, operation and maintenance of radiographic equipment that includes fluoroscopy, mobile, conventional and digital imaging systems. (Prerequisites: RADT2605, RADT2617, RADT2630, RADT2641) (Prerequisite or concurrent: RADT 2650, RADT 2653) (2 credits: 2 lecture/0 lab)

RADT2625 RADIOGRAPHIC POSITIONING AND PROCEDURES 2
This is the second procedures course. In this course the student will be introduced to positioning of the vertebral column to include the sacrum and coccyx, and the bony thorax. Students will also learn fundamental positioning of the skull, facial bones and paranasal sinuses. Labs will enable the student to become familiar with positioning using the x-ray machine. The student will explore in greater detail; pediatric radiographic positioning. Principles of radiation safety with emphasis on protection of the technologist and patient will be stressed. Radiographic images will be evaluated for anatomy and positioning. (Prerequisites: RADT2601, RADT2611, RADT2617) (3 credits: 1 lecture/2 lab)

RADT2630 RADIOGRAPHIC IMAGING 2
This course will present fluoroscopy technology, and digital radiography to the student. This will include digital systems, digital image processing, image quality, and image storage and management. This course will introduce the student to the higher level principles of radiographic exposure and setting appropriate technical factors. Students acquire knowledge of quality management in radiology and apply quality control tests to determine the causes of image problems including equipment malfunctions and procedural errors. Included also are aspects of quality control to external x-ray beam evaluation, repeat rates and protective apparel. Laboratory exercises will emphasize the theories learned. (Prerequisites: RADT2601, RADT2605, RADT2611, RADT2617, RADT2625, RADT2630) (Prerequisite or concurrent: RADT2641) (1 credit: 1 lecture/0 lab)

RADT2642 CLINICAL PRACTICUM 2
For this practicum, students will be assigned 36 hrs/wk to a hospital/clinic. Assignments will be mainly days but may include 2 weeks of evenings and 2 weekend shifts. Student will learn clinical radiography and complete competencies of complete vertebral column, bony thorax, skull, facial bones, and sinuses and continue to learn digital imaging and provide direct patient care. Students may be assigned rotations in general diagnostic radiology, mobile, trauma, surgery, and fluoroscopy. Students will continue to practice and improve all positioning skills. Learning procedures on geriatric and pediatric patients, understanding and operating radiographic image acquisition and processing equipment in terms of department protocol, using critical-thinking skills associated with patient care and radiation protection will be emphasized. Students will be supervised directly by clinical instructor and indirectly by program faculty. (Prerequisites: RADT2617) (12 credits: 0 lecture/0 lab/12 OJT)

RADT2643 RADIOGRAPHY SEMESTER 4 REMEDIAL
This remedial course consists of content to prepare the student to reenter the radiography technical program sequence starting the spring semester of 2nd year. The student will maintain competency of the didactic content from the 1st year fall and summer term radiography didactic courses and the Clinical Practicum 1 and 2 courses through various assessment strategies which may include written, online and practical testing in the radiography laboratory. (Prerequisites: BIOL 2512, RADT2600, RADT2605, RADT2610, RADT2615, RADT2620, RADT2625, RADT2630, RADT2635, RADT2640 or RADT2641) (Co-require: MATH2515) (3 credits: 1 lecture/2 lab)

RADT2650 RADIOGRAPHIC PROTECTION AND BIOLOGY
This course presents the principles of radiation protection and radiobiology. Topics include an overview of radiation physics, units of measure, radiosensitivity and response, and understanding the radiographers role in utilizing safe radiation practices for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations will be also addressed. Specific topics: cell biology in terms of early and late cell response, and understanding the radiographers role in utilizing safe radiation practices for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations will be also addressed. Specific topics:
Radt2653 Radiographic Imaging 3

This course will introduce the student to the higher level principles of radiographic exposure. Topics covered in greater depth will be the x-ray tube, beam filtration, beam restriction, pathology problems, grids, film, processing, screens, density, contrast, recorded detail, distortion, imaging standards, image critique, AEC and exposure technique charts, DR and CR. Mathematical problems associated with exposure techniques will be presented. Laboratory exercises will emphasize the theories learned. Preparation for the national certification examination in radiography offered by the American Registry of Radiologic Technologists (ARRT) will be started in this course. (Prerequisites: Radt2605, Radt2615, Radt2620, Radt2630, ARDT2641) (2 credits: 2 lecture/0 lab)

Radt2660 Computed Tomography

This elective online course introduces the basic principles of computed tomography (CT) imaging and sectional anatomy. History of CT, current equipment and practices, radiation protection specific to CT, and anatomic appearance of various structures in a cross-sectional reference will be discussed. Specific emphasis will be on methods of dose reduction to support the Image Gently campaign. Images from various modalities will be used to demonstrate radiographic cross-sectional appearance. This course will be a basic CT course with emphasis on CT registry exam content. (Prerequisites or concurrent: Biol2512, Radt2601, Radt2605, Radt2611 or graduate of associate degree or certificate program in medical imaging/therapy or radiography - official transcript or current ARRT credential review required.) (2 credits: 2 lecture/0 lab)

Radt2663 Modalities

This course will introduce radiographers to imaging modalities beyond diagnostic radiology. There will be an emphasis of computed tomography (CT) and cross-sectional anatomy. Other modalities include MRI, mammography, ultrasonography, radiation therapy, nuclear medicine, bone densitometry, and cardiac/vascular interventional radiology. During completion of this course, students will be able to observe/participate in these special areas during clinical practicum if it does not interfere with diagnostic radiology experiences or on non-scheduled days. (Prerequisites: Radt2601, Radt2605, Radt2611) (Prerequisite or concurrent: Radt2617) (2 credits: 1 lecture/1 lab)

Radt2673 Clinical Practicum 3

For this practicum, students will be assigned 36 hrs/week to a hospital or clinic the last 4 weeks of the semester. Assignment will include days, evenings or weekends if the mandatory 2 weeks of evenings and 2 weekends have not been completed. Students will continue to perfect their practice in digital imaging and provide direct patient care to include radiation protection. Students may be assigned to rotations in general, mobile, trauma, surgery, and fluoroscopy. Other experience in CT, MRI, or other modalities may be used if available. Improvement in affective skills, radiographic processing, patient care, radiation protection, will be emphasized. Students will be supervised directly by clinical instructor on site and indirectly by program clinical coordinator. Preparation for the national certification exam offered by the American Registry of Radiologic Technologists (ARRT) will be continued in this course. (Prerequisites: Radt2617, Radt2641) (3 credits: 0 lecture/0 lab/3 QJt)

Radt2680 Introduction to Mammography

This special modality course will cover patient education and assessment, anatomy, physiology, pathology, positioning and compression of the breast. Emphasis will be on the screening projections. A second component of the course is presentation of the physical principles of mammography to include unique aspects of the machine, image processing, dose issues, mammography technique, image evaluation, breast imaging procedures (including implant imaging) and quality control/assurance techniques. Both analog and digital film acquisition will be applied. The Mammography Quality Standards Act will be discussed. (Prerequisite: Radt2630, Radt2635) (Prerequisite or Concurrent: Radt2653 or graduate of associate degree or certificate program in medical imaging/therapy or radiography (official transcript or current ARRT credential review required)) (2 credits: 1 lecture/1 lab)
various marketing and distribution channels to final target markets. (Prerequisite: Instructor Approval) (3 credits: 0 lecture/3 lab)

RESL1222 INVENTORY PLANNING CONCEPTS
Unit and dollar inventory systems are essential to the retailing business. This course covers minimum and maximum inventory levels, the calculation and interpretation of inventory ratios, book inventory, retail method of inventory, and the various ways in which inventory status can be analyzed to insure profitability on on-hand inventory. Computer applications are emphasized. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

RESL1224 SALES TERRITORY MANAGEMENT
This course covers fundamentals of sales administration necessary for managing a wholesale or direct sale business and the sales territory associated with that business, concepts for daily administrative activities, creating customer filing systems, managing time, scheduling sales activities and developing profitable sales strategies. Concepts will be learned through case studies and/or live territory projects. (Prerequisite: Instructor Approval) (3 credits: 3 lecture/0 lab)

RESL2222 SALES MANAGEMENT
This course is designed to present basic principles of sales management. The course will help the student to understand the organization and functions of managing a selling force. Coverage includes information on budgeting, setting sales goals, leading a sales force and measuring sales force performance in the field. (Prerequisite: Instructor Approval) (3 credits: 3 lecture/0 lab)

RESL2224 RETAIL BUYING
The focus of this course is placed on the essentials of effective retail buying. It covers planning the buy, locating resources, negotiating the buy and calculating the gross margin percentage on the merchandise selected. This course also looks at the importance of trend analysis as a buying tool. (Prerequisite: Instructor Approval) (3 credits: 0 lecture/3 lab)

RESL2228 SALES BUSINESS CONCEPTS & TRENDS
This course covers information on familiarizing the student with how a sales business is operated in today’s highly competitive electronic society. (Prerequisite: None) (3 credits: 0 lecture/3 lab)

RESL2230 SUPERVISED OCCUPATIONAL EXPERIENCE
This course is designed to provide the student with a purposeful occupational experience in the wholesale-retail marketing industry. Since each Supervised Occupational Experience is an individualized experience, a training plan is specifically created for each student in conjunction with the training station the student is assigned to. Supervised Occupational Experience can be offered as a cooperative arrangement, an internship arrangement, or other appropriate work experience arrangement. (Prerequisite: Instructor Approval) (6 credits: 0 lecture/0 lab/6 OJT)

SMGT1206 FUNDAMENTALS OF BUDGET ANALYSIS AND COST CONTROL
The primary goal of this course is to provide “user” managers with a sufficient set of management planning and control concepts and methods to: understand decision making, communicate with accountants and other managerial staff in their organization that are involved in the budgeting process, and use good management planning and control techniques in the day-to-day conduct of their job. (Prerequisite: None) (2 credits: 2 lecture/0 lab)

SMGT1208 MARKETING FOR MANAGERS
This course introduces the basic principles of marketing, which the student will be given the opportunity to apply through various case problems. The student will analyze what portion of marketing their managerial job can have an impact on. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

SMGT1210 SUPERVISION PRINCIPLES
This course covers an overview of the supervisory field. The course introduces aspects of the supervisor’s job that are developed in depth on other courses throughout the program. Topics to be covered include: Basic skills required of managers, fundamentals of planning, organizing, delegating, communication skills, selecting and training new employees, appraising and compensating employees, discipline and exercising control, and controlling productivity, quality and safety. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

SMGT1212 MANAGING FOR QUALITY
This course covers the Total Quality Management Philosophy put forth by a variety of Quality Gurus around the world. It includes a step-by-step process to put a quality program to work in an organization, including shortcuts and how to avoid pitfalls. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

SMGT1214 PRACTICAL PROBLEM SOLVING
This course will provide participants with the skills and resources to solve organizational problems and make better decisions. The opportunity will be provided to practice various problem solving techniques and tools, including the seven quality tools. Participants will learn methods for thinking about problems more creatively. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

SMGT1216 LEADERSHIP DEVELOPMENT
This course is an introduction to the concept of leadership. In addition to mechanics and styles of leadership, the moral and ethical considerations of leadership will also be stressed. Topics to be discussed will include: managing change, vision statements, power and its use and abuse, communicating like a leader, empowering employees, setting an example, recognizing others, and celebrating successes. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

SMGT1419 THE POWER OF INFLUENCE
This course is an introduction to several concepts of leadership. Vision/mission statements, communicating like a leader, empowering employees, setting an example, recognizing others and celebrating successes will be covered. Participants will learn through experiential activities such as group discussions, role-plays, games, and case studies. (Prerequisites: None) (3 credits: 3 lecture/0 lab)

SMGT1747 INTRODUCTION TO E-COMMERCE/E-BUSINESS
In development (3 credits)

SMGT1749 PROJECT MANAGEMENT
The need for business leaders and managers to manage programs and projects is evident today. Technology managers and all managers will find much higher competency in the workplace with an understanding of methods of completing projects on schedule and on budget. This course presents the specific concepts, techniques, and tools for managing projects effectively. The role of the project manager as team leader is examined, together with important techniques for controlling cost, schedules, and performance parameters. Through readings, class discussions, and interactive exercises, learners gain an understanding of both the technical and human aspects of project management. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

SMGT2210 HUMAN RESOURCE ISSUES FOR MANAGERS
This course covers a variety of personnel issues that affect managers and supervisors in most organizations. Human Resource issues from hiring to firing, documentation, as well as potential legal ramifications will be covered. Laws regarding sexual harassment, all types of discrimination, Family Medical Leave Act, Americans with Disabilities Act and any new legislation that could impact area managers will be researched. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

SMGT2214 TEAMBUILDING
The purpose of this course is to educate managers, supervisors, and other interested employees about the concept of workteams. The topics covered are stages of team development, building trust within the team, consensus decision making, running effective team meetings, and symptoms of a dysfunctional team. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

SMGT2216 COACHING & PRODUCTIVITY ENHANCEMENT
This course covers a variety of techniques to use when coaching employees. Topics to be included are counseling, mentoring, training, correcting and how to use employee appraisal systems to improve productivity of employees. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

SMGT2218 SERVICE MANAGEMENT
This course covers how businesses are increasing profitability through a process of assessment of customer needs and changing expectations. Learn critical elements of how to train others to deliver service excellence. “Internal” and “External” customers are included in all aspects of discussion of effective customer service. (Prerequisite: None) (3 credits: 3 lecture/0 lab)
SOCS2545 DIVERSITY AND SOCIAL CHANGE

This course empowers exploration and understanding of areas of diversity, including individual, institutional, and societal racism, sexism, classism, heterosexism, and others. Topics include development of skills in combating these forms of oppression and in effecting social change for a just society, as well as skills in forming respectful relationships across group differences. (MnTC Goals 5 & 7) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

SOCS1214 WORK IN AMERICA

The purpose of this course is to develop in students an understanding of history, methods, social issues, impact of family, meaningful work and barriers of work. Additionally, the course will focus on industries, technologies, factories, high-technology workplaces, and general services. Lastly, the student will be exposed to work in the twenty-first century to include the future of work. Basic sociological issues, concepts, terminology and applications of these understandings with current societal events will be examined. The course will call for the development of reflective and critical thinking skills. (Fulfills MnTC Goal 5) (Prerequisite: none) (3 credits: 3 lecture/0 lab)

SPAN1015 CONVERSATIONAL SPANISH

This course will focus on basic Spanish pronunciation, vocabulary, and language functions to better enable students to orally communicate at a very basic level. Listening, reading, writing, and cultural skills will also be incorporated. Basic grammatical structures will be used to communicate needs, desires, preferences, and basic personal information. This course is ideally for students who have had very little or no prior Spanish experience. (Prerequisite: none) (2 credits: 2 lecture/0 lab)

SPAN1230 INTRODUCTION TO HISPANIC CULTURES

Taught in English, Intro to Hispanic Cultures will acquaint the students with the concepts of culture and cultural identity, and bring them an awareness of the skills necessary to achieve successful cross-cultural communication, especially as it pertains to work with Hispanic clients. Students will compare and contrast their own culture with that of Spanish-speaking peoples. The course will also look at the "high" culture and civilization of Spanish-speaking countries, examining the arts, history, architecture, and literature. (MnTC Goals 6 & 8) (Prerequisite: None) (3 credits: 3 lecture/0 lab)

SPAN1240 BEGINNING SPANISH I

Beginning Spanish is for students with little or no prior training, or for those wishing to refresh other skills in Spanish. Instruction in speaking, listening, reading, writing, and culture will occur through practice in and out of the class session. (Meets MnTC Goal 8) (Prerequisite: None) (4 credits: 4 lecture/0 lab)

SPAN1342 BEGINNING SPANISH II

Beginning Spanish II is for students who have completed Beginning Spanish I and wish to continue practicing and refining their skills in Spanish. Instruction in speaking, listening, reading, writing, and culture will occur through practice in and out of the class session. (Meets MnTC Goal 8) (Prerequisite: SPAN1240 Beginning Spanish I or permission of instructor) (4 credits: 4 lecture/0 lab)

THPY1400 SWEDISH MASSAGE & MASSAGE ETHICS

This course provides students with an in depth knowledge of Swedish Massage techniques. Emphasis is on the application of the five basic Swedish Massage strokes and their variations. Students will be taught proper draping, positioning, and client feedback techniques used in giving a professional Swedish Massage. A variety of topics on Massage ethics will be discussed/studied. (Prerequisite: None) (3 credits: 2 lecture/1 lab)
THPY1404 PROFESSIONAL ETHICS
This course provides students with an in depth knowledge of professional ethical standards. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

THPY1405 REFLEXOLOGY
This course provides students with the ability to complete a comprehensive foot or hand reflexology session. The student will learn to identify foot reflex areas and discern how they relate to the body as a whole. Finger, thumb and hand techniques will be used to palpate the foot and hand reflex areas. Students will learn to identify and palpate anatomical landmarks in the feet, hands, wrists and ankles. (Prerequisite: None) (2 credits: 2 lecture/0 lab)

THPY1406 ENERGY BRIDGE
This course will go into detail on the concepts of energy systems. Focus will be on aura, chakra, and energy healing. This course will review techniques from the 1 credit energy modalities course and expand. (2 credits: 1 lecture/1 lab)

THPY1410 KINESIOLOGY
This course teaches students to identify the locations and movements of the skeletal muscles. Students will be taught to identify muscle origins and insertions using specific bony landmarks as points of anatomical reference. The student will learn to identify and describe the movement of each muscle and be familiar with their nerveervation. (Prerequisite or concurrent: THPY1400 and THPY1425) (3 credits: 2 lecture/1 lab)

THPY1415 ADVANCED MASSAGE
This course introduces the students to advanced massage techniques and protocols which may be utilized in a medical setting, or utilized by independent massage therapists working collaboratively with other health care professionals. Emphasis will be placed on assessment methods, treatment planning, documentation, and addressing specific musculoskeletal pathologies. This course should be taken concurrently with THPY1410 Kinesiology. (Prerequisite: THPY1400) (3 credits: 1 lecture/2 lab).

