

STI SOUTHEAST TECHNICAL INSTITUTE
2010-2011 GENERAL CATALOG/HANDBOOK

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2010-2011 CATALOG/HANDBOOK

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HANDBOOK

Students in Health Science Programs should also refer to the Health Sciences Handbook for additional information, guidelines, and requirements.

STI is accredited by The Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, Telephone 312.263.0456

STI retains the right to make changes in programs, course offerings, policies, graduation requirements, tuition, fees and refunds without notice.

STI does not discriminate on the basis of race, color, religion, creed, ancestry, gender, sexual orientation, national origin, disability, age, protected military status, genetic information, or any other basis protected by law in its educational programs, admissions policies, employment policies, financial aid, or other institute-administered programs. Inquiries regarding this policy may be directed to:

Vice President of Student Affairs and Institutional Research
2320 N Career Ave, Sioux Falls, SD 57107
(phone: 605.367.7487) or to the
US Department of Education, Office for Civil Rights
8930 Ward Parkway, Suite 2037, Kansas City, MO 64114
(816.268.0550; Fax: 816.823.1404),
email: OCR.KansasCity@ed.gov

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LIVING BLUE®

The concept of "Living Green" is being embraced everywhere you look—the introduction of more fuel-efficient cars, recycled materials and the search for more effective methods of production.

At Southeast Tech, we feel it's a wise choice to Live Blue®. An alternative to traditional higher-education, Southeast Tech has offered more streamlined and cost-effective methods of education since 1968. In fact, more than 13,000 students have chosen to Live Blue® at Southeast Tech, to achieve their degrees and start a new life full of opportunity!

Breaking
the Mold

OF TRADITIONAL

HIGHER EDUCATION



STI

TrYSTI DAYS

Created just for high school students who want to explore different careers through hands-on experience.

September 22: Horticulture

October 20: Scrubs (Healthcare)

November 3: Manufacturing

December 8: Business

January 26: Computers

February 9: Law Enforcement

April 6: Construction



EAST TECH

SHOPPING for a DEGREE? ADD IT UP!

Southeast Tech delivers the most sensible and cost effective solution for students in the Sioux Falls area. Check out the cost per credit rate to compare STI with our Sioux Falls competitors!

STI	CLOSEST COMPETITOR
\$150.25	\$245.00

HOW DOES THIS ADD UP IN ONE YEAR?

\$4,808 / year*	\$7,840 / year*
-----------------	-----------------

**Based on 32 credits per year or 16 credits per semester.*

Tuition Costs of other Public or For-Profit Higher Education Providers in Sioux Falls (Based on spring 2010 rate survey)

Cost Per Credit Range	\$245.00 to \$435.00
Yearly Tuition Range	\$7,840.00 to \$13,920.00

Cost Per Credit Breakdown by Institution

Southeast Tech	\$150.25
Kilian Community College	\$245.00
The University Center	\$258.80
Colorado Technical University	\$270.00
National American University	\$280.00
Globe University	\$435.00

FYI FRIDAY VISITATION DAYS

Grab some free pizza, explore campus and meet our awesome staff!

October 22, November 19, January 28, February 25

Visitation Days are from 11:00 am–2:00 pm.

Check in at the Health/Science Center

STI
SOUTHEAST
TECHNICAL INSTITUTE



Location

Interstate 29 & Maple Street, Exit 81
2320 North Career Avenue, Sioux Falls, South Dakota

Accreditation

The Higher Learning Commission
North Central Association
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504, 312.263.0456

Program Approval/Authorization

State Board of Education
Department of Education
Office of Career and Technical Education

Degrees, Diplomas & Certificates

Associate in Applied Science Degree: two years
Vocational Diploma: one year or two years
Certificate: Less than one year

2009 Fall Enrollments

Full Time: 1,967
Part Time: 522
Total: 2,489

2008–2009 Enrollment Data

Full Time Equivalent (FTE) Student: 1,874
Enrollment in Business & Industry Training: 1,762
Unduplicated Headcount (credit): 2,655

2009 6–Month Graduate Placement Report

93% of Graduates Seeking Employment were Employed
91% of Graduates were Employed in a Field Related to their Training
74% of Graduates Employed in a Field Related to their Education were Employed in South Dakota

Physical Facilities

Campus Site: 168 Acres
Buildings: (8) 486,072 Square Feet

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2010-2011

STUDENT CALENDAR

NOTE: Dates and times are subject to change
*Denotes no classes only during the hours of the event
+Evening classes begin at 4:00pm or later

FALL SEMESTER

August
9.....New Instructor In-service
9-13.....Laptop Orientation Days
10-13.....Faculty In-service
16.....Fall semester classes begin
18.....Ice Cream Social 2:00pm-4:00pm
19.....Student Job Fair for part-time employment 2:00pm-4:30pm
20.....Last day to drop/add classes or sign up for a test-out option
.....Last day to terminate completely without incurring a cost of attendance
23.....Tuition and fee payments due
.....Drop slips received will no longer be refunded tuition and fees
24.....Complete withdrawals will have tuition & fees refunds pro-rated
25.....Student Organization Meetings – 9:00am*
26.....SGA Officers' meeting – 7:00am
.....Student Government Fall Picnic – 11:00am-1:00pm
.....Bloodmobile Drive – 8:00am-11:00am, 1:00pm-3:00pm
27.....Last day to submit test-out related course drop slips without a cost of attendance

September
1.....Student Government meeting 7:00am – HC #257
3.....Excess financial aid disbursed
3-4.....No Weekend or Evening Classes
6.....Labor Day – CAMPUS CLOSED
13.....Last day to make up incompletes
16.....Student Organization Meetings – 10:00am*
24.....SGA Officers' meeting 7:00am

October
6.....Student Government meeting – noon – HC #257
12.....Student Organization Meetings – 9:00am*
29.....SGA Officers' meeting – 7:00am

November
1-5.....Spring Semester 2011 registration – STInet
3.....Student Government meeting – 7:00am – HC #257
11.....Veterans Day – CAMPUS CLOSED
15.....Student Organization meetings – 11:00am*
19.....Last day for withdrawal from regular start classes
.....SGA Officers' meeting 7:00am
24.....NO EVENING CLASSES +
25-26.....Thanksgiving break – CAMPUS CLOSED
27.....NO WEEKEND CLASSES

December
1.....Student Government meeting – noon – HC #257
2.....Student Organization meetings– 1:00pm*
3.....Last day for withdrawal from late start classes
8.....Holiday Celebration Party – 11:00am – 1:00pm
10.....Winter Graduation– Sioux Falls Convention Center – 7:30pm
16.....SGA Officers' meeting 7:00am
.....End of Fall Semester
17.....Faculty In-service – NO CLASSES
20-31.....Winter break – NO CLASSES
23-24.....Christmas break – CAMPUS CLOSED
30-31.....New Year's Eve – CAMPUS CLOSED

SPRING SEMESTER

January
 3-4 Winter Break – NO CLASSES
 6-7 Spring Laptop Days
 Faculty In-service – NO CLASSES
 10 Spring Semester classes begin
 12 Student Government meeting – 7:00am – HC #257
 14 Last day to drop/add classes or sign up for a test-out option
 Last day to terminate completely without incurring a cost of attendance
 17 Tuition & fee payments due
 Drop slips received will no longer be refunded tuition and fees
 18 Complete withdrawals will have tuition & fees refunds pro-rated
 19 Student Organization meetings – 9:00am*
 21 Last day to submit test-out related course drop slips without a cost of attendance
 28 SGA Officers’ meeting 7:00am
 Excess financial aid disbursed

February
 2 Student Government meeting – noon HC #257
 4 Last day to make up incompletes
 10 Student Organization meetings – 11:00am*
 18-19 NO EVENING OR WEEKEND CLASSES+
 21 Presidents’ Day – NO CLASSES
 25 SGA Officers’ meeting – 7:00am

March
 2 Student Government meeting – 7:00am – HC #257
 9 NO EVENING CLASSES+
 10-11 Spring Break – NO CLASSES
 12 NO WEEKEND CLASSES
 16 Student Organization meetings – 1:00pm*
 25 SGA Officers’ meeting – 7:00am
 28-31 Summer/Fall 2011 Semester registration –STInet

April
 6 Student Government meeting – noon HC #257
 11 Student Organization meetings – 10:00am*
 15 Last day for withdrawal from regular start classes
 19 SGA Spring Picnic – 11:00am-1:00pm
 Bloodmobile Drive 8:00am – 11:00am, 1:00pm – 3:00pm
 21 NO EVENING CLASSES+
 22 Easter Break – CAMPUS CLOSED
 23 NO WEEKEND CLASSES
 25 Easter Break – NO CLASSES
 29 SGA Officers’ meeting – 7:00am
 Last day for withdrawal from late start classes

May
 4 Student Government meeting – 7:00am – HC #257
 13 End of Spring semester
 Graduation at Sioux Falls Arena – 5:00pm
 16-17 Instructor In-service

INTERIM (May 17- June 3)

May
 18 Last day to drop/add classes
 20 Tuition & fees due
 30 Memorial Day – CAMPUS CLOSED

SUMMER SESSION

June
 6 Summer semester classes begin
 10 Last day to drop/add a class
 13 Tuition & fee payments due
 24 Excess financial aid disbursed

July
 4 Independence Day break – CAMPUS CLOSED
 15 Last day for withdrawal from classes
 29 End of Summer Session



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Whenever possible, program and course offerings will be offered as listed; however, STI reserves the right to modify course offerings in accordance with current conditions.

Welcome

STI provides quality technical education opportunities to residents of South Dakota and the surrounding area.

STI is one of four state supported post secondary technical institutes in South Dakota. Over forty different major fields of study are offered. STI grants Associate in Applied Science Degrees and Vocational Diplomas upon successful completion of individual program requirements.

In addition, a wide variety of Adult and Continuing Education (noncredit) classes, workshops, and seminars are offered to assist area residents in expanding and augmenting their occupational skills or to assist in general improvement of their chosen lifestyles.

Vision

Creating Workforce Excellence

Mission

The mission of STI is to educate individuals for employment opportunities, professional growth and life long learning.

This is achieved by providing

- Quality accredited programs;
- Customized training;
- Continuing and adult education opportunities;
- An environment that fosters student centered learning.

STI Core Values

• Student Learning

STI provides an environment for student mastery of academic and technical skills.

• Student Centered

Student satisfaction and success are valued by STI and have a high priority among all the stakeholders.

• Diversity/Equity

STI fosters a climate in which the dignity and worth of all persons is respected.

• Excellence

STI strives for excellence and quality in all of its endeavors.

• Innovation

STI values creative solutions and continuously seeks new, flexible and responsive ways to achieve its mission and goals.

• Collaboration

STI fosters collaboration with all stakeholders in the delivery of its mission and goals.

• Accountability

Assessment and evaluation of student learning, programs and institutional effectiveness are an integral part of assuring student success.

Goals

STI has established the following institutional strategic goals to achieve its mission:

Goal 1: Promote Student Success

Goal 2: Leverage Resources

Goal 3: Foster Collaborative Relationships

General Education Mission and Philosophy

The mission of General Education at Southeast is to complement the technical programs by providing courses which broaden knowledge, skills, and attitudes for successful employment and personal success. A core of courses is designed to provide practical application of competencies. General education functions as an integral part of the

programs which lead to diplomas and degrees.

Every learner has worth and possesses unique abilities. Learning is an active process best supported by dynamic, informed teaching. The general education program strives to develop self-directed learning behaviors and meta-cognitive thinking.

Courses are designed to help learners become responsible employees in their various fields with practice in four broad areas: technology, problem solving/critical thinking, communication, and professionalism.

General Education goals for AAS classes include the following:

Goal 1: Students will write effectively and responsibly and will understand and interpret the written expression of others.

Goal 2: Students will communicate effectively and responsibly through listening and speaking.

Goal 3: Students will recognize when information is needed and have the ability to locate, organize, critically evaluate, and effectively use information from a variety of sources with intellectual integrity.

Goal 4: Students will understand the diversity and complexity of the human experience through the study of arts and humanities (at Southeast this is addressed through Social Sciences).

Goal 5: Students will understand and apply fundamental mathematical processes and reasoning.

Goal 6: Students will understand the fundamental principles of the natural sciences and apply scientific methods of inquiry to investigate the natural world.

Assessment of general education is accomplished through course projects, performance evaluations, portfolios and tests. At the institutional level, the broad student outcomes are measured through sampling and analysis of course projects.

As an integrated component of programs, general education concepts are taught and evaluated in essentially every program. Samples of student work are selected from general education and program courses and are annually evaluated to determine the level of student achievement. Results of these direct measures are compared with indirect measures such as employer surveys, graduate surveys, focus groups, and student satisfaction surveys.

The commitment to general education is further demonstrated in institutional-level learning outcomes upon which assessment activities are based.

General Education Core Curriculum

STI has established articulation for the transfer of the general education core curriculum for the Associate in Applied Science degree. For specific articulation agreements, please contact the Vice President of Curriculum and Instruction. The core courses for STI's AAS degrees (effective Fall 2005) are the following:

Course #	Course Title	Credits
ENGL 101T	Composition*	3
PSYC 101T	General Psychology*	3
SOC 150T	Social Problems*	3
OR		
SOC 250T	Marriage and the Family*	3
MATH 102T	College Algebra*	3
OR		
MATH 101	Intermediate Algebra	4
OR		
MATH 115	College Math	3
SPCM 101T	Fundamentals of Speech*	3
OR		

ENGL 201	Technical Writing	3
CIS 101	Computer Essentials	2
OR		
CIS 105	Introduction to Computers	3
OR		
CIS 106	Introduction to Computers/CIS	3
OR		
CIS 107	Introduction to Computers/Mac	2

A minimum of fifteen general education credits are required for all AAS degrees.

* These courses will transfer to the South Dakota Board of Regents university system. An additional course, CHEM 106T Chemistry, will also transfer to the public university system.

Each diploma program requires a general education component, which varies according to the program. The core for diploma programs ranges from 5 to 9 credits including courses in mathematics, communication, human relations and/or psychology, and/or a 2 or 3 credit computer applications course.

Institutional Student Outcomes & Assessment

STI is committed to maintaining a campus culture focused on learning. STI recognizes that for learning to be successful, there must be meaningful measures, faculty ownership of the assessment, and strong support from the administration. STI characterizes "assessment of student learning" as a comprehensive process that is ongoing, systematic, structured and sustainable.

By the time students graduate, they will have competence in:

Science & Technology: Technical competence including knowledge of technology and/or scientific principles as these apply to programs.

Problem Solving & Critical Thinking: The ability to select and use various approaches to solve a wide variety of problems – scientific, mathematical, social and personal. Graduates will also be able to evaluate information from a variety of perspectives, analyze data and make appropriate judgements.

Communication: The ability to communicate effectively in several forms – oral, written, nonverbal and interpersonal. Graduates will also demonstrate knowledge of how to manage and access information.

Professionalism: Strong work ethic, including responsible attendance; skill in teamwork and collaboration, as well as an ability to work with others, respecting diversity; ability to adapt to change; commitment to lifelong learning; adherence to professional standards; and positive self-esteem and integrity.

Direct assessment of student learning outcomes flows from STI's mission and the competencies taught in the various programs. Instructors use a variety of measures to determine how well students achieve the broad learning outcomes. For example, programs in the Health Division may conduct mock licensure and board exams; Transportation Division programs use national certification exams from NATEF to check student competency. Programs in other divisions use a variety of locally-developed instruments including pre- and post-tests, portfolios and capstone projects to measure competence.

Campus History

STI has offered over 40 years of educational excellence to students in the Sioux Falls area and beyond. In May, 1965, Sioux Falls was designated by the State Board of Vocational Education to be one of the four areas in South Dakota to provide post high vocational technical education. Southeast Area Vocational Technical School opened its doors in 1968. That year, Southeast Area Vocational Technical School began operations

offering the following programs: Practical Nursing, Major Appliance Repair, Industrial Electronics, Drafting, Data Processing, Diesel Mechanics, and Airplane Mechanics. The original enrollment was 118 students.

Glen Bunday served as the first Director of the school until he retired in 1969. Ed Wood succeeded him and guided the school as Director for seventeen years from 1969-1986. Terrence Sullivan succeeded Ed Wood in 1986 and served as Director of the Institute for fifteen years until he retired in 2001. Dr. Stan Vittetoe served as Southeast's Director from July 2001 through July 2003. Jan Nicolay served as Southeast's Interim Director from September 2003 through May 2004. Jeffrey R. Holcomb currently serves as the Institute's President.

In 1970, the Sioux Falls School District purchased a building at 15th and Western. At the time of purchase by the school district, the building was renamed The Career Center. In 1975, the building's name was changed to the West Campus of STI to reflect the increased involvement of post-secondary vocational technical training.

An additional facility that housed post secondary vocational technical operations included the East Campus complex acquired in 1973 and 1978 and was located in the area of 9th Avenue and 14th Street. This complex included six buildings which served as the home for such programs as Advertising Design, Auto Body, Auto Mechanics, Diesel Mechanics, Printing, Horticulture, and the Sioux Falls School District's Print Shop. In addition, just a short walk away, the former Beadle Elementary School had been used since 1981 by STI to provide various training programs such as Heating, Ventilation, Air Conditioning, and Refrigeration, as well as Franchise Restaurant Management, Accounting, Marketing, and Computer Literacy courses.

The 1989-90 school year witnessed the relocation of the vocational technical institute to new facilities located on the northwest side of Sioux Falls at the intersection of Maple Street and Interstate 29, Exit 81.

The Adult Learning Center previously housed at Lincoln Senior High School was moved to the new campus along with Data Processing, Office Systems, Franchise Restaurant Management, Advertising Design, Civil and Architectural Drafting, Electronics, General Education, Marketing/Accounting, Printing, Surgical Technology, and the School District's Print Shop.

All of the remaining East Campus and Beadle School programs moved to STI's new campus in August, 1990.

All of the former facilities were sold and the proceeds of the sale were applied to the cost of construction for the new facilities. The Scarbrough Child Care Center, named after Alva W. Scarbrough, an ardent education supporter and community leader, opened its doors in September of 1991 to provide infant, toddler, and preschool child care for students attending the institute.

In July of 1993, Southeast Area Vocational Technical Institute officially changed its name to Southeast Technical Institute.

In 1994, a fourth building opened its doors on campus to house the growing Health Department. At this time, names were assigned to the three classroom buildings. "Ed Wood Technical Center" was the name assigned to the building that housed the industrial and technical trades in honor of Ed Wood's dedicated service to the school. The main building was given the name "George S. Mickelson Education Center," in honor of the late governor who made much of the development on the STI campus possible. Finally, the new health building was given the name "Health Science Center." The name was changed in 2001 to the Terrence

M. Sullivan Health Science Center in honor of STI's third director.

In the Spring of 1998, an additional 112 acres of land were purchased to the west and south of the STI campus, allowing the potential to triple the size of the existing campus. Faced with increasing storage needs due to double digit enrollment growth since first occupying the campus in 1990, the Institute added its fifth building in 1999. This is a cold storage facility and is located behind the Ed Wood Technical Center.

In the Spring of 2001, Southeast's Technology Center opened. This facility offers both STI and South Dakota university system programs and classes.

STI's first student housing facility, Hummel-Nicolay Hall, opened in Fall 2003 and accommodates up to one hundred students. Andera Hall opened in 2005.

An expansion of STI's Sullivan Health Science Center opened in Fall 2005 and doubled the size of the facility.

STI Foundation/Scholarships

STI Foundation Mission

The STI Foundation will obtain, manage and allocate contributions to support STI students as they reach their potential and achieve their goals for employment, professional growth and life-long learning.

A Solid Foundation for Tomorrow's Workforce

Since our beginning in 1968, Southeast Technical Institute and our graduates have supplied a solid foundation for the workforce needed in our region. The STI Foundation Board raises funds from businesses, organizations, alumni, faculty, staff and community members who care about the future of STI students and want to help them reach their educational and career goals. These graduates become a very important part of our region's workforce. The STI Foundation Board encourages businesses which employ our alumni to invest in the future with a contribution to our Annual Workforce Development Fund Drive.

The STI Foundation also encourages additions to our STI Endowment Funds for scholarships or program development needs. These permanently endowed funds are held at the Sioux Falls Area Community Foundation utilizing their professional investment and management skills.

Please contact the STI Institutional Advancement Officer at 605.367.7464 for more information.

STI Foundation Scholarship Application Process

Students attending STI are encouraged to apply for over \$100,000 in STI Foundation Scholarships available annually. The online application and reference forms are available at www.scholarship.southeasttech.edu from October through mid-March for students who will be attending STI the following fall semester. Individual scholarship awards range from \$500 to \$1,000 annually.

A scholarship selection committee, including members of the faculty, staff and community, reads and scores all applications. The Institutional Advancement Office notifies recipients of their awards by mid-April and funds are placed in students' STI business accounts for disbursement the following fall semester.

Recognition

An annual recognition event is held, giving investors the opportunity to meet scholarship recipients who will be the workforce of the future. All investors are also acknowledged in the annual President's Report and on the donor recognition wall located in the Mickelson Education Center entrance.

Other External Scholarship Sources

A list of scholarships open to STI students from other sources with their eligibility criteria and application deadlines is available in the Financial Aid Office. New scholarships from outside sources are listed on STInet under the Campus Life Tab.

STI Memberships

- American Technical Education Association
- Association for Career and Technical Education
- National Association of School Financial Aid Administrators
- Higher Learning Commission/North Central Association of Colleges and Schools
- South Dakota Chamber of Commerce and Industry
- Sioux Falls Chamber of Commerce
- Sioux Falls Development Foundation
- South Dakota Library Network

Accreditation

STI is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (312) 263.0456.

STI was officially accepted into the Higher Learning Commission (HLC) AQIP process for accreditation December 2006.

AQIP stands for the Academic Quality Initiative Program. We are excited to use this new process that is based upon continuous quality improvement (www.aqip.org).

AQIP is a process through which an already-accredited institution can maintain accreditation through a series of activities over a 7-year period: comprehensive institutional self-assessment with external review; strategy forum collaboration with other institutions; action projects and HLC peer action project review; annual update report on projects; systems portfolio and HLC peer review of systems portfolio; quality checkup site visit; and reaffirmation of accreditation. The following cycle represents an institution's activities.

- Every year: Action Projects and Systems Portfolio
- Every 4 years: Strategy Forum and Systems Appraisal
- Every 7 years: Quality Checkup and Reaffirmation of Accreditation

For more information go to stinet.southeasttech.edu and click on "Continuous Quality".

The South Dakota Board of Education has approved STI to grant the Associate in Applied Science degree and diplomas.

The Automotive Technology and Collision Repair Technology programs are certified as Automotive Service Excellence (ASE) programs by the National Automotive Technicians Education Foundation (NATEF).

The Cardiovascular Technology, Diagnostic Medical Sonography, Electroneurodiagnostic Technology, and Surgical Technology programs have been accredited by CAAHEP, the Commission on Accreditation of Allied Health Education Programs.

Nuclear Medicine Technology is accredited by JRCNMT- Joint Review Committee on Educational Programs in Nuclear Medicine Technology.

Licensed Practical Nursing is accredited through the South Dakota Board of Nursing.

Law Enforcement is approved by the Law Enforcement Officer and Training Commission.

The Machine Tool Technology program is accredited by the National Institute of Metal Working Skills (NIMS).

Heating, Ventilation, Air Conditioning and Refrigeration is accredited through the HVAC Excellence Accreditation program.

The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP).

Equal Opportunity

It is the policy of STI not to discriminate in admission to or participation in its programs and activities on the basis of race, color, religion, creed, ancestry, gender, sexual orientation, national origin, disability, age, protected military status, genetic information, or any other basis protected by law. For more information regarding compliance with the policy, contact the Vice President of Student Affairs and Institutional Research- 2320 N Career Ave, Sioux Falls, SD 57107 (phone: 605.367.7487) or the Regional Director at the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114. (816.268.0550, Fax: 816.823.1404), ORC.KansasCity@ed.gov

Advisory Committees

Advisory Committees from business and industry represent a strong partnership Southeast enjoys with regional business leaders and the Sioux Falls community. These committees, are typically comprised of six to twelve representatives, who regularly meet with program instructors and administration to discuss current job market trends, recent developments in industry, task competencies for courses, equipment selection, and student performance. As resource persons, these committee members provide the most direct and up-to-date index of the marketplace. Committee members also serve as classroom speakers, judges for student organizations, and as members of the scholarship committee. In addition, advisory members facilitate the assessment process by functioning as external panels/readers. This education/business partnership ensures validity of task competencies and measures the effectiveness of the Institute's mission.

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Whenever possible, program and course offerings will be offered as listed; however, STI reserves the right to modify course offerings in accordance with current conditions.

Open Door Admissions Policy

STI maintains an “open door” admissions policy. STI accepts all students who can benefit from the various kinds of instruction available and are at least 16 years of age, have completed their GED, or are high school graduates. Students who are under eighteen years of age and have not graduated from high school must see a STI Admissions Counselor before being admitted to a credit class. Prospective students who have not completed high school are encouraged to complete their high school education or work toward receiving a GED certification.

Admissions

All applicants for admission into a program of study at STI must complete the following steps:

- Submit a completed “Application for Admission” form to the Admissions Office. (Web application available on www.southeasttech.edu)
- Request official high school/college transcripts or GED certificate be sent to STI. For transfer purposes, an official transcript is required from each college or technical school previously attended. Students currently in high school may submit a partial transcript. Upon graduation and prior to beginning classes at STI, students must submit final transcripts to STI.
- STI will only accept high school transcripts from high schools accredited by agencies recognized by the United States Department of Education or by the state in which the school resides unless the student is home schooled or from another country. (See “Home School Entrance Requirements or contact Admissions for information regarding foreign transcript approval.)
- Complete any required assessments for the program (reading, writing, computation, etc). Academic preparation courses are available for those who need to improve their skills. Applicants will be notified of assessment times after they have applied for admission.

Upon receipt of all application materials and completion of all admission requirements, the Admissions Office will determine acceptance of the student into their chosen program. A \$50 nonrefundable matriculation fee is required to complete the application procedure and to assure enrollment in the student’s chosen career program.

Whenever the number of applicants for program enrollment reaches the maximum number, applicants will be notified that the program is full and their names have been placed on a waiting list. Students are accepted on a first-come, first-served basis. Financial aid will not be considered until all admission requirements have been met.

STI’s Diagnostic Medical Sonography program admission is on a competitive basis. Please contact Admissions for details.

STI reserves the right to deny admission to students who have been previously accepted into a program and have withdrawn or dropped out from the program.

STI offers opportunities through the Learning Center to work toward receiving a GED certificate or to do remedial work in skill areas (language, reading, and math) to help students develop the skills necessary for them to be successful in their chosen career area. This “basic skills building” can be done either before a person takes an STI course or while they are taking an STI course. There is no charge for using the Learning Center to work on developing basic skills.

Pre-academic classes are also offered in the above areas during specified times throughout the school year for students needing additional review and assistance. These classes are intended for students who have

mastered the basic skills, but need refresher help to bring their scores up to expected levels of performance for completing required coursework. All students are required to complete the COMPASS assessment test for placement into English and math courses. Students are strongly encouraged to complete this testing prior to attending an orientation session.

Online High Schools

Students who desire to complete their high school studies online must choose their school carefully. Many online high schools on the internet are not legitimate high schools. These schools promise that you can complete your entire high school career in as little as a few weeks for only a small fee. In addition, while they state that they are accredited high schools, their accreditation agencies consist of nothing more than a website and list no employees or contact information. These schools are obviously fraudulent and the diploma you receive is not legitimate and may in fact be illegal to use in many states.

Schools such as DIAL Virtual School in South Dakota are legitimate, recognized institutions. For students who want to complete their secondary education as quickly as possible, Southeast recommends the GED option. The GED is self-paced and you can complete it very quickly if you are so motivated. If you wish to be accepted into a legitimate, post-secondary institution anywhere in the nation you must complete actual testing at an authorized GED testing center. Southeast Technical Institute offers the GED through our Adult Learning Center. They are located in the Mickelson Center and can be reached by calling 605.367.7997.

Home School Entrance Requirements

Home-schooled high school students applying for admission into Southeast have three options to meet the high school diploma requirement:

- 1) Provide a home-school high school record of completion and receive the program entrance scores on the GED exam. The student must also take Southeast’s entrance assessment and meet the required scores for the program.
- 2) Provide a home-school high school record of completion and receive the composite ACT minimum scores required by the program. The student must also take Southeast’s entrance assessment and meet the required scores for the program.
- 3) Provide a home-school high school record of completion that has been certified by an accredited outside educational organization. The student must also take Southeast’s entrance assessment and meet the required scores for the program.

Preparatory Coursework Option

Students who do not meet STI program entrance requirements may be eligible for admission via the Preparatory Coursework Option. The Preparatory Coursework Option helps students build foundational skills prior to beginning core program coursework. Students taking the Preparatory Coursework Option must complete Required Preparatory Coursework and receive the minimum required grades before the student is eligible to continue in the program. See STI Admissions staff for additional information and curriculum information. This option may require additional coursework, and tuition and fees.

Law Enforcement Science Admission Requirements

All applicants for admission into the Law Enforcement Science program at STI must possess or complete the following:

- A driver’s license. You will be suspended from STI if, for any reason, your license is suspended, revoked, or taken from you during, from and after the time of your admission. You will be considered for

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reinstatement after you obtain your license again;

- A satisfactory background check. A felony conviction or a conviction for domestic violence, as that term is defined in applicable provisions of federal and state law, prevents your admission; convictions for misdemeanor offenses not involving domestic-violence circumstances will be reviewed on a case-by-case basis;
- Satisfactory drug testing. The student can expect to be asked to submit to drug testing at random times throughout his or her career at STI;
- An interview conducted by an instructor in the program;
- A demonstrated willingness to comply with the program's appearance requirements and Honor Code.
- All Law Enforcement Science students with prior military service must provide a certified copy of their DD214 before admission to the program.

Health and Law Enforcement Science Lab Participation Liability Notice

Due to the procedures covered in and the physical participation requirements of the Health and Law Enforcement Science labs, students are required to sign release forms that provide the student with a description of the required lab experiences, student lab responsibilities, and/or release of liability to the institution. For more information, see the Health Student Handbook or discuss the liability notice with your program instructor.

Background Checks & Drug Screenings

Background Checks and Drug Screenings are required in some programs, especially programs in the Health and Human Services area. (Additional programs and random drug testing may be added and required as needed.) The results of these checks and screenings may affect a student's admission into the program, ability to attend a clinical or internship site, take specific courses, or continue the student's enrollment in the program. Results may prevent a person from sitting for a board exam or from gaining employment in a chosen career field.

Immunizations

Due to regulations mandated by the State Health Department, medically signed proof of TWO properly administered MMR (Measles, Mumps, Rubella) immunizations are now required for all new, readmitted and transferred students. History of these diseases is accepted with medical provider verification. If you have only one immunization, the required second immunization may be administered not less than one month after the first immunization. Students who fail to provide the required proof of immunizations may be refused class registration until in compliance. If you are not able to receive the required MMR immunizations due to medical or religious reasons, or if you cannot complete this requirement for other reasons, you may choose to complete the Exemption Form which may be obtained from Admissions.

Math & English Placement Testing

Students are required to complete the COMPASS assessment test for placement into English and Math courses. Students are strongly encouraged to complete this testing prior to attending an orientation session.

Transfer of Credits to STI

STI will accept credits from any post secondary institution accredited by one of the major regional accrediting associations, e.g., Higher Learning Commission, North Central Association of Colleges and Schools – Commission on Institutions of Higher Education (NCA-CIHE).

Acceptance of transfer credits is contingent upon the student having completed the course or courses with a grade of "C" or better, and that in the judgment of the Registrar, the course credit and content is similar to that contained in the STI course for which advanced standing by transfer is being requested. Granting of such credit is at the discretion of STI's Registrar.

Prospective applicants wishing advanced standing by transfer credit should request an evaluation of their official transcript(s) of courses taken at their previous school(s). This request should be made at the time of application for admission. The student will be notified of credits granted after they have been accepted. Transferred credits are not used in determining grade point average. The maximum number of credits granted for any course cannot exceed the STI credit standard for a similar course.

In some cases, credit may be granted for military service school courses. Students must submit official documents containing specific credit recommendations for their service school training at the time of admission.

A minimum of 25% of a total program must be earned at STI and the student must complete 25% of the major courses in the program at STI in order to receive a STI certificate, diploma or degree.

Advanced Standing

Advanced standing refers to the ability of a student to receive credit for past experiences or coursework in lieu of taking comparable STI courses. Advanced standing for courses may be obtained through the following methods:

- Credit by department evaluation (life/work experiences or coursework)
- Credit by examination

NOTE: Courses completed through Department Evaluation or Credit by Examination do not count toward financial aid full/part time enrollment requirements.

NOTE: Students who are awarded Advanced Standing will be required to pay a \$50.00 per course transcription fee.

Department Evaluation

A person who wishes to obtain advanced standing by department evaluation should first discuss the option with a STI Admissions counselor or Student Success Advisor. The appropriate department will review previous coursework accomplished and/or documentation of experience to determine whether credit may be granted. The applicant will be notified of the results of the evaluation, and credits awarded will be listed on the student's transcript. No grade will be recorded. Credits granted through evaluation will not be used in the calculation of the student's grade point average.

In cases where students are granted advanced standing credit, it will be necessary to complete only those additional requirements of the program in which they plan to enroll. HOWEVER, to be eligible for graduation, at least 25 percent of the credits for a program must be earned at STI, and the student must complete 25 percent of the major courses in the program at Southeast. The student receiving credits through the Advanced Standing program, in some cases, pays a reduced fee for those credits.

Credit by Examination

A person may be eligible for advanced standing by examination if:

- Extensive high school work has been completed.
- Competency has been acquired through actual work experience.
- Courses taken at another institution are not transferable, but the content has provided sufficient background.
- Courses taken in a Vocational Diploma program, which cannot be directly transferred to an Associate in Applied Science Degree program, may warrant examination of the person's competency.
- A person can demonstrate sufficient competency because of self-study or non-traditional education or training.

Examinations are available for most courses at STI. They may be oral or written. In addition to the exam, a skill demonstration may be required. Persons who wish to obtain credit through a formal STI exam can obtain information by contacting the STI Testing Center during the first week of the semester. A nonrefundable fee of \$50 per test-out must be paid in the Business Office prior to testing. All testing must be completed within a week of payment.

Students are not required to enroll in the course in order to take the test-out. If a student would like to test out of a class they are not currently enrolled in, they may do so throughout the year. Those who are enrolled in the course and are interested in testing out must do so before the end of the first week of the semester. Students remaining in the class beyond the first week are no longer eligible for a test-out in that class. Test-outs cannot be retaken and students may not attempt to test out of classes that they have previously failed. Credits granted by examination are not used in determining grade point average.

Students may also be eligible for credit through the College Level Examination Program (CLEP) exams, either the General Exams or the Subject Exams. No grade is granted when an exam is passed. Students wishing to obtain credit through CLEP exams should meet with an Admissions counselor. CLEP exams are charged out differently than other test-outs. There is a \$15 proctoring fee payable to STI and \$77 payable to CLEP.

Bachelor's Degree Transfer Options

When deciding whether to attain a two-year versus a four-year degree, you might not realize you can do both without sacrificing time or money. How? Exciting partnerships between STI and Bellevue University, Dakota Wesleyan University, Mount Marty College, Presentation College, the South Dakota Public university system, and the University of Sioux Falls allow students with an Associate in Applied Science degree the opportunity to earn their Bachelor's degree, without losing credit hours or repeating classes. STI graduates who transfer into specific programs may take advantage of these benefits:

- Junior-level status.
- Ability to earn a Bachelor's degree in only two years. Some programs may require additional coursework to meet competencies.
- On-site or on-line courses.
- Evening courses and daytime courses, some specifically geared for working adults.

Additional information is provided below, or contact the Admissions Office to get complete details on our articulation agreements with these colleges and universities and the additional benefits each may offer.

Bellevue University – AAS to BS

Apply your STI degree (or credits) toward your Bachelor's Degree with Bellevue University through the STI/BU 2 + 2 Bachelor's Degree Partnership Program.

Bellevue University awards full credit for AAS degrees to the Bachelor of Science or Arts degree completion programs in healthcare, technology, information systems, administration and leadership. STI students will start as juniors and will be able to complete a bachelor's degree in 15 months without leaving South Dakota.

ONLINE education with Bellevue is about a flexible degree alternative in a resource rich environment where students have more rather than less interaction with their professor and fellow classmates. With internet access, students go online, take classes, participate in discussions with classmates and instructors, conduct research at the online library, and talk to their online advisor. Twelve undergraduate degree options and five graduate degree options are delivered online by Bellevue University.

For more information about ONLINE accelerated degree programs call Bellevue University at 1.800.756.7920 Ext. 3769 from 8:00am to 7:30pm Monday through Thursday and until 5 PM on Friday. Our website (www.bellevue.edu) is always open and you can e-mail us at info@bellevue.edu or write: Information Center, Bellevue University, 1000 Galvin Road South, Bellevue, NE 68005-3098.

Bellevue University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools-Commission on Institutions of Higher Education (NCA-CIHE).

Black Hills State University & South Dakota State University

Black Hills State and South Dakota State offer a Bachelor of Applied Technical Science (BATS) Degree. This allows students with STI's Associate in Applied Science degree to build upon their technical skills and knowledge and earn a BATS degree from Black Hills State in Spearfish or SDSU in Brookings.

Colorado Technical University

The Sioux Falls campus of Colorado Technical University (CTU) has established a partnership with STI to accept STI graduates into comparable bachelor degree programs. Articulation Agreements between STI and CTU allow for the transfer of courses from related degrees into specific business, criminal justice, computer science, information technology or health science programs.

At CTU, state of the art technology is used to deliver course materials. Each student is provided with a laptop to facilitate learning and communication. Small class size and faculty with real-world experience promote a unique learning environment. Courses are offered onsite and online.

CTU is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools – Commission on Institutions of Higher Education (NCA-CIHE).

Dakota Wesleyan University

DWU is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools-Commission on Institutions of Higher Education (NCA-CIHE.)

Your Associate in Applied Science Degree in any of these programs: Computer Information Systems – System Administrator; Computer Information Systems – Network Administrator; Computer Information Systems – Computer Programming; and Computer Network Security Technician, and Licensed Practical Nursing, can transfer to DWU so you are able to earn a bachelor's degree in just two additional years.

Through a combination of general education and business courses, you will receive a highly marketable degree in one of our most popular majors at DWU. Invest in your future by continuing your education at DWU. For more information, visit DWU's website at www.dwu.edu or call toll-free 1.800.333.8506.

Mount Marty College

Mount Marty College and STI have developed an articulation agreement that provides you the opportunity to transfer your STI credits to Mount Marty. These transfers are on a course-by-course basis. For specific course transfer opportunities, please visit STI's Admissions Office.

Mount Marty is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools-Commission on Institutions of Higher Education (NCA-CIHE).

Presentation College

Presentation College and STI have teamed up to provide a seamless completion of your Bachelor of Science in Nursing (BSN) or Bachelor of Science in Business degree. This unique opportunity not only gives you credit for what you already know; it provides you a flexible, convenient and cost effective way to enhance your career. STI graduates interested in Presentation's Bachelor of Science in Business degree should complete an application for admission to Presentation College and provide all necessary transcripts.

For admission into the BSN program, STI graduates must be admitted to Presentation College, hold an unencumbered, active LPN license, be a STI LPN graduate, have a cumulative 2.5 GPA, have a minimum of 1000 hours of nursing practice experience (waived if a recent STI graduate), submit two satisfactory professional, character references, and submit to a criminal background screening when clinical agencies require it. For more information, call Presentation College at 1.800.437.6060 Ext. 492 or visit the website at www.presentation.edu.

Presentation College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools-Commission on Institutions of Higher Education (NCA-CIHE). Presentation's BSN program is accredited through the National League of Nursing and the South Dakota Board of Nursing.

South Dakota Public Universities

The South Dakota Public University system has developed various program-to-program articulation agreements for Southeast Technical Institute Associate in Applied Science program graduates. Agreements are available in a variety of areas. For specific program transfer details, visit STI's Admissions Office, discuss options with your STI instructor, log on to the university system's web site at www.flexfactor.info, or visit a university admissions office.

In addition, general education course articulation agreements are also available (see the "General Education Core Curriculum" information in the Academic Information section of this catalog). General Education courses that will transfer to the university system are indicated on the student's transcript by a "T" next to the STI course number.

University of Sioux Falls

USF has a diverse program base from which to choose. Even if you transfer into a totally unrelated field, USF will honor up to 64 transfer credits from STI and grant students junior-level status. Students will be required to complete the full regimen of courses for the chosen major, which may cause students to attend USF slightly longer than two years. STI graduates who transfer to USF will receive five key benefits:

1. Junior-level status.
2. Annual \$1,600 scholarships for full-time students.
3. 64 STI credits will be accepted for transfer. (Any courses transferred to STI will be evaluated separately and may affect the total transferable hours to USF.)
4. Ability to earn a bachelor's degree in only two years. Some programs may require additional coursework to meet competencies.
5. Immediate entry into the USF Degree Completion Program (DCP).
The DCP is a 17-month, one-evening-per-week program that allows you to combine study with full-time employment. After earning 64 STI credits, you can begin this program and graduate with a Bachelor's Degree in management. DCP is ideal for working adults wanting to earn a college degree without interrupting their present employment.

For more information, visit USF's website at www.usiouxfalls.edu or call 605.331.6600 or toll-free 800.888.1047.

The University of Sioux Falls is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools-Commission on Institutions of Higher Education (NCA-CIHE).

High School Credit Transfer Agreements

STI has articulation agreements with high schools in South Dakota. Articulation agreements make it possible for students to receive credit for STI courses, if they have successfully completed certain high school course work. Students who articulate course work pay only a transcription fee. Articulation agreements may also allow students to bypass a particular course at STI to take higher-level course work.

High school and post-secondary instructors work together to develop articulation agreements. They develop the criteria for granting credit. Credit is awarded based on the competencies the student has mastered in high school courses, academic performance, portfolio review, or the results of a written examination or skill test.

STI's staff will make every effort to inform students about articulation agreements; however, it is the student's responsibility to request advanced standing credit. Below are Southeast Technical Institute's Secondary to Post-secondary Articulation Guidelines.

- All students enrolled under the articulation agreement shall meet the admissions standards as established by the post-secondary institute for that particular program.
- To receive articulated credit, the student must have completed the high school course within the last two years.
- For a student to articulate courses after the two year time limit, an assessment of skill mastery will be required.
- A minimum of "B" average (3.0) in the course(s) to be articulated is required.
- No grade will be assigned for articulated credit. These courses will not be counted in determining the student's post-secondary grade point average, nor for financial aid purposes.
- Credits articulated will count toward the total number needed for graduation from the program.
- Tuition is not charged for articulated credits.
- Articulation agreements will be reviewed on an annual basis as well as during the program review cycle at the post-secondary level.
- Articulated courses will be honored by all South Dakota technical institutes for those course(s) that have common numbers and titles.
- All articulation agreements between secondary schools and the technical institutes reflect only the transferability of credit between these agencies and not necessarily with state or other universities.

Transfer of Credits Within STI

Courses are transferable from one program to another with associate in applied science degree courses generally transferable to other associate in applied science degree programs or to vocational diploma programs, and vocational diploma courses transferable to other diploma programs. Students considering such credit transfer should consult an Admissions Counselor or Student Success Advisor to determine which credits will or will not transfer. An audit course cannot be used towards graduation.

Prerequisite/Corequisite Courses

The satisfactory completion of a prerequisite course, as defined by the curriculum sheet, or departmental approval, is required before the course with the prerequisite may be taken. Satisfactory completion may vary from course to course and among departments. A student auditing a prerequisite course must receive a "Pass" grade and departmental approval before the course with the prerequisite may be taken. An audit grade cannot be used toward graduation requirements. Corequisite courses must be taken at the same time unless approval is obtained from the department.

Auditing

Students may enroll on an audit basis in any course except as stated below. In such cases, standard tuition and fees apply. The student's transcript will identify such courses as being audit courses (AU) with no credit awarded. Students must inform the instructor during the first two weeks of class when auditing a course. Audit status is not available in classes involving clinical assignments or laboratories where waiting lists are established. Audited courses do not count toward graduation requirements.

A student who has previously completed a course successfully but chooses to take the course again as an audit will be required to pay the required tuition fee only. Enrollment in the course is subject to room availability. Students taking the course for a letter grade will receive first priority. In some situations, STI instructors and administration may require a student to audit a class the student successfully completed in the past. This generally occurs when students have discontinued their education for a period of time and need to brush up their skill levels. **Financial aid is NOT available for audited classes.**

Full-Time Students

A full-time student is someone registered for 12 or more credits during a seventeen-week semester. For summer session, a student must be enrolled in seven or more credits during the eight-week session. STI recommends that students do not exceed 21 credits for a given semester.

Full-time credit requirements may vary for students receiving funding from other sources due to each agency's established policies.

Part-Time Students

A part-time student is one who is enrolled in less than 12 credits per semester or fewer than seven credits during the summer session. Part-time students seeking a diploma or degree should meet with their faculty advisor for registration. Part-time students wishing to attend classes, but not seeking a diploma or degree, must complete a "Limited Course(s) Registration Form" which is available in the Admissions and Student Success Offices.

Tuition and Fees Schedule

The tuition fee per credit at STI is established by action of the South Dakota State Board of Education and is subject to revision at any time. In addition, many course offerings carry a separate consumable materials

fee, lab fee, technology fee, and/or special fees such as certification or testing fees. Students should contact the Business Office to determine correct fees such as certification or testing fees.

Fees per Credit

Tuition:	\$90.00
Instructional Support:	\$13.00
State Facility Maintenance:	\$ 3.00
State Fee:	\$15.00
State Technology Fee:	\$ 1.00
Local Fee:	\$25.75
Student Fees*:	\$ 2.50

*Student Fees includes student government, activities, parking and library fees

Students in laptop-required programs purchase their laptops through payments estimated at \$700.00 (PC) or \$1,195.00 (Mac) for two semesters. Exact laptop payments will be determined by July, 2010.

Online and Hybrid courses have an additional \$50.00 per credit fee.

Other program, software, and course related fees, background checks and drug screenings are required in some programs. Costs vary by program. For information on these fees, please contact the Business Office.

Tuition and Fee Payment Due Date

It is the student's responsibility to be aware of all policies regarding registration and cancellation as stated in the student catalog. By registering for classes, students are entering into a legal agreement to pay all tuition and fees, including any nonrefundable fees. Students are acknowledging that failure to make the required payment by the due date may result in additional late and installment fees, inability to register for classes, and withholding of transcripts and/or diploma.

Tuition and fees are due in the Business Office each semester according to the Tuition and Fee Payment Schedule that is posted on the Southeast Technical Institute Business Office website and is available at the Business Office Cashier window in the Mickelson Center, Room 204. Adjustments to student accounts are recorded as necessary, due to schedule changes that result from the course add and drop process. At the beginning of each semester the Business Office will post a message to STInet regarding the availability of student statements. Student account information is available online. Statements can be viewed and printed via STInet on the My Account Page. **It is the student's responsibility to check email and STInet on a regular basis.** The tuition and fee payment due date is the second Monday of each term, with the disbursement of excess financial aid loans and grants following in approximately two weeks.

Term Charges Schedule:

Fall classes - available for viewing on STInet after July 15

Spring classes - available for viewing on STInet after December 1

Summer classes - available for viewing on STInet after April 15

NOTE: Semester tuition and fees are due the second Monday of the term or within 48 hours of the date they appear on student accounts, if courses have been added after the semester begins.

It is the student's responsibility to maintain an accurate billing address with the Student Success office. (Students may change their address on STInet).

Additional monthly statements will show corrections to student account billings and payments received.

NOTE: Financial aid funds are not dispersed until after the add/drop registration period. Students will need to make alternative arrangements to pay for textbooks prior to the aid disbursement date.

Tuition and Fees Refunds/Excess Payments

A. Financial Aid Payments to Your Account

Most grants, scholarships and loans are applied directly to student accounts. If financial aid proceeds have not been applied to an account or the amount does not cover 100% of tuition and fees due, the student is responsible to pay the remaining balance within the dates listed in the Tuition and Fee Payment Schedule.

B. Credit Balance Check Disbursement

A credit balance on a student account is created when excess financial aid remains after all eligible charges on a student's account are paid in full, or schedule changes result in a change in tuition and fees due, or when an excess payment is made on the account. After the financial aid disbursement date, a credit balance check will be issued weekly and held at the Business Office cashier window, Mickelson Center, Room 204. Students must present a school or state issued form of identification that includes a photograph, prior to receiving a refund check.

Forms of Payment

The Business Office accepts cash, Visa/Mastercard/Discover credits cards and personal checks for payments on student accounts. STI reserves the right to refuse checks from individuals who have written a non-sufficient funds check to the institute.

- See third party authorizations below for information about having balances paid by an approved federal or state agency.
- Employer reimbursements are covered in the third party account section below.

Returned Check Policy

It is Business Office policy that a \$30 processing fee will be charged for checks returned by the bank for non-sufficient funds (NSF checks). Any penalties assessed on a student's returned check will be charged directly to the student's account. When a check is returned for non-sufficient funds, the Business Office reserves the right to require payment by cash, credit card or certified funds. Unpaid NSF checks are forwarded to collections if not paid within 30 days.

Payment Plan Information

Payment plans are available by completing a Payment Plan Agreement form at the Business Office cashier window, Mickelson Center Room 204. A \$25 fee is assessed each term for payment plan arrangements. A payment plan arrangement will allow students to pay balances over a two or three month period, depending on how early students decide to set up the agreement. Students with a current payment plan, meaning that payments have been received according to the plan agreement, will be allowed to register for future terms.

NOTE: Students failing to make remaining payment plan payments in the current term will be administratively withdrawn from future terms after registering for the next term. Students will be notified in writing of withdrawal due to failure to pay balances due.

Past Due Accounts

Students are responsible for reviewing account balances and paying balances that are due. **It is the student's responsibility to maintain an accurate billing address with the Student Success Office.** (Students

may change their address on STInet). Once an account is past due and placed on hold, if an address is incomplete or inaccurate, the student may not receive an account statement and will pay additional late fees and interest if the account is forwarded to collections.

Prompt filing of financial aid documents is the student's responsibility. Students not properly filing promissory notes and qualifying information will not receive financial aid funds in time to pay account balances. Those students will be subject to late fees and interest until loan proceeds are received. Late fees and interest will not be waived for late filings.

Any account that is past due is considered to be in a "Hold" status. Business Office holds will not allow students to receive transcripts, grades or registration material. Students should not ignore financial responsibility. Students unable to pay balances should discuss the reasons with the Financial Aid Office or the Business Office.

Third Party Account Payments

Organizations that agree to pay any part, or all of a student's account balance, are considered a Third Party payor on the account. The financial obligation to pay an account remains with the student. Students are responsible for filing the proper paperwork with the Business Office to allow STI to bill the Third Party payor, on their behalf. Students are also responsible for knowing the terms of their program and any unpaid balance that may remain. The portion of the balance, not covered by the Third Party payor, is due at the time of the Tuition and Fee Payment due date.

As long as the proper paperwork has been filed, and the student has paid any remaining portion of the balance that is not to be paid by the Third Party payor, no additional late fees or interest will accrue on the account. If the Third Party payor denies payment on the account for any reason, the student is financially responsible for the balance and all fees and interest that accrue.

Employee tuition reimbursement plans, where the employer reimburses the student based upon their account billing or grades are not subject to Third Party payor status. The student will need to make arrangements to pay the entire balance by the due date and seek reimbursement according to their employer's policy.

Student Account Holds

Account balances that remain after the Tuition and Fee Payment due date are considered past due and will be placed in a "Hold" status. Business Office holds will not allow students to receive transcripts, grade reports or registration material. Students should not ignore financial responsibility. If students are unable to pay account balances, discuss the reasons with the Financial Aid Office or the Business Office.

Administrative Withdrawal From Future Terms

Students who register for future terms may be administratively withdrawn from a future term if student account balances remain past due at the mid-term point of the current term. Students will be notified in writing of their withdrawal and will have the ability to re-register once their account balance is paid in full.

Collections Procedures

Students are responsible for all costs necessary in the collection of any amount not paid when due. If students fail to pay account balances on or before the due date, the Business Office will use the following procedure:

- **Current accounts** - time from initial charges added to your account until the fee payment due date. Statements are available via STInet. Account balances that remain after the Tuition and Fee payment due date are considered past due.
- **30 day accounts** - a finance charge and/or a late fee is added to your student account. A Business Office hold is placed on your student accounts.
- **60 day accounts** - additional finance charges and/or late fees are added to student accounts.
- **90 day accounts** - additional finance charges and or/late fees are added to your account and a final notice letter is mailed with the students statement.
- **After 121 days** - past due account balance are forwarded to a collection agency and a letter is sent to the student's last known address.

Student accounts that are greater than 120 days past due will be subject to immediate referral to a collection agency of STI's choice. An additional fee will be assessed by the collection agency and the collection agency has the authority to report past due balances to national credit bureaus. A negative report on a student's credit rating may result from a past due balance. This negative report may affect the student's ability to obtain future credit.

STI reserves the right to seek a judgement for any past due balance. A judgement is granted in a court of law and will remain a part of the student's permanent record. Legal judgements may affect the student's future financial ability to obtain credit.

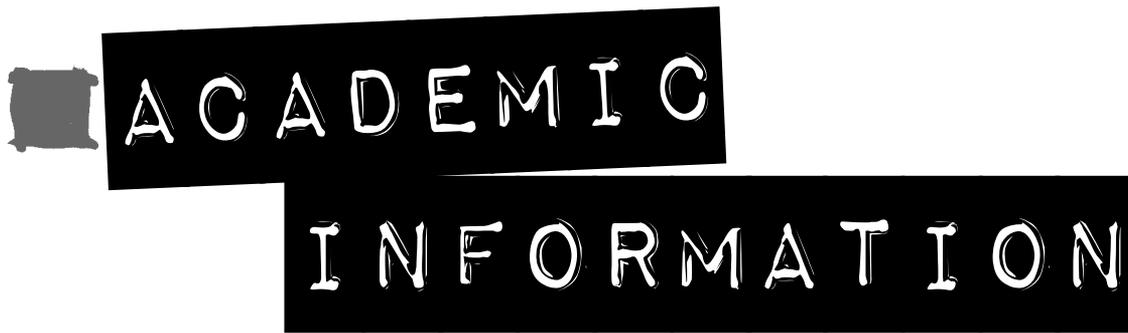
The following exceptions apply to the forwarding of accounts to collections:

- Accounts that have a repayment agreement will not be forwarded to collections as long as payments are received monthly.
- NSF checks are forwarded to collections if not paid within 30 days.
- At any time, if a billing statement is returned to STI without a forwarding address and no additional address is on file, STI will forward the student's past due balance to collections at the earlier of 60 days past due or the receipt of the student's returned statement from the post office.

It is the student's responsibility to notify STI of a change in address. Student account balances owed are due on the posted due dates. Student accounts are available online via STInet.

STI reserves the right to require pre-payment or proof of financial ability to pay for tuition and fees prior to registration for student account balances that are past due or for students who continually allow their accounts to become past due, resulting in increased collection efforts.

Students who have provided STI a notice of bankruptcy or where STI has received a bankruptcy judgement on a student account, will be forwarded to an Administrator for a ruling prior to allowing a future term registration. Students may be subject to pre-payment or financial proof of ability to pay financial obligations prior to registration for a future term.



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Whenever possible, program and course offerings will be offered as listed; however, STI reserves the right to modify course offerings in accordance with current conditions.

Cancellation of Classes

STI reserves the right to cancel any scheduled class and also to combine class sections due to insufficient enrollment. In the event of a class cancellation for the semester, refunds will be issued. Information regarding Southeast's refund policy for individual class drops is available from the Student Success Office.

Validation- Course Schedule Verification

Each semester it is the responsibility of all students to validate their registration and verify their course schedule. Validation is conducted on-line at stinet.southeasttech.edu. By validating, students are informing STI of their intent to attend courses and **pay tuition and fees** for the classes on their student schedule.

After validating, students may still make adjustments to their course schedules; however, students are required to follow the appropriate procedures (see Schedule Changes – Drop/Add and Terminating Enrollment sections for details).

Validation opens one week prior to the start of the semester. Students who do not validate during the first week of each semester will be dropped from all registered courses. Students will receive information and instructions regarding the validation process each semester.

Schedule Changes – Drop/Add

Courses are not dropped by discontinuing attendance. Students may drop or add courses through the last day of the drop/add period on-line at stinet.southeasttech.edu. Once the drop/add period has expired, students must complete a drop/add form and submit it to the Student Success Office. The drop/add period applies to all courses within the semester, even courses which begin mid-semester.

A drop or termination is not considered official until it has been processed through the Registrar's Office. Students who discontinue a course without dropping the course on-line before the drop/add period or completing the proper paperwork after the drop/add period will still be considered enrolled in the course and will receive failing ("F") grades for these courses. Courses dropped after the drop/add period has expired are not eligible for a refund, unless the student is terminating enrollment (see the Tuition Refund Policy – Terminating Enrollment section for more information).

Courses dropped during the first five days of a semester (first two days of Interim) will not appear on the student's transcript. Courses may be added after the first week only with the permission of the instructor. After one week and before the close of the twelfth week of the semester (sixth week of the summer semester and accelerated courses), students may withdraw from a course and receive a grade of "W" (withdraw) without affecting their grade point average. No withdrawal will be permitted during the last four weeks of the semester (two weeks of the summer semester and accelerated courses); therefore, students will receive grades for these courses.

Students may withdraw from an interim class and receive a "W" grade through the ninth day of the class. No withdrawal from the interim class is permitted after the ninth day of the class.

Students who do not drop late start or on-line classes during the drop/add period will be required to pay for these courses.

Student Withdrawal – Terminating Enrollment

Students planning to withdraw from the school either temporarily or permanently are required to complete a "Student Termination Form."

Refunds are based on the Tuition Refund Policy (following section). A student who terminates enrollment will automatically be dropped from all pre-registered courses for the following semester.

Students wishing to re-enroll at a later date are required to fill out a new application for admission.

Tuition Refund Policy – Terminating Enrollment

STI realizes that students may find it necessary to terminate their education prior to the end of a given academic term. The institution is required to establish a fair and equitable refund policy. The following policy applies to all students who completely withdraw from STI. The policy is effective for all terms (including summer school) and evening courses. The policy applies whether a student is a full-time student or a part-time student.

Note: Fees for certifications or tests are included in some program costs and collected by the Business Office. Once program certification or testing fees have been paid to the certifying agency, no refunds are available for these fees.

Students must complete a Termination Form and submit it to the Student Success Office in order to terminate enrollment. The date the form is received by the Registrar's Office will be regarded as the student's last day of attendance.

Students completely withdrawing from all coursework during the drop/add period will receive a 100% refund on tuition and fees, with the exclusion of some certification or testing fees.

Students completely withdrawing from all coursework after the drop/add period has expired will have refunds of tuition and fees calculated based on the date the termination form was received in the Registrar's Office. See the Business Office in Room 204 of the Mickelson Building for a refund schedule. (See the Calculation of Refunds and Earned Financial Aid section for more information.)

If the proper paperwork is not completed, the student is still responsible for full payment of the course and all courses will be graded accordingly. Students completing and submitting the proper termination paperwork before the last four weeks of the semester (two weeks of the summer semester) will receive withdrawal grades (W) for all courses for the semester. Letter grades will be issued for all course withdrawals during the last four weeks of the semester (two weeks of the summer semester).

Re-entry of Withdrawn Students

Students who have withdrawn from enrollment in a Southeast program and would like to be reinstated as a student are required to submit an Application for Admission form.

The student's STI academic record and financial standing with the institute will be reviewed prior to acceptance. Students who were previously suspended from a program, did not show satisfactory progress in a program, violated STI policies or state or federal laws, or have an outstanding financial obligation to the institute may be denied acceptance or be required to take additional coursework before or after program acceptance. Re-entry students are subject to being placed on a waiting list if their chosen program is full.

Calculation of Refunds & Earned Financial Aid

A student who officially withdraws from STI earns his or her financial aid based on the period of time he or she remained enrolled. Students who

terminate their enrollment from STI earn their financial aid according to the following formula.

During the first 60% of the semester, a student "earns" Title IV Funds in direct proportion to the length of time he or she has remained enrolled. The percentage of enrolled time is derived by dividing the number of days the student attended (based on the date an official termination form is submitted to the Registrar) by the number of days in the semester. The calculation uses calendar days and not actual class days. A tuition refund percentage chart is available in the Business Office upon request.