THPY1424 SPORTS MASSAGE AND PATHOLOGY
This course covers the fundamentals of sports massage and related pathology. Students will be taught to do sport specific pre and post event sports massage using a variety of innovative techniques. Muscle function and stretching will be used to increase athletic performance and muscle recovery time. Pathology of the athlete will be addressed along with specific strategies to address athletic injuries. Pathology of other body systems will also be addressed. (Prerequisites: THPY1400) (3 credits: 1 lecture/1 lab or concurrent: THPY1410 and THPY1415)

THPY1425 DEEP TISSUE MUSCULAR THERAPY
This course prepares the massage student to apply deep muscular therapy techniques. Emphasis will be placed on knowledge of muscle attachment sites and evaluation of the client’s muscle tissue. Individual muscles will be massaged with a variety of deep tissue techniques. (Prerequisite: THPY1400) (2 credits: 1 lecture/1 lab)

THPY1430 ACUPRESSURE
This course covers the basics of acupressure as used within the context of a full body therapeutic massage session. Students will learn to systematically locate and apply pressure to acupressure meridians in order to help alleviate pain and increase energy flow throughout the body. Emphasis will be placed on the ancient Chinese theory of meridians and the balancing of Chi(energy). (Prerequisite: None) (1 credit: 0 lecture/1 lab)

THPY1432 MASSAGE REMEDIATION
Massage Remediation (1 LECT/ LAB)

THPY1436 STUDENT CLINIC
This course provides students with an opportunity to develop the practical skills necessary to administer a professional one-hour full body massage. Each student will perform at least 60 massages in the school massage clinic. This course provides students with an opportunity to develop the practical skills needed to work as a professional Massage Therapist. One class time will be scheduled to prepare the student to begin their professional massage practicum. (Prerequisite: THPY 1400, THPY1404, THPY1425, THPY 1454) (Prerequisite or concurrent: THPY1410, THPY1415, THPY1424, THPY1440, THPY1447, and BIOL2500 or BIOL2511) (2 credits: 0 lecture/2 lab)

THPY1440 PREPARATION FOR NATIONAL EXAM
This course is designed to teach the student how to study for the National Certification Examination for Therapeutic Massage and Bodywork. Students will review all areas tested on the national exam. Students will identify the areas in which they need the most review and use outside texts to help them maximize their learning potential. Students will be encouraged to apply to take the National Certification Examination after they receive their diploma or certificate. (Prerequisites: THPY1404, THPY1425) (Prerequisites or concurrent: THPY1410, THPY1415, THPY1424, THPY1440, THPY1447, and BIOL2500 or BIOL2511) (1 credit: 1 lecture/0 lab)

THPY1442 SPECIAL POPULATIONS
This course teaches the student techniques to help relieve discomforts of pre-natal and postpartum women during pregnancy, labor, and the postpartum period. Different positioning techniques are taught. The course also prepares the student for the different skills and techniques needed to address the geriatric population and person with disabilities. (Prerequisite: THPY 1400) (2 credits: 1 lecture/1 lab)

THPY1445 BUSINESS DEVELOPMENT FOR MASSAGE PRACTICE
This business development class will introduce the Massage Therapist to the business aspects of running a massage practice. Topics include scheduling, budgeting, bookkeeping, marketing, advertising and massage related business issues. This course will detail client/therapist business concerns and help to prepare each student to identify and solve these concerns in a professional manor. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

THPY1446 BUSINESS II
This course will go further into detail into how to run a successful practice. The course will help the student create a plan for their own individual massage career. It will further the details of managing a business including accounting and clinical practice skills. (Prerequisite: THPY1445) (2 credits: 2 lecture/0 lab)

THPY1447 BUSINESS DEVELOPMENT FOR MASSAGE PRACTICE
This business development class will introduce the Massage Therapist to the business aspects of running a massage practice. Topics include scheduling, budgeting, bookkeeping, marketing, advertising and massage related business issues. This course will detail client/therapist business concerns and help to prepare each student to identify and solve these concerns in a professional manor. (Prerequisites: THPY1400, THPY1404, THPY1425, THPY1454) (2 credits: 2 lecture/0 lab)

THPY1450 ADVANCED HEAD & FACE MASSAGE
This course prepares students to perform advanced face and head massage techniques that can be incorporated into a spa, beauty salon or private practice setting. Emphasis will be placed on massage of the scalp, face, and neck. Acupressure points on the face will also be used. This class will prepare each student to set up facial massage sessions which are tailored to the individual client’s needs and goals. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

THPY1452 MYOFASCIAL RELEASE
This course will develop the students understanding of the fascial system. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

THPY1454 SEATED CHAIR MASSAGE
This course will prepare the massage student to perform skilled seated chair massage therapy in either a work or private practice environment. Course will include 16 hours of on-site massage work at approved locations. (Prerequisite or concurrent: THPY1400) (2 credits: 1 lecture/1 lab)

THPY1455 PRENATAL & POSTPARTUM MASSAGE
This course teaches the advanced massage student techniques that can help to relieve the discomforts of pre-natal women. Emphasis will be placed on: pre-natal massage techniques, labor massage and infant massage. Students will learn to use advanced bolstering and positioning techniques to ensure the comfort of their pre-natal clients. (Prerequisite: THPY1400 or instructor approval) (1 credit: 1 lecture/0 lab)

THPY1456 BUSINESS DEVELOPMENT FOR MASSAGE PRACTICE
This business development class will introduce the Massage Therapist to the business aspects of running a massage practice. Topics include scheduling, budgeting, bookkeeping, marketing, advertising and massage related business issues. This course will detail client/therapist business concerns and help to prepare each student to identify and solve these concerns in a professional manor. (Prerequisite: THPY1400, THPY1404, THPY1425, THPY1440, THPY1447, and BIOL2500 or BIOL2511) (2 credits: 1 lecture/0 lab)

THPY1457 BUSINESS DEVELOPMENT FOR MASSAGE PRACTICE
This business development class will introduce the Massage Therapist to the business aspects of running a massage practice. Topics include scheduling, budgeting, bookkeeping, marketing, advertising and massage related business issues. This course will detail client/therapist business concerns and help to prepare each student to identify and solve these concerns in a professional manor. (Prerequisite: THPY1400, THPY1404, THPY1425, THPY1440, THPY1447, and BIOL2500 or BIOL2511) (2 credits: 1 lecture/0 lab)
THPY1460 GERIATRIC MASSAGE
This course is designed to prepare the student to use their massage skills on geriatric clientele. Students learn massage techniques which can be incorporated into a clinical, nursing home or hospice setting. Emphasis is placed on working with the client's primary healthcare provider to ensure a safe continuum of professional care. Students will explore both the physical and emotional process of aging to better prepare them to meet the needs of the ever-growing elderly population. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

THPY1462 INTERVENTIONS FOR WELLNESS AND HEALING
This course provides students with a knowledge of various modalities that are used for healing the self and others. Students will learn how to perform and how to teach clients to apply these practices for increased overall health and well-being. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

THPY1464 SEATED CHAIR BRIDGE COURSE
This course will prepare the massage student to perform skilled seated chair massage therapy in either a work or private practice environment. Course will include 16 hours of on-site massage work at approved location. (Prerequisites: None) (1 credit: 0 lecture/1 lab)

THPY1469 ENERGETIC HEALING BRIDGE
This course will go into detail on the concepts of energy systems. Focus will be on aura, chakra, and energy healing. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

THPY1470 OVERVIEW OF ENERGY MODALITIES
This course will introduce the student to the concepts of energy systems. They will learn about auras, chakras, and energy healing. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

THPY1471 BASICS OF AROMATHERAPY
This course provides students with a basic knowledge of aromatherapy use. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

THPY1472 ENERGETIC HEALING
This course will go into detail on the concepts of energy systems. Focus will be on aura, chakra, and energy healing. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

THPY1473 HOMEOPATHY & FLOWER ESSENCES
This course provides students with an in-depth knowledge of homeopathic remedies and flower essences for acute care situations. It discusses the potential to heal on multiple levels and how to teach clients to use them for furthering their healing process. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

THPY1474 HOLISTIC HEALTH AND INTEGRATED THERAPIES
This course focuses on understanding the basic concepts of holistic health and complementary medicine. The student will become familiar with the different modalities within the scope of bodywork therapies. The class will acquaint students with the possibilities of massage specialties in order to provide them possibilities for a future area of expertise. Students will learn the importance of research literacy and will be expected to write a research paper on a modality. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

THPY1475 SPA TREATMENTS
This course will prepare the student to perform different spa treatments. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

THPY1476 CONTOUR BODY WRAPS
This course will prepare the student to perform different body wraps and spa treatments. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

THPY1477 REIKI – LEVEL 1 AND 2
This course will go into detail on the concepts of Reiki energy healing. Focus will be on aura, chakra, and energy healing using Reiki techniques. Students will be attuned in the first and second levels of Reiki healing. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

THPY1478 EASTERN MODALITIES
This course provides students with the ability to complete a comprehensive foot or hand reflexology session. The student will learn to identify foot reflex areas and discern how they relate to the body as a whole. This course also covers the basics of acupressure within the context of a full therapeutic massage session. Students will learn to systematically locate and apply pressure to acupressure meridians in order to help alleviate pain and increase energy flow throughout the body. Other Eastern modalities will be introduced to the student. (Prerequisite or concurrent: THPY1400) (3 credits: 3 lecture/0 lab)

THPY1480 INTRODUCTION TO HERBALISM
This course is for the person looking into herbal medicine for their own healthcare. Maybe the Massage Therapist who can incorporate herbal oils into their work for added healing. The farmer who might want to use their land for growing and selling quality herbs. The retailer who may want to incorporate natural products into their business. Even selling bulk herbs grown from local herb farms. Herbal medicine is all around us. All those plants have names, faces, and a purpose for being there. We have just forgotten it. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

THPY1492 CLINICAL INTERNSHIP
This course provides students with an opportunity to develop the practical skills necessary to work individually in a professional setting. This course provides students with an opportunity to develop the practical skills needed to work as a professional Massage Therapist. One class time will be scheduled to prepare the student to begin their professional massage practice. (Prerequisite: THPY 1400, THPY1404, THPY1425, THPY 1454, and BIOL2500 or BIOL2511) (Prerequisite or concurrent: THPY1410, THPY1415, THPY1424, THPY1440, and THPY1445) (2 credits: 0 lecture/2 lab)

TRDR1300 STRAIGHT TRUCK PROFICIENCY
The Class "B" license can put you in the driver's seat of a dump truck, a delivery truck, or a van! If you are 18 years of age or older here is an opportunity to operate a straight truck with a gross vehicle weight (GVW) if 26,000 pounds or more. This hands-on course is designed to give you actual driving experience. In the final class, you take the test for your CDL Class B license. Students must have a Class B permit with air brakes to start the class. Students from Wisconsin need a Department of Transportation (DOT) physical before the start of the class. Arrangements can be made to take the Wisconsin test for an additional fee. Enroll early, class size is limited. (2 credits: 1 lecture/1 lab) (Prerequisite: CDL Class B Permit Required)

TRDR1400 SAFE DRIVING FUNDAMENTALS
This course introduces students to the world of transportation (trucking), through lecture. It allows the student to develop an understanding of the needs and rewards of the trucking industry. It enables the student to understand the workings of driving and it prepares them for range and road operation of a tractor-trailer combination vehicle. (Prerequisite: None) (4 credits: 4 lecture/0 lab)

TRDR1405 PROFICIENCY DEVELOPMENT
This course covers all aspects of operating a tractor-trailer in a confined area (Driving Range) (Backing Range). With supervised instruction, students will practice the skills learned in TRDR 1400 to the point of proficiency. The intent of this course is to prepare the student driver for solo operation. (Prerequisite: TRDR1400) (4 credits: 2 lecture/2 lab)

TRDR1410 ADVANCED DRIVING
This course covers all areas of advanced driving including grade driving, city driving, highway and expressway driving. This class will be the final preparation for student drivers to actively seek employment in the transportation field. For the student to be eligible for a certificate he or she must pass a CDL road test to obtain their Class A license. (Prerequisites: TRDR 1400, 1405) (4 credits: 2 lecture/2 lab)

TRDR1415 EMPLOYMENT SKILLS
This course is the gateway to employment in the trucking industry. It deals with money management, professional attitude and requirements as well as physical well-being. (Prerequisites: TRDR1400, 1405, 1410) (2 credits: 2 lecture/0 lab)

TRDR1420 INTERNSHIP
Under the supervision of a company trainer, this course will enable the student to apply the training he/she received at MSC-ST with the trucking company of his/her choice. The student will earn a salary during this internship(OJT). The successful completion of this course will enable the student to drive solo with the company of his/her choice. (Prerequisites: TRDR1400, 1405, 1410, 1415) (6 Credits: 0 lecture/6 OJT)
VLNR1300 INTRODUCTION TO TOOLS
This course covers hand tool preparation and use, and power tool safety, set up, adjustment and use. Time is spent on tool preparation and sharpening and some tools are made. Accurate measuring, marking and shaping using hand and power tools is practiced. (Prerequisite: None) (3 credits: 0 lecture/3 lab)

VLNR1301 INTRODUCTION TO TOOLS
This course covers hand tool preparation and use, and power tool safety, set up, adjustment and use. Time is spent on tool preparation and sharpening and some tools are made. Accurate measuring, marking and shaping using hand and power tools is practiced. (Prerequisite: None) (2 credits: 0 lecture/2 lab)

VLNR1305 BASIC MATERIALS
This course covers trees, instrument parts, adhesives, and wood identification, characteristics, and movement. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

VLNR1312 INTRODUCTION TO VIOLIN PLAYING
A basic skill at violin playing is necessary for adjusting instruments for sound. Students learn correct left and right hand positions, bow motion, scales, simple pieces and basic music theory. (Prerequisite: None) (1 credit: 1 lecture/0 lab)

VLNR1315 VIOLIN HISTORY
The important violin makers of the past and present are the subject of this class. Italian, French, English, German, and American makers are covered, including stylistic differences and comparative values. (Prerequisite: None) (2 credits: 2 lecture/0 lab)

VLNR1320 BOW REHAIRING
The students learn all of the steps in rehairing a bow as well as how to judge a rehair job. Bow rehairing tools are made. Grading is based on twelve rehairs. (Prerequisite: None) (3 credits: 1 lecture/2 lab)

VLNR1321 BOW REHAIRING
This course is largely hands-on and covers rehairing of violin, viola, cello, and bass bows. (Prerequisite: None) (4 credits: 1 lecture/3 lab)

VLNR1324 BOW REPAIRS
This class covers several kinds of grips, tip plate replacement, eyelets and frog and stick cracks. Materials identification and history of the modern bow are included. (Prerequisite: None) (1 credit: 0 lecture/1 lab)

VLNR1327 VIOLIN VARNISH
This course covers varnish ingredient, preparation and use, including colors, resins, vehicles and techniques. (Prerequisite: None) (2 credits: 1 lecture/1lab)

VLNR1341 EBONY WORK
This course covers the parts of instruments normally made of ebony, including pegs, nuts, fingerboards, saddles, and end buttons and end pins. There is a fee of $12 charged for this course. (Prerequisites: VLNR1300, VLNR1305) (5 credits: 2 lecture/3 lab)

VLNR1351 BRIDGES AND SOUNDPOSTS
Soundposts and bridges are critical to the sound and playability of an instrument. Students learn where and how to fit the soundpost and bridge to each individual instrument and how to carve the bridge for optimum sound and aesthetic appeal. Students will fit at least 12 violin/viola soundposts and bridges, five cello soundpost and bridges and one bass soundpost and bridge. (Prerequisites: VLNR1300, VLNR1305, VLNR1320) (8 credits: 2 lecture/6 lab)

VLNR1361 VIOLIN REPAIRING
This course covers basic violin family repair work. (Prerequisites: VLNR1300, VLNR1305, VLNR1327, VLNR1341) (8 credits: 2 lecture/6 lab)

VLNR1370 VIOLIN CONSTRUCTION I
Violin Construction is for students wishing to learn the basics of building a violin. The course covers tool skills, use of appropriate materials, points of violin making style, and some historic context. (Prerequisites: Introduction to Tools, and Basic Materials, or instructor permission) (6 credits: 2 lecture/4 lab)

VLNR1371 VIOLIN CONSTRUCTION II
This is the Spring Semester continuation of VLNR1370. (Prerequisites: VLNR1372 and VLNR1373, or VLNR1370) (6 credits: 2 lecture/4 lab)

VLNR1372 VIOLIN CONSTRUCTION LECTURE I
This course covers the construction of a violin. (Prerequisites: MSIR1306, MSIR1307, or instructor permission) (2 credits: 2 lecture/0 lab)

VLNR1373 VIOLIN CONSTRUCTION LAB I
In this course the student will work on building a violin. (Concurrent enrollment in VLNR1372) (4 credits: 0 lecture/4 lab)

VLNR1374 VIOLIN CONSTRUCTION IB
This is the Spring Semester continuation of VLNR1372 and VLNR1373. (Prerequisites: VLNR1372, VLNR1373) (5 credits: 1 lecture/4 lab)

VLNR2372 VIOLIN CONSTRUCTION II, LECTURE
This course will further refine and develop the skills covered in MSIR1372. (Prerequisite: VLNR1372) (2 credits: 2 lecture/0 lab)

VLNR2373 VIOLIN CONSTRUCTION II, LAB
In this course the student will further develop the skill learned in MSIR1373. (Prerequisite: VLNR1373, concurrent enrollment in VLNR2372) (4 credits: 0 lecture/4 lab)

VLNR2383 VIOLIN CONSTRUCTION LAB II
In this course the student will work on building a violin. (Concurrent enrollment in VLNR1372) (8 credits: 0 lecture/8 lab)

VLNR2401 VIOLIN SPECIALTY LAB
This course is designed as a student/teacher arranged class for students who have fulfilled other class options. Prerequisites: Completion of all VNIR or GTRB classes. (Pass/No Credit) (1 credit: 0 lecture/1 lab)

WELD1405 SAFETY, THEORY, BLUEPRINTS, & PROCESSES
Students will be introduced to theory of the welding trade. This course covers fusion, proper heat penetration, heat distortion and its effects on parent metal, how electrical currents get from filler metal to work piece, and differences in polarity used while welding. A major component will introduce students to safe practices in welding. Students will learn the importance of personal safety equipment and apparel and how to protect against short and long term injury. Students will learn to identify dangers, how to eliminate problems through examination and to make minor repair to welding equipment and tools as expected in the trade. Students will be given an overview of blueprint reading including proper nomenclature for lines and views, reading of notes and specifications as well as identification of weld symbols. An overview of welding processes will be introduced from the fast moving production shop to the iron worker in the field. (Prerequisite: None) (4 credits: 4 lecture/0 lab)

WELD1410 SMAW - PRINCIPLES OF STICK WELDING
This course is designed to give the student the fundamentals of stick welding in an application setting. The student will learn the basics of machine set up, proper nomenclature, and rod choices as well as the art of striking an arc, controlling the arc and creating a controlled puddle. The student will perform various weld joints with different metal thicknesses and be able to identify the differences between an acceptable and unacceptable weld. (Prerequisite: None) (3 credits: 0 lecture/3 lab)

WELD1415 OXY-FUEL WELD, CUTTING & BRAZING
This course is designed to show the student the safety of welding tank storage and handling. The proper way to open, close, and maintain tanks, their gauges and flow meters. How to set-up and create the proper flames and demonstrate its importance in each phase. Welding, cutting, and brazing will be performed in the flat position with various joint set-ups. (Prerequisite: None) (1 credit: 0 lecture/1 lab)
WELD1420 GMAW - MIG WIRE FEED I
In this course the student will learn the proper machine set-up from turning on the power switch to performing various weld joints in the flat position. The student will learn the identification of the different MIG machine parts as well as demonstrate how to set the machine for various thicknesses of metal and different types of wire (filler metal) when used during the different welding processes. The student will also examine and identify the differences between good welds and bad welds such as welds that are too cold, too hot, or have other variables or inconsistencies. (Prerequisite: None) (3 credits: 0 lecture/3 lab)

WELD1425 GMAW-MIG WIRE FEED II
This course is a continuation of WELD1420 (GMAW-MIG Wire Feed I) and will expand the student’s knowledge and practice to include more welding positions. All the welding will take place in the vertical up position and/or the overhead position. The student will also learn the differences in machine set-up to accommodate these other positions. (Prerequisite: WELD1420) (3 credits: 0 lecture/3 lab)