All federal funds returned are distributed in the following order: 1. Unsubsidized Stafford Loan; 2. Subsidized Stafford Loan; 3. PLUS Loan; 4. Federal Pell Grant; 5. Academic Competitiveness Grant; 6. FSEOG

Hybrid/Accelerated/Late Start/On-Line Classes

If a student's course schedule determined after the drop/add period includes late start, accelerated, or on-line classes, the student will be charged in full for these courses regardless of attendance or if the student drops the course before the course begins.

Besides traditional in-class courses that require student attendance on campus for the full semester of the course, STI also offers various courses using the following structures:

•**Hybrid** – A combination of meetings with the instructor and "on your own" assignments and reading. Classroom meeting time is reduced, requiring students to complete more work outside of class. In addition, interaction via electronic means such as email and the STInet LMS is utilized.

•**Accelerated Learning** – Classes meet a reduced number of weeks, with extended hours per meeting. The pace of the class is accelerated, requiring class work to be completed in fewer weeks. Both instructor/class interaction and interaction via the STInet LMS and/or email is used.

•**On-line** - No in-person class meetings are held. Tests could be proctored per instructor choice. Learning may be over the entire semester or accelerated to take less than a semester. Interaction between instructor and students and between students takes place only via electronic means such as email and the STInet LMS.

Students must be self motivated and have a computer at home with a broadband Internet connection to take online or hybrid courses. Students should also consider their learning styles when deciding upon a course structure that fits them best. Most Accelerated Learning, and all Hybrid and On-Line courses require the use of a laptop computer.

Changing Your Program of Study

Students who wish to be considered for a different program of study after starting school must complete a "Program Transfer Form" which is available in the Student Success Office. After a review of admission qualifications and determination of program capacity, a program transfer may be granted.

Repeating a Course to Raise the Grade

If a student repeats any course, the student may petition the Registrar's Office to apply only the highest grade in calculating the cumulative grade point average. Both letter grades will remain on the transcript, but the highest grade earned will be calculated in the cumulative grade point average. It is the student's responsibility to request only the highest grade be used in the calculation. Credits and grade points earned for the lower grade cannot be counted toward graduation. The Pell Grant is not available for repeat courses.

Military Service – Withdrawal Without Penalty

Students required to withdraw from STI before completing a semester may receive credit and refund privileges if the following conditions are met:

- The individual is a regularly enrolled student
- He/she belongs to a military unit called for duty, or is drafted. (not eligible for deferment)
- Deployment activation paperwork must be provided to the Registrar.
- Class attendance will continue until the last practical day before reporting for duty as determined by the post-secondary technical institute in which he/she is enrolled.

An eligible student who is required to report for military duty not earlier than four calendar weeks prior to the date a semester ends, or after completion of at least 75 percent of an extension enrollment, will be given full credit for all courses or lessons of which he/she has an average of "C" or better. An eligible student who receives credit for any course for which he/she is enrolled will not be entitled to any refund of tuition or fees paid for the privilege of pursuing such course. An eligible student who does not receive credit for a course or lesson in which he/she is enrolled will be entitled to a full refund of tuition and academic fees.

Students who have applied and been accepted to STI but are unable to attend STI due to military service are required to submit a new application for admission for the following year and will be placed in the program or at the top of any wait list.

Academic Records

A transcript is a record of courses taken and the credits, grades, and grade points earned at Southeast. Also listed on the transcript are credits transferred from other institutions or gained through Advanced Standing.

Transcripts are usually required when students are applying for scholarships, jobs, or when applying for admission to another school. STI students are encouraged to review their transcripts and to keep their own records of courses, credits, and grades for work completed. Students may receive a copy of their official STI transcript by ordering a transcript online through getmytranscript.com. Current students may also print out unofficial transcripts at stinet.southeasttech.edu.

All current and former students of STI are entitled to copies of transcripts of their work at STI, unless the student has an outstanding obligation to Southeast. Transcript information cannot be provided over the phone.

President's List

Each semester a President's List is published identifying students enrolled full-time who showed exemplary scholarship ability. Students must have a semester grade point average of 3.5 or higher to qualify for the President's List.

Academic Probation

All students accepted into a program of study who have taken 12 or more credits and have not maintained a 2.0 cumulative grade point average will be placed on academic probation. Probation is an indication that the student is performing below accepted levels established by the school and industry. Any student placed on academic probation will have one semester to raise their performance. Failure to achieve a 2.0 cumulative grade point average or to make satisfactory progress toward a 2.0 cumulative grade point average may result in termination from school. See also the Financial Aid Probation and Suspension rules.

Student Progress Reports for Advisors

Once each semester instructors will note on class lists those students who are in danger of failing that course. This information will then be shared with program faculty advisors to better inform the advisors on the progress of these students.

Grading System

Students will be graded for each course. A grade report will be issued at the end of each semester and placed on the student's transcript. If an incomplete (I) is received for the reporting period, all work must be made up within four weeks or the "I" will automatically become an "F" grade.

Definition of letter and points assigned are as follows:

A-Superior	4 points
B-Above Average	3 points
C-Average	2 points
D-Below Average	1 point
F-Failing	No points
I-Incomplete	No points
CR-Credit	No points
P-Passing	No points
W-Withdraw	No points
AU-Audit	No points
AR-HS Articulation	No points
NC-No Credit	No points

*Grades cannot be provided to any student, or any third party over the phone.

Exempting a Course in Calculating GPA

- A student who has changed an area of study and has successfully completed a minimum of twelve credit hours in the new area with a grade average of "C" or better, may petition to exempt the "D" or "F" coursework accumulated in the student's former major, minor, specialization, or career program in calculating grade point average.
- The choice of courses to exempt is the responsibility of the student with the recommendation of the new program advisor and the approval of the Registrar.
- The student must petition for exemption in writing not later than one full semester prior to intended graduation.
- Exempted courses referred to above will be left on the transcript but marked to indicate that hours and grades were not used in computing graduation requirements (grade point average and hours needed to graduate).
- For financial aid purposes, a separate Cumulative Grade Point Average (CGPA) will be used. This allows satisfactory academic progress to be checked. Financial aid officials will look at all credits attempted, including courses that were petitioned for exemption.

Transferring Credits & Compass Scores to Other Schools

Students who wish to transfer credits to another institution should contact the Admissions Office of that school for an evaluation of their STI transcript.

STI courses are designed to prepare students to enter the work force. Acceptance of these courses for credit at other post-secondary institutions is strictly the function of the receiving institution. STI does not guarantee the transfer of credits earned to other post-secondary institutions. Students who wish to transfer credits to a South Dakota public university for programs other than the Bachelor of Applied Technical Science degree should contact the Admissions Office of the desired university for an evaluation of their program objectives and

technical institute transcript. An individual evaluation of course credits will be made by the receiving public university in accordance with institutional and Board of Regents policy.

Southeast Tech students who wish to transfer their Compass test scores to another institution should contact the ACT center at 605.367.6014. A \$7.00 handling charge is required for all requests.

Note: Students who wish to take the Compass for purposes of attending another school will be assessed a \$35.00 fee.

All transfer students to a South Dakota public university shall have the opportunity to demonstrate mastery of subject matter in any course in a manner to be determined.

Grade Changes

No grade changes will be allowed after one year of the semester the course was taken.

Challenging a Grade

A student who believes he or she has received an inaccurate grade must immediately notify the Registrar's Office of a discrepancy. A student may challenge a grade based on two criteria:

- Clerical or administrative error
- The instructor assigned the grade in a manner inconsistent with the criteria stated in the course syllabus

If the grade is found not to be a clerical error, the student must schedule a meeting with the faculty member to attempt to resolve the grade dispute. If the student is not satisfied with the disposition of his or her grade appeal, the student has the option to request a review of the grade by the Vice President of Academics. The decision of the Vice President of Academics is final.

A challenge to a grade must take place within one calendar year of grade issuance. A grade cannot be contested after one year has passed.



GRADUATION

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Whenever possible, program and course offerings will be offered as listed; however, STI reserves the right to modify course offerings in accordance with current conditions.

Application for Graduation

Students who plan to receive an Associate in Applied Science degree or a diploma must file an "Application for Graduation" form prior to registration of the student's final semester. Applications are available on STInet (stinet.southeasttech.edu) under the Students Tab/My STI Graduation Application.

Diplomas are "awarded" only twice a year in May and December. It is the students responsibility to make sure all graduation requirements, including all required coursework, is met.

Graduation Requirements

All students enrolled in Associate Degree or Diploma programs must maintain an overall "C" average (2.0 grade point) or better for all courses required of the program as well as for the major program courses as indicated on the curriculum sheet. Grades of "I," "F", official withdrawal or auditing of a course will not count toward satisfactory completion. Students not maintaining a "C" average are urged to consult with their advisor or the Registrar. All students are urged to work with their program advisor to solve any problems that might affect their positive growth in the program. Students who fail to earn the required grades may be advised to change their programs, take preparatory work, retake specific courses, take a reduced credit load, or take advantage of individualized tutorial help. All counseling is directed toward assisting the individual student in successfully completing an appropriate program of study.

Students must complete a general education core curriculum as defined by their program of study in order to meet graduation requirements. For more information, see General Education Core Curriculum in the Academic Information section of this catalog.

Students must also complete at least 25 percent of the coursework at Southeast, including 25 percent of the coursework in the major area of specialization. Advanced standing does not count as work completed at STI.

Students must fulfill all financial obligations to the school. Evidence of high school completion through an official high school transcript or a GED certificate (Associate Degree Candidates) is required. Some programs have additional specific graduation requirements. These are listed in the program information section of the catalog.

Graduation ceremonies for students are held in May and December of each year. Students are encouraged to attend graduation. Honor cords are available to all graduates whose grade point average is 3.5 or greater.

Early-Out Policy

Students frequently accept employment before completing the final semester of the curriculum in which they are enrolled. In order to qualify for a diploma or degree, the following conditions must be met:

- The student must be leaving school to accept employment in the area in which they are trained and submit a letter from the employer.
- The student must satisfactorily complete all requirements of the program (including General Education).
- The student must receive written approval from the instructor, employer and the Vice President of Academics. Written approval will include the development and signing of an Early Out Program Contract specifying the requirement and conditions of the agreement.
- The student must be in good academic and financial standing with STI.



STUDENT

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Student Services

The function of Student Services occurs prior to, during, and after the student enrolls at the institution. These functions include a wide range of services including career development, diagnostic testing, prior learning evaluation for advanced standing, various types of educational placement assessments, admissions, orientation, housing assistance, ongoing support services, advisement, the graduation process, and records management.

Counseling

Career and Academic Counseling

Because much of a person's lifetime is spent at work, career satisfaction is very important. Feeling challenged, satisfied, and rewarded in a job can mean that work and personal needs are being met which contributes to one's sense of well being. Sound career decisions are based upon information and personal choice. Counselors/advisors are ready to assist prospective students with one of life's most important decisions.

Personal Counseling

STI offers professional Mental Health Counseling services to meet the various needs of students on campus. Free Mental Health Assessments and Counseling are available when life's issues get in the way of personal and/or academic success. There are two counselors available on campus, one located in the Sullivan Health Science Center, Room 200G and one in the Mickelson Center. Counselors can be contacted via email, phone or walk-ins, and the services provided range from traditional, face-to-face counseling to distance counseling methods (email, chat, telephonic or webcam). Please call 605.367.4821 or 605.367.4450 for additional information.

Faculty Advisors

Advisement and counseling are shared commitments of faculty advisors and the Student Success staff at Southeast. Each student enrolled in a program is assigned a faculty advisor from the student's program of study. Students should meet regularly with their advisor to plan their program and review their progress toward attainment of their academic goals.

Student Success Advisors

Beginning in Fall 2009, all STI students will be assigned a Student Success Advisor. These advisors will serve as institutional-level advisors, helping students with institutional as well as personal issues and concerns including job placement, housing, registration, connections to STI services, tuition and fee payments, etc.

In addition, all new students to STI will be required to complete a Student Success Seminar course taught by a Student Success Advisor. This course develops student academic success skills (test taking, study, note-taking skills), assists students in connecting with other students on campus, instructs students on what STI services are available to them and shows them how to access required processes (validation, tuition and fee payment, registration, etc.), shows students how to use the STInet student site to look up important institutional information (bill statements, financial aid, grades and transcripts, etc.) and encourages students to complete their course and program at STI. Students who have successfully completed a minimum of 9 post-secondary credits with a 2.0 or higher GPA are not required to take the seminar course.

Housing

STI offers an on-campus housing option through a 52-unit apartment complex adjacent to the Technology Center. The complex houses approximately 200 students in a 4-bedroom apartment setting. Students

who would like more information about STI Housing should contact the Admissions Office.

Students who wish to live in an off-campus setting are responsible for making their own living arrangements. STI does have information to help students find off-campus housing, but does not approve nor recommend any specific off-campus housing facilities for student use.

Students should begin their housing search early to ensure that suitable accommodations can be found. Those students who move to Sioux Falls or the surrounding area in order to attend STI are advised to register their new address with the Admissions Office.

Placement Services

The purpose of STI is to provide educational experiences to prepare persons for employment. Once these skills are acquired, it is the function of the Career Center Office to assist in the student's transition from school to work. However, it is the responsibility of the student to commit personal effort in searching for employment opportunities.

The Career Center Office assists students and alumni by informing them of employment opportunities and assisting them in presenting themselves effectively as job candidates.

The Career Center Office also assists employers in finding qualified candidates to meet their employment needs. Each year, numerous representatives from business, industry, health, and government contact the Career Center Office to list full and part-time job openings.

For full or part-time placement assistance, students should contact the Career Center Office located in the Health/Science Center, Room 200 E; direct number 605.367.4819.

Tutoring Services

STI offers free tutoring for students enrolled in STI classes. The service is designed to give individualized attention to students who want to improve in their coursework. The STI tutoring program is a peer-to-peer tutoring program and uses top notch STI students as tutors.

Students can access tutoring by completing a tutor request form or simply check the tutor schedule on the STInet to see a list of tutors already available.

Contact the Disability Services Facilitator at 605.367.5691 for more information regarding your tutoring needs.

Adult Learning Center

The Adult Learning Center offers free individualized instruction and teacher-directed classes in basic reading, math, and writing skills, GED, and academic preparation for entry into vocational/technical training programs. Contact the Adult Learning Center for specific course information at 605.367.7997.

Disability Services

Students with documented disabilities may be eligible for certain classroom accommodations. Disabilities may include hearing, visual, physical, psychological and learning impairments. Accommodations may include additional testing time, private testing rooms, readers, note takers, interpreters, and taped/digital texts. Students must provide the Disability Services Coordinator with recent written documentation of a disability before qualifying for services. Contact the Disability Services Coordinator at 605.367.4450 for further information.

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Whenever possible, program and course offerings will be offered as listed; however, STI reserves the right to modify course offerings in accordance with current conditions.

Student Communications

STI's student email accounts will be used as STI's official means of email communications with students. STI students should also use the STInet Campus Life tab for information regarding important upcoming events and required dates for validation, fee payment, etc. The Campus Life tab will also inform students about job opportunities, scholarship information, and other important announcements.

Services for Nontraditional Students

STI offers special targeted services for a wide variety of nontraditional students. An advisor is available to assist eligible individuals in selecting a program of study, applying for financial assistance, locating childcare, and networking with community resources. Students considered nontraditional fit into one of the following categories:

1. Individuals in training programs that are nontraditional for their gender (25% or less of the individuals working in that field are of the same gender); 2. Single parents; 3. Single pregnant woman; 4. Displaced homemakers; 5. Dislocated workers; 6. Students not coming directly out of high school; 7. Individuals unsure of their career direction.

Family Educational Rights & Privacy Act

What is FERPA?

FERPA stands for the Family Educational Rights and Privacy Act of 1974. It is a federal law governing the privacy and handling of educational records and giving specific rights to students. You can find more information on the law at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

Who is covered by FERPA?

FERPA covers students who are currently enrolled, or who were formerly enrolled, regardless of their age or status with regard to parental dependency.

FERPA does not cover students who applied to a school but did not attend, and deceased students.

What are "Educational Records"?

Educational records are records that are maintained by the Institute as part of the educational process in any form (i.e. handwriting, print, tapes, film, microfilm, microfiche or electronic data storage). Educational records do not include alumni records, records made by the campus police, or records made for employment, medical or counseling purposes. Private notes (kept in the sole possession of the maker, not made with a student or other person present, used only as a personal memory aid, and not accessible to anyone other than the creator of the record) held by school officials that are not accessible or released to other personnel, are also excluded.

Who might have access to student information?

- The student, and any third party with written permission from the student.
- School officials (as defined by STI)
- Parents of a dependent student as defined by the Internal Revenue Service (a copy of the most recent year's federal tax form showing that the parent claims the student as a dependent must be provided before an educational record will be released)
- A person in response to a lawfully issued subpoena or court order, as long as STI makes a reasonable attempt to notify the student first

What kind of information can be disclosed to a third party?

FERPA uses the term "Directory Information" to refer to information which may be released without specific written permission from the student, except in certain cases specified by the regulations. Most Directory

Information is data that would not be considered harmful or an invasion of privacy if disclosed.

STI has determined the following items as Directory Information:

- Student's name
- Address
- Phone Number
- E-mail address
- Major field of study
- Degrees and awards received
- Information which denotes accomplishments or achievements
- Individual and/or group photographs
- Dates of enrollment
- Number of credits in which enrolled (part-time/full-time status)

Currently enrolled students may request that directory information is not released by completing the Request for Non-Disclosure of Directory Information form and returning it to the Registrar's Office.

What is considered "Non-Directory Information"?

Non-Directory Information is any educational record not explicitly classified as Directory Information.

Examples of Non-Directory Information (this information will NOT be given to a third party without the written permission of the student):

- Student class schedule
- Religious affiliation
- Citizenship/nationality
- Disciplinary status
- Ethnicity
- Gender
- Grade point average (GPA)
- Marital Status
- Social Security number
- Grades and exam scores
- Test scores (SAT, ACT, COMPASS, HOBET, final exams, etc.)

This private information will not be released to anyone (including parents) without written consent from the student except under strictly defined conditions.

What are some conditions under which educational records may be released?

STI is under no obligation to release records at any time, unless required by law. Records may, however, be released at the discretion of STI under the following circumstances:

- In the event of a health or safety emergency, student information may be released to the appropriate authorities as required to protect the safety of the students.
- Certain federal and state educational authorities may obtain educational records.
- Parents or guardians who can demonstrate by income tax returns that students are their dependents may be eligible to view records.
- STI may release student records in response to court orders or subpoenas.
- Military recruiters may request student information under the Solomon Amendment of 1996 which permits Department of Defense representatives to access school campuses and obtain student information for military recruiting purposes.

Students wanting to designate persons or agencies to have access to non-directory information must complete the Request of Information form and return it to the Registrar's Office.

Who should I contact for more information?

You can contact the STI Registrar by stopping at the Student Success Center in the Mickelson Center or by calling 605.367.7466.

Student Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosures without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the school in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Right to Know Campus Security Act

STI is required under Public Law 101-542 to encourage students to report all crimes (murder, rape, forcible or non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle and other thefts or crimes) which occur on the STI Campus to the local law enforcement offices and to the STI Student Success Office or campus security. The STI Campus is policed by the Sioux Falls Police Department and Minnehaha County

Sheriff's Department. STI's security officers are contracted through the Minnehaha Sheriff's Department.

Access to the STI campus facilities is authorized through the President's Office. Building keys are issued to staff as needed. All staff are authorized to call the appropriate authorities in case of an emergency. All buildings shall be locked and unlocked by STI employees. STI employees must be present when buildings are open. Unless other arrangements have been made, STI buildings will open at approximately 7:00 am during weekdays and will close Monday through Thursday at approximately 10:00 pm. On Friday, the buildings will close at approximately 5:00 pm. All buildings remain locked after hours and throughout the weekend unless prior arrangements have been made.

STI provides students and staff with educational programs established to prevent the occurrence of all crimes (including sex offenses) on campus and procedures to be followed, if such crimes occur. These programs are provided during new student orientation and through STI course offerings. In addition, STI provides a full-time day security officer and part-time evening coverage for our students' safety.

In the event a student believes that a crime (including all types of sex offenses) has occurred, the student should contact local law enforcement authorities and notify an STI administrator or campus security. It is important that all evidence be preserved for law enforcement investigation. In addition to criminal prosecution on campus, disciplinary action may be taken in all situations involving a crime conviction on the STI Campus. Sanctions may include oral or written reprimand, short-term suspension, long-term suspension, or termination. Accuser and accused will have the same opportunities during disciplinary proceedings and both will be informed of the outcome of these proceedings. Students involved in campus crimes will be counseled by STI staff and referrals made as needed.

STI publishes an annual report each fall in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act. Students may access STI data at <http://ope.ed.gov/security>. The crime report and a STI crime log are also available upon request through the STI Security Office.

Additionally, as part of the Security Act, students are advised that they can access information regarding registered sex offenders from the Sioux Falls Police Department, Records Division, 320 W 4th St, Sioux Falls, SD or call 605.367.7226 or go to www.minnehahacounty.org and click on "sheriff."

In addition to the above information covering campus security, the following is a report on the completion or graduation rate of full-time students at Southeast. As of September 2009, of the first-time students who started full-time course work at STI during the fall semester of 2006, 46% had graduated, 5% were still students, and 49% were no longer attending.

Special Accommodations Notification

Students need to notify the Admissions or Student Success Office within 48 hours of any STI event if specific individual accommodations are requested by calling 605.367.6040.

Veterans' Regulations (Veterans & War Orphans)

Southeast Technical Institute is approved by the Veterans Administration for the education of veterans, and is responsible for certifying coursework and transmitting necessary credentials and information to the Veterans Administration. Contact the Registrar's Office for more information. Also, see http://www.gibill.va.gov/GI_Bill_Info/benefits.htm.

Student Insurance

Students are responsible for their own insurance for medical expenses in case of injury. A group accident insurance program is available to students on an individual basis. Students should be covered by either this group insurance, their own insurance or their parent's/guardian's insurance. The school does not carry insurance for student injuries while in class, on campus or at school-sponsored activities.

Laptop Program

Southeast Technical Institute became the first school in South Dakota to implement a wireless laptop for its students in 1998. All newly enrolled students who are registered for six credits or more in a laptop required program will purchase their laptop through Southeast Tech. STI purchases nearly a thousand laptops directly from the manufacturer every year and passes the savings on to the students. In addition, laptops provided by Southeast are guaranteed to have the appropriate hardware, software and access to campus resources. Southeast laptops are covered by a comprehensive service arrangement which includes onsite repair and customer support for three years through the STI Helpdesk. Laptops are also available to students in non-required programs through the same conditional sales agreement process.

Laptop Benefits Include

- FREE tech support
- Guaranteed software compatibility
- 3-year warranty, including onsite repair and customer support
- Each laptop is customized for each student with software specific to their program
- Laptop may be financed with Financial Aid if applicable

Most laptops, with the exception of Graphic Communications and Animation Technology students, will be a Windows-based PC; however, a specific model is determined each spring prior to the Fall semester.

Graphic Communications and Animation Technology students will have an Apple MacBook Pro laptop provided from Southeast Tech. More information regarding laptop specifications (processor speed, memory, hard drive, etc.) will be posted on the STI website by May 1, 2010. Questions should be directed to the STI Helpdesk at 605.367.4461.

All software belongs to STI and will be removed upon graduation or termination.

**Software, hardware and intranet restrictions don't allow Southeast Tech to provide software or support for laptops not provided by Southeast Tech. Please discuss any concerns you may have with the STI Helpdesk.*



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Whenever possible, program and course offerings will be offered as listed; however, STI reserves the right to modify course offerings in accordance with current conditions.

Student Life

Membership in school organizations is encouraged. Social, civic, and service projects foster a broadened appreciation of the world outside of the classroom and enhance the personal development of the student. Business, health, and industrial leaders recognize the value of club participation in identifying leadership potential in their prospective new employees.

Student Government Association (SGA)

Other student activities are put together by the Student Government Association. SGA was originally formed as a sounding board for student concerns, but along the way, they also showed students how to have a little fun. SGA activities during the year include Fall and Spring picnics, blood drives, and community service events. Throughout the year, Student Government members also participate in a wide range of campus and community activities. Representatives who serve on Student Government are selected from every program area. In total, about 70 students serve the campus through Student Government.

Student Organizations

Campus student organizations enhance the education offered in classes with competitions, guest speakers, tours, and other forms of learning more about career fields. While at Southeast, plan to participate in one or more of these organizations.

Approved school organizations are those whose purpose complement the mission of STI and further enhance the program's educational goals. Approved organizations may use the school name as part of the organizational title and are allowed to promote their organization on campus. For complete information, contact the Student Activities Coordinator.

American Institute of Graphic Art (AIGA)

AIGA is a college-level chapter of the American Institute of Graphic Art. Through AIGA, students have the opportunity to learn more about graphic art from professionals in the field, as well as through quarterly newsletters, monthly meetings, and field trips. Students have opportunities for leadership, organization, communication and scholarship as they learn new ways to use their business, marketing, or graphic communications skills. AIGA membership is open to any student at STI who is interested in learning more about graphic art.

Animation Technology Artisans (ATA) Student Organization

To encourage ATA students at Southeast Technical Institute to join together in the organization for the purpose of maintaining the identity and quality of ATA students and providing the continuing educational development, improvement and expansion of the ATA program and profession for the betterment of the motion graphics and animation industry. The organization will strive to encourage camaraderie between students and provide a means to interact with local and regional professionals.

Association of Information Technology Professionals (AITP)

AITP is designed for students planning careers in information systems or related fields. AITP is dedicated to using the synergy of information technology partnerships to provide education and benefits to its members. The organization also works with industry to assist in the overall promotion and direction of information technology. AITP Student Chapter members have the opportunity to attend monthly meetings with professionals in the community who work in information technology

fields. They enjoy personal growth, professional development, and they gain knowledge of the industry.

Business Students Club (BSC)

Business Students Club is the organization for students in Business, Marketing, Accounting, Computer Information Systems, Financial Services, and other business-related areas. BSC provides experience in leadership, organization, planning and communication. This is done through a program of professional, social, civic, and fund raising activities. BSC also participates in state and national conferences which provide opportunities for travel, student competition, professional growth, and fun activities.

Civil Engineering Technology Student Organization

The Civil Engineering Technology Student Organization was formed to promote the personal, ethical, educational, professional development and responsibilities of the STI Civil Engineering students. These objectives are developed through student organized, student developed and student run meetings. In addition to regular meetings, guest speakers from the civil engineering community are invited to speak to the group each month. Student projects are encouraged such as campus development projects or local non-profit survey projects for community development such as city and campus park improvements, layout of ball fields, layout of golf courses etc.

Construction Management Student Organization

The Construction Management Student Organization was formed to promote the personal, ethical, educational and professional development responsibilities of the STI Construction Management students. These objectives are developed through student organized, student developed and student run meetings. In addition to regular meetings, guest speakers from the construction community are invited to speak to the group each month. One of the highest priorities is promoting industry involvement.

Dakota Turf/Golf Course – Superintendent Association of America (GCSAA)

Students enrolled in Sports Turf Management at STI are destined to be employed in the sports industry on golf courses, football fields, and other recreational playing fields. Members of GCSAA will benefit from additional exposure to professionals in the industry as they see practical applications of their skills.

Electroneurodiagnostic Technology (ENDT) Student Organization

The ENDT Student Organization creates the ability for any enrolled student to become a member. Students have the ability to increase their knowledge base from speakers, field trips and professional, educational ENDT events and seminars. The organization strives to encourage camaraderie between students and provides a means to interact with local and regional professionals. The organization references the American Society of Electroneurodiagnostic Technologists, Inc (ASET).

International Society of Certified Electronics Technicians (ISCET)

The purpose of the International Society of Certified Electronics Technicians (ISCET) is to encourage and work toward each member achieving the rating of Associate Certified Electronics Technician. Participants gain additional technical information and have opportunities for ongoing technical training.

Professional Lawn Care Association of America (PLANET)

This is a national professional organization ideal for horticulture students. A national seminar in Louisville and a competition/job placement fair is held on a rotating basis for members of PLANET. Participants mesh with industry representatives which may lead to job or internship placement. On a local level, students participate in field trips, community service, and team building activities.

Society of Manufacturing Engineers (SME)

The Society of Manufacturing Engineers was formed to promote interaction between the students in the industrial programs and professionals in the manufacturing fields. In addition to regular meetings, tours for members are arranged to allow students to see how their training is put into action in the real world. This also opens up the opportunity for students to make contacts with engineers and employers in the area. Throughout the year, members of SME remain involved with projects that benefit the chapter, the campus, and the community.

SkillsUSA

This is the professional club for students in trade, industrial, and health occupations. Membership in SkillsUSA offers students opportunities to participate in activities as well as to compete in their vocational area at the local, state, and national Skill Olympics. There are also competitions in speaking, job interviewing, and job demonstration skills.

Society of Nuclear Medicine (SNM)

The Society of Nuclear Medicine maintains an active advocacy program to promote and encourage research and the advancement of nuclear medicine science and produces a number of programs to help physicians, technologists, and students remain current with the latest advances. By monies that come from fund raising events, students attend the Missouri Chapter meeting held once a year. This meeting has been held in places such as St. Louis, Missouri; Iowa City, Iowa; and Omaha, Nebraska. Students will not only see how their training is related to the real world, but will also have contact with possible job opportunities in their field.

STI Student HVAC Association

The STI Student HVAC Association is an organization dedicated to improving the quality of life through the advancement of technology related to heating, refrigeration, air conditioning and ventilation. The STI student chapter provides students continuing educational opportunities, including monthly meetings with demonstrations from professionals in the HVAC field.

Student Chapter of the South Dakota Home Builder's Association (SDHBA)

The Student Chapter of SDHBA is an organization of students studying to work in the construction industry in the areas of architectural, engineering, or construction technologies. Members of this organization interact with the South Dakota Home Builder's Association Chapter by participating in their activities throughout the year. These activities include things such as Habitat for Humanity, the Sioux Empire Home Show, and the Sioux Falls Parade of Homes. Members may also receive scholarships from SDHBA.

Intramural Sports

The Student Activities Coordinator works with students to coordinate numerous intramural sports. Students participate in intramural volleyball, basketball, and bowling, and use city and school district facilities for their

activities. Recreational programs are supported by student activity fees paid upon registration and are open to all students.

Student Activities

A portion of enrollment fees is collected for student activities. The Student Activities Coordinator works with students to arrange entertainment on campus. Campus life wouldn't be complete without activities to share with others at school. For that reason, a variety of activities are held on campus for all students. Some activities in the past have included: speakers on campus, entertainment events, comedians, magicians, hypnotists, musicians and informational seminars. Graduation is Southeast's biggest event of the year with a school-wide open house before commencement exercises.

Contests for Students

Contests and activities which are sponsored by outside agencies and which involve participation by students or granting of awards or prizes to students shall not be announced or permitted in the school unless approved by the President or designee. Such activities must be deemed to have educational value for the participants before permission may be granted. Contests must not place an undue burden on students or staff.

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Business & Industry Training (BIT)

www.trainsiouxfalls.com

The Business and Industry Training division of STI offers a wide variety of training opportunities to enhance employee skills and meet the specialized training needs of local businesses.

Training is offered in computer applications, medical processes, industrial trades, business, leadership and many special interests. Continuing education is offered to meet state and federal requirements for many trades and professions. In addition, cost-effective training can be customized to meet specific needs. Area employers use our services for:

- New employee training
- Training to upgrade employee skills
- Training for certification and licensure
- Workforce Development

Types of training include:

- Apprenticeship Training: Combining formal class room and clinical training with on-the-job experience.
- CPR training
- Emergency Medical Technician Training
- Certified Nurse's Assistant Training
- Customized Training: Specifically tailored to the needs of your company or organization.
- Continuing Education: Skills enhancement that includes training for career fields requiring licensure or certification.
- Commercial Drivers License/Truck Driving
- Customized Computer Application Training
- Heavy Equipment Operation
- Industrial training: Math for industry, GD&T, Blueprint reading, CAD, and many more.
- Welding; Training and Certification by the only American Welding Society approved training and testing facility in South Dakota
- Online Learning: Check our website for the many online offerings.
- Other services: Assessment and testing through our ACT Testing Center

The Business and Industry Training division works with many companies in South Dakota to provide training solutions. BIT has the resources and capabilities to develop and deliver training that will improve productivity and job satisfaction for employees.

For more information, call 605.367.7619 or visit www.trainsiouxfalls.com.

Bookstore

Textbook Policies

Textbook Charges

1. Eligibility

Students who have completed all of the required financial aid paperwork, and will receive their financial aid on or before the financial aid disbursement day, will be eligible to use the amount of financial aid that exceeds their tuition and fees total to charge the cost of textbooks and course required supplies to a student account at the STI Bookstore. The individual students' charge limit will not exceed the amount of excess financial aid available.

2. Charge Period

Bookstore charge accounts will be available beginning one week before the start of each semester and the ability to charge will continue until the end of the course drop/add period.

3. Returns

Returns to a student charge account will be allowed until the end of

the drop/add period and refunds will be issued from the Business Office student account during the regular financial aid disbursement. Charged items will be returned according to established STI Bookstore guidelines for original condition of the item to be returned, as long as the return is within the Charge Period.

4. Charge Account Payment Due Dates

Student charge balances and available charge limits may be updated daily between the Bookstore and the Business Office. All Bookstore charges will be automatically deducted from the excess financial aid balance prior to the disbursement of financial aid.

Changes in your student schedule may affect the Bookstore charge account limit. Reducing the number of credits may reduce the amount of financial aid available. If the Bookstore charge balance exceeds the amount of financial aid available, the amount of the over-charge is due in the Business Office on fee payment day or the Monday following the drop/add period. If you add or drop courses during the first week of classes, it is your responsibility to verify that you have enough funds to cover your account balance.

5. Complete Withdrawal

Students who withdraw completely prior to financial aid disbursement will be subject to the collection policy of the Business Office. Account balances will be due immediately and subject to referral to a collection agency.

Textbook Purchases

Students who do not meet the above requirements for the textbook charge program may purchase their textbooks from the Bookstore using cash, personal check, Visa, Discover or Mastercard.

Students who plan to charge their books to a third party agency or trust account must have written authorization on file (i.e. Vocational Rehabilitation, Veteran's Affairs, WIA, BIA, SWMNPIC, Sioux Falls Housing, etc.)

Students should have a copy of their class schedule available when purchasing textbooks. Log on to stinet.southeasttech.edu to print a schedule.

Students who use a parent's check to pay for purchases should wait until the time of purchase, if possible, to complete the check.

Book/Required Supply Returns

1. Textbooks may be returned as follows:

Fall and Spring Semesters: Within the drop/add period. (1st week of classes)

Interim/Summer Semesters: Within 3 days from the beginning of the term.

2. Students need an original bookstore receipt to return items to the bookstore. Returns without a receipt will not be accepted.

3. Textbook information is available on the bookstore website at bookstore.southeasttech.com prior to the start of each semester.

4. Textbooks need to be returned in original condition.

5. Due to the complex nature of kits, which may contain certain types of material that are sterile and/or subject to electrostatic discharge, kits that have been opened are non-refundable.

6. Software, medical supplies and special orders are non-refundable.

7. Refunds will be paid by check which can be mailed or picked up in the bookstore. Books charged against a credit card or a third party account will be credited back to the credit card or the agency account.

Other Programs & Services 2010-2011

Buyback

1. The Bookstore offers textbook buyback during the week of end of term finals, for each semester. Textbooks needed for future terms may be purchased by the Bookstore for 50% of the new retail price. Other books may be purchased by Nebraska Book Company for the wholesale price determined by NBC.
2. Students wishing to return books after the allotted return period may sell their textbooks back to our wholesale textbook provider for the guide price determined by Nebraska Book Company.
3. Books with water stains will not be accepted at buyback. Books must have all pages intact and be in a resalable condition. Books purchased with software or other materials should be sold at buyback with those materials in usable condition.
4. Due to new editions, textbook changes or other conditions beyond the Bookstore's control, some books may not be eligible for buyback.

General Merchandise

All general merchandise items are returnable for a full refund within 15 days from the date of purchase. A receipt is necessary to receive a refund. The Bookstore is unable to accept items that are not in original condition for returns - i.e. missing tags, opened packaging, clothing that has been worn or washed.

Bookstore Hours

Monday, Wednesday, Thursday, 7:30 am until 5:00 pm

Tuesday, 7:30 am until 6:00 pm

Friday, 7:30 am until 4:00 pm

The bookstore is closed on days that the Southeast Technical Institute campus is closed. We recommend that you call ahead on days that the campus is listed as closed.

Contact Information

- Direct Line: 605.367.4448
- Textbook information – available 24 hours a day at bookstore.southeasttech.com
- Email – bookstore@southeasttech.com

Please note: During the beginning of the semester, we suggest you stop in or use the website for textbook information. When there are lines at the checkouts, we are unable to take immediate requests for textbook information.

Southeast Library Resource Center

Located in the Mickelson Center, the STI Library is available for classroom research, open computer lab, wireless laptop usage, and study.

Library Hours

Monday – Thursday, 7:00 am to 8:30 pm

Friday, 7:00 am to 4:00 pm

Saturday, 10:00 am to 2:00 pm

*Hours may adjust as needed.

Library Phone: 605.367.4449

The Library is closed on holiday weekends. Hours are adjusted during the summer and when school is not in session.

The STI Library collection places emphasis not only on program related materials, books and technical journals, but also supports a fiction collection, current periodicals, and online databases. The library computer lab is a hands-on lab for library research, internet searches, word processing, etc. The library supports the "Technology Resources Policy" and any consequences resulting from infractions of the policy as it relates to the library computers.

Regular library, audiovisual, and expanded reference services are offered through an affiliation with the South Dakota Library Network (SDLN). This statewide internet network links STI with all other member colleges, universities and public libraries in the state and across the nation.

Students may use their STI identification card to check out materials from the University of Sioux Falls, Augustana College, Wegner Health Science Information Center, Avera McKennan Hospital Library, North American Baptist Seminary, and all Siouxland Public Libraries.

Childcare Facility

STI operates a child care facility. The Scarbrough Center is a state-licensed facility able to care for 84 children between the ages of 4 weeks to 10 years. This quality care is available at a reasonable fee and promotes the intellectual, social, emotional, and physical development of the child. Activities are based on the child's interests and development level. The Scarbrough Center is open for child care from 7:00 am to 5:00 pm Monday through Friday when classes are in session. Enrollment is limited to STI students and staff. For information regarding fees and openings, contact the Scarbrough Center at 605.367.8444.

Adult Education and Literacy

Adult Education and Literacy provides individualized and personalized instruction as well as group instruction to anyone 18 years of age or older and not currently enrolled in high school. This NO-COST education will assist students in building or refreshing their basic skills in reading, writing, spelling, listening, thinking, computations, etc. These services are designed to help the student:

- Prepare for the high school equivalency exam (GED).
- Improve self image and become more independent.
- Start at their own level and work at their own pace.
- Develop skills to allow further education.
- Improve communication skills when English is a second language.

General Education Development Certificate

Free instruction is available to assist students who do not have a high school diploma and want to obtain their GED (General Education Development). Students are urged to complete their GED before looking for employment or training. Information regarding the GED can be obtained from a counselor, instructor, or staff at the Learning Center by calling 605.367.7997.

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Whenever possible, program and course offerings will be offered as listed; however, STI reserves the right to modify course offerings in accordance with current conditions.

STI Financial Aid Office

The Financial Aid Office is located in the Mickelson Center.

What is Financial Aid?

Financial aid is available to help pay the cost of attending post-secondary education. Funding comes from federal and state government as well as from private lenders, foundations and agencies.

Who is Eligible?

Students' eligibility for federal financial aid is calculated using formulas determined by the Department of Education. These formulas determine the student's "expected family contribution", which is an estimate of the family's ability to pay for the cost of the student's education. The difference between the estimated cost of attending STI and this expected family contribution is the student's need for financial assistance. To receive financial aid, students must be taking classes toward their major(s).

Enrollment

Fall and Spring

Full-time: 12 or more credit hours; Three-quarter-time: 9 to 11 credit hours; Half-time: 6 to 8 credit hours; Less than Half-time: 5 credit hours or less. You must be enrolled in at least six credits to be eligible to receive Stafford Loans.

Summer

Full-time: 8 or more credit hours; Three-quarter-time: 6 credit hours; Half-time: 4 to 5 credit hours. You must be enrolled in at least four credits to be eligible to receive Stafford Loans.

Note: Financial Aid is NOT available for audited classes. Financial Aid is NOT always available to pay for books. Please see Financial Aid Office for details.

Who May Apply?

To be eligible for any of the federally supported programs (Federal Pell Grants, Academic Competitiveness Grant, Federal Supplemental Educational Opportunity Grants, Federal Work-Study, Federal Stafford, and the Federal PLUS Loans), a student must meet the following qualifications:

- Be accepted in a program as a regular student (at least half-time) working toward a degree or certificate in an eligible program. (Students on wait lists are not considered accepted into a program.)
- Have financial need, except for some loan programs.
- Have a high school diploma or a GED or show an ability to benefit (through approved methods of testing for ability to benefit).
- Be a US citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Make satisfactory academic progress. (In order to receive aid, you must be making satisfactory progress regardless of whether financial aid was previously received.)
- Sign a statement of educational purpose and a certification statement on overpayment and default (both found on the Free Application for Federal Student Aid).
- Register with the Selective Service, if required.

The Technical Amendments of 1987 added a provision that a student may not receive SFA funds if the student is enrolled in an elementary or secondary school program at the same time as the post-secondary program. Note that a student attending classes leading to a GED is not considered to be enrolled in a secondary school, but the student may not receive aid for these courses. A post-secondary school, through its normal admissions procedure, should be able to determine a student's previous educational experience, including whether that student is still enrolled

in elementary or secondary school. A post-secondary school must document that determination.

When and How to Apply

Application must be filed on-line each year at www.fafsa.ed.gov or by completing the paper "Free Application for Federal Student Aid". A paper application can be downloaded at www.federalstudentaid.ed.gov. The application should be completed only after Federal Income Tax returns have been filed by parents/guardians and/or students.

Federal Programs

GRANTS . . . do not have to be repaid unless the student terminates from school. Students may need to repay a portion of the Pell Grant back to the school in this situation.

- Federal Pell Grant. This is the largest federal grant available for undergraduate students. Eligibility and award amounts are determined by the federal government. For the 2010-2011 academic year, the maximum award is \$5,550. Amounts are based on enrollment status.
- Please note: Pell grant is not available for repeated 095 and 098 Math and English classes.
- Federal Supplemental Educational Opportunity Grant (FSEOG). This is a federally-funded grant for under-graduates who also qualify for a Federal Pell Grant. Awards are generally about \$500 a year and are very limited.

LOANS . . . must be repaid.

- Federal Direct Subsidized and Unsubsidized Stafford Student Loan. This is the largest source of low interest loans administered by the Department of Education. Eligibility for Federal Stafford Loans is available to all undergraduate, graduate and professional students who complete the FAFSA. Additional paperwork must be completed to receive the loan.

If a student drops below half time (six credits), the next scheduled loan disbursement will be cancelled. Please notify the Financial Aid Office if your enrollment status changes.

As of July 1, 2008 for dependent students the maximum annual amounts that may be borrowed are: \$5,500 for the first year of undergraduate study; \$6,500 for the second year of undergraduate study. Amounts will be prorated for periods of enrollment of less than one academic year.

Beginning July 1, 1994, in addition to the Federal Direct Loan limits listed above, independent students (or dependent students whose parents are unable to borrow a Federal PLUS Loan) may borrow up to \$4,000 per year for the first and second years of undergraduate study under the Federal Unsubsidized Stafford Loan.

The difference between unsubsidized and subsidized Federal Direct Loans is that the federal government does not pay the interest on an unsubsidized loan while the student is in school, and the family contribution is not taken into consideration when determining the student's eligibility. Repayment of principal and interest does not begin until six months after the student ceases at least half-time attendance.

Effective for new loans made after July 1, 1994, the maximum interest rate is 8.25 percent. The rate from July 1, 2010 through June 30, 2011 is 4.5 percent for subsidized stafford loans, and 6.8 percent for unsubsidized stafford loans. Repayment begins six months after graduation, termination of enrollment, or dropping to below half-time enrollment status. Students may be allowed up to ten years to repay based on the amount they have borrowed.

- Direct Federal Parent Loan Program (PLUS). The Direct Federal PLUS program is a source of long-term loans for the parents of dependent undergraduate students. There is no established annual maximum a parent may borrow on behalf of each dependent child; however, the loan amount may not exceed the difference between the cost of attendance and other financial aid. There is no aggregate maximum. For the period beginning July 1, 2010, through June 30, 2011 the interest rate is 7.9 percent. There is no federal interest subsidy on Federal PLUS loans. However, the Department of Education is authorized to charge the borrower an up-front origination fee of up to 4.0 percent to offset the federal government's cost of the program. Unless the parent borrower qualifies for a deferment, repayment of the principal and interest must begin 60 days after disbursement.

WORK . . . means earning money.

- Federal Work-Study. Part-time employment can be provided to students who demonstrate financial need and show a desire to work. All positions are at the school and pay \$10.00 per hour. As funding is limited, it is critical that you notify the Financial Aid Office if you want to be considered for this program.
- Part-time work. The institution does have a limited number of specialized part-time work experiences. Those opportunities are made known through individual departments.
- Off-campus work. STI is pleased to have an excellent working relationship with the Career One Stop Center of South Dakota. A Career One Stop Center representative is located in the Health/ Science Center whose responsibilities include assisting students to locate part-time work while they are enrolled, and permanent work after graduation. All students are encouraged to visit with this representative regarding full and part-time work experiences.

Scholarships

The mission of the STI Foundation includes building scholarship support for STI students.

Funds for these scholarships are raised in a variety of ways including community fund drives; faculty, staff and alumni contributions; Memorial, Tribute and Honor Gifts; and earnings on endowed funds.

How to Apply

STI Foundation scholarships are offered exclusively to STI students. There are many types of scholarships available and we encourage all students to apply. Each donor establishes criteria and eligibility guidelines which include qualities such as academic achievement, financial need, program area, community involvement or participation in student activities. Enrolled and accepted students are notified by e-mail or postcard when scholarship applications become available. STI scholarship information is also sent to hundreds of high school counselor offices.

The online application and reference forms are available at www.scholarship.southeasttech.edu from October through mid-March for students who will be attending STI the following fall semester. Students who complete the scholarship application process will be considered for all the scholarships for which they are eligible. A volunteer scholarship selection committee completes the selection process and students are notified of the awards by late April. Funds are placed directly into the students' Business Office accounts in the fall. All students are strongly encouraged to also complete the FAFSA form when making application.

Other Scholarship Sources

A list of scholarships open to STI students from other sources with their eligibility criteria and application deadlines are available in the

Financial Aid Office. Selected scholarships are also listed under the STI.net Campus Life Tab.

Preparatory Coursework (Prerequisites)

Students may apply for a Stafford or Parent Plus Loan for coursework that STI has documented as necessary for students to enroll in an eligible program. These courses must be part of an eligible program otherwise offered by the school. If enrolled at least half time in the prerequisites, students are eligible for loans for one consecutive 12-month period beginning the first day of the loan period.

To be eligible for this exception, students must be taking classes that are a prerequisite for admission. Student cannot take prerequisites to raise their GPA or for any other reason.

Financial Aid Disbursement

Financial Aid information is subject to change at any time due to changes in federal, state, or sponsoring agency regulations. Other important financial aid information is available through the Financial Aid Office for continuing aid, transfer students, and other referral sources.

No financial aid will be made available to students until after the drop/add period. During the drop/add period, students' attendance will be monitored. At the end of the drop/add period, each student's enrollment status will be reviewed and their financial aid eligibility will be determined based on that enrollment. Pell Grant will not be adjusted after the drop/add period if enrollment changes. Grants, scholarships, and loans will then be transferred to the student's account. Once this has been done, "refund" checks will be issued during the financial aid disbursement dates for students with excess financial aid funds after bills have been paid in full. Students without financial assistance will be required to pay any outstanding bills. This will coincide with final fee payment. See Financial Aid chart (next page). Every student must go through the fee payment process. The funds will be used by the Business Office to pay student housing and/or students' tuition and fees. Staff will verify that they are maintaining academic requirements to remain eligible for financial aid, and that they are carrying enough credit hours to continue their eligibility.

Students taking late start classes only will not receive their financial aid until after the late start classes have started unless the student signs a form in the Financial Aid Office.

Note: New borrowers will be required to complete loan counseling prior to disbursement of their loan funds. This requirement can be satisfied by going to www.mapping-your-future.org/oslc.

Financial Aid Procedures & Obligations

STI has financial aid procedures in place to protect the student as well as the institution. The diagram on the following page indicates by date which steps must be completed for Financial Aid and Third Party Authorizations so we as an institution can better ensure that financial aid is available on a timely basis.

VA Educational Assistance for Veterans

GI Bill Education Benefits

If you are a veteran and enrolled either full or part-time, you are eligible to receive educational assistance through the GI Bill. VA education benefits may fall into one of these chapters:

- Chapter 30 – Active duty service person
- Chapter 31 – Vocational rehabilitation employment
- Chapter 35 – Veteran's dependent (spouse, surviving spouse, or child)
- Chapter 1606 – Active selective reservist or National Guardsperson

- Chapter 1607 – REAP – (Reserve Educational Assistance Program)
- Chapter 33 – Post 9/11 GI Bill

For a complete description of each chapter, go to the GI Bill website <http://www.gibill.va.gov/>.

How do I know if I qualify for benefits and what amount do I qualify for?

Veterans can call the Regional VA office in St. Louis at 1.888.GIBILL1 and speak with an education benefits counselor. You will need to provide your file number to the counselor. For chapter 30, 31, 1606 and 1607, your file number is your social security number. For chapter 35, you will need the file number of the eligible veteran.

How do I become eligible for VA education benefits?

You need to apply for benefits through the VA, which determines your eligibility. The STI Registrar’s Office has applications for most of the chapters, however the VA prefers you apply online at http://www.gibill.va.gov/GI_Bill_Info/How_to_Apply.htm.

When can I become certified for VA education benefits?

Once you are accepted and registered for classes at STI, the Registrar will certify you with the VA. If at any time before or during the semester your course load changes, you must notify the Registrar as soon as possible to avoid an overpayment to the VA.

How much will I receive if I qualify for benefits?

The monthly benefit paid to you is based on the type of training, length of service, chapter, and if you receive a ‘kicker’. The benefit payment rates can be found at http://www.gibill.va.gov/GI_Bill_Info/rates.htm. The STI VA representative, the Registrar, is unable to give payment rates. Contact the regional VA Office at 1.888.GIBILL1 for your payment rate.

Student Responsibilities:

- You must be accepted in a degree program at STI
- The VA does not pay for withdraw of course(s) unless the student has mitigating circumstances. If you withdraw from a course you must contact the Registrar at STI as soon as possible. Failure to do so will result in an overpayment situation to the VA.
- If you are repeating a course for a better grade (not because you failed the course) that class will not count in your certification for VA benefits.
- If you are changing your major/program, you need to inform the STI Registrar. The VA requires that paperwork be completed in order to pay benefits for a different major/program.
- STI will not submit an enrollment certification to the VA until notified by the student to do so.
- All students receiving Chapter 30, 1606 or 1607 benefits are required to verify their enrollment monthly to receive payments.

Verification must be done

on the last day of each month enrolled by either the Web Automated Verification of Enrollment (WAVE) application at <https://www.gibill.va.gov/wave/index.do> or by calling 1.877.823.2378 and following the prompts. Payment will not be processed until this verification is completed.

- The VA takes up to 10-12 weeks to process an enrollment certification. Keep this in mind when applying for benefits.

How do I apply for Education Benefits?

- Students applying for GI benefits must first be accepted into a degree program at STI.
- Go to the GI Bill website at <https://www.gibill.va.gov>
- Select Education form from the “Apply Online” menu.
- Select “Start VONAPP” and begin the application process. When you are finished with the end of the application, print a copy and return it to the STI Veteran’s Representative in the STI Business Office.

FINANCIAL AID			
Fall '10	Spring '11	Summer '11	The Free Application for Federal Student Aid (FAFSA) forms must be post marked to the Federal Processor by this date to ensure loan checks are available for disbursement. The FAFSA forms may be picked up in the Financial Aid Office. If eligible, students will receive an Award Letter and Promissory Note within five to seven weeks in the mail indicating the dollar amount of loans and grants that are available to you. Approximately one-third of all applicants are chosen for verification. This requires further financial information which needs to be returned as soon as possible or students may experience a delay in receiving an Award Letter and Promissory Note. (Most students desiring to receive summer financial aid, must complete additional paperwork before Fall & Spring semester.)
07/23/10	12/17/10	06/01/11	The Award Letters and Promissory Notes for loans and grants must be returned to the Financial Aid Office by this date to ensure funds are available during financial aid disbursement.
11/19/10	04/08/11		All first-time loan borrowers attending STI must complete their Entrance Counseling on-line at www.mapping-your-future.org . This is required even if students have previously completed the Entrance Counseling at a different institution or have previously terminated from STI.
09/03/10	01/28/11	06/24/11	Last day financial aid can be filed for the semester. Day of financial aid disbursement.
Fall	Spring	Summer	Third Party Authorizations must be returned to the Business Office or the student will be responsible for tuition payment. Third Party refers to an agency or company that is paying the student’s tuition and/or fees directly to STI, for example: VA, National Guard, JTPA, Voc. Rehab., Sencore.
08/20/10	01/14/11	06/10/11	
DATES ARE SUBJECT TO CHANGE			

If you are a National Guard member applying to use the GI Bill under Chapter 1607 (REAP), please indicate that at the top of the application you return to the STI Veteran's Representative. To expedite the application process, please include a copy of your DD-214.

- Register for your courses and notify your STI Veteran's Representative so an enrollment certification can be submitted to the regional VA processing center.
- When you receive your COE (Certificate of Eligibility) from the Department of Veteran Affairs, you must bring a copy to your STI Veteran's Representative.
- If you are a transfer student who has used the GI Bill at your previous school, obtain a "Change of Program or Place of Training form from your STI Veteran's Representative.
- If you have any questions regarding the application process, contact the STI Veteran's Representative at 605.367.5677

Satisfactory Progress Policy

According to regulations governing the federal financial aid programs, a student must be enrolled in a program of study leading to a degree or certificate and must be making satisfactory academic progress according to the standards and practices of the institution in order to continue to be eligible for the federal programs (Federal Pell Grants, Academic Competitiveness Grant, Federal Supplemental Education Opportunity Grant, Federal Stafford, Federal PLUS, and Federal Work-Study), as well as all state and institutional programs. All students participating in federal aid programs must comply with the standards of Satisfactory Academic Progress as outlined in this policy for full-time/part-time status or regardless of program of study. Satisfactory Academic Progress is defined as progressing in a positive manner toward fulfilling requirements for the degree or certificate in a given program of study.

Satisfactory progress is the measurement of a student's performance (credits completed and cumulative grade point average) in meeting the institutional degree requirements.

- Students must successfully complete 67.0% of credits attempted. Students must complete with passing grades (A, B, C, and D). Grades of Incomplete (I), Failing (F), Official Withdrawal (W), Audit (AU), No Credit (NC), or high school transfer (AR) do not count toward successful completion. This review takes place after the end of fall, spring and summer terms.
- A student must maintain a cumulative grade point average of at least 2.0. This review takes place after the end of fall, spring and summer terms.

A student will be placed on Financial Aid Probation who:

- Fails to maintain these standards at the end of the review period.
- Fails to remove himself/herself from Financial Aid Probation, but does complete a term of acceptable academic work.

Note: You must have a cumulative GPA of 2.0 or higher to graduate.

A student will be placed on Financial Aid Suspension who:

- Does not satisfactorily remove himself/herself from Financial Aid Probation and does not complete a term of acceptable academic work. A student is eligible for Reinstatement of Aid (only one semester) after suspension who:
- Has satisfactorily completed acceptable academic work (2.0 GPA and 67.0% completion) in a minimum of 6 credit hours taken in the same semester and at the same institute. All coursework must apply towards the student's program and be at least 100 level (preparatory coursework and remedial classes are excluded). This student cannot receive financial aid for the period during which eligibility is being reinstated.

- All federal financial aid students must complete their STI degree program with credits attempted that are no greater than 150% of the degree requirements. For example, a degree program requiring 64 degree credits completed has a maximum of 96 credit hours attempted for the degree program.

Appeal of Financial Aid Suspension

Appeal of Financial Aid Suspension can be granted only in instances in which extenuating circumstances (i.e., medical) can be clearly documented. When a student desires to appeal the Financial Aid Suspension due to extenuating circumstances, he/she must submit a formal appeal to the Financial Aid Officer prior to the established deadline. It is the student's responsibility to ensure that the letter is submitted prior to the deadline; failure to do so will result in the appeal not being heard. The meeting of the Financial Aid Committee for the purpose of hearing appeals will be held on an as-needed basis. The student will be notified immediately of the decision of the Committee, including any stipulations or recommendations accompanying the reinstatement of aid. A letter reiterating the Committee's decision will be sent to the student and to the advisor within one working day.

Students may only appeal suspension once.

Reinstatement of financial aid does not imply waiver of any other school policy or procedure.

Grade Levels for Financial Aid

Associate in Applied Science Degrees with 89 Credits or Less

1st year students	0-27 credits
2nd year students	28 or more credits

Associate in Applied Science Degrees with 90 Credits or More

1st year students	0-31 credits
2nd year students	32 or more credits

Diplomas or certificates

1st year students throughout the program



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Whenever possible, program and course offerings will be offered as listed; however, STI reserves the right to modify course offerings in accordance with current conditions.

Study Habits

Proper study habits not only enhance the opportunity for you to earn good grades, but also provide opportunities for additional time to relax or work outside of school. For many of you this is your first opportunity to be free from the close supervision which you were accustomed to while attending high school. The responsibility of budgeting your time and activities is now up to you. The habits and attitudes formed while in attendance at STI can be a real asset for you during future employment.

You are expected to complete all assignments on time. Immediate attention to assignments should be given top priority. If you have difficulty in developing proper study habits, feel free to consult with your instructor, the Disabilities Coordinator, or a counselor. Here are some hints that may help you:

- Plan to do your homework at a regular time each day. The amount of outside study may vary with the course and the individual. It is better to do too much homework than not enough. Study regularly, beginning now.
- Learn to take good notes during lectures. Do it neatly the first time so you will not have to copy them later. Remember, there are usually a few main ideas presented at a time.
- Sharpen your ability to read. A slow reader can improve with practice. Reading with a purpose in mind will help you comprehend what you have read. Underlining or the use of a highlight felt pen can be of much value when learning important material.
- You have to want to learn. Interest can grow if you honestly try to apply your lessons to practical situations. A greater interest comes with greater knowledge.
- If you are having difficulty with your assignments or classes, discuss it with your instructor immediately. If the problem still exists, see our Disabilities Coordinator in the Mickelson Center.
- Arrange for a student tutor to assist you through our Tutorial Program.
- Your instructor will explain the basis for computing grades in his/her course.

Student Rights & Responsibilities

As a potential student, you, as a consumer, have a right to information about the school's academic programs, facilities, full cost of attendance, refund policy, financial aid programs or any other information you will need to help you make your decision.

There are rights that each student is entitled to, and there are responsibilities that each student should accept. You have the right to:

- Know what financial assistance is available, including information on all federal, state, and institutional financial aid programs.
- Know the deadlines for submitting applications for each of the financial aid programs available.
- Know the cost of attending the institution and the school's refund policy.
- Know the criteria used by the institution to select financial aid recipients.
- Know how the school determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
- Know what resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.
- Know how much of your financial need, as determined by the institution, has been met.
- Request from the Financial Aid Office an explanation of the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award

which was made to you.

- Know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayments are to begin.
- Know how the school determines whether you are making satisfactory progress, and what happens if you are not.
- Read and comply with the STI validation procedure.

It is your responsibility to:

- Review and consider all information about the school's programs before you enroll.
- Complete all application forms accurately and submit them on time to the right place.
- Pay special attention to and accurately complete your application for student financial aid. Errors can result in long delays in your receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
- Read and understand all forms that you are asked to sign and keep copies of them.
- Accept responsibility for all agreements you sign.
- If you have a loan, notify the lender of changes in your name, address, or school status.
- Perform the work that is agreed upon in accepting a College Work Study award.
- Know and comply with the deadlines for application or reapplication for aid.
- Know and comply with the school's refund procedures.
- Read and comply with the STI Validation procedure.

Absences

Attendance in all courses is considered important at Southeast Technical Institute. Academic success and student learning are closely related to attendance and participation.

Mandatory attendance requirements may be required in specific programs.

Each instructor will include on the course syllabus the absence policy for that class. Because courses differ in design, delivery, and requirements, the effect of absence on a student's grade may vary.

Student Parking

STI students are expected to park in designated parking places. Students are not permitted to park in Reserved, Visitor, Handicapped, or Staff (Green Dot) parking areas. Students are also not permitted to park on yellow diagonal stripes, next to yellow curbs, or in fire lanes.