WELD1430 GTAW-TUNGSTEN INERT GAS WELD I
This course will teach and demonstrate the differences of Tungsten Inert Gas (TIG) welding to that of the stick welding and the MIG welding. The student will learn the proper machine set-up, proper selection of gases for different processes, proper selection and types of tungsten electrodes and the proper polarity to use when welding. The student will demonstrate puddle control, bead layout and various joint welds with aluminum alloy. (Prerequisite: None) (3 credits: 0 lecture/3 lab)

WELD1435 GTAW - TUNGSTEN INERT GAS WELDING II
This course is a continuation of WELD1430 (GTAW-TIG 1) and will expand the student’s knowledge and practice to include stainless steel welding. The student will learn to interpret the material specific processes for aluminum and stainless steel as well as practice the proper tungsten preparation and polarity. (Prerequisite: WELD1430) (3 credits: 0 lecture/3 lab)

WELD1440 WORKPLACE PROJECTS & FABRICATION CAPSTONE
The student will be introduced to fabrication practices and techniques. The student will demonstrate project fabrication from concept and drawings, through building techniques to completion. Projects will consist of smaller personal projects and/or a larger class project. All projects must be approved by the instructor and will be supervised from concept on through completion of the project. Demonstration of welding techniques learned from the other courses will be practiced so this must be taken as one of the last classes in the program. (Prerequisites: HLTH1515, MATH0520, WELD1420, WELD1430, this course may be taken concurrently with WELD1425 and WELD1435) (3 credits: 0 lecture/3 lab)

WELD1442 INDIVIDUALIZED WELDING SKILLS LAB
This course is a hands-on, open laboratory time available to both the skilled and unskilled welder for the opportunity to improve or develop welding application skills. Students will have access to SMAW (stick), GMAW (MIG), FCAW (flux-cored), and GTAW (TIG) welding processes. Enhancement and/or introduction of all 1G, 2G, 3G, and 4G welding positions will also be encouraged to help broaden the welder's abilities. (Prerequisite: Instructor interview and approval required) (2 credits: 0 lecture/2 lab) (4 hour lab session)

WELD1443 WELDING FABRICATION PROJECT
This course is an elective course for the Welding program. The student will complete a personal or class welding fabrication project. All projects must be approved by the instructor and will be supervised from concept on through completion of the project. The student will demonstrate proper welding techniques and fabrication concepts while working on the project. The student will be liable for all the expenses for any personal project that they complete. (Prerequisites: HLTH1515, MATH0520, WELD1420, WELD1430, this course may be taken concurrently with WELD1425 and WELD1435) (3 credits: 0 lecture/3 lab)

WELD1444 INDIVIDUALIZED WELDING SKILLS LAB
This course is a hands-on, open laboratory time available to both the skilled and unskilled welder for the opportunity to improve or develop welding application skills. Students will have access to SMAW (stick), GMAW (MIG), FCAW (flux-cored), and GTAW (TIG) welding processes. Enhancement and/or introduction of all 1G, 2G, 3G, and 4G welding positions will also be encouraged to help broaden the welder's abilities. (Prerequisite: Instructor interview and approval required) (3 credits: 0 lecture/3 lab) (6 hour lab session)

WELD1450 WELDING INTERNSHIP
This course is designed around a student attaining an internship in a business. The student internship may be paid or unpaid as agreed to between the student and the business. The student will need to demonstrate welding competencies as designed by the instructor and the business. A person from the business will monitor the student’s work and will be the judge as to whether or not the student is passing the course or not passing the course. The student will need to demonstrate professionalism and proper welding techniques to pass the course. This course is a PASS or NO CREDIT course. The instructor will maintain bi-weekly contact with the business to discuss the student progress reviews. (Prerequisites: HLTH1515, MATH0520, WELD1420, WELD1430, this course may be taken concurrently with WELD1425 and WELD1435) (3 credits: 0 lecture/0 lab/3 OJT)

WELD1455 WELDING FOR DIESEL MAINTENANCE
Students will be introduced to different welding and cutting processes. Covered in this course will be proper weld fusion, heat distortion, penetration, and their effects to the parent material. Students will learn the basics of proper welding and cutting machine set up from turning the machine on and off and identification of machine parts to demonstrating and identifying the differences between good quality welds and poor quality welds. Students will be introduced to and demonstrate weld shop safety and practice, and proper compressed cylinder transport and storage. (3 credits: 2 lecture/1 lab)
## IMPORTANT PHONE NUMBERS

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<th>Service</th>
<th>Red Wing Local</th>
<th>Winona Local</th>
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<tr>
<td>General Information</td>
<td>Toll Free 877-853-8324</td>
<td>(651) 385-6300</td>
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<td>Red Wing Local</td>
<td>(507) 453-2700</td>
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<td>Disability Services</td>
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<td>Learning Resource Center</td>
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<td>W.453-1413</td>
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<td>RW.385-6323</td>
<td>W.453-2745</td>
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<td>Student Health Services</td>
<td>RW.651-267-5000</td>
<td>W.507-457-5160</td>
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<td>(Mayo Clinic Health System)</td>
<td>(Winona State)</td>
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<tr>
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STUDENT HANDBOOK

This Handbook is a supplement to information in the college catalog. It presents the policies, procedures and general information in effect at time of publication. All information in the handbook, catalog, website, and other publications issued do not constitute a contract and we reserve the right to change policies, procedures, fees, etc., at any time.

MISSION STATEMENT

Minnesota State College Southeast prepares students for a lifetime of learning by providing education for employment, skill enhancement, retraining, and transfer, to meet the needs of students and the community.

ACCREDITATION

Accreditation is a process that certifies the quality and effectiveness of academic offerings, educational activities, administration, financial stability, admissions, student services, institutional resources, student academic achievement, institutional effectiveness, and relationships with organizations outside the college. MSC Southeast is accredited by the Higher Learning Commission.

Higher Learning commission CONTACT INFORMATION:
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
Telephone: (800) 621-7440

Program majors are qualified under the Minnesota Department Approving Agency for Veterans Education Benefits, National Guard and Military Reserve educational benefits, and specific occupation regulatory agencies. The college is approved as a Service members Opportunity College (SOC).

Web page: www.southeastmn.edu/accreditation

COLLEGE RESPONSIBILITY STATEMENTS

TECHNICAL EDUCATION GUARANTEE

The college guarantees to employers, in conjunction with Minnesota State Policy 2.3.8.0, that graduates have competencies in entry-level skills as defined within the syllabi of their program of graduation. If the employer believes that the graduate/employee is deficient on one or more competencies as defined in the standards of the graduating program, the college will re-train the graduate/employee with up to 12 credits of tuition-free instruction. This guarantee does not apply to certificate programs.

ASSESSMENT

College assessment is part of the accreditation process. It is a system of gathering, verifying, communicating, and evaluating information related to the mission and goals of the college and measures college effectiveness and student academic achievement. Assessment can be measured in such forms as surveys, pretests and post-tests, course measurements, program outcomes/expectations, job placement results, and reports of results.

Students can participate in the assessment process in a variety of ways such as: New Entering Student Survey, Student Opinion Survey, membership on the college Assessment Committee, and input to the college Assessment Plan. The information from the assessment process helps the college plan for the future; document student performance and academic achievement; make adjustments to programs and services; and helps students to better understand the college and improve their college experience.

AFFIRMATIVE ACTION

The college is committed to and supports aggressive affirmative action steps and programs intended to remedy the historical under-representation of persons of color, women, and persons with disabilities in the workforce.

Contact Information: Student Affairs, 507-453-2700.

AMERICANS WITH DISABILITIES ACT

Congress enacted the Americans with Disabilities Act in 1990. MSC Southeast strives to adhere to the requirements of the Act by:

• Providing access to education for persons with disabilities as part of the mission of the college.
• Assuring students and the public that compliance with the Act is a priority of the college.
• Preparing, publishing, and distributing policy statements and procedures to comply with the letter and spirit of the Americans with Disabilities Act.
• Taking prompt action to implement the requirements of the Americans with Disabilities Act.
• Providing a procedure for individuals to address issues of the Act’s compliance or noncompliance that affect them. The Americans with Disabilities Act and the grievance procedure are on file at each campus.

Contact Information: For complaints or issues concerning the Americans with Disabilities Act, contact Steve Zmyewski, ADA Coordinator in the Learning Resource Center at 507-453-2410.
EQUAL OPPORTUNITY

Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities shall work to eliminate violence in all forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property. The same policies shall apply to all employment practices whether full-time or part-time. Inquiries regarding compliance with Title VI and Title IX – age, sex or minority discrimination – may be directed to Compliance Officer, in the Student Affairs Office, 507-453-2700.

The Nondiscrimination in Employment and Education Opportunity Law (1B.1) and the procedure (1B.1.1)-Report/Complaint of Discrimination/Harassment Investigation and Resolution are available from the Minnesota State Colleges and Universities (Minnesota State) system office.


SEXUAL HARASSMENT AND SEXUAL VIOLENCE

It is the policy of the college to maintain a learning and working environment that is free from sexual harassment and sexual violence. The college will not tolerate any form of sexual harassment or sexual violence and will act to investigate all complaints, formal or informal, written or verbal. Sexual harassment is a form of sexual discrimination. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. Men or women may be victims. Men or women may be offenders. It shall be a violation of this policy for any student or employee of the college to sexually harass or to be sexually violent to another student or employee through conduct or communication of a sexual nature as defined by this policy. This policy also includes any extension of the college environment, e.g., college sponsored events, customers, and/or vendors. Consistent with requirements of applicable college student and employee policies, collective bargaining agreements and statutes, the President or designated Vice President will take disciplinary action as deemed appropriate, including warning, suspension, or immediate discharge, to end sexual harassment/sexual violence found to exist and to prevent its recurrence. A copy of the policy is available to all students and staff.

RESPONSE TO SEXUAL VIOLENCE PROCEDURE

This procedure provides a process through which individuals alleging sexual violence may pursue a complaint, pursuant to Board Policy 1B.3 Sexual Violence Policy prohibiting sexual violence.

This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

Definitions

The definitions in Policy 1B.3 also apply to this procedure.

CAMPUS SECURITY AUTHORITY

Campus security authority includes the following categories of individuals at a college or university:

1. A college or university security department;
2. Any individual who has campus security responsibilities in addition to a college or university security department;
3. Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;
4. An official of a college or university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations; and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification, are not included in this definition.

REPORTING INCIDENTS OF SEXUAL VIOLENCE

A. Prompt reporting encouraged

Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, campus Title IX coordinators, or Minnesota State Colleges and Universities campus security authorities for appropriate action.

B. Assistance in reporting

When informed of an alleged incident of sexual violence, all Minnesota State Colleges and Universities students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, campus Title IX coordinator, or campus security authorities.

Campus security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies, such as law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment.
professionals; and filing a complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards. When appropriate, Minnesota State Colleges and Universities may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. A college or university may take actions it deems necessary or appropriate in response to all protection, restraining, or no-contact orders.

CONFIDENTIALITY OF REPORTING

A. Confidential reports

Because of laws concerning government data contained in Minn. Stat. § 13 Government Data Practices, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed healthcare professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or healthcare professionals.

B. Reports to campus security authorities

Complainants of sexual violence may contact any campus security authority for appropriate assistance or to report incidents. Absolute confidentiality of reports made to campus security authorities cannot be promised. However, campus security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainant’s consent, except as may be required or permitted by law. There may be instances in which a college, university, or the system office determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, Minnesota State Colleges and Universities will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

C. Required reports

Any campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence shall follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to other school officials, as appropriate, such as the campus affirmative action office, the campus office responsible for administering the student conduct code, and the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name of or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

POLICY NOTICES

A. Distribution of policy to students

Each college or university shall, at a minimum, at the time of registration make available to each student information about its sexual violence policy and procedure, including its online reporting system that allows for anonymous reporting, and shall additionally post a copy of its policy and procedure at appropriate locations on campus at all times. A college or university may distribute its policy and procedure by posting on an Internet or Intranet website, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

B. Distribution of policy to employees

Colleges, universities, and the system office shall make available to all employees a copy of the sexual violence policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet website, provided all employees are directly notified of the exact address of the policy and procedure as well as the option of receiving a paper copy upon request.

C. Required notice

Each college or university shall have a sexual violence policy, which must include the notice provisions in this part.

1. Notice of complainant options

Following a report of sexual violence the complainant must be promptly notified of:

   a. Where and how to obtain immediate medical assistance. Complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
   b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate college, university, or system contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.
   c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services.

2. Notice of complainant rights

Complainants must be notified of the following:

   a. Their right to file criminal charges with local law enforcement officials in sexual assault cases;
   b. Rights under the crime victims bill of rights, Minn. Stat. §§ 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
   c. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident;
   d. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
INVESTIGATION AND DISCIPLINARY PROCEDURES

A. Immediate action

A college or university may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated Board Policy 1B.3, in accordance with the procedures in System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

A college or university may summarily suspend or take other temporary measures against a student alleged to have committed a violation of Board Policy 1B.3, in accordance with System Procedure 1B.1.1 or Board Policy 3.6.

B. General principles

Colleges, universities, and the system office shall use System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigations and Resolution when investigating complaints of sexual violence. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization.

College and university investigation and disciplinary procedures concerning allegations of sexual violence against employees or students must:

1. Be respectful of the needs and rights of individuals involved and treat them with dignity;
2. Not suggest to the complainant that he or she was at fault for the sexual assault or should have behaved differently to prevent the assault;
3. Proceed as promptly as possible;
4. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
5. Afford employees the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
6. Be conducted in accordance with applicable due process standards and privacy laws;
7. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
8. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated.

The past sexual history of the complainant and respondent must be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent’s use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

C. Relationship to parallel proceedings

In general, college, university, and system office investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. A college or university need not, and in most cases should not, delay its proceedings while a parallel legal action is ongoing. If a college or university is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for college, university, and system office procedures.

D. Memorandum of understanding with local law enforcement

Each college or university shall enter into a memorandum of understanding with the primary law enforcement agencies that serve their campus(es). Prior to the start of each academic year, each college or university shall distribute an electronic copy of the MOU to all employees on the campus that are subject to the memorandum. Colleges and universities are exempt from the MOU requirement if they and local or county law enforcement agencies establish a sexual assault protocol team to facilitate effective cooperation and collaboration between the college or university and law enforcement.

E. False statements prohibited

Colleges, universities, and the system office take allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence, or who provides false information during the investigation of such a complaint or report, may be subject to discipline or, under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

F. Withdrawn complaint

If a complainant no longer desires to pursue a complaint through the colleges or university’s proceeding, the college or university reserves the right to investigate and resolve the complaint as it deems appropriate.
G. Discretion to pursue certain allegations

Minnesota State Colleges and Universities reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the college, or university, or system office.

H. Sanctions

Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, or expulsion of students, or termination from employment for employees. The appropriate sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student’s or employee’s previous disciplinary history, and other factors as appropriate.

Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by the college, university, or system office for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

I. Retaliation prohibited

Actions by a student or employee intended as retaliation, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

SEXUAL VIOLENCE PREVENTION AND EDUCATION

A. Campus-wide training

Colleges, universities, and the system office shall:

1. Include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents.

2. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided with this training;

3. Emphasize in their educational programs the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

B. Other training and education

Colleges and universities and affiliated student organizations are encouraged to develop educational programs, brochures, posters, and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or if they learn of such an incident.

C. Training for individuals charged with decision-making authority

Prior to serving as either an investigator or decision maker for complaints under this procedure, administrators shall complete investigator or decision-maker training provided by the system office.

Investigators/decision makers, campus security officers, and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

MAINTENANCE OF REPORT/COMPLAINT PROCEDURE DOCUMENTATION

Data that is collected, created, received, maintained, or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of Minn. Stat. § 13 Government Data Practices and other applicable laws.

Information on reports of incidents of sexual violence that are made to Campus Security Authorities must be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 U.S.C. § 1092 (f). The information will be used to report campus crime statistics on college and university campuses as required by the Clery Act.

During and upon the completion of the complaint process, the complaint file must be maintained in a secure location. Access to complaint file information, including information stored electronically, must be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, and other applicable law and policy.

Each college, university and the system office shall annually report statistics on sexual assaults to the Minnesota Office of Higher Education. Additionally, the report must be published on each college and university website in accordance with state law.

Contact Information: For any complaints or issues concerning sexual harassment and/or sexual violence, contact Affirmative Action Officer 507.507-453-2711.

Website: http://www.MinnState.edu/board/policy/1b03.html.

PREFERRED NAME

Minnesota State Colleges and Universities and Minnesota State College Southeast recognize and support the members of its community who wish to use preferred names where legally permissible. Students and employees may designate a preferred name to be used when a legal name is not required in the course of College business and educational pursuits.

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Preferred names will appear where legal name is not required. MSC Southeast will use preferred names where technically and legally possible. Examples include e-mail accounts, class rosters, honor program lists, D2L Brightspace, advisee lists, ID cards and alumni records. This list is subject change. Use of preferred names will be phased in as technical resources permit.

Preferred name policy and procedure can be found at www.southeastmn.edu/about_us/PoliciesAndProcedures/index.aspx?id=447#313 Preferred name request form can be found at www.southeastmn.edu/current_student/forms/index.aspx

DRUG-FREE POLICY

The college is committed to the maintenance of drug-free campuses. Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of any narcotic drug, amphetamine, barbiturate, marijuana, alcohol, or any controlled substance while on campus or in any work place that is under the jurisdiction of the college. Controlled substance is defined in the legal references. Strict adherence to this policy is mandatory. Failure to comply will result in immediate referral to the local police department for prosecution. The college may, in addition, require a student to complete a prescribed assistance or rehabilitation program in order to continue academic studies.

TOBACCO-FREE POLICY

MSC Southeast offers a tobacco-free environment in all buildings and college vehicles. Use of tobacco products is not permitted within 75 feet of buildings except in designated areas. E-cigarettes are also prohibited under the tobacco-free policy. E-cigarette means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances for inhalation. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor, but does not include any product specifically approved by the U.S. Food and Drug Administration for use in medical treatment, such as an asthma inhaler.

ADMISSIONS

ADMISSION TO THE COLLEGE

Admission is the process that is used to admit students to a college program, to administer progress through the college, and to process graduation requests. Some students may be admitted to Minnesota State College Southeast but denied admission to a particular program because of program requirements or limited class size. The lack of English skills is not a barrier to admission.

ADMISSION INFORMATION

Students may be admitted to MSC Southeast if they are high school graduates or have a General Equivalency Diploma (GED). Applicants must document admission eligibility; those who are unable to present traditional documentation of educational preparation must be individually evaluated on the basis of guidelines consistent with the college’s identity and mission. Students on academic suspension from a college or university shall not be admitted during the term of that suspension, unless the applicant is able to successfully complete the appeal/suspension process at Southeast. Students who have been suspended or expelled for disciplinary reasons from any post-secondary institution may be denied admission to Southeast. Southeast does have an appeals process that may be used by individuals who are denied admission.

Contact Information: Student Services at 877-853-8324 (toll free) or 507-453-2700 (Winona) or 651-385-6300 (Red Wing).

APPLICATION PROCESS FOR ADMISSION

1. Required application materials:

   ___ Step 1. Access our college website at www.southeastmn.edu. Click on the Future Student link at the top of our home page to start the process for completing our college application.

   ___ Step 2. You will be required to pay a $20.00 application fee. This fee can be paid online using a credit card or check at the time you are completing your online application or you may mail your application fee to the college campus you plan to attend to the address listed on the back of this handbook.

   ___ Step 3. You will be required to complete the Accuplacer placement test. You will not be allowed to register until this step is completed. Scheduled testing dates and times can be found on our website. Please call to schedule a testing time.

   You may be exempt from taking all or a part of the placement test if you provide:

   • Transcript from a higher education institution documenting an AAS degree or higher or

   • Transcripts from a higher education institution showing grades of “D” or better in comparable college level courses in mathematics and English or

   • ACT scores of 21 in reading and 18 in English to be exempt from the reading comprehension portion of the Accuplacer. ACT score of 22 in math to be exempt from the math portion of the test. Student must provide a copy of their ACT scores. Math test scores over two (2) years are not valid. Reading test scores over three (3) years are not valid or

   • Previously completed ACCUPLACER Placement scores. Math placement scores over two (2) years are not valid. Reading placement scores over three (3) years are not valid.

2. Arrange to have a high school transcript or GED sent to the Admissions Office.

3. Transfer Students: Must request that an official post-secondary transcript be mailed directly to Southeast from the sending institution. However, if you are transferring from a Minnesota State College or University (Minnesota State), an electronic transcript will be received at Southeast.
4. Schedule a visit to talk with an Admission Representative. (Note: This will be helpful but is not required for admission.)

Contact Information: Student Services Admissions Office at 877-853-8324 (toll free) or 507-453-2700 (Winona) or 651-385-6300 (Red Wing).
Web page: www.southeastmn.edu/FutureStudents/

ACCUPLACER PLACEMENT TESTING

Prior to enrolling in MSC Southeast courses, students must document their level of competence in mathematics and reading. Currently the college uses the Accuplacer testing process to meet the policy on placement testing. The Accuplacer scores have a three year time limit for the reading comprehension portion and two-year time limit for the mathematics portion of the test. Students may be waived from taking the Accuplacer test under these conditions:

- Transcript from a higher education institution documenting an AAS degree or higher or
- Transcripts from a higher education institution showing grades of “D” or better in comparable college level courses in mathematics and English or
- ACT scores of 21 in reading and 18 in English to be exempt from the reading comprehension portion of the Accuplacer. ACT score of 22 in math to be exempt from the math portion of the test. Student must provide a copy of their ACT scores. Math test scores over two (2) years are not valid. Reading test scores over three (3) years are not valid or
- Previously completed ACCUPLACER Placement scores. Math placement scores over two (2) years are not valid. Reading placement scores over three (3) years are not valid.

Web page: www.southeastmn.edu/FutureStudents/

ACCUPLACER RETESTING PROCEDURE

MSC Southeast will allow students only one accuplacer retest given the following parameters:

- The retest will take into consideration any scores within the Minnesota State system during the valid 2 year period for Math and the valid 3 year period for Reading Comprehension.
- Evidence of extenuating circumstances must be presented to the college admissions advisor for consideration of approval.
- If approval is granted, retest must take place within two weeks of meeting with the college admissions advisor.
- A fee of $20 will be required for the math retest and a fee of $20 will be required for the reading comprehension retest prior to taking the retest.
- Should a student meet with the college admissions advisor and produce evidence of substantial remediation, the retesting fee will be waived.

IMMUNIZATION REQUIREMENTS

Minnesota law (MS 135A.14) requires all students enrolled in more than one on campus credit-based course in a term and born after December 31, 1956, to provide evidence of immunization for measles, rubella, mumps, diphtheria, and tetanus. Students who graduated from a Minnesota high school in 1997 or later and transfer students from other Minnesota State College and Universities are exempt. Some majors may have additional health requirements.

Web page: www.southeastmn.edu/become_a_student/admission.aspx

ADDITIONAL REQUIREMENTS FOR NURSING/RADIOGRAPHY/MEDICAL LABORATORY TECHNICIAN STUDENTS

Minnesota law requires a state-conducted background check of any person who provides services that involve direct contact with patients and residents at a healthcare facility licensed by the Minnesota Department of Health. An individual who is disqualified from having direct patient contact as a result of the background check, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed healthcare facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility for a diploma in this program. Nursing and Allied Health students must receive a grade of “C” or better for all courses taken at MSC Southeast, and for transfer Liberal Arts and Sciences courses a grade of “C”. The Nursing and Allied Health departments require a minimum grade of “B” for Nursing and Allied Health courses. A grade of “C” is acceptable if documentation is received from the sending college that a grade of “C” is at least 85 percentage points out of 100.

Contact Information: Student Services at 877-853-8324 (toll free), 507-453-2700 (Winona) or 651-385-6300 (Red Wing).

ADDITIONAL REQUIREMENTS FOR TRUCK DRIVING STUDENTS

The safety and well-being of the public, government, and customers demand that all student drivers perform their jobs free of alcohol and illegal drugs. Involvement with drugs and alcohol can negatively impact a student’s training and safety; therefore, it is the policy of the college that its student drivers be free of substance abuse and alcohol abuse. In compliance with federal law, students who enroll in the truck driving program must consent to random examination for the presence of drugs and/or alcohol at any time during preadmission and enrollment in the program.

Contact Information: Copies of the entire policy are available from Student Services at 877-853-8324 or 507-453-2700.

INTERNATIONAL STUDENTS

International students are welcome to apply at MSC Southeast. The following information will help you in the application process:

1. Follow the college’s application process as outlined in the International Student Application Packet available on the college website www.southeastmn.edu.
2. Take the TOEFL test and have the results forwarded to MSC Southeast. Admission is based on a TOEFL score of 500 on the paper version, 173 on the computer based version, or 61 on the internet-based version of the test.
3. Show adequate financial resources to complete educational and living expenses without financial assistance from the college. Information on how to document these resources is included in the international student application packet.
4. Submit an approved F-1 or M-1 visa to the college’s admission department prior to registration for any course. We strongly recommend that the applicant begin the college application process at least six months before the intended enrollment date to allow sufficient time to process the student visa request.
5. MSC Southeast requires international students to have health insurance; in most instances, this insurance must be purchased through the college. For more information contact: Student Services at 877-853-8324 (toll free), 507-453-2700 (Winona) or 651-385-6300 (Red Wing).

RETURNING STUDENTS

A MSC Southeast student who has not attended MSC Southeast for one term or more (summer excluded) will be classified as a returning student. To be re-admitted, a returning student must complete the Online College Application. Returning students must comply with program major completion requirements and college policies in effect when returning to the college.

Web page: www.southeastmn.edu/FutureStudents/

CREDIT FOR PRIOR LEARNING IN NON-CREDIT/EXPERIENTIAL/CREDIT BY EXAM

The college may grant course credit on the basis of proficiency acquired through experience other than formal education. Students passing a nationally recognized examination; Advanced Placement Exam (AP), College-Level Examination Program (CLEP), International Baccalaureate Credit (IB), a college course challenge examination (Test Out), a college course competency demonstration examination (a Test Out of physical skills) or that have acquired Military training or service that meets the standards of the American Council on Education (ACE) or the equivalent shall be granted college credit. The following is a list of nationally recognized examinations that are acceptable for college credit transfer:

Advanced Placement Exam (AP)

Advanced Placement is a program of the College Entrance Board through which a secondary student completes college-level courses in high schools that are designated as AP in high schools. A student may earn college credits by demonstrating a specified level of performance on AP examinations. The AP examinations, which are scored on a 5-point scale, can be taken by any student who feels prepared by independent study or other preparation as well as by students who complete AP courses.

- The student must arrange for an official report of AP examination scores to be sent from The College Board to MSC Southeast in order to receive credit.
- A score of 3 or higher is required for credit to be granted.
- There is no limit on the course credits granted based on AP examination scores.
- Credits will be granted based according to Minnesota State Board Policy 3.15 Advanced Placement Credit, System Procedure 3.15.1.
- Course Equivalencies can be found at http://www.southeastmn.edu/become_a_student/apply.aspx?id=2394

College Level Examination Program (CLEP)

College-Level Examination program (CLEP) is a testing program of The College Board designed to measure prior learning. A student may earn college credits by achieving a specified level of performance on a CLEP examination.

- The student must arrange for an official report of CLEP examination scores to be sent from The College Board to MSC Southeast in order to receive credit.
- A score of 50 or higher on CLEP examinations, with the exception of Level 2 foreign-language examinations, for which a minimum score of 60 for German language, 59 for French language and 63 for Spanish language is required for credit granted.
- There is no limit on the course credits granted based on CLEP examination scores.
- Credits will be granted based according to Minnesota State Board Policy 3.33 College-Level Examination Program (CLEP) credit, System Procedure 3.33.1.
- Course Equivalencies can be found at http://www.southeastmn.edu/become_a_student/apply.aspx?id=2394

International Baccalaureate (IB) Examinations

The International Baccalaureate (IB) is an internationally recognized program through which a secondary student completes a comprehensive curriculum of rigorous study and demonstrates performance on IB examinations. A student may present a full IB diploma or a certificate recognizing specific higher level or standard level examination scores.

- The student must arrange for an official report of IB examination scores to be sent from IB to MSC Southeast in order to receive credit.
- A score of 4 or higher is required for credit granted on individual IB examinations.
- There is no limit on the course credits granted based on AP examination scores.
- Credits will be granted based according to Minnesota State Board Policy 3.16 International Baccalaureate Credit, System Procedure 3.16.1.
- Course Equivalencies can be found at http://www.southeastmn.edu/become_a_student/apply.aspx?id=2394

College course challenge exams and competency demonstration exams must be completed within the first five (5) days of a term. Students may not Test Out of a course that they have previously failed or from which they have withdrawn. Students shall have one (1) opportunity to complete and pass the examination. Credits earned through this method are not considered residency credits. A per-credit fee is assessed for these examinations.

The following is a list of college course challenge and competency demonstration examinations that are given at the college: (See department faculty for possible other opportunities)

- CHEM0510, Fundamentals of Chemistry, 3 Credits
- ENGL1025, Writing About the Short Story, 2 Credits
- MATH1025, Algebra, 2 credits
- MATH1015, Geometry/Trigonometry 2 Credits
Military Training

Students with Military training or service shall receive credit in accordance with Minnesota Statute 197.775, Subdivision 2, if the training or service course meets the standards of the American Council on Education ACE or the equivalent.

- The student must arrange for an official military transcript in order to receive credit.
- Army, Coast Guard, Marine Corps, and Navy: Active Duty, Reserve and Veterans transcripts are available at Joint Services Transcript (JST) https://jst.doded.mil/smart/signIn.do

Students looking for other credit for prior learning opportunities may go to www.MinnState.edu

TRANSFER OF CREDITS FROM OTHER HIGHER EDUCATION INSTITUTIONS

Transfer students must request that an official post-secondary transcript be mailed directly to MSC Southeast from the sending institution. However, if you are transferring from a Minnesota State College or University (Minnesota State), an electronic transcript will be received at MSC Southeast. MSC Southeast considers credits from all regionally and non-regionally accredited institutions. Course syllabi and other additional documentation may also be required for evaluation of courses for which a student is requesting credit. It is the policy of MSC Southeast to provide students the ability to transfer credits from higher education institutions to meet program major requirements. The transfer of credit shall be accomplished in accordance with Minnesota State Board of Trustees policies 3.21 and 3.37 (www.Minn-State.edu/board/policy/index.html). Transfer rights and responsibilities Minnesota State Board of Trustees policy 3.39 (www.MinnState.edu/board/policy/339.html).

Transfer of technical credits is only granted for courses completed within the past five years. Some programs may have different technical credit requirements. There is no transfer time limit for general education or elective courses. Transfer credits being considered must have a grade of A, B, C, D, M (Mastery), P (Pass), or S (Satisfactory), and the completed coursework must match at least 75% of the content goals of the MSC Southeast course syllabus for which the student is seeking transfer credit. Questions about transfer of credits from another institution should be directed to the Registrar’s Office.

TRANSFER OF CREDIT REVIEW/ APPEAL PROCESS

If you want to have any courses or credits further reviewed, go to eServices, select Transfer Review/Appeal and follow the instructions. You may include additional supplemental information such as a course description, syllabus, course outline, or other course materials. The department and Dean of Academics will review the provided information within (10) days. You will receive an email with their decision. If you want to appeal their decision, return to eServices and complete the Transfer Appeal process.

Web page: http://www.southeastmn.edu/become_a_student/page.aspx?id=374

TRANSFEROLOGY

Transferology allows students to research if courses taken at other colleges and universities will transfer to and from MSC Southeast. Information obtained through Transferology should be considered unofficial and must be verified once a student has applied and been accepted to MSC Southeast.

Website: www.transferology.com

TRANSFER OF CREDIT RESIDENCY REQUIREMENTS

To be eligible for a certificate, degree, or diploma, a student must earn a minimum of 1/3 of the requirements at MSC Southeast. Credits earned by examination (test cut) do not fulfill residency requirements. Some programs may need to meet accreditation requirements to fulfill residency requirements.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

The Post-Secondary Enrollment Options (PSEO) Program is the program established by Minnesota State Statutes 124D.09 to “promote rigorous educational pursuits and provide a wider variety of options for students.” Through PSEO, 10th, 11th and 12th grade high school students may earn both secondary and postsecondary credit for college or university courses completed on a college or university campus, at a high school, or at another location. MSC Southeast gladly participates in the PSEO program and offers the following information to further explain this wonderful opportunity.

- PSEO students are encouraged (but not required) to meet with a MSC Southeast Admissions Advisor prior to applying. Contact Student Services at 877-853-8324.
- PSEO students will be enrolled on a space-available basis and/or if they meet the required course pre-requisites. There are some programs and courses that are NOT available to PSEO students.
- PSEO students are expected to meet the MSC Southeast Satisfactory Academic Progress measures of 2.0 GPA and completion of 67% of enrolled courses.
- PSEO students cannot take developmental education courses (typically those numbered below 1000). Students with an IEP and/or have a disability should contact Disability Support Services at 877-853-8324.
- 10th Grade PSEO students can only take ONE career or technical education course during their first semester. If the student receives a grade of C or better in the course, the student shall be allowed to take additional career or technical education courses in subsequent terms.
- 11th and 12th Grade PSEO students can be full or part-time students at MSC Southeast depending upon their high school schedule.
- PSEO students are not charged for tuition, books or lab fees, but they are required to pay for non-consumable tools and equipment.
- Text books are available to PSEO students from the MSC Southeast Bookstore at least one week prior to the start of classes. These books must be returned to the Bookstore at the end of the semester.
- The PSEO program is not available during summer session.
- PSEO students are required to attend their MSC Southeast classes even if their high school is not in session.
For 10th graders:
- Must be attending a Minnesota public high school.
- Must have passed the 8th Grade Reading Minnesota Comprehensive Assessment (MCA) with a “Meets the Standards” indicator.

For 11th graders:
- Must rank in the upper third of their junior class OR have a grade point average (GPA) of 3.0 or higher.

For 12th graders:
- Must rank in the upper half of their senior class OR have a grade point average (GPA) of 2.5 or higher.

ADDITIONAL CREDITS OPTIONS FOR HIGH SCHOOL STUDENTS

Contracted PSEO
Like PSEO, Contracted PSEO allows 10th, 11th and 12th-grade students to earn college credit while still in high school, through enrollment in and successful completion of college courses. Through contracted PSEO, the district contracts directly with MSC Southeast paying for the credits taken by students to include fees and textbook rentals. Students receive priority registration thus securing their seat in the college course. For information about Contracted PSEO, contact Shannon Schell 507-453-2743 or Jo Poncelet 651-385-6349

Concurrent Enrollment
MSC Southeast offers college courses to high school juniors and seniors. By using credentialed high school faculty, students have a unique opportunity to gauge their ability to do college work in introductory freshmen level courses prior to full-time college study. Courses are fully aligned with the college courses, including grading and assessment methods. Courses are typically rigorous transfer level courses transferring to most 4 year universities. Minnesota State College Southeast is a member of the Minnesota Concurrent Enrollment Partnership (MnCEP) and the National Alliance of Concurrent Enrollment Partnerships (NACEP) as well as being accredited by NACEP. For information about Concurrent Enrollment, contact Shannon Schell 507-453-2743 or Jo Poncelet 651-385-6349

Articulation Agreements
Articulations enable students to apply high school courses which contain content equivalent to MSC Southeast courses toward degrees or diplomas. A request for articulation must be submitted to the college for review. College faculty and high school faculty then meet to align coursework prior to signing the agreement.

Courses are then taught in the high school by high school instructors. They articulate to MSC Southeast only. Articulation courses are generally diploma level and typically allow for advance placement in their diploma.

Students will earn a class certificate upon successful completion. Students must successfully complete the full high school course at a C or better (science courses must be at a B or better) to receive a course completion certificate. The Certificate is valid for two years after high school graduation. High School transcript must accompany the certificate upon articulating to the college to ensure full articulation. For information on Articulation Agreements contact Shannon Schell 507-453-2743 or Jo Poncelet 651-385-6349

REGISTRATION
Registration is the process used when a student signs up for classes. Registration procedures vary dependent upon student status and the program. Students have the final responsibility to select and register for courses that meet program requirements and to manage graduation requirements for their program majors.

ACADEMIC ADVISOR
Each student will be assigned an advisor according to his or her program major. The advisor will assist with planning course registration, referral to appropriate college and community services, identifying career opportunities, and interpreting college policies and procedures. Students are encouraged to make appointments for consultation, as this is a requirement prior to registration.

DEGREE AUDIT REPORTING SYSTEM (DARS)
The Degree Audit Reporting System (DARS) is designed to help students identify and understand current academic requirements for certificate, diploma and degree completion. A DARS report lists all college requirements for a student’s program of study to help the student plan and monitor progress by indicating courses already completed, both at MSC Southeast and in transfer. DARS reports are available through eServices.

SUBSTITUTION OF REQUIRED COURSE
The college allows the option to substitute a course identified as required on the program major plan. Such a substitution is allowed on a case-by-case basis only after recommendation by the academic advisor and approval through the academic affairs office. Replacement courses must be identified as equivalent in both content and rigor. No reduction of program length is allowed. Students request approval by submitting a Substitution of Required Course form at least one week prior to registration for the course.

CHANGING PROGRAM MAJORS
Once a term has begun, it is possible to transfer from one program major to another. Students who wish to transfer should meet with an admission or academic advisor. The student should then complete the appropriate form online at www.southeastmn.edu.
REGISTRATION
Students register for courses through eServices. To log in to eServices, students need a StarID and password, as well as a Registration Access Code. Students receive a Registration Access Code from their program advisor prior to each term. Note: Students with an outstanding balance at MSC Southeast or other Minnesota State institutions will not be able to register until balance has been paid in full. Web page: www.southeastmn.edu/eServices

ONLINE COURSES
Students taking online classes at the college use a software package Content Management System called Desire2Learn Brightspace (D2L) to gain access to their courses. Once a student is accepted as an online student at MSC Southeast, a D2L account is set up. Students need a StarID number to login to D2L. Students enrolled in an online course for the first time are asked to attend a Desire to Learn Orientation (D2L).