Designated parking permits will be provided by STI. Students will be required to register their vehicle license plate number with STI in order to obtain a parking permit.

Parking lots will be periodically checked throughout the day. Violators will be fined.

Visitors to the STI campus will be required to obtain a visitors parking slip for that day.

Handicapped Parking

Specifically designated parking areas have been reserved for disabled individuals. Parking in these areas is by special permit only and are monitored by STI and city police. Special permits must be visible and displayed where an officer can see it.

Vehicle Abandonment

Any vehicle found on STI property that has not been moved for a period of three days or longer, with the exception of STI housing vehicles with displayed housing parking tags, will be considered abandoned and will be towed at the owner's expense. Should a vehicle break down on campus and additional time beyond the three days is required, the owner of the vehicle must report the situation to STI security and receive permission for the vehicle to remain on campus. Without this notification, the vehicle will be towed.

Students dropping off vehicles to be worked on by one of STI's programs should drop the vehicle off no more than a day before the repairs are to begin. Such vehicles are subject to towing as stated above.

Students who will be leaving vehicles parked on campus for an extended period of time due to a STI program or organization trip should notify security.

Vehicles needing repairs should be worked on in the STI shop or off campus. For safety reasons, vehicle repairs are not to be made in the parking lots.

Safety

Safety is an integral part of all programs and everyone is reminded of hazards that could cause an injury or fatality.

Active participation in accident prevention by both staff and students is an integral part of the instructional program.

It is the duty of each student to comply with safety and health standards and all rules, regulations, and orders which are applicable to his/her own actions and conduct while attending school.

Violations of safety to self and others and/or violation of safe operating practices of equipment may result in: the reduction or loss of a student's daily grade; removal from class; and/or other disciplinary action.

General Rules of Good Safety

- Personal protective equipment such as safety glasses, hard hats, etc., shall be worn at all times in areas requiring this protection. All shops require wearing of safety glasses.
- Safety guards and devices on machines and equipment shall be used at all times when the machines and equipment are in operation. Devices and guards must not be removed or made inoperative, and the machine or equipment shall not be used when the safety devices are not operating properly.
- Reasonable cleanliness and maintenance in all work and on all equipment is expected.
- All injuries, no matter how small, must be immediately reported to administration, and an accident incident form must be completed and forwarded to administration.

Fire & Emergency Evacuation of the Building

When the fire alarm sounds, all students and staff members will leave the building following these guidelines.

- Leave quickly, quietly, walk fast, do not run.
- Instructors should close windows and doors, turn off machines,

equipment and lights.

- Use designated exits identified in each classroom.
- Move a "safe" distance from the building with regard to traffic, fire lane, and ambulance route.
- Return after "all clear" signal is given.
- In case of actual fire, report names of missing students to administration.

Tornado

Notification: At the present time, STI is on the weather radio alert system. The following point will serve to inform you as to the source of authentic information concerning approaching danger.

Tornado watch: This is a general warning for a general area indicating that conditions are right for the formation of tornadoes.

Tornado warning: This is issued when there is a sighting of a tornado located in a specific area.

Action: When the tornado signal sounds, all students and staff members will proceed to an inside corridor (on the lower level preferably).

Inclement Weather

Announcements for school closings due to inclement weather will be communicated to local radio and television stations not later than 7:00 am for day classes and 4:00 PM for evening classes. An announcement will also be posted on stinet.southeasttech.edu. Students commuting from outlying areas should use discretion and good judgment in attempting to attend school during inclement weather. Students taking weekend classes should consult their instructor for inclement weather class cancellation procedures.

If school is canceled, provisions may be made to make up the day at some later date.

STI Alert System

The STI Alert System is a mass notification system used to effectively communicate physical, environmental, and weather related threats to students and employees of STI.

An STI Alert will be sent only to inform students and employees of an imminent emergency, such as a fire, tornado, threat of violence, chemical hazard, or of significant other events such as a school closing, snow emergency, or power outage. The STI Alert system will send a voice message and an email message to all STI employees and students.

When STI sends out a call using the STI Alert System, it will display caller ID information and the phone number 605.367.5553.

This policy can also be viewed at <http://policies.southeasttech.edu>

Technology Resources Policy

Persons using the Southeast Technical Institute's network shall have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the STI network.

Prohibited technology resource activities include, but are not limited to, the following:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player games, music, or non-educational video files using the school network.

- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's material, information, or files without permission.
- Using the network or Internet, which also includes STI e-mail and/or web pages, to solicit sales or conduct business. Users shall not set up web pages to advertise or sell service.
- Releasing files, home address, personal phone numbers, user ID's, passwords, or other vital information.
- Violating copyright or other protected material laws without the express consent or authorization of the owner of the copyrights.
- Attempting to repair, remove, or install hardware components reserved for an authorized service technician.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that cause excess traffic that can slow the system and waste other users' time and access.
- Users are responsible for all use of the network under their accounts, regardless of whether access is gained with or without the person's knowledge and/or consent. Immediately notify the IT Department if suspect any unauthorized use of your account. The user shall remain liable and responsible for any unauthorized use until the STI Information Department is notified of the suspected unauthorized use and has reasonable opportunity to act upon such notice.
- Intentionally damaging equipment or software or intentionally attempting to harm or destroy data of another person. This includes, but is not limited to, "hacking" and the loading or creation of computer viruses. The user who is responsible for the incident will be held liable for damages or cost of correcting the problem.
- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as system administrator.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- Attempting to defeat computer or network security.
- Use of proxy sites or other means to circumvent the STI filter.
- Attempting to or installing equipment on or making modifications to the STI network without pre-authorization from the Southeast Technical Institute's Director of Information Technology/CIO.

Consequences will vary depending on the severity of the infraction which could include, but is not limited to temporary suspension of access to STI Technology resources, referral to law enforcement authorities, and possible long term suspension or expulsion from STI.

STI does not guarantee that the network will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither STI nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

Security of the network at STI is a high priority. Anyone observing a security problem on the STI network should notify an instructor or the STI Information Technology Department personnel. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the STI network. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's user account in connection with the use of the network except such costs, fees, charges, and expenses as STI explicitly agrees to pay.

This policy can also be viewed online at <http://policies.southeasttech.edu>

Student Searches & Seizures

STI administrators and administrator designees are authorized to make searches of persons (including personal effects such as purses, backpacks, luggage taken on student trips, etc.) and lockers when there is reason to believe that a student is in possession of illegal, unauthorized, or contraband items. General maintenance inspections of lockers may be conducted by institute staff without student notice or consent, and without a search warrant. STI retains authority to conduct routine patrols of parking lots and inspections of the exterior of vehicles. The interior of a student's vehicle on the school premises may be searched by an administrator or STI security if the administration or STI security has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Student Commons

The commons areas are for everyone and each student has the responsibility to maintain high standards of cleanliness and neatness in the commons. Food is to be consumed only in the commons. Beverages are allowed in designated classrooms providing the beverage policy is followed. Classrooms are not to be considered lounge areas.

Food and Beverages in the Classroom

These guidelines have been developed with the cooperation of administration and the Student Government Association.

The consumption of beverages in the classrooms and/or labs is a privilege, not a right, and this privilege can be granted or denied at the instructor's, department's, or administration's discretion.

- All drinks will be stored in a closed container. Examples include: cups with lids, thermal mugs with lids, bottles with screw-on caps.
- The use of alcohol or other controlled substances on campus is forbidden at all times as outlined in this catalog.
- All food is prohibited in classrooms and labs unless approved by the instructor.

Restrictions of Animals on Campus

Animals are not allowed on the STI campus unless permission has been granted by an administrator.

Distribution of Information (Bulletin Boards, Signs, etc.)

STI respects the privacy of its students, and therefore adheres to a set of guidelines regarding the distribution of information to students. In all cases, prior approval must be received from the Student Activities Coordinator. Information may be posted in the hallways and on bulletin boards if:

- It is done by a recognized student organization, or
- It advertises a nonprofit benefit at no cost to students, or
- It promotes an educational opportunity in line with the mission of STI, or
- It is an event receiving special permission from the Student Activities Coordinator or the Administration of STI.

Information is not allowed on the tabletops of the commons areas or lounge areas without prior approval from the Student Activities Coordinator or designated staff located in the Administrative Offices of the other STI campus buildings.

Personal Property

Students at STI are responsible for any personal property brought to the school.

STI is not responsible for damages, loss or theft to vehicles or personal property brought to STI for repair or maintenance. Students are

encouraged to remove all items of value from their vehicles before submitting them to a program.

Telephone Policies

STI does not take messages from students to let their instructors know they will not be in class unless it is for an extended/serious illness. Students should use their instructors' voice mail number or e-mail whenever possible. EMERGENCY messages will be taken for students. Students will be contacted during their class time. If the student is not in class when the emergency message is received, STI staff may not be able to reach the student until his/her next scheduled class. The STI staff member will explain that to the caller. If a school or daycare is trying to reach a student about a sick child, a staff member will attempt to find the student in the classroom.

The office and classroom telephones are for school use only and not for personal phone calls.

Cell Phones: As a consideration to others, the use of cell phones during class time, in the library, or in other study areas is prohibited. Cell phones should be turned off during these situations.

Student Dress & Deportment

STI students are required to dress appropriately for their instructional area. Students in certain programs are required to purchase lab apparel, scrubs or uniforms.

Students are expected to dress in a manner acceptable in their career field. Appropriate dress for other instructional areas will be expected. At all times, personal grooming, appearance, actions and language need to be kept in good taste. Unsafe, inappropriate or unsanitary dress and clothing that are distracting or disruptive to the educational process will not be allowed. Students not following these guidelines may face disciplinary action.

Weapons Policy

To ensure the safety of all students, staff, and guests of STI, a weapons policy has been established.

No firearms, knives, throwing stars, explosive devices, air soft pellet guns, bows or arrows, or other potentially damaging items will be allowed on the school premises at any time. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon is grounds for termination. This includes all school activities, on or off campus.

Any item brandished in such a way as to harm anyone will be considered a weapon, even if it is normally used as a tool in a program area. Students should report any threat made to them using a weapon to their instructor, campus security, or the Student Success Office.

With the presence of weapons or threats, the student in violation will:

- Be suspended from school for a specified length of time
- Be turned over to authorities for criminal prosecution.

With physical harm to another, the student in violation will:

- Be terminated from school.
- Be turned over to the authorities for criminal prosecution.

Visitor Policy

All visitors of the STI Campus must be accompanied by a staff member of the school unless said visitor is attending a workshop or training session at the school.

Visitors, including secondary school students, may visit classes at STI on

an occasional basis with approval 24 hours in advance by administration and each instructor to be visited. At all times, visiting students are to be supervised by an accompanying adult. At no time will a visiting student be left unsupervised or left in the care of a STI employee. Adult students who have children are solely responsible for arranging daycare services. Children excused from school due to holiday or illness should be left at a daycare provider, not brought to the STI campus.

Vandalism Policy

Vandalism is described as willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value. This policy includes all areas of the STI campus including parking lots and all building facilities. Tampering with computers is also an example of vandalism under this policy. All acts of vandalism subject the violator to discipline, suspension, termination and possible criminal prosecution.

Communicable Disease Policy

Students who knowingly carry a communicable disease must reveal this condition to the Student Success Center so proper preventative measures may be taken. Failure to do so will subject the student to disciplinary measures on a case by case basis.

Drug-Free Environment

STI is established as a drug-free work place. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol on the STI campus or at a Southeast-sponsored activity by any member of the faculty, staff, or student body is expressly prohibited. Individuals under the influence of alcohol will not be allowed to remain on campus.

- Students must notify the school in writing within five (5) days of any criminal conviction for a drug statute violation which occurred in the work place.
- Students must notify the Student Success Center in writing of use of a controlled substance by other employees/students in the work place.

Discipline measures will be used for student violations of this policy. Discipline may include a reprimand, suspension, termination, and referral for prosecution. Individuals found in violation will be referred to the appropriate professionals and officials. The purchase of alcoholic beverages by persons under age twenty-one (21) and/or the furnishing of alcoholic beverages to a person under twenty-one (21) is prohibited under state law.

Drug-free awareness programs will regularly inform employees and students of drug abuse dangers and resources for counseling support. These programs are coordinated by the Student Success Center.

Risk Statement: Substance abuse causes various health risks to the individual such as: Fetal Alcohol Syndrome, depression, physical and psychological dependencies, suicide, accidental deaths, and other interruptions of normal daily living. STI strongly supports the philosophy of the holistic well-being of each student and their families.

Individuals with drug-related concerns will be referred to STI's personal counselor to discuss the availability of drug counseling and rehabilitation services. STI complies with the Drug-Free Work Place Act of 1988. This institution adheres to the guidelines set forth by the United States Office of Management and Budget on January 31, 1989. These guidelines require individuals receiving Federal Grants or working under Federal contracts to provide the school with a certified statement that their conduct will be drug free. Funds will be suspended for individuals found in violation.

The Family Educational Rights and Privacy ACT (FERPA) generally provides that information about students is protected from disclosure. As a general rule, the student's educational record is protected from disclosure. The Higher Education Act of 1998 added a provision which indicates that FERPA cannot prevent a school from releasing information to a parent or legal guardian regarding the use or possession of alcohol or a controlled substance by a student, if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

Drug Testing for Commercial Drivers/Students

All those meeting the Federal definition of drivers required to have a commercial driver's license and all students enrolled in a commercial driving program at STI shall be subject to drug testing. All drug testing will be conducted in accordance with U.S. Department of Transportation guidelines and regulations. For more information, contact the Business and Industry Training Office at 605.367.7619 or log onto www.trainsiouxfalls.com.

Use of Tobacco Products Policy

STI is a smoke free/tobacco free school. This means that smoking and other tobacco use is prohibited throughout the school's buildings, ensuring that everyone has fresh, clean air to breathe. In addition, smoking and use of other tobacco products outside of any building is limited. No smoking or tobacco use is permitted at any main entrances, secondary entrances, or walkways leading to these entrances.

Smoking and other tobacco use will be permitted only in vehicles parked in school parking lots and outside the following exempted entrances (George S. Mickelson Educational Center: back exits east & west ends of building; Ed Wood Technical Center: south and east exits; Sullivan Health/Science Center: east exit; Technology Center: southwest entrance). Use of tobacco in these areas will be permitted only to the extent that tobacco products are properly disposed of in the provided receptacles at these entrance locations. It is the responsibility of the individual to properly dispose of these products.

Harassment

Southeast Technical Institute is committed to providing a learning and working environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, gender, sexual orientation, national origin, disability, age, protected military status, genetic information or any other basis protected by law.

It shall be a violation of this policy for any student or any institute personnel at STI to harass a student, any institute personnel, or any visitor through conduct or communication disparaging a person's race, color, religion, creed, ancestry, national origin, gender, sexual orientation, disability, age, protected military status or genetic information or any other basis protected by law. This policy applies on all STI property and to all STI sponsored, approved, or related activities at any location.

STI will act to investigate all complaints of harassment and will discipline or take appropriate action against any student or institute personnel who is found to have violated this policy.

Harassment consists of physical or verbal conduct related to a person's race, color, religion, creed, ancestry, national origin, gender, sexual orientation, age, disability, protected military status, genetic information or any other basis protected by law, when the conduct is severe or pervasive, and objectively offensive and:

- Has the purpose of effecting or creating an intimidating, hostile, or offensive academic environment, or
- Has the purpose or effect of substantially or unreasonably interfering

with a student's academic performance depriving the student access to educational opportunities.

Sexual harassment is any unwelcome sexual advance(s), request(s) for sexual favors, and/or other verbal, physical and/or visual contact(s) of a sexual nature, or communication of a sexual nature when:

- Submission to such conduct or communication is made, either explicitly or implicitly, a term of a student's academic status or progress;
- Submission or rejection of such conduct or communication by a student is used as the basis of educational decisions affecting the student; or
- Submission to or rejection of the conduct or communication by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school; or
- Such conduct is so severe, pervasive, and objectively offensive that such conduct or communication has the purpose or effect of depriving the student access to educational opportunities or benefits provided by the school.

Sexual harassment may include, but is not limited to, the following conduct when such conduct is severe, pervasive, and objectively offensive:

- Unwelcome verbal harassment or abuse based upon gender;
- Unwelcome pressure for sexual activity;
- Unwelcome, gender motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by instructors, administrators, or other school personnel to avoid physical harm to persons or property;
- Unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt threats concerning a student's educational status; or
- Unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to a student's educational status.

Reporting Incidents of Harassment

Any student or parent of any minor student who believes he or she has been the victim of harassment as defined above by a student or by institute personnel of Southeast Technical Institute shall report the alleged acts immediately to an STI staff member, STI administrator, STI's Human Resource Specialist, or STI's Vice President of Student Affairs. A form for reporting harassment is available from STI's Human Resources Department.

Submission of a complaint or report of harassment will not affect the student's grades or work assignments. STI will make efforts to respect the confidentiality of the complaining student and the individual(s) against whom the complaint is asserted to the extent possible consistent with STI's obligations to investigate allegations of harassment and take appropriate disciplinary action, if appropriate.

The complaining student will be asked to complete and sign a statement setting forth the facts surrounding the conduct that includes: the complaining student's name; date of the incident(s); type of harassment; description of the incident(s); name of any witnesses; and what action, if any, has been taken.

Hazing

Hazing activities of any type are contrary to the educational goals of STI and are prohibited at all times. No student, instructor, administrator, volunteer, contractor or other employee of STI will permit, condone, or tolerate hazing.

"Hazing" means committing an act against a student or coercing a student into committing an act that creates a risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization (school, group, club, team, activity, event, etc) or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shock, or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activities that subject the student to a risk of harm or that adversely affect the mental or physical health or safety of the student.
- Any activity involving the consumption of alcoholic beverages, drugs, tobacco products, or any other food, liquid or substance that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to undue mental stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of city ordinance, state or federal law, or STI policies or regulations.

Any person who believes he or she has been a victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to an administrator.

Upon receipt of a complaint or report of hazing, an investigation will take place and appropriate actions will be taken for any violations of this policy.

Student Discipline

Students attending Southeast Technical Institute are required to conduct themselves with respect for self and others through their actions and language. Student behavior will reflect favorably on the individual and on STI, will show consideration for others, and will create a harmonious learning atmosphere. Students must recognize their individual responsibilities and obligations and discharge them in accordance with STI policies, rules and regulations.

Students attending STI are expected to comply with all federal, local and state laws and STI policies, rules and regulations. Students are expected to take personal responsibility for their conduct. Disciplinary measures will be imposed when student conduct violates STI policies, rules or regulations or threatens disorder, causes public disturbances, damages property, presents a danger to themselves or others, is of such a nature that continuation of the student at STI would be detrimental or contrary to STI's mission or detrimental to the educational environment, welfare, or safety of the student or other students.

Disciplinary action will be fair, firm, and consistent, and most appropriate to the situation for all students at STI.

Discipline may include any of the following:

- A reprimand
- Removal from classes
- Short-term suspension (not to exceed five (5) school days)
- Long-term suspension
- Termination
- Fines
- Community service
- Referral to STI support services
- Referral to law enforcement or other agencies

It is not possible to list every action that may result in discipline and STI reserves the right to respond to conduct or behavior not specifically listed in this regulation when such conduct threatens disorder, causes public disturbances, damages property, presents a danger to the student or others, is of such a nature that continuation of the student at STI would be detrimental or contrary to STI's mission or detrimental to the educational environment, welfare, or safety of the student or other students.

The following student misconduct shall constitute grounds for student discipline, including suspension or termination when such activity occurs on school grounds or during participation in a school-sponsored activity or is such a nature that continuation of the student at STI would be detrimental or contrary to STI's mission or detrimental to the educational environment, or the welfare, or safety of the student or other students.

- Use of violence, force, coercion, threat, intimidation, harassment, hazing or similar conduct;
- Use of disrespectful or obscene language;
- Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property;
- Tampering with equipment;
- Causing or attempting to cause physical injury to an STI employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some person shall not constitute a violation of this rule;
- Threatening or intimidating any student or STI employee;
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon on campus or at an STI function;
- Bomb threats, or false fire alarms involving STI property or personnel;
- Coming to campus or an STI function under the influence of, or using, dispensing, or possessing on campus or at an STI function a controlled or mood altering substance, such as steroids, marijuana, inhalants, alcohol or other drugs;
- Use of or possession of tobacco on campus by a minor or smoking in undesignated areas;
- Insubordination or being found to be habitually disobedient;
- Participation in outside organizations or activities detrimental or contrary to STI's educational environment and mission or detrimental to the education, welfare, or safety of the student or other students;
- Possession of pornographic materials;
- Engaging in any activity forbidden by federal law, the laws of the State of South Dakota or the ordinances of the City of Sioux Falls;
- Acts of dishonesty, including cheating and plagiarism or other forms of dishonesty relating to academic achievement;
- Forgery or misrepresentation or misuse of any document, record, or instrument of identification;
- Wearing clothing that may be disruptive or distracting to the educational process;
- Reckless or exhibition driving on campus parking lots or streets serving the campus;
- Sexual or other harassment of an STI employee or student;
- Failure to adhere to STI's computer usage policy as outlined in the STI Catalog/Handbook and the STI website. (www.southeasttech.edu)
- Students, both residents and non-residents, breaking STI on-campus housing rules or regulations.

Discipline Procedure Other Than Suspension or Termination:

Discipline, other than suspension or termination, may be imposed by an STI administrator or designee after investigating the alleged conduct or violation. The administrator or designee shall inform the student either orally or in writing as soon as possible after discovery of the alleged misconduct. The student shall be informed of the rule, regulation, policy or law that has allegedly been violated. The student will be given an opportunity to answer the charges and present evidence in his/her behalf.

The administrator or designee shall inform the student of the discipline to be imposed. The student may appeal the decision of the administrator or designee to the Vice President of Student Affairs or the Vice President of Academics by submitting a written request within ten (10) calendar days after receiving the decision of the administrator or designee. The student shall be given an opportunity to answer the charges and present evidence either orally or in writing to the Vice President of Student Affairs or the Vice President of Academics within ten (10) calendar days of submitting the written appeal. The Vice President of Student Affairs or Vice President of Academics shall render a written decision within ten (10) calendar days of meeting with the student or from receiving the student's written statement. The decision of the Vice President of Student Affairs or the Vice President of Academics is final.

Discipline Procedure Suspension or Termination:

STI's President, Vice President of Academics, and Vice President of Student Affairs have the authority to suspend or terminate students. If the administrator recommends suspension or termination of the student, the administrator must prepare a written report of the alleged misconduct and the conclusions of any investigation within ten (10) calendar days of the conclusion of the investigation and provide a copy of the recommendation to the student. The Vice President of Student Affairs or the Vice President of Academics, after reviewing the administrator's recommendation may exclude a student from STI classes, organizations or activities pending further investigation into the student's conduct. If suspension or termination is anticipated, the Vice President of Student Affairs or the Vice President of Academics shall inform the student in writing within five (5) calendar days after receiving the Program Administrator's report. Prior to suspension or termination, the student shall be informed of the rule, regulation, policy or law that has been allegedly violated and given an opportunity to answer the charges and present evidence. The Vice President of Student Affairs or Vice President of Academics shall render a decision within five (5) calendar days after reviewing the student's submission and completing any investigation.

The President shall be informed of the decision by the Vice President of Student Affairs or Vice President of Academics. The student may appeal the decision of the Vice President of Student Affairs or the Vice President of Academics to the President by submitting a written request within ten (10) calendar days of receiving the decision. The President shall review the decision and conduct any further investigation deemed necessary. The student shall be given an opportunity to answer the charges and present evidence either orally or in writing within ten (10) calendar days of receiving the student's written appeal. The President shall render a written decision within ten (10) calendar days of the meeting with the student or receiving the student's written statement. The decision of the President is final.

Student/Public Complaint Process

Persons wishing to submit official complaints or concerns relating to Southeast Technical Institute, its policies, personnel, programs, or instructional materials should begin at the level closest to the source of the complaint. If a complaint or concern is not resolved initially, it may be referred to the next level in accordance with the appropriate STI policy. Appeals to the President must be presented in writing. After receiving an appeal, the President will investigate the matter and respond in writing to the complainant within fourteen (14) calendar days. The decision of the President is final.

RELATED POLICIES/REGULATIONS (for more details, go to: www.southeasttech.edu and choose "Campus Info" and "STI Policies")

KEA – Public Concerns/Complaints about Policies

KEB/KEB-R –Public Concerns/Complaints about Personnel

ADVANCED TECHNOLOGIES

Computer Information Systems

Computer Network Security Technician.....	53
Computer Programming.....	54
Computer Technician	55
Network Administrator.....	56
Evening Network Administrator.....	57
Software Support Specialist	58
System Administrator.....	59

Electronics

Biomedical Equipment Technology	60
Electronics Technology.....	61
Evening Electronics Technology.....	62
Mechatronics Technology	63

Media Communications

Animation Technology	64
Graphic Communications.....	65

Whenever possible, program and course offerings will be offered as listed; however, STI reserves the right to modify course offerings in accordance with current conditions.

Computer Network Security Technician, AAS Degree



Computer Network Security Technicians are responsible for the security of the computer network infrastructure and are responsible for protecting the network and the network-accessible resources from unauthorized access. Network Security Technicians will authenticate users, maintain firewalls, utilize intrusion prevention systems (IPS), and monitor the network for suspicious and abnormal activity. They may also be called upon to educate end-users about computer security, install security software, respond to cyber attacks, and, in some cases gather data and evidence to be used in prosecuting cyber crime.

On the job, Network Security professionals are often heavily involved with customer support, as well as system operations analysis. A strong working knowledge of the technology is necessary for success in this field.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 6,210
Fees.....	\$ 4,817
Books & Supplies	\$ 2,000
Laptop	\$ 1,380
Tools & Supplies	\$ 200
TOTAL.....	\$14,607

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
CIS 106	Introduction to Computers/CIS	3
ET 112	Basic Electronics (Coreq ET 113)	3
ET 113	Basic Electronics Lab (Coreq ET 112)	2
CIS 151	Microcomputer Hardware/DOS	4
CIS 180	Windows Server OS	4
		18
Second		
CIS 130	Introduction to Programming	3
CIS 160	Linux Administration	4
CIS 171	Introduction to Networking	4
ENGL 101T	Composition (Prereq Placement Assessment)	3
MATH 115	College Math (Prereq Placement Assessment)	3
		17
Third		
CIS 187	Routers & WANS I (Prereq CIS 171, CCNA 1)	4
CIS 285	Wireless Data Communications (Prereq CIS 171)	4
CIS 286	Information Security	3
PSYC 101T	General Psychology	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
		17
Fourth		
CIS 273	Network Services and Security (Prereq CIS 180)	4
CIS 288	Routers and WANS II (Prereq CIS 187 or CCNA 2)	3
ENGL/SPCM	ENGL 201- Technical Writing (Prereq ENGL 101T) or SPCM 101T- Fundamentals of Speech	3
CIS 277	Computer Systems Security	3
CIS 278	Operations Security	4
		17
		TOTAL CREDITS 69

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Computer Programming, AAS Degree



Computer Programmers and web developers work with users and other professionals to create applications that enhance a business's ability to operate efficiently and competitively. Software applications may be designed for the desktop, local area network (LAN), the internet, or a combination of all three platforms. The knowledgeable programmer will learn a variety of programming languages and development tools in order to meet the diverse needs of businesses as well as expand their career opportunities.

This curriculum provides in-depth training in object oriented programming languages such as Java and Microsoft Visual Basic.Net. Markup languages such as HTML, XHTML, and XML are used in Web-based applications. SQL is used to interface with relational databases in both Windows and Web-based applications. Entry level training in operating systems, networking, and IBM's mid-range programming language RPG also enhance the programmer's abilities.

*STI Laptop Required

estimated total program fees

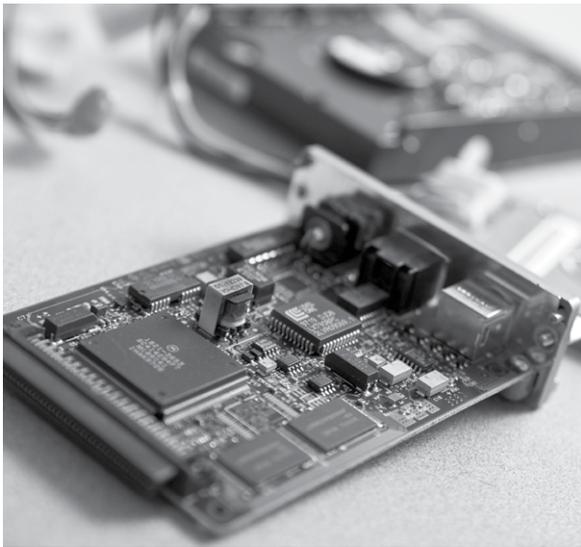
Tuition.....	\$ 6,390
Fees.....	\$ 4,938
Books & Supplies	\$ 2,000
Laptop	\$ 1,380
TOTAL.....	\$14,708

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
CIS 106	Introduction to Computers/CIS	3
CIS 130	Introduction to Programming	3
CIS 169	Network and OS Fundamentals	4
CIS 195	Internet Programming Essentials	4
MATH 115	College Math (Prereq Placement Assessment)	<u>3</u>
		19
Second		
CIS 132	Introduction to Visual Basic (Prereq CIS 130)	3
CIS 149	Introduction to Java (Prereq CIS 130)	3
CIS 194	Introduction to Databases	3
CIS 198	Image and Animation Application (Prereq CIS 195)	3
ENGL 101T	Composition (Prereq Placement Assessment)	3
PSYC 101T	General Psychology	<u>3</u>
		18
Third		
CIS 232	Advanced Visual Basic (Prereq CIS 132)	3
CIS 241	Dynamic Website Development (Prereq CIS 130, CIS 195)	3
CIS 249	Advanced Object Oriented Programming (Prereq CIS 149)	3
CIS 279	Advanced Databases (Prereq CIS 194)	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	<u>3</u>
ENGL 201	Technical Writing (Prereq ENGL 101T)	<u>3</u>
		18
Fourth		
CIS 235	RPG Programming (Prereq CIS 130)	3
CIS 266	Web Services (Prereq CIS 195, CIS 249)	3
CIS 299	Internship (Prereq CIS 130 plus min. 4 credits in one programming language)	3
OR		
CIS 248	Advanced Application Development (Prereq CIS 130 plus min. 4 credits in one programming language)	4
CIS 296	MS Web Development (Prereq CIS 130, CIS 195)	3
CIS 207	eBusiness (Prereq CIS 106)	<u>3</u>
		15 or 16
TOTAL CREDITS 70 or 71		

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Computer Technician, Diploma



A Computer Technician installs, modifies and makes minor repairs to microcomputer hardware and software systems, and provides technical assistance and training to system users. They also install or assist service personnel in installation of hardware and peripheral components, such as monitors, keyboards, printers and disk drives. They answer client inquiries in person and via telephone concerning systems operation; diagnose system hardware, software, and operator problems; and recommend or perform minor remedial actions to correct problems based on the knowledge of system operations.

ALSO OFFERED AS AN EVENING PROGRAM!

*STI Laptop Required

estimated total program fees

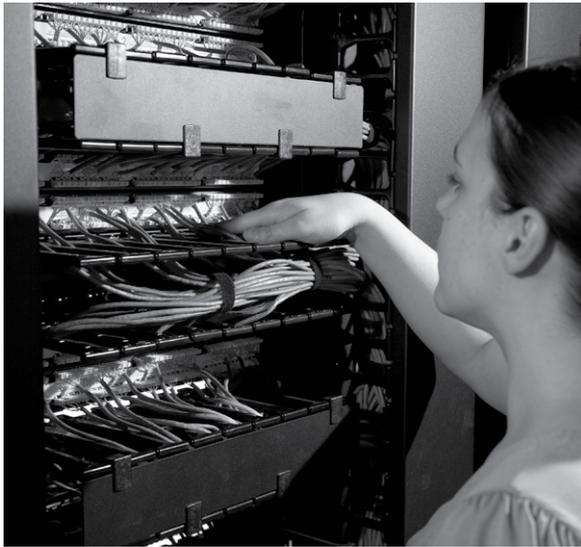
Tuition.....	\$3,150
Fees.....	\$2,769
Books & Supplies	\$1,000
Laptop	\$1,380
Tools & Supplies	\$ 150
TOTAL.....	\$8,449

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
CIS 106	Introduction to Computers/CIS	3
ET 112	Basic Electronics (Coreq ET 113)	3
ET 113	Basic Electronics Lab (Coreq ET 112)	2
CIS 151	Microcomputer Hardware/DOS	4
CIS 180	Windows Server OS	4
		18
Second		
CIS 130	Introduction to Programming	3
CIS 160	Linux Administration	4
CIS 171	Introduction to Networking	4
ENGL 101T	Composition (Prereq Placement Assessment)	3
MATH 115	College Math (Prereq Placement Assessment)	3
		17
		TOTAL CREDITS 35

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Network Administrator, AAS Degree



Network Administrators are responsible for the computer network infrastructure, insuring connectivity for users. They maintain connectivity and security of the routers, switches, and wireless equipment that modern networks depend on. Network administrators also install and maintain the security aspects of network operating systems like Windows, Novell and Linux.

ALSO OFFERED AS AN EVENING PROGRAM!

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 6,210
Fees.....	\$ 4,817
Books & Supplies	\$ 1,800
Tools & Supplies	\$ 200
Laptop	\$ 1,380
TOTAL.....	\$14,407

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
CIS 106	Introduction to Computers/CIS	3
ET 112	Basic Electronics (Coreq ET 113)	3
ET 113	Basic Electronics Lab (Coreq ET 112)	2
CIS 151	Microcomputer Hardware/DOS	4
CIS 180	Windows Server OS	<u>4</u>
		18
Second		
CIS 130	Introduction to Programming	3
CIS 160	Linux Administration	4
CIS 171	Introduction to Networking	4
ENGL 101T	Composition (Prereq Placement Assessment)	3
MATH 115	College Math (Prereq Placement Assessment)	<u>3</u>
		17
Third		
CIS 260	Advanced Linux (Prereq CIS 160)	4
CIS 285	Wireless Data Communications (Prereq CIS 171)	4
CIS 187	Routers and WANs I (Prereq CIS 171 or CCNA 1)	4
CIS 283	Internet Systems Scripting (Prereq CIS 130)	3
ENGL/SPCM	ENGL 201- Technical Writing (Prereq ENGL 101T) or SPCM 101T - Fundamentals of Speech	<u>3</u>
		18
Fourth		
CIS 281	Network Troubleshooting (Prereq CIS 187, CIS 180)	4
CIS 276	Directory Services Security (Prereq CIS 171, CIS 180)	3
CIS 288	Routers and WANs II (Prereq CIS 187 or CCNA 2)	3
PSYC 101T	General Psychology	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	<u>3</u>
		16
	TOTAL CREDITS 69	

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Evening Network Administrator, AAS Degree



Interested in pursuing a Network Administrator degree, but can't afford to take the time off for day classes? Now you won't have to. Evening classes feature accelerated formatted classroom instruction.

Network Administrators are responsible for the computer network infrastructure, insuring connectivity for users. They maintain connectivity and security of the routers, switches, and wireless equipment that modern networks depend on. Network administrators also install and maintain the security aspects of network operating systems like Windows, Novell and Linux.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 6,210
Fees.....	\$ 4,817
Books & Supplies	\$ 1,800
Tools & Supplies.....	\$ 200
Laptop	\$ 1,380
TOTAL.....	\$14,407

PROGRAM CURRICULUM

Semester	Course Title	Credits
Fall 2010		
SSS 100	Student Success Seminar	2
ET 112	Basic Electronics (Coreq ET 113)	3
ET 113	Basic Electronics Lab (Coreq ET 112)	2
CIS 151	Microcomputer Hardware/DOS	4
CIS 180	Windows Server OS	4
		<u>15</u>
Spring 2011		
CIS 130	Introduction to Programming	3
CIS 160	Linux Administration	4
CIS 171	Introduction to Networking	4
		<u>11</u>
Interim		
*CIS 106	Introduction to Computers/CIS	3
		<u>3</u>
Summer 2011		
CIS 285	Wireless Data Communications (Prereq CIS 171)	4
		<u>4</u>
Fall 2011		
CIS 260	Advanced Linux (Prereq CIS 160)	4
CIS 187	Routers & WANs I (Prereq CIS 171 or CCNA 1)	4
CIS 283	Internet Systems Scripting (Prereq CIS 130)	3
		<u>11</u>
Spring 2012		
CIS 281	Network Troubleshooting (Prereq CIS 187, CIS 180)	4
CIS 276	Directory Services Security (Prereq CIS 171, CIS 180)	3
CIS 288	Routers & WANs II (Prereq CIS 187 or CCNA 2)	3
		<u>10</u>
Interim/Summer		
*SPCM 101T	Fundamentals of Speech	3
		<u>3</u>
Fall 2012		
*ENGL 101T	Composition (Prereq Placement Assessment)	3
MATH 115	College Math (Prereq Placement Assessment)	3
		<u>6</u>
Spring 2013		
*PSYC 101T	General Psychology	3
SOC 150T	Social Problems	3
		<u>6</u>
		TOTAL CREDITS 69

*Designates General Education courses. These courses may be taken any semesters. Discuss your options with an Admissions Specialist.

Computer application skills are necessary for successful program completion.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Software Support Specialist, Diploma



A Software Support Specialist loads software packages such as operating systems, word processors, or spreadsheet programs into a computer. They answer client inquiries in person and via telephone concerning systems operation; diagnose system hardware, software, and operator problems; and recommend or perform actions to correct problems based on the knowledge of system operations.

*STI Laptop Required

estimated total program fees

Tuition.....	\$3,330
Fees.....	\$2,889
Books & Supplies	\$1,100
Laptop	\$1,380
TOTAL.....	\$8,699

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
CIS 106	Introduction to Computers/CIS	3
CIS 130	Introduction to Programming	3
CIS 169	Network and OS Fundamentals	4
CIS 195	Internet Programming Essentials	4
MATH 115	College Math (Prereq Placement Assessment)	<u>3</u>
		19
Second		
CIS 132	Introduction to Visual Basic (Prereq CIS 130)	3
CIS 149	Introduction to Java (Prereq CIS 130)	3
CIS 194	Introduction to Databases	3
CIS 198	Image and Animation Applications (Prereq CIS 195)	3
COMM 102	Communication in the Workplace (AAS, *ENGL 101T)	3
PSYC 101T	General Psychology	<u>3</u>
		18
	TOTAL CREDITS 37	

*Students interested in completing a two year AAS degree should take ENGL 101T in place of COMM 102 and register for Computer Programming, AAS Degree.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

System Administrator, AAS Degree



System Administrators are skilled Information Technology professionals who are responsible for adding users to company computer systems, establishing and editing user rights, and working with networking applications. They install, test, service and administer numerous systems such as Linux, Novell, Windows Operating Systems, email applications, web server applications and client/server applications.

System Administrators must have excellent technical knowledge and problem solving skills. The administrator may be on call when a computer system goes down or malfunctions, and must be able to quickly and correctly diagnose what is wrong with the system and to identify the best method to fix it.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 6,120
Fees.....	\$ 4,757
Books & Supplies	\$ 1,900
Laptop	\$ 1,380
Tools & Supplies	\$ 200
TOTAL.....	\$ 14,357

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
CIS 106	Introduction to Computers/CIS	3
ET 112	Basic Electronics (Coreq ET 113)	3
ET 113	Basic Electronics Lab (Coreq ET 112)	2
CIS 151	Microcomputer Hardware/DOS	4
CIS 180	Windows Server OS	4
		18
Second		
CIS 130	Introduction to Programming	3
CIS 160	Linux Administration	4
CIS 171	Introduction to Networking	4
ENGL 101T	Composition (Prereq Placement Assessment)	3
MATH 115	College Math (Prereq Placement Assessment)	3
		17
Third		
PSYC 101T	General Psychology	3
CIS 260	Advanced Linux (Prereq CIS 160)	4
CIS 283	Internet Systems Scripting (Prereq CIS 130)	3
CIS 286	Information Security	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
		16
Fourth		
CIS 273	Network Services and Security (Prereq CIS 180)	4
CIS 276	Directory Services Security (Prereq CIS 171, CIS 180)	3
CIS 194	Introduction to Databases (Prereq CIS 106)	3
CIS 274	Advanced Windows Servers OS (Prereq CIS 180)	4
ENGL/SPCM	ENGL 201- Technical Writing (Prereq ENGL 101T) or SPCM 101T- Fundamentals of Speech	3
		17
	TOTAL CREDITS	68

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Biomedical Equipment Technology, AAS Degree



Biomedical Equipment Technicians work in hospitals and in health care centers. They install, test, service, and repair medical equipment in medical and research centers for use by physicians, nurses, scientists, or engineers who research, monitor, diagnose, and treat patients. Biomedical Equipment Technology is a continuation of an Electronics degree and will provide training in clinical laboratory, x-ray, and ultrasonic equipment.

Background checks and drug screenings are required prior to acceptance for this program.

*STI Laptop Required

estimated total program fees

Tuition	\$3,240
Fees	\$2,829
Books & Supplies	\$800
Background Check/Drug Screen	\$ 110
Program Related Fees	\$ 264
Laptop	\$1,380
TOTAL	\$8,623

PROGRAM CURRICULUM

Semester	Course Title	Credits
Summer Session I		
CHEM 106T	Chemistry Survey (Coreq CHEM 106L)	4
CHEM 106L	Chemistry Survey Lab (Coreq CHEM 106T)	
BMET 200	Biomedical Anatomy (or equivalent- see Admissions)	<u>3</u>
		7
Fall		
BMET 210	Therapeutic Care Equipment (Prereq BMET 200) (Coreq BMET 211)	3
BMET 211	Therapeutic Care Equipment Lab (Coreq BMET 210)	2
BMET 220	Diagnostic Care Equipment (Coreq BMET 221)	3
BMET 221	Diagnostic Care Equipment Lab (Coreq BMET 220)	2
BMET 230	Medical Safety & Standards	<u>3</u>
		13
Satisfactory completion of the Biomedical Equipment Technology core. (BMET courses)		
Spring		
BMET 250	Clinical Instrumentation (Prereq CHEM 106T) (Coreq BMET 251)	3
BMET 251	Clinical Instrumentation Lab (Coreq BMET 250)	3
BMET 260	Imaging Equipment (Coreq BMET 261)	3
BMET 261	Imaging Equipment Lab (Coreq BMET 260)	<u>4</u>
		13
Summer Session II		
BMET 270	Biomedical Equipment Technology Internship (Prereq BMET Courses & permission of Program Chair)	<u>3</u>
		3
		TOTAL CREDITS 36

Students must already have completed an associate degree or two-year diploma from a Higher Learning Commission, North Central Association accredited institution in Electronics to be admitted to this program.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Electronics Technology, AAS Degree



Electronic Technicians work with electronic engineers. Their duties are more limited in scope and more practically oriented than those of engineers. They use their knowledge of electronic circuits to help in the design, development, troubleshooting, and manufacture of electronic equipment such as radar, sonar, television, industrial, and medical measuring or control devices, navigational equipment, and computers. Electronic technicians follow mathematical formulas to build, test, and modify experimental electronic circuits and components. They may also construct, modify, and install laboratory test equipment and maintain the automated equipment used in the manufacture of electronic products.

ALSO OFFERED AS AN EVENING PROGRAM!

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 6,210
Fees.....	\$ 4,817
Books & Supplies	\$ 1,900
Tools & Supplies.....	\$ 925
Laptop	\$ 1,380
TOTAL.....	\$15,232

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
ET 114	Electronic Concepts I	5
ET 116	DC/AC Electronics Lab (Coreq ET 118, ET 119)	3
ENGL 101T	English Composition (Prereq Placement Assessment)	3
MATH 101	Intermediate Algebra (Prereq Placement Assessment)	4
CIS 101	Computer Essentials	2
		19
Second		
ET 128	Technical Physics	3
ET 123	Analog Circuits (Prereq ET 114, ET 116) (Coreq ET 124)	4
ET 124	Analog Circuits Lab (Prereq ET 114, ET 116) (Coreq ET 123)	3
ET 153	Digital Circuits I (Prereq ET 116)(Coreq ET 154)	2
ET 154	Digital Circuits I Lab (Coreq ET 153)	2
PSYC 101T	General Psychology	3
		17
Third		
ET 201	Labview Programming (Prereq ET 153)	3
ET 253	Digital Circuits II (Prereq ET 153)	3
ET 254	Digital Circuits II Lab (Coreq ET 253)	3
ET 265	Wireless Communications (Prereq ET 123, ET 124) (Coreq ET 266)	3
ET 266	Wireless Communications Lab (Prereq ET 123, ET 124) (Coreq ET 265)	2
ENGL 201	Technical Writing (Prereq ENGL 101T)	3
		17
Fourth		
ET 211	Data Acquisition & Control (Prereq ET 201)	4
ET 271	Data Communications (Prereq ET 253, ET 254)	3
ET 284	Electronic Systems (Prereq ET 265, ET 266) (Coreq ET 285)	3
ET 285	Electronic Systems Lab (Prereq ET 265, ET 266) (Coreq ET 284)	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
		16
		TOTAL CREDITS 69

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Evening Electronics Technology, AAS Degree



Interested in pursuing an Electronics degree, but can't afford to take the time off for day classes? Now you won't have to. Evening classes include both accelerated 9-week formatted classroom instruction and hybrid or online coursework. Hybrid courses are a blend of online and classroom instruction.

Electronic Technicians work with electronic engineers. Their duties are more limited in scope and more practically oriented than those of engineers. They use their knowledge of electronic circuits to help in the design, development, troubleshooting, and manufacture of electronic equipment such as radar, sonar, television, industrial, and medical measuring or control devices, navigational equipment, and computers. Electronic technicians follow mathematical formulas to build, test, and modify experimental electronic circuits and components. They may also construct, modify, and install laboratory test equipment and maintain the automated equipment used in the manufacture of electronic products.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 6,210
Fees.....	\$ 4,817
Books & Supplies	\$ 1,900
Tools & Supplies	\$ 925
Laptop	\$ 1,380
TOTAL.....	\$15,232

PROGRAM CURRICULUM

Semester	Course Title	Credits
Fall 2010		
SSS 100	Student Success Seminar	2
ENGL 101T O	Composition (Prereq Placement Assessment)	3
CIS 101	Computer Essentials	2
MATH 101	Intermediate Algebra (Prereq Placement Assessment)	4
SOC 150T O	Social Problems	<u>3</u>
		14
Spring 2011		
ET 114 O	Electronic Concepts I	5
ET 116	DC/AC Electronics Lab (Coreq ET 118, ET 119)	3
ET 123 O	Analog Circuits (Prereq ET 114, ET 116) (Coreq ET 124)	4
ET 124	Analog Circuits Lab (Prereq ET 114, ET 116) (Coreq ET 123)	<u>3</u>
		15
Summer 2011		
ET 265 O	Wireless Communications (Prereq ET 123, ET 124)(Coreq ET 266)	3
ET 266	Wireless Communications Lab (Prereq ET 123, ET 124)(Coreq ET 265)	2
ENGL 201	Technical Writing (Prereq ENGL 101T)	<u>3</u>
		8
Fall 2011		
ET 153 O	Digital Circuits I (Prereq ET 116)(Coreq ET 154)	2
ET 154	Digital Circuits I Lab (Coreq ET 153)	2
PSYC 101T O	General Psychology	<u>3</u>
		7
Spring 2012		
ET 253 O	Digital Circuits II (Prereq ET 153)(Coreq ET 254)	3
ET 254	Digital Circuits II Lab (Coreq ET 253)	3
ET 128	Technical Physics	3
ET 201	Labview Programming (Prereq ET 153)	<u>3</u>
		12
Summer 2012		
ET 211	Data Acquisition & Control (Prereq ET 201)	4
ET 271	Data Communications (Prereq ET 253, ET 254)	<u>3</u>
		7
Fall 2012		
ET 284 O	Electronic Systems (Prereq ET 265, ET 266)(Coreq ET 285)	3
ET 285	Electronic Systems Lab (Prereq ET 265, ET 266) (Coreq ET 284)	<u>3</u>
		6
		TOTAL CREDITS 69

Computer application skills are necessary for successful program completion.

Most classes for this program are scheduled on Tuesday and Thursday evenings between the hours of 5:30 - 9:30 pm. A detailed schedule will be available upon enrollment.

Hybrid and Online courses require an additional \$50.00 fee per credit hour.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Mechatronics Technology, AAS Degree



Mechatronics is a new and rapidly growing field that integrates mechanics, electronics, pneumatics, hydraulics and computer control systems to create new and improved automated manufacturing production systems. Mechatronic Technicians will work in almost any industry, including medical, electronic, agriculture, energy, production, and manufacturing. These technicians can have jobs in plant maintenance, equipment set-up, installation, and customer service.

Mechatronic Technicians will have one year of electronics as a core, in addition to specialty courses in essential industry disciplines. These students will have courses in Programmable Logic Controllers, Motor Controls, System Controls, Pneumatics, Hydraulics, Fluid Power, Welding, and Machining.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 6,120
Fees.....	\$ 4,757
Books & Supplies	\$ 2,400
Tools & Supplies	\$ 350
Laptop	\$ 1,380
TOTAL.....	\$ 15,007

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
ET 116	DC/AC Electronic Lab (Coreq ET 114)	3
ET 114	Electronic Concepts I	5
ENGL 101T	Composition (Prereq Placement Assessment)	3
MATH 101	Intermediate Algebra (Prereq Placement Assessment)	4
CIS 101	Computer Essentials	<u>2</u>
		19
Second		
ET 128	Technical Physics	3
ET 123	Analog Circuits (Prereq ET 116, ET 114) (Coreq ET 124)	4
ET 124	Analog Circuits Lab (Prereq ET 116, ET 114) (Coreq ET 123)	3
ET 153	Digital Circuits I (Prereq ET 116)(Coreq ET 154)	2
ET 154	Digital Circuits I Lab (Coreq ET 153)	2
PSYC 101T	General Psychology	<u>3</u>
		17
Third		
MECH 201	Fluid Power (Prereq ET 128)(Coreq MECH 201L)	3
MECH 201L	Fluid Power Lab (Prereq ET 128)(Coreq MECH 201)	3
MECH 211	Programming Logic Controllers (Prereq ET 153, ET 154) (Coreq MECH 211L)	3
MECH 211L	Programming Logic Controllers Lab (Prereq ET 153, ET 154)(Coreq MECH 211)	3
MECH 221	Motor Controls (Prereq ET 128)(Coreq MECH 221L)	3
MECH 221L	Motor Controls Lab (Prereq ET 128)(Coreq MECH 221)	<u>2</u>
		17
Fourth		
ENGL 201	Technical Writing	3
MECH 205	Welding	2
MECH 251	Control Systems (Prereq MECH 201, MECH 201L, MECH 211, MECH 211L, MECH 221, MECH 221L)	3
MECH 251L	Control System Lab (Prereq MECH 201, MECH 201L, MECH 211, MECH 211L, MECH 221, MECH 221L)	2
MCT 115	Machine Tool Operations	2
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	<u>3</u>
		15
		TOTAL CREDITS 68

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Animation Technology, AAS Degree



Overviewed by experts from Pixar Animation Studios, the new Animation Technology program from Southeast is a fantastic opportunity to enter the exciting world of computer animation.

Animation technicians use a variety of graphics and computer software to assist in designs. Graduates can expect to find entry-level positions in advertising, broadcasting, entertainment, instruction, medical/scientific applications, multimedia, product design and web design.

*STI Laptop Required (This program requires the use of a Mac Book Pro laptop computer.)

estimated total program fees

Tuition.....	\$ 6,210
Fees.....	\$ 4,817
Books & Supplies	\$ 1,300
Laptop	\$ 2,390
TOTAL.....	\$14,717

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
ANM 100	Motion Graphic Design	3
ANM 110	Animation Essentials I	4
ANM 120	Motion Graphics I	3
ANM 130	3D Animation I	3
GC 102	Mac Seminar	1
SPCM 101T	Fundamentals of Speech	3
		<u>19</u>
Second		
ANM 111	Animation Essentials II (Prereq ANM 110)	3
ANM 121	Motion Graphics II (Prereq ANM 120)	3
ANM 131	3D Animation II (Prereq ANM 130)(Coreq ANM 140)	3
ANM 140	3D Modeling I (Coreq ANM 131)	3
CIS 107	Introduction to Computers- Mac (Prereq GC 102)	2
MATH 115	College Math (Prereq Placement Assessment)	3
		<u>17</u>
Third		
ANM 210	Animation Essentials III (Prereq ANM 111)	3
ANM 220	Motions Graphics III (Prereq ANM 121)	3
ANM 230	3D Animation III (Prereq ANM 131)(Coreq ANM 240)	3
ANM 240	3D Modeling II (Prereq ANM 140)(Coreq ANM 230)	3
ENGL 101T	Composition (Prereq Placement Assessment)	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
		<u>18</u>
Fourth		
ANM 221	Motion Graphics IV (Prereq ANM 220)	3
ANM 241	3D Modeling III (Prereq ANM 240)(Coreq ANM 250)	3
ANM 250	Animation Studio (Prereq Successful completion of 1st, 2nd & 3rd Semester Core classes)	6
PSYC 101T	General Psychology	3
		<u>15</u>
		TOTAL CREDITS 69

All courses with the prefix ANM require "C" or better.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Graphic Communications, AAS Degree



The communications industry offers a broad spectrum of opportunities from fast-paced graphic design and illustration to complex technical work. Wherever visual publications and media are designed, written, produced, printed, or viewed online, specialists in Graphic Communications are involved. Productivity under pressure is expected in GC careers. Photography, Journalism, and Advertising are related fields. Success as a Graphics professional requires a wide range of technical skills, creative thinking, attention to detail, awareness of trends in media, and strength in all forms of communication.

*STI Laptop Required (This program requires the use of a Mac Book Pro laptop computer.)

estimated total program fees

Tuition.....	\$ 5,580
Fees.....	\$ 4,396
Books & Supplies	\$ 1,200
Laptop	\$ 2,390
Tools & Supplies.....	\$ 75
TOTAL.....	\$13,641

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
GC 102	Mac Seminar	1
GC 100	Graphics Math (Coreq MATH 115)	1
GC 106	Digital Publishing I (Prereq CIS 100 or 40 cwpm)	4
GC 107	Design Fundamentals I	4
GC 114	Web Multimedia I	3
CIS 100	Keyboarding (Standard is 40 cwpm) (Please see Admissions for more information on testing out.)	2
MATH 115	College Math (Prereq Placement Assessment) (Coreq GC 100)	3
		20
Second		
ENGL 101T	Composition (Prereq Placement Assessment)	3
CIS 107	Introduction to Computers - Mac (Prereq GC 102)	2
GC 116	Digital Publishing II (Prereq GC 106)(Coreq CIS 107)	4
GC 117	Design Fundamentals II (Prereq GC 107)	4
GC 124	Web Multimedia II (Prereq GC 114)	3
		16
Third		
GC 239	Media Writing (Prereq ENGL 101T, and either GC 116 or GC 117)	2
GC 206	Digital Publishing III (Prereq CIS 107, GC 116)	3
GC 207	Design Development (Prereq GC 117)	3
GC 215	Web Multimedia III (Prereq GC 124)	3
SOC 150T	Social Problems	3
		14
Fourth		
GC 216	Digital Publishing IV (Prereq GC 206)	3
GC 217	Portfolio Design (Prereq GC 207)	3
GC 227	Web Multimedia IV (Prereq GC 215)	3
PSYC 101T	General Psychology	3
		12
		TOTAL CREDITS 62

Graduation Requirement: Achievement of a "C" or higher in all GC coursework.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Non-required electives:

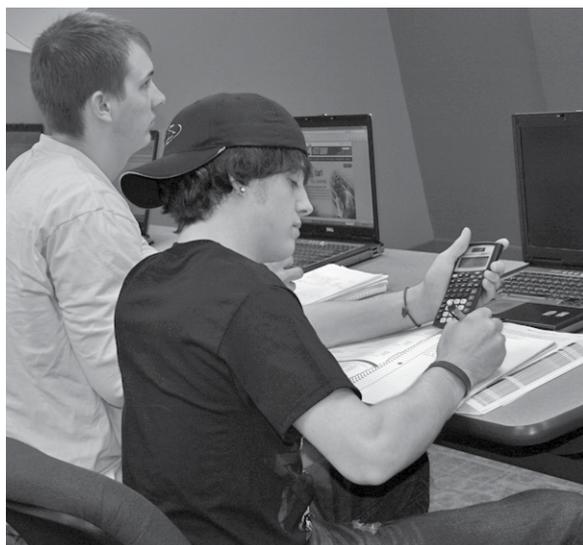
GC 238	Internship (Prereq Approval by Instructor)	3
SPCM 101T	Fundamentals of Speech	3
GC 140	Digital Photography	3

BUSINESS & COMMUNICATIONS

Accounting.....	67
Business Administration.....	68
Evening Business Administration	69
Online Business Administration	70
Financial Services.....	71
Marketing	72
Office Assistant.....	73

Whenever possible, program and course offerings will be offered as listed; however, STI reserves the right to modify course offerings in accordance with current conditions.

Accounting Technology, AAS Degree



Accounting is the “language” of business. Whether accountants work for a large business or on personal accounts, they hold a strong appreciation for the intricacies of the business world.

Accountants analyze and interpret financial information, prepare financial statements, conduct audits, design accounting systems, prepare special business and financial studies, prepare forecasts and budgets, and provide tax services.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 5,940
Fees.....	\$ 4,637
Books & Supplies	\$ 2,500
Laptop	\$ 1,380
TOTAL.....	\$ 14,457

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
BUS 101	Introduction to Business	3
CIS 105	Introduction to Computers	3
MATH 101	Intermediate Algebra (Prereq Placement Assessment)	4
ACCT 210	Principles of Accounting I	4
		16
Second		
ACCT 211	Principles of Accounting II (Prereq ACCT 210)	4
ENGL 101T	Composition (Prereq Placement Assessment)	3
BUS 140	Business Law I	3
SPCM 101T	Fundamentals of Speech	3
CIS 125	Advanced Microcomputer Applications (Prereq CIS 105)	3
		16
Third		
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
ACCT 212	Intermediate Accounting I (Prereq ACCT 211)(Fall Only)	4
ACCT 218	Tax Accounting (Prereq ACCT 210)(Fall Only)	4
ACCT 223	Financial Management (Prereq ACCT 210)(Fall Only)	3
PSYC 101T	General Psychology	3
		17
Fourth		
BUS 130	Business Communications	4
ACCT 214	Cost Accounting (Prereq ACCT 211)(Spring Only)	4
ACCT 213	Intermediate Accounting II (Prereq ACCT 212)(Spring Only)	4
ACCT 217	Computerized Accounting (Prereq ACCT 211)(Spring Only)	3
ACCT 237	Payroll (Prereq ACCT 210)(Spring Only)	2
		17
		TOTAL CREDITS 66

All courses with the prefix ACCT require “C” or better.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Business Administration, AAS Degree



The Business Administration program offers broad training in key business areas – management, marketing, accounting, communication and computers. Our Business Administration program is designed to provide you with the skills and knowledge of business that can open doors to new career possibilities ranging from small business to corporate settings. Our instructors all have a background in the business world and teach with real-world experience.

Students will develop skills in effective decision making, problem solving, organizing, and planning. Our graduates typically work in entry-level management positions in retailing, banking, insurance, marketing and government.

ALSO OFFERED AS AN EVENING AND ONLINE PROGRAM!

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 5,850
Fees.....	\$ 4,576
Books & Supplies	\$ 2,700
Laptop	\$ 1,380
TOTAL.....	\$14,506

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
BUS 101	Introduction to Business	3
CIS 105	Introduction to Computers	3
BUS 220	Personal Finance	3
ENGL 101T	Composition (Prereq Placement Assessment)	3
MATH 115	College Math (Prereq Placement Assessment)	3
		17
Second		
ACCT 210	Principles of Accounting I	4
MKT 120	Principles of Marketing	3
SPCM 101T	Fundamentals of Speech	3
CIS 125	Advanced Microcomputer Applications (Prereq CIS 105)	3
BUS 130	Business Communications	4
		17
Third		
ACCT 211	Principles of Accounting II (Prereq "C" or higher required in ACCT 210)	4
MKT 160	Principles of Selling	3
BUS 140	Business Law I	3
BUS 210	Supervisory Management	3
ELECTIVE	Technical Elective	3
		16
Fourth		
BUS 212	Human Resource Management	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
BUS 230	Small Business Entrepreneurship	3
PSYC 101T	General Psychology	3
ELECTIVE	Technical Elective	3
		15
	TOTAL CREDITS 65	

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Evening Business Administration, AAS Degree



The Evening Business Administration program offers broad training in key business areas – management, marketing, accounting, communication and computers. Our Business Administration program is designed to provide you with the skills and knowledge of business that can open doors to new career possibilities ranging from small business to corporate settings. Our instructors all have a background in the business world and teach with real-world experience.