Web page: www.southeastmn.edu/distance_learning/D2L.aspx

DROPPING AND ADDING COURSES
Students may drop or add a course(s) in accordance with the procedures below.

DROPPING A COURSE
Students may drop a course using eServices. Please note the following timelines and consequences.

- Students are entitled to have the opportunity to attend one class session without obligation.
- Students dropping a course within the first five (5) days of the term will receive a 100% refund of tuition for the dropped credits.
- Students dropping a course AFTER the first five (5) days of the term will receive NO refund of tuition for the dropped credits.
- Students dropping a course that begins AFTER the first five (5) days of the term will have two (2) academic calendar days from the start of the course to drop the course with a full refund.
- Students dropping a course after the first five (5) days a term begins but before 80% of the term is completed will receive a “W” for the course indicating the student has withdrawn from the course.

ADDING A COURSE
Students may add a course using eServices. Please note the following timelines and consequences.

- Students may add a course only within the first five (5) instructional days of the term without prior approval.
- Tuition/fees for courses added after the tuition due date are due at time of registration.
- The DROP/ADD period (first five [5] days of the term) may differ for courses of less than full-term duration.

TOTAL WITHDRAWAL FROM THE COLLEGE/REFUND OF TUITION AND FEES
The following refund schedule is in effect when a student chooses a total withdrawal from all classes at the college.

1. A 100% refund of tuition and fees shall be provided to a student who withdraws on or before the 5th day in a term.
2. A 75% refund of tuition and fees shall be provided to a student who withdraws the 6th day through the 10th day in a term.
3. A 50% refund of tuition and fees shall be provided to a student who withdraws the 11th day through the 15th day in a term.
4. A 25% refund of tuition and fees shall be provided to a student who withdraws the 16th day through the 20th day in a term.
5. No refund of tuition and fees shall be provided to a student after the 20th day in a term.
6. Currently the college is under a Title IV refund policy based on the percentage of time a student has been enrolled.
7. The President or designee may waive amounts. Tuition appeals must be presented in writing for committee review. All appeals must be done within 120 days from the start of term.
8. The last date to withdraw is when 80% of the term is completed. For courses of less than full-term duration, the last day to withdraw will be prior to the completion of 80% of the course. Specific withdrawal dates can be found on the student course schedule in eServices and in the online course schedule. Failure to withdraw using eServices during the allowed withdrawal period will result in the student receiving the grade(s) earned after the date of departure in the course.
9. Books and equipment belonging to the college must be returned.

Contact Information: Student Services at 877-853-8324 (toll free) or 507-453-2700 (Winona) or 651-385-6300 (Red Wing).
FINANCIAL SERVICES

Note: The fees listed here are estimated at the time of printing this handbook.

STUDENT COSTS, PAYMENT, AND REIMBURSEMENTS

All students shall pay the tuition rates established annually by the Board of Trustees of the Minnesota State Colleges and Universities in accordance with Minnesota State Policy 3.2.1.0 for MSC Southeast courses, unless exempt from tuition as permitted by statute or policy. No fees shall be charged unless approved by the Board of Trustees of the Minnesota State Colleges and Universities in accordance with Minnesota State Policy 3.2.2.0.

TUITION

1. The approximate tuition rate for ALL resident and non-resident students for 2017-2018 is $165.64 per semester credit.
2. Some programs may have differential tuition costs to offset additional program expenditures.

Residency Defined

Resident status is determined at the time of application according to the permanent residence of parents or guardians of students under 18 years of age and according to permanent residence of students over 18 years of age. For tuition purposes, Minnesota resident status will be granted to:

- Students who resided in the state for at least one calendar year prior to applying for admission or dependent students whose parent or legal guardian resides in Minnesota at the time the student applies.
- Minnesota residents who can demonstrate that they were temporarily absent from the state without establishing residency elsewhere.
- Residents of other states who are attending a Minnesota institution under a tuition reciprocity agreement.
- Students who have been in Minnesota as migrant farm workers, as defined in Code of Federal Regulations, title 20, section 633.104, over a period of at least two years immediately before admission or re-admission to a Minnesota public higher education institution, or student who are dependents of such migrant farm workers.
- Persons who either (1) were employed full time and were relocated to the state by the person’s current employer, or (2) moved to the state for employment purposes and, before moving and before applying for admission to a public post-secondary institution, accepted a job in the state, or students who are dependents of such migrant farm workers.
- Persons who either (1) were employed full time and were relocated to the state by the person’s current employer, or (2) moved to the state for employment purposes and, before moving and before applying for admission to a public post-secondary institution, accepted a job in the state, or students who are spouses or dependents of such persons
- Students may establish Minnesota residency by demonstrating domicile in Minnesota before the beginning of any term. Students have the burden of proving domicile for purposes of in-state tuition. Domicile is defined as an individual’s true, fixed and permanent living place. Please contact Student Services for a full policy.
- Questions concerning residency will be resolved at the time of registration and/or application for financial aid. The President or designee will make final determination in all cases of disagreement over residency.
- U.S. military personnel serving on active duty assignment in Minnesota, and their spouses and dependent children.

SENIOR CITIZENS

Resident citizens 62 years of age or older may attend college courses at a reduced tuition rate on a space-available basis. Senior citizens may register during the drop/add period the day following the first day of class. Courses taken for credit will be charged a $15.00 administrative fee and other required fees. Courses taken for audit (receive no credit) do not pay the administrative fee but are responsible for other required fees.

Contact Information: Student Services at 877-853-8324 (toll free) or 507-453-2700 (Winona) or 651-385-6300 (Red Wing).

FEES

The college may establish policies to charge fees not to exceed the maximum amount approved by the Board. The following fees are authorized:

Mandatory Fees

2. Credit by examination fee: $60.00/credit.
3. Minnesota Student Association fee, $0.35/credit.
4. Parking fee: $1.50/credit with a maximum of $24.00 per term and $2.00 per-hour based class. Online courses are not charged a parking fee.
5. Student Health Services fee: Winona campus courses will be charged $3.30/credit for health services that will be provided at the Winona State University Campus. The maximum charge per term is $39.60.
6. Wellness Center fee: Winona campus courses will be charged $5.03/credit for access to the Winona State University Wellness Center. The maximum charge per term is $60.36. Red Wing campus courses will be charged $2.00/credit for access to the Red Wing YMCA. The maximum charge per term is $24.00.

Additional Fees - All fees shall be identified and communicated to students in a timely manner
7. Student accident insurance: $0.25/credit.
8. Student Senate fee (activity): Winona - $1.85/credit. Red Wing - $2.55/credit
9. Personal property or service fee: no maximum. The fee shall be for services or for items that become the personal property of a student and have an educational or personal value beyond the classroom.
FINANCIAL AID

APPLICATION PROCESS

Students apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). There is no charge to apply for federal or state aid. This process can be completed online at www.fafsa.ed.gov. If you need assistance, contact the Financial Aid office. When completing the FAFSA, please use the MSC Southeast school code which is 002393. A Federal Student Aid (FSA) ID will need to be created.

NOTE: In all cases, a Social Security number is required at the time of application. Applications will not be processed without it.

Read instructions carefully when applying for financial aid, complete every question, and pay special attention to questions on income, since that area is where most mistakes are made. To avoid mistakes and delays, please use the IRS data retrieval tool available when completing income section of FAFSA online. Submit applications as soon as possible after prior year taxes are completed. It takes approximately one week for the FAFSA to be processed. If it is necessary to confirm or correct any information provided by the applicant, reprocessing the FAFSA will take another week. Contact MSC Southeast with any corrections. It may be necessary to prove that certain reported information is correct. This may require additional forms to be completed. If additional forms are required the college will mail and email a request to the student. All forms are available on the college website. The MSC Southeast Student Direct Deposit Authorization form is also required and should be submitted online each year.

Each step in the process must be completed promptly so that no deadlines are missed. For financial aid, a file must be completed by August 1st for Fall semester, and 15 days prior to any other semester the applicant wishes to start. Missing a deadline may mean delays in student financial aid.

Students that are getting their degree/certificate and financial aid from MSC Southeast and wish to take courses at another institution can have those credits included as part of their credits at MSC Southeast. These students need to complete a consortium agreement. Credits taken at the other college need to pertain to your current major at MSC Southeast. Students should check with the new college to gain access to the Financial Aid program. Students who are a MN resident and want to be considered for the Minnesota State Grant Program must also complete the FAFSA in time to be received by the Federal Application Processing Center no later than 30 calendar days from the first day of the term. Additional steps are required for the Federal Direct Loans, the Parent Loan for Undergraduate Students (PLUS), the Minnesota Supplemental Education Loan Fund (SELF), or the Federal and State Work Study programs. The dollar amounts in the financial aid section are subject to change due to federal and state requirements.
SOURCES FOR AID

Several types of financial aid are available to individuals who need it in order to continue their education. Financial Aid may be awarded in both grant aid (no repayment) and self-help (loans and employment) aid.

State Grant: This is a state-funded program for Minnesota residents attending post-secondary institutions. Qualified students receive approximately $400 to $5,714 per year based on 15 credits per term. A student is eligible for a maximum of 6 full time semesters. Students apply by completing the FAFSA.

PELL Grant: U.S. citizens or eligible non-citizens enrolled in an approved program may qualify for a PELL Grant. Qualified students receive up to $5,920 per academic year. A student is eligible for a maximum of 12 semesters.

Supplemental Educational Opportunity Grant (SEOG): U.S. citizens or eligible non-citizens enrolled in approved programs may qualify for an SEOG. SEOG is given to the neediest students on a first-come, first-served basis. Qualified students receive $400 per academic year.

Post-Secondary Child-Care Grant: To qualify for this grant students must be a MN resident and complete a separate application. The applications can be found on our college website.

Work-Study Program: This program funds part-time jobs that may be on or off campus and may relate to the student’s field of study. There are both state and federally funded programs that support student work. Hours per week will vary based on job assignment. The programs are applied for by filling out the FAFSA.

Student Loans: Loans are funds available to students during enrollment and repaid once the student has finished school. Loan eligibility for the student is determined by filling out the FAFSA. Once eligibility is determined, the student completes an online loan application. To be eligible for student loans, a student needs to take 6 or more credits per semester. Students can receive loans up to 150% of a program.

AGENCY AUTHORIZATION

All students enrolled under agency programs through a workforce center or other organization must have an official agency authorization on file in the Business Office no later than the day tuition is due. It is the student's responsibility to see that proper authorization has been issued to MSC Southeast.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENT

Academic and Financial Aid Satisfactory Academic Progress policies are the same. All students will be evaluated under the requirements below.

1. Federal and state law requires that a recipient of financial aid make satisfactory academic progress towards a degree, diploma or certificate to remain eligible for financial aid. These laws also require that the standards used must be based on cumulative measure and must include all periods of a student’s enrollment, regardless of whether the student received financial aid.

2. Qualitative Measure
   Undergraduate Students
   To meet satisfactory academic standards, students must maintain a cumulative grade point average of at least 2.0 on a 4.0 grading scale. Grades of A,B,C,D and F shall be included in the GPA calculation.

3. Quantitative Measure
   Required completion percentage
   To meet satisfactory academic standards, students must complete 67% of all credits attempted. Refer to section 9 for more information regarding what courses will be included when determining the student’s completion rate percentage.

   Maximum Time Frame
   Upon reaching or exceeding 150% of the maximum credits needed for attainment of your chosen degree or certificate (including transfer credits). For example if the program is 60 credits in length, a student would be eligible to receive financial aid for up to 90 attempted credits (60 x 1.5 = 90). A student may still register and attend MSC Southeast after they have reached or exceeded 150% without receiving Financial Aid.

   Note: If at any point it is determined that a student will not be able to finish the required courses to graduate from their program within the 150% timeframe, financial aid eligibility will be suspended immediately.

   If suspension is the result of unusual circumstances, the student may appeal the decision.

4. Evaluation Period
   Students’ satisfactory academic progress will be reviewed at the end of each term, including summer. Completion of satisfactory academic progress reviews will occur prior to the 10th day of the subsequent academic term.

5. Failure to Meet Standards
   Academic/Financial Aid Warning, Suspension and Probation Status
   A. Maximum Time-Frame Failure. Students who are receiving financial aid and have reached or exceeded the maximum number of credits needed to complete their program will be suspended from financial aid eligibility.
   B. Qualitative Standard or Quantitative Standard Failure. If at the end of the evaluation period a student has failed to meet the qualitative standard or required completion percentage, the student will be placed on Academic/ Financial Aid Warning. Students will be allowed to enroll and are eligible for financial aid during this Academic/ Financial Aid Warning term.

   i) Any student who fails to meet the qualitative or quantitative measures at the end of the Academic/Financial Aid Warning term will be suspended from enrolling and have financial aid eligibility suspended immediately.
ii) Any student on Academic/Financial Aid Warning who at the end of the term has met the college’s cumulative qualitative and quantitative standards is considered in good Academic standing.

C. Students who fail to make satisfactory academic progress and are suspended from Academic/Financial Aid eligibility have the right to appeal based on unusual or extenuating circumstances. If an appeal is approved based on the appeal process below, the student will retain Academic/Financial Aid eligibility under an appeal status and will be placed on Probation.

D. Extraordinary circumstances.

The college may immediately suspend students from financial aid eligibility in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

6. Notification

Students placed on warning, suspension or probation will be notified of their status by mail at the end of each term, including summer. The college will also notify suspended students regarding the process by which a student may appeal for reinstatement.

7. Appeals

A. A suspended student has the right to appeal. The appeal process consists of attending a success seminar and meeting with the appeal committee. If the student is dissatisfied with the decision, the student may appeal to the Vice President of Student Affairs. Decisions by the Vice President of Student Affairs are final.

B. Students suspended from Academic/Financial Aid for academic progress have the right to appeal based on unusual or extenuating circumstances. Examples of extenuating circumstances include, but are not limited to: medical issues, death of an immediate family member, or other unique circumstances. To appeal, the student is required to contact the student services office at the campus they are attending.

C. Students who successfully appeal will be readmitted on probation.

D. Students who are on probation and do not meet the 2.5 GPA and 100% completion during the probationary term are suspended from the college for one full calendar year.

E. Students who are suspended for one calendar year are required to go through the success seminar and appeal process again to return to the college.

F. If a student has completed in excess of 150% of maximum credits needed for attainment of chosen degree or certificate (including credits transferred), he/she is no longer eligible for aid.

8. Reinstatement

If the student’s appeal is approved, financial aid awards will be reinstated with the provisions as determined by the committee. Students who have been suspended may regain their eligibility only through the institution’s appeal process or when they are again meeting the institution’s financial aid Satisfactory Academic Progress qualitative and quantitative standards. Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to reestablish a student’s financial aid eligibility.

9. Additional Elements - The following are reviewed when determining that standards are met.

a. Treatment of grades - Courses for which a student receives a letter grade of A, B, C, D, F, W, P, NC, I or IP are considered to be credits attempted for the purpose of Satisfactory Academic Progress completion rate. Courses for which a student receives a letter grade of A, B, C, D or P is considered completed credits for the purpose of Satisfactory Academic Progress completion rate.

b. Academic Forgiveness - All credits are reviewed in Satisfactory Academic Progress regardless of Academic Forgiveness.

c. Audited Courses - Audit classes are not funded by financial aid and not included in Satisfactory Academic Progress.

d. Consortium Credits - Consortium credits are included in the GPA, Completion rate and Max time frame.

e. Remedial Credits - Remedial Credits are counted in the GPA and Completion rate. Up to 30 remedial credits are excluded from the calculation for maximum time frame.

f. Repeated Courses - Students may be funded for repeat courses up to the limit determined by the Financial Aid maximum time frame or as determined by academic policy. Repeat courses will be counted as attempted twice and completed once. The Last grade is counted in GPA.

g. Transfer Credits - Transfer credits are not included when calculating the cumulative GPA and completion rate but are included when calculating the Financial Aid maximum time frame.

h. Withdraws - Withdrawals are counted as attempted but not completed credits in the completion rate but not used in determining the GPA.

FEDERAL STUDENT DEFINITIONS

Full-Time Student Enrolled for 12 credits or more per term.

Three-Quarter-Time Student Enrolled for 9 to 11 credits per term.

One-Half-Time Student Enrolled for 6 to 8 credits per term.

Less than Half-Time Student Enrolled for 5 credits or fewer per term.

Note: Test out credits are not counted when determining enrollment status.

Note: Students eligible for Minnesota State Grants will have a different credit level to maintain their eligibility. The MSC Southeast Financial Aid Office may be contacted if there are questions concerning Minnesota State Grant eligibility levels.

Academic Year - The academic year at the college is nine (9) months or two (2) semesters in length.

Eligible Program - A vocational or technical program leading to a certificate, diploma, or degree that is at least 16 semester credits and 15 weeks long is eligible.

Eligible Student - A student is eligible if enrolled in an eligible program for the purpose of obtaining a certificate, diploma or degree.
DISBURSEMENT OF FUNDS

All Financial aid funds are disbursed to students through direct deposit on or after the 14th school day of each semester. All federal first time loans will be disbursed the 30th calendar day of each semester. When a loan is processed for one semester two disbursements will take place one on the 30th day and one mid-semester. Pell grants are based on the credits students have on the 6th day. All students are notified of disbursement dates via student email and will need to view their updated account information online through your student login. Please insure your direct deposit account is correct under your student login at least one week before disbursement. A required exit letter will be provided as a student leaves school.

FINANCIAL AID REFUND/REPAYMENT

The college is not required to, and does not, record student attendance. Federal regulations mandate that the college have a procedure to ensure that students have attended, at a minimum, one class session in each course in which the student is registered if that course was used to determine enrollment status for Federal Pell Grant.

On the sixth class day of the semester, after the drop/add period has ended, the Director of Financial Aid asks faculty for names of students who have not attended a class session. Classes the student has not attended are flagged as ineligible for financial aid and are not included in the award calculation for disbursement of funds.

If a student withdraws or is no longer attending MSC Southeast, financial aid is refunded to the appropriate funding source based on the amount a student has earned when he/she ceases attendance. The amount of financial aid earned is the percentage of the period of enrollment completed multiplied by the total amount of financial aid. As a result, the student may be responsible to repay a portion of financial aid disbursed. Students who choose to withdraw or are no longer attending MSC Southeast should see the Financial Aid Office to understand the impact of this policy.

TUITION AND BOOKS DEFERMENT

Tuition, fees and books may be deferred against financial aid. Book deferments are processed in the bookstore the week before the semester starts and the first week of the semester. Book deferments are available for students that have enough financial aid processed to cover tuition fees and books. Remember student loans are not processed until you have completed the loan application as outlined in the award letter.

Contact the Financial Aid Office 877-853-8324 (toll free), 507-453-2700 (Winona) or 651-385-6300 (Red Wing).

VETERANS

Military veterans applying for veteran educational benefits must first apply online at www.gibill.va.gov. The veteran is then required to meet with the VA Certifying official at the college and supply them with a copy of your and Certification of Eligibility. The veteran must inform the VA Certifying official of the total credits taken each term and notify the office of any change in address. Any dropped or added credits within the term must also be reported. National Guard members and reservists receiving educational benefits must follow the same process followed by veterans. Veterans will not receive educational benefits for courses graded on Pass/No Credit basis.

Credit for Experience: The College may grant credit for military and other training/education that is relevant to college program major curriculum. The subsequent reduction in credit hours may result in a reduction in the amount of the monthly benefits check.

Satisfactory Progress Requirements: To remain eligible for veteran educational benefits, veterans are subject to college standards.

Withdrawal Penalty: With some exceptions, a veteran who withdraws from the college during any given term will be required to repay benefits received from the Veterans Administration for the days in which the veteran was not officially enrolled in that term. Veterans should clarify with the college Veteran’s Representative their status regarding withdrawal.

STUDENT CONSUMER INFORMATION

The information listed below is available from the MSC Southeast Financial Aid Office. It deals with the rights and responsibilities of students who are applying for or are receiving financial assistance under any of the following programs: PELL, SEOG, CWS, Federal Direct Loan, SELF Loan, PLUS Loan, Minnesota State Work-Study, and Minnesota State Grant.

The information includes:

- Continued eligibility for aid
- College policy regarding refund of prepaid tuition and fees
- Satisfactory academic progress
- Verification policies and procedures
- Methods and means of payment
- Financial Aid Code of Conduct can be found on the college website
- Costs of attending the college
- Terms and conditions of work-study employment
- Responsibility of student repayment of loans and grants
ACADEMIC REGULATIONS AND INFORMATION

ATTENDANCE
Community and technical education is conducted in accordance with employer standards of attendance and punctuality. In case of absence from class, it is the student’s responsibility to notify the instructor in accordance with department or instructor policy. Students in program majors with clock hour requirements necessary for graduation and/or licensure are able to purchase additional credit to make up lost instructional time incurred by their absence. Make-up time must be completed under the instructor’s supervision. Primary enforcement of the college attendance policy is the instructor’s responsibility. Excessive absences are referred to the Student Services and Financial Aid Offices.

GRADING SYSTEM
The following system is used to determine a student’s grade point average (GPA):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 points per credit</td>
</tr>
<tr>
<td>B</td>
<td>3 points per credit</td>
</tr>
<tr>
<td>C</td>
<td>2 points per credit</td>
</tr>
<tr>
<td>D</td>
<td>1 point per credit</td>
</tr>
<tr>
<td>F</td>
<td>0 points</td>
</tr>
</tbody>
</table>

Other Grades
- I: Incomplete
- W: Withdrawal from Course
- IP: In Progress
- CR: Credit by Examination (Test Out)
- P: Pass
- AU: Audit
- NC: No Credit

Grade Point Average
A student’s grade point average (GPA) is determined by adding all grade points and dividing by the sum of all credits passed and failed. All courses attempted, except pass/no credit and audit, enter into the grade point average. If a course is repeated, credits are counted only once, and the grade from the last attempt is used in computing the GPA.

Incomplete
Incomplete grades must be made up after the end of the term under the following guidelines, which include weekends and holidays:

<table>
<thead>
<tr>
<th>Term</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term</td>
<td>Five weeks</td>
</tr>
<tr>
<td>Spring Term</td>
<td>Three weeks</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Two weeks</td>
</tr>
</tbody>
</table>

Work not completed within the time permitted will result in a grade of F. Incompletes may be given ONLY at the discretion of the instructor when the instructor determines that extenuating circumstances exist.

Repeated Course
When a student repeats a course, only the last grade received and credits earned will be used to calculate GPA. If a student withdraws while repeating a course, the original grade remains calculated in the GPA. Students may not attempt a course more than two times without having an assessment made by the Student Services office. A joint educational plan between the student and Student Services must be developed prior to a third attempt.

Pass/No-Credit
Courses completed under the Pass/No Credit guideline do grant credit toward graduation, but are not calculated into a student’s cumulative grade point average. Completion of such a course with the equivalent of “C” or better is entered as a P (Pass).

Completion with the equivalent of “D” or below is entered as NC (No Credit) on a student’s permanent record.

The following courses have been designated by departments to be included as Pass/No Credit but are not limited to:
- Job Seeking Skills/Employment Skills
- Internships
- Specialty Labs
- Clinical Remediation
- First Aid/CPR
- Nursing Assistant

Withdrawal from a Course
Withdrawal from a course is permitted up to 80% of term completion and is indicated on the student record as W. Prior to withdrawing from a course, a student is strongly recommended to contact their advisor or program instructor. Students may withdraw by logging in to eServices.
Audit

Auditing a course permits a student to attend classes without fulfilling course requirements, such as assignments, quizzes, homework, or other course work. The student may choose how involved to become in course activity, will not be evaluated for the work completed, and will not receive a letter grade or course credit for the courses audited. Audited courses do not satisfy graduation requirements. Students who audit a course pay tuition, fees, and book costs and must request within the first five (5) days of a term which courses will be taken on an audit basis. A student may change from auditing a course to taking it for credit ONLY within the first five (5) days of a term. This policy may differ for courses of less than full-term duration.

Grade Reports/Transcripts

After each term, students are graded on course work completed. Grades are not mailed; instead students may access term grades using eServices on the college website at www.southeastmn.edu. Students may also print their unofficial transcript by logging into eServices. Students may request an official transcript for a minimal fee through the National Student Clearinghouse by going to the college website Student Forms page. Transcripts will not be released for students who have a delinquent financial obligation or financial “hold” at the college, unless otherwise required by law.

STUDENT CHALLENGE OF GRADE

Students may challenge a grade within one academic term after the grade has been posted to their official transcript. Students wishing to challenge a grade first must meet with the instructor. If agreement is reached to change a grade, the instructor completes a Grade Change form and submits the form to the Registrar’s Office.

Students wishing to challenge a grade after one academic term, must first meet with the instructor. If agreement is reached to change a grade, the instructor completes a grade change form, and reviews with program academic dean. Completed grade change form is submitted to the Registrar’s Office.

If no agreement is reached, the student may appeal the decision through the MSC Southeast Grievance Procedure by contacting Student Services.

COURSE TIME LIMIT

Liberal Arts & Sciences courses have no time limit for counting towards program major requirements. Technical courses cannot be over five years old. Some program majors may have a shorter time limit for technical courses. Students wishing to challenge the five year time limit must first meet with their advisor. If agreement is reached, the advisor will complete a Substitution of Required Course Form to be approved by the program Academic Dean. If no agreement is reached, the student may appeal the decision through the MSC Southeast Grievance procedure by contacting Student Services.

SATISFACTORY ACADEMIC PROGRESS

Please refer to Satisfactory Academic Progress under Financial Aid. Academic and Financial Aid Satisfactory Academic Progress are evaluated under the same requirements.

ACADEMIC FORGIVENESS POLICY

Academic Forgiveness gives a student who has been away from MSC Southeast at least two years a one-time opportunity to establish a new grade point average.

The student must meet the following criteria to apply for Academic Forgiveness:

- May not have previously graduated from a program at MSC Southeast
- May not be enrolled at MSC Southeast for at least two (2) years (including two (2) summer sessions and four (4) semesters) prior to re-enrollment.
- Must successfully complete the first 12 attempted credits with a term GPA of 2.5 and 100% completion of all courses registered for upon readmission to MSC Southeast.
- Must petition the Academic Policy Appeal Committee through Student Services for academic forgiveness.

If academic forgiveness is granted, the Registrar will make the following changes to the student’s academic transcript:

- No grades on record prior to the date of academic forgiveness will be used in computing the student’s cumulative grade point average; however, credits are considered as attempted and will be printed on the transcript.
- No credit from MSC Southeast will be granted for any coursework taken prior to the date of forgiveness.
- No coursework taken from MSC Southeast prior to the date of academic forgiveness may be used toward completion of graduation requirements.
- Transcript will contain a statement of when academic forgiveness begins.

HONORS

President’s List: A student who completes a minimum of 12 credits at MSC Southeast during an academic term and achieves a GPA of 3.5 or above will be named to the President’s List.

Graduation Honors: The college recognizes academic achievement of students at graduation by honoring students who have achieved a cumulative 3.5 GPA or higher. Honor status is given to students graduating from a diploma, AA, AAS, or AS program and who have completed a minimum of 25 resident credits including credits from the last term before graduation. Students with a cumulative GPA of 3.5 to 3.74 receive Honors designation. Students with a cumulative GPA of 3.75 to 4.00 receive High Honors designation. Final honor status is determined after final grades are received. Honor status designation will appear on the student transcript at the time of official graduation. Gold honor cords are given to all Honors and High Honors graduates attending a graduation ceremony.
GRADUATION REQUIREMENTS

The Associate of Arts Degree (AA), Associate of Applied Science Degree (AAS), Associate of Science Degree (AS), Diploma, or Certificate will be conferred upon all students who have:

1. Completed all program major course requirements
2. Maintained a minimum cumulative grade point average of 2.0
3. Met all financial obligations to the college
4. Completed a Graduation Application within the first six weeks of the final term (available from the Student Services Office).

To be eligible for a certificate, degree, or diploma, a student must earn a minimum of 1/3 of the requirements at MSC Southeast.

PROGRAM/DEPARTMENT REGULATIONS

Some programs may have additional regulations due to licensing, program accreditation, or industry standards unique to their area. In some cases, these program/department regulations may supersede college regulations. For more information, contact the department chair.

TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS

MSC Southeast is accredited by the Higher Learning Commission. Program majors are qualified under the Minnesota Department Approving Agency for Veterans Education Benefits, National Guard and Military Reserve Educational Benefits, and specific occupation regulatory agencies. A complete listing of articulations can be found on our website at http://www.southeastmn.edu/academic_programs/ArticulationTransferAgreements.aspx

Other colleges and universities are also willing to review MSC Southeast credits for transfer on an individual basis. Minnesota State Transfer Policies 3.21 and 3.37 (www.MinnState.edu/boardpolicy/index.html) addresses both undergraduate course credit transfer and Minnesota Transfer Curriculum.

Students should contact admissions representatives or transfer specialists from those institutions for more information. It is important to note that not every course will transfer to another college. Whether a course will transfer depends upon the course content, when the student took the course, and its applicability to the program the student wishes to pursue in the future. If students do not know the college to which they wish to transfer, they should contact a MSC Southeast advisor to develop transfer plans as early as possible to minimize non-transferable coursework.

TRANSFER PLANNING

If the transfer college is known, the student can expedite the process by planning ahead, asking questions, and using pathways created by the college’s various transfer agreements.

Preparing for Transfer

While currently enrolled, students who know the college to which they wish to transfer should:

- Discuss plans with MSC Southeast campus admission advisor
- Call or visit with an admissions advisor at the prospective transfer college to obtain the following:
  - College catalog
  - Transfer brochure
  - Information on admissions criteria and materials required for admission (e.g. portfolio, transcripts, test scores). Note that some majors have limited enrollments or their own special requirements, such as a higher grade point average.
  - Information on financial aid (how to apply and by what date). After reviewing these materials, make an appointment with an academic advisor in the department or program major of choice to plan the necessary steps. Be sure to ask about course transfer and admission criteria.

MINNESOTA TRANSFER CURRICULUM

The college participates in Minnesota Transfer Curriculum (MnTC), a common general education curriculum defined by the Minnesota State system of all two and four-year public colleges and universities in Minnesota. Completion of a defined MnTC course or courses at one Minnesota State institution enables a student to receive credit for lower-division general education/MnTC coursework upon admission to another Minnesota State institution. Students who have met the following requirements will have the Minnesota Transfer Curriculum completion documented on their MSC Southeast transcript. Following is a complete list of the minimum requirements:

- A minimum of 40 credits and a cumulative GPA of 2.0 or above. The MnTC grade point average will be calculated using grades of A – D (passing grades earned) in all MnTC courses, including both MSC Southeast and transfer grades.
- Met designated credit requirements for all 10 goal areas
- All financial obligations to MSC Southeast have been completed

See the General Education/MN Transfer Curriculum at the www.mntransfer.org website for a detailed description of the MnTC program. For more detailed MSC Southeast information, see the college website at www.southeastmn.edu/liberal_arts/index.aspx?id=108
COLLEGE SERVICES

BOOKSTORE
Students may purchase textbooks, supplies, and apparel through the campus Bookstore. Information about Bookstore operations and contact information is available at the website.

Contact Information: Bookstore at 877-853-8324 (toll free), 507-453-2686 (Winona) or 651-385-6366 (Red Wing). Web page: www.southeastmn.edu/bookstore

BUS TRANSPORTATION
Bus service to campus is available in both Red Wing and Winona. Rates and schedules are available at the Reception Desk. Winona monthly bus passes are available for purchase in the Winona Bookstore.

BUSINESS HOURS
Most campus services are available from 7:30 a.m. to 4:30 p.m. weekdays. Reception services are available until 6:00 p.m. at the Red Wing and Winona campuses Monday through Thursday, and Fridays until 4:00 p.m. The summer hours for both campuses from June to mid-August are 7:30 a.m. to 4:30 p.m.

FOOD SERVICE
Cafeterias are available on the Red Wing and Winona campuses. Breakfast and lunches are available Monday through Friday on days when school is in session. In addition, vending machines are available for snacks and beverages in the Student Center on all the MSC Southeast campuses during regular building hours.

CAMPUSS SECURITY REPORT
The college recognizes providing the safest environment possible is an integral element of the college’s educational mission and annually publishes a Campus Security Report that is available to everyone. This report provides statements of policy for a broad range of safety and security programs including crime prevention programs, crime prevention and reporting, personal safety, community relations, environmental safety, enforcement authority and response, and a 3-year statistical review of designated crimes on campus.

Web page: www.southeastmn.edu/security/security.aspx

CAREER ASSESSMENT, COUNSELING, AND GUIDANCE
The college offers full-time personal counseling services through Winona State University’s Health & Wellness Services. Admission and academic advisors at MSC Southeast are available to assist new and current students make the transition from home to campus life and the challenges of college coursework and to assist in the selection of courses appropriate to achieving success in their program majors. Admission advisors also help identify, refer to, and facilitate use of student support services for students with barriers to learning.

CAREER SERVICES
Career Services personnel and the faculty at each MSC Southeast campus work closely with employers and hiring agencies to assist students in obtaining employment. Combined with the student’s job search, the Career Services effort has produced jobs for the overwhelming majority of graduates over the years. Graduate follow-up information is collected, processed, and reported based on guidelines set forth by Minnesota State. Employment cannot be guaranteed, but good grades, attitude, initiative, and willingness to relocate are determining factors in obtaining satisfactory employment. While the ultimate responsibility for finding a job lies with the graduate, MSC Southeast is committed to helping its students obtain gainful employment and will provide students with job placement history and projected demand for careers in major programs or fields of study in conformance with Minnesota state law. Career Services personnel will assist students with job-seeking skills, resumes, letters of application, application forms and mock interviewing, and arranging on-campus interviews.

Career and job fairs are offered annually for students on both campuses.

Contact information: Career Services at 877-853-8324 (toll free), 507-453-2700 (Winona) or 651-385-6300 (Red Wing).

Web page: www.southeastmn.edu/careerservices

ENGLISH AS A SECOND LANGUAGE (ESL) AND ENGLISH LANGUAGE LEARNER (ELL) STUDENTS
ESL and ELL students are welcomed and encouraged to consider attending MSC Southeast, where they will be assisted by Student Affairs staff in application, admission, enrollment, and job placement processes. Prospective ESL and ELL students are encouraged to meet with a MSC Southeast admission or academic advisor to identify available college and community services. MSC Southeast staff and faculty are committed to helping ESL and ELL students reach their educational and career goals.
Student Handbook

INFORMATION TECHNOLOGY HELPDESK

STUDENT NETWORK ACCESS

StarID

The college uses the Minnesota State provided “StarID” for authenticating with college systems. Students are assigned their StarID after acceptance of their application. Students who received a Minnesota State StarID from another institution will use the same StarID and password after enrolling at MSC Southeast. New students must log into the Minnesota State site www.southeastmn.edu/starid to claim their StarID. When you activate your StarID you are prompted to set your StarID password. This becomes your login or username and password for most of the college systems you will access including networked computers, D2L, webmail, and the e-services site.

The IT Helpdesk and Student Services can assist if you have difficulty setting up your StarID.

Student Network ID

Preregistered student accounts will be active the first day of class. Late registrations will be active within 48 hours of registering. Your Network ID is your StarID. Contact Help Desk if you have trouble logging in.

Logging into the Network

1. Make sure the computer is on and at the college’s login screen. This is the default screen in all the labs.
2. For your user name, enter StarID.
3. Enter your Password: Your password is set when you claim your StarID. If you have a StarID from another Minnesota State institution, use the same password you used at the other institution. If you need to reset your StarID password, browse to the www.southeastmn.edu/starid and use the password reset utility. The IT Helpdesk, Student Services, and LRC personnel can assist in getting you to that site while you are unable to log in to the network.
4. Verify that the Domain=Students.

Saving to the Network

Do not save your work to the desktop or the C:\ drive of the computer. You should either save your work to your network space (I:\ drive) or to some type of external media device.

1. In the “Save As” box, pick the I:\ drive.
2. Double click on your user name (where all your saved items will be located and backed up).

Logging off the Network

1. Make sure all of your applications are closed and all of your work is saved.
2. Click on the start button then choose shut down.
3. Make sure the log off window displays a Log Off option; otherwise, choose it from the drop down menu.
4. Click OK to log off.

Quick Links

1. On the college home page (www.southeastmn.edu), there is a Quick Links menu on the upper right side.
2. Click on, Quick Links.
3. Click on the link you need

Remote Desktop

1. Choose Remote Desktop from the Quick Links menu.
2. On the Remote Desktop page, follow the “Steps to connect using Remote Desktop” instructions.

D2L Brightspace

1. From the Quick Links drop down menu (located in the top navigation of any www.southeastmn.edu Web page) select D2L Brightspace, or visit the site directly at https://southeastmn.ims.mnsou.edu
2. Your username is your StarID.
3. Click on the “Password” field and enter your StarID password.
4. If you cannot log in after trying the above steps call the Helpdesk at 507-453-2408 or e-mail Helpdesk@southeastmn.edu.
   Note: Instructors teaching non-online courses may or may not use D2L Brightspace, so not all courses will appear in the system.
5. To find your courses, scroll down and find the “My Courses” box on the Left side of the D2L Brightspace homepage.
6. Locate the current semester
7. Click on the course title to enter a course. Courses with Blue titles are open and courses with Black titles will list the date when they can be accessed.
8. If you don’t see your course(s), you are either not registered or you have just registered and you will need to wait 24-48 hours to have them appear.
9. If after 24-48 hours, you still don’t see your courses, contact Student Services and confirm your course registrations.
10. If you are registered, but still can’t see courses in D2L, please contact the help desk at helpdesk@southeastmn.edu or call 507-453-2408.

USER DATA AND LOGIN REMOVAL

Login-ID Removal

Accounts not used for 120 days or more will be removed along with ALL data on the I:\ drive.
Data Save Process

All user data (I:\ drive) will be removed 10 days after spring semester ends. For active accounts, you can save your data (prior to the date above) to a DVD-R or USB drive.