Students will develop skills in effective decision making, problem solving, organizing, and planning. Our graduates typically work in entry-level management positions in retailing, banking, insurance, marketing and government.

This accelerated program is typically offered two evenings a week and can be completed in just two years. Some Saturday sessions may be required. Accelerated Learning classes are an intensive learning experience that require a great deal of out of the classroom work, in order for students to be successful. Course outcomes are the same as those covered in a traditional classroom environment. For students to be successful in this program, they must be highly motivated, self-directed learners able to complete assignments and course requirements with little direct supervision or direction.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 5,850
Fees.....	\$ 4,576
Books & Supplies	\$ 2,700
Laptop	\$ 1,380
TOTAL.....	\$14,506

PROGRAM CURRICULUM

Semester	Course Title	Credits
Fall 2010		
SSS 100 A	Student Success Seminar	2
BUS 101 A	Introduction to Business	3
CIS 105 A	Introduction to Computers	3
ACCT 210 A	Principles of Accounting I	4
		<u>12</u>
Spring 2011		
CIS 125 A	Advanced Microcomputer Applications (Prereq CIS 105)	3
MKT 120 H	Principles of Marketing	3
ACCT 211A	Principles of Accounting II (Prereq "C" or higher required in ACCT 210)	4
		<u>10</u>
Interim 2011		
SPCM 101T	Fundamentals of Speech	3
		<u>3</u>
Summer 2011		
ENGL 101T H	Composition (Prereq Placement Assessment)	3
MATH 115 H	College Math (Prereq Placement Assessment)	3
		<u>6</u>
Fall 2011		
BUS 130 H	Business Communications	4
MKT 160 O	Principles of Selling	3
BUS 220 H	Personal Finance	3
BUS 217 O	Customer Service	3
		<u>13</u>
Spring 2012		
BUS 210 O	Supervisory Management	3
BUS 140 O	Business Law	3
ELECTIVE	Technical Elective	3
SOC	SOC 150T O-Social Problems or SOC 250T O-Marriage & the Family	3
		<u>12</u>
Interim 2012		
PSYC 101T O	General Psychology	3
		<u>3</u>
Summer 2012		
BUS 212 O	Human Resource Management	3
BUS 230 O	Small Business Entrepreneurship	3
		<u>6</u>
		TOTAL CREDITS 65

Computer application skills are necessary for successful program completion.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Online Business Administration, AAS Degree



The Online Business Administration program is offered for those students who have family obligations, work schedules, and travel requirements that make it nearly impossible to attend traditional classes on campus. Online courses provide you with the flexibility to learn the same competencies as the traditional courses within a different framework. All you need is a compatible computer, Internet access, organizational and time management skills, self-motivation and determination to meet the deadlines of the coursework.

There are no in-person class meetings. The online program is an accelerated program and can be completed in just two years. Online classes may be over the entire semester or 8-week accelerated classes.

estimated total program fees

Tuition.....	\$ 5,850
Fees.....	\$ 3,916
Books & Supplies	\$ 2,700
Program Related Fees	\$ 3,250
TOTAL.....	\$15,716

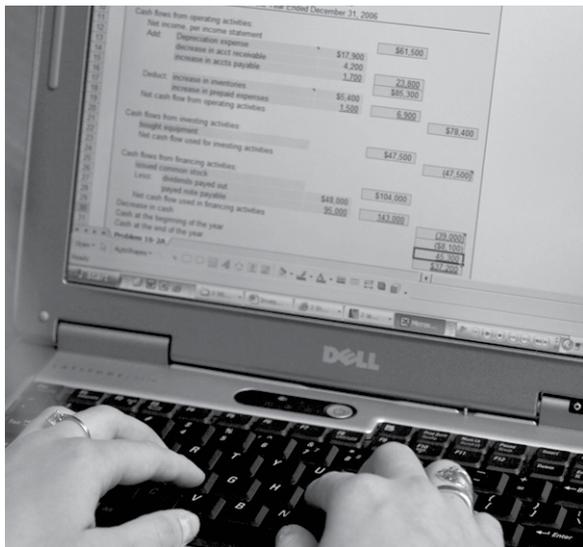
PROGRAM CURRICULUM

Semester	Course Title	Credits
Fall 2010		
SSS 100 O	Student Success Seminar	2
BUS 101 O	Introduction to Business	3
CIS 105 O	Introduction to Computers	3
ACCT 210 O	Principles of Accounting I	<u>4</u>
		12
Spring 2011		
MKT 120 O	Principles of Marketing	3
CIS 125 O	Advanced Microcomputer Applications (Prereq CIS 105)	3
ACCT 211 O	Principles of Accounting II (Prereq "C" or higher required in ACCT 210)	<u>4</u>
		10
Interim/Summer 2011		
BUS 140 O	Business Law	3
ENGL 101T O	Composition (Prereq Placement Assessment)	3
MATH 115 O	College Math (Prereq Placement Assessment)	<u>3</u>
		9
Fall 2011		
BUS 130 O	Business Communications	4
MKT 160 O	Principles of Selling	3
BUS 220 O	Personal Finance	3
SOC 150T O	Social Problems	<u>3</u>
		13
Spring 2012		
PSYC 101T O	General Psychology	3
BUS 210 O	Supervisory Management	3
ELECTIVE	Technical Elective	3
SPCM 101T O	Fundamentals of Speech	<u>3</u>
		12
Interim/Summer 2012		
ELECTIVE	Technical Elective	3
BUS 212 O	Human Resource Management	3
BUS 230 O	Small Business Entrepreneurship	<u>3</u>
		9
		TOTAL CREDITS 65

Computer application skills are necessary for successful program completion.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Financial Services, AAS Degree



Professionals in Financial Services focus on the business and the management of money and credit. They work in credit unions, savings and loan institutions, finance companies, commercial banks, insurance companies, investment firms, financial planning firms, credit card companies, and finance departments of businesses. They also have the opportunity to become licensed as real estate agents, insurance agents, and satisfy prerequisites for investment licensures.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 6,120
Fees.....	\$ 4,757
Books & Supplies	\$ 2,500
Laptop	\$ 1,380
TOTAL.....	\$14,757

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
BUS 101	Introduction to Business	3
CIS 105	Introduction to Computers	3
ACCT 210	Principles of Accounting I	4
BUS 140	Business Law I	3
ENGL 101T	Composition (Prereq Placement Assessment)	3
		18
Second		
ACCT 211	Principles of Accounting II (Prereq Acct 210)	4
MATH 115	College Math (Prereq Placement Assessment)	3
SPCM 101T	Fundamentals of Speech	3
BUS 130	Business Communications	4
PSYC 101T	General Psychology	3
		17
Third		
BUS 200	Principles of Banking (Fall Only)	3
MKT 160	Principles of Selling	3
BUS 217	Customer Service	3
BUS 220	Personal Finance	3
BUS 209	Life and Health Insurance (Fall Only)	3
BUS 224	Trust Operations (Fall Only)	3
		18
Fourth		
BUS 219	Principles of Lending (Spring Only)	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
BUS 276	Mortgage Lending (Spring Only)	3
BUS 295	Financial Services Internship	3
BUS 235	Principles of Investments (Spring Only)	3
		15
		TOTAL CREDITS 68

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Marketing, AAS Degree



The adrenaline junkies of business, marketing professionals work in an exciting, multi-faceted career field. Able to work for nearly any industry, this profession is driven by deadlines, analysis, technology and creativity. If you enjoy working with different forms of media, analyzing data, multi-tasking, trouble-shooting and creating solutions for business, marketing is definitely the career field for you! Flexibility is key to success in this field.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 6,210
Fees.....	\$ 4,817
Books & Supplies	\$ 2,600
Laptop	\$ 1,380
TOTAL.....	\$15,007

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
CIS 105	Introduction to Computers	3
MKT 120	Principles of Marketing	3
MKT 160	Principles of Selling	3
BUS 220	Personal Finance	3
ENGL 101T	Composition (Prereq Placement Assessment)	<u>3</u>
		17
Second		
BUS 140	Business Law I	3
MATH 115	College Math (Prereq Placement Assessment)	3
BUS 130	Business Communications	4
MKT 130	Essentials of Marketing Design (Spring Only)	3
MKT 230	Consumer Behavior (Spring Only)	<u>3</u>
		16
Interim/Summer		
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
PSYC 101T	General Psychology	<u>3</u>
		6
Third		
SPCM 101T	Fundamentals of Speech	3
MKT 220	Advertising I (Prereq MKT 120)(Fall Only)	3
MKT 240	Market Research (Prereq MKT 120)(Fall Only)	3
MKT 250	Web Design (Fall Only)	3
ELECTIVE	Technical Elective	<u>3</u>
		15
Fourth		
MKT 221	Strategic Marketing (Prereq MKT 220)(Spring Only)	3
MKT 260	Advertising II (Prereq MKT 220)(Spring Only)	3
MKT 270	Marketing Management (must be taken final semester)(Spring Only)	3
MKT 290	Marketing Internship, 180 hours (Prereq Dept Approval & CGPA 2.0)	3
ELECTIVE	Technical Elective	<u>3</u>
		15
		TOTAL CREDITS 69

Technical Electives: Please see your Program Advisor for a course list.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

It is strongly recommended that students with no prior computer skills take CIS 105 prior to MKT 130 and MKT 250.

Office Assistant, Diploma



Office Assistants help keep a business running efficiently and professionally. Their job skills include providing excellent customer service, performing general record keeping, managing the office and mail operations, preparing professional documents or presentations, handling general computer operations, assisting others in the workplace and effectively communicating information to various parties.

*STI Laptop Required

estimated total program fees

Tuition.....	\$3,330
Fees.....	\$2,889
Books & Supplies	\$1,400
Laptop	\$1,380
TOTAL.....	\$8,999

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
BUS 101	Introduction to Business	3
BUS 105	Document Formatting and Production (Fall Only)	4
CIS 100	Keyboarding (Fall Only) (Standard is 40 cwpm. Please see Admissions for information on testing out.)	2
CIS 105	Introduction to Computers	3
COMM 105	Writing Skills for the Office Professional (Fall Only)	2
MATH 115	College Math (Prereq Placement Assessment)	3
		19
Second		
BUS 107	Office Procedures (Spring Only) (Prereq MATH 115) (Coreq BUS 137, 40 cwpm)	3
BUS 130	Business Communications	4
CIS 125	Advanced Microcomputer Applications (Prereq CIS 105)	3
PSYC 101T	General Psychology	3
ENGL 101T	English Composition (Prereq Placement Assessment)	3
BUS 137	Interpersonal Skills for the Office Professional (Spring Only)(Coreq BUS 107)	2
		18
	TOTAL CREDITS 37	

Prior computer and keyboarding skills are also required of students entering the Office Assistant program in the spring rather than fall semester.

Students wishing to receive an Office Assistant Diploma and Business Administration Degree may apply Office Systems core courses as the tech elective courses for Business Administration and complete both in 2 years. (Core courses are BUS 105, BUS 107 and BUS 137)

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.



ENGINEERING TECHNOLOGY

Architectural/Construction Engineering Technology	75
CAD Engineering Technology	76
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Construction Management Technician	78

Whenever possible, program and course offerings will be offered as listed; however, STI reserves the right to modify course offerings in accordance with current conditions.

Architectural/Construction Engineering Technology, AAS Degree



Architectural/Construction Technicians usually work under the immediate supervision of a registered architect, professional engineer, or construction manager. They perform operational tasks of a technical nature following well-designed methods and procedures set down by their construction supervisors or by architectural standards. Tasks often include producing construction documents from architectural sketches, computations, written and computer-assisted drawings of results, and field inspection of work according to plans.

The program is currently teaching Green building practices such as geothermal heating and cooling, active and passive solar technology, envelope home construction and sustainable Architecture.

This program is taught by a Registered Architect who is pursuing LEED (Leadership in Energy and Environmental Design) Certification.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 6,210
Fees.....	\$ 4,817
Books & Supplies	\$ 1,950
Laptop	\$ 1,380
Tools & Supplies	\$ 80
Program Related Fees	\$ 50
TOTAL.....	\$14,487

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
DT 101	Engineering Drawing	3
CIS 101	Computer Essentials	2
MATH 101	Intermediate Algebra (Prereq Placement Assessment)	4
CAD 120	Computer Assisted Design I (Coreq CIS 101, DT 101 or Department Approval)	4
		<u>18</u>
Second		
ACT 120	Materials & Methods of Construction	3
ACT 121	Architectural Drawing I (Prereq CAD 120)	3
CAD 211	Computer Assisted Design II (Prereq CAD 120) (Coreq ACT 121)	4
ENGL 101T	Composition (Prereq Placement Assessment)	3
MATH 116	Pre-Calculus (Prereq MATH 101)	5
		<u>18</u>
Third		
ACT 210	Commercial Construction Techniques (Prereq ACT 120)	3
ACT 212	Architectural Drawing II (Prereq ACT 121) (Coreq CAD 221)	3
CET 213	Statics (Prereq MATH 116)	3
CAD 221	Computer Assisted Design III/Arch (Prereq CAD 211) (Coreq ACT 212)	3
ENGL/SPCM	ENGL 201- Technical Writing (Prereq ENGL 101T) or SPCM 101T- Fundamentals of Speech	3
PSYC 101T	General Psychology	3
		<u>18</u>
Fourth		
ACT 211	Mechanical/Electrical Systems (Prereq ACT 212)	3
ACT 221	Construction Management	3
ACT 220	Construction Estimating	3
ACT 222	Strength of Materials (Prereq CET 213)	3
CAD 215	Computer Assisted Design Special Topics (Prereq CAD 221)	3
		<u>15</u>
TOTAL CREDITS		69

Student is required to obtain a "C" or better in all Engineering Technology classes. (ie. DT, ACT, CAD & CET classes)

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

CAD Engineering Technology, AAS Degree



CAD Engineering Technicians work in support of design, manufacturing, and sales. They use computer-aided drafting software to create layouts of assembly processes, machines, equipment, and parts. They may study costs as they relate to the usefulness of designs. They convey the engineer's ideas and designs to the crafts workers as mechanics who will make the products. Coursework develops competencies in manufacturing processes, computer-aided drafting, mechanical graphics, geometric tolerance, statics, machine tool design, and computer numerical control.

*STI Laptop Required

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
MCT 122	Materials and Methods	3
CAD 120	Computer Assisted Design I (Coreq CIS 105 or Department Approval)	4
CIS 105	Introduction to Computers	3
DT 101	Engineering Drawing	3
MATH 101	Intermediate Algebra (Prereq Placement Assessment)	4
		19
Second		
ET 128	Technical Physics	3
MCT 115	Machine Tool Operations	3
MCT 121	Mechanical Drawing II/Inventor (Prereq DT 101, CAD 120)	4
MCT 224	Computer Assisted Design/AutoCAD-SolidWorks (Prereq DT 101, CAD 120)	4
MATH 116	Pre-Calculus (Prereq MATH 101)	5
		19
Third		
MCT 222	Process Analysis	3
CET 213	Statics (Prereq MATH 116)	3
ENGL 101T	Composition (Prereq Placement Assessment)	3
MCT 234	CNC/Rapid Prototyping (Prereq MCT 121, MCT 224)	4
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
PSYC 101T	General Psychology	3
		19
Fourth		
ENGL/SPCM	ENGL 201 - Technical Writing (Prereq ENGL 101T) or SPCM 101T - Fundamentals of Speech Operations Management (Prereq MCT 115)	3
MCT 211	Operations Management (Prereq MCT 115)	3
CAD 232	Computer Assisted Design IV/Manufacturing (Prereq MCT 224)	4
CAD 242	3-D Design (Prereq MCT 121)	3
		13

TOTAL CREDITS 70

Student are required to obtain a "C" or better in the following classes: DT 101, CAD 120, MCT 121, MCT 224, CAD 232, CAD 242, CET 213 to proceed to the next sequential class or to graduate.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

estimated total program fees

Tuition.....	\$ 6,300
Fees.....	\$ 4,878
Books & Supplies	\$ 2,000
Laptop	\$ 1,380
Tools & Supplies	\$ 80
Program Related Fees	\$ 50
TOTAL.....	\$14,688

Civil Engineering Technology, AAS Degree



Civil Engineering Technicians usually work under the immediate supervision of a Registered Land Surveyor or Civil Engineer. They perform operational tasks of a technical nature following well-designed methods and procedures set down by their supervisors or by engineering standards. Tasks often include using surveying instruments, developing plans, and performing material testings and office computations.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 6,390
Fees.....	\$ 4,938
Books & Supplies	\$ 2,000
Laptop	\$ 1,380
Tools & Supplies	\$ 50
TOTAL.....	\$14,758

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
CET 110	Survey I (Coreq MATH 101, DT 102)	4
CIS 101	Computer Essentials	2
MATH 101	Intermediate Algebra (Prereq Placement Assessment) (Coreq CET 110)	4
CAD 120	Computer Assisted Design I (Coreq CIS 101, DT 102 or Department Approval)	4
DT 102	Print Reading for Construction	1
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
		20
Second		
CET 121	Soils	3
CET 120	Survey II (Prereq CET 110, CAD 120)	4
CET 123	Civil CAD II/Civil 3D (Prereq CAD 120)	2
ENGL 101T	Composition (Prereq Placement Assessment)	3
MATH 116	Pre-Calculus (Prereq MATH 101)	5
		17
Summer		
CET 130	Civil Internship (Optional)	2
		2
Third		
CET 215	Survey III/GPS (Prereq CET 120)	3
CET 211	Construction Materials Testing (Prereq CET 121)	3
ACT 220	Construction Estimating (Prereq DT 102)	3
CET 226	Civil CAD III/Grading and Design (Prereq CET 123)	3
ACT 221	Construction Management	3
ENGL/SPCM	ENGL 201 - Technical Writing (Prereq ENGL 101T) or SPCM 101T - Fundamentals of Speech	3
		18
Fourth		
CET 213	Statics (Prereq MATH 116)	3
CET 225	Route Layout & Design (Prereq CET 226)	4
CET 221	Land Surveying Law	3
CET 224	Water & Waste Water	3
PSYC 101T	General Psychology	3
		16
	TOTAL (Does not include summer internship)	71

All CET and CAD courses must be passed with a grade of "C" or better to continue on with the next sequential course.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Construction Management Technician, AAS Degree



Construction Management Technicians work with construction managers, superintendents and foremen to oversee the delivery and use of materials, tools, and equipment; and the quality of construction, worker productivity, and safety. They may be responsible for obtaining necessary permits and licenses and, depending upon the contractual arrangements, direct or monitor compliance with building and safety codes and other regulations.

They use modern construction software to track and control construction costs against the project budget to avoid cost overruns. Based upon direct observation and reports, they may prepare daily reports of progress and requirements for labor, material, machinery, and equipment at the construction site for the construction manager. They meet regularly with the construction manager to monitor and coordinate different phases of the construction project, ensuring the construction is completed on a timely and economical basis.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 6,480
Fees.....	\$ 4,998
Books and Supplies	\$ 1,900
Tools & Supplies	\$ 645
Laptop	\$ 1,380
TOTAL.....	\$15,403

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
MATH 101	Intermediate Algebra (Prereq Placement Assessment)	4
CET 110	Survey I	4
CIS 101	Computer Essentials	2
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
DT 102	Print Reading for Construction	1
ENGL 101T	Composition	3
		19
Second		
MATH 116	Pre-Calculus (Prereq MATH 101)	5
ACT 120	Materials & Methods of Construction	3
CMT 105	Project Management	3
ACT 221	Construction Management	3
CAD 120	Computer Assisted Design I (Prereq CIS 101, DT 102 or Department Approval)	4
		18
Third		
CET 213	Statics (Prereq MATH 116)	3
ACT 210	Commercial Construction Techniques (Prereq ACT 120)	3
CMT 205	Construction Budget & Schedule (Prereq CMT 105)	3
ACT 220	Construction Estimating (Prereq DT 102 or Department Approval)	3
ENGL/SPCM	ENGL 201- Technical Writing (Prereq ENGL 101T) or SPCM 101T - Fundamentals of Speech	3
PSYC 101T	General Psychology	3
		18
Fourth		
CMT 210	Field Construction Orientation and Safety	1
CMT 211	Field Construction Practicum*	14
CMT 212	Construction Management Review	2
		17
		TOTAL CREDITS 72

*Satisfactory completion of all required coursework and approval of program chair.

All CMT and ACT courses must be passed with a grade of "C" or better to continue on with the next sequential course.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

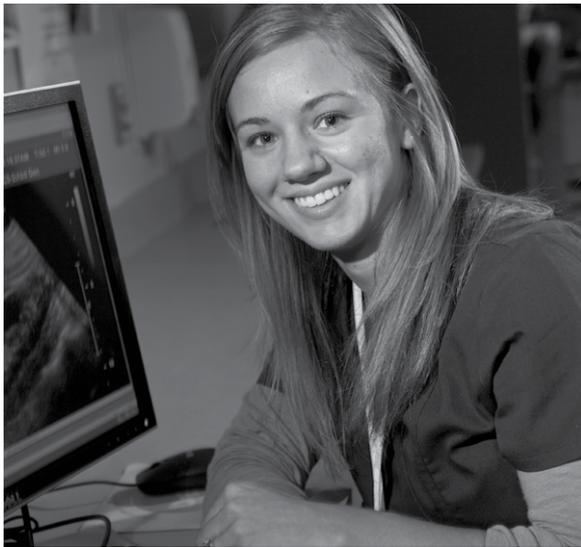
HEALTH & HUMAN SERVICES TECHNOLOGY

Students in Health/Science programs should refer to the Health Sciences Handbook for additional information, guidelines and requirements.

Cardiac Ultrasound Technology	80
Diagnostic Medical Sonography- Abdominal/OB/Gyn.....	81
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Licensed Practical Nursing (LPN) - Fall Start.....	91
Licensed Practical Nursing (LPN) - Spring Start	92
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Nuclear Medicine Technology.....	94
Pharmacy Technician - Fall Start.....	95
Pharmacy Technician - Spring Start	96
Phlebotomy/Patient Care Technician - Fall Start	97
Phlebotomy/Patient Care Technician - Spring Start.....	98
Surgical Technology.....	99
Vascular Ultrasound Technology.....	100

Whenever possible, program and course offerings will be offered as listed; however, STI reserves the right to modify course offerings in accordance with current conditions.

Cardiac Ultrasound Technology, AAS Degree



The Cardiac Sonographer uses ultrasound to evaluate heart function. Through the use of high frequency sound waves, the sonographer can assess the heart chambers, valves and great vessels. Hemodynamics or blood flow through the heart, is measured with Doppler technology. Sonographers work closely with patients throughout the procedure. Sonographers archive pertinent data for review and interpretation by a physician. They may also assist physicians with other cardiac procedures.

- **Clinical Affiliation:** Students will be placed in a clinical affiliation for 7 months in medical centers throughout the United States. If a student does not complete specialty cardiovascular classes in three consecutive semesters, faculty and administration will determine whether courses must be repeated before enrolling in clinical.

Background checks and drug screenings are required for this program.

estimated total program fees

Tuition.....	\$ 8,820
Fees.....	\$ 5,905
Books and Supplies	\$ 2,700
Program Related Fees	\$ 1,120
Moving & Travel.....	\$ 3,000
Registry Exam Fees	\$ 400
Physical and Immunizations.....	\$ 100
Background Check/Drug Screen	\$ 110
Other.....	\$ 355
TOTAL.....	\$22,510

PROGRAM CURRICULUM

This course must be completed prior to taking PHYS 100. These credits will be tabulated into the total credit hours required for this program.

* MATH 102T College Algebra (Prereq Placement Assessment) 3

Semester	Course Title	Credits
Summer & Fall (Core) —Prerequisites to Cardiovascular		
CHEM 106T	Chemistry Survey (Coreq CHEM 106L)	4
CHEM 106L	Chemistry Survey Lab (Coreq CHEM 106T)	
ENGL 101T	Composition (Prereq Placement Assessment)	3
* PHYS 100	Applied Physics (Prereq Math 102T) ("C" or higher required)	3
CIS 101	Computer Essentials	2
HC 119	Anatomy/Physiology (Coreq HC 117, HC 119L)	5
HC 119L	Anatomy/Physiology Lab (Coreq HC 119)	
HC 117	Medical Terminology (Coreq HC 119)	1
HC 121	Patient Care Techniques I (Coreq 121L)	3
HC 121L	Patient care Techniques I Lab (Coreq HC 121)	
CV 101	Intro to Cardiovascular Ultrasound	1
		25
Spring		
CV 125	EKG Analysis and Interpretation I (Prereq Core) (8 weeks)	2
CV 135	EKG Analysis and Interpretation II (Prereq CV 125) (8 weeks)	2
HC 114	Health Care/Human Relations	3
HC 124	Basic Pharmacology (Prereq HC 119)	2
CVN 134	Cardiac Ultrasound I (Prereq Core)(Coreq CVN 135L)	5
CVN 135L	Cardiac Ultrasound I Lab (Coreq CVN 134)	1
CV 123	Ultrasound Physics (Prereq PHYS 100)	3
		18
Summer		
CVN 124	Cardiovascular Principles & Hemodynamics (Prereq CVN 134, CVN 135L, CV 123, CV 135) (Coreq CVN 123L)	2
CVN 123L	Cardiovascular Principles & Hemodynamics Lab (Coreq CVN 124)	1
SPCM 101T	Fundamentals of Speech	3
PSYC 101T	General Psychology	3
		9
Fall		
CVN 125	Applied Cardiac Ultrasound Physics (Prereq CVN 124, CVN 123L)	1
CV 131	Cardiovascular Physiology (Prereq CVN 124, CVN 123L)	3
CVN 212	Cardiac Ultrasound II (Prereq CVN 124, CVN 123L) (Coreq CVN 213L)	6
CVN 213L	Cardiac Ultrasound II Lab (Coreq CVN 212)	2
CV 202	Cardiac Pathologies (Prereq CVN 124, CVN 123L)	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
		18
Spring		
CVN 233	Cardiac Ultrasound I Clinical (Prereq All CV, HC, CVN, general courses & Permission of Program Chair)	14
CVN 255	Cardiac Registry Review (Prereq CN 233)	2
		16
Summer		
CVN 243	Cardiac Ultrasound II Clinical (Prereq CVN 233 & Permission of Program Chair)	12
		12
	TOTAL CREDITS 98	

Requirements: Achievement of a grade of "C" or higher for PHYS 100 & all HC, CV and CVN courses. Clinical placement by Program Chair.

Registry Requirement: In order to maintain CAAHEP accreditation, all Cardio-vascular graduates must take a registry examination at the earliest possible date after completion of the Cardiovascular program.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Diagnostic Medical Sonography/Abdominal/OB/Gyn, AAS Degree



Diagnostic Medical Sonographers use high frequency sound waves to create images of various organs, tissues, vessels, and fetuses. These health care professionals use their expertise to record images and patient data on film, videotape, or digital imaging networks for a physician who will interpret the results. The Diagnostic Medical Sonographers examine many areas of the body, such as the abdomen, breasts, male and female reproductive systems, thyroids, superficial tissues, and the fetus. Sonographers must be well versed in human anatomy, pathology, and the technical operation of ultrasound equipment, as well as interact compassionately and effectively with the sick or injured. They must have the capability to assist patients on and off exam tables, distinguish audible sounds, distinguish multiple shades of gray and colors, and communicate effectively via speech, reading, and writing.

•Clinical Affiliation: Students will be placed in a clinical affiliation for 7 months in medical centers throughout the United States. If a student does not complete specialty sonography classes in three consecutive semesters, faculty and administration will determine whether courses must be repeated before enrolling in clinical.

Background checks and drug screenings are required for this program.

Prerequisites to DMS

These credits will be tabulated into the total credit hours required for this program.

*MATH 102T	College Algebra (Prereq Placement Assessment)	3
This course must be completed prior to taking PHYS 100.		
*PHYS 100	Applied Physics (Prereq Math 102T)	3
HC 119	Anatomy/Physiology (Coreq HC 117, HC 119L)	5
HC 119L	Anatomy/Physiology Lab (Coreq HC 119)	
HC117	Medical Terminology (Coreq HC 119)	1
		12

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 8,370
Fees.....	\$ 6,263
Books & Supplies	\$ 2,400
Laptop.....	\$ 1,380
Program Related Fees	\$ 1,341
Registry Exam Fees	\$ 600
Moving & Travel.....	\$ 3,000
Other.....	\$ 755
Physical and Immunizations.....	\$ 100
Background Check/Drug Screen	\$ 110
TOTAL.....	\$24,319

PROGRAM CURRICULUM

Semester	Course Title	Credits
Fall		
HC 121	Patient Care Techniques I (Coreq HC 121L)	3
HC 121L	Patient Care Techniques I Lab (Coreq HC 121)	
DMS 100	Introduction to DMS (Prereq HC 117, HC 119, MATH 102T, PHYS 100)	1
DMS 101	Cross Sectional Anatomy (Prereq HC 117, HC 119, Math 102T, PHYS 100) (Coreq DMS 101L)	3
DMS 101L	Cross Sectional Anatomy Lab (Coreq DMS 101)	
ENGL 101T	Composition (Prereq Placement Assessment)	3
CIS 101	Computer Essentials	2
		12
Spring		
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
DMS 110	Abdominal Sonography I (Prereq DMS 100, DMS 101) (Coreq DMS 110L)	3
DMS 110L	Abdominal Sonography I Lab (Prereq DMS 100, DMS 101) (Coreq DMS 110)	
DMS 120	Abdominal Sonography II (Prereq DMS 110) (Coreq DMS120L)	3
DMS120L	Abdominal Sonography II Lab (Prereq DMS 110) (Coreq DMS 120)	
DMS 130	Abdominal Sonography III (Prereq DMS 120) (Coreq DMS 130L)	3
DMS 130L	Abdominal Sonography III Lab (Prereq DMS 120) (Coreq DMS 130)	
CV 123	Ultrasound Physics (Prereq PHYS 100)	3
		15
Summer		
SPCM 101T	Fundamentals of Speech	3
DMS 200	OB/Gyn Sonography I (Prereq DMS 130) (Coreq DMS 200L)	4
DMS 200L	OB/Gyn Sonography I Lab (Prereq DMS 130) (Coreq DMS 200)	
PSYC 101T	General Psychology	3
		10
Fall		
HC 114	Health Care/Human Relations	3
DMS 201	Asepsis for the Sonographer	1
DMS 210	Acoustical Physics & Instrumentation (Prereq DMS 200, CV 123)(Coreq DMS 210L)	2
DMS 210L	Acoustical Physics & Instrumentation Lab (Coreq DMS 210)	
DMS 220	OB/Gyn Sonography II (Prereq DMS 200) (Coreq DMS 220L)	5
DMS 220L	OB/Gyn Sonography II Lab (Prereq DMS 200) (Coreq DMS 220)	
DMS 230	Clinical Sonography I (Prereq DMS 200)	1
DMS 240	Abdominal Sonography IV (Prereq DMS 200) (Coreq DMS 240L)	4
DMS 240L	Abdominal Sonography IV Lab (Prereq DMS 200) (Coreq DMS 240)	
		16
Spring		
DMS 250	Clinical Sonography II (Prereq DMS 210, DMS 220, DMS 230, DMS 240 & Permission of Program Chair)	14
DMS 255	DMS Registry Review (Coreq DMS 250)	2
		16
Summer		
DMS 260	Clinical Sonography III (Prereq DMS 250 & Permission of Program Chair)	12
		12

TOTAL CREDITS 93

Requirements: Achievement of a grade of "C" or higher for PHYS 100 & all HC, CV and DMS courses. Clinical placement by Program Chair. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Registry Requirement: In order to maintain CAAHEP accreditation all DMS graduates are expected to take all related registry examinations at the earliest possible opportunity, after completion of the DMS program.

Early Childhood Specialist, AAS Degree



The Early Childhood Specialist Program provides graduates with a background for working with children in childcare centers, public and private school early childhood programs, preschools, Head Start programs or private childcare centers. Emphasis is placed on the social, emotional, cognitive and physical development of young children.

The program prepares graduates for the ever changing needs of young children and their families. Coursework is taken in curriculum development and implementation, assessment, working with parents and the community, diversity, first aid/health/safety and methods and techniques to work with young children.

Background checks and drug screens are required for this program.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 5,940
Fees.....	\$ 4,637
Books and Supplies	\$ 1,900
Laptop	\$ 1,380
Background Check/Drug Screen	\$ 110
TOTAL.....	\$13,967

PROGRAM CURRICULUM

Semester	Course Title	Credits
Fall		
SSS 100	Student Success Seminar	2
The following ECH and HC courses must be completed prior to Spring semester.		
HC 100	First Aid/CPR	1
ECH 101	Introduction to Early Childhood	4
ECH 105	Understanding Diversity	3
ECH 110	Child Health/Safety/Nutrition	3
ENGL 101T	Composition	<u>3</u>
		16
Spring		
CIS 101	Computer Essentials	2
PSYC 101	General Psychology	3
MATH 115	College Math	3
ECH 120	Infant/Toddler Development and Learning (Prereq ECH 101)	3
ECH 130	Early Childhood Curriculum I (Prereq ECH 101)	3
ECH 160	Early Childhood Social/Emotional Guidance	<u>3</u>
		17

All the ECH course above must be completed before beginning 3rd semester.

Fall		
SPCM 101	Fundamentals of Speech	3
PSYC 105	Child Psychology (Prereq PSYC 101)	3
ECH 201	Early Language and Literacy	3
ECH 230	Early Childhood Curriculum II (Prereq ECH 130)	3
ECH 240	Exceptional Learner	<u>4</u>
		16
Spring		
BUS 230	Small Business Entrepreneurship	3
ECH 211	Early Childhood Program Administration	3
ECH 212	Legal & Ethical Issues	2
ECH 222	Internship*	6
SOC	SOC 150T-Social Problems or SOC 250T-Marriage and Family	<u>3</u>
		17

TOTAL CREDITS 66

*Approval of Program Director required.

A "C" or higher is required for all HC & ECH courses.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Early Childhood Specialist (Weekend/Hybrid), AAS Degree



The Early Childhood Specialist Program provides graduates with a background for working with children in childcare centers, public and private school early childhood programs, preschools, Head Start programs or private childcare centers. Emphasis is placed on the social, emotional, cognitive and physical development of young children.

The program prepares graduates for the ever changing needs of young children and their families. Coursework is taken in curriculum development and implementation, assessment, working with parents and the community, diversity, first aid/health/safety and methods and techniques to work with young children.

*All courses are Friday nights 5:30 pm to 9:30 pm and Saturday 8:30 am to 3:30 pm every other weekend in the classroom, with additional online coursework required.

Background checks and drug screens are required for this program.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 5,940
Fees.....	\$ 4,637
Books and Supplies	\$ 1,900
Laptop	\$ 1,380
Background Check/Drug Screen	\$ 110
TOTAL.....	\$13,967

PROGRAM CURRICULUM

Semester	Course Title	Credits
Fall 2010		
SSS 100	Student Success Seminar	2
The following ECH and HC courses must be completed prior to Spring semester.		
HC 100	First Aid/CPR	1
ECH 101	Introduction to Early Childhood	4
CIS 101	Computer Essentials	2
ECH 110	Child Health/Safety/Nutrition	3
		<u>12</u>
Spring 2011		
ECH 105	Understanding Diversity	3
ECH 120	Infant/Toddler Development and Learning (Prereq ECH 101)	3
ENGL 101T	Composition	3
MATH 115	College Math	3
		<u>12</u>
Summer 2011		
ECH 130	Early Childhood Curriculum I (Prereq ECH 101)	3
ECH 230	Early Childhood Curriculum II (Prereq ECH 130)	3
		<u>6</u>

All the ECH course above must be completed before beginning 3rd semester.

Fall 2011		
ECH 201	Early Language and Literacy	3
ECH 160	Early Childhood Social/Emotional Guidance	3
PSYC 101	General Psychology	3
SPCM 101	Fundamentals of Speech	3
		<u>12</u>
Spring 2012		
PSYC 105	Child Psychology (Prereq PSYC 101)	3
ECH 211	Early Childhood Program Administration	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage and Family	3
ECH 240	Exceptional Learner	4
		<u>13</u>
Summer 2012		
BUS 230	Small Business Entrepreneurship	3
ECH 212	Legal & Ethical Issues	2
		<u>5</u>
Fall 2012		
ECH 222	Internship*	6
		<u>6</u>
		TOTAL CREDITS 66

*Approval of Program Director.

A "C" or higher is required for all HC & ECH courses.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Early Childhood Support, Diploma



The Early Childhood Support Program provides graduates with a background for working with children in childcare centers, public and private school early childhood programs, preschools, Head Start programs or private childcare centers. Emphasis is placed on the social, emotional, cognitive and physical development of young children.

The program prepares graduates for the ever changing needs of young children and their families. Coursework is taken in curriculum development and implementation, assessment, working with parents and the community, diversity, first aid/health/safety and methods and techniques to work with young children.

Background checks and drug screens are required for this program.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 2,790
Fees.....	\$ 2,528
Books and Supplies	\$ 900
Laptop	\$ 1,380
Background Check/Drug Screen	\$ 110
TOTAL.....	\$ 7,708

PROGRAM CURRICULUM

Semester	Course Title	Credits
Fall 2010		
SSS 100	Student Success Seminar	2
The following ECH and HC courses must be completed prior to Spring semester.		
HC 100	First Aid/CPR	1
ECH 110	Child Health/Safety/Nutrition	3
ECH 101	Introduction to Early Childhood	4
ECH 105	Understanding Diversity	3
		12
Spring 2011		
CIS 101	Computer Essentials	2
COMM 102	Communications in the Workplace or ENGL 101T -Composition	3
ECH 120	Infant/Toddler Development and Learning (Prereq ECH 101)	3
ECH 160	Early Childhood Social/Emotional Guidance	3
		11
Summer 2011		
ECH 130	Early Childhood Curriculum I (Prereq ECH 101)	3
ECH 221	Internship*	4
		7
		TOTAL CREDITS 31

*Approval of Program Director.

A "C" or higher is required for all HC & ECH courses.

Students wishing to pursue an AAS should take ENGL 101T in place of COMM 102

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Early Childhood Support (Weekend/Hybrid), Diploma



The Early Childhood Support Program provides graduates with a background for working with children in childcare centers, public and private school early childhood programs, preschools, Head Start programs or private childcare centers. Emphasis is placed on the social, emotional, cognitive and physical development of young children.

The program prepares graduates for the ever changing needs of young children and their families. Coursework is taken in curriculum development and implementation, assessment, working with parents and the community, diversity, first aid/health/safety and methods and techniques to work with young children.

*All courses are Friday nights 5:30 pm to 9:30 pm and Saturday 8:30 am to 3:30 pm every other weekend in the classroom, with additional online coursework required.

Background checks and drug screens are required for this program.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 2,790
Fees.....	\$ 2,528
Books and Supplies	\$ 900
Laptop	\$ 1,380
Background Check/Drug Screen	\$ 110
TOTAL.....	\$ 7,708

PROGRAM CURRICULUM

Semester	Course Title	Credits
Fall		
SSS 100	Student Success Seminar	2
The following ECH and HC courses must be completed prior to Spring semester.		
HC 100	First Aid/CPR	1
ECH 101	Introduction to Early Childhood	4
CIS 101	Computer Essentials	2
ECH 110	Child Health/Safety/Nutrition	3
		12
Spring		
ECH 105	Understanding Diversity	3
ECH 120	Infant/Toddler Development and Learning (Prereq ECH 101)	3
COMM 102	Communications in the Workplace or ENGL 101T -Composition	3
ECH 160	Early Childhood Social/Emotional Guidance	3
		12
Summer		
ECH 130	Early Childhood Curriculum I (Prereq ECH 101)	3
ECH 221	Internship*	4
		7
		TOTAL CREDITS 31

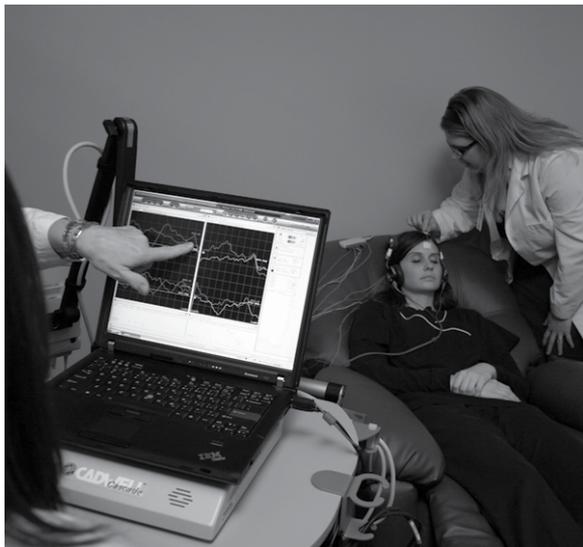
*Approval of Program Director

Students wishing to pursue an AAS should take ENGL 101T in place of COMM 102

A "C" or higher is required for all HC & ECH courses.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Electroneurodiagnostic Technology, AAS Degree



Electroneurodiagnostic (END) Technologists record and study the science of the electrical activity of the brain and spinal activity. Working with both doctors and patients, END technologists develop a good rapport with patients, comforting them during procedures. They understand neurophysiology and recognize normal and abnormal electrical activity.

Electroneurodiagnostic Technologists are responsible for preparing patients for procedures such as Electroencephalograms (EEG), Polysomnograms (PSG), and Evoked Potentials (EP). END Technologists obtain medical histories of patients, record electrical potentials, calculate results of tests, maintain medical equipment, and may work with specific treatments.

- **Clinical Affiliation:** Students will be placed in a clinical affiliation for 7 months in medical centers throughout the Region. If a student does not complete speciality ENDT classes in three consecutive semesters, faculty and administration will determine whether courses must be repeated before enrolling in clinical.

Background checks and drug screenings are required for this program.

estimated total program fees

Tuition.....	\$ 8,640
Fees.....	\$ 5,784
Books & Supplies	\$ 2,800
Moving & Travel.....	\$ 3,000
Program Related Fees	\$ 621
Other.....	\$ 755
Physical and Immunizations.....	\$ 100
Background Check/Drug Screen	\$ 110
TOTAL.....	\$ 21,810

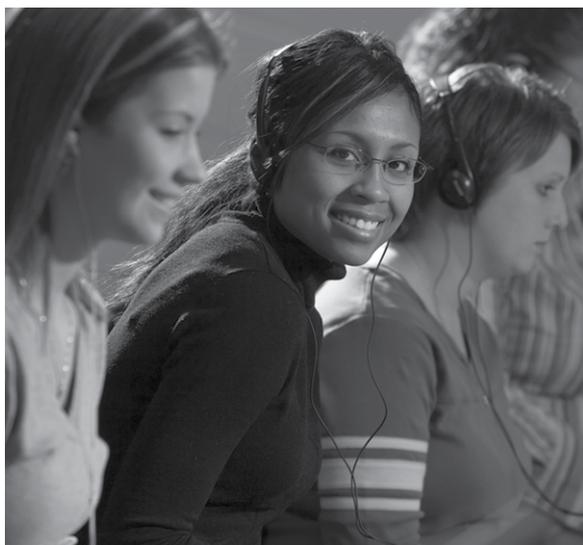
PROGRAM CURRICULUM

Semester	Course Title	Credits
Summer & First		
CHEM 106T	Chemistry Survey (Coreq CHEM 106L)	4
CHEM 106L	Chemistry Survey (Coreq CHEM 106T)	
MATH 101	Intermediate Algebra (Prereq Placement Assessment)	4
CIS 101	Computer Essentials	2
HC 119	Anatomy/Physiology (Coreq HC 117, Coreq HC 119L)	5
HC 119L	Anatomy/Physiology Lab (Coreq HC 119)	
HC 117	Medical Terminology (Coreq HC 119)	1
HC 114	Health Care/Human Relations	3
ENDT 100	Introduction to EEG (Coreq ENDT 110, HC 117, HC 119)	2
	(Coreq ENDT 100L)	
ENDT 100L	Introduction to EEG Lab (Coreq ENDT 100)	
ENDT 110	Basic Electricity (Coreq ENDT 100, HC 117, HC 119)	3
		24
Second		
HC 121	Patient Care Techniques I (Coreq HC 121L)	3
HC 121L	Patient Care Techniques I Lab (Coreq HC 121)	
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
ENDT 120	Applied Electronics & Instrumentation (Prereq ENDT 110)	2
	(Coreq ENDT 120L)	
ENDT 120L	Applied Electronics & Instrumentation Lab (Coreq ENDT 120)	
ENDT 124	Polysomnography I (Prereq ENDT 100, ENDT 110)	3
ENDT 122	Electroneurodiagnostic Tech Science (Prereq HC 117, HC 119, ENDT 100) (Coreq ENDT 122L)	5
ENDT 122L	Electroneurodiagnostic Tech Science Lab (Coreq ENDT 122)	
ENDT 123	Electroneurodiagnostic Clinical Science I (Prereq HC 117, HC 119, ENDT 100) (Coreq HC 121, HC 121L)	2
		18
Satisfactory completion of all prior ENDT courses		
Summer		
ENGL 101T	Composition (Prereq Placement Assessment)	3
ENDT 200	Evoked Potential I (Prereq ENDT 110, HC 117, HC 119)	2
	(Coreq ENDT 200L)	
ENDT 200L	Evoked Potential I Lab (Coreq ENDT 200)	
PSYC 101T	General Psychology	3
		8
Third		
ENGL 201	Technical Writing (Prereq ENGL 101T)	3
HC 124	Basic Pharmacology (Prereq HC 119)	2
ENDT 230	Polysomnography II (Prereq ENDT 124)	3
	(Coreq ENDT 230L)	
ENDT 230L	Polysomnography II Lab (Coreq ENDT 230)	
ENDT 121	Homeostatic Physiology (Prereq ENDT 123)	3
	(Coreq ENDT 220)	
ENDT 210	Evoked Potential II (Prereq ENDT 200) (Coreq ENDT 210L)	3
ENDT 210L	Evoked Potential II Lab (Coreq ENDT 210)	
ENDT 220	Electroneurodiagnostic Clinical Science II (Prereq ENDT 123) (Coreq ENDT 220L)	3
ENDT 220L	Electroneurodiagnostic Clinical Science II Lab (Coreq ENDT 220)	
ENDT 240	Electroneurodiagnostic Clinical I* (Coreq ENDT 210, ENDT 220, ENDT 230)	1
		18
Fourth		
ENDT 250	Electroneurodiagnostic Clinical II* (Prereq ENDT 240)	14
ENDT 255	ENDT Registry Review Week	2
		16
Summer		
ENDT 260	Electroneurodiagnostic Clinical III* (Prereq ENDT 250)	12
		12
		TOTAL CREDITS 96

*Satisfactory completion of all required course work and approval of Program Chair. Requirements: Achievement of a "C" or better for all HC and ENDT courses.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Health Information Services, Diploma (Fall Start)



If you've always wanted to enter the exciting world of healthcare but didn't want to spend years achieving your dream, the Health Information Services program is for you. Developed to prepare professionals to manage and coordinate the flow of patient information in a healthcare setting, this is a wonderful opportunity for a first career, change in career, or even a way to build healthcare experience onto your current resume!

In just nine months, you will become knowledgeable in working with computerized health systems, scheduling, insurance, billing and coding for reimbursement and medical records management.

Background checks and drug screenings are required for this program.

estimated total program fees

Tuition.....	\$ 3,240
Fees.....	\$ 2,169
Books and Supplies	\$ 1,000
Background Check/Drug Screen	\$ 110
TOTAL.....	\$ 6,519

PROGRAM CURRICULUM

Semester	Course Title	Credits
Fall		
SSS 100	Student Success Seminar	2
CIS 100	Keyboarding (Standard is 40 cwam. Please see Admissions about testing out)	2
HC 110	Basic Anatomy	3
HC 113	Medical Terminology	2
CIS 101	Computer Essentials	2
HC 114	Health Care/Human Relations	3
COMM 102	Communication in the Workplace	3
HIS 101	Intro to Health Information Services	2
		19

Satisfactory completion of the above classes are required to take the following;

Spring		
HIS 119	Computerized Health Systems	3
HIS 121	Insurance/Billing/Coding	3
HIS 122	Techniques and Transcription	3
HIS 124	Patient Flow and Patient Services	2
HIS 130	Clinical Preceptorship*	6
		17
		TOTAL CREDITS 36

*Requires satisfactory completion of all required coursework and approval of Program Chair.

A "C" or higher is required for all HC & HIS courses.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Health Information Services, Diploma (Spring Start)



If you've always wanted to enter the exciting world of healthcare but didn't want to spend years achieving your dream, the Health Information Services program is for you. Developed to prepare professionals to manage and coordinate the flow of patient information in a healthcare setting, this is a wonderful opportunity for a first career, change in career, or even a way to build healthcare experience onto your current resume!

In just nine months, you will become knowledgeable in working with computerized health systems, scheduling, insurance, billing and coding for reimbursement and medical records management.

Background checks and drug screenings are required for this program.

estimated total program fees

Tuition.....	\$ 3,240
Fees.....	\$ 2,169
Books and Supplies	\$ 1,000
Background Check/Drug Screen	\$ 110
TOTAL.....	\$ 6,519

PROGRAM CURRICULUM

Semester	Course Title	Credits
Spring		
SSS 100	Student Success Seminar	2
HC 110	Basic Anatomy	3
HC 113	Medical Terminology	2
HC 114	Health Care/Human Relations	3
CIS 100	Keyboarding (Standard is 40 cwam. Please see Admissions about testing out)	2
CIS 101	Computer Essentials	2
HIS 101	Intro to Health Information Services	2
		16

Summer

COMM 102	Communication in the Workplace	3
		3

Satisfactory completion of the above classes are required to take the following;

Fall

HIS 119	Computerized Health Systems	3
HIS 121	Insurance/Billing/Coding	3
HIS 122	Techniques and Transcription	3
HIS 124	Patient Flow and Patient Services	2
HIS 130	Clinical Preceptorship*	6
		17

TOTAL CREDITS 36

*Requires satisfactory completion of all required coursework and approval of Program Chair.

A "C" or higher is required for all HC & HIS courses.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Invasive Cardiovascular Technology, AAS Degree



This program prepares graduates to assist with invasive diagnostic, interventional and electrophysiology procedures in a surgical setting such as a heart catheterization lab. Students will study x-ray technology, medication administration, patient care, and surgical technologies associated with these procedures. There is a strong emphasis on cardiac anatomy and physiology, cardiac pressures, radiation physics, left and right cardiac catheterizations, coronary angiogram, and commonly utilized equipment. Clinical hands-on experience is a major component of the program.

- **Clinical Affiliation:** Students will be placed in a clinical affiliation for 7 months in medical centers throughout the United States. If a student does not complete specialty cardiovascular classes in three consecutive semesters, faculty and administration will determine whether courses must be repeated before enrolling in clinical.

Background checks and drug screenings are required for this program.

estimated total program fees

Tuition.....	\$ 8,820
Fees.....	\$ 5,905
Program Related Fees	\$ 1,053
Books and Supplies	\$ 2,700
Moving & Travel.....	\$ 3,000
Registry Exam Fees	\$ 300
Physical and Immunizations.....	\$ 100
Background Check/Drug Screen	\$ 110
Radiation Badge.....	\$ 60
Other.....	\$ 755
TOTAL.....	\$ 22,803

PROGRAM CURRICULUM

This course must be completed prior to taking PHYS 100. These credits will be tabulated into the total credit hours required for this program.

* MATH 102T	College Algebra (Prereq Placement Assessment)	3
Semester	Course Title	Credits
Summer & Fall (Core) —Prerequisites to Cardiovascular		
CHEM 106T	Chemistry Survey (Coreq CHEM 106L)	4
CHEM 106L	Chemistry Survey Lab (Coreq CHEM 106T)	
ENGL 101T	Composition (Prereq Placement Assessment)	3
*PHYS 100	Applied Physics (Prereq MATH 102T)	3
HC 117	Medical Terminology (Coreq HC 119)	1
HC 119	Anatomy/Physiology (Coreq HC 117, HC 119L)	5
HC 119L	Anatomy/Physiology Lab (Coreq HC 119)	
HC 121	Patient Care Techniques I (Coreq HC 121L)	3
HC121L	Patient Care Techniques I Lab (Coreq HC 121)	
CVI 200	Asepsis & Cardiac Cath Related Surgical Procedures (Coreq CVI 200L)	2
CVI 200L	Asepsis & Cardiac Cath Related Surgical Procedures Lab (Coreq CVI 200)	
CVI 101L	Intro to Invasive Cardiovascular Lab	1
		25
Spring		
HC 102	Math for Medications (must be second semester)	1
HC 114	Health Care/Human Relations	3
HC 124	Basic Pharmacology (Prereq HC 119)	2
CV 125	EKG Analysis and Interpretation I (Prereq Core) (8 weeks)	2
CV 135	EKG Analysis and Interpretation II (Prereq CV 125) (8 weeks)	2
CVI 133	Radiation Physics and Safety (Prereq PHYS 100) (Coreq CVI 133L)	2
CVI 133L	Radiation Physics and Safety Lab (Coreq CVI 133)	1
CVI 134	Invasive Cardiovascular I (Prereq Core, HC 121) (Coreq CVI 134L)	3
CVI 134L	Invasive Cardiovascular I Lab (Coreq CVI 134)	1
		17
Summer		
CVI 201	Invasive Special Procedures (Prereq CVI 133, CVI 134)	1
CVI 210	Emergency Cardiac Care (Prereq CVI 133, CVI 134) (Coreq CVI 210L)	2
CVI 210L	Emergency Cardiac Care Lab (Coreq CVI 210)	
SPCM 101T	Fundamentals of Speech	3
PSYC 101T	General Psychology	3
		9
Fall		
CIS 101	Computer Essentials	2
CV 131	Cardiovascular Physiology (Prereq CVI 210)	3
CV 202	Cardiac Pathologies (Prereq CVI 210)	3
CVI 212	Invasive Cardio II (Prereq CVI 210) (Coreq CVI 212L)	6
CVI 212L	Invasive Cardio II Lab (Coreq CVI 212)	1
CVI 214	Electrophysiology	1
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
		19
Spring		
CVI 233	Invasive Cardio I Clinical (Prereq CV, HC, CVI, general courses & Permission of Program Chair)	14
CVI 255	Invasive Registry Review (Prereq CVI 212, CVI 214)	2
		16
Summer		
CVI 243	Invasive Cardio II Clinical (Prereq CVI 233 & Permission of the Program Chair)	12
		12
		TOTAL CREDITS 98

Requirements: Achievement of a grade of "C" or higher for PHYS 100 & all HC, CV and CVI courses. Clinical placement by Program Chair. Registry Requirements: In order to maintain CAAHEP accreditation, all Cardiovascular graduates must take a registry examination at the earliest possible date after completion of the Cardiovascular program.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Law Enforcement Science, AAS Degree



Satisfactory completion of the Law Enforcement Science Program rewards the student with an AAS degree and the opportunity to become a Certified Law Enforcement Officer in South Dakota. Students are expected to conduct themselves professionally on and off campus. Employment opportunities include entry-level positions in law enforcement and private security firms. The first year of study focuses on basic skills development and an overview of the law enforcement system. The second year of training is more specialized with students taking advanced law enforcement courses.

Background checks and drug screenings are required for this program.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 6,570
Fees.....	\$ 5,058
Books & Supplies	\$ 2,350
Laptop	\$ 1,380
Program Related Fees	\$ 768
Background check/drug screen	\$ 110
TOTAL.....	\$ 16,236

PROGRAM CURRICULUM

Semester	Course Title	Credits
Fall		
SSS 100	Student Success Seminar	2
SPCM 101T	Fundamentals of Speech	3
MATH 115	College Math (Prereq Placement Assessment)	3
CIS 101	Computer Essentials	2
LE 105	Introduction to Law Enforcement	3
LE 107	Multiculturalism	2
LE 108	Physical Fitness, Nutrition, and Wellness I	1
LE 109	Accident Investigation	2
LE 110	Report Writing I	1
		19
Spring		
ENGL 101T	Composition (Prereq Placement Assessment)	3
SOC 150T	Social Problems	3
LE 113	Constitutional Law (Prereq LE 105, LE 107)	3
LE 118	Physical Fitness, Nutrition, and Wellness II (Prereq LE 108)	1
LE 119	First Responder	2
LE 120	Criminal Law (Prereq LE 105, LE 107)	3
LE 201	Social Deviance (Prereq LE 105, LE 107)	3
		18

Satisfactory Completion of Law Enforcement Science Core (LE 105, LE 107, LE 108, LE 109, LE 110, LE 113, LE 118, LE 119, LE 120, LE 201) are required to take the following courses.

Fall		
LE 203	Occupational Sociology of Law Enforcement	3
LE 208	Physical Fitness, Nutrition, and Wellness III (Prereq LE 108, LE 118)	1
LE 209	Law Enforcement Survival	3
LE 212	Traffic Enforcement I	2
LE 223	Report Writing II	1
LE 224	Juvenile Justice	2
LE 226	Civil Law for Law Enforcement	3
LE 241	Victimology	3
		18

Spring		
PSYC 101T	General Psychology	3
LE 204	Use of Force and PPCT	1
LE 211	Emergency Vehicle Operations	1
LE 213	Traffic Enforcement II	2
LE 218	Physical Fitness, Nutrition, and Wellness IV	1
LE 220	Criminal Investigation	3
LE 227	Command Spanish	1
LE 260	Law Enforcement Practicum I	3
LE 290	Firearms Training	3
		18
TOTAL CREDITS 73		

Obtainment of Law Enforcement Science, AAS degree is required to take the following course.

LE 291	Certification Review*	1
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*Satisfactory completion of LE 291 is required to take the South Dakota Law Enforcement Standards and Training Commission Reciprocity Examination, which must be taken within two years of graduation. Applicant must be 21 years of age to sit for this exam.

Requirements: Achievement of a "C" or better for all LE courses. Overall GPA must be a 2.0 to graduate.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Licensed Practical Nursing (Fall Start), Diploma



Licensed Practical Nurses (LPNs) are collaborative members of the health care team, working under the supervision of RNs and physicians. They provide direct patient care by assisting with activities of daily living, giving medications in various ways including injections and IVs, and performing many other cares necessary for patient treatment. LPNs work in many settings that provide a number of scheduling options, such as hospitals, long-term care, clinics, home healthcare, government and private facilities. Schedules may include evening, night and weekend shifts due to the nature of the cares provided. LPNs are an essential part of the health care team and have a positive influence in the lives of clients.

Background checks and drug screenings are required for this program.

ALSO OFFERED AS AN EVENING PROGRAM!

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 4,680
Fees.....	\$ 3,793
Books & Supplies	\$ 2,100
Laptop.	\$ 1,380
Equipment & Uniform.....	\$ 340
Physical and Immunizations.....	\$ 100
Licensure Fees	\$ 300
Background Check & Drug Screen	\$ 110
Program Related Fees	\$ 753
Other.....	\$ 325
TOTAL.....	\$ 13,881

PROGRAM CURRICULUM

Semester	Course Title	Credits
General Education Courses		
SSS 100	Student Success Seminar	2
These courses must be completed prior to taking LPN 100 & LPN 101		
ENGL 101T	Composition (Prereq Placement Assessment)	3
PSYC 101T	General Psychology	3
CIS 101	Computer Essentials	2
MATH 115	College Math (Prereq Placement Assessment)	3
		13

Satisfactory completion of the above classes are required to take the following;

Fall

CPR*	CPR Certification	
LPN 100	Nursing as a Profession	1
LPN 101	Introduction to Nursing (Coreq LPN 101L)	5
LPN 101L	Introduction to Nursing Lab (Coreq LPN 101)	
LPN 110	Nursing Procedures (Prereq LPN 100, LPN 101) (Coreq LPN 110L, LPN 110S)	5
LPN 110L	Nursing Procedures Lab (Coreq LPN 110, LPN 110S)	
LPN 110S	Nursing Procedures Clinical (Coreq LPN 110, LPN 110L)	
HC 118	Applied Anatomy/Physiology (Coreq HC 118L)	4
HC 118L	Applied Anatomy/Physiology Lab (Coreq HC 118)	
HC 117	Medical Terminology	1
		16

Satisfactory completion of the above classes are required to take the following;

Spring

LPN 120	Maternity & Pediatric Nursing (Coreq LPN 120S)	4
LPN 120S	Maternity & Pediatric Nursing Clinical (Coreq LPN 120)	
LPN 130	Medical/Surgical Nursing (Coreq LPN 130S)	6
LPN 130S	Medical/Surgical Nursing Clinical (Coreq LPN 130)	
LPN 140	Geriatric Nursing (Coreq LPN 140S)	4
LPN 140S	Geriatric Nursing Clinical (Coreq LPN 140)	
LPN 142	Advanced Pharmacology	2
LPN 150	Responsibilities of the LPN	1
		17

Summer

LPN 160	Clinical Practice (Prereq all previous coursework & permission of Program Director)	5
LPN 180	NCLEX - PN Review Course (Prereq all previous coursework & permission of Program Director)	1
		6

TOTAL CREDITS 52

*Incoming students are required to show current proof of certification in Basic Life Support (CPR) for Health Care Providers through the American Heart Association.