STUDENT E-MAIL

1. From the Quick Links drop down menu (located in the top navigation of any www.southeastmn.edu webpage), select “Email.”
2. On the next screen select “Student Email”
   Once in Office 365, enter your User Name and password
3. StarID@Go.MinnState.edu (use your own StarID)
4. StarID Password

   Your e-mail address follows this format: FirstName.LastName@my.southeastmn.edu.

Important: Confidential Students – Students who request “Confidential Status” will remain confidential if:

1. You do not send or reply to any e-mail you receive.
2. You do not send e-mail out to anyone.
3. You request that the Information Technology Department (Help Desk) remove your name from the e-mail system.

E-mail Attachments

Compress (a.k.a. “zip”) your files into 1 attachment to send. We block files that could automatically be opened or run. Examples: exe, lnk, pif, vbs, scr, bat, dll, asp.

CONTACTING THE HELP DESK

Contact Information: IT HelpDesk at 507-453-2408 E-mail: helpdesk@southeastmn.edu
HelpDesk Hours:  M-Th 7:30am – 7:00pm, Friday 7:30am – 4:00pm www.southeastmn.edu/helpdesk

INSURANCE

All students are covered by a supplemental accident insurance plan while engaged in college activities. Insurance claim forms are available in the Administrative Office and must be filed within 30 days following an accident. Additional insurance is mandatory for international students. Optional group plans for health insurance are offered to students at nominal cost.

INTERRUPTIONS

The college calendar is subject to modification or interruption due to occurrences such as fire, severe weather, labor disputes, interruption of utility services, civil disorder, and war. In the event of such occurrences, the college will attempt to accommodate students. It does not, however, guarantee those MSC Southeast courses of instruction, co-curricular activities, or other college programs or events will be completed or rescheduled. Refunds will be made to eligible students in accordance with college policies and judgment.

LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) on each campus provides the following educational support services to all students:

• Computer Lab
• Accuplacer Placement Testing
• Library Services
• Basic Skills Tutoring

In addition, the Learning Resource Center provides the following supplemental support services, as appropriate, to students having a documented disability:

• Note takers
• Basic skills tutoring
• Books on tape
• Adaptive technology
• Alternate exam arrangements
• Adaptive workstations
• Sign language interpreters
• Quiet testing and study environments
• Assistive listening devices


LOCKERS AND PERSONAL PROPERTY

A limited number of lockers may be available to students for storage of coats, personal property, etc. It is advisable students do not keep money or valuable items in a locker and that lockers be locked. The college will not be responsible for theft of personal property from lockers or from vehicles on college premises. Lockers are subject to inspection by the college administration if there is reasonable cause to believe an inspection is necessary. All lockers are cleaned during summer break and items remaining in lockers are discarded.
PROGRAM RESALE SERVICES AVAILABLE TO STUDENTS AND THE PUBLIC
Several of the college’s shops and labs are operated much the same as their commercial counterparts. This simulates actual job conditions and provides the quantity and variety of customers and equipment needed for training purposes. MSC Southeast programs that serve the public, college students, and staff are: Auto Body Collision Technology; Automotive Technology; Band Instrument Repair; Cosmetology; Carpentry; Massage; and String Instrument Repair. Contact the Reception Desk for information about these services and the campuses that offer them.

Contact Information: Call 877-853-8324 (toll free), 507-453-2700 (Winona) or 651-385-6300 (Red Wing).

STUDENT ACTIVITIES

Clubs and Organizations

Students can be involved in a variety of student clubs and organizations, such as: Student Senate, SkillsUSA, Delta Epsilon Chi (DEX), Phi Theta Kappa (PTK), Guild of American Luthiers, Association of Stringed Instrument Artisans, Violin Society of America, Musical Instrument Technicians Association (MITA), National Association of Professional Band Instrument Repair Technicians (NAPBIRT), Radiography Club, and Alpha Delta Nu (Nursing Honor Society). Students interested in joining any club or organization should ask an advisor or student services for more information. All official clubs need to be approved by Student Senate. All clubs follow the equal opportunity policy.

Intramural Athletics

Intramural athletics at Winona State University, on either an individual or team basis, are available to students from the MSC Southeast Red Wing and Winona campuses. Contact WSU at 507.457.5000

Student Senate

Student government plays an important role at the college. Elections are held annually to select program representatives and student senate officers. The Student Senate meets regularly to discuss student concerns, activities and college improvement.

ACCOMMODATING STUDENTS WITH DISABILITIES

MSC Southeast complies with the provisions of the 1990 Americans with Disabilities Act (ADA). The ADA prohibits discrimination of eligible individuals with disabilities on the basis of their disabilities. The ADA provides, in part, that eligible individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service or activity offered by the college. The ADA requires that all programs, services, and activities, when viewed in their entirety, are readily accessible for use by eligible individuals with disabilities. (Minnesota State 1B.4)

Website: www.southeastmn.edu/current_students/ADA.aspx

REQUESTING ACCOMMODATIONS

A reasonable accommodation is any modification or adjustment to a program environment that makes it possible for qualified individual with a disability to have an equal educational opportunity. Enrolled students who have a documented disability that significantly limits one or more major life activities may be eligible for services.

To Request Services:

1. Initiate contact with a college admission advisor to request an application for disability services
2. Provide appropriate current documentation of a disability from an appropriate diagnostician.
3. Meet with an admission advisor to develop an accommodation plan.

If a student feels he/she has not been treated fairly in accordance with disability services of MSC Southeast, he/she can file a grievance. Grievance forms and procedures are available from the Student Services Office.

Contact Information: 877-853-8324 (toll free), 507-453-2700 (Winona) or 651-385-6300 (Red Wing). Complaints of harassment or discrimination under 1B.1 contact Student Affairs, 507-453-2700.

Interested persons, including individuals with disabilities or organizations representing individuals with disabilities, are invited to submit comments on MSC Southeast’s current services, policies and practices, and effects thereof for students with disabilities.

Contact Information: Comments should be forwarded to Steve Zmyewski, in the LRC at 507-453-2410.

CUSTOMIZED TRAINING SERVICES

Continuing Education and Workforce Training provides a wide range of training and educational opportunities for individuals and employers. All courses taken through the Continuing Education department will appear on the student’s MSC Southeast college transcript.

Continuing Education

Continuing Education and Workforce Training provides both credit and non-credit professional/occupational instruction for individuals who wish to attain new skills, upgrade existing skills or become recertified in a certain area. Courses are available in various delivery modes including on-campus instructor led courses, CD-based instruction, tele video courses, and online courses. Non-credit continuing education courses may not be converted to credit equivalency courses.
Contract Training and Education for Employers

Continuing Education and Workforce Training provides customized training solutions to satisfy the training needs of business and industry. MSC Southeast Business Relations Directors work directly with a company’s training staff and supervisors to identify training needs, design training curricula, and deliver quality training to achieve the unique requirements of the business. These contract courses and programs can be either credit or non-credit courses.

STUDENT RESPONSIBILITIES AND RIGHTS

ACADEMIC INTEGRITY POLICY

Academic integrity, one of the most important values in higher education, requires that each student’s work represents his/her own personal efforts and that the student acknowledges the intellectual contributions of others. MSC Southeast students are expected to honor the requirements of the Academic Integrity Policy. The following are unacceptable academic practices, called “academic fraud,” that are violations of the Academic Integrity Policy:

- Plagiarism: The presentation of another’s work as one’s own by failing to cite the source, by failing to enclose direct quotations within quotation marks, or by paraphrasing in language that too closely resembles that of the source.
- Cheating: Using, or attempting to use, unauthorized materials in any academic exercise or having someone else do the required work, e.g., cheat sheets or copying from another's paper, test, and/or homework.
- Fabrication: Inventing or falsifying information, e.g., creating data for a required lab experiment that was not done or was done incorrectly.
- Enabling academic fraud: Intentionally or knowingly helping another commit an act of academic fraud.
- Deception or misrepresentation: Unauthorized alteration, forgery, or falsification of academic records or academic work. Violating stated guidelines on an assignment.
- Damaging other’s work: Sabotaging or damaging the work of others.
- Multiple submission: Submitting work without instructor’s permission as if it were new work, even though it has already been used in another class.

The college may impose sanctions whenever a student engages in academic fraud. The responsibilities of faculty and students, and the pertinent sanctions and appeal processes are described below.

Procedure

1. The instructor confronts the student regarding the specific charge of academic fraud to discuss the charge, consider the evidence and hear the student’s explanation. If the instructor determines that the student has violated the Academic Integrity Policy, the instructor informs the student of the consequences of the violation and the sanctions (A, B, C, D, or E outlined below) that the instructor will impose.

2. If sanctions F, G, or H are requested, the instructor completes an “Academic Misconduct Complaint Form” and forwards to the Vice President of Academic Affairs. The Vice President of Academic Affairs must respond to and act on any charges of academic fraud within 10 academic calendar days after notification from the instructor. The response may include, if needed, a meeting with any and all parties involved.

3. If the student disagrees with either the determination of a violation of the policy or the sanction, the student may appeal the instructor’s decision to the Vice-President of Academic Affairs. In handling the appeal, the Vice President of Academic Affairs follows the Student Code of Conduct beginning with the Investigation and Informal Process.

Sanctions for Academic Fraud may include, but are not limited to, the following:

A. No further action
B. Warning given to the student
C. Academic plan established for future performance.
D. Grade of “F” or “0” points for the assignment or test/quiz.
E. Grade of “F” for the course
F. Probation period during which any further incidents may lead to summary suspension
G. Suspension
H. Expulsion

Appeals: Students should follow the Student Complaint/Grievance Procedure to appeal any sanction imposed for a violation of the Academic Integrity Policy.

STUDENT CODE OF CONDUCT

The college offers each student the freedom to learn and the freedom to enjoy college life in an orderly and lawful manner. In return, the college expects every student to assume the obligation and responsibilities that accompany those freedoms. By enrollment at MSC Southeast, students assume the obligation and responsibility of conducting themselves in accordance with reasonable and lawful requirements. Violations of these responsibilities may result in sanctions that can include warning, probation, suspension, or expulsion from the college.
Students have the right to establish their own personal lives and behavior so long as they do not violate college regulations or interfere with the rights of others or the educational process. The college has both the right and responsibility to protect members of its community from physical harm and property damage. Students, by their associations with the college, will abide by college conduct policies. The code of student conduct does not replace nor does it reduce any requirements of civil or criminal law imposed upon citizens as members of the larger community. Therefore, students who violate civil or criminal law may be subject to both legal and college sanctions for the same conduct when the conduct occurs off campus but is related to the college community.

Students may be held accountable for violations of the behaviors committed off campus when the violations are committed while participating in a college sanctioned or sponsored activity; or the victim of the violations is a member of the college community; or the violations adversely impact the educational, research, or service functions of the college. Students expelled for grievous offenses which threaten the physical and/or emotional health or safety of any person must meet with a college-determined psychiatrist or psychologist to have a behavioral assessment to determine if re-admission is possible.

Civility Statement: Any successful learning experience requires mutual respect on behalf of the student and the instructor. The instructor, as well as the fellow students, should not be subjected to any student’s behavior that is in any way disruptive, rude, or challenging to the instructor’s authority in the classroom or any college provided online resources, including but not limited to email, electronic media and Desire to Learn (D2L) accounts. A student should not feel intimidated or demeaned by his/her instructor and students must remember that the instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violating the general rules and regulations of the institution.

Student Discipline Records: Records maintained by the college relating to student disciplinary proceedings and results are generally classified by federal and state laws as “private” information and may not be released to third parties without the student’s prior, written consent or as permitted by law which especially authorizes the disclosure. Information that a named student has been charged and is the subject of disciplinary proceedings is also considered “private” information.

However, the 2008 Minnesota Legislature amended the Minnesota Government Data Practices Act (MGDPA) to allow colleges and universities to disclose without student consent specific information pertaining to disciplinary proceedings on crimes of violence and non-forcible sex offenses as permitted and defined by the Family Educational Rights and Privacy Act (FERPA). This information can be released only after the college or university has made a final determination that a student has committed a crime of violence or non-forcible sex offense. No criminal charge or proceeding need have been initiated; the criminal laws are only relevant in defining the conduct. The information that may be made public is limited to:

- Name of student
- The violation committed
- Any sanction imposed by the institution against the student

Crimes of violence includes the following offenses: arson, assault offenses, burglary, criminal homicide (negligent or non-negligent man-slaughter), or murder, destruction, damage or vandalism to property, kidnapping or abduction, robbery, or forcible sex offenses. Non forcible sex offense means statutory rape or incest.

For further clarification of these offenses, consult the FERPA Regulations at 34 CFR Part 99, Appendix A.

**ARTICLE I: DEFINITIONS**

1. “College” means Minnesota State College Southeast.
2. “Administrator” means that person designated by the college president to be responsible for the administration of the Student Code of Conduct. That person shall be the Vice President of Student Affairs and/or Academic Affairs.
3. “Cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
4. “Expulsion” means permanent denial of the privilege of enrollment at the college.
5. “Hazing” means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.
6. “Policy” means the written regulations of the college and Minnesota State Colleges and Universities (“Minnesota State”) as found in, but not limited to, the Student Code, the college and Minnesota State Web pages, Board Policy and System Procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on campus, Board Policy and System Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources, and the college catalog.
7. “Preponderance of evidence” means a standard of responsibility that it is more likely than not that the code has been violated.
8. “Plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
9. “Student” includes all persons who:
   a. Are enrolled in one or more courses, either credit or non-credit, through the college;
   b. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
   c. Are not officially enrolled for a particular term but who have a continuing relationship with the college;
   d. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
10. “Student organization” means any number of persons who have complied with the formal requirements for college recognition-registration.
11. “Summary suspension” means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the college community.
12. “Suspension” means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.
ARTICLE II: PROSCRIBED CONDUCT

A. Jurisdiction of the College Student Code of Conduct

The college Student Code of Conduct shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus conduct in the following circumstances:

1. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty;
   b. Furnishing false information to any college official, faculty member or office;
   c. Forgery, alteration or misuse of any college document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.
5. Hazing.
6. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
8. Violation of any college or board policy, rule, or regulation published in hard copy or available electronically on the college or Minnesota State Web site.
9. Violation of any federal, state or local law.
10. Use, possession, manufacturing or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by college or Minnesota State regulations), public intoxication, or violation of Board Policy 5.18 and System Procedure 5.18.1 on Alcohol Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.
15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in, by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
16. Any violation of the College Computer Use Policy or Board Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources.
17. Abuse of the student conduct system, including but not limited to:
   a. Failure to obey the notice from a student conduct panel or college official to appear for a meeting or hearing as part of the student conduct system;
   b. Falsification, distortion, or misrepresentation of information before a student conduct panel;
   c. Disruption or interference with the orderly conduct of a student conduct panel proceeding;
   d. Institution of a student conduct code proceeding in bad faith;
   e. Attempting to discourage an individual’s proper participation in, or use of, the student conduct system;
   f. Attempting to influence the impartiality of a member of a student conduct panel prior to, and/or during the course of the student conduct panel proceeding;
   g. Harassment (verbal or physical) and/or intimidation of a member of a student conduct panel prior to, during, and/or after student conduct code proceeding;
   h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
   i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
C. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the administrator. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

D. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the student code:
   a. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
   b. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulations(s) during the probationary period. The college may impose specific written conditions for the probation.
   c. Loss of Privileges – Denial of specified privileges for a designated period of time.
   d. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
   e. Discretionary Sanctions – Work assignments, essays, service to the college, or other related discretionary assignments.
   f. Suspension – Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.
   g. Expulsion – Permanent denial of the privilege of enrollment at the college.
   h. Revocation of Admission and/or Degree – Admission to or a degree, diploma, or certificate awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, diploma, or certificate or for other serious violations committed by a student prior to graduation.
   i. Withholding Degree, Diploma, or Certificate – The College may withhold awarding a degree, diploma or certificate otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation.

2. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above;
   b. Loss of selected rights and privileges for a specified period of time;
   c. Deactivation. Loss of all privileges, including college recognition, for a specified period of time.

E. Summary Suspension

In certain circumstances, the administrator may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the administrator, the accused student’s presence on the college campus would constitute a threat to the safety and well-being of members of the campus community. To the greatest extent possible before implementing the summary suspension, the accused student shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the administrator.

ARTICLE III: STUDENT CONDUCT CODE PROCEDURES

A. Investigation and Informal Process

1. Any member of the college community may file a written complaint alleging that a student or student organization has violated student conduct prescriptions. Any complaint should be submitted as soon as possible after the event takes place. Persons filing complaints shall be informed of their rights under the Minnesota Data Practices Act. Following the filing of a complaint against a student or student organization, the administrator shall conduct an investigation of the allegations.

2. If the complaint seems unwarranted, the administrator may discontinue proceedings.

3. If there is sufficient evidence to support the complaint, the administrator shall offer the accused student an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student shall be given written notice of the specific complaint against him/her and the nature of the evidence available to support the complaint and provided with a copy of the Student Code of Conduct. During the meetings the administrator shall review the complaint and the evidence with the student and allow the student to present a defense against the complaint. Within a reasonable time period following the meeting, the administrator shall inform the accused student in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing.

4. A student who is subject to a sanction of expulsion or suspension, except summary suspension, for more than nine (9) days may agree to accept the sanction, or may request a formal hearing. The formal hearing should be held within a reasonable time. Other sanctions shall be accepted or may be appealed in accordance with the college’s appeal procedures.

5. If the accused student fails to appear for the informal hearing, the administrator may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.

6. A sanction shall not become effective during the time in which a student seeks an appeal or formal hearing, unless, in the discretion of the administrator, it is necessary to implement an immediate sanction for the safety and welfare of the college community.
B. Formal Hearing
1. The college Vice President of Student Affairs determines the composition of the student conduct panel. The student conduct panel shall consist of at least one college staff member and one student. The Vice President of Student Affairs shall not serve on the student conduct panel. Students serving on the student conduct panel shall be appointed by the campus student association. Student conduct panel hearings shall be conducted by a student conduct panel according to the following guidelines:
   a. Student conduct panel hearings normally shall be conducted in private.
   b. Students or organizations referred for a formal hearing shall be given adequate advance notice in writing of the time, place, and date of the hearing. A student or organization’s failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.
   c. Within a reasonable time prior to the hearing, the student must be informed in writing of:
      1) The complaint;
      2) The evidence to be presented against him/her;
      3) A list of the witnesses; and
      4) The nature of their testimony.
2. In hearings involving more than one accused student or organization, the administrator, in his or her discretion, may permit the hearing concerning each student to be conducted either separately or jointly.
3. The student shall be given the opportunity to speak in his/her own defense, to present witnesses and to question any witnesses, and to have an advocate present. The advocate may provide advice to the student, but may not participate in any questioning. When there is likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advocate.
4. A written notice of findings and conclusions shall be provided to the student within a reasonable time after the hearing. The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding the applicable appeal process.
5. The hearing may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing for the presence of law enforcement and/or security, separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the administrator to be appropriate.
C. Appeals
1. A decision reached by the student conduct panel may be appealed by the accused student(s) or complainant(s) to the Vice President of Student Affairs. A sanction imposed by the administrator (Vice President of Student Affairs) may be appealed by the accused student(s) or complainant(s) to the Vice President of Academic Affairs. These appeals shall be in writing and shall be delivered to the appropriate vice-president of the college (as designated above) or his or her designee within five (5) school or business days of the notification of the decision.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
   a. To determine whether the informal or formal hearing was conducted fairly in prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviation from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
   b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
   d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original informal or formal hearing.
3. If an appeal is upheld by the appropriate vice-president of the college, as designated above, the vice-president may take any appropriate action. If an appeal is not upheld, the matter shall be considered final and binding upon all involved except that in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Students wishing to file a complaint or grievance involving a student and a school employee, a school policy or a school procedure are requested to follow the steps outlined below.