Requirements: Achievement of a "C" or higher for all LPN & HC courses.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Licensed Practical Nursing (Spring Start), Diploma



Licensed Practical Nurses (LPNs) are collaborative members of the health care team, working under the supervision of RNs and physicians. They provide direct patient care by assisting with activities of daily living, giving medications in various ways including injections and IVs, and performing many other cares necessary for patient treatment. LPNs work in many settings that provide a number of scheduling options, such as hospitals, long-term care, clinics, home healthcare, government and private facilities. Schedules may include evening, night and weekend shifts due to the nature of the cares provided. LPNs are an essential part of the health care team and have a positive influence in the lives of clients.

Background checks and drug screenings are required for this program.

ALSO OFFERED AS AN EVENING PROGRAM!

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 4,680
Fees.....	\$ 3,793
Books & Supplies	\$ 2,100
Laptop.....	\$ 1,380
Equipment & Uniform.....	\$ 340
Physical and Immunizations.....	\$ 100
Licensure Fees	\$ 300
Background Check & Drug Screen	\$ 110
Program Related Fees	\$ 753
Other.....	\$ 325
TOTAL.....	\$13,881

PROGRAM CURRICULUM

Semester	Course Title	Credits
General Education Courses		
SSS 100	Student Success Seminar	2
These courses must be completed prior to taking LPN 100 & LPN 101		
ENGL 101T	Composition (Prereq Placement Assessment)	3
PSYC 101T	General Psychology	3
CIS 101	Computer Essentials	2
MATH 115	College Math (Prereq Placement Assessment)	3
		<u>13</u>

Satisfactory completion of the above classes are required to take the following;

Spring

CPR	CPR Certification*	
LPN 100	Nursing as a Profession	1
LPN 101	Introduction to Nursing (Coreq LPN 101L)	5
LPN 101L	Introduction to Nursing Lab (Coreq LPN 101)	
LPN 110	Nursing Procedures (Prereq LPN 100, LPN 101) (Coreq LPN 110L, LPN 110S)	5
LPN 110L	Nursing Procedures Lab (Coreq LPN 110, LPN 110S)	
LPN 110S	Nursing Procedures Clinical (Coreq LPN 110, LPN 110L)	
HC 118	Applied Anatomy/Physiology (Coreq HC 118L)	4
HC 118L	Applied Anatomy/Physiology Lab (Coreq HC 118)	
HC 117	Medical Terminology	1
		<u>16</u>

Summer

LPN 120	Maternity & Pediatric Nursing (Coreq LPN 120S)	4
LPN 120S	Maternity & Pediatric Nursing Clinical (Coreq LPN 120)	
LPN 142	Advanced Pharmacology	2
		<u>6</u>

Satisfactory completion of the above classes are required to take the following;

Fall

LPN 130	Medical/Surgical Nursing (Coreq LPN 130S)	6
LPN 130S	Medical/Surgical Nursing Clinical (Coreq LPN 130)	
LPN 140	Geriatric Nursing (Coreq LPN 140S)	4
LPN 140S	Geriatric Nursing Clinical (Coreq LPN 140)	
LPN 150	Responsibilities of the LPN	1

Satisfactory completion of the above classes are required to take the following;

LPN 160	Clinical Practice (Prereq all previous coursework & permission of Program Director)	5
LPN 180	NCLEX - PN Review Course (Prereq all previous coursework & permission of Program Director)	1
		<u>17</u>

TOTAL CREDITS 52

*Incoming students are required to show current proof of certification in Basic Life Support (CPR) for Health Care Providers through the American Heart Association.

Requirements: Achievement of a "C" or higher for all LPN & HC courses.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Evening Licensed Practical Nursing, Diploma



STI's LPN evening/weekend diploma program offers all of the required LPN coursework during the evenings and on Saturdays to accommodate those who have busy lives during the weekdays. The evening/weekend program takes less than two years to complete! This program is a part-time program, and it does run through the summers. If you are interested in becoming an LPN, but can't take courses during the weekday, the LPN evening/weekend program might be a great option for you!

Background checks and drug screenings are required for this program.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 4,680
Fees.....	\$ 3,793
Books & Supplies	\$ 2,100
Laptop	\$ 1,380
Equipment & Uniform.....	\$ 340
Physical and Immunizations.....	\$ 100
Licensure Fees	\$ 300
Background Check & Drug Screen	\$ 110
Program Related Fees	\$ 753
Other.....	\$ 325
TOTAL.....	\$ 13,881

PROGRAM CURRICULUM

Semester	Course Title	Credits
General Education Courses		
SSS 100	Student Success Seminar	2
These courses must be completed prior to taking LPN 100 & LPN 101		
AL ENGL 101T	English Composition (Prereq Placement Assessment)	3
AL PSYC 101T	General Psychology	3
AL CIS 101	Computer Essentials	2
AL MATH 115	College Math (Prereq Placement Assessment)	3
		13
Spring 2011		
First ½ semester		
CPR	CPR Certification*	
HC 117	Medical Terminology	1
HC 118	Applied Anatomy/Physiology (Coreq HC 118L)	4
HC 118L	Applied Anatomy/Physiology Lab (Coreq HC 118)	
Second ½ semester		
LPN 101	Introduction to Nursing (Coreq LPN 101L)	5
LPN 101L	Introductions to Nursing Lab (Coreq LPN 101)	
LPN 100	Nursing as a Profession	1
		11
Summer 2011 (eight weeks)		
LPN 110	Nursing Procedures (Prereq LPN 100, LPN 101) (Coreq LPN 110L, LPN 110S)	5
LPN 110L	Nursing Procedures Lab (Coreq LPN 110, LPN 110S)	
LPN 110S	Nursing Procedures Clinical (Coreq LPN 110, LPN 110L)	5
		5
Fall 2011		
First ½ of the semester		
LPN 140	Geriatric Nursing (Coreq LPN 140S)	4
LPN 140S	Geriatric Nursing Clinical (Coreq LPN 140)	
LPN 142	Advanced Pharmacology	2
Second ½ of the semester		
LPN 130	Medical/Surgical Nursing (Coreq LPN 130S)	6
LPN 130S	Medical/Surgical Nursing Clinical (Coreq LPN 130)	
		12
Spring 2012		
First ½ of the semester		
LPN 120	Maternity & Pediatric Nursing (Coreq LPN 120S)	4
LPN 120S	Maternity & Pediatric Nursing Clinical (Coreq LPN 120)	
LPN 150	Responsibilities of the LPN	1
Second ½ of the semester		
Satisfactory completion of the above classes are required to take the following;		
LPN 160	Clinical Practice (Prereq all previous coursework & permission of Program Director)	5
LPN 180	NCLEX-PN Reviews (Prereq all previous coursework & permission of Program Director)	1
		11
		TOTAL CREDITS 52

*Incoming students are required to show current proof of certification in Basic Life Support (CPR) for Health Care Providers through the American Heart Association.

Requirements: Achievement of a "C" or higher for all LPN & HC courses.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Nuclear Medicine Technology, AAS Degree



Nuclear Medicine Technologists prepare, administer, and measure radioactive materials to perform body function studies, generate organ imaging, analyze biological specimens, and treat disease. They also utilize computers to acquire, store, and analyze data and assure that records, including images, procedures, and doses are complete and accurate. Organizational, teamwork and time management skills are necessary for effective department dynamics as these technologists oversee hospital staff to inform and enforce radiation safety practices. Nuclear Medicine Technologists are responsible for the radiopharmaceuticals the department receives, stores, uses, and discards and typically work under the direction of physicians who are specialists in Nuclear Medicine.

Background checks and drug screenings are required for this program.

estimated total program fees

Tuition.....	\$ 8,910
Fees.....	\$ 5,965
Books & Supplies	\$ 2,500
Moving & Travel.....	\$ 3,000
Registry Exam Fees	\$ 145
Background Check & Drug Screen	\$ 110
Program Related Fees	\$ 814
Physical and Immunizations.....	\$ 100
TOTAL.....	\$ 21,544

PROGRAM CURRICULUM

This course must be completed prior to taking PHYS 100. These credits will be tabulated into the total credit hours required for this program.

* MATH 102T College Algebra (Prereq Placement Assessment) 3

Semester	Course Title	Credits
Summer & Fall (Core) —Prerequisites to spring semester		
ENGL 101T	Composition (Prereq Placement Assessment)	3
*PHYS 100	Applied Physics (Prereq Math 102T)	3
NM 101	Introduction to Nuclear Medicine & Imaging (Coreq NM 101L)	3
NM 101L	Introduction to Nuclear Medicine & Imaging Lab (Coreq NM 101)	
HC 117	Medical Terminology (Coreq HC 119)	1
HC 119	Anatomy/Physiology (Coreq HC 117, HC 119L)	5
HC 119L	Anatomy/Physiology Lab (Coreq HC 119)	
HC 114	Health Care/Human Relations	3
CIS 101	Computer Essentials	2
		23
Spring		
HC 121	Patient Care Techniques I (Coreq HC 121L)	3
HC 121L	Patient Care Techniques I Lab (Coreq HC 121)	
CHEM 106T	Chemistry Survey (Coreq CHEM 106L)	4
CHEM 106L	Chemistry Survey Lab (Coreq CHEM 106T)	
HC 124	Basic Pharmacology (Prereq HC 119)	2
NM 123	Pathophysiology (Prereq NM 101, HC 117, HC 119)	4
NM 124	Nuclear Medicine Math & Statistics (Prereq NM 101, MATH 102T, PHYS 100)	3
NM 127L	Imaging for Disease Lab (Prereq NM 101)(Coreq NM 123)	1
NM 128L	Cardiac Nuclear Medicine Lab (Prereq NM 101)	1
NM 228	Cross-sectional Anatomy / CT (Prereq NM 101, HC 117, HC 119)	2
		20

Satisfactory completion of all prior NM Core.

Semester	Course Title	Credits
NM 220	Radiation Safety & Biology (Prereq NM 123)	3
NM 219	Clinical Pet/CT (Prereq NM 123, NM 124)	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
		9

Satisfactory completion of all courses listed above.

Fall (All third semester NM courses must be taken concurrently)	Course Title	Credits
SPCM 101T	Fundamentals of Speech	3
NM 221	Radiopharmacology (Prereq CHEM 106T, HC 124)	3
NM 225	Nuclear Medicine Computers & Instrumentation (Prereq PHYS 100)	3
NM 226L	Nuclear Medicine Lab (Prereq PHYS 100)	1
NM 223	In-Vivo/In-Vitro (Prereq NM 219, NM 220) (Coreq NM 223L)	4
NM 223L	In-Vivo/In-Vitro Lab (Coreq NM 223)	1
NM 224L	Nuclear Medicine Injection Techniques	1
PSYC 101T	General Psychology	3
		19
Spring		
NM 230	Clinical I*	14
NM 241	Registry Review	2
		16

*Permission from Program Chair and all coursework must be complete.

Summer	Course Title	Credits
NM 240	Clinical II (Prereq NM 230, Permission of Program Chair)	12
		12

TOTAL CREDITS 99

Requirements: Achievement of a grade "C" or higher for PHYS 100 and all HC and NM courses. A minimum of 1200 hours of consecutive clinical experience. Clinical placement by Program Chair.

Registry Requirement: In order to maintain JRCNMT accreditation, all Nuclear Medicine graduates must take the NMTCB registry exam at the earliest possible date after completion of the Nuclear Medicine program.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Pharmacy Technician, Diploma (Fall Start)



Pharmacy Technicians assist licensed pharmacists under their direct control and immediate supervision. They perform nondiscretionary functions associated with the practice of a pharmacy, such as: take prescription orders and complete computer entry of these; select and count out medications; check for outdated drugs; operate cash register; coordinate drug orders; fill unit dose packages; prepare IV bags with medication; and perform drug calculations per physicians' orders. Duties may vary from pharmacy to pharmacy.

Background checks and drug screenings are required for this program.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 4,050
Fees.....	\$ 3,371
Laptop.....	\$ 1,380
Moving & Travel.....	\$ 1,500
Physical & Immunizations	\$ 100
Books & Supplies	\$ 900
Background Check & Drug Screen	\$ 110
Program Related Fees	\$ 363
TOTAL.....	\$ 11,784

PROGRAM CURRICULUM

Semester	Course Title	Credits
Fall		
SSS 100	Student Success Seminar	2
HC 110	Basic Anatomy	3
PHRM 100	Math for Pharmacy	2
HC 113	Medical Terminology	2
PHRM 110	Pharmacology I	3
PHRM 113	Pharmacy Principles & Practices I (Coreq PHRM 113L)	4
PHRM 113L	Pharmacy Principles & Practices I Lab (Coreq PHRM 113)	1
CIS 101	Computer Essentials	2
		<u>19</u>

Satisfactory completion of the above classes are required to take the following;

Spring		
COMM 102	Communication in the Workplace	3
PHRM 119	Pharmacy Principles & Practices II (Prereq PHRM 113) (Coreq PHRM 119L)	4
PHRM 119L	Pharmacy Principles & Practices II Lab (Coreq PHRM 119)	1
PHRM 121	Pharmacology II (Prereq PHRM 110)	3
PHRM 122	Pharmacy Law & Ethics	2
PHRM 124L	Pharmacy Lab	2
HC 114	Health Care/Human Relations	3
		<u>18</u>
Summer		
PHRM 125	Clinical* (320 hours required for completion)	8
		8
		TOTAL CREDITS 45

*Satisfactory completion of all required course work and approval of Program Chair.

Requirements: Achievement of a "C" or better for all HC and PHRM courses.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Pharmacy Technician, Diploma (Spring Start)



Pharmacy Technicians assist licensed pharmacists under their direct control and immediate supervision. They perform nondiscretionary functions associated with the practice of a pharmacy, such as: take prescription orders and complete computer entry of these; select and caount out medications; check for outdated drugs; operate cash register; coordinate drug orders; fill unit dose packages; prepare IV bags with medication; and perform drug calculations per physicians' orders. Duties may vary from pharmacy to pharmacy.

Background checks and drug screenings are required for this program.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 4,050
Fees.....	\$ 3,371
Laptop	\$ 1,380
Moving & Travel.....	\$ 1,500
Physical & Immunizations	\$ 100
Books & Supplies	\$ 900
Background Check & Drug Screen	\$ 110
Program Related Fees	\$ 363
TOTAL.....	\$ 11,784

PROGRAM CURRICULUM

Semester	Course Title	Credits
Spring		
SSS 100	Student Success Seminar	2
HC 110	Basic Anatomy	3
PHRM 100	Math for Pharmacy	2
HC 113	Medical Terminology	2
PHRM 110	Pharmacology I	3
PHRM 113	Pharmacy Principles & Practices I (Coreq PHRM 113L)	4
PHRM 113L	Pharmacy Principles & Practices I Lab (Coreq PHRM 113)	1
CIS 101	Introduction to Computers	2
		19

Satisfactory completion of the above classes are required to take the following;

Summer		
COMM 102	Communication in the Workplace	3
HC 114	Health Care/Human Relations	3
		6
Fall		
PHRM 119	Pharmacy Principles & Practices II (Prereq PHRM 113) (Coreq 119L)	4
PHRM 119L	Pharmacy Principles & Practices II Lab (Coreq PHRM 119)	1
PHRM 121	Pharmacology II (Prereq PHRM 110)	3
PHRM 122	Pharmacy Law & Ethics	2
PHRM 124L	Pharmacy Lab	2
		12
Spring		
PHRM 125	Clinical* (320 hours required for completion)	8
		8

TOTAL CREDITS 45

*Satisfactory completion of all required course work and approval of Program Chair.

Requirements: Achievement of a "C" or better for all HC and PHRM courses.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Phlebotomy/Patient Care Technician, Diploma (Fall Start)



Phlebotomists draw blood from patients or donors in hospitals, blood banks, or similar facilities for analysis or other medical purposes. Phlebotomists verify or record identity of patient or donor and converse with patient or donor to ease fear of procedure. They apply tourniquets to arms, locate accessible veins, swab puncture areas with disinfectant, and insert needles into veins to draw blood into collection tubes or bags. Phlebotomists withdraw needles, apply treatment to puncture sites, and label and store blood containers for subsequent processing. They may prick fingers to draw blood, conduct interviews, take vital signs, and draw and test blood samples to screen donors at blood banks.

Background checks and drug screenings are required for this program.

estimated total program fees

Tuition.....	\$ 2,790
Fees.....	\$ 1,868
Certification Fees.....	\$ 125
Physical & Immunizations	\$ 100
Books & Supplies	\$ 800
Background Check & Drug Screen	\$ 110
Program Related Fees	\$ 356
Other.....	\$ 350
TOTAL.....	\$ 6,449

PROGRAM CURRICULUM

Semester	Course Title	Credits
Fall		
SSS 100	Student Success Seminar	2
PH 101	Introduction to Phlebotomy	1
HC 110	Basic Anatomy	3
HC 114	Health Care/Human Relations	3
HC 113	Medical Terminology	2
HC 121	Patient Care Techniques I (Coreq HC 121L)	3
HC 121L	Patient Care Techniques I Lab (Coreq HC 121)	
COMM 102	Communication in the Workplace	3
CIS 101	Computer Essentials	2
		19

Satisfactory completion of the above classes are required to take the following;

Spring

(Approximately first 9 weeks of the semester)

HC 221	Patient Care Techniques II (Prereq Core)(Coreq PH 121)	2
PH 121	Principles and Practices (Prereq Core)(Coreq HC 221)	2

(Approximately 8 weeks of the semester)

PH 122	Clinical Practice* (Prereq PH 121, HC 221)	8
		12

TOTAL CREDITS 31

*Requires satisfactory completion of all required coursework and approval of Program Chair.

A "C" or higher is required for all HC & PH courses.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Phlebotomy/Patient Care Technician, Diploma (Spring Start)



Phlebotomists draw blood from patients or donors in hospitals, blood banks, or similar facilities for analysis or other medical purposes. Phlebotomists verify or record identity of patient or donor and converse with patient or donor to ease fear of procedure. They apply tourniquets to arms, locate accessible veins, swab puncture areas with disinfectant, and insert needles into veins to draw blood into collection tubes or bags. Phlebotomists withdraw needles, apply treatment to puncture sites, and label and store blood containers for subsequent processing. They may prick fingers to draw blood, conduct interviews, take vital signs, and draw and test blood samples to screen donors at blood banks.

Background checks and drug screenings are required for this program.

estimated total program fees

Tuition.....	\$ 2,790
Fees.....	\$ 1,868
Certification Fees.....	\$ 125
Physical & Immunizations	\$ 100
Books & Supplies	\$ 800
Background Check & Drug Screen	\$ 110
Program Related Fees	\$ 356
Other.....	\$ 350
TOTAL.....	\$ 6,449

PROGRAM CURRICULUM

Semester	Course Title	Credits
Spring		
SSS 100	Student Success Seminar	2
PH 101	Introduction to Phlebotomy	1
HC 110	Basic Anatomy	3
HC 114	Health Care/Human Relations	3
HC 113	Medical Terminology	2
HC 121	Patient Care Techniques I (Coreq HC 121L)	3
HC 121L	Patient Care Techniques I Lab (Coreq HC 121)	
COMM 102	Communication in the Workplace	3
CIS 101	Computer Essentials	<u>2</u>
		19

Satisfactory completion of the above classes are required to take the following;

Interim/Summer

(Approximately 5 weeks)

HC 221	Patient Care Techniques II (Prereq Core)(Coreq PH 121)	2
PH 121	Principles and Practices (Prereq Core) (Coreq HC 221)	2

(Approximately 8 weeks)

PH 122	Clinical Practice* (Prereq PH 121, HC 221)	<u>8</u>
		12

TOTAL CREDITS 31

*Requires satisfactory completion of all required coursework and approval of Program Chair.

A "C" or higher is required for all HC & PH courses.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Surgical Technology, Diploma



Surgical Technologists are integral members of the operating room team who work closely with the surgeon, anesthesiologist and registered nurse delivering direct patient care before, during, and immediately after surgery. Surgical Technologists act as primary scrub persons who handle the instruments, supplies, and equipment necessary for the completion of the surgical procedure. These well educated and highly skilled individuals must anticipate the needs of the surgeon and have the necessary knowledge and ability to ensure quality patient care. Some specific duties include passing instruments, sutures, sponges, and equipment during the operative procedure. Preparation of the operating room and equipment before surgery, plus cleanup of these items after surgery are also duties that Surgical Technologists perform.

In order to work in Surgical Technology one must be able to move, lift and transport both patients and equipment and have the manual dexterity to efficiently handle instruments in a sterile manner.

Background checks and drug screenings are required for this program.

estimated total program fees

Tuition.....	\$ 4,590
Fees.....	\$ 3,073
Moving & Travel.....	\$ 1,500
Physical & Immunizations	\$ 100
Books & Supplies	\$ 1,200
Background Check & Drug Screen	\$ 110
Program Related Fees	\$ 862
Other.....	\$ 380
TOTAL.....	\$ 11,815

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
HC 114	Health Care/Human Relations	3
HC 118	Applied Anatomy/Physiology (Coreq HC 118L)	4
HC 118L	Applied Anatomy/Physiology Lab (Coreq HC 118)	
HC 117	Medical Terminology	1
HC 121	Patient Care Techniques I (Coreq HC 121L)	3
HC 121L	Patient Care Techniques I Lab (Coreq HC 121)	
ST 100	Surgical Techniques (Coreq Health Core, ST 110)	3
ST 110	Surgical Techniques Lab (Coreq ST 100)	2
ST 121	Surgical Asepsis (Coreq Health Core, ST 100)	2
		20

Satisfactory completion of the above Surg Tech classes (ST) and all Health Core (HC) are required to take the following courses.

Second

ST 112	Surgical Procedures (Prereq ST 100)	3
ST 113	Technology for Surgical Technologists	1
ST 114	Clinical Practice I (Coreq ST 112, ST 120)	3
CIS 101	Computer Essentials	2
ST 119	Responsibilities of the Surgical Technologist (Coreq ST 114)	1
ST 120	Principles & Practice of Surg Tech (Coreq ST 112)	2
ST 120 L	Principles & Practice of Surg Tech Lab (Coreq ST 120)	
ST 122	Surgical Procedures Lab (Coreq ST 112)	2
ST 123	Surgical Pharmacology (Prereq Health Core, ST 100)	1
COMM 102	Communication in the Workplace	3
HC 102	Math for Medications	1
		19

Satisfactory completion of all the above courses (ST, HC, CIS 101, COMM 102) are required to take the following courses.

Third (Approximately 10 weeks)

ST 124	Clinical Practice II (Prereq ST 112, ST 114, ST 120, ST 122, ST 123 & Permission of Program Chair)	6
ST 134	Clinical Practice III (Prereq ST 124, Permission of Program Chair)	6
		12

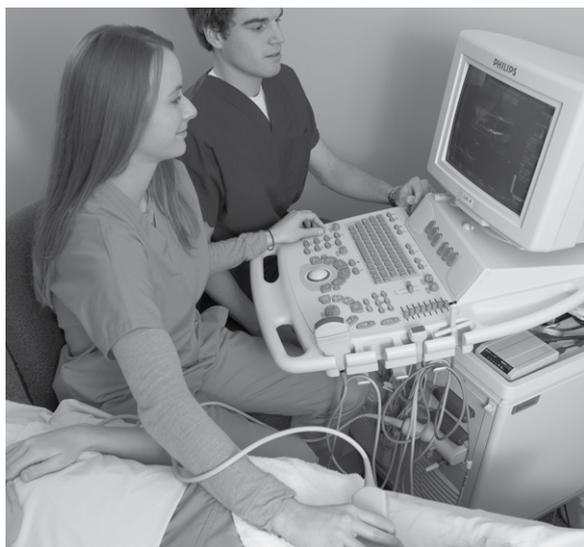
TOTAL CREDITS 51

Requirements: Achievement of a grade of "C" or higher for all ST and HC courses is required for graduation and before moving to the next semester.

Clinical Placement will be chosen by the lottery (drawing out of a hat) system. Clinical sites are in the Midwest region.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Vascular Ultrasound Technology, AAS Degree



Vascular Technologists perform various diagnostic medical procedures through the use of high frequency sound waves to produce dynamic visual images of organs, tissues, or blood flow inside the body that are used by physicians to make a medical diagnosis. Evaluation and analysis of the hemodynamics (blood flow) of peripheral and abdominal blood vessels will be evaluated through the use of high-tech, non-imaging and imaging instrumentation. The Vascular Technologist must be able to obtain accurate patient history, perform high-tech diagnostic procedures, analyze technical information and summarize technical findings to the physician, provide quality patient care and collaborating with physicians and other members of the health team.

•Clinical Affiliation: Students will be placed in a clinical affiliation for 7 months in medical centers throughout the Region. If a student does not complete speciality cardiovascular classes in three consecutive semesters, faculty and administration will determine whether courses must be repeated before enrolling in clinical.

Background check and drug screenings are required for this program.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 8,910
Fees.....	\$ 6,625
Laptop	\$ 1,380
Program Related Fees	\$ 1,089
Books and Supplies	\$ 2,400
Moving & Travel.....	\$ 3,000
Registry Exam Fees	\$ 400
Physical and Immunizations.....	\$ 100
Background Check/Drug Screen	\$ 110
Other.....	\$ 355
TOTAL.....	\$24,369

PROGRAM CURRICULUM

This course must be completed prior to taking PHYS 100. These credits will be tabulated into the total credit hours required for this program.

*MATH 102T College Algebra (Prereq Placement Assessment) 3

Semester	Course Title	Credits
Summer & Fall (Core) —Prerequisites to Cardiovascular		
CHEM 106T	Chemistry Survey (Coreq CHEM 106L)	4
CHEM 106L	Chemistry Survey Lab (Coreq CHEM 106T)	
ENGL 101T	Composition (Prereq Placement Assessment)	3
* PHYS 100	Applied Physics ("C" or higher required)(Prereq Math 102T)	3
CIS 101	Computer Essentials	2
HC 119	Anatomy/Physiology (Coreq HC 117, HC 119L)	5
HC 119L	Anatomy/Physiology Lab (Coreq HC 117)	
HC 117	Medical Terminology (Coreq HC 119)	1
CV 101	Intro to Cardiovascular Ultrasound	1
CVP 102	Vascular History & Physical	2
		24
Spring		
CV 123	Ultrasound Physics (Prereq PHYS 100)	3
HC 121	Patient Care Techniques I (Coreq HC 121L)	3
HC 121L	Patient Care Techniques Lab (Coreq HC 121)	
CVP 124	Vascular Hemodynamics (Prereq Core, CV 101, CVP 102) (Coreq CVP 123L)	3
CVP 123L	Vascular Hemodynamics Lab (Coreq CVP 124)	1
CVP 136	Vascular Anatomy (Prereq Core, CV 101, CVP 102) (Coreq CVP 137L)	2
CVP 137L	Vascular Anatomy Lab (Coreq CVP 136)	1
CV 125	EKG Analysis and Interpretation I (8 weeks)(Prereq Core)	2
HC 124	Basic Pharmacology (Prereq HC 119)	2
HC 114	Health Care/Human Relations	3
		20
Summer		
CVP 210	Vascular Pathophysiology I (Prereq CV 125, CVP 123, CVP 124, CVP 136, CVP 137, CV 123)(Coreq CVP 211L)	3
CVP 211L	Vascular Pathophysiology I Lab (Coreq CVP 210)	1
SPCM 101T	Fundamentals of Speech	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
		10
Fall		
CV 131	Cardiovascular Physiology (Prereq CVP 210, CVP 211L)	3
CV 202	Cardiac Pathologies (Prereq CVP 210, CVP 211L)	3
CVP 214	Vascular Pathophysiology II (Prereq CVP 210, CVP 211L) (Coreq CVP 215L)	3
CVP 215L	Vascular Pathophysiology II Lab (Coreq CVP 214)	2
CVP 220	Abdominal Vascular Ultrasound (Prereq CVP 210, CVP 211L)2 (Coreq CVP 221L)	
CVP 221L	Abdominal Vascular Ultrasound Lab (Coreq CVP 220)	1
PSYC 101T	General Psychology	3
		17
Spring		
CVP 233	Vascular Ultrasound I Clinical (All CV, HC, CVP, General Courses, and Permission of Program Chair)	14
CVP 255	Vascular Registry Review (Prereq CVP 233)	2
		16
Summer		
CVP 243	Vascular Ultrasound II Clinical (Prereq CVP 233, CVP 255 & Permission of Program Chair)	12
		12
		TOTAL CREDITS 99

Requirements: Achievement of a grade of "C" or higher for PHYS 100 & all HC, CV and CVP courses. Clinical placement by Program Chair.

Registry Requirement: In order to maintain CAAHEP accreditation, all Cardiovascular graduates must take a registry examination at the earliest possible date after completion of the Cardiovascular program.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.



HORTICULTURE

TECHNOLOGY

Horticulture Technology	102
Landscape Design Technology	103
Sports Turf Management	104

Whenever possible, program and course offerings will be offered as listed; however, STI reserves the right to modify course offerings in accordance with current conditions.

Horticulture Technology, AAS Degree



Horticulture is both a science and an art. Horticultural careers can include propagation and cultivation, landscape plans, fruits, vegetables, annuals and perennials, as well as nursery stock for nurseries and garden centers. Careers in integrated pest management deal with proper plant care and the prevention and control of plant diseases and insects. Employment opportunities also exist in the areas of plant and fertilizer development. Grounds maintenance is a rapidly growing area of employment in the horticulture field. The greenhouse industry employs horticulturists to propagate fresh flowers, cuttings, annuals, and foliage plants.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
HT 111	Introduction to Horticulture	3
HT 112	Woody Plants	4
HT 113	Turf Management	3
HT 234	Pest Management	3
CIS 105	Introduction to Computers	3
		18
Second		
HT 121	Perennials	3
HT 124	Landscape Design I (Prereq HT 112)	4
HT 125	Greenhouse I	3
HT 131	Internship (Prereq Department Approval)	3
SPCM 101T	Fundamentals of Speech	3
MATH 115	College Math (Prereq Placement Assessment)	3
		19
Third		
HT 123	Soils & Fertilizers	3
HT 211	Landscape Construction (Prereq HT 124)	4
or		
HT 227	Landscape CAD (Prereq HT 124, CIS 105)	4
HT 213	Greenhouse II (Prereq HT 125)	4
ENGL 101T	Composition (Prereq Placement Assessment)	3
PSYC 101T	General Psychology	3
		17
Fourth		
HT 223	Garden Center Management	3
HT 231	Arboriculture (Prereq HT 123)	3
HT 232	Interiorscaping/Fruits & Vegetables (Prereq HT 124)	3
ELECTIVE	Technical Elective	3 or 4
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
		15 or 16
	TOTAL CREDITS 69 or 70	

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Fourth Semester Electives:

HT 222	Residential Irrigation/Equipment Operations	3
HT 221	Landscape Design II (Prereq HT 124)	4

estimated total program fees

Tuition.....	\$ 6,300
Fees.....	\$ 4,218
Books & Supplies	\$ 1,500
Program Related Fees	\$ 75
Tools & Supplies	\$ 210
TOTAL.....	\$ 12,303

Landscape Design Technology, AAS Degree



Landscape Design Technology utilizes skills in design, plant identification and installation, as well as construction techniques. Career opportunities in the Landscape industry include: Landscape Designer, Landscape Crew Supervisor, Construction Supervisor and Landscape Project Coordinator. Landscape Design Technology is utilized in many areas of the green industry: retail nurseries, design/build companies, golf courses, sports fields, amusement parks and government agencies.

estimated total program fees

Tuition.....	\$ 6,300
Fees.....	\$ 4,218
Books & Supplies	\$ 1,500
Program Related Fees	\$ 100
Tools & Supplies	\$ 210
TOTAL.....	\$ 12,328

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
HT 111	Introduction to Horticulture	3
HT 112	Woody Plants	4
HT 113	Turf Management	3
HT 234	Pest Management	3
CIS 105	Introduction to Computers	3
		18
Second		
HT 121	Perennials	3
HT 124	Landscape Design I (Prereq HT 112)	4
HT 125	Greenhouse I	3
HT 131	Internship (Prereq Department Approval)	3
SPCM 101T	Fundamentals of Speech	3
MATH 115	College Math (Prereq Placement Assessment)	3
		19
Third		
HT 123	Soils & Fertilizers	3
HT 211	Landscape Construction (Prereq HT 124)	4
HT 227	Landscape CAD (Prereq HT 124, CIS 105)	4
ENGL 101T	Composition (Prereq Placement Assessment)	3
PSYC 101T	General Psychology	3
		17
Fourth		
HT 221	Landscape Design II (Prereq HT 124)	4
HT 222	Residential Irrigation/Equipment Operations	3
HT 231	Arboriculture (Prereq HT 123)	3
ELECTIVE	Technical Elective	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
		16
		TOTAL CREDITS 70

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Fourth Semester Electives:

HT 223	Garden Center Management	3
HT 232	Interiorscaping/Fruits & Vegetables (Prereq HT 124)	3

Sports Turf Management, AAS Degree



Sports Turf Management is an exciting field that blends the individual's love for the outdoors and the dynamics of creating and maintaining golf courses, sports facilities, and landscapes on a residential and commercial level. Sports Turf managers work with a variety of specialized equipment to maintain the surrounding plant environment. This field is truly for those who enjoy outdoor activities.

Many Southeast Tech students have found employment at local, regional and national golf courses in the United States. Recently, several students were recruited to work as Sports Turf Managers at professional and semi-professional baseball diamonds across the country. Others have found employment with major sports complexes and with cities taking care of the "green" areas owned and operated by local government entities.

estimated total program fees

Tuition.....	\$ 6,390
Fees.....	\$ 4,278
Books & Supplies	\$ 1,800
Program Related Fees	\$ 75
Tools & Supplies	\$ 210
TOTAL.....	\$ 12,753

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
HT 111	Introduction to Horticulture	3
HT 112	Woody Plants	4
HT 113	Turf Management	3
HT 234	Pest Management	3
CIS 105	Introduction to Computers	3
		18
Second		
HT 121	Perennials	3
HT 124	Landscape Design I (Prereq HT 112)	4
HT 126	Irrigation Principles & Practices (Prereq HT 113)	3
HT 141	Spring Turf Management Practical	3
SPCM 101T	Fundamentals of Speech	3
MATH 115	College Math (Prereq Placement Assessment)	3
		19
Third		
HT 123	Soils and Fertilizers	3
HT 142	Fall Turf Management Practical	3
HT 211	Landscape Construction (Prereq HT 124)	4
ENGL 101T	Composition (Prereq Placement Assessment)	3
PSYC 101T	General Psychology	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
		19
Fourth		
HT 215	Foremanship Training (Prereq HT 113)	3
HT 224	Turf Management in Sports (Prereq HT 113)	3
HT 226	Equipment Operations & Maintenance (Prereq HT 113)	3
HT 231	Arboriculture (Prereq HT 123)	3
ELECTIVE	Technical Elective	3
		15
		TOTAL CREDITS 71
Students entering a program in any semester other than outlined may not graduate in the expected amount of time.		
Fourth Semester Electives:		
HT 223	Garden Center Management	3
BUS	Business Elective: BUS 230 - Small Business Entrepreneurship (Laptop Required)	3



INDUSTRIAL

TECHNOLOGY

HVAC/R..... 106

Precision Machining Technology..... 107

Precision Machining Operations..... 108

Residential Heating and Air Conditioning Technology 109

Whenever possible, program and course offerings will be offered as listed; however, STI reserves the right to modify course offerings in accordance with current conditions.

HVAC/R Technology, AAS Degree



Heating/Ventilation/Air Conditioning/Refrigeration technicians install, service, maintain, and repair a variety of air moving and air tempering equipment.

They will work with blueprints to fabricate and install duct work, tubing, and/or piping circuits. The use of torches, various power tools, and numerous hand tools will be necessary to perform the specific task. These technicians will also use many pieces of electrical and mechanical test equipment to determine system problems. The technician will perform his or her job both indoors and outdoors based on the type of equipment worked on.

estimated total program fees

Tuition.....	\$ 6,390
Fees.....	\$ 4,278
Books & Supplies	\$ 1,000
Tools & Supplies	\$ 950
Program Related Fees	\$ 40
Other.....	\$ 40
TOTAL.....	\$ 12,698

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
RA 110	Basic Electricity	5
RA 111	Basic Refrigeration (Coreq RA 110)	4
RA 112	Basic Heating Systems (Coreq RA 110)	3
RA 113	Sheet Metal Layout & Fabrication	2
MATH 115	College Math (Prereq Placement Assessment)	3
		19
Second		
RA 120	Heating/Troubleshooting (Prereq RA 110, RA 112)	5
RA 121	Air Conditioning Installation (Prereq RA 110, RA 111, RA 112)	4
RA 122	Air Conditioning/Troubleshooting (Prereq RA 110, RA 111)	3
ENGL 101T	Composition (Prereq Placement Assessment)	3
CIS 101	Computer Essentials	2
		17
Third		
RA 210	Service & Repair Procedures (Prereq RA 122)	4
RA 211	Design & Installation (Prereq RA 122)	4
RA 212	Water Cooled Equipment (Prereq RA 122)	2
RA 213	Special Equipment (Prereq RA 122)	2
PSYC 101T	General Psychology	3
ENGL 201	Technical Writing (Prereq ENGL 101T)	3
		18
Fourth		
RA 220	Reclaim & Outdoor Equipment (Prereq RA 210, RA 211)	2
RA 221	Split & Unitized Equipment (Prereq RA 210, RA 211)	3
RA 222	High Pressure Chillers (Prereq RA 210, RA 212)	3
RA 223	Troubleshooting & Maintenance (Prereq RA 210, RA 211)	3
RA 224	Heat Pump Systems (Prereq RA 212)(Coreq RA 221)	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
		17
		TOTAL CREDITS 71

HVAC Instructors:

Timothy Hummel, M.Ed. BS, AAS: 17 years industry experience, 17 years teaching experience. Paul Tunge, AAS: 9 years industry experience, 6 years teaching experience.

Students must earn a "C" or better in all HVAC courses in order to graduate.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Precision Machining Technology, AAS Degree



Machinists, tool & die, and moldmakers use machine tools using either power-driven or hand tools to remove metal and shape it to some specified form and size. Machining equipment is stationary or power-driven. There are many jobs in machine tool technology such as CAD/CAM programmers, moldmakers, diemakers, production machinists, maintenance machinists, and machinists. Related occupations are gunsmiths, model makers, patternmakers, fixture makers, and layout workers.

*STI Laptop Required

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
MATH 115	College Math (Prereq Placement Assessment)	3
PM 110	Machinist Math I (Coreq MATH 115)	2
PM 112	Print Reading	2
PM 113	Precision Machine Tool Theory I (Coreq PM 114)	3
PM 114	Precision Machine Tool Lab I (Coreq PM 113)	6
		18
Second		
CAD 130	Intro to Inventor (Prereq PM 112)(Coreq CIS 101)	2
CIS 101	Computer Essentials	2
PM 120	Machinist Math II (Prereq PM 110)	2
PM 123	Precision Machine Tool Theory II (Prereq PM 113) (Coreq PM 124)	2
PM 124	Precision Machine Tool Lab II (Prereq PM 114) (Coreq PM 123)	6
PM 125	Computer Numerical Control I (Prereq CIS 101, PM 113, PM 114)	3
		17
Third		
PM 213	Precision Machine Tool Theory III (Prereq PM 123) (Coreq PM 214)	3
PM 214	Precision Machine Tool Lab III (Prereq PM 124) (Coreq PM 213)	6
PM 215	Computer Numerical Control II (Prereq PM 124, PM 125)	3
PSYC 101T	General Psychology	3
ENGL 101T	Composition (Prereq Placement Assessment)	3
		18
Fourth		
ENGL 201	Technical Writing (Prereq ENGL 101T)	3
PM 222	Precision Machine Tool Theory IV (Prereq PM 213) (Coreq PM 223)	4
PM 223	Electrical Discharge Machines (Coreq PM 222)	2
PM 224	Precision Machine Tool Lab IV (Prereq PM 214) (Coreq PM 222)	7
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
		19
TOTAL CREDITS		72

Requirements: Achievement of a grade of "C" or higher for each PM course and CAD 130 is required for graduation and before moving to the next semester.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

estimated total program fees

Tuition.....	\$ 6,480
Fees.....	\$ 4,998
Books & Supplies	\$ 1,630
Program Related Fees	\$ 208
Laptop	\$ 1,380
Tools & Supplies	\$ 2,000
TOTAL.....	\$ 16,696

Precision Machining Operations, Diploma



Machinist, tool & die, and moldmakers use machine tools using either power-driven or hand tools to remove metal and shape it to some specified form and size. Machining equipment is stationary or power-driven. There are many jobs in machine tool operations such as CAD/CAM programmers, moldmakers, diemakers, production machinists, maintenance machinists, and machinists. Related occupations are gunsmiths, model makers, patternmakers, fixture makers, and layout workers.

*STI Laptop Required

estimated total program fees

Tuition.....	\$ 3,420
Fees.....	\$ 2,950
Books & Supplies	\$ 1000
Program Related Fees	\$ 208
Laptop	\$ 1,380
Tools & Supplies.....	\$ 2,000
TOTAL.....	\$ 10,958

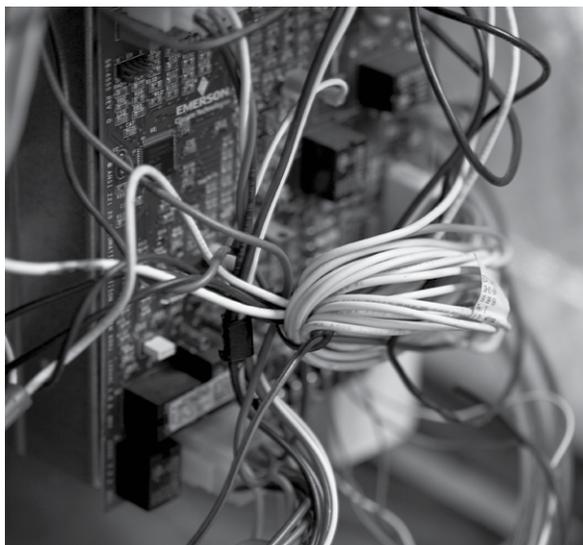
PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
MATH 115	College Math (Prereq Placement Assessment)	3
PM 110	Machinist Math I (Coreq MATH 115)	2
PM 112	Print Reading	2
PM 113	Precision Machine Tool Theory I (Coreq PM 114)	3
PM 114	Precision Machine Tool Lab I (Coreq PM 113)	6
		18
Second		
CIS 101	Computer Essentials	2
CAD 130	Introduction to Inventor (Prereq PM 112)(Coreq CIS 101)	2
ENGL 101T	Composition (Prereq Placement Assessment)	3
PM 120	Machinist Math II (Prereq PM 110)	2
PM 123	Precision Machine Tool Theory II (Prereq PM 113) (Coreq PM 124)	2
PM 124	Precision Machine Tool Lab II (Prereq PM 114) (Coreq PM 123)	6
PM 125	Computer Numerical Control I (Prereq CIS 101, PM 113, PM 114)	3
		20
	TOTAL CREDITS	38

Requirements: Achievement of a grade of "C" or higher for each PM course and CAD 130 is required for graduation and before moving to the next semester.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Residential Heating & Air Conditioning Technology, Diploma



Heating/Ventilation/Air Conditioning/Refrigeration technicians install, service, maintain, and repair a variety of air moving and air tempering equipment. They will work with blueprints to fabricate and install duct work, tubing, and/or piping circuits. The use of torches, various power tools, and numerous hand tools will be necessary to perform the specific task. These technicians will also use many pieces of electrical and mechanical test equipment to determine system problems. The technician will perform his or her job both indoors and outdoors based on the type of equipment worked on.

estimated total program fees

Tuition.....	\$ 3,240
Fees.....	\$ 2,169
Books & Supplies	\$ 600
Tools & Supplies	\$ 750
Program Related Fees	\$ 40
TOTAL.....	\$ 6,799

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
RA 110	Basic Electricity	5
RA 111	Basic Refrigeration (Coreq RA 110)	4
RA 112	Basic Heating Systems (Coreq RA 110)	3
RA 113	Sheet Metal Layout & Fabrication	2
MATH 115	College Math (Prereq Placement Assessment)	3
		<u>19</u>
Second		
RA 120	Heating/Troubleshooting (Prereq RA 110, RA 112)	5
RA 121	Air Conditioning Installation (Prereq RA 110, RA 111, RA112)	4
RA 122	Air Conditioning/Troubleshooting (Prereq RA 110, RA 111)	3
COMM 102	Communication in the Workplace	3
CIS 101	Computer Essentials	2
		<u>17</u>
	TOTAL CREDITS	36

HVAC Instructors:

Timothy Hummel, M.Ed. BS, AAS: 17 years industry experience, 17 years teaching experience. Paul Tunge, AAS: 9 years industry experience, 6 years teaching experience.

Students must earn a "C" or better in all HVAC courses in order to graduate.

Students wishing to pursue an AAS should take ENGL 101T in place of COMM 102.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.



TRANSPORTATION

TECHNOLOGY

Automotive Technology.....	111
Automotive Technology - 2 year Diploma.....	112
Collision Repair & Refinish Technology.....	113
Collision Repair & Refinish Technology - 2 year Diploma.....	114
Diesel Technology	115
Diesel Technology - 2 year Diploma.....	116

Whenever possible, program and course offerings will be offered as listed; however, STI reserves the right to modify course offerings in accordance with current conditions.

Automotive Technology, AAS Degree



The Automotive Service Industry is a highly-skilled service group with employment opportunities in every community and in many types of shops. The increasing complexity and usage of computers on today's cars has created a shortage of qualified automotive service and diagnostic technicians. Technicians may work on many types of vehicles and perform various types of repairs ranging from transmission overhaul to computer systems diagnosis. Some technicians may specialize in certain areas of repair such as drivability or engine repair; others prefer to work with customers, parts or sales. STI's Automotive Department trains technicians who have a thorough knowledge of vehicle operation and comprehensive repair. With an outstanding reputation, STI's Automotive Technology graduates are always in demand.

Drug screens are required for this program.

estimated total program fees

Tuition.....	\$ 6,030
Fees.....	\$ 4,037
Books & Supplies	\$ 1,700
Tools & Supplies.....	\$ 2,600
Other.....	\$ 224
TOTAL.....	\$ 14,591

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
AT 110	Manual Drive Train/Axles Theory	2
AT 111	Manual Drive Train/Axles Lab (Coreq AT 110)	2
AT 112	Automatic Transmissions Theory	2
AT 113	Automatic Transmissions Lab (Coreq AT 112)	3
AT 122	Brake Theory	2
AT 123	Brake Lab (Coreq AT 122)	2
ENGL 101T	Composition (Prereq Placement Assessment)	3
		18
Second		
AT 120	Suspension & Steering Theory	2
AT 121	Suspension & Steering Lab (Coreq AT 120)	3
AB 121	Auto Body Servicing	2
AT 130	Engine Repair Theory	2
AT 131	Engine Repair Lab (Coreq AT 130)	3
CIS 101	Computer Essentials	2
ENGL/SPCM	ENGL 201 - Technical Writing (Prereq ENGL 101) or SPCM 101T - Fundamentals of Speech	3
		17
Third		
AT 210	Electrical Systems Theory	4
AT 211	Electrical Systems Lab (Coreq AT 210)	4
AT 213	Heating/Air Conditioning Theory	2
AT 214	Heating/Air Conditioning Lab (Coreq AT 213)	2
MATH 115	College Math (Prereq Placement Assessment)	3
		15
Fourth		
AT 230	Engine Performance Theory (Prereq AT 210)	5
AT 231	Engine Performance Lab (Coreq AT 230)	6
PSYC 101T	General Psychology	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
		17
	TOTAL CREDITS	67

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Automotive Technology, 2 Year Diploma



The Automotive Service Industry is a highly-skilled service group with employment opportunities in every community and in many types of shops. The increasing complexity and usage of computers on today's cars has created a shortage of qualified automotive service and diagnostic technicians. Technicians may work on many types of vehicles and perform various types of repairs ranging from transmission overhaul to computer systems diagnosis. Some technicians may specialize in certain areas of repair such as drivability or engine repair; others prefer to work with customers, parts or sales. STI's Automotive Department trains technicians who have a thorough knowledge of vehicle operation and comprehensive repair. With an outstanding reputation, STI's Automotive Technology graduates are always in demand.

Drug screens are required for this program.

estimated total program fees

Tuition.....	\$ 5,490
Fees.....	\$ 3,675
Books & Supplies	\$ 1,700
Tools & Supplies	\$ 2,600
Other.....	\$ 224
TOTAL.....	\$ 13,689

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
AT 110	Manual Drive Train/Axles Theory	2
AT 111	Manual Drive Train/Axles Lab (Coreq AT 110)	2
AT 112	Automatic Transmissions Theory	2
AT 113	Automatic Transmissions Lab (Coreq AT 112)	3
AT 122	Brake Theory	2
AT 123	Brake Lab (Coreq AT 122)	2
COMM 102	Communications in the Workplace	<u>3</u>
		18
Second		
AT 130	Engine Repair Theory	2
AT 131	Engine Repair Lab (Coreq AT 130)	3
AT 120	Suspension & Steering Theory	2
AT 121	Suspension & Steering Lab (Coreq AT 120)	3
AB 121	Auto Body Servicing	2
CIS 101	Computer Essentials	<u>2</u>
		14
Third		
AT 213	Heating/Air Conditioning Theory	2
AT 214	Heating/Air Conditioning Lab (Coreq AT 213)	2
AT 210	Electrical Systems Theory	4
AT 211	Electrical Systems Lab (Coreq AT 210)	4
MATH 115	College Math (Prereq Placement Assessment)	<u>3</u>
		15
Fourth		
AT 230	Engine Performance Theory (Prereq AT 210)	5
AT 231	Engine Performance Lab (Coreq AT 230)	6
PSYC 103	Psychology at Work	<u>3</u>
		14
	TOTAL CREDITS 61	

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Collision Repair & Refinish Technology, AAS Degree



Collision Repair and Refinish Technicians repair everything from a dented bumper to an almost total wreck. Technicians have the skills and knowledge necessary to determine what repairs are needed to repair vehicles. They may restore autobody parts to their original shape or replace whole sections of the autobody. Technicians may give estimates, repair and refinish auto bodies, and align auto frames.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
AB 110	Intro to Auto Body Repair & Safety	5
AB 111	Auto Body Welding	3
AB 112	Auto Body Lab	5
MATH 115	College Math (Prereq Placement Assessment)	<u>3</u>
		18
Second		
AB 120	Stationary Panel/Frame/Unibody	5
AB 122	Auto Body Lab	5
AT 140	Wheel Alignment	2
PSYC 101T	General Psychology	3
ENGL 101T	Composition (Prereq Placement Assessment)	3
SPCM 101T	Fundamentals of Speech	<u>3</u>
		21
Third		
AB 210	Auto Body Electrical Circuits/Air Conditioning	2
AB 211	Surface Preparation	3
AB 212	Spray Equipment Operation	1
AB 213	Refinishing Materials	1
AB 214	Auto Refinish Lab	6
CIS 101	Computer Essentials	<u>2</u>
		15
Fourth		
AB 123	Auto Collision Estimating	3
AB 123L	Auto Collision Estimating Lab	
AB 220	Color Theory	3
AB 221	Blending	2
AB 223	Auto Refinish Lab II	6
AB 225	Internship (Prereq Dept Approval)	1
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	<u>3</u>
		18
		TOTAL CREDITS 72

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

estimated total program fees

Tuition.....	\$ 6,480
Fees.....	\$ 4,338
Books & Supplies	\$ 1,400
Tools & Supplies	\$ 2,250
Program Related Fees	\$ 55
Other	\$ 120
TOTAL.....	\$ 14,643

Collision Repair & Refinish Technology, 2 Year Diploma



Collision Repair and Refinish Technicians repair everything from a dented bumper to an almost total wreck. Technicians have the skills and knowledge necessary to determine what repairs are needed to repair vehicles. They may restore autobody parts to their original shape or replace whole sections of the autobody. Technicians may give estimates, repair and refinish auto bodies, and align auto frames.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
AB 110	Intro to Auto Body Repair & Safety	5
AB 111	Auto Body Welding	3
AB 112	Auto Body Lab	5
MATH 115	College Math (Prereq Placement Assessment)	<u>3</u>
		18
Second		
AB 120	Stationary Panel/Frame/Unibody	5
AT 140	Wheel Alignment	2
AB 122	Auto Body Lab	5
PSYC 103	Psychology at Work	3
COMM 102	Communications in the Workplace	<u>3</u>
		18
Third		
CIS 101	Computer Essentials	2
AB 211	Surface Preparation	3
AB 212	Spray Equipment Operation	1
AB 213	Refinishing Materials	1
AB 214	Auto Refinish Lab	6
AB 210	Auto Body Electrical Circuits/Air Conditioning	<u>2</u>
		15
Fourth		
AB 220	Color Theory	3
AB 221	Blending	2
AB 223	Auto Refinish Lab II	6
AB 123	Auto Collision Estimating	3
AB 225	Internship (Prereq Dept Approval)	<u>1</u>
		15
		TOTAL CREDITS 66

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

estimated total program fees

Tuition.....	\$ 5,940
Fees.....	\$ 3,976
Books & Supplies	\$ 1,400
Tools & Supplies	\$ 2,250
Other.....	\$ 120
TOTAL.....	\$ 13,686

Diesel Technology, AAS Degree



Diesel technicians use a variety of skills to prepare, diagnose, repair, and maintain diesel engines. To keep engines running smoothly, a diesel technician uses test equipment to evaluate and troubleshoot running engines. From there, they determine what adjustments are necessary or what parts need to be replaced to restore the engine to top performance. In addition to the engines, diesel technicians also need comprehensive knowledge of electrical systems, power trains, brakes, steering and suspensions, hydraulics, and air conditioning.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
DM 114	Preventive Maintenance Theory (Coreq DM 115)	2
DM 115	Preventive Maintenance Lab (Coreq DM 114)	2
DM 116	Basic Electrical Theory (Coreq DM 117)	2
DM 117	Basic Electrical Lab (Coreq DM 116)	2
DM 118	Truck Electrical System Theory (Coreq DM 119)	2
DM 119	Truck Electrical System Lab (Coreq DM 118)	2
PSYC 101T	General Psychology	<u>3</u>
		17
Second		
DM 224	Hydraulic Theory (Coreq DM 225)	2
DM 225	Hydraulic Lab (Coreq DM 224)	2
DM 120	Air Conditioning Theory (Prereq ASE Refrigerant Recovery Quiz; Coreq DM 121)	2
DM 121	Air Conditioning Lab (Coreq DM 120)	2
DM 214	Electronic Fuel Theory (Coreq DM 215)	2
DM 215	Electronic Fuel Lab (Coreq DM 214)	2
ENGL 101T	Composition (Prereq Placement Assessment)	3
CIS 101	Computer Essentials	<u>2</u>
		17
Third		
DM 210	Diesel Theory (Coreq DM 211)	4
DM 211	Diesel Lab (Coreq DM 210)	4
DM 220	Fuel Theory (Coreq DM 221)	2
DM 221	Fuel Lab (Coreq DM 220)	2
MATH 115	College Math (Prereq Placement Assessment)	3
ENGL/SPCM	ENGL 201 - Technical Writing (Prereq ENGL 101) or SPCM 101T - Fundamentals of Speech	<u>3</u>
		18
Fourth		
DM 130	Brakes Theory (Coreq DM 131)	2
DM 131	Brakes Lab (Coreq DM 130)	2
DM 132	Suspension Theory (Coreq DM 133)	2
DM 133	Suspension Lab (Coreq DM 132)	2
DM 230	Power Train Theory (Coreq DM 231)	2
DM 231	Power Train Lab (Coreq DM 230)	2
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	<u>3</u>
		15
		TOTAL CREDITS 67

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

estimated total program fees

Tuition.....	\$ 6,030
Fees.....	\$ 4,037
Books & Supplies	\$ 1,450
Tools & Supplies	\$ 2,800
Other.....	\$ 120
TOTAL.....	\$ 14,437

Diesel Technology, 2 Year Diploma



Diesel technicians use a variety of skills to prepare, diagnose, repair, and maintain diesel engines. To keep engines running smoothly, a diesel technician uses test equipment to evaluate and troubleshoot running engines. From there, they determine what adjustments are necessary or what parts need to be replaced to restore the engine to top performance. In addition to the engines, diesel technicians also need comprehensive knowledge of electrical systems, power trains, brakes, steering and suspensions, hydraulics, and air conditioning.

estimated total program fees

Tuition.....	\$ 5,490
Fees.....	\$ 3,675
Books & Supplies	\$ 1,450
Tools & Supplies	\$ 2,800
Other.....	\$ 120
TOTAL.....	\$ 13,535

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SSS 100	Student Success Seminar	2
DM 114	Preventive Maintenance Theory (Coreq DM 115)	2
DM 115	Preventive Maintenance Lab (Coreq DM 114)	2
DM 116	Basic Electrical Theory (Coreq DM 117)	2
DM 117	Basic Electrical Lab (Coreq DM 116)	2
DM 118	Truck Electrical System Theory (Coreq DM 119)	2
DM 119	Truck Electrical System Lab (Coreq DM 118)	2
		14
Second		
DM 224	Hydraulic Theory (Coreq DM 225)	2
DM 225	Hydraulic Lab (Coreq DM 224)	2
DM 120	Air Conditioning Theory (Prereq ASE Refrigerant Recovery Quiz; Coreq DM 121)	2
DM 121	Air Conditioning Lab (Coreq DM 120)	2
DM 214	Electronic Fuel Theory (Coreq DM 215)	2
DM 215	Electronic Fuel Lab (Coreq DM 214)	2
COMM 102	Communications in the Workplace	3
CIS 101	Computer Essentials	2
		17
Third		
DM 210	Diesel Theory (Coreq DM 211)	4
DM 211	Diesel Lab (Coreq DM 210)	4
DM 220	Fuel Theory (Coreq DM 221)	2
DM 221	Fuel Lab (Coreq DM 220)	2
MATH 115	College Math (Prereq Placement Assessment)	3
		15
Fourth		
DM 130	Brakes Theory (Coreq DM 131)	2
DM 131	Brakes Lab (Coreq DM 130)	2
DM 132	Suspension Theory (Coreq DM 133)	2
DM 133	Suspension Lab (Coreq DM 132)	2
DM 230	Power Train Theory (Coreq DM 231)	2
DM 231	Power Train Lab (Coreq DM 230)	2
PSYC 103	Psychology at Work	3
		15
		TOTAL CREDITS 61

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Course Descriptions

Definitions

Clinical: A hands-on requirement in the field of study. Many health programs assign clinical sites to students off-campus for practical, professional experience. In most cases, reports are filed by the site coordinator or supervisor to the STI instructor regarding a clinical student's progress.

Corequisite: Courses required at the same time. For example, a corequisite of a lecture is a lab that enhances and covers the same material. Likewise, the lecture is a corequisite of the lab.

CWAM: Correct Words A Minute. This is a measurement of keyboarding abilities required as a prerequisite in several courses.

Health Core: A set of standard health-related courses required to proceed in a specialty area. For specific information on which health core courses are required, see the current curriculum sheet for the program of interest. A list of the health core courses follows:

HC 117	Anatomy/Physiology
HC 119	Medical Terminology
HC 114	Health Care/Human Relations
HC 121	Patient Care Techniques
HC 124	Basic Pharmacology
HC 221	Patient Care Techniques II

Lab: A hands-on learning environment at Southeast. Labs are an integral part of the curriculum and are required for satisfactory completion of a program of study. In some programs, labs are included in the lecture portion of the class. In others, labs are listed separately. Often, additional materials/tools are required for labs.

Internship: A hands-on requirement in the field of study. Internships are sought out by students, approved by their advisor/department, and can be paid or unpaid. STI instructors will make periodic visits to measure progress and may require a written report and/or portfolio at the end of the internship period.

Placement Assessment: Some general education courses require a pre-enrollment inventory through a placement assessment. This assessment is normally administered during orientation prior to the first semester of study.

Prerequisite: Courses that must be completed and passed satisfactorily before taking the desired course.

Course Descriptions

AB 110 Introduction to Auto Body Repair and Safety 5 Credits

An introduction to the major and minor parts of the car body. Students will learn how to safely use hand and power tools. They will learn the how, when, and where of using fillers for the removal of dents. It is also an introduction to the use of a pick and file used to make minor repairs on automobiles and will include all types of plastic and fiberglass repair.