Note: This procedure is NOT for issues related to Nondiscrimination in Employment and Education

Opportunity (Minnesota State Policy 1B.1), Affirmative Action in Employment (Minnesota State Policy 1B.2), Sexual Violence (Minnesota State Policy 1B.3.1), Access for Individuals with Disabilities (Minnesota State Policy 1B.4) or for problems involving racial discrimination or harassment, sex discrimination or harassment and violence, sexual orientation discrimination, or harassment or problems involving disability discrimination or harassment. For information on these Minnesota State policies, contact the Student Services office for a paper copy or refer to the www.MinnState.edu/board/policy/index.html.

Step A: Informal Process: If a problem exists involving a student and a school employee, a school policy, or school procedure, the student should seek to resolve the problem by discussing the situation with his/her instructor or advisor. The student should also review their program policy/protocol to determine appropriate steps. If this does not resolve the problem, the student should then contact the campus admissions advisor. The admission advisor may facilitate a meeting with the instructor/advisor and the student. At the same time, the admissions advisor will notify the Dean or supervisor of the situation. If that does not resolve the problem, the admissions advisor and the instructor/advisor will contact the Dean or supervisor of that individual for additional intervention. If at that time the issue is not resolved, the admissions advisor will advise the student of the next step in the process.

Step B: Formal Process: If the problem cannot be resolved through an informal discussion as outlined in Step A, the complainant can submit a grievance in writing to the Vice President of Student or Academic Affairs or their designee. The complainant should present the grievance, in writing, within five school days of the event on which the grievance is based. A meeting with the Vice President of Student or Academic Affairs must be scheduled for the student within five school days after the receipt of written notification of the grievance. The decision of the Vice Presidents shall be final.
Step C: If the grievance involves a Board of Trustees policy or the actions of the Vice President of Student Affairs, a student may further appeal the college decision through the Chancellor to the Board of Trustees. The decision of the Board is final and binding.

Note 1: No retaliation of any kind shall be taken against a student for participation in a complaint or grievance procedure. These procedures shall also protect data privacy rights.

Note 2: This complaint/grievance procedure does not prohibit the student from filing complaint/grievance with any appropriate federal, state, or local departments of human rights. However, students are encouraged to use the procedure outlined above.

If the grievance involves a Minnesota State Board Policy, the actions of the Minnesota State College Southeast President, an issue of institutional or program quality such as MSC Southeast compliance with HLC or other licensing agency standards, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the university decision to the Minnesota State Chancellor. The decision of the chancellor is final and binding. The contact information for the Office of the Chancellor follows:

Academic and Student Affairs Office of the Chancellor
Minnesota State Colleges and Universities System Wells Fargo Place
30 7th St. E., Suite 350
St. Paul, MN 55101-7804

RELEVANT MINNESOTA STATE BOARD PROCEDURES
The Minnesota State College Southeast Complaints and Grievances policy and procedures follow Minnesota State Board Procedure 3.8.1.

COMPLAINTS TO THE HIGHER LEARNING COMMISSION
The college is accredited by the Higher Learning Commission (HLC). A student who wishes to file a complaint about Minnesota State College Southeast with HLC should contact the Commission. The contact information for HLC follows.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
Phone: 800.621.7440/312.263.0456
Fax: 312.263.7462 info@hlcommission.org

Questions regarding the student complaint and grievance procedures should be directed to the Student Services Office, 507-453-2700 in Winona / 651-385-6300 in Red Wing.

ADDITIONAL RIGHTS AND RESPONSIBILITIES

ACCIDENTS AND SAFETY
Individuals are responsible for the safe operation of all college tools, equipment, machinery, vehicles or other college property. The college will provide for proper care and maintenance of college property, but each individual should report any malfunction of college property to their immediate instructor or supervisor.

All accidents must be reported to the Administrative Office immediately. The Supervisor of Buildings and Grounds will investigate all accidents and complete an investigation report if any additional information is required. Any unsafe condition will be corrected immediately.

Contact Information: College Administration at 877-853-8324 (toll free) or 507-453-2700 (Winona) or 651-385-6300 (Red Wing).

CHANGE OF STUDENT CONTACT INFORMATION
Changes of address or telephone numbers during the year should be reported to the Student Services Office. It is important that the college have current student information in case of family or other emergencies.

CRIME AWARENESS
Students are requested to report any criminal acts or other emergencies occurring on campus to the Administrative Office. It is the policy of the college to engage local law enforcement authorities where appropriate. An escort service is available through the MSC Southeast Receptionist for students requesting an escort to their vehicles. For evening classes, contact your instructor.

DATA PRIVACY
All actions concerned with MSC Southeast data collection and storage are administered in compliance with the provisions of both state and federal law. The President’s designee is the responsible authority concerning these matters.

PRIVATE DATA
- Access to private data is made available only to adults (age 18 or older) to whom the information pertains and to parents or guardians of minors, unless indicated otherwise by law.
- All requests for private data must be submitted in writing, with intended usage indicated, providing an authorized school official is present at that time.
- Private data must be provided to authorized recipients; MSC Southeast may assess a processing fee for providing private/public data.
PUBLIC DATA

- Public, non-confidential, and summary data will be made available upon request.
- College directory information includes the student’s name, city, major field of study, participation in recognized activities and sports, dates of attendance, graduation date, and degrees and awards received. Students who do not wish this information released should complete the Authorization to Withhold Directory Information Form, which is available in the Student Services Office.

Contact Information: Student Services: 877-853-8324 (toll free) or 507-453-2700 (Winona) or 651-385-6300 (Red Wing).

EMERGENCY WARNINGS AND INCLEMENT WEATHER

Each campus has a plan with specific procedures for the maximum protection of students, staff, and community members using the college facilities during an emergency, including weather-related watches, warnings, actual disasters/crises or emergencies.

Note: Blackboard Connect Emergency Notification System – Students, faculty, and staff are automatically signed up for Blackboard Connect. With the Blackboard Connect Emergency Notification System, you can get emergency information delivered immediately by text message and email. You will get information and instructions the moment they become available. Information: www.southeastmn.edu/StarAlert

BOMB THREAT

In the case of a bomb threat, the campus administrator in charge has the sole responsibility for determining whether or not a building should be evacuated. Typically, fire exit routes would be used. Local radio stations will alert students when it is safe to return to campus.

EMERGENCY EVACUATION

Campus evacuation plans addressing fire and weather-related emergencies are posted by the doors in main offices and classrooms. Each campus administrator or designee is responsible for initiating actions in accordance with the evacuation plan. Campus administrators are the VP of Academic Affairs for Winona and the Dean of Academics for the Red Wing campus.

FIRE DRILL

A fire drill on each MSC Southeast campus is conducted at least once per year in the fall. Concern for student and staff safety requires periodic fire drills. A continuous series of blasts from the alarm system signals that everyone must leave the building and await the all-clear signal. A fire drill schematic is posted in each room.

INCLEMENT WEATHER - EMERGENCY CONDITION

The following procedures are followed when it becomes necessary to close the college or cancel academic or non-academic activities, or delay the opening of the college due to inclement weather or other emergency conditions:

- **Closing the College**: Closing the college means closing all operations other than those operations deemed essential to the protection of life and property. Closing the college results in the cancellation of classes; student, faculty and staff activities; and all meetings. General offices are closed.
- **Delayed Opening**: Delayed opening refers to the closing of all operations for a designated period of time other than those operations deemed essential to the protection of life and property.
- **Cancellation of Classes or Activities**: Cancellation of on- or off-campus classes may be of one, several, or all classes, in the absence of officially closing the entire college. Cancellation of non-academic activities refers to cancellation of an event such as athletic events, theatrical productions, concerts, or workshops. In accordance with Minnesota State Policy 4.4, the authority to close the college campus, cancel classes or other activities when weather or other emergency exists resides with the college President or President’s designee. The closure of state agencies by the Commissioner of the Department of Employee Relations does not apply to MSC Southeast.

Note: Students should first check the college web site (www.southeastmn.edu) or their college student email account.

INCLEMENT WEATHER ANNOUNCEMENTS

Blackboard Connect Emergency Notification System

When an emergency happens, it is vital that you get the information you need as quickly as possible.

With the Blackboard Connect Emergency Notification System, you can get emergency information delivered immediately by text message and email. You will get information and instructions the moment they become available. Students will only receive a message in the event of an emergency or campus closure, including closures due to weather. To receive alerts, your phone or mobile device must be able to receive text communications. Messages are free, but your provider may charge a fee for text messaging (see your carrier’s contract for details). MSC Southeast students, faculty, and staff are automatically signed up for Blackboard Connect. Information: www.southeastmn.edu/StarAlert

Radio and TV Station announcements

The college will try to get weather related announcements on the following stations:

**Red Wing Campus**
- Red Wing: KCUE - 1250 AM and 98.9 FM; KWNG - 105.9 FM
- Lake City: KLCR Lake Hits 95
- Twin Cities: WCCO - 830 AM; WCCO TV; KSTP TV, Fox 9 News
- Rochester: KROC - 106.9 FM; KTTC TV
- Wabasha: WBHA 1190 AM and 99.7 FM

Note: Students should first check the college web site (www.southeastmn.edu) or their college student email account.
TORNADO WARNING
In conjunction with the statewide tornado drill, the college will conduct a mock tornado drill in the spring of the year. When a tornado warning is announced, students and staff will be directed to designated tornado protection central corridors/rooms by instructors and other personnel until the all-clear is sounded. A tornado evacuation plan is posted in each room.

PARKING
In response to state statute, the college assesses a parking fee (as described above under Fees) to support the cost of annual and long term parking facility maintenance and renewal. This includes the use of motorcycles. Parking will be enforced from 7 a.m. to 10 p.m., Monday through Friday. The parking fee is set at $1.50 per credit up to a maximum of $24 per term. No fees are currently charged for summer term.

Snow removal:
- PARKING ALONG SIDE THE BUILDINGS: DO NOT park with the front of your car over the sidewalk.
- LEAVING CARS PARKED OVERNIGHT: If you need to leave your car parked overnight in the college parking lot, please be sure to inform the Maintenance Department. They will inform you of the best place to park in order not to be towed due to snow fall. Any car that is left overnight without prior authorization will be TOWED AT OWNERS EXPENSE. No exceptions will be made.
- LAB AREAS: Please remove all items outside of lab areas that would hamper snow removal.

Please note: The Maintenance Department is not authorized to provide car starting or towing assistance.

RIGHT TO KNOW
The college complies with the provisions of right-to-know legislation whereby students and staff are informed of hazardous substances or harmful physical agents present in the workplace. MSC Southeast will not assume responsibility for any costs resulting from negligence on the part of the students. Costs for such occurrences are the responsibility of the student.

SOCIAL SECURITY NUMBER
The college’s student record system uses the Social Security number as a student’s ID number. Prospective students without a Social Security number should apply for a Social Security card before applying to the college.

Note: Providing a Social Security number is voluntary. If students choose not to provide this number, their applications will still be processed. The Social Security number is requested for purposes of administration, financial aid, program evaluation, and consumer and alumni data. The number may also be used to create summary information about Minnesota State programs through data matches with other state agencies.

STUDENT DRESS
The college does not have a specific general dress code other than the requirements of particular programs having uniform, eyewear, footwear, and other protective dress requirements. The college relies on the good judgment of each student in determining appropriate dress. The President or designee may bar dress that is determined to be extreme, distasteful, disrespectful to others, or disrupts the educational process.

STUDENT POSTING OF INFORMATION
All information to be posted or broadcast must be submitted to the Receptionist Desk to obtain administrative approval.

TELEPHONE USAGE
Classroom, office and shop telephones are for business use by college personnel and authorized students in the course of official college activities. Students are advised to tell their families and friends that no personal calls for students will be accepted except in an emergency.

POSTING FLYERS/SIGNAGE POLICY
On-campus signage is one of many communication channels used to promote college information. Signage may only be posted on the following: bulletin boards, message rails, and digital signage. This policy does not apply to departmental bulletin boards, which are designated for department purposes only.

COLLEGE BULLETIN BOARDS AND MESSAGE RAILS

Bulletin Boards
- There are three classifications of bulletin boards for posting: Campus Information; Student Club & Organization Information; and Community Information.
- Campus Information: Designated for signage regarding official College information only, including College events and announcements.
- Student Club & Organization Information: Designated for signage regarding student club and organization information, including student club and organization events and announcements.
- Community Information: Designated for signage regarding official College information, as well as signage posted by the public.
• Signage cannot be larger than 11”x17”
• Signage can only be hung for a maximum of one month
• Signage must include a posting expiration date
• Removal of signage is the responsibility of the area posting the signage and must be removed within twenty-four (24) hours of expiration date
• Signage must adhere to Minnesota State policies and federal and state laws.

Signage that does not meet the above regulations/specifications or is posted in locations other than bulletin boards and message rails will be subject to removal.

Digital Signage System

The digital signage system refers to the monitors located on campus and is designated for official College information only, including College events and announcements.

Highway Sign

The LED sign refers to the LED display on the Red Wing campus and is designated for official College information only, including College events and announcements.

RESPONSIBLE USE OF INFORMATION TECHNOLOGY

The information technology employed by the college is a critical asset of the institution governed by various laws of privacy, confidentiality, and non-disclosure. It is the common responsibility of all members of the college community to protect the institution’s information assets and to ensure the proper and ethical use of information at all times. MSC Southeast information technology environment affords easy, anytime/anywhere access to information. This arrangement allows students, faculty, and staff to conduct business in an effective and efficient manner. These benefits are a privilege that is shared by the community as a result of a significant investment of college resources and comes with its own set of responsibilities.

Access to modern information technology is essential to the college’s mission of providing the students with educational services of the highest quality. It is in this framework that students understand and comply with rules of conduct for computing and networking that permit all students to fully use this resource.

Software that resides on MSC Southeast computing network(s) is licensed by the college, or third parties, and is protected by copyright and other laws, together with licenses and other contractual agreements. Users are required to respect and abide by the terms and conditions of software use and redistribution licenses.

Unauthorized access to information resources, unauthorized use of college computing facilities, and intentional corruption or misuse of information resources is direct violation of the college’s standards for computer use. Examples of inappropriate behavior include:

• Using MSC Southeast information technology resources to receive or distribute copyrighted material without proper authorization from the copyright holder is prohibited.
• Establishing services on non-college owned machines using campus facilities.
• Viewing, copying, altering, or destroying another’s personal electronic files without permission.
• Using campus computers or networks to harass or defame another person.
• Sharing computer accounts, passwords, and other types of authorization assigned to individual users.

Note: Students are responsible for any use of their account(s). If an account is shared or the password divulged, the holder of the account may be held responsible for any actions that arise from the misuse of the account.

• Permitting unauthorized access: Students shall not run, operate or otherwise configure software or hardware to intentionally allow access by unauthorized users.
• Attempting to degrade or compromise in any manner the performance of a computer system or network or to deprive authorized personnel of resources or access to any MSC Southeast computer or network is prohibited. Breach of security includes, but is not limited to: creating or knowingly propagating viruses, hacking, password cracking, unauthorized monitoring of electronic communications, or unauthorized viewing of other’s files.
• Abusing campus computer resources including, but not limited to: propagating chain letters, posting a message to multiple list servers, distribution lists, or news groups with the intention of reaching as many users as possible, and the use of computing and networking resources for commercial purposes.
• Software: Students shall not install, run, or configure software that is not part of their instructor’s curriculum
• Unauthorized distribution of copyrighted material including unauthorized peer-to-peer file sharing may subject the students to civil and criminal liabilities.

Contact Information: Report any abuse, loophole, virus, or other possible security compromises to the Chief Information Officer at 877-853-8324 (toll free), 507.453.2700 (Winona) and 651-385-6300 (Red Wing).
DEGREES AND AWARDS

ASSOCIATE OF ARTS DEGREE (AA)

An Associate of Arts degree is comprised of the 40 credit general education package known as the Minnesota Transfer Curriculum (MnTC) and 20 credits of electives. Coursework completed for an AA degree will transfer and be applied to a bachelor's degree.

ASSOCIATE OF SCIENCE DEGREE (AS)

An Associate of Science degree is awarded upon completion of a 60 credit academic program in scientific, technological, or other professional fields designed to transfer in its entirety to a related baccalaureate program by way of an articulation agreement.

An Associate of Science degree program may be individualized according to the standards outlined in Minnesota State System Procedure 3.36.1, Part 5. Subpart C. Associate of Science individualized studies programs do not require an articulation agreement.

An associate of science degree may be awarded in either a broad or specific field of study. An A.S. degree may also be designed to prepare students for employment. An Associate of Science Degree is designed to provide a substantial Liberal Arts and Sciences component. Liberal Arts and Sciences courses shall be selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.

A waiver may be granted to exceed a length of 60 credits when the waiver criteria in Minnesota State Procedure 3.36.1, Subpart C are met and an articulation agreement specifies the transfer of a greater number of credits.

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

An Associate of Applied Science degree is awarded upon completion of a 60 credit academic program in a named field of study in scientific, technological or other professional fields.

An associate of applied science degree prepares students for employment in an occupation or range of occupations. While Associate of Applied Science degrees are typically not designed for transfer, MSC Southeast has articulation agreements with other colleges and universities allowing students to transfer credits towards a baccalaureate degree. Students transferring credits through an articulation agreement must transfer the credits according to the terms and conditions of the articulation agreement. For more information concerning articulation agreements at MSC Southeast please visit the Student Services Office or call 877.853.8324.

An associate of applied science degree requires a minimum of 15 general education credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 credits shall be in the academic program’s occupational or technical field of preparation.

A waiver may be granted to exceed a length of 60 credits when the waiver criteria in Minnesota State System Procedure 3.36.1, Subpart C are met and an articulation agreement specifies the transfer of a greater number of credits.

DIPLOMA

A diploma is awarded upon completion of a 31 to 72 credit undergraduate academic program intended to provide students with employment skills. Graduates of a diploma program are prepared in a skilled or semi-skilled profession. Diplomas are typically not designed for transfer. Credits may be able to transfer through articulation agreements with other colleges and universities.

CERTIFICATE

Certificates are 9 to 30 semester credits in length and may be awarded for successful completion of a specialized program. A certificate provides entry-level skills. Certificates are typically not designed for transfer.
Program majors are qualified under the Minnesota Department Approving Agency for Veterans Education Benefits, National Guard and Military Reserve educational benefits and specific occupation regulatory agencies.

Minnesota State College Southeast is accredited by the Higher Learning Commission.

MSC Southeast is an affirmative action/equal opportunity employer/educator.

This document can be made available in alternative formats to individuals with disabilities by calling:
Red Wing Campus: 877-853-8324; TTY - 651-385-6430
Winona Campus: 877-853-8324; TTY - 507-453-2785