AB 111 Auto Body Welding 3 Credits

A study of welding principles including the acetylene torch and wire feed welder. Basic fusion welds are taught along with cutting and shop safety.

AB 112 Auto Body Lab 5 Credits

Students are provided hands-on experience in all phases of minor body repair, servicing of all glass work and use of all body fillers.

AB 120 Stationary Panel/Frame/Unibody 5 Credits

A study of all types of conventional auto frame repair, unibody frame repair and all types of stationary panel replacement.

AB 121 Auto Body Servicing 2 Credits

Teaches the alignments of hoods, fenders, bumpers, and doors. Also covered will be the servicing of all glass adjustments and replacements.

AB 122 Auto Body Lab 5 Credits

Students are provided with hands-on experience of all frame work and stationary panel replacement.

AB 123 Auto Collision Estimating 3 Credits

Students will learn to analyze, record, and estimate the time and materials involved with refinishing an auto. Use of popular crash estimating manuals in conjunction with auto collision estimating will help students learn methods of job costing a refinishing operation.

AB 210 Auto Body Electrical Circuits/Air Conditioning 2 Credits

This is a theory and laboratory course including the diagnosis and repair of electrical circuits, supplemental air bag restraint systems, and heating and air conditioning systems.

AB 211 Surface Preparation 3 Credits

Students will learn the skills needed to properly prepare an automobile surface for painting.

AB 212 Spray Equipment Operation 1 Credit

The skills needed to operate all the different types of spraying equipment will be covered in this course. Students will also learn how to design and set up an air supply system for a refinishing shop.

AB 213 Refinishing Materials 1 Credit

A study of modern auto refinishing materials and their uses. Students will learn to choose the proper refinishing materials.

AB 214 Auto Refinish Lab 6 Credits

Provides a hands-on study of the practical application of skills learned in related theory. Emphasis is placed on shop safety, surface preparation and spraying techniques.

AB 220 Color Theory 3 Credits

Provides an in-depth study of color theory and its application to auto refinishing. Students will be able to tint colors correctly and match colors properly.

AB 221 Blending 2 Credits

Students will be able to perform an acceptable blending operation in the different types of auto finishes.

AB 223 Auto Refinish Lab II 6 Credits

Provides a hands-on study of the practical application of skills learned in related theory. Emphasis is placed on refinishing materials handling safety, color matching, and blending. The lab also provides a hands-on study of the practical application of skills learned in related theory. Emphasis here is placed on job costing of refinishing operations, ordering materials, shop organization and control, and identifying and correcting paint defects and potential problems.

AB 225 Internship 1 Credit

Students will gain forty hours experience in a real-life, on-the-job position as an auto collision mechanic or an auto refinisher. *Prerequisite: Department Approval*

ACCT 210 Principles of Accounting I 4 Credits

An introduction to the basic concepts of accounting. It teaches basic principles of accounting application to service and merchandising businesses in a sole proprietorship environment. This course also emphasizes the qualities of a properly designed accounting system including the principles of internal control and the use of special journals and subsidiary ledgers.

ACCT 211 Principles of Accounting II 4 Credits

A continuation of Accounting Principles I. It will include accounting for payroll, current liabilities, partnerships, corporations, and bonds. Also covered are the statement of cash flows and an introduction to managerial accounting concepts, including job-order cost systems. *Prerequisite: ACCT 210*

ACCT 212 Intermediate Accounting I 4 Credits

Includes a comprehensive study of accounting theory and concepts relating to the income statement, balance sheet, statement of cash flows, revenue recognition, cash, current receivables, current liabilities, and inventories. *Prerequisite: ACCT 211*

ACCT 213 Intermediate Accounting II 4 Credits

A continuation of ACCT 212 (Intermediate Accounting I). It will include a comprehensive study of accounting concepts relating to acquisition, depreciation and disposition of plant assets and intangibles; investments in equity securities; accounting for debt securities; leases; stockholder's equity; accounting changes and errors; accounting for income taxes; and earnings per share. *Prerequisite: ACCT 212*

ACCT 214 Cost Accounting I 4 Credits

Designed to give students an introduction to cost accounting concepts, procedures, and managerial reporting processes. The major topics include cost concepts and behavior, cost system design, job costing, process costing, spoilage and quality management, allocating costs to departments, activity-based costing and management, and allocating joint costs. *Prerequisite: ACCT 211*

ACCT 217 Computerized Accounting 3 Credits

Course provides hands-on computer accounting projects to be completed on

Quickbooks Software. The student will set up a basic computerized accounting system for a company and will work with payroll, payables/receivables, and general ledgers. *Prerequisite or Corequisite: ACCT 211*

ACCT 218 Tax Accounting 4 Credits

A comprehensive explanation of the Federal tax system and training in the application of the tax principles to specific problems. Tax Cut Software is used in preparing tax returns for a variety of tax concepts. The main focus of the course is individual taxes. *Prerequisite: ACCT 210*

ACCT 223 Financial Management 3 Credits

This course is an investigation of some of the basic principles of financial statement analysis, planning and forecasting, cost of capital, budgeting, risk, valuation and working capital management. Major focus of the course is on the goal of financial management which is maximization of shareholder wealth. *Prerequisite: ACCT 210*

ACCT 237 Payroll 2 Credits

Presents the need for adequate and accurate payroll and personnel records, payroll calculations, payroll taxes, payroll tax reports, and the accounting for payroll and payroll taxes. Also included is a payroll project applying the knowledge acquired in the course. *Prerequisite: ACCT 210*

ACT 120 Materials and Methods of Construction 3 Credits

Building construction methods will be taught along with types of construction materials. Terminology, standard sizes, shapes, usage and building codes will be addressed as they apply to residential construction projects.

ACT 121 Architectural Drawing I 3 Credits

Involves the task of drawing a complete set of working drawings for a private residence. The drawings will be generated on the computer and will consist of site, floor, framing, and foundation plans, as well as wall and building sections, elevations, and presentation drawings. *Prerequisite: CAD 120;*

ACT 210 Commercial Construction Techniques 3 Credits

Covers the overall process of commercial construction techniques and technology. A thorough understanding of construction documents will be incorporated into this course. Steel, concrete, laminated timber, masonry and precast concrete construction techniques will be studied. Field trips to various manufacturing plants and construction sites in and around the Sioux Falls area will be conducted upon availability. *Prerequisite: ACT 120*

ACT 211 Mechanical/Electrical Systems 3 Credits

Introduces students to the electrical, plumbing, and mechanical systems of a building. Students will incorporate their prior knowledge of floor plan layout and symbol usage to the support systems of a structure. Students will also be required to size an electrical panel, determine the heat loss/heat gain of a structure and lay out the plumbing system of a structure. *Prerequisite: ACT 212*

ACT 212 Architectural Drawing II 3 Credits

This drawing lab will introduce students to the development of construction documents, commercial floor plans, elevations, sections, details, and structural plans will be developed for a commercial structure. Students will have the opportunity to design and draw a small commercial building consisting of a steel frame, masonry, precast concrete, and laminated timber construction. *Prerequisite: ACT 121; Corequisites: ACT 210, CAD 221*

ACT 220 Construction Estimating 3 Credits

A study of the process of estimating in the construction industry, methods of estimating will be described and practiced with the use of working drawings and construction cost manuals. Students will utilize an estimating format to develop quantity surveys for determining construction costs. *Prerequisite: ACT 212*

ACT 221 Construction Management 3 Credits

Concentrates on the procedures and methods that are used by the construction contractor during the construction and post-construction phases of a project. Explains how the contractor systematically plans, organizes, manages, controls and documents jobsite activities. *Prerequisite: ACT 210*

ACT 222 Strength of Materials 3 Credits

An introduction to the strength of materials through calculation of problems and experiments in stress, strain, deflection of beams, joints, theory of columns, and fatigue in reinforced concrete, heavy timber, and structural steel. *Prerequisite: CET 213*

ANM 100 Graphic Design for Animation 3 credits

The principles and elements of graphic design are introduced. Typography and its uses as content and as a design element are discussed. Color theory is also introduced.

ANM 110 Animation Essentials I 4 credits

Drawing skills are emphasized, including basic human form and objects, including the use of perspective and proportions. Students will also develop drawing and editing skills on the computer using Adobe Illustrator and Photoshop. Students will learn about the history of animation and the various types of animation using several mediums including traditional and stop motion (clay sculpting). Storyboarding and storytelling skills are introduced.

ANM 111 Animation Essentials II 3 credits

Students continue to develop storyboarding and storytelling techniques and skills. A focus on traditional drawing skills and computer aided drawing skills will continue, with an emphasis on object and character creation. *Prerequisite: ANM 110*

ANM 120 Motion Graphics I 3 credits

Skills for 2D animation and visual effects are introduced, using Adobe Flash and After Effects. Students will create short 2D animations.

ANM 121 Motion Graphics II 3 credits

Students continue to develop skills and techniques in 2D animation and visual effects using Adobe Flash and After Effects. Students will create basic games and short 2D animations. *Prerequisite: ANM 120*

ANM 130 3D Animation I 3 credits

The principles of animation will be introduced. Students will learn about 3D space and the terms and tools used when creating animations. Students will use existing models to learn how to apply the principles of animation and to create walk cycles, and body and facial movement. Basic rendering and audio skills will be introduced.

ANM 131 3D Animation II 3 credits

Students will continue to apply the principles of animation on more complex animations. In addition, skills with lighting, cameras, framing, and timing will be introduced. Students will learn about special effects in animation such as, fire, smoke, rain and snow. Rendering and audio skills will be expanded. *Prerequisite: ANM 130; Corequisite: ANM 140*

ANM 140 3D Modeling I 3 credits

The tools, objects and terminology of modeling for 3D animation are introduced including: points, sections, and polygons. Students will create inanimate objects and apply surfaces, materials and textures. Different modeling techniques will be taught such as, box and nurbs modeling. Adding bones and rigging will be introduced. *Corequisite: ANM 131*

ANM 210 Animation Essentials III 3 credits

Students will refine storyboarding and storytelling techniques and skills. A focus on traditional drawing skills and computer drawing skills will continue. Students will write and storyboard an animated short in groups and individually. Cinematography skills and how they apply to animation will be introduced. *Prerequisite: ANM 111*

ANM 220 Motion Graphics III 3 credits

Video editing software will be introduced and students will develop skills in combining and editing digital files. Editing for action and the 180 rule will also be introduced. Students continue to develop skills and technique in 2D animation and visual effects using Adobe Flash and After Effects. *Prerequisite: ANM 121*

ANM 221 Motion Graphics IV 3 credits

Skills in video editing and audio software will continue to be developed. Students will refine skills and techniques in 2D animation and visual effects using Adobe Flash and After Effects. *Prerequisite: ANM 220*

ANM 230 3D Animation III 3 credits

Students will create short animations, based on storyboards. We will focus on more in-depth skills with lighting, cameras, framing, and timing. Students will continue to learn about special effects in animation. Students will continue to focus on rendering and audio skills, creating one minute animations using objects and characters, developing more in-depth skills with lighting and cameras, and learning more advanced rendering and audio skills. *Prerequisite: ANM 131; Corequisite: ANM 240*

ANM 240 3D Modeling II 3 credits

Students will continue to work with the tools, objects and terminology of modeling for 3D animation. A 3D character will be created, based on characters developed in Animation Essentials II & III. Will focus on a more in-depth knowledge of materials and textures and their application. Students will continue to develop their skills in adding bones and rigging characters and objects. *Prerequisite: ANM 140; Corequisite: ANM 230*

ANM 241 3D Modeling III 3 credits

Students will continue to refine their skills in modeling for 3D animation. Will continue to focus on the development and refinement of 3D characters and objects. Students will refine and apply their knowledge of materials and textures. Adding bones and rigging characters and objects will continue to be a focus. *Prerequisite: ANM 240; Corequisite: ANM 250*

ANM 250 Animation Studio 6 credits

Students will combine skills from all the current and prior animation classes to create animated shorts—both 2D and 3D, visual effects and audio shorts for an animation portfolio. *Prerequisite: Successful completion of First, Second & Third Semester Core classes*

AT 110 Manual Drive Train/Axles Theory 2 Credits

A study of the theory of operation of differentials, transfer cases, and manual transmissions on both front and rear wheel drive vehicles. *Corequisite: AT 111*

AT 111 Manual Drive Train/Axles Lab 2 Credits

Students will perform laboratory tasks including the diagnosis and repair of differentials, transfer cases, and manual transmissions on both front and rear wheel drive vehicles. *Corequisite: AT 110*

AT 112 Automatic Transmissions Theory 2 Credits

A study of the theory of automatic transmissions on both front and rear wheel drive vehicles. *Corequisite: AT 113*

AT 113 Automatic Transmissions Lab 3 Credits

Students will perform laboratory tasks including the diagnosis and repair of automatic transmissions on both front and rear wheel drive vehicles. *Corequisite: AT 112*

AT 120 Suspension and Steering Theory 2 Credits

Covers the theory of operation of suspension and steering systems of both front and rear wheel drive vehicles.

AT 121 Suspension and Steering Lab 3 Credits

Students will perform laboratory tasks including the diagnosis of suspension and steering systems in both front and rear wheel drive vehicles. *Corequisite: AT 120*

AT 122 Brake Theory 2 Credits

Covers the theory of operation of brake systems on both front and rear wheel drive vehicles. *Corequisite: AT 123*

AT 123 Brake Lab 2 Credits

Students will perform laboratory tasks including the diagnosis of brake systems on both front and rear wheel drive vehicles. *Corequisite: AT 122*

AT 130 Engine Repair Theory 2 Credits

A study of the theory of operation of engine systems on both front and rear wheel drive vehicles.

AT 131 Engine Repair Lab 3 Credits

Students will perform laboratory tasks including the diagnosis of engines in both front and rear wheel drive vehicles. *Corequisite: AT 130*

AT 140 Wheel Alignment 2 Credits

The theory of operation of wheel alignment on both front and rear wheel drive vehicles is studied.

AT 210 Electrical Systems Theory 4 Credits

A study of the theory of operation of batteries, starting systems, charging systems, ignition systems, lighting systems, gauges, horn and wiper systems, accessories and miscellaneous items.

AT 211 Electrical Systems Lab 4 Credits

Students will perform laboratory tasks including the diagnosis and repair of batteries, charging systems, lighting systems, gauges, horn and wiper systems, accessories, and miscellaneous items. *Corequisite: AT 210*

AT 213 Heating/Air Conditioning Theory 2 Credits

A study of the theory of operation of refrigeration system components, heating and engine cooling systems, electrical and vacuum control units, and temperature controls. *Corequisite: AT 214*

AT 214 Heating/Air Conditioning Lab 2 Credits

Students will perform laboratory tasks including the diagnosis and repair of refrigeration system components, heating and engine cooling systems, electrical and vacuum control units and temperature controls. *Corequisite: AT 213*

AT 230 Engine Performance Theory 5 Credits

The theory of operation of computerized and non-computerized general engine performance, fuel and exhaust systems, emissions control systems, and engine related service are studied. *Prerequisite: AT 210*

AT 231 Engine Performance Lab 6 Credits

This lab enables students to gain experience in computerized and non-computerized general engine diagnosis, fuel and exhaust systems, emission control systems, and engine related service. *Corequisite: AT 230*

BMET 200 Biomedical Anatomy 4 Credits

Develops the ability of the Biomedical Technician to communicate with the healthcare staff in a respectful and competent way. Students will be prepared to recognize the anatomical and physiological aspects of the human body. Will also define the structure and function of the human body in a way that will make the Biomedical Technician more proficient at repair, calibration and preventive maintenance of medical equipment.

BMET 210 Therapeutic Care Equipment 3 Credits

Intended to provide the information and concepts necessary to develop a firm understanding of the therapeutic care equipment operation. *Prerequisite: BMET 200; Corequisite: BMET 211*

BMET 211 Therapeutic Care Equipment Lab 2 Credits

Provides the hands-on experience of calibrating and troubleshooting patient

care equipment. Instructor-inserted faults will enable the student to develop the necessary skills in repairing patient care equipment. *Corequisite: BMET 210*

BMET 220 Diagnostic Care Equipment 3 Credits

This course is intended to provide the information and concepts necessary to develop a firm understanding of diagnostic care equipment. *Corequisite: BMET 221*

BMET 221 Diagnostic Care Equipment Lab 2 Credits

These labs provide the hands-on experience of calibrating and troubleshooting diagnostic care equipment. Instructor inserted faults will enable the student to develop the necessary skills in repairing diagnostic care equipment. *Corequisite: BMET 220*

BMET 230 Medical Safety and Standards 3 Credits

Provides the fundamentals for safety in a health care facility. Emphasis is placed upon the safety of the operator and patient. The student will be introduced to electrical analysis of all medical instrumentation.

BMET 250 Clinical Instrumentation 3 Credits

Intended to provide the information and concepts necessary to develop a firm understanding of clinical instrumentation. Emphasis is placed on the theory of operation, calibration procedures, troubleshooting techniques, and safety precautions. The student will also become familiar with the usage of various pieces of test equipment associated with clinical instrumentation. *Prerequisite: CHEM 106T; Corequisite: BMET 251*

BMET 251 Clinical Instrumentation Lab 3 Credits

Provides hands-on experience of calibrating and troubleshooting clinical instrumentation. Instructor-inserted faults will enable the student to develop the necessary skills in repairing clinical instrumentation. Proper safety precautions will be followed. *Corequisite: BMET 250*

BMET 260 Imaging Equipment 3 Credits

Intended to provide the information and concepts necessary to develop a firm understanding of imaging equipment. Emphasis is placed on the theory of operation, calibration procedures, troubleshooting techniques, and safety precautions. The student will also become familiar with the usage of various pieces of test equipment associated with imaging equipment. *Corequisite: BMET 261*

BMET 261 Imaging Equipment Lab 4 Credits

Provides the hands-on experience of calibrating and troubleshooting imaging equipment. Instructor-inserted faults will enable the student to develop the necessary skills in repairing imaging equipment. Proper safety precautions will be followed. *Corequisite: BMET 260*

BMET 270 Biomedical Equipment Technology Internship 3 Credits

Provides the student with 240 hours of on-the-job training in a biomedical department of a health care facility, medical equipment manufacturer, medical equipment dealership, or an independent service organization. In addition, the student will become familiar with the subdivisions and functions of the facility. *Prerequisites: Successful completion of all BMET required courses and permission of Program Chair*

BUS 101 Introduction to Business 3 Credits

Student will receive an overview of the many different elements in the business world. The overview will include the business environment, business ethics, types of ownership structures, management techniques, marketing principles, technological implications, monetary basics and investments.

BUS 105 Document Formatting and Production 4 credits

Document formatting, document production and advanced word processing are the focus of this course. Students will learn word processing and document formatting through the advanced level using Microsoft Word 2007. Students will produce, proofread and edit typical hand or typewritten business documents, forms and templates using the proper layout, style, speed and accuracy. Appropriate English usage and punctuation practices will be emphasized. Machine transcription and Word Perfect will also be learned and used as a means for document production. The speed needed for document production in the work environment will be developed with further keyboarding drills and timings for speed and accuracy. *Corequisites: CIS 105, 40 CWPM (or currently taking CIS 100)*

BUS 107 Office Procedures 3 Credits

Students will learn the necessary office skills needed in the every day operation of an office. Skills in filing, record keeping, professional image, mail processing, telephone usage, and basic bookkeeping with software will be learned. Some time will also be spent developing the ten-key touch method for typical business calculations. *Prerequisites or Corequisites: Math 115, BUS 137, 40 CWPM*

BUS 130 Business Communications 4 Credits

Students will learn to write various types of business letters, memos, and reports. Correct English usage, spelling, punctuation, and proofreading will also be emphasized. All students will prepare a resume and cover letter and participate in an interview and presentation. Students will demonstrate business etiquette, and conduct an effective business meeting.

BUS 137 Interpersonal Skills for the Office Professional 2 Credits

Students will develop their interpersonal skills by exploring the various roles they play in working with customers, co-workers and supervisors. Customer service fundamentals will be learned, along with customer relationship management and communication. Students will also learn proper business and office etiquette. Interpersonal relationships as well as the students' own attitudes and motivations will be recognized as critical components of success in an organization. As students explore their own strengths and weaknesses, they will write a personal development plan as a final project. A variety of learning activities will strengthen the students' ability to apply their knowledge.

Corequisite: BUS 107

BUS 140 Business Law I 3 Credits

Students will gain basic knowledge of United States law and the judicial system and will study law as it pertains to contracts, warranties, and product liability, consumer protection, landlord and tenant, and employment.

BUS 162 Retailing 3 Credits

Exploring the business world of retail will provide an exciting format to learn the dynamics of the ever-changing retail environment. Professional owners/managers share expertise in various methods of retail management. While touring the stores, the excitement of retailing becomes evident as the weekly lab provides real experience in the field.

BUS 200 Principles of Banking 3 Credits

Students will learn about the history of banking and its current organizational structure. They will understand the relationship between deposit and credit functions and explore both traditional and nontraditional bank products. Bank security, regulation and the role of the Federal Reserve are discussed, as well as bank marketing techniques and future trends. Both consumers and banking professionals will enjoy this course offering.

BUS 209 Principles of Insurance 3 Credits

A basic study of life and health insurance available and the analysis of insurance coverage needs of an individual. The major areas covered include the types of term and permanent policies, annuities, how much insurance is needed, policy provisions, riders, and health insurance plans.

BUS 210 Supervisory Management 3 Credits

Students will learn about the changing role of supervisors in today's business world. Trends such as downsizing, cost cutting, quality enhancement, employee empowerment, and increased diversity have complicated the supervisor's role. Students will learn decision making and problem solving processes and explore methods to achieve maximum productivity while maintaining a positive work environment.

BUS 212 Human Resource Management 3 Credits

Students will understand how an organization's efficiency is impacted by the effectiveness of its human resource management. Human resource planning recruitment, selection, development, compensation and benefits, employee and labor relations, safety and health and researching human resources will be covered in the course.

BUS 217 Customer Service 3 Credits

Providing excellent customer service remains one of the most important ways for any business to differentiate itself from competitors. In this course, students will improve their service skills through a multi-faceted approach: by learning how to handle difficult customers, by improving communication skills, by appreciating diversity and by building loyalty.

BUS 218 Project Management 3 Credits

This course discusses the factors necessary for the successful project management. Topics include project management concepts, needs identification, the project manager, teams, project organizations, project communications, project planning, scheduling, control and associated costs. Project management software tools will be an integral part of the course.

BUS 219 Principles of Lending 3 Credits

Either as consumers or as professionals, virtually everyone has a need to understand the basics of consumer loans. In this course, students will be exposed to the various types of consumer loans, the credit approval process, loan structuring, and loan recovery. Students will also learn how the banking industry effectively manages the consumer credit business by responding to changing consumer needs and by continuously improving its processes and management tools.

BUS 220 Personal Finance 3 Credits

Designed to provide students with the tools to become financially self-sufficient. Budgeting, cash management, risk management, investments, and estate planning will be covered to help students gain a better understanding of what to do with their current and/or future income.

BUS 230 Small Business Entrepreneurship 3 Credits

Designed to help students gain the knowledge to start a small business. The instructor will help students explore the tools needed to begin a small business. The focus is on the development of a business plan, which will be the end result of the course.

BUS 232 Real Estate Principles 3 Credits

In this course, Real Estate is viewed from four perspectives: the business perspective, the legal perspective, the economic perspective and the financial perspective. These perspectives are the predominant points of view that real estate professionals take when analyzing and implementing decisions. Real Estate is built on several basic disciplines such as management, law, economics, and finance. Thus a multi-perspective approach to the study of real estate is consistent with the way that professionals in various fields learn and apply knowledge. This course is certified by the State of South Dakota as "Principles & Practices of Real Estate", which is part (60 hours/116) of the prerequisite to taking the South Dakota State Real Estate License Exam.

BUS 233 Real Estate Principles II 3 credits

Real Estate is viewed from four perspectives: the business perspective, the legal perspective, the economic perspective and the financial perspective. These perspectives are the predominant points of view that real estate professionals take when analyzing and implementing decisions. Real Estate is built on several basic disciplines such as management, law, economics, and finance. Thus a multi-perspective approach to the study of real estate is consistent with the way that professionals in various fields learn and apply knowledge. This course is certified by the State of South Dakota as "Principles & Practices of Real Estate", which is part two (56 hours/116) of the prerequisite to taking the South Dakota State Real Estate License Exam.

BUS 235 Principles of Investments 3 Credits

Principles of Investments will establish the groundwork essential to the development of investment strategies and the management of financial resources. A very technical and fast-paced industry will be translated to layman's terms so that anyone taking this course can feel comfortable in going to a brokerage firm to do trading of their own as well as being prepared to make a career in the brokerage business.

BUS 245 Business Economics 3 Credits

Business Economics primary focus is how Economics affects the business industry. Within this introductory class into Business Economics, students will familiarize themselves with demand and supply, competition and market power, inflation, growth, and a general understanding of micro and macro Economics.

BUS 276 Fundamentals of Mortgage Lending 3 Credits

Fundamentals of Mortgage Lending provides students with the knowledge and skills necessary to discuss or sell real estate credit products with clients. The course covers the importance of mortgage lending to financial institutions and the affect of the secondary market on the lending process. It also gives an overview or real estate basics; why a client might want a real estate loan, mortgage terminology, the calculation of loan to value ratios. The loan process is discussed from the client perspective and the functions of the various financial services personnel involved. Regulations that affect the mortgage lending process are introduced at relevant points in this course.

BUS 280 Promotional Strategies 3 Credits

Students will receive hands-on experience in marketing and research development through the implementation of a special promotional campaign (the STI "Value Card"). Sales promotion, advertising, personal selling, problem solving, teamwork, and communication skills are applied. Students will develop an exciting philosophy for success in a dynamic marketing/business environment.

BUS 289 Organizational Behavior 3 Credits

Integrates applied business tools with the social sciences of psychology, sociology, social psychology, anthropology, and political science. Current and future leaders, managers, and employees will be challenged to use this knowledge in an attempt to explain, predict, and control human behavior in dynamic organizations.

BUS 291 Internship 3 Credits

Students will enjoy a capstone experience by working 180 hours in the business world, utilizing the opportunity to put into practice all that they have learned. Students will be guided to achieve specific objectives as developed by the company, student, and supervising instructor. *Perequisites: 2.0 CGPA and Instructor Approval*

BUS 295 Financial Services Internship 3 Credits

Students will enjoy a capstone experience by working 180 hours in the business world, utilizing the opportunity to put into practice all that they have learned. Students will be guided to achieve specific objectives as developed by the company, student, and supervising instructor. *Prerequisites: 2.0 CGPA and Instructor Approval*

CAD 120 Computer Assisted Design I 4 Credits

This introductory CAD class will help the student develop primary skills through the use of AutoCAD software. The primary focus will be to draw, edit, text, zoom, print, blocks, and dimension. Word processing and spreadsheets will be used along with e-mail. The students will use these skills to produce small miscellaneous drawings. *Corequisites: CIS 101 or Department Approval*

CAD 130 Introduction to Inventor 2 Credits

This is an introductory course using Inventor software to create mechanical prints. This class will create solid models using parametric technology; these

models will then be used to create prints showing orthographic views, section and auxiliary views. Dimensioning the prints will also be covered. *Prerequisite:* MT 112

CAD 211 Computer Assisted Design II 4 Credits

A continuation of CAD I, emphasizes is on block attributes, menu customizing, 3D surface and 3D solid models. Blocks will be created that will contain attributes; these attributes will be extracted to tables and spread sheets in the form of schedules and bill of materials. AutoCAD's pull down, button menus and lisp routines will be customized so to speed up the drafting production. An introduction to surface modeling and 3D solid modeling will be covered. Projects will be plotted using paper space at different scales. *Prerequisite:* CAD 120

CAD 215 Computer Assisted Design Special Topics 3 Credits

Designed for students with an interest Architectural/Construction Technology, students will work in class to produce examples of furniture, building parts, land and sky scenes. Students will create two presentation rendered scenes that is related to the architectural field. One presentation will demonstrate a fly-by outdoor scene and the other will be a walk through of an interior of a building. Lighting, materials, and animation timing will be cover using Autodesk 3D Max software along with video editing software for adding sound. *Prerequisite:* CAD 221

CAD 217 Introduction to Animation 4 Credits

This will be a hands-on exploratory class in using 3D Studio Max software. The students will become familiar with the Max interface and use it create 2D and 3D scenes. The created objects will then have materials and colors applied. Lights will be added and finally cameras will be placed so that an animation will be generated. This will then create output files in avi format.

CAD 221 Computer Assisted Design III/Arch 3 Credits

Designed for students with an interest in Architectural/Construction Engineering Technology, students will use Autodesk Architectural Desktop software to create an architectural set of drawings. The plans will include floor plans, elevations, building sections, schedules and 3D views of the building. Corrections to drawings that have been redlined will also be covered. *Prerequisite:* CAD 211; *Corequisite:* ACT 212

CAD 222 Computer Assisted Design III/Mechanical 4 Credits

Designed for students with an interest in CAD Engineering Technology. Students will continue to customize their AutoCAD menus, work on mechanical drawings and assembly drawings, and use the Autodesk Mechanical Desktop software to make 3D drawings. *Prerequisite:* CAD 211

CAD 227 Character Animation I 3 Credits

Second level of hands-on exploratory class in using 3D Studio Max software. Students will become familiar with building characters and then animating both limbs and facial features. Particle systems and space warps will be introduced to the students. Advance lighting and material setting will be used to create scenes. Skin will be applied to the outside of bipeds and then adjusted to fit animations. Students will work on putting together a story board from which their final project will be created.

CAD 232 Computer Assisted Design IV/Manufacturing 4 Credits

Designed for students with an interest in CAD/Manufacturing Engineering Technology, students will work in a team of 2 to 4 students to produce a full set of drawings by using reverse engineering. Students will use various measuring instruments to obtain measurements from a pre-made piece of machinery. The team will use Autodesk Inventor software to create the individual parts; these parts will then make up a complete assembly. When finished a 3D model will be made of the final assembly. *Prerequisite:* MCT 224

CAD 242 3D Design 3 Credits

Designed for students with an interest in CAD/Manufacturing Engineering Technology, students will work in class to produce examples of manufactured parts, and inside industrial scenes. Students will create still presentation rendered drawings that are related to the CAD/Manufacturing. The students will also create a final presentation animation that will include one of the following: a fly-by, a walk through of a building or demonstrating assembling parts together. Materials and lighting applied to objects will be covered in this introductory class. Students will use the AutoDesk 3D Max program along with a video editing program. *Prerequisite:* MCT 121

CET 110 Survey I 4 Credits

An introduction to the science of surveying involving measurements and the computations of measurements. Error determinations, angles and bearing, traverse adjustments and area computations will be calculated. This course will focus on the hands-on use of various fundamental surveying instruments, along with their adjustments and accuracy's through field exercises. *Corequisite:* MATH 101

CET 120 Survey II 4 Credits

Survey II is a course in topography where electronic equipment is introduced to the science of surveying. Robotic total stations and data collectors are used in the field and downloaded to surveying software. Contouring, celestial observations, description keys and software relating to mapping will be the focus in the first half of class, while traversing, data collection, equipment usage and techniques in topographic mapping in the second half. Students complete the

course by producing a CAD generated topographic map of a portion of the campus. *Prerequisites:* CET 110, CAD 120

CET 121 Soils 3 Credits

Students have the opportunity to perform laboratory and field tests on soils used for building construction and civil engineering projects. This is primarily a hands-on activity where most of the course is devoted to actual laboratory testing procedures along with the necessary calculations and measurements required for an accurate soil analysis.

CET 123 Civil/CAD II-Civil 3D 2 Credits

An introduction to the software and applications of Civil 3D through laboratory exercises. These exercises will illustrate the practical uses in Points, Lines, Curves, Surfaces, Annotation, Tables, Parcels, Survey Field Books, Figures and Lines, Traversing and working with Survey Data. *Prerequisite:* CAD 120

CET 130 Civil Internship 2 Credits

Designed to provide students with practical, on-the-job experience. It is normally taken during the summer semester because this is the busy time for the engineering/construction industry. This experience enables students to put into practice the many different skills, techniques and knowledge that are so important for success in the industry.

CET 211 Construction Materials Testing 3 Credits

Gives students the opportunity to learn some of the fundamental properties of construction materials such as concrete and asphalt through lectures, assigned readings, and laboratory testing. Course concentrates on the use of concrete and asphalt in construction, will examine mixing, placing, finishing, reinforcing, jointing, and curing. Emphasis placed on field procedures and laboratory testing. Prepares students to take examination for an ACI Certified Concrete Testing Technician, Grade 1. *Prerequisite:* CET 121

CET 213 Statics 3 Credits

An introduction to the basic concept of mechanics emphasizes the action of forces on rigid bodies. Includes analysis of planar force systems, friction, first moments and centroids, and moments of inertia. These concepts will be treated as they relate to the functions performed by technicians. *Prerequisite:* MATH 116

CET 215 Survey III/GPS 3 Credits

Fundamentals of GPS, along with field labs using GPS RTK surveying methods will be the emphasis in the first half of this course. The Sioux Falls and STI's Base's will be used on projects including RTK-topo, RTK-Infill, RTK- sun/shadow offset, RTK alignment/point stake-out, RTK-DTM stake-out, and RTK continuous point collection. The last half of this course will be dedicated to GPS Static surveying. Trimble Geomatic Office is used along with Fast Static procedures to compute the precise locations of points on campus. The Sioux Falls Base and local HARN points (within 20 miles) are used to establish the Lat/Long of these campus points. *Prerequisite:* CET 120

CET 221 Land Surveying Law 3 Credits

The study of laws, deeds and conveyances; legal principles of retirement surveys of lots and blocks; unwritten title laws and methods of property transfer in real property; the USPLS and legal principles of retirements in a complete section break-down; easements, systems of land descriptions, water laws, court-house research of land records and to become familiar with the codified laws of South Dakota.

CET 223 Estimating & Office Practices 3 Credits

Examination of construction cost estimating process. Both manual and computer estimation processes will be used. Course also provides an examination of structure and economics of a Construction/Architect/Engineer small business.

CET 224 Water & Waste Water 3 Credits

A fundamental course in hydraulics and water/waste water processes including water quality, water treatment systems, water distribution, storm drainage along with fundamentals of sewer system design, and physical sewage treatment methods and disposal.

CET 225 Route Layout & Design 4 Credits

Students will study the factors affecting the layout and location of road and utility alignments. Students will compute simple, reverse, compound and transition spiral horizontal curves along with parabolic vertical curves. Students will also compute the location of slope stakes, curb/gutter, building, storm and sanitary sewer stakes. The students will use total stations, robotic instruments, GPS and data collectors on staking projects in the spring of the year. Plans, profiles and cross-sections will be produced for individual staking projects along with a complete set of road/street plans for a short road design project. *Prerequisite:* CET 226

CET 226 CAD III/Grading & Design 3 Credits

This is an advance course in Civil CAD Design. AutoDesk Civil 3D is the software used to cover Grading Objects, Alignments, Profiles, Cross Sections, Volumes, Piping, Advanced Digital Terrain Modeling etc. AutoDesk Map will give the student a brief background and understanding of GIS and this technology. *Prerequisite:* CET 123

CHEM 106T Chemistry Survey 4 Credits

Students who have had some chemistry and those who have had no chemistry background will acquire a basic understanding of the makeup of matter and the changes that it undergoes. Going from simple elements to complex compounds, this course will be concentrating on some observational facts and theoretical concepts involving problem solving, scientific reasoning, thinking and "wondering why".

CIS 100 Keyboarding 2 Credits

Students will develop touch control of the alphabetic keyboard and numeric keypad. Skill building activities make use of various presentation techniques, individualized goal setting, educational games, and diagnostic timed writings. Correct keyboarding technique and proper posture are emphasized. Standard is 40 CWPM.

CIS 101 Computer Essentials 2 Credits

Designed to enable students with little or no computer experience to acquire a basic understanding of the personal computer. This course involves the study of computer basics such as hardware, operating systems, and file management, using the Internet for research, word processing, and spreadsheets.

CIS 105 Introduction to Computers 3 Credits

Includes essential computer hardware and software concepts as well as an introduction to the Internet (basic navigation and searching), and the web mail program used at Southeast Tech. Students will gain a proficiency in working in a wireless local area network environment and with the Microsoft Windows Operating System. File management skills will be reinforced as students create documents, spreadsheets, presentations and databases using the applications included in the Office suite. The class will utilize a hands-on, project-oriented approach that allows students to learn by example. Students will complete a variety of projects focused toward the objectives of their given program of study.

CIS 106 Introduction to Computers/CIS 3 Credits

Includes essential computer hardware and software concepts as well as an introduction to the Internet. Students will gain experience using a local area network and the Microsoft Windows Operating System. File management skills will be reinforced as students complete career research project documents, spreadsheets, presentations and databases using the applications included in the Microsoft Office suite. A majority of the class time will be spent learning database essentials with Access. The class will utilize a hands-on, project-based approach that allows students to learn by using their computer and resources as tools for understanding, searching, collecting and interpreting information for presentation and application of their knowledge.

CIS 107 Introduction to Computers/MAC 2 Credits

Students will be engaged to complete or develop assignments and projects that require them to use their technical computer skills as productivity and communication tools. File management skills will be reinforced as students create documents, spreadsheets, presentations, notebooks and databases using the applications included in the Office suite. The class will utilize a hands-on, project-oriented approach that allows students to learn by example and reinforcement. They will also search, collect and develop communications while making decisions on important information and its interpretation. Students will gain a proficiency in working with a wireless local area network and the Microsoft Windows Operating System. *Prerequisite: GC 102*

CIS 125 Advanced Microcomputer Applications 3 Credits

Expands upon the students' business computer applications skills through advanced learning in Microsoft Office Suite applications: Microsoft Word documents, Microsoft Excel spreadsheets, and Microsoft Access databases. The students will learn by example, in teams and individually. Students will also use problem-solving skills to complete projects, exercises, and case studies that use software as a tool in business. Equipment, such as digital cameras, scanners and color printers can be utilized as tools to enhance student products. *Prerequisite: CIS 105*

CIS 130 Introduction to Programming 3 Credits

Introduces students to the terminology, fundamentals and application of the program development process. Basic programming concepts such as problem analysis, logic organization and design, and program development and testing will be implemented. Topics covered include data types, operators, expressions, program flow control statements, and methods.

CIS 132 Introduction to Visual Basic.NET 3 Credits

Explore both procedural and object-oriented programming techniques in this entry-level course in Microsoft Visual Basic.Net. Topics covered include: application analysis and design; intrinsic VB controls and their properties, events, and methods; sequential, decision, and looping constructs; variable definitions and scope; various debugging techniques; arrays; user-defined sub procedures and functions; database access; and exception handling and data validation. Upon successful completion of this course, students will have obtained hands-on practice developing a variety of Windows and Web applications. *Prerequisite: CIS 130*

CIS 149 Introduction to Java 3 Credits

Focus is on developing the skills necessary to understand, write and debug applications in the Java programming language. Topics covered include data

types, operators, expressions, program flow control statements, methods, objects and classes, class inheritance, and creating graphical user interfaces. *Corequisite: CIS 130*

CIS 151 Microcomputer Hardware/DOS 4 Credits

Designed to teach the architecture and inner workings of the IBM/IBM compatible personal computer and associated peripheral devices. The main emphasis is aimed at providing a thorough understanding of how hardware devices work and interact with each other. Students will build several types of microcomputers, load software, and become familiar with operating the personal computer system. Skills required to install upgrades will also be taught.

CIS 160 Linux Administration 4 Credits

The Linux Administration course develops students' UNIX and NOS (Network Operating) skills using Red Hat Linux. Students install, configure, and maintain their own Linux server. Topics include the UNIX command line, installation, networking configuration, software installation, enabling server services, firewall configuration, user management, and remote management.

CIS 169 Network and OS Fundamentals 4 Credits

Develops networking skills through learning what a LAN (Local Area Network) is, how it functions, and how it works. The students will develop working networks using Microsoft Server and the Linux Operating System. The usefulness and functionality of command line structure, scripting, client/server sockets and GUI environments to assist in networking utilization will also be covered during the course.

CIS 171 Introduction to Networking 4 Credits

Teaches fundamental concepts used in computer networking, including discussion of the OSI model, how data flows through networked devices, network design, and network protocol configuration. Learn how physical and logical addresses are created and interpreted in a TCP/IP based network, and how to designate network and host addresses in an IP addressing scheme, and Introduction to Cisco IOS.

CIS 180 Windows Server OS 4 Credits

Covers the basic installation, configuration, security and maintenance of Windows server. Students should be able to add users, assign a shared disk space and install printers. System management skills, and concepts relating to the MCTS testing process, will also be covered. Additional study beyond the scope of this course is expected before taking the certification tests.

CIS 187 Routers and WANs I 4 Credits

Gives students exposure to the installation and configuration of CISCO routers. Topics will include a light review of the OSI 7 layer model, basic bridge and switch operation, identifying different routing and routed protocols, router components, router initialization, updating the IOS, installing TFTP servers, and general router IOS command structure. *Prerequisite: CIS 171 or CCNA1*

CIS 194 Introduction to Databases 3 Credits

This course uses the Oracle Academy on-line curriculum to teach students the fundamentals of proper relational database design. Exposure to data modeling is provided by using many real life examples. Activities designed to develop "professional skills" include teamwork and team building, presentation, and project management. Hands-on experience working with relational databases is obtained by using the Structured Query Language (SQL). Creation of a normalized database utilizes Entity Relationship Diagrams (ERD's). The Database Programming with SQL portion of the Academy curriculum is designed to help prepare students to pass an Oracle Certified Professional (OCP) exam. *Prerequisite: CIS 106*

CIS 195 Internet Programming Essentials 4 Credits

Students create a variety of multi-page Web sites using Hypertext Markup Language (HTML), XHTML and Cascading Style Sheets (CSS) while expanding their knowledge of the Internet, Web and HTML-based development. Additional topics include Web page layout using tables, frames, and style sheets; working with images, image maps and slicers; and learning how key technologies such as JavaScript, dynamic HTML, and XML are integrated with HTML web pages.

CIS 198 Image and Animation Applications 3 Credits

Develop web pages while working with some of the most popular web tools used today, including Photoshop, Dreamweaver and Flash. Students learn how to create, edit, optimize and animate images, work with image mapping and slicing tools, and create rollover effects. Web page design is explored, but the key focus of the course is on Web-based application development and optimization. Additional topics covered include Cascading Style Sheets, JavaScript, and DHTML. *Prerequisite: CIS 195*

CIS 207 eBusiness 3 Credits

Learn about e-business and e-commerce topics that relate to buying and selling over the Internet. Explore the fundamental concepts of marketing, servicing customers and collaborating with business partners while utilizing the Internet. An overview of accounting principles and business reporting will also be covered. *Prerequisite: CIS 106*

CIS 232 Advanced Visual Basic.NET 3 Credits

Use Microsoft's Visual Basic.NET to develop a variety of Windows applications, including multi-tier programs that utilize object-oriented programming tech-

niques. Database applications for Windows and the Web explore connectivity to MS SQL Server and MS Access relational databases, ADO.NET, writing and executing SQL statements and stored procedures, and report writing.

Prerequisite: CIS 132

CIS 235 RPG Programming 3 Credits

Students learn to use the IBM iSeries/400 computer system and the ISeries Navigator as a backdrop to the Report Program Generator (RPG) computer language. RPG is a procedural language used on the popular IBM iSeries/400 systems. This course will help prepare the student to convert and/or interface RPG code to JAVA code. *Prerequisite:* CIS 130

CIS 240 Graphical Data Driven Web Development 3 Credits

Addresses the rapid evolution of Internet web site development towards a high level of integration of graphics, programming, and dynamic data/information supplied by database management systems (DBMS). Includes integration of computer animation, audio, still images, client and server side scripting languages and data supplied by DBMS systems such as SQL Server, MySQL and Oracle. Macromedia's Dreamweaver MX will be used as the primary web site development, integration and management software. *Prerequisites:* CIS 130, CIS 195

CIS 241 Dynamic Website Development 3 Credits

Addresses the rapid evolution of Internet Website development towards a high level of integration of graphics, programming, and dynamic data/information supplied by database management systems (DBMS). Includes integration of computer animation, audio, still images, client and server side scripting languages and data supplied by DBMS systems such as SQL Server and MySQL. Adobe's Dreamweaver will be used as the primary Website development, integration, and management tool. *Prerequisite:* CIS 195; *Corequisite:* CIS 130

CIS 248 Advanced Application Development 4 Credits

Provides experience in computer information project management and development. The student or a small group of students working together will design and develop a complete information systems project from start to finish. This will include utilizing the complete system development life cycle, with emphasis on the analysis and design phases of development. Students will be exposed to concepts such as project analysis, data flow diagrams, selection of design tools, creation of project schedules, project budgeting, prototyping, system proposals, user feedback, graphical user interface (GUI) design, and testing/quality assurance procedures. *Prerequisites:* CIS 130, plus a minimum of four credits in one programming language.

CIS 249 Advanced Object Oriented Programming 3 Credits

Provides students with the knowledge necessary to understand, write and debug two and three tier, object-oriented applications using the Java programming language. Topics covered include Object Oriented Application Development (OOAD), UML (Unified Modeling Language), Web server support for Java, Java Beans, Sockets, Ports, and JDBC (Java Database Connectivity). Also covers accessing DBMS (Database Management Systems) using SQL statements imbedded in Java programs and using HTML web pages combined with JSP's (Java Server Pages). A three tier, database driven business application is developed during the course and deployed for use on both a local area network and for use on the Internet. *Prerequisite:* CIS 149

CIS 260 Advanced Linux 4 Credits

Expands on the Introduction to Linux class. Much of the class will focus on Linux from the network administration side. It includes the following topics: Red Hat Workstation/Server Linux installation and configuration, advanced command line utilization, bash script writing, CRON Scheduler, iptables firewall, Apache web server, FTP server, Samaba file sharing server, Sendmail email server, BIND DNS server and NFS file sharing. *Prerequisite:* CIS 160

CIS 266 Web Services 3 Credits

This course will cover web services which is an open standard (XML, SOAP, etc.) for Web applications that interact with other web based applications to exchange data. Web Services are beginning to replace Internet and LAN-based applications for e-business and e-commerce by utilizing XML and SOAP standards. *Prerequisites:* CIS 195, CIS 249

CIS 273 Network Services and Security 4 Credits

The Network Services and Security course is designed around the Microsoft ISA, Internet Security and Acceleration server. Involves installing and configuring Windows server and Microsoft ISA servers. Covers installing network services such as web, e-mail, ftp, telnet, and other services, and ensuring internal and external network security. Other topics include firewalls, web server caching and network monitoring. *Prerequisite:* CIS 180

CIS 274 Advanced Windows Server OS 4 Credits

Covers Microsoft Directory Services Administration. Students will gain experience configuring and implementing Active Directory, DNS, Group Policies, Remote Install Services and Sites and Services AD Replication settings. Gives students good problem solving skills by exposing them to numerous utilities and tools to effectively problem solve Active Directory problems.

Prerequisite: CIS 180

CIS 276 Directory Services Security 3 Credits

Students will receive hands-on training on modern server environment interoperability. Students will conduct builds of mixed server environments

for interoperability and exchange of data across different server platforms. Microsoft Directory services, Novell NDS, and Open-source X.500 platforms will be involved.

CIS 277 Computer Systems Security 3 Credits

Teaches the principles of installation, troubleshooting and servicing of Windows and Linux network servers. This course addresses information security from the server hardware perspective. This is a lecture-lab course that will teach students the principals of data redundancy and backup.

CIS 278 Operations Security 4 Credits

Designed to provide students with the skills to gather and analyze information to create secure operating system security. This is a lecture-lab course that teaches students how to design a computer security solution. Students will have hands on experience in the hardening of server hardware and operating systems from the security standpoint.

CIS 279 Advanced Database 3 Credits

This course will provide students the opportunity to work with Microsoft SQL Server. Large tables allows for the ability to make SQL queries more efficient. Students learn how to use SQL Sever tool like Management Studio and Query Analyzer to effectively create and maintain databases. Reporting software will also be covered in the course. *Prerequisite:* CIS 194

CIS 281 Network Troubleshooting 4 Credits

This course is a real-world introduction to combining previous course materials in a large scale student lab environment. Students will be responsible for constructing a full working client/server environment. Students will troubleshoot typical industry-related network problems in controlled real-world environment.

CIS 283 Internet Systems Scripting 3 Credits

Designed to provide students with the knowledge necessary to configure, test and debug Internet 3-Tier networks using Internet scripting languages. It includes an overview of using a combination of client-side scripting languages, such as HTML, and server-side scripting languages, such as PHP, and Perl. *Prerequisite:* CIS 130

CIS 285 Wireless Data Communications 4 Credits

Teaches the principles of installing and maintaining wireless local area networks. Students will be given the opportunity to learn about wireless technologies in computer networking. They will set up 802.11 wireless networks from Cisco and Orinoco. In the lab, students will do site audits to best place the access points for better range and throughput. Wireless standards will be covered to better understand the technology. *Prerequisite:* CIS 171

CIS 286 Information Security 3 Credits

Sets the groundwork for protecting a company's number one asset, it's data. This class will cover information confidentiality, integrity, and availability. Students will learn how to find threats and vulnerabilities of operating systems and networks.

CIS 288 Routers and WANs II 3 Credits

Gives students exposure to the advanced installation and configuration of Cisco switches and routers. Topics will include router to router encapsulation, ISDN, frame relay, router ACL (Access Control Lists), PPP (Point to Point Protocol), and switch VLANs. *Prerequisite:* CIS 187 or CCNA2

CIS 296 Microsoft Web Development 3 Credits

Students will create dynamic Web applications using server-side programming technologies. Basics of ASP.NET, C#, and SQL Server along with advanced topics including how to manage a web page's state information and how to use object-oriented programming techniques will be covered. Upon completion of this course students should be able to use ASP.NET to build professional quality, database-driven Web sites. *Prerequisites:* CIS 132, CIS 195

CIS 299 Internship – CIS 3 Credits

Students obtain actual work experience within their field of study. They will have the opportunity to apply knowledge learned in their completed CIS courses to real business situations and will continue to develop their technical skills and increase their comprehension of their profession by working with and learning from professionals within the computer technology industry. Eighteen contact hours per week during the semester are required to earn 3 credit hours (approximately 300 hours total). *Prerequisites:* CIS 130 plus a minimum of four credits in one programming language.

COMM 102 Communications in the Workplace 3 Credits

Presents the elements of oral and written communication necessary to succeed in today's workplace. Emphasizes the written and oral skills needed for job search and employment. Hands-on activities and collaborative projects will provide students with comprehensive information addressing essential writing, speaking, and listening skills necessary to excel in today's workplace as well as the workplace of tomorrow. *Replaces ENGL 101T for 2 year diploma option.

COMM 105 Writing Skills for the Office Professional 2 Credits

Students will develop an in-depth and detailed skill in grammar, usage and other practices used in the mechanics of business writing.

COMM 108 Job Seeking Skills: Writing 1 Credit

Prepares students for a successful job search. Students will examine their skills, personality traits, and values and match these to job targets. A finished, professional resume and application letter are developed. Also, students will work on polished, concise word choices to focus on their employment strengths.

COMM 208 Job Seeking Skills: Interviewing 1 Credit

Prepares students for a successful job search. Students will study techniques for a successful job search and interview. They will role play and use video-taped interviews to hone interview skills. Finally, students will learn the importance of research and follow-up strategies.

CMT 105 Project Management 3 Credits

Students will be introduced to the basic elements and principles of project management. Students will learn to develop simple project budgets and schedules and then manage them using Microsoft Project software.

CMT 205 Construction Budget & Schedule 3 Credits

Students will learn advanced elements of project management that includes developing and managing complex construction schedules and budgets. Students will use construction oriented project management software such as Microsoft Project Manager software. *Prerequisite: CMT 105*

CMT 210 Field Construction Orientation & Safety 1 Credits

Students will be introduced to field construction management and operations. Particular emphasis will be placed on integrating into the construction companies during the Field Construction Practicum. An OSHA Construction Safety course will be conducted prior to entry to the field

CMT 211 Field Construction Practicum 14 Credits

This practicum is designed to provide students with practical, on-the-job experience in a variety of construction settings. The last semester of the program will be used for this effort because this is the busy time for planning and starting construction projects for the construction industry. Various construction settings (i.e. Commercial, Residential, Industrial/Institutional, & Highway/Heavy) will be setup using local construction companies. The students will put into practice the many different skills, techniques and knowledge that are so important for success in the industry.

CMT 212 Construction Management Review 2 Credits

Students will work in groups and as individuals to document and share their construction experience during the Field Construction Practicum. Oral presentations and written papers will be developed to document the 14 week experience. Students will prepare job applications and resumes before making application into the construction work force.

CV 101 Intro to Cardiovascular Ultrasound 1 Credit

An introduction into the field of cardiovascular ultrasound will look at the history of ultrasound and the role a sonographer plays in the diagnosis of cardiovascular problems. A basic knowledge of cardiovascular anatomy, terminology, ultrasound principles, and ethics will be covered.

CV 123 Ultrasound Physics 3 Credits

Students will be introduced to the principles of ultrasound physics and instrumentation. Emphasis will be placed on parameters of sound waves, interaction of sound and media, transducers, artifacts, safety, and quality assurance. Students will also become familiar with metric units, sound beams, types of resolution, display modes and scan converters. *Prerequisite: PHYS 100*

CV 125 EKG Analysis and Interpretation I 2 Credits

This course is designed to teach principles of electrocardiograms including information necessary to interpret and understand normal and abnormal cardiac rhythm strips. The student will be introduced to the structural anatomy of the heart and cardiac conduction system, the basic principles of EKG interpretation, and the concepts essential in the recognition of cardiac arrhythmias on a rhythm strip will be emphasized. The student will become familiar with EKG, monitoring equipment through demonstration and skills performance during class. *Prerequisite: Core*

CV 131 Cardiovascular Physiology 3 Credits

Provides the core of information and concepts necessary to develop a firm understanding of how the cardiovascular system operates. Emphasis is placed on cardiac structure, cardiac electrical activity, cardiac pumping action and the clinical indices of ventricular function. Students will be introduced to coronary blood flow, fetal circulation, and pathophysiology of cardiovascular disease states. *Prerequisites: CVN 124, CVN 123L or CVP 210, CVP 211L*

CV 135 EKG Analysis and Interpretation II 2 Credits

This course is designed to teach principles of electrocardiograms including information necessary to interpret and understand normal and abnormal cardiac EKGs. This course will build on the theories introduced in EKG Analysis and Interpretation I, but will expand to include how to analyze the 12-lead EKG for cardiac pathologies. The student will be introduced to stress testing and Holter monitoring equipment through demonstration and skills performance during class. *Prerequisite: CV 125*

CV 202 Cardiac Pathologies 3 Credits

An introduction to pathological, clinical and investigative aspects of heart

disease. Students will be introduced to the following topics; heart sounds, diagnostic imaging and invasive procedures, electrocardiogram, atherosclerosis, ischemic heart disease, acute MI, valvular heart disease, heart failure, cardiomyopathies, hypertension, pericardial disease, peripheral vascular disease, congenital heart disease, and cardiovascular drugs. *Prerequisites: CVN 124, CVN 123L or CVP 210, CVN 211L*

CVI 101 Intro to Invasive Cardiovascular 1 Credit

An introduction into the Invasive Cardiovascular field. It will include but isn't limited to; the history, various procedures, the make-up of the team with various responsibilities and an introduction to angiography.

CVI 133 Radiation Physics & Safety 2 Credits

The fundamentals of x-rays and their imaging from the basics of how they occur to the more sophisticated imaging chain are focused on. Students will also study the specifications and physical characteristics of an x-ray beam, the different imaging modalities and receptors, the controlling factors of x-ray exposures and the effects they have on the beam as well as the resultant image. The different methods of storing that image and the role the computer plays in generating it will be covered. The importance of radiation safety and protection for the patient and the operator will also be addressed. *Prerequisite: PHYS 100*

CVI 134 Invasive Cardiovascular I 3 Credits

A comprehensive study of the role of the Invasive Cardiovascular Technologist. An introduction to the catheterization laboratory that will include: an indication to procedures, contraindications, complications and risks, catheterization laboratory data and special preparations. Students will have an introduction to arterial and venous access via: the percutaneous radial, femoral and brachial approaches, the brachial cut-down approach and problems of vascular access. There will be an introduction to the various supplies needed for diagnostic procedure cardiac angiography and x-rays images. They shall become more familiar with the cardiac anatomy as it relates to the recorded image. Skill methods of interpretation and calculation of left ventricular function will be also developed. The student shall perform, within the lab in simulated situations, the various positions for which the CV technologist is responsible. *Prerequisites: Completion of Health Core, HC 121*

CVI 200 Asepsis & Cardiac Cath Related Surgical Procedures 2 Credits

Students will learn the different techniques, procedures, equipment and background information that support these topics within the cath lab setting. *Prerequisite: CVI 101*

CVI 201 Invasive Special Procedures 1 Credit

Covers the study of the peripheral anatomy and related angiographic procedures. It will expand into special techniques including but not limited to: pericardiocentesis, transseptal catheterization, foreign body extraction and direct LV puncture. *Prerequisites: CVI 133, CVI 134*

CVI 210 Emergency Cardiac Care 2 Credits

Designed to prepare students for taking an ACLS certification course as well as help them anticipate what is needed and what might happen in an emergency situation in the cath lab environment. Topics covered will be, but are not limited to: airway management and access, IV procedures, and cardioversion, as well as an introduction to pharmacology in relation to the more utilized drugs in the cath lab and a continuation of arrhythmia recognition coupled with treatments. The lab will consist of practicing skills and applying them in simulated emergencies in a cath lab environment. *Prerequisites: CVI 133, CVI 134*

CVI 212 Invasive Cardiovascular II 6 Credits

A continuation of Invasive Cardiovascular I. Special emphasis on hemodynamic and EGG data. Protocols for left and right heart catheterizations, computations used with hemodynamic measurements for resistances, valve studies and shunts. Blood gasses, their uses and normal values, and different methods of measuring cardiac output will also be explored along with understanding, recording, monitoring, and measuring equipment. There will be an introduction to quality assurance programs in the cath lab. The students shall perform, within the lab in simulated situations, the various positions for which the CV tech is responsible. There will be pharmacology in relation to the more utilized drugs in the cath lab. There will be time spent on professional development; resume, ethics, communication skills, and interviewing skills. There will be an introduction into interventional procedures. *Prerequisites: CVI 210, CVI 133*

CVI 214 Electrophysiology 1 Credit

The basis of this course is to expose students to theories used to diagnose and treat cardiac electropathologies. The focus of this course will be on pacemaker and AICD theory; electropathology of the cardiac conduction system; electrophysiology diagnosis and technology; and cardiac ablation.

CVI 233 Invasive Cardio I Clinical 14 Credits

A full-time clinical internship completed at an affiliated local or out-of-town hospital. Students will broaden and perfect their cardiac cath lab skills. Emphasis of this course is placed in the clinical skills necessary to perform circulating, recording and scrubbing positions as well as intensive training in many of the various procedures. These include, but are not limited to: coronary angiography, coronary angioplasty, pacemakers, Swan Ganz, intra-aortic balloon pumping, and thrombolytic therapy. Written reports, review of current professional

literature, and attendance at conferences are required. *Prerequisites:* CV, HC, CVI, general courses & Permission of Program Chair

CVI 243 Invasive Cardio II Clinical 12 Credits

A full-time clinical internship completed at an affiliated local or out-of-town hospital. Emphasis of this course is placed in the clinical skills necessary to perform circulating, recording, and scrubbing positions in the cardiac cath lab. These will include, but not be limited to: coronary angiography, coronary angioplasty, pacemakers, Swan Ganz, intra-aortic balloon pumping, and thrombolytic therapy. Written reports, review of current professional literature, and attendance at conferences are required. *Prerequisites:* CVI 233, Permission of Program Chair

CVI 255 Invasive Registry Review 2 Credits

This course continues to prepare the student to successfully pass the registry exam for invasive cardiovascular technologists. During this course the students will review materials from all previous course work. A registry mock exam will be given at the beginning and end of the course to help the student identify areas of knowledge that may need to be reviewed. Those areas that need improvement will be emphasized during lecture, presentations, and discussion during class. *Prerequisites:* CVI 212, CVI 214

CVN 123L Cardiovascular Principles & Hemodynamics Lab 1 Credit

Provides opportunity for students to perform adult echocardiography ultrasound exams and execute quantitative hemodynamic calculations in a lab setting. *Prerequisite:* CVN 124

CVN 124 Cardiovascular Principles & Hemodynamics 2 Credits

Introduces students to cardiac blood flow, and intracardiac pressures in the realm of cardiac pathology. A thorough discussion of Doppler principles and quantitative hemodynamic calculations will be included such as: Continuity equation, pressure half-time, pulmonary pressure calculations, valve area calculations, Bernoulli equation, dP/dt index, etc. Pertinent concepts related to the cardiovascular principles and instrumentation portion of the Adult echo registry board exam will be reviewed. *Prerequisites:* CVN 134L, CV 123, CVI 135

CVN 125 Applied Cardiac Ultrasound Physics 1 Credit

Focuses on the preparation for the cardiovascular ultrasound physics national certification examination. Activities are designed to review cardiovascular hemodynamics, embryology, fetal circulation, congenital abnormalities, EKG and ancillary cardiac diagnostic studies. *Prerequisites:* CVN 124, CVN 123L

CVN 126 Applied Cardiac Ultrasound Physics Lab 1 Credit

Students will perform adult echocardiography exams on cardiac ultrasound equipment, building scanning skills and techniques. Image optimization and tailoring ultrasound exams to specific cardiac pathologies will be emphasized. *Prerequisites:* CV 123, CVN 124

CVN 134 Cardiac Ultrasound I 5 Credits

Provides an overview of the principles of echocardiography. Students will be introduced to basic anatomy and physiology of the heart, normal tomographic transthoracic and transesophageal views, hemodynamics and Doppler analysis. *Prerequisite:* Completion of Health Core

CVN 135L Cardiac Ultrasound I Lab 1 Credit

Basic skills required for the adult echocardiographic exam will be exercised in a lab setting. Students will operate cardiac ultrasound equipment. Image optimization and scanning techniques will be discussed. *Corequisite:* CVN 134

CVN 212 Cardiac Ultrasound II 6 Credits

A continuation of Cardiac Ultrasound I with a special emphasis on cardiac pathology. Students will gain knowledge in obtaining appropriate echocardiographic measurements and calculations in patients with specific cardiac disease. Pathologies include: Valvular disease, systolic and diastolic dysfunction, cardiomyopathies, pericardial disease, diseases of the great vessels, cardiac masses, endocarditis, prosthetic valves and adult congenital heart disease. *Prerequisites:* CVN 124, CVN 123L

CVN 213L Cardiac Ultrasound II Lab 2 Credit

Students will perform advanced adult echocardiography exam techniques on cardiac ultrasound equipment. The focus of this lab is to prepare students for clinical rotation. Emphasis is placed on execution of thorough, pathology-suitable and time-appropriate adult echo exams. *Prerequisite:* CVN 212

CVN 233 Cardiac Ultrasound I Clinical 14 Credits

A full time internship completed at an affiliated local or out-of-town hospital or clinic. Students will broaden and perfect their echocardiographic skills through active hands-on participation in an echocardiography laboratory. Emphasis of this course is placed on the clinical skills necessary to perform a complete adult echocardiogram. Students may be exposed to transesophageal echocardiography, stress echocardiography, and/or pediatric echocardiography. Written reports, case studies, review of current professional literature, and attendance of conferences are required. *Prerequisites:* All CV, HC, CVN, general courses and Permission of Program Chair

CVN 243 Cardiac Ultrasound II Clinical 12 Credits

A full time clinical internship completed at an affiliated local or out-of-town hospital or clinic. Emphasis of course is building echocardiography lab skills to a level where the student can work with a degree of independence. Students

will be responsible for submitting an echo-cardiography portfolio and current professional literature review. Technical and professional evaluations will be completed. *Prerequisites:* CVN 233 and Permission of Program Chair

CVP 102 Vascular History & Physical 1 Credit

This is a comprehensive study of the role of the Vascular Ultrasound Technologist in obtaining a patient history and physical exam. This will include understanding risk factors, signs and symptoms, and physical examination for the various diseases associated with the vascular systems. The student could be exposed to speakers presenting on cardiovascular technology and Vascular Ultrasound. Some of these may be by attending outside activities such as cardiovascular in-service by local hospitals.

CVP 123L Vascular Hemodynamics Lab 1 Credit

Lab focuses on the physiology and hemodynamics of blood flow within the arterial and venous systems throughout the body. The student will be introduced to spectral and color Doppler instrumentation while scanning the vascular anatomy and how it is used to evaluate blood flow. Students will practice on fellow students during and outside of lab for assigned lab projects. *Corequisite:* CVP 124

CVP 124 Vascular Hemodynamics 3 Credits

Class focuses on the physiology and hemodynamics of blood flow within the arterial and venous systems throughout the body. Characteristics of flow to be discussed will consist of: potential and kinetic energy, resistance, pressure, velocity, volumetric flow, energy gradients, Poiseuille's Law, Bernoulli's Equation, types of flow characteristics, and Reynolds Number. *Prerequisites:* Core, CV 101, CVP 102

CVP 125 Applied Vascular Ultrasound Physics 1 Credit

Applied vascular ultrasound physics will focus on the preparation for the vascular ultrasound physics portion of the national certification examination. Activities are designed to review ultrasound physics principles, vascular hemodynamics as they relate to vascular physics and other vascular physical principles. *Prerequisites:* CVP 124, CVP 124L

CVP 126L Applied Vascular Ultrasound Physics Lab 1 Credit

Applied vascular ultrasound physics lab covers vascular testing involving the use of a variety of plethysmography techniques such as air plethysmography and photo plethysmography. Students will practice on fellow students during and outside of lab for assigned lab projects. *Corequisite:* CVP 125

CVP 136 Vascular Anatomy 2 Credits

This is a comprehensive study of the role of the Vascular Ultrasound Technologist. A thorough knowledge of vascular anatomy to include the heart, central, peripheral, and cerebral arterial system, venous system, and microscopic anatomy will be covered. The student will also look at perspective anatomy by the use of ultrasound and identify anatomy in both sagittal and transverse planes. The student may also be exposed to speakers presenting on cardiovascular technology and Vascular Ultrasound. Some of these may be by attending outside activities such as: cardiovascular in-service at local hospitals. *Prerequisites:* Core, CV 101, CVP 102

CVP 137L Vascular Anatomy Lab 1 Credit

This course will assess vascular anatomy as seen on ultrasound. This will include anatomy and surrounding structures of the peripheral arterial and venous anatomy of upper and lower extremities and cerebrovascular anatomy. Anatomy will be viewed on both transverse and sagittal planes During the Vascular Ultrasound Lab the student will be offered hands on experience practicing on fellow students. Emphasis will be placed on ultrasound imaging and the identification of vascular anatomy. The student will also be exposed to other non-invasive techniques in evaluating vascular system such as, taking blood pressures, plethysmography; directional and hand held Doppler's. The student may also be exposed to speakers presenting on cardiovascular technology and Vascular Ultrasound. This could include going to local hospitals. *Corequisite:* CVP 136

CVP 210 Vascular Pathophysiology I 3 Credits

This is a comprehensive, critical thinking course that entails cerebrovascular pathophysiology and how it affects the physiology of blood flow. A variety of cerebrovascular pathologies will be discussed and how it affects patient H&P, which type of vascular testing needs to be performed, hemodynamics, and imaging. A look at non-invasive and invasive treatments will also be discussed. Critical thinking skills will be used to put information together from all CVP classes. The student may also be exposed to speakers presenting on cardiovascular technology and Vascular Ultrasound. Some of these may be by attending outside activities such as: cardiovascular in-service at local hospitals. *Prerequisites:* CV 123, CVP 120, CVP 124, CVP 136, CVP 137

CVP 211L Vascular Pathophysiology I Lab 1 Credit

During this lab course, students will continue to perfect their scanning skills in various cerebrovascular tests. This lab will continue to further their skills in preparing themselves for their clinical rotation by completing full exams, with accuracy, and time limitation in which to complete exam. Students will practice on fellow students during and outside of lab for assigned lab projects. *Corequisite:* CVP 210

CVP 214 Vascular Pathophysiology II 3 Credits

This is a comprehensive, critical thinking course that entails peripheral arterial and venous pathophysiology and how it affects the physiology of blood flow. A variety of arterial and venous pathologies will be discussed and how it affects patient H&P, which type of vascular testing needs to be performed, hemodynamics, and imaging/nonimaging. A look at non-invasive and invasive treatments will also be discussed. Critical thinking skills will be used to put information together from all CVP classes. The student may also be exposed to speakers presenting on cardiovascular technology and Vascular Ultrasound. Some of these may be by attending outside activities such as: cardiovascular in-service at local hospitals. *Prerequisites:* CVP 210, CVP 211L

CVP 215L Vascular Pathophysiology II Lab 1 Credit

During this lab course, students will continue to perfect their scanning skills in various peripheral arterial and venous tests. This lab will continue to further their skills in preparing themselves for their clinical rotation by completing full exams, with proficiency, and time limitation in which to complete exam. Students will practice on fellow students during and outside of lab for assigned lab projects. *Corequisite:* CVP 214

CVP 220 Abdominal Vascular Ultrasound 2 Credits

Study of anatomy, physiology, pathology and pathophysiology of the abdominal cavity, peritoneal cavity to include: Aorta, Endovascular Aortic Aneurysm Repair, Iliac, IVC, Mesenteric vasculature, renal vessels and allografts, portal and hepatic vasculature as visualized by ultrasound. Doppler and color Doppler application will be applied to the anatomy. *Prerequisites:* CVP 210, CVP 211L

CVP 221L Abdominal Vascular Ultrasound 1 Credit

Applying knowledge and scanning skills of anatomy, physiology, pathology and pathophysiology of the abdominal cavity to include: aorta, endovascular aortic aneurysm repair, iliac, IVC, mesenteric vasculature, renal vessels and allografts, hepatic vasculature, and male genitalia as visualized by ultrasound. Doppler and color Doppler application will be applied to the anatomy. *Corequisite:* CVP 220

CVP 233 Vascular Ultrasound I Clinical 14 Credits

This course is a full time clinical internship (40 hours / week) and will be completed at an affiliated local or out-of-town hospital or clinic. Students will broaden and perfect their vascular ultrasound skills. Emphasis is placed on critical thinking skills as related to exam performance and patient care settings. The student will also complete coursework and portfolios during the clinical internship. *Prerequisites:* CV, HC, CVP, General Courses and permission of the Program Chair

CVP 243 Vascular Ultrasound II Clinical 12 Credits

This course is a continuation of CVP 233 which is a full time clinical internship (40 hours/week) and will be completed at the same location. Students will broaden and perfect their vascular ultrasound skills. Emphasis is placed on critical thinking skills as related to exam performance and patient care settings. The student will also complete coursework and portfolios during the clinical internship. *Prerequisites:* CVP 233, CVP 255 and permission of the Program Chair

CVP 255 Vascular Registry Review 2 Credits

This course is conducted on the STI campus during the week of spring graduation. Students will participate in review of program course content, clinical findings and expectations, and registry preparation testing and activities. Students will present current clinical case studies and share clinical experience summaries. Student clinical portfolio review and analysis will also be conducted. *Corequisite:* CVP 233

DM 114 Preventive Maintenance Theory 2 Credits

Covers entry level technician inspection tasks designed to introduce students to correct procedures and practices of vehicle inspection. Major areas to be covered include: engine system, cab and hood, electrical/electronics, frame and chassis, and the suspension and steering systems. *Corequisite:* DM 115

DM 115 Preventive Maintenance Lab 2 Credits

Hands-on experience in performing preventive maintenance inspections on live vehicles. *Corequisite:* DM 114

DM 116 Basic Electrical Theory 2 Credits

Covers the basics of electrical theory. Major areas to be covered include: proper multi-meter usage, electron and electrical theory, basic electrical component function and operation, series circuits, parallel circuits, diode and transistor operation, and construction of simple circuits. *Corequisite:* DM 117

DM 117 Basic Electrical Lab 2 Credits

Hands-on experience in use of the multi-meter, measuring current, resistance, and voltage. Students will also construct and study the operation of basic electrical circuits. *Corequisite:* DM 116

DM 118 Truck Electrical System Theory 2 Credits

Covers the operation and testing of heavy-duty starting and charging systems, control systems, 12 volt, and 12/24 volt systems, alternator and starter diagnosis and repair, schematic reading, proper use of test meters, tractor-trailer wiring systems, circuit operation of gauges, lights, and accessories. *Corequisite:* DM 119

DM 119 Truck Electrical System Lab 2 Credits

Hands-on experience using mock-ups and live work, working with and testing heavy duty starting and charging systems, control systems, 12 volt, and 12/24 volt systems, alternator and starter diagnosis and repair, schematic reading, proper use of test meters, tractor-trailer wiring systems, circuit operation of gauges, lights, and accessories. *Corequisite:* DM 118

DM 120 Air Conditioning Theory 2 Credits

Covers the basic air conditioning systems, components, operation and control systems used on automotive, truck and implement air conditioning systems. *Prerequisite:* Must pass ASE-refrigerant recovery quiz; *Corequisite:* DM 121

DM 121 Air Conditioning Lab 2 Credits

Hands-on experience in refrigerant recovery, system diagnosis and repair and system charging. Covers cooling, cycle theory and system component diagnosis, adjustment and replacement. Includes proper procedures for charging, recovering and recycling refrigerants. *Corequisite:* DM 120

DM 130 Brakes Theory 2 Credits

Covers the design, construction, and operation of medium and heavy-duty truck hydraulic and air brake systems and components; including compressors, governors, air-lines, valves, controls, brake chambers, linkages, and foundation brakes. *Corequisite:* DM 131

DM 131 Brakes Lab 2 Credits

Covers the overhaul of medium and heavy-duty hydraulic and air brake systems. Students will test, remove, repair, and/or replace the separate system components on actual customer trucks or school training mock-ups. *Corequisite:* DM 130

DM 132 Suspension Theory 2 Credits

Covers truck steering systems, including manual and power steering gears, steering linkage and adjustment, alignment and overhaul of system components. Students will also study truck suspension systems, which will include single and multi-leaf springs, torsion bar, and air ride systems. *Corequisite:* DM 133

DM 133 Suspension Lab 2 Credits

Hands-on lab covering troubleshooting, testing, adjusting, and overhauling medium and heavy-duty truck steering and suspension systems. Students will test, remove, repair, and/or replace the separate system components. They will also perform complete tire alignment checks and adjustments. All work will be done on actual customer trucks or school training mock-ups. *Corequisite:* DM 132

DM 210 Diesel Theory 4 Credits

Covers the theory of diesel truck engine construction and operation, disassembly, component rebuilding, sleeve and piston installation, main and rod bearing installation, engine assembly, timing, priming, adjustments, starting, testing, and engine evaluation. *Corequisite:* DM 211

DM 211 Diesel Lab 4 Credits

Hands-on lab covers diesel truck engine overhaul, including complete disassembly, component inspection and repair or replacement, testing and measurements for parts re-use, re-assembly, and start-up. *Corequisite:* DM 210

DM 214 Electronic Fuel Theory 2 Credits

Covers the operational theory of electronically controlled fuel systems and the procedures for troubleshooting and reprogramming the engine onboard computer systems. *Corequisite:* DM 215

DM 215 Electronic Fuel Lab 2 Credits

Hands-on experience in testing and programming engine computer systems, fault diagnosis and adjustment. *Corequisite:* DM 214

DM 220 Fuel Theory 2 Credits

Covers the theory and operation of the various diesel fuel delivery systems used by the major engine companies. Covers the theory and operation of fuel injection pumps and nozzles as well as the tune-up procedures for Caterpillar, Cummins and Detroit Diesel engines. *Corequisite:* DM 221

DM 221 Fuel Lab 2 Credits

Hands-on study of the various diesel fuel delivery systems used by the major engine companies, as well as installing and timing injection pumps, testing and adjusting nozzles and learning and performing the recommended tune-up procedures for Caterpillar, Cummins, and Detroit Diesel engines. *Corequisite:* DM 220

DM 224 Hydraulic Theory 2 Credits

Covers hydraulic theory, fluids, filters, hose and piping, pumps, motors, valves, seals, testing and troubleshooting. *Corequisite:* DM 225

DM 225 Hydraulic Lab 2 Credits

Hands-on experience with hydraulic components including pumps, actuators, and control valves. Also introduces students to using pressure gauges and flow meters to observe system operation. *Corequisite:* DM 224

DM 230 Power Train Theory 2 Credits

Covers the theory of medium and heavy-duty truck transmissions, differentials, clutches, and drivelines. Students will study system troubleshooting and repair,

component removal and installation, overhaul procedures, and adjustments. Also covers gear ratios, component power handling ratings, and proper drive-line angles. *Corequisite: DM 231*

DM 231 Power Train Lab 2 Credits

Hands-on lab covers the removal, overhaul, and installation of medium and heavy-duty power train components. Students will work on single and double disc clutches, single and twin counter shaft transmissions, forward and rear differentials, axles, and drive lines. Work will be done on mock-up and live work according to the manufacturer's specifications. *Corequisite: DM 230*

DMS 100 Introduction to DMS 1 Credit

An introduction into ultrasound including medical applications. Description of the roles, responsibilities and the rules of the Diagnostic Medical Sonographer will be introduced. Also the indication and applications of the diagnostic procedures, safety, protection and imaging processing will be covered. *Prerequisites: HC 117, HC 119, PHYS 100, MATH 102T*

DMS 101 Cross Sectional Anatomy 3 Credits

Introduction to cross sectional anatomy as interpreted on diagnostic sonographic images. Anatomical scanning planes to include transverse, coronal, oblique and longitudinal planes. Lab will cover application of transducer manipulation, body mechanics and sonographic scanning techniques. *Prerequisites: HC 117, HC 119, PHYS 100, MATH 102T*

DMS 110 Abdominal Sonography I 3 Credits

Study of anatomy, physiology, pathology and pathophysiology of the upper abdominal cavity, peritoneal cavity to include: aorta, IVC, celiac trunk, SMA, gastrointestinal, abdominal wall, peritoneum and diaphragm as visualized by ultrasound. Doppler and color Doppler applications will be applied to the anatomy. *Prerequisites: DMS 100, DMS 101*

DMS 120 Abdominal Sonography II 3 Credits

Study of anatomy, physiology, pathology and pathophysiology of the upper abdominal cavity, peritoneal cavity to include: liver, gallbladder and biliary system, and pancreas as visualized by ultrasound. Doppler and color Doppler applications will be applied to the anatomy. *Prerequisite: DMS 110*

DMS 130 Abdominal Sonography III 3 Credits

Study of anatomy, physiology, pathology and pathophysiology of the upper abdominal cavity, peritoneal cavity to include: urinary/renal system, adrenal glands, spleen, and retroperitoneum as visualized by ultrasound. Doppler and color Doppler applications will be applied to the anatomy. *Prerequisite: DMS 120*

DMS 200 OB/Gyn Sonography I 4 Credits

This course is an in-depth study of the female pelvis with emphasis on the sonographic appearance of its structure and the numerous pathological processes that may affect it. This course will also include the study of the anatomy, physiology, pathology, and sonographic appearance of the first trimester pregnancy and fetal development. *Prerequisite: DMS 130*

DMS 201 Asepsis and Related Surgical Procedures for the Sonographer 1 Credit

Students will gain an understanding and practical experience with Sterile Surgical Techniques and procedures associated with ultrasonic guidance for tumor localization and biopsy guidance. This course will cover a range of procedures from "clean" to "full" sterility and their application to the operating room, procedure room, to exam room setting. The student will also gain knowledge of aseptic technique and procedural requirements in caring for patients with a variety of wounds.

DMS 210 Acoustical Physics & Instrumentation 2 Credits

This course is a continuation of CV 123, which is the study of the properties of diagnostic ultrasound and their application to Doppler, color flow imaging, artifacts and quality assurance as they relate to abdominal/OB/GYN ultrasound. *Prerequisites: CV 123, DMS 200*

DMS 220 OB/Gyn Sonography II 5 Credits

This course is a continuation of DMS 200, which includes the sonographic evaluation of pregnancy and related complications. Emphasis is placed on the detection of fetal anomalies, pathology, and the scanning planes necessary for appropriate imaging. *Prerequisite: DMS 200*

DMS 230 Clinical Sonography I 1 Credit

This course is a supervised clinical observation rotation in an OB/GYN lab. Emphasis is placed of the professional interaction and performance of sonographic procedures dealing with the OB/GYN patient. *Prerequisite: DMS 200*

DMS 240 Abdominal Sonography IV 4 Credits

Study of anatomy, physiology, pathology and pathophysiology of the abdominal cavity and superficial structures/small parts to include but not limited too: thyroid, parathyroid, breast, prostate, scrotum, penis visualized by ultrasound. This course will include study of ultrasound applications in the pediatric patient. Doppler and color Doppler applications will be applied to the anatomy. *Prerequisite: DMS 200*

DMS 250 Clinical Sonography II 14 Credits

A full time clinical internship (40 hours/week) and will be completed at an affiliated local or out-of-town hospital or clinic. Students will broaden and perfect

their abdominal/OB/GYN sonography skills. Emphasis is placed on critical thinking skills as related to exam performance and patient care settings. The student will be required to keep daily and weekly logs of all studies that they are involved in. Time sheets recording hours worked daily will also be kept. Registry review questions will be completed as described in syllabus along with a clinical portfolio, and an abdominal/OB/GYN portfolio. *Prerequisites: DMS 210, DMS 220, DMS 230, DMS 240 and Permission of Program Chair*

DMS 255 Registry Review Week 2 Credits

This course is conducted on the STI campus during the week of spring graduation. Students will participate in review of program course content, clinical findings and expectations, and registry preparation testing and activities. Students will present current clinical case studies and share clinical experience summaries. Student clinical portfolio review and analysis will also be conducted. *Corequisite: DMS 250*

DMS 260 Clinical Sonography III 12 Credits

A continuation of DMS 250, which is a full time clinical internship (40 hours/week) and will be completed at an affiliated local or out-of-town hospital or clinic. Students will broaden and perfect their abdominal/OB/GYN sonography skills. Emphasis is placed on critical thinking skills as related to exam performance and patient care settings. The student will be required to keep daily and weekly logs of all studies that they are involved in. Time sheets recording hours worked daily will also be kept. Registry review questions will be completed as described in syllabus along with a clinical portfolio, and an abdominal/OB/GYN portfolio. *Prerequisites: DMS 250 and Permission of Program Chair*

DT 101 Engineering Drawing 3 Credits

A prerequisite core drawing course for all three disciplines of the engineering technology program, this course will involve extensive hands-on experience that applies drafting theories and develops skills. Each topic is developed through a progression of practice exercises that focus on visualization techniques.

DT 102 Print Reading for Construction 1 Credit

This is an introductory course to print reading for the engineering technology field. This course will cover the use of prints to determine structures and common materials labeled on plans. Basic sketching and lettering will be covered as it relates to the construction industry.

ECH 101 Introduction to Early Childhood 4 Credits

This course provides information on the history and philosophy of Early Childhood Education, educator roles, environments, observations, and issues. It includes an overview of assessment and trends that influence best practices. Career options within the child care profession are explored.

ECH 105 Understanding Diversity 3 Credits

This course offers an examination of the influence of culture and environment on the development of infants, toddlers, and young children. The course includes the influences of family diversity and blends theory with practical applications for developing positive family interactions, partnering with parents and other caregivers, increasing parental involvement and development of parent education programs.

ECH 110 Child Health/Safety/Nutrition 3 Credits

This course emphasizes how current concepts in health, safety and nutrition relate to the growth and development of a young child. It blends current theory with practical applications and assessments. The course includes the influences of family diversity, child abuse and mental and physical health. In addition, students are introduced to state licensing rules and regulations and federal regulations such as the Head Start Performance Standards that apply to various early childhood settings.

ECH 120 Infant Toddler Development and Learning 3 Credits

This course provides an overview of infant and toddler development that prepares students to utilize developmentally appropriate practices in home or center-based settings. It includes the environment, care-giving, teaching strategies, observation methods and family relationships. The course focuses on the whole child in inclusive settings.

ECH 130 Early Childhood Curriculum I 3 Credits

This course examines and evaluates early childhood curriculum and methods that lead to the development and implementation of appropriate curricula for young children.

ECH 160 Early Childhood Social/Emotional Guidance 3 Credits

This course focuses on effective approaches and positive guidance strategies for supporting the development for young children, emphasizing supportive interactions and developmentally appropriate environments. The course presents a means of assessment to analyze and guide behaviors.

ECH 201 Early Language and Literacy 3 Credits

This course provides an overview of children's language development, learning environments, and use of appropriate teaching methods to promote children's literacy and language skills in various early childhood settings and programs.

ECH 211 Early Childhood Program Administration 3 Credits

This course covers the basic principles involved in the organization and operation of child care centers, early childhood programs operated by public and private schools, Head Start Programs, and private child care programs. The course includes mission statements, funding, insurance, state and federal regulations, managerial functions, employment procedures, business practices, marketing, staffing/supervision and staff and community relations.

ECH 212 Legal and Ethical Issues 3 Credits

This course is designed to present material to the Early Childhood Specialist about professional ethics and the philosophy, requirements, administration and enforcement of local, state and federal laws related to the profession of early childhood education.

ECH 222 Internship 6 Credits

This course provides an opportunity to apply knowledge and skills in a supervised early childhood setting. It emphasizes professional relationships and behavior, appropriate adult/child interactions, basic curriculum planning and program routines.

ECH 230 Early Childhood Curriculum II 3 Credits

This course focuses on the development, implementation and assessment of appropriate environments and curricula for young children. It emphasizes an understanding of children's developmental stages and the creation of appropriate learning opportunities, interactions and environments in areas of dramatic play, art, music and motor skills.

ECH 240 Exceptional Learner 4 Credits

This course provides an overview of development and learning experiences for children with special needs to integrated child development settings. It discusses developmental needs, developmentally appropriate environments and effective teaching methods.

ENDT 100 Introduction to EEG 2 Credits

Provides an introduction to basic electroencephalographic (electro = electrical, encephalo = brain, graph = chart) recording techniques. History of EEG, clinical indications and usefulness are covered. Emphasis is placed on a fundamental understanding of the electrical activity produced by the brain and the recording techniques used to monitor this activity. This course includes an overview of recording techniques including analog and digital, international standards of electrode placement, recording length, electrical resistance, and electrical safety. Lab will cover the process of measuring for lead placement and lead application for patient hookup. *Prerequisites:* ENDT 110, HC 117, HC 119

ENDT 110 Basic Electricity 3 Credits

Provides instruction in atomic theory/charge, voltage, current, resistance, power, AC/DC, capacitance, inductance, elements in series and parallel, impedance, time constraints, transformers, semiconductors (diodes, transistors/amplifying devices, and digital devices). *Prerequisites:* ENDT 100, HC 117, HC 119

ENDT 120 Applied Electronics & Instrumentation 2 Credits

Includes electronics and instrumentation associated with the conventional EEG machine, both analog and digital. Study includes the power supply, electrodes used in all field modalities, differential amplifier and localization concepts, filters (low frequency, high frequency, notch), the electrical output, mounting and digital resolution concepts. Electrical safety and minimum standards are covered. An introduction to quantitative analysis is completed.

Prerequisite: ENDT 110

ENDT 121 Homeostatic Physiology 3 Credits

Designed for advanced health sciences students. This course emphasizes body systems important to maintaining homeostasis in the human. Nerve and muscle tissue, cardiac, respiratory, fluid-electrolyte and endocrine physiology are addressed. *Prerequisite:* ENDT 123; *Corequisite:* ENDT 220

ENDT 122 Electroneurodiagnostic Technical Science 5 Credits

Provides theory and application of electrical concepts, recording techniques, data analysis and description of waveforms and artifacts. Students will learn recording techniques, standard machine settings, test protocols, activation procedures and how to assess a standard recording. Study of normal human patterns is emphasized, as well as the assessment of epileptiform activity. Introduction to specialty monitoring is also covered. The lab setting includes full patient hookup, recording of EEG data and review and reporting of the data, as well as field specific patient care. *Prerequisites:* HC 117, HC 119, ENDT 100

ENDT 123 Electroneurodiagnostic Clinical Science I 2 Credits

Introduces the student to electroneurodiagnosis, neurophysiology, functional neuroanatomy, normal and abnormal conditions and correlates. Includes electroencephalographic signs of cerebral disorders. Recognition of normal brainwave patterns, normal variants, abnormal patterns and how these correspond in general to disease entities will be discussed. *Prerequisites:* HC 117, HC 119, ENDT 100

ENDT 124 Polysomnography I 3 Credits

Includes fundamental and detailed study of the various sleep disorders, their symptoms, consequences, treatments, and polysomnographic manifestations. Sleep stage scoring, pattern recognition and data computation are covered. Instruction in patient examination and history taking for sleep disorders is

covered. *Prerequisites:* ENDT 100, ENDT 110

ENDT 200 Evoked Potential I 2 Credits

Introduction to the three modalities of evoked potentials; brainstem auditory, visual and somatosensory, as well as EP history, signal averaging, statistics, A/D converter, amplifiers, filters and various stimulators used for each modality. Lab sessions include electrode placement, stimulator set-up and recording of evoked potentials using volunteers. *Prerequisites:* ENDT 110, HC 117, HC 119

ENDT 210 Evoked Potential II 3 Credits

In depth study of all three modalities; somatosensory uses in clinical and intraoperative monitoring; brainstem auditory evoked potentials and evaluation of the auditory pathway; and visual evoked potentials and the evaluation of the visual pathway. Specific structural and disease entities and their effect on evoked potential responses. Establishment of laboratory standards including normal values using statistical means, and standard deviations.

Prerequisite: ENDT 124

ENDT 220 Electroneurodiagnostic Clinical Science II 3 Credits

Studies specific neurological disease entities; stroke, tumor, encephalopathies, as well as seizure disorders and corresponding EEG patterns. This will include triphasic waves, three per second spike and wave, and localizing dipoles. Introduction to EEG in carotid endarterectomies, epilepsy monitoring, and EEG monitoring during epilepsy surgery. *Prerequisite:* ENDT 123

ENDT 230 Polysomnography II 3 Credits

Theory and application of knowledge within the study of various sleep disorders, as well as advanced theory of specific PSG testing situations. In-depth study of PSG scoring included in theory and in practice. Lab includes hands-on experience and instrumentation theory of various polysomnographic recording equipment utilized for recording polysomnographic studies. This includes calibration, biocalibration, patient hook-up and disconnect, and simulated testing in the lab. CPAP and oxygen titration will be reviewed, demonstrated and practiced in theory. *Prerequisite:* ENDT 124

ENDT 240 Electroneurodiagnostic Clinical I 1 Credit

Focuses on clinical application of basic EEG techniques according to lab protocol. This includes interviewing of patients for history, measuring the scalp for electrode placement, impedance test, proper filter setting and calibration of equipment under direct supervision of staff. Record review with physicians and correlative seminars are included. *Prerequisites:* ENDT 210, ENDT 220, ENDT 230

ENDT 250 Electroneurodiagnostic Clinical II 14 Credits

Provides continued clinical recording techniques including a broad patient population and procedure range. May also include clinical time in a Polysomnography setting. *Prerequisite:* ENDT 240

ENDT 255 ENDT Registry Review 2 credits

This course will provide a review of program course content and clinical applications. The students present a clinical case study and share their experiences from the clinical period. Material for registry board exams will be discussed and mock board exams will be completed. Students will also meet with the program advisor and review the clinical portfolio. This review week will correspond with the last week in the Spring semester calendar.

ENDT 260 Electroneurodiagnostic Clinical III 12 Credits

Provides clinical practice in performing electroencephalograms, evoked potentials, operating room, epilepsy monitoring, sleep studies using appropriate techniques according to protocol. *Prerequisite:* ENDT 250

ENGL 095 Writing Made Easy 0 Credits

Provides a very beginning preparatory course in the essentials of writing. The course encompasses the vocabulary for learning written English, basic grammar skills, and writing effective sentences.

ENGL 098 Introduction to Writing Success 3 Credits

Students review the basics of sentence structure, punctuation, grammar usage, and spelling throughout this course. Students will be assigned paragraph writing. This is a preparatory class for English composition.

ENGL 101T Composition 3 Credits

English Composition will help develop proficiency in writing concise, coherent essays, and in using correct English. Several modes of discourse will be explored and good grammar skills are required. This course will improve the student's critical thinking skills as it provides students with practice in all stages of the writing process: planning, supporting, rewriting, analyzing, proofreading, and editing. This course will also require critical reading and writing.

Prerequisite: Placement Assessment

ENGL 201 Technical Writing 3 Credits

This course is designed around workplace writing tasks. Students will learn to evaluate audience, solve problems, and develop strategies for writing collaboratively. They will write instructions, reports, memos and letters. The course emphasizes techniques for correct mechanics and clear style; using format effectively to improve document readability; choosing and designing visuals for audience; and managing time and multiple projects. *Prerequisite:* ENGL 101

ET 112 Basic Electronics 3 Credits

Provides an introduction to electronic components, their diagrams, wiring methods, and shop safety, as applied to computers and computer networks. Voltage sources, current properties, resistance characteristics, and their relationships using Ohm's Law and the Power Formula will be studied. An introduction to AC voltage waveforms including their characteristics, applications, and methods of measurement, and the operation of capacitors, inductors, and transformers in DC and AC circuits with calculations of reactance, impedance, phase angles, and resonance will be covered. *Corequisite: ET 113*

ET 113 Basic Electronics Lab 2 Credits

Provides hands-on application to electronic components, their diagrams, wiring methods, and shop safety, as applied to computers and computer networks. Voltage sources, current properties, resistance characteristics, and their relationships using Ohm's Law and the Power Formula will be covered. An introduction to AC voltage waveforms including their characteristics, application, and methods of measurement, and the operation of capacitors, inductors, and transformers in DC and AC circuits with calculations of reactance, impedance, phase angles, and resonance will be covered. *Corequisite: ET 112*

ET 114 Electronic Concepts I 5 Credits

An introduction to electronic components, their diagrams, wiring methods and electrical safety. Voltage sources, current properties, resistance characteristics, and their relationships using Ohm's law, Watt's law, and Kirchoff's laws will be studied. In addition, students will receive an introduction to the mathematical approach to analyze electronic circuits using basic algebra, exponents, metric prefixes and trigonometry.

ET 116 DC/AC Electronics Lab 3 Credits

Provides hands-on experience in breadboarding circuits, reading schematics, soldering, and operation of test equipment to measure voltage, current, and resistance. Ohm's Law, Watt's Law, and Kirchoff's Laws are studied. AC concepts and theory are also studied. The practical aspects of using meters, oscilloscopes, and function generators to evaluate and troubleshoot reactive, resonant, and transformer circuits are practiced. *Corequisite: ET 114*

ET 123 Analog Circuits 4 Credits

Analog circuits as they relate to the world. Analog devices involved in the course include: PN junction, zener, and varactor diodes; bipolar, unijunction, and field effect transistors; SCRs, TRIACs, and DIACs. Power supply topics include half-wave and full-wave rectifiers, filtering, zener regulation, and series-pass and monolithic regulators. Also included are various types of discrete component amplifier configurations, multi-stage, power, and operational amplifiers. *Prerequisite: ET 116, ET 114; Corequisite: ET 124*

ET 124 Analog Circuits Lab 3 Credits

An introduction to the characteristics of semiconductor devices such as: PN junction, zener and varactor diodes; bipolar, unijunction, and field effect transistors; SCRs, TRIACs and DIACs. Power supply topics include half-wave and full-wave rectifiers, filtering, zener regulation, and series-pass and monolithic regulators. *Prerequisite: ET 116, ET 114; Corequisite: ET 123*

ET 128 Technical Physics 3 Credits

An introduction to the world of physics with emphasis placed on the physics required to support material presented in electronics and laser technology classes. Through discussion and application exercises, an understanding of force, motion, friction, work, energy, electromagnetic waves and their interrelationships will be presented.

ET 130 Solid State Devices 2 Credits

An introduction to the characteristics of semiconductor devices such as PN junction, zener, varactor, diodes, bipolar, unijunction, and field effect transistors, SCRs, TRIACs, and DIACs. Power supply topics include half-wave and full-wave rectifiers, filtering, zener regulation. *Prerequisites: ET 114*

ET 131 Solid State Devices Lab 2 Credits

Provides students with the practical experience of assembling and testing each of the circuits studied in ET 130. Emphasis is placed on proper breadboarding techniques, use of test equipment, troubleshooting and shop procedures. *Corequisite: ET 130*

ET 153 Digital Circuits I 2 Credits

Introduces the student to the fundamentals of digital circuits which includes diode gating, inverters and all basic digital functions. The student advances to a study of the operation and application of the R-S, D-type, and J-K flip-flop, counters, shift registers, adders, and clock circuits. *Prerequisite: ET 116; Corequisite: ET 154*

ET 154 Digital Circuits Lab I 2 Credits

Introduces the student to the fundamentals of digital circuits which includes diode gating, inverters and all basic digital functions. The student advances to a study of the operation and application of the R-S, D-type, and J-K flip-flop, counters, shift registers, adders, clock circuits. *Corequisite: ET 15*

ET 201 Labview Programming 3 Credits

Teaches an introduction to G programming (LabVIEW) and the principles of interfacing the microcomputer for data acquisition and control using devices such as temperature probes, sensors, relays, analog-to-digital converters,

digital-to-analog converters, timers, counters, and the software to operate these devices. *Prerequisite: ET 153*

ET 211 Data Acquisition & Control 4 Credits

Uses the information learned in ET 201 to apply the principles of interfacing the microcomputer for data acquisition and control using devices such as temperature probes, sensors, relays, analog-to-digital converters, digital-to-analog converters, timers, counters, and the software to operate these devices. *Prerequisite: ET 201*

ET 253 Digital Circuits II 3 Credits

Provides an in-depth study in digital circuitry. Topics include: code converters, multiplexers, ROM's, RAM's, PLA's, read/write circuits, analog-to-digital, and digital-to-analog conversion. Programmable logic in the form of PLDs, PLCs, EPLDs and microprocessors will be covered. *Prerequisite: ET 153*

ET 254 Digital Circuits Lab II 3 Credits

Provides an in-depth, hands-on study of digital circuitry. Topics include: code converters, multiplexers, ROMs, RAMs, PLA's, read/write circuits, analog-to-digital and digital-to-analog conversion. Programmable logic in the form of PLDs, PLCs, EPLDs, and microprocessors will be covered. *Corequisite: ET 253*

ET 265 Wireless Communications 3 Credits

A study of the principles of tuned amplifiers, filtering, modulation, radio transmitters and receivers. Other topics include multiplexing, antennas, microwaves, and satellites. *Prerequisite: ET 123, ET 124; Corequisite: ET 266*

ET 266 Wireless Communications Lab 2 Credits

Gives students hands-on experience working with receiver and transmitter circuits. A systematic approach to isolating the fault to the lowest repairable component is taught. *Prerequisite: ET 123, ET 124; Corequisite: ET 265*

ET 271 Data Communications 3 Credits

Introduces students to the concepts, terminology, equipment, and techniques that form data communications systems. Introduces modulation, multiplexing, telephone networking, protocols, software and the principles of fiber optics. *Prerequisite: ET 253, ET 254*

ET 284 Electronic Systems 3 Credits

A study of the basic principles of troubleshooting as it applies to various systems including power supplies, audio, radio, television, VCRs, compact disc and DVDs. Also included is surface mount soldering and desoldering techniques. *Prerequisite: ET 265, ET 266; Corequisite: ET 285*

ET 285 Electronic Systems Lab 3 Credits

Gives students hands-on experience working with receiver and transmitter circuits. Students are taught a systematic approach to isolating the fault to the lowest repairable component. *Prerequisite: ET 265, ET 266; Corequisite: ET 284*

GC 100 Graphics Math 1 Credit

Reviews and builds on students' entry level computation skills in the Graphics area. Focus is on measuring, percentage scaling, resolution, calculating fractions, other measuring systems used in the industry (pixels, picas) and estimating procedures. *Corequisite: MATH 115*

GC 102 Mac Seminar 1 Credit

This course introduces students to the Macintosh-based Graphics-related industry. Includes local and remote Mac desktop, laptop, and server use; differences among OS versions; cross-platform workflow strategies; policies/procedures of GC department. Stresses technical research online as current problem-solving method.

GC 106 Digital Publishing I 4 Credits

Adobe CS software is introduced through common layout formats for print media. Communication fluency and applied math are emphasized. Students manage files between Mac OS and Windows. Strategies for efficiency are introduced. Print workflow and production are explored. Most output is one color, to laser. Skilled keyboarding is expected. *Prerequisites: CIS 100 or 40 CWPM*

GC 107 Design Fundamentals I 4 Credits

Elements and principles of graphic design are introduced through print-based projects and Adobe CS software. Solutions to visual and communication problems are revised from rough sketches to comprehensives, images, ads and layouts. Students will keep a resource file to develop a familiarity with the basics of design, a vocabulary of the discipline, and to explore a range of visual style. Skill in handling of tools, materials, and technical terms is emphasized.

GC 114 Web Multimedia I 3 Credits

An introduction to basic Internet concepts such as browsers, search engines, e-mail, HTML tags, file management, File Transfer Protocol, Cascading Style Sheets, scripts, and image editing. Students will design and develop a personal web site as a final project.

GC 116 Digital Publishing II 4 Credits

Skills are developed using Adobe CS software, primarily for print media layouts. Standards and best practices of prepress workflow and print production are covered in greater depth. Efficiency and data management strategies are emphasized. Students use Mac OS and Windows. Output is to laser, primarily

one- and two-color. *Prerequisite:* GC 106; *Corequisite:* CIS 107

GC 117 Design Fundamentals II 4 Credits

Students develop skills to organize ideas and to effectively achieve communication through different projects. Through demonstration and exercises, they will utilize software tools and processes to create print media and artwork. Lessons focus on applied typography and design skills, based on industry standards. Students will use letterforms in all assignments to demonstrate an understanding of typography in design. Color theory will be introduced. Students will continue to expand skills in the Adobe CS software with an emphasis in Illustrator and vector graphics. Photo editing software is used with focus on image acquisition, color, resolution for print and photo editing. Self- and peer-critique is required. *Prerequisite:* GC 107

GC 124 Web Multimedia II 3 Credits

Concepts learned in Web Development 1 will be applied to development tools such as Macromedia Dreamweaver and Adobe Photoshop/ImageReady. Learn to develop and maintain web content more efficiently through the use of industry standard tools. A final project will be completed with students working in teams to construct a multi-page Web site. *Prerequisite:* GC 114

GC 140 Digital Photography 3 Credits

The focus of this course is to provide students with a solid understanding of digital photography technology and the workflow of a digital studio. In addition to using various digital cameras, accessories, and lighting techniques, students will learn to edit, present, and print photos in a digital lab setting.

GC 206 Digital Publishing III 3 Credits

Professional layout software is used in greater depth (from Quark and Adobe). Proficiency and effective use of tools is stressed over completing many projects. Student regularly prepare for and transfer files between Macs and PCs. Some projects may be completed in groups. Time logs are kept and PDF file format is used extensively. Content reviews print production and prepress basics. *Prerequisite:* GC 116, CIS 107

GC 207 Design Development 3 Credits

Detailed and accurate information providing the details to complete the process necessary to design will be covered. Emphasis is placed on both practical and theoretical issues in the development of new approaches to design problems. Through demonstration and exercise, students will learn to draw and design electronically using the basic tools of the software. *Prerequisite:* GC 117

GC 215 Web Multimedia III 3 Credits

Focus is in creating vector-based content using Macromedia Flash. Students will study the Flash interface, work environment, capabilities, limitations, and delivery methods. A portion of the course will be spent reviewing concepts and tools learned in the first year web development courses. *Prerequisite:* GC 124

GC 216 Digital Publishing IV 3 Credits

A capstone course building on skills and competencies in preparation for the job search. Students' primary project completes a technical journal documenting their knowledge of print media, professional software and advanced page layout concepts (libraries, long-document features, trouble-shooting strategies). Most-used features of page layout software are reviewed. Font and file management are emphasized. *Prerequisite:* GC 206

GC 217 Portfolio Design 3 Credits

This course provides training in the aesthetics, presentation, and required elements for production of a graphic design portfolio. The semester is devoted to creating promotional materials and developing additional design campaigns for portfolios. The focus is on increasing volume and quality of work, while presenting and refining material produced in previous semesters. Students continue to enhance skills using Adobe CS software. Self- and peer-critique is required. Graphics faculty and industry professionals critique students' work. Participation in the Spring Portfolio Show is required. *Prerequisite:* GC 207

GC 227 Web Multimedia IV 3 Credits

The focus of this course is design and development of multimedia content for a variety of deliveries. We will use a variety of technologies and applications to provide the best solutions for reaching a target audience. Each project will start with careful planning, research, sketching, building prototypes, and eventually creating a master. Delivery methods we will explore include internet, web, CD-ROM, DVD, and Video CD. *Prerequisite:* GC 215

GC 239 Media Writing 2 Credits

This course will introduce the student to various types of media writing including: print and broadcast journalism, public relations, advertising in print and online media. Students will build skills in information gathering and research, interviewing, organizing data and information, writing and revising their writing. Strategies for writing informative, persuasive and promotional content will be stressed. Students will also critique the relevance, clarity, quality and reliability of current media writing and writing from other students' in class. The mechanics of writing and AP style are reviewed. *Prerequisite:* ENGL 101T, GC 116 or GC 117

HC 102 Math for Medications 1 Credit

This one credit course is designed to teach students the calculation skills needed to safely practice in the healthcare profession.

HC 110 Basic Anatomy 3 Credits

Designed for students beginning a health/science education and interested in pursuing an entry-level medical or health-related career. Emphasis is placed on the study of the basic structure and function of the human body. The students in the Phlebotomy and Pharmacy Technician programs will recognize the normal anatomy and be able to apply it to their respective fields.

HC 113 Medical Terminology 2 Credits

Designed to provide basic principles of medical word building. These principles once learned, can readily be applied to develop an extensive medical vocabulary. CD's are included and benefit students in pronunciation and definition of each word. Once satisfactory completed, students will be able to adequately communicate in the health industry.

HC 114 Health Care/Human Relations 3 Credits

Discussions and activities will center around the topic of respect. This course introduces students to health care issues and assists them in developing personal and employability success skills. Topics include, but are not limited to: accountability, professionalism, communication, confidentiality, patient rights, cultural bias and discrimination, effective interpersonal skills, dealing with difficult patients of all ages, and death and dying issues.

HC 117 Medical Terminology 1 Credit

This course is designed to provide the basic principles of medical work building. These principles, once learned, can readily be applied to develop an extensive medical vocabulary. The textbook is presented with a variety of self-teaching features allowing the student to work through the chapters in systemized fashion that focuses on body systems. A CD is included to benefit the student in pronunciation and definition of each word. Once satisfactorily completed, the student will be able to adequately communicate in the health care industry. *Prerequisite:* HC 119

HC 118 Applied Anatomy/Physiology 4 Credit

Forms the foundation of Licensed Practical Nursing and Surgical Technology programs. In addition to studying the structure and function of the human body, the disease processes that correlate with each body system will be covered.

HC 119 Anatomy/Physiology 5 Credits

Study of the structure and function of the human body forms the foundation for course work in the health-related professions. This entry level anatomy and physiology course studies the body using a systems approach. This course will help prepare students for the more detailed and specific anatomy and physiology they will encounter in their program courses. *Corequisite:* HC 117

HC 121 Patient Care Techniques I 3 Credits

Designed to assist students in developing the necessary skills to directly deal with patients. Skills acquired will help protect themselves, as well as the patient, and includes infection control, body mechanics, vital signs, CPR/First Aid, dealing with tubes and equipment, safety and security as well as other topics.

HC 123 Health and Wellness 3 Credits

Provides students with a knowledge base to promote better understanding of their personal wellness strengths and weaknesses, and how they can assimilate wellness-living into their daily lives. Realizing the direct correlation between positive lifestyle habits and well-being, this course will use a two-fold approach to educate students: (1) a theory base covering a variety of wellness topics; (2) laboratory activity sessions/personal exercise regimen.

HC 124 Basic Pharmacology 2 Credits

Observing, testing, treating and administering to the countless requirements and demands that constitute effective and responsible patient care; this course introduces pharmaceuticals according to their therapeutic applications and pertinent physiology, and related diseases. Emphasis is placed on pharmaceutical classification concentrating on the mechanism of action, main therapeutic effects, and the adverse reactions produced. *Prerequisite:* HC 119

HC 221 Patient Care Techniques II 2 Credits

Consists of multiple skills instruction needed for employment in facilities which utilize patient-focused care. *Prerequisite:* Completion of Health Core; *Corequisite:* PH 121

HC 231 Cross-Sectional Anatomy 3 Credits

The primary study of interest is to take the human anatomy and slice it in anatomical sections. The student will then compare these slices to Computer Tomography and differentiate the anatomy. *Prerequisites:* NM 101, HC 111

HIS 101 Introduction to Health Information Services 2 Credits

This course is designed to introduce Health Information Services students to the basic principals and practices of their career. It will include brief overviews of all the courses and job responsibilities and that are needed to study and work in Health Information Services. This will include learning and understanding the terminology associated with working with patient information as well as the laws and guidelines concerning confidentiality and professional ethics associated with a career in this area. There will be tours, guest speakers and other exploration activities to familiarize the students with a good, basic, overall knowledge of health care and how it relates to Health Information Services.

HIS 119 Computerized Health Systems 3 Credits

This course provides the student with a good basic understanding of how the computer is used in the health care industry to process information. It will allow the student to have hands on experience with managing computerized systems that allow entry for record keeping and documentation in the many hospital departments that contribute to the patient's health care experience. These include therapeutic, diagnostic, treatment, business, patient care and all other departments that are a part of the health care delivery system. It will allow the student to more easily adapt to the individual computer systems used by agencies involved in health care.

HIS 121 Insurance/Billing/Coding 3 Credits

This course allows students to perform basic diagnostic and procedural coding according to nationally accepted guidelines. It will give them a basis for performing coding skills for reimbursement and documentation in the world of work. The course also offers a good overview of billing and reimbursement for Medicare, Medicaid, and a variety of other payment systems and providers. It will also provide the student with the skills to communicate with agencies involved in patient financial services.

HIS 122 Techniques and Transcription 3 Credits

This course provides the student both lecture and lab experiences with the use of communication equipment, reception and basic skills needed to perform the non-patient care activities of a facility. It also allows the student to continue to become increasingly skilled in keyboarding techniques and procedures as they apply to medicine, medical terminology and the utilization of actual medical dictation.

HIS 124 Patient Flow and Patient Services 2 Credits

This course is designed for the prospective Health Information Services employee to learn the attitudes, professionalism, leadership and dependability required to be successful in this career. This course will give the student a better understanding of the significance of the patient experience to that individual, and how their behavior plays a big part in that experience. It also provides the student both lecture and lab experiences in scheduling both staff and patients. It will familiarize the student with the different departments in the health care setting and the procedures and treatments provided by these departments. Customer service will be a primary theme of this course.

HIS 130 Clinical Preceptorship 6 Credits

This course provides approximately 240 hours of Health Information Services clinical experience at an affiliated health care facility where the student will be supervised by an assigned employee working in the department. They will be under the supervision of the manager of that department. There will be some flexibility allowed as to the type of health care delivery system the student chooses. The program advisor will coordinate the clinical schedules and manage the clinical evaluations.

HT 111 Introduction to Horticulture 3 Credits

Exposes students to the horticultural industry and related associations. Plant morphology, physiology, and the environment in which plants exist will be covered. Emphasis will be on career planning and goal setting.

HT 112 Woody Plants 4 Credits

The identification, adaptation, cultural requirements, and the use of trees, shrubs, evergreens, vines, and common plants suitable to South Dakota are covered in this course.

HT 113 Turf Management 3 Credits

Students are introduced to the theory and practical application of turfgrass management; including turfgrasses, turfgrass environment and turfgrass cultural practices.

HT 121 Perennials 3 Credits

Identification, description, uses, cultural requirements, propagation, and adaptability of herbaceous perennials and bulbs are the concepts taught in this course.

HT 123 Soils and Fertilizers 3 Credits

Designed to expose students to the chemical and physical characteristics of soil, water, and fertilizers. Testing and amending soils, water, and fertilizers will be emphasized.

HT 124 Landscape Design I 4 Credits

Fundamentals of landscape design principles, basic drawing skills, and site analysis will be covered in this course. *Prerequisite: HT 112*

HT 125 Greenhouse I 3 Credits

Exposes students to the greenhouse industry, greenhouse equipment, greenhouse equipment operations, and bedding plant production. Emphasis will be placed on bedding plant production work experiences.

HT 126 Irrigation Principles & Practices 3 Credits

Exposes students to the principles of irrigation, installation techniques, and troubleshooting. Students will perform procedures used in the installation and repair of an irrigation system. *Prerequisite: HT 113*

HT 131 Internship 3 Credit

A portion of the second semester will be spent completing an internship in a greenhouse, nursery, garden center, park system, or golf course. Students will apply the knowledge they have learned in the classroom to practical real-life situations on the job. *Prerequisite: Department Approval*

HT 141 Spring Turf Management Practical 3 Credits

Turf students will apply turf management practices in a specific industry discipline. This practical gives students a working knowledge of an entire growing season.

HT 142 Fall Turf Management Practical 1 Credit

Turf students will apply turf management practices in a specific industry discipline. This practical gives students a working knowledge of an entire growing season.

HT 211 Landscape Construction 4 Credits

Details of landscape construction techniques and estimating will be studied in the classroom. An emphasis will be placed on the implementation of actual landscape projects involving but not limited to: soil preparation, plantings, walls, paving materials, natural stone, wood, edging materials, and mulches. *Prerequisite: HT 124*

HT 213 Greenhouse II 4 Credits

The success of a greenhouse operation is based upon a grower's ability to balance the financial and cultural strategies related to greenhouse production. Students who complete this course will be able to demonstrate their own ability to produce, manage, and market their own crop. Emphasis will be placed on the student's ability to grow and manage a greenhouse crop. *Prerequisite: HT 125*

HT 215 Foremanship Training 3 Credits

Exposes students to employee and team management skills, total quality management, and financial responsibility will be covered. *Prerequisite: HT 113*

HT 221 Landscape Design II 4 Credits

Develops intermediate skills in graphics, site planning, and design principles for residential and commercial landscapes. Bid preparation and sales techniques will be discussed. *Prerequisite: HT 124*

HT 222 Residential Irrigation/Equipment Operations 3 Credits

Exposes students to residential irrigation systems, design theory, water conservation considerations, irrigation system maintenance and trouble-shooting. The equipment operations portion of this class exposes students to the proper operations and maintenance of power landscape equipment.

HT 223 Garden Center Management 3 Credits

Gives students the opportunity to explore the necessary elements to setup and plan a business. Students will experience setting up all of the essential needs for conducting business.

HT 224 Turf Management in Sports 3 Credits

Exposes students to the world of turf management in recreational areas. Students will explore maintenance and operations of baseball/softball complexes, soccer complexes, football fields and golf courses. *Prerequisite: HT 113*

HT 226 Equipment Operations & Maintenance 3 Credits

Exposes students to the proper operations and maintenance techniques dealing with turf equipment. Students will maintain and operate mowing equipment, utility vehicles, and motorized tools. *Prerequisite: HT 113*

HT 227 Landscape CAD 4 Credits

The landscape design industry is evolving and becoming more technical. One of these technical advancements is the use of the computer as a landscape design tool. This course exposes students to the two software packages that local industry has determined to be the present and future for computer assisted landscape design. Emphasis will be placed on the student's ability to use these software packages as a design, estimating, and presentation tool. *Prerequisites: HT 124, CIS 105*

HT 231 Arboriculture 3 Credits

Examines the integrated management of trees and shrubs. Emphasis will be placed on valuation, pruning, equipment operation, pest management, repair, and fertilization of trees and shrubs. *Prerequisite: HT 123*

HT 232 Interiorscaping/Fruits and Vegetables 3 Credits

Fundamentals of interior plantscape design emphasizing commercial applications will be covered in this course. Students will learn identification by common and scientific names of foliage plants, their cultural requirements, and environmental requirements. This course is also designed to expose students to the cultural practices of commercial fruit and vegetable production. Emphasis will be placed on cultural practices of fruit, small fruit and vegetables, design of orchards and vegetable gardens, and identification of fruit, small fruit, and vegetables. *Prerequisite: HT 124*

HT 234 Pest Management 3 Credits

Designed to expose students to pests, pest control strategies, and safe chemical application using a variety of equipment used in the horticulture industry. Emphasis will be placed on pesticide laws and practical plant health care

strategies. Students will have the opportunity to apply for their commercial applicator's license if they have met all requirements.

LE 105 Introduction to Law Enforcement 3 Credits

An introduction to the history and philosophy of criminal justice systems with emphasis on law enforcement, courts, and corrections. Uniforms required.

LE 107 Multiculturalism 2 Credits

Explores the dynamics of living in a multicultural society. Attention will be given to contemporary issues of multiculturalism and an examination of the benefits and challenges of social diversity in a modern day society.

LE 108 Physical Fitness, Nutrition and Wellness I 1 Credit

Introduces the student to the importance of fitness, nutrition and wellness for the modern law enforcement professional. The course includes involving the students in developing a fitness routine, examining their nutritional intake and time for physical activity that will prepare them for passing the program's fitness test.

LE 109 Accident Investigation 2 credits

This course will prepare students in skills necessary to investigate traffic accidents. They will learn how to identify pre-crash, crash, and post-crash factors in accidents. Additionally, students will learn how to calculate speeds and measure accident scenes.

LE 110 Report Writing I 1 credit

This course is an introduction to law enforcement writing tasks. Students will learn how to take notes when interviewing and interrogating citizens. Emphasis will be given on techniques for writing clear and factual case reports, as well as organizing written information.

LE 113 Constitutional Law 3 Credits

Begins with an examination of the United States Supreme Court's origins, its jurisdiction, its powers of judicial review and its adherence (or not) to precedent. Concentrates on the first ten amendments to the US Constitution (the Bill of Rights), with particular attention paid to which amendments impact, directly and circumstantially, the criminal justice system. Concludes with a survey of the SD Constitution, of the interplay between it and the US Constitution and of specific cases defining states' rights. *Prerequisites: LE 105, LE 107*

LE 118 Physical Fitness, Nutrition and Wellness II 1 Credit

This course continues the personal physical fitness progress of the student began in LE 108. The student applies themselves to build on their fitness routine for the purpose of preparing them to pass the program's fitness test. *Prerequisite: LE 108*

LE 119 First Responder 2 credits

This course will prepare the students to deliver correct first-aid when responding to common medical and trauma emergencies as a part of their law enforcement duties.

LE 120 Criminal Law 3 Credits

An examination of the essential elements of criminal law as they relate to various types of crime. Emphasis on the elements of a crime, defenses, and criminal responsibility. *Prerequisites: LE 105, LE 107*

LE 201 Social Deviance 3 Credits

Explores psychological and sociological theories and treatments for deviant behavior, examines deviance and social control and challenges students to formulate order-maintaining social policy. *Prerequisites: LE 105, LE 107*

LE 203 Occupational Sociology of Law Enforcement 3 Credits

Identifies and discusses job-related and personal aspects of working as a law-enforcement professional. Course pays particular attention to stress and how it affects the professional, the community and the professional's family. *Prerequisite: Law Enforcement Science Core*

LE 204 Use of Force and PPCT 1 Credit

This course provides the foundations for understanding the proper application of force by police professionals. It involves the student learning the proper physical techniques of the PPCT Management System. Included is instruction on the use of pressure points, handcuffs, OC spray, baton as well as unarmed measures. *Prerequisite: Law Enforcement Science Core*

LE 208 Physical Fitness, Nutrition and Wellness III 1 Credit

This course continues the personal physical fitness progress of the student began in LE 108. The student applies themselves to build on their fitness routine for the purpose of preparing them to pass the program's fitness test. *Prerequisites: LE 108, LE 118*

LE 209 Law Enforcement Survival 3 Credits

Involves students in wellness exercises, defensive and pressure-point-control tactics and proper building-search techniques. *Prerequisite: Law Enforcement Science Core*

LE 211 EVO Emergency Vehicle Operations 1 Credit

Following this course, the Law Enforcement student will be able to demonstrate techniques of operating a motor vehicle to avoid accidents despite the actions of others.

LE 212 Traffic Enforcement I 2 Credits

Introduces South Dakota's Rules of the Road, supplements students' understanding of DWI laws and identifies, describes and demonstrates proper methods of traffic control, traffic-violation detection, accident-scene control, escorting vehicles, radio usage, vehicle pullover and approach and citation issuance. *Prerequisite: Law Enforcement Science Core*

LE 213 Traffic Enforcement II 2 Credits

Pays particular attention to detection, investigation and apprehension of intoxicated drivers, vehicle searches, identification of drugs and other intoxicants and certifies students as a Basic Radar Operators. *Prerequisite: Law Enforcement Science Core*

LE 218 Physical Fitness, Nutrition and Wellness IV 1 Credit

This course continues the personal physical fitness progress of the student began in LE 108. The student applies themselves to build on their fitness routine for the purpose of preparing them to pass the program's fitness test. *Prerequisites: LE 201*

LE 220 Criminal Investigation 3 Credits

Introduces students to the theories of criminal investigation and to personal attributes of a professional criminal investigator. Examines crime-scene procedures, investigative techniques, interviewing, report writing, case preparation and court testimony. Discusses inter-agency cooperation. *Prerequisite: Law Enforcement Science Core*

LE 223 Report Writing II 1 credit

This course will build upon the skills learned in LE 110 with particular attention paid to learning how to write different law enforcement reports. Additionally, students will learn how to use different forms of interagency written communications. This course will also include fundamentals of courtroom testimony, resume writing and interviewing for a law enforcement position. *Prerequisite: LE 110*

LE 224 Juvenile Justice 2 credits

This course focuses on emerging issues of significant concern relating to juveniles in the criminal justice system. In addition, this will compare and contrast the differences between the adult and the juvenile criminal justice systems.

LE 227 Command Spanish 1 credit

This course will provide the student with the ability to issue commands in Spanish when called upon to assist or detain Spanish speaking individuals.

LE 241 Victimology 3 Credits

Correctional principles and practices from victim's view and overview of victim's rights and compensation, responsibility and impact of victimization. *Prerequisites: LE 105, LE 107, LE 108, LE 109, LE 110, LE 113, LE 118, LE 119, LE 120, and LE 201.*

LE 260 Criminal Justice Practicum I 3 Credits

A supervised student occupational experience at an approved employment site commensurate with goals of student and program. *Prerequisite: Law Enforcement Science Core*

LE 290 Firearms Training 3 Credits

Course acclimates students to parts of single-action, double-action and semi-automatic handguns, and the Remington 870 shotgun, parts of ammunition for firearms and shooting techniques. Course meets all day for eight days; students fire at an outdoor range under a variety of conditions and students benefit from use of the Range 3000, a firearms simulator. *Prerequisite: Law Enforcement Science Core*

LE 291 Certification Review 1 Credit

Course prepares students for the South Dakota Law Enforcement Reciprocity Test. *Prerequisite: Successful completion of prior LE courses*

LPN 100 Nursing as a Profession 1 Credit

This course will introduce the LPN student to the nursing process, professionalism, and historical events in nursing. Strategies for success in learning will also be explored, including different learning styles, critical thinking skills, time management, and learning resources for the student. The performance expectations for students in the STI lecture, lab, and clinical courses will also be discussed.

LPN 101 Introduction to Nursing 5 Credits

Introduces students to the foundations of nursing that can be used throughout their careers. Students will be introduced to the nature of nursing, personal and environmental health, developmental stages of the life cycle, nutrition, the nursing process, safety in the health care setting and client care. Also provides an overview of basic pharmacology. Students will learn the administration of medication with concern for safety and precision and attention to important physiologic factors. Emphasizes understanding of drug action at the physiologic level. The pharmacology content will be integrated with knowledge of anatomy, physiology, and disease processes. The nursing process, as well as patient teaching, is also stressed in this course to maximize the potential of reaching the therapeutic goal. The Introduction to Nursing lab is a vital part of the LPN student's education in which skills are demonstrated, practiced, and tested (performed).

LPN 110 Nursing Procedures 5 Credits

Students will understand the concepts of assessing health status, diagnostic tests and specimen collection, as well as meeting basic physiologic needs of patients through management of fluid and electrolyte balance, meeting basic nutrition needs through diet therapy and assisted feedings, assisting with respiration and oxygen delivery, promoting urinary elimination, promoting bowel elimination and promoting sleep and comfort. Students will continue to master medication administration and IV therapy as introduced in Pharmacology for Nursing. Students will be introduced to care of the surgical and immobile patient, providing wound care and treating pressure ulcers, and promoting musculoskeletal function. During the lab portion of the course, students will learn more advanced patient care techniques. Students will also spend 8 hours per week in clinical experiences as part of the lab portion. *Prerequisites: LPN 100, LPN 101*

LPN 120 Maternity & Pediatric Nursing 4 Credits

Introduces students to perspectives in maternal and child health nursing. Course focuses upon the nursing care throughout the childbearing process including emphasis on pregnancy, labor and birth, postpartum, and the newborn. In addition, the study of child health and childhood diseases from infancy through adolescence along with the child with special needs will be incorporated into the course. Students will spend clinical hours at health care facilities for the lab portion of this course. *Prerequisite: first semester coursework*

LPN 130 Medical/Surgical Nursing 6 Credits

Introduces students to the basic concept of Medical-Surgical Nursing: oxygenation and perfusion, body defenses, control, mobility, coordination and regulation, digestion and elimination, reproductive and sexual disorders, physical and mental integrity, special areas, and integration of body systems. Students will spend clinical hours at health care facilities for the lab portion of this course. *Prerequisite: first semester coursework*

LPN 140 Geriatric Nursing 4 Credits

Designed to provide a knowledge base for Licensed Practical Nursing students in the care of geriatric patients. The content is based on nursing diagnoses, outcomes and interventions for elderly persons. Topics related to older adults that are covered include health management, nutrition, elimination, activity and rest, cognitive patterns, self-concept, role relationships, sexuality, coping and value systems. Classroom lecture will be enhanced with clinical experiences related to nursing care of the older adult. *Prerequisite: first semester coursework*

LPN 142 Advanced Pharmacology 2 Credit

This one credit lecture course will build on pharmacology learned during the first semester LPN courses. Students will study pharmacology as applied to body systems and disease processes. The course will focus on patient care situations and use of pharmacology during clinical experiences in the LPN program. The course uses the nursing process as it applies to categories of pharmacology. *Prerequisite: first semester coursework*

LPN 150 Responsibilities of the LPN 1 Credit

Designed to discuss professional issues that will affect the Licensed Practical Nurse proceeding into the workplace. Covers such topics as the history of nursing as a profession, legal and ethical issues in the workplace, communication in the workplace and resumé and interviewing tips for success in getting a desired job. Discusses various health care settings, as well as the leadership and management roles of the Licensed Practical Nurse within those settings. *Prerequisite: first semester coursework*

LPN 160 Clinical Practice 5 Credits

Students work with a preceptor at a clinical site and work with an LPN or RN. Clinical hours are a required part of the clinical experience prior to receiving the diploma for completion of the program. *Prerequisites: first and second semester coursework and permission of Program Chair*

LPN 180 NCLEX-PN Review Course 1 Credit

A review course to prepare students to take the board examination required to practice as an LPN. Students will review all previous course contents, as well as practice test-taking skills. *Prerequisites: first and second semester coursework and Permission of Program Chair*

MATH 090 Basic Mathematics 2 Credits

A pre-academic class designed to give basic math review of whole numbers, decimals, fractions, percents, measurements, graphs, formulas, and basic geometry.

MATH 098 Basic Algebra 3 Credits

A pre-academic class designed to give an understanding of basic algebraic concepts in signed numbers, expressions, equations, inequalities, polynomials, factoring, algebraic fractions, graphing, exponents, radicals, and quadratic equations.

MATH 101 Intermediate Algebra 4 Credits

This algebra course begins with real numbers, absolute values, exponents, polynomials, and the factoring of trinomials. Then, first and second-degree equations and applications are studied. Skills in simplifying arithmetic expressions and calculating and solving rational expressions are covered. Exponents, radicals, complex numbers, second-degree equations, graphing, and systems

of linear equations will be included. *Prerequisite: Placement Assessment.*

MATH 102T College Algebra 4 Credits

This is a first year, one semester College Algebra course. It begins with a review of the fundamental concepts of the real number system, polynomials, factoring, rational expressions and complex numbers. It continues with linear equations and inequalities, graphs of functions, polynomial and rational functions, exponential functions and logarithmic functions. Systems of equations, matrices and determinants, and probability will be covered as time allows. Throughout the course there is extensive use of the graphing calculator. *Prerequisite: Placement Assessment*

MATH 115 College Math 3 Credits

A course covering the concepts and applications of mathematics, that includes: the arithmetic order of operations, percent problems, descriptive statistics and graphing, algebraic manipulations, solving linear equations, formula rearrangement, word problems, measurement, and applied plane and solid geometry. This course satisfies the institution's general education requirements for mathematics, but is not a transfer course. *Prerequisite: Placement Assessment*

MATH 116 Precalculus 5 credits

This course is designed to teach the algebraic and trigonometric skills necessary for science, technology, pre-engineering and mathematics. This course begins with a brief review of the fundamental concepts of the real number system, algebraic expressions, equations, and inequalities. It continues with graphs of linear, quadratic, and polynomial functions; one to one functions and their inverses; and complex numbers. Exponential and logarithmic functions, graphs and equations are included. Then the trigonometric functions and graphs, inverse functions, trigonometry of right triangles, and the laws of sines and of cosines are introduced. The trigonometric identities, polar coordinates, and vectors are included. The course concludes with the study of systems of equation and inequalities, and analytic geometry. Throughout the course there is extensive use of the graphing calculator. Credit will not be allowed for Math 116 in addition to credit in Math 102 or 120. *Prerequisite: Math 101*

MATH 120T Trigonometry 3 Credits

Designed to teach the trigonometric skills necessary for physics and other science, technology, pre-engineering, and mathematics. The course covers a brief review of algebra, the trigonometric functions with applications, degree and radian angle measure, and graphing—both rectangular and polar coordinates. A review of exponential and logarithmic functions and a thorough coverage of analytic geometry will also be included. Translation and rotation of axes will be discussed. The course will conclude with a discussion of trigonometric identities and equations. *Prerequisite: MATH 101 or equivalent*

MCT 115 Machine Tool Operations 3 Credits

A study of general shop safety: basic measurement, layout tools, hand tools, thread cutting tools, metal saws, drilling machines, drilling operations, lathe parts and their functions, lathe safety, lathe cutting tools, basic lathe setup and procedures, threads, thread cutting and tapers. The use of milling machines, including milling cutters, cutting speeds, feeds, and depth of cut, machine setups, and milling operation will also be covered.

MCT 121 Mechanical Drawing II/Inventor 4 Credits

Students learn to use the AutoCAD program as a tool to create mechanical prints. Various aspects of mechanical drawing will be studied such as: orthographic views, sectional views, auxiliary views, dimensioning, tolerancing, geometric tolerancing, and working drawings. *Prerequisites: DT 101, CAD 120*

MCT 122 Materials and Methods 3 Credits

This is a hands-on course that allows students to experience some of the methods and materials used in manufacturing processes. Some of these processes include heat treating of tool steel, case hardening, plastic blow molding, and casting.

MCT 123 Welding Processes 2 Credits

Welding Processes is designed to introduce welding, its applications and processes to someone working in a manufacturing environment. Students study many of the welding processes, such as stick, gas, MIG, and TIG. In addition to the study of the processes and applications, students will also have a chance for hands-on experience with some of the welding equipment.

MCT 211 Operations Management 3 Credits

Production is the creation of goods. Operations management is the action that puts value into goods and services by changing inputs into outputs. This course is a study of these activities: design of goods and services, job design, material requirement planning and managing quality. At the end of the course the student will have an understanding of how the company makes their management decisions. *Prerequisite: MCT 115*

MCT 222 Process Analysis 3 Credits

Provides students with the knowledge and understanding of a variety of measuring systems and methods through the text knowledge of the need for measurement, historical basis of measurement, and the various types of measurement methods used. The use of a variety of measurement equipment such as hand measurement tools, optical comparators, vision systems, and coordinate measurement machines (CMM) will also be covered.

MCT 224 Computer Assisted Design/AutoCAD-SolidWorks 4 Credits

This is a combination class. It is a continuation of CADI and an introduction to SolidWorks, a 3D parametric drawing software. The CAD portion emphasis is on block attributes, menu customizing, 3D surface and solids. The SolidWorks portion will focus on 3D parametric drawing using the SolidWorks from which drawings are created, animations can be made and finite analysis can be done. *Prerequisites: DT 101, CAD 120*

MCT 234 CNC/Rapid Prototyping 4 Credits

Provides the student with the knowledge to integrate drawing software such as AutoCAD and Inventor, Computer Numerical Control, (CNC) software and Rapid Prototyping, (RP), methods. Some topics to be covered are: CNC language and programming, conversion of drawing files into CNC and stereo lithography files. Other topics to be covered are the understanding of how CNC and RP fit into the world of manufacturing. *Prerequisites: MCT 121, MCT 224*

MECH 201 Fluid Power 3 Credits

This course provides the lecture section of the concepts and operation of fluid systems. All concept theories will be presented with reference to hydraulic and pneumatic principals. The inherent advantages and control applications of these systems will be the main focus. *Prerequisites: ET 128; Corequisite: MECH 201L*

MECH 201L Fluid Power Lab 3 Credits

This course provides the laboratory section of the concepts and operation of fluid systems. All concept theories will be presented with reference to hydraulic and pneumatic principals. The inherent advantages and control applications of these systems will be the main focus. *Prerequisites: ET 128; Corequisite: MECH 201*

MECH 205 Welding 2 Credits

This course provides basic welding principles utilizing various welding methods and welding equipment. The course is designed to provide the students with an introduction to safe welding practices.

MECH 211 Programmable Logic Controllers 3 Credits

This course provides the lecture section for programmable controllers and how they are utilized. This course will provide an understanding of the PLC's role in modern day control systems. The course works with a variety of PLC's, solid state sensors, various input/output modules, and different loads. Student-written ladder logic programs will be implemented into the control of the various applications. *Prerequisites: ET 153, ET 154; Corequisite: MECH 211L*

MECH 211L Programmable Logic Controllers Lab 3 Credits

This course provides the laboratory section of programmable controllers and how they are utilized. This course will provide an opportunity to work hands on with a variety of PLC brands and types. Students will design and write ladder logic programs. Students will also wire power supply circuits used with PLC's and interface with solid state sensors, various input/output modules, and different loads. Safety, troubleshooting and proper documentation will be the focus points in the lab environment. *Prerequisites: ET 153, ET 154; Corequisite: MECH 211*

MECH 221 Motor Controls 3 Credits

This course provides the lecture section of a systems approach to AC and DC electric motors and their controls. Basic electricity, motor overload protection, motor controls, and the introduction of their application with programmable controllers will be presented. Students will gain hands-on experience with industrial hardware involving components of motors, motor drivers, and motor controls. *Prerequisites: ET 128; Corequisite: MECH 221L*

MECH 221L Motor Controls Lab 2 Credits

This course provides the laboratory section of a systems approach to AC and DC electric motors and their controls. Students will study basic electricity, motor overload protection and motor controls through hands on activities. Motor control systems using mechanical and programmable controllers will be studied and implemented in the lab environment. Safety, design and maintenance of motor systems and motor control systems will be main focus points of the lab activities. *Prerequisites: ET 128; Corequisite: MECH 221*

MECH 251 Control Systems 3 Credits

This course provides the lecture section of a course to manage the behavior of electronic and mechanical devices or systems. Students will learn about logic controls, sequential controls, and feedback to build and control systems by utilizing sensors, actuators, and pneumatic or hydraulics devices and/or DC and AC motors. *Prerequisites: MECH 201, MECH 201L, MECH 211, MECH 211L, MECH 221, MECH 221L*

MECH 251L Control Systems Lab 2 Credits

This course provides the laboratory section of a course to manage the behavior of electronic devices or systems. The course will be project based. Students incorporate all they have learned about logic controls, sequential controls, feedback, fluid power and motors to build and control systems in order to perform specific automated manufacturing related tasks utilizing sensors, actuators, pneumatic or hydraulics devices and motors. *Prerequisites: MECH 201, MECH 201L, MECH 211, MECH 211L, MECH 221, MECH 221L*

MKT 120 Principles of Marketing 3 Credits

To stay on top of the fast-paced changes in the business world, students will

investigate marketing's role in the process of creating, distributing, promoting and pricing goods, services, and ideas. This class is dedicated to customer value (value-driven marketing) and customer relationships (relationship marketing); two crucial aspects in today's dynamic competitive environment.

MKT 130 Essentials of Marketing Design 3 Credits

Using a leading page layout graphic program, students will learn to use this powerful software to create pamphlets, advertisements, booklets and printed or digital documents. Features include extensive text manipulation, photo and illustration control, art and design capabilities and preparation for output.

MKT 160 Principles of Selling 3 Credits

Emphasizes the importance of establishing good relationships, finding prospect needs and a solution to those needs, and closing the sales interview. Also, students will examine the insights of dealing with customers in order to successfully satisfy the needs of both parties involved in a sale.

MKT 220 Advertising I 3 Credits

Students will explore how everyone living and working in the modern world today is influenced by advertising. In fact, at some time in their lives, most people become creators of advertising. Students will gain an understanding of how advertising is actually practiced. *Prerequisite: MKT 120*

MKT 221 Strategic Marketing 3 Credits

In an era marked by the challenges of global competition, rapidly changing technology, new consumer needs, and shifting demographics, the development of strategic marketing skills is essential if companies are to survive. Because unique strategic marketing moves are not often transparent to competitors and are nearly always difficult, a focus on marketing strategy often yields a significant advantage. Computer skills, teamwork, decision making, problem solving, and communication skills will be required. *Prerequisite: MKT 220*

MKT 230 Consumer Behavior 3 Credits

This course will address factors that influence what and why we buy. Understanding consumer behavior provides you with tools that enable you to make sure consumers will feel a need for your product, search for, and find the intended information about your product. Applying an understanding of consumer behavior will allow customers to evaluate your product as the best alternative, buy the product and remain loyal to their product.

MKT 240 Market Research 3 Credits

Designed for students to generate and develop marketing information for use in effective decision making. The roles and methodology of conducting primary and secondary research are emphasized. Use of the Internet and management of a research project through a computer simulation are also included. *Prerequisite: MKT 120*

MKT 250 Web Design 3 Credits

Using a leading software and through hands-on experience, the conceptual and practical aspects of web design are emphasized including site management, working with text, images, links, tables, layers, templates, forms. In addition, website marketing principles and techniques are incorporated into effective website design concepts.

MKT 260 Advertising II 3 Credits

Advertising media are the channels of communication through which advertising messages are conveyed. Choosing the best media for an advertising campaign is a critical task, requiring a sound knowledge of the benefits each channel provides for the audiences being targeted and the products being advertised. *Prerequisite: MKT 220*

MKT 270 Marketing Management 3 Credits

This course is designed as a capstone marketing course and is intended to be taken during the student's last semester. The course will utilize a case study approach to analyzing the marketing aspects of an organization. Students will work in consulting teams and apply marketing concepts to real companies and provide recommendations for those companies. *(Final Semester Only)*

MKT 290 Marketing Internship 3 Credits

Students will enjoy a capstone experience by working 180 in the business world, utilizing the opportunity to put into practice all that they have learned. Students will be guided to achieve specific objectives as developed by the company, student, and supervising instructor. *Prerequisites: 2.0 CGPA and Instructor Approval*

MT 110 Machinist Math I 2 Credits

A beginning math course for those employed or considering employment in the manufacturing and trades, particularly machinists and welders. Starts with basic functions of whole numbers, fractions, decimals, powers, roots, and English and metric units of measure. Covers related math for calculating tolerance, clearance, and interference fits as well as related math for calculating readings for vernier settings and other measuring devices including English and metric. Beginning algebra including signed numbers, algebraic operations, and solution to equations will be introduced.

MT 112 Print Reading 2 Credits

A basic course in blueprint reading designed for those working as welders and machinists. View arrangements, angles, necks, grooves, slots, keyways,

keyseats, flats, bosses, pads, symbols, print recognition, and some classification will be covered.

MT 113 Machine Tool Theory I 2 Credits

A study of general shop safety: basic measurement, layout tools, hand tools, thread cutting tools, metal saws, drilling machines, drilling operation, lathe parts and their functions, lathe safety, lathe cutting tools, basic lathe setup and procedures, threads, thread cutting, tapers, taper turning, and special lathe operations. *Corequisite: MT 114*

MT 114 Machine Tool Lab I 6 Credits

Covers benchmark fundamentals progressing to the care of the lathe, basic turning, thread cutting, and taper turning. The milling machine will also be introduced. *Corequisite: MT 113*

MT 120 Machinist Math II 2 Credits

Includes the solution of equations, ratio and proportion, and application of formulas that are used in the machine tool industry. Also included will be the introduction to geometric figures, angles, polygons, circles, arcs, and triangles. Fundamental geometric constructions, basic trigonometric functions, calculations of angles and sides of right triangles will also be covered. The use of trigonometry as applied to simple practical machine applications will be used. *Prerequisite: MT 110*

MT 123 Machine Tool Theory II 2 Credits

Milling machine and grinders will be introduced in this course. Students will study cutting-tool materials, cutting fluids, gears, gear cutting, special milling operations, basic metallurgy, heat treatment processes, jig grinder, computer assisted manufacturing, production lathe, special processes, and use of reference materials. *Prerequisite: MT 113; Corequisite: MT 124*

MT 124 Machine Tool Lab II 6 Credits

A continuation of work on machines that have been previously introduced. Precision grinders, production and special machines will be introduced. Heat treatment of steels and metallurgy will be used in lab exercises. *Prerequisite: MT 114; Corequisite: MT 123*

MT 125 Computer Numerical Control I 3 Credits

Computer Numerical Control (CNC) is a basic course that includes the Cartesian coordinate system, incremental and absolute programming, machine systems, canned cycles, Computer Aided Manufacturing (CAM), job plans, edit functions, tooling, simulation/verification, and part production. *Prerequisites: CIS 101, MT 113, MT 114*

MT 213 Machine Tool Theory III 3 Credits

Students will review principles of machinability of metals, tool geometry, and speeds and feeds and cover the types and usage of grinding wheels for surface and form grinding, basic principles of heat treating tool steels, basics of Jig and Fixture design and build, and basics of Die. *Prerequisite: MT 123; Corequisite: MT 214*

MT 214 Machine Tool Lab III 6 Credits

Students will continue to develop skills on setup and operation of manual and CNC turning and milling machines. Emphasis will be on learning how to operate machines and fixtures used in the Die industry. Students will build a blanking die, piercing die as their first projects. *Prerequisite: MT 124; Corequisite: MT 213*

MT 215 Computer Numerical Control II 3 Credits

Students will study numerical control languages and their application. Projects will be assigned to practice intermediate programming techniques used on vertical milling and turning machines. Individual projects will require design of fixtures to fabricate components on milling centers. *Prerequisite: MT 125*

MT 222 Machine Tool Theory IV 4 Credits

Students will study the basics of Geometric Dimensioning and Tolerancing, the basics of three view drawings on CAD (Computer Aided Drafting), review design principles for fixturing needed to support CIM/CAM workshops, and continue the basics of Die theory. Students will continue to study the relationship between machine shop math, blue print reading, and shop inspection procedures. *Prerequisite: MT 213; Corequisite: MT 223*

MT 223 Electrical Discharge Machines 2 Credits

Students will study the fundamentals of Wire EDM and Ram EDM processes. Covers the basic principles, parameters, and setup procedures of electrical discharge machines. Students will produce an end product from a wire EDM machine. *Corequisite: MT 222*

MT 224 Machine Tool Lab IV 7 Credits

Students will continue to develop skills on setup and operation of manual and CNC turning and milling machines. They will be required to build components using EDM technologies. Emphasis will be on learning how to operate machines and fixtures used in Manufacturing, Die industries. *Prerequisite: MT 214; Corequisite: MT 222*

NM 101 Introduction to Nuclear Medicine & Imaging 3 Credits

Designed to allow students time and observation along with basic application of theory in Nuclear Medicine Technology and Imaging. Students will apply anatomical, physiological, and mathematical theory to industry and gain an understanding of their chosen field.

NM 123 Pathophysiology 4 Credits

Builds upon the existing knowledge of anatomy and physiology and enhance this by investigating the signs, symptoms and disruption of normal physiology. The study of pathophysiology is essential to understanding the rationale for medical, surgical and diagnostic intervention and prevention. *Prerequisites: HC 117, HC 119, NM 101*

NM 124 Nuclear Medicine Math & Statistics 3 Credits

A practical working knowledge of fundamental mathematics is developed for a thorough understanding of nuclear medicine applications. Topics include basic math related to nuclear medicine, statistics, radiation safety, instrumentation, radiopharmacy, and clinical procedures. *Prerequisites: MATH 102T, PHYS 100, NM 101*

NM 127L Imaging for Disease Lab 1 Credit

This lab will incorporate some of the disease processes discussed in pathophysiology and how they are managed in nuclear medicine. This course will build on the students knowledge gained in Introduction to Nuclear Medicine. An example of the processes that will be examined are diseases of the thyroid, heart, GI tract, and bones. *Prerequisite: NM 101; Corequisite: NM 123*

NM 128L Cardiac Nuclear Medicine Lab 1 Credit

Introduces the student to electrophysiology of the heart and basic principles of EKG interpretation. It examines basic cardiac arrhythmias. Students will become familiar with EKG stress testing. They will learn the role that EKG plays in nuclear medicine cardiac work. *Prerequisite: NM 101*

NM 219 Clinical Pet/CT 3 Credits

This course will introduce the nuclear medicine student to PET/CT and its applications. Students will develop an understanding of the fundamental operation of a PET/CT camera. The student will be able to describe how the primary isotope used in PET is made and utilized, as well as comparing it to other PET isotopes. This course will also identify how PET/CT is used to assess multiple types of cancer. *Prerequisites: NM 123, NM 124*

NM 220 Radiation Safety & Biology 3 Credits

Students will enhance their knowledge in the safe use of radionuclides and their handling. This will also encompass the legal requirements set for by the NRC and other governing agencies to benefit both the patient, the technologist, and the public in the clinical environment. *Prerequisite: NM 123*

NM 221 Radiopharmacology & Immunoassays 3 Credits

Students will be exposed to the fundamentals of radioactive kit compounding, radiopharmaceutical preparation, and dose calculation. Quality control, radiation safety, aseptic technique, and regulatory guidelines applicable to radiopharmacy will be discussed. *Prerequisites: CHEM106T, HC 124*

NM 223 In-Vivo/In-Vitro 4 Credits

Designed to instruct students in basic imaging techniques including radiopharmaceutical of choice, positioning, indications, contraindications and results. Prepares students to manipulate radioactivity in the laboratory setting, perform in-vitro studies, image radioactive patients, and work with radionuclide therapy in a safe manner.

NM 224L Nuclear Medicine Injection Techniques 1 Credit

Designed to instruct the students in basic injection techniques including radiopharmaceutical of choice, vein selection and injection method. Includes the study of asepsis and prepares students to manipulate radioactivity in the laboratory, perform injections and work with radionuclide doses safely.

NM 225 Nuclear Medicine Computers & Instrumentation 3 Credits

Expose students to the basic and practical, but comprehensive guide to computing tools in nuclear medicine imaging. Students will also acquire experience with the function of equipment used in the daily practice of Nuclear Medicine Technology. *Prerequisite: PHYS 100*

NM 226L Nuclear Medicine Lab 1 Credit

This lab will demonstrate and have the student perform a variety of radiopharmacy quality control and procedures. The lab also introduces the students to a Quality Management Program (QMP). The students will investigate hospital/department management and construct a QMP program notebook. *Prerequisite: PHYS 100*

NM 228 Cross-Sectional Anatomy & CT 2 Credits

CT imaging is assuming a larger role in the practice of nuclear medicine in particular PET/CT. Cross-sectional anatomy will introduce the student to reading CT images. The student will understand how the body is electronically sliced into these images. They will be able to orientate and identify anatomy within the slices. The student will also be instructed in the basics of CT and X-ray generation. *Prerequisites: NM 101, HC 117, HC 119*

NM 229 In-Vivo/In-Vitro Lab 1 Credit

Perform hands-on procedure to learn how to position for most common Nuclear Medicine scans that we perform. The student will take what they have learned in "In-Vivo/In-Vitro" class and apply it in lab. *Corequisite: NM 223*

NM 230 Clinical I 14 Credits

Designed for second year Nuclear Medicine students to integrate didactic

knowledge into the clinical setting. Students will observe, assist, and perform Nuclear Medicine Technologist duties during the supervised assigned clinical rotation. *Prerequisites: Permission of Program Chair and successful completion of all other Nuclear Medicine courses*

NM 240 Clinical II 12 Credits

Designed for second year Nuclear Medicine students to integrate didactic knowledge and perform Nuclear Medicine Technologist duties during the supervised assigned second clinical rotation. A portfolio of acquired skills and knowledge will be developed and compiled by students during this rotation. *Prerequisites: NM 230, Permission of Program Chair*

NM 241 Registry Review 2 Credits

Designed to review and prepare the Nuclear Medicine students to sit for the national registries—ARRT (N) or NMTCB. *Prerequisite: Successful completion of all other Nuclear Medicine courses*

PH 101 Introduction to Phlebotomy 1 Credit

The primary theme for this course is attitude, attendance and professionalism. Discussions and activities will center around this theme. This course helps students prepare for their eight week clinical rotation and realize the jobs and tasks that are expected of a Phlebotomist. Issues discussed include: specimen processing, attendance, dress, confidentiality, professionalism, having a backup plan (when kids are sick, car problems etc.), dealing with difficult patients, and drawing blood from patients in a variety of clinical or home environments.

PH 121 Principles and Practices 2 Credits

Consists of lecture and laboratory sessions covering phlebotomy equipment and techniques. Emphasis on infection control and safety is covered early in the course to prepare students for practical experience. Students must maintain a "C" average, successfully complete laboratory practical, and receive department approval to be scheduled for clinical practice. *Prerequisite: Completion of Health Core; Corequisite: HC 221*

PH 122 Clinical Practice 8 Credits

This component of the Phlebotomy program consists of a minimum 288 hours of phlebotomy experience at an affiliated institution. An assigned Phlebotomist at each affiliated institution will supervise students. The program coordinator will coordinate clinical scheduling and evaluation. *Prerequisites: PH 121, HC 221*

PHRM 100 Math for Pharmacy 2 Credits

Provides a mathematically sound and comprehensive coverage of basic computational skills and their applications.

PHRM 110 Pharmacology I 3 Credits

Emphasis is placed on pharmaceutical classification concentrating on the mechanism of action, main therapeutic effects, adverse reactions produced, toxicity and contraindications.

PHRM 113 Pharmacy Principles and Practices I 5 Credits

This course covers the use of computers in pharmacy and their practical applications. Students will be introduced to hospital and retail dispensing techniques as well as basic customer service. Introduces students to the organization and function of the hospital and retail pharmacy. Emphasis is placed upon the duties and responsibilities of the pharmacy technician, and the calculations required to accurately prepare patient medications for distribution. *Corequisite: PHRM 113*

PHRM 119 Pharmacy Principles and Practices II 5 Credits

This course provides students with the functions related to purchasing and inventory control in the pharmacy. Emphasis is placed upon the theory, stability, and safety of drug products and the procedures required developing and maintaining inventory controls. *Prerequisite: PHRM 113*

PHRM 121 Pharmacology II 3 Credits

A continuation of PHRM 110 Pharmacology I. Types of drugs reviewed will include prescriptions as well as non-prescription (over-the-counter) products. *Prerequisite: PHRM 110*

PHRM 122 Pharmacy Law & Ethics 2 Credits

Designed to present material to the Pharmacy Technician on professional ethics and the philosophy, requirements, administration and enforcement of local, state and federal laws related to the practice of the profession of pharmacy. *Prerequisite: PHRM 111*

PHRM 124 Pharmacy Lab 2 Credits

Designed to provide the Pharmacy Technician with the practical hands-on experience with all aspects of pharmacy preparation and dispensing of sterile and non-sterile pharmaceuticals. *Corequisite: PHRM 120*

PHRM 125 Clinical 8 Credits

Emphasizes the basics of pharmacy practice and exposes the student to the practical aspects of dispensing, compounding and inventory control at an "on-the-job" training site in multiple pharmacy practice settings. *Prerequisites: successful completion of all required coursework and approval of Program Chair*

PHYS 100 Applied Physics 3 Credits

A foundation to understanding physical processes in technical applications. A thorough overview of measurement systems, practices, and notations is presented. Energy transformation and transfer processes are developed using a "systems model." Physical processes are then described using the systems approach in a "micro-to-macro" sequence, including atomic/nuclear, molecular, electrical/magnetic, mechanical, thermal, fluid, wave/radiating, and optional astronomical/cosmic effects. Definitions and descriptions of the mass/energy interactions involved are given for each type of system, leading toward diagnosis and troubleshooting methods in technical applications. *Prerequisite: MATH 102T*

PSYC 101T General Psychology 3 Credits

Provides the student with an introduction to the basic psychological processes underlying human behavior. Topics include the functions of the brain and nervous system, the characteristics of sensation, perception and altered states of consciousness, learning and memory, the nature of thinking skills and intelligence, theories of motivation, emotion and personality, a survey of psychological disorders and approaches to therapy, social/interpersonal relations, and practical applications.

PSYC 103 Psychology at Work 3 Credits

Explores how behavioral principles and practices of psychology can be applied in the workplace to help students understand situational as well as individual factors that contribute to workplace behavior. Helps students develop critical thinking skills as well as providing students opportunities for personal reflection in order to prepare them for the realities of the work world. Emphasizes the practical implications of issues such as customer and interpersonal relations, motivation, leadership, learning, development and problem-solving, and stress, attitudes and productivity. The course is designed to help students be successful in today's world of work. *Replaces PSYC 101T for 2 year diploma option*

PSYC 105 Child Psychology 3 Credits

This course studies the physical, cognitive, linguistic, emotional, social, and personality development of the child from conception through early childhood.

RA 110 Basic Electricity 5 Credits

Covers the concepts of electricity as they apply to the HVAC/R industry. Electron theory and basic circuit electrical laws dealing with volts, amps, resistance, and power will enable students to solve circuit calculations on series, parallel, and series/parallel circuits. Students will learn how to correctly use electrical test instruments and apply these skills to perform actual circuit measurements. Resistive, inductive, and capacitive components and circuits will be introduced. Lab sessions provide hands-on experience necessary to support electrical concepts.

RA 111 Basic Refrigeration 4 Credits

Covers general safety, heat transfer, temperature/pressure relationships, and the operation of the basic refrigeration system. Residential air conditioning equipment, tubing and piping operations, and electrical controls will also be covered. Lab activities will allow hands-on experience in the basics of refrigerant recovery, recycling, sealed system servicing, and troubleshooting. *Corequisite: RA 110*

RA 112 Basic Heating Systems 3 Credits

Covers basic theory for the combustion of fossil fuel burning heating systems. The sizing and installation of gas/fuel piping and the venting necessary to install the heating system will also be covered. Lab activities will provide hands on experience on a variety of forced air furnace installations. *Corequisite: RA 110*

RA 113 Sheet Metal Layout and Fabrication 2 Credits

A study of the sheet metal field as it pertains to the HVAC industry. In this course, students will identify and understand the proper use of tools used in the trade. Sheet metal fastening techniques and assembly procedures will be included in all lab activities. Students will layout and fabricate sheet metal fittings that are commonly found in the HVAC industry. Lab activities include pattern development, fitting fabrication and assembly based on shop drawings from text books and/or lab activities.

RA 120 Heating/Troubleshooting 5 Credits

Covers the components and controls of residential conventional, mid efficiency, high efficiency, fuel oil, and electric furnaces, as well as low pressure boilers. Electrical wiring diagrams, specialized test equipment, and efficiency testing will also be included. Emphasis will be placed on proper balancing techniques needed to insure peak efficiency and the maximum life span of heating equipment. Lab activities provide students with balancing and troubleshooting skills. *Prerequisites: RA 110, RA 112*

RA 121 Air Conditioning Installation 4 Credits

Students will learn how to select and install the proper air conditioning system and controls to economically meet the comfort needs of the consumer. Motor and motor controls are also covered in this course. Lab activities allow the students hands-on experience in the selection and installation of residential split system air conditioning. *Prerequisites: RA 110, RA 111, RA 112*

RA 122 Air Conditioning/Troubleshooting 3 Credits

Deals with the updates in technology found in A/C systems today. Safety issues, electrical controls, service procedures, and testing/balancing will be included in the classroom and the lab. Procedures for handling alternative

refrigerants used in A/C systems will be an integral part of this course. Lab activities will include system startup, cleanup, and troubleshooting commonly found in the field. *Prerequisites:* RA 110, RA 111

RA 210 Service and Repair Procedures 4 Credits

Service and repair procedures involve students in a study of unit components, start up, testing, and adjustment procedures of commercial refrigeration. Lab activities include operational testing, component adjustment, tear-down, and basic repair procedures. *Prerequisite:* RA 122

RA 211 Design and Installation 4 Credits

A study of design and installation of the mechanical and electrical systems for commercial refrigeration. Equipment calculations and specification sheets will be used for load estimating and balancing. Lab activities will include the installation of piping and electrical components for medium and low temperature equipment. *Prerequisite:* RA 122

RA 212 Water Cooled Equipment 2 Credits

This course is a study of water cooled condensers, water regulated systems, and tower systems. Students will draw wiring diagrams for tower systems and complete outline information on maintenance of tower systems. Students will also perform operational testing and maintenance on water cooled units. *Prerequisite:* RA 122

RA 213 Special Equipment 2 Credits

A study of flakers, cubers, dispensing equipment and water coolers. Students will perform operational testing, troubleshooting, and maintenance on flaker, cuber, and dispensing type ice machines. *Prerequisite:* RA 122

RA 220 Reclaim and Outdoor Equipment 2 Credits

This course will include a study of the methods used for heat reclaim. Students will study pipe and wire heat reclaim and outdoor systems. Operational testing and troubleshooting will be performed on heat reclaim and outdoor equipment. *Prerequisites:* RA 210, RA 211

RA 221 Split and Unitized Equipment 3 Credits

Split and Unitized Equipment is a study of the mechanical, electrical, and airside of this type of equipment. Students will interpret wiring diagrams and identify the electrical components required for this type of equipment. Students will also perform testing, setup, and adjustment of split and unitized equipment. *Prerequisites:* RA 210, RA 211

RA 222 High Pressure Chillers 3 Credits

High pressure chillers is the study of the refrigeration, water, air, and electrical side of the high pressure chiller system. Students will study the operation of pneumatic and electrical controls necessary to operate the chiller. Students will troubleshoot the waterside, airside and electrical systems of the high pressure chiller system. *Prerequisites:* RA 210, RA 212

RA 223 Troubleshooting and Maintenance 3 Credits

A study of troubleshooting and maintenance procedures for air conditioning, refrigeration, and heating systems. Troubleshooting and maintenance practices will be developed and performed. Lab activities will include electrical and mechanical troubleshooting and maintenance on refrigeration, air conditioning, and heating equipment. *Prerequisites:* RA 210, RA 211

RA 224 Heat Pump Systems 3 Credits

A study of component identification of heat pump systems. Troubleshooting and maintenance procedures for air to air heat pumps and water to air heat pumps will be identified and performed. Charging and performance testing will be performed on several types of heat pump systems. *Prerequisite:* RA 212; *Corequisite:* RA 221

SOC 150T Social Problems 3 Credits

A sociological analysis of the causes and proposed solutions of contemporary social problems confronting society today. The class promotes student involvement in discussing the subject matter. It is designed to encourage debate and to get students to consider different positions or viewpoints with regard to social issues.

SOC 250T Marriage & the Family 3 Credits

Designed for all students, the purpose of the course is to develop an understanding of the social role of marriage and family living. Topics covered include courtship and preparation for marriage, conflict situations and adjustments between spouses, parent-child relationships, the family in the community, and disintegration of the family unit.

SPCM 101T Fundamentals of Speech 3 Credits

Based on the study of communication theory as applied to public speaking. The goals are to improve the student's public speaking and listening skills. Experiences in the class range from developing speech outlines, researching topics, and practicing delivery techniques for an informative, persuasive, and panel discussion assignment.

SSS 100 Student Success Seminar 2 Credits

This course provides students with tools and techniques that will help them be successful in their program of study. The course focuses on interactive exercises which will help the learner identify personal strengths, learning styles,

and support resources. Reading and study techniques will also be practiced.

ST 100 Surgical Techniques 3 Credits

Effective and safe care of the surgical patient are the focus of this course. Students will be exposed to all facets of surgery and surgical patient care. Historical perspective of the career of the Surgical Technologist will be explored. Attendance is required at weekend workshop on STI campus. *Corequisite:* ST 110

ST 110 Surgical Techniques Lab 2 Credits

A "hands-on" introduction to Surgical Technology. It includes operating room (OR) environment, instrumentation, sterile technique, basic suture knowledge and sponge, sharp and instrument counts. Students use this basic information to practice skills and techniques in the lab setting.

ST 112 Surgical Procedures 3 Credits

Designed to introduce students to surgical procedures in general surgery, OB/GYN, Genitourinary, Orthopedics, Neurosurgical, Cardiothoracic, Peripheral Vascular, Plastic and Reconstructive, Ophthalmology, Oral and Maxillofacial, and Otorhinolaryngology. *Prerequisite:* ST 100

ST 113 Technology for Surgical Technologists 1 Credit

Designed to introduce students to technology utilized in today's operating rooms. Addresses basic technological science requirements for current and future surgical practice: electricity, physics, robotics and computers.

ST 114 Clinical Practice I 3 Credits

This course consists of 240 hours of surgical technology practice in operating rooms at local hospitals. Students will gain essential skills in preparation of the patient, instrumentation and supplies necessary for surgery. Students will be directly involved with numerous surgical procedures. *Corequisite:* ST 112, ST 120

ST 119 Responsibilities of the Surgical Technologist 1 Credit

This course is designed to discuss professional issues that will affect the Surgical Technologist proceeding into the workplace. The course will cover such topics as the legal and ethical issues in the work-place, communication in the work-place, scope of practice for the Surgical Technologist, and resume and interviewing tips for success in getting and maintaining a desired job. The course will discuss various health care settings, as well as the leadership and management roles of the Surgical Technologist within those settings. *Corequisite:* ST 114

ST 120 Principles & Practice of Surg Tech 2 Credits

Designed to assist the student in gaining essential skills in the preparation of patient, instrumentation and supplies used in surgery. Takes place in a mock operating room setting at Southeast Technical Institute. One day per week / two hours per class. One hour per week of lecture time is also a part of this course. *Corequisite:* ST 112

ST 121 Surgical Asepsis 2 Credits

This course is an introduction to sterile technique in surgery. Students will learn all components of establishing and maintaining a sterile field. In addition, the following topics will be covered: microorganisms, their classifications and methods of control, the infection process, wound healing, suture and sterilization. *Prerequisites:* Health Core, ST 100

ST 122 Surgical Procedures Lab 2 Credits

Designed to allow the student to practice concepts related to all core and specialty surgical procedures. This course will take place in a mock operating room setting at Southeast Technical Institute. One day per week/four hours per class. *Corequisite:* ST 112

ST 123 Surgical Pharmacology 1 Credit

Students study the use of drugs and solutions administered to the surgical patient, anesthesia, and medical abbreviations. *Prerequisites:* Health Core, ST 100

ST 124 Clinical Practice II 6 Credits

This course is a continuation of ST 114. The course will consist of a minimum 180 hours of surgical technology practice in the operating room setting at a hospital in the Midwest region. Students will apply their knowledge of surgical techniques and procedures, equipment, instruments, and supplies and increasingly develop their skills. *Prerequisites:* ST 120, ST 114, ST 122, ST 123, *Permission of Program Chair*

ST 134 Clinical Practice III 6 Credits

This course is a continuation of ST 124. The course will consist of a minimum 180 hours of surgical technology practice in the operating room setting at a hospital in the Midwest region. Students will continue to apply their knowledge of surgical techniques and procedures, equipment, instruments, and supplies and increasingly develop their skills. *Prerequisites:* ST 124, *Permission of Program Chair*

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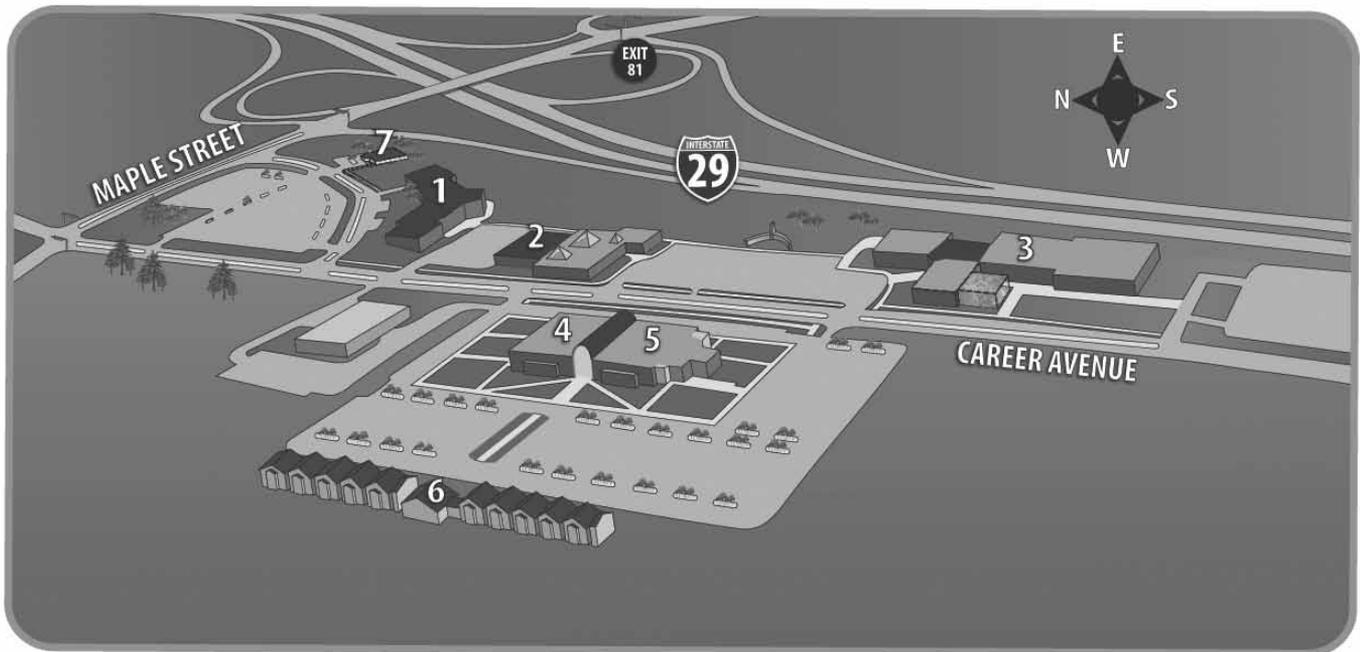
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STI Campus Map



1. George S. Mickelson Center – Admissions
2. Sullivan Health/Science Center
3. Ed Wood Trade & Industry Center
4. University Center
5. Southeast Technology Center
6. Student Apartment Buildings
7. Scarbrough Daycare Center

Mickelson Education Center Map

Upper Level

- 200 Student Services
 - A Admissions Specialist
 - B Admissions Specialist
 - C Admissions Specialist
 - D Student Activities/Nontrad. Student Advisor
 - E Tech Prep Coordinator
 - F Registrar
 - G Registrar Officer
 - H Admissions Specialist
 - I Supervisor Student Services
 - J Office
- 201 Financial Aid
- 202 Storage
- 203 Financial Aid
- 204 Administrative/Business Office
 - A Accounting Manager
 - B Business Office Manager
 - C Marketing Coordinator
 - D Director
 - E Conference Room
 - F Assistant Director/Finance
 - G Men's Restroom (staff)
 - H Women's Restroom (staff)
 - I Storage Room
 - J Storage Room
- 205 Special Needs Services
- 206 Women's Restroom
- 207 Student Affairs/Institutional Research
- 208 Custodian
- 209 Classroom
- 210 Men's Restroom
- 211 Graphic Communications
 - A Artograph Room/Storage
 - B Office
- 212 Classroom
- 216 Graphic Communications
 - A Office
- 250 Learning Resource Center
 - A Workroom
 - B AV Storage
 - C Computer Study Room

- 251 Bookstore
- 252 Adult Learning Center
 - A Classroom
- 253 Bookstore
 - A Office
- 254 Women's Restroom
- 255 Bookstore
- 256 Custodian
- 257 Bookstore
- 258 Men's Restroom
- 259 Classroom
- 260 Civil Engineering Lab
- 261 Computer lab/CAD
- 262 Architectural Design Lab
- 263 General Education Office
- 264 Classroom
- 265 General Education Office
- 267 Engineering Office

Lower Level

- 100 Commons
 - A Staff Lounge
 - B Women's Restroom
 - C Men's Restroom
- 101 Lecture Room
- 102 Men's Restroom
- 103 Classroom
- 104 Women's Restroom
- 105 Classroom
- 106 Security
- 107 Classroom
- 108 Student Study Den
- 109 Classroom
- 110 Conference Room
- 111 Classroom
- 112 A Classroom

- B Classroom
- C Accounting Faculty Office
- D Network Equipment
- E Marketing Faculty Office
- 113 ACT Center
- 114 Women's Restroom
- 115 Office
- 116 Custodian
- 117 Business Administration Faculty Office
- 118 Men's Restroom
- 119 Classroom
- 120 Computer Lab
- 121 Classroom
- 122 Financial Services Faculty Office
- 123 Classroom
- 124 Financial Services Faculty Office
- 125 Classroom
- 126 Computer Lab
- 150 Food Service
 - A Elevator Equipment
 - B Storage
 - C Restroom
 - D Custodian
- 151 Classroom
- 152 Electrical/Mechanical
 - A Fan Room
 - B Boiler Room

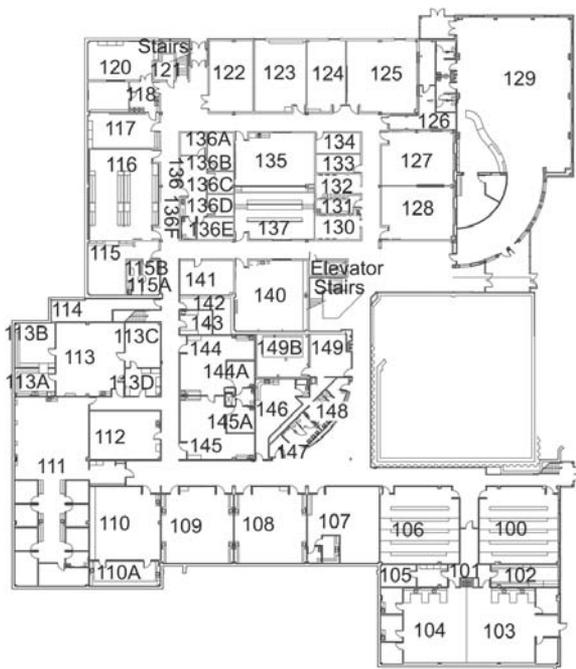
- C Storage
- 153 Classroom
- 154 Central Services
- 155 Classroom
- 156 Custodial
 - A Office
 - B Office/Storage
- 157 Classroom
- 158 Storage
- 159 Classroom
- 160 Women's Restroom
- 162 Custodial
- 164 Men's Restroom
- 166 CAD Lab
- 168 Computer Lab
- 170 Classroom
- 172 Classroom
 - A Parts Room
 - B Computer Literacy Office



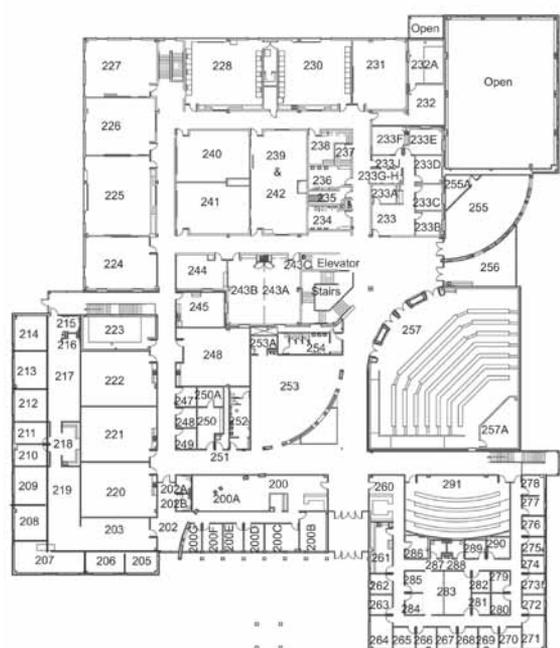
Sullivan Health/Science Center Map

100 Classroom	117 Cath Lab B	145 LPN Lab B	225 Physics	255 Classroom
101 Nurse's Lab	118 Scrub	145A ICU Lab	226 Classroom	255A Storage
102 Storage	120 Cath Lab A	146 Home Health	227 Classroom	256 Study Den
103 USDSU Nurse Lab	121 Viewing	146A Restroom	228 Chem Lab	257 Auditorium
103A Coord.	122 Mech	147 Men's Restroom	230 Anatomy Lab	257A Control Room
103B Storage	123 Classroom	148 Women's Restroom	231 Classroom	258
104 USDSU Nurse Lab	124 Classroom	149 Storage	232 Storage	260 USDSU Admin
104A Storage	125 Classroom	149A Mechanical	232A Mechanical	261 Workroom
104B Phys. Assess. Lab	126 Storage	149B Mechanical	233 Offices	262 USD Office
104C Phys. Assess. Lab	126A Electrical	200 STI Administration	233A Storage	263 USD Office Mgr
105 Storage	127 Classroom	200A Comp. Res.	233B Bellevue University Office	264 USD Dir.
105A Electrical	128 Classroom	200J Corridor	233C Office	265 USD Office
106 Classroom	129 Law Enforcement Lab	200K Conference Room	233D STI Foundation Office	266 USD Office
107 Classroom	129A Storage	200L Office	233E Dakota Wesleyan University Office	267 USD Office
107A Storage	129B Women's Locker Room	200M Workroom	233F Conference	268 USD Office
107B Restroom	129C Men's Locker Room	200D Counselor's Office	233G Staff Only Restroom	269 DSU Ad.
108 Patient Care A	129D Women's Restroom	200E Health Office	233H Staff Only Restroom	270 SDSU Ad.
109 Patient Care B	129E Men's Restroom	200F Job Placement Office	234 Men's Restroom	271 SDSU Dir
110 Nuc Med Lab	129F Vestibule	200G	235 Custodian	272 SDSU Office Coord
110A Hot Lab	129G Corridor	202A Women's Restroom	236 Women's Restroom	273 SDSU Ad
111 Cardio Tech Lab	130 Men's Restroom	202B Men's Restroom	237 Workroom	274 SDSU Ad
111A Exam Room A	131 Custodian	203 Corridor	238 Staff Lounge	275 SDSU Ad
111B Exam Room B	132 Women's Restroom	205 Office	239 Classroom	276 SDSU Ad
111C Exam Room C	133 Storage	206 Office	240 Classroom	277 SDSU Ad
111D Exam Room D	134 File Room	207 Office	241 Classroom	278 SDSU Ad
111E Exam Room E	135 Med Tran Lab	208 Office	242 Classroom	279 USD Ad
111F Exam Room F	136 ENDT Lab	209 Office	243A Conference Room	280 USD Ad
111G Exam Room G	136A Exam Room	210 Conference A	243B Conference Room	281 USD Office
111H Exam Room H	136B Exam Room	211 Conference B	243C Prep ARF	282 USD Office
111I Exam Room I	136C Exam Room	212 Office	244 Conf. Room	283 Conference Room
111J Corridor	136D Exam Room	213 Office	245 Staff Lounge	284 USD Office
111K Lockers	136E Exam Room	214 Office	246 Classroom	285 USD Ad.
112 Phlebotomy Lab	136F Exam Room	215 Women's Restroom	247 Study A	286 Storage
113 Surgical Tech Lab	137 Med Tran Lab	216 Men's Restroom	248 Study B	287 Women's Restroom
113A Soiled Rec.	138 Elevator EQ	217 Corridor	249 Study C	288 Men's Restroom
113B Clean Supply	139 Elevator EQ	218 Workroom	250 Storage	289 Office
113C OR Lab	140 Lab	219 Corridor	250A Electrical	290 Office
113D Scrub	141 Classroom	220 Classroom	251 Custodian	291 USDSU Class
114 Storage	142 Electrical	221 Classroom	252 Men's Restroom	292 Corridor
115 Lab	143 Laundry	222 Classroom	253 Commons	293 Corridor
115A Control Room	144 LPN LabA	223 Mechanical	253A Vending	294 Corridor
115B Darkroom	144A ICU Lab	224 Classroom	254 Women's Restroom	295 Corridor
116 BioMed Lab	144B Restroom			

First Floor

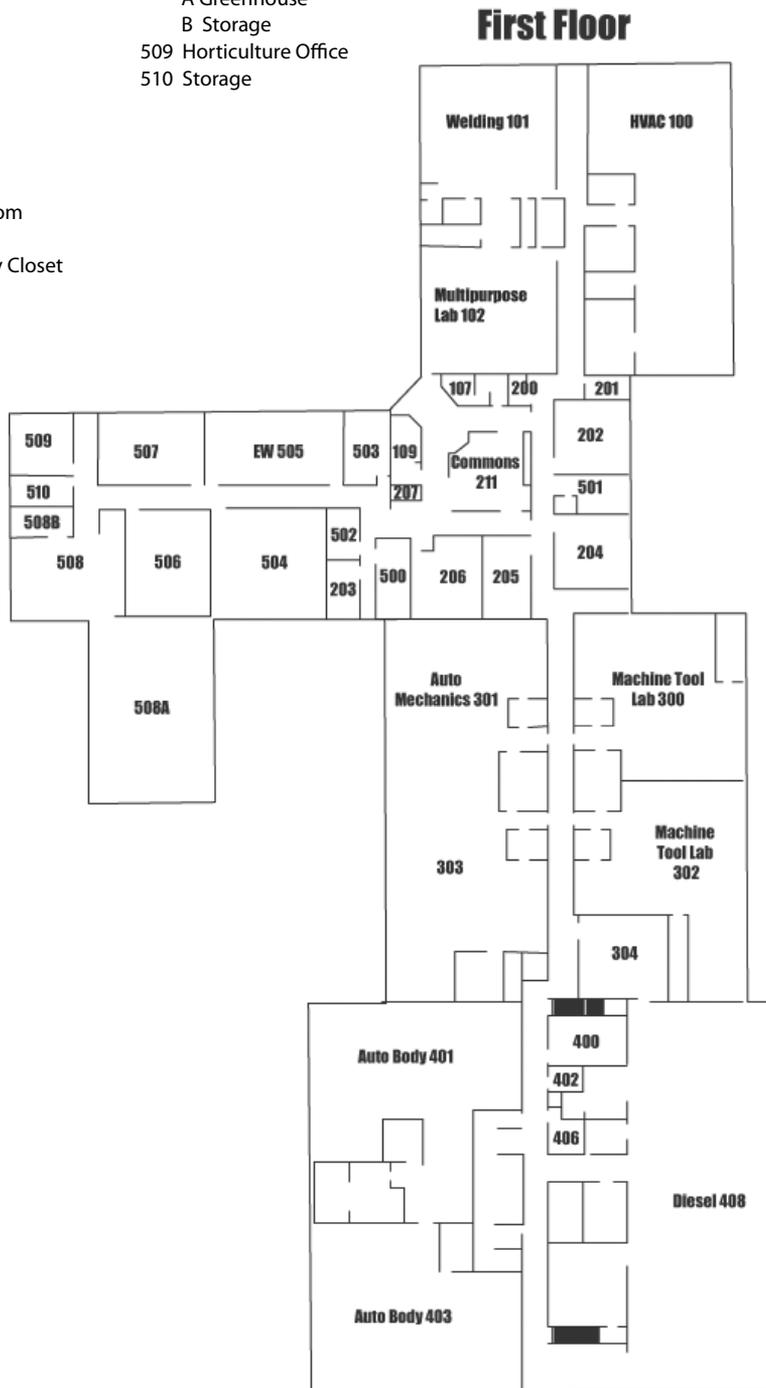


Second Floor



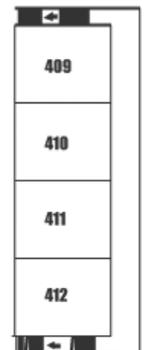
Ed Wood Center Map

- 100 Heating/Ventilation/Air Con/Refrig Lab
- 101 Welding Lab
- 102 Multipurpose Lab
- 107 Men's Restroom
- 109 Women's Restroom
- 200 Custodial Supply Closet
- 201 Copy Center
- 202 Classroom
- 203 Office
- 204 Classroom
- 205 Classroom
- 206 Classroom
- 207 Storage
- 300 Machine Tool
- 301 Auto Mechanics
- 302 Machine Tool
- 303 Auto Mechanics
- 304 Classroom
- 400 Classroom
- 401 Auto Body
- 402 Women's Restroom
- 403 Auto Body
- 404 Custodial Supply Closet
- 406 Men's Restroom
- 408 Diesel
- 409 Conference Room
- 410 Classroom
- 411 Classroom
- 412 Classroom
- 500 Mechanical Room
- 501 Conference Room
- 502 Faculty Lounge
- 503 Classroom
- 504 Horticulture Shop
- 505 Classroom
- 506 Horticulture Lab
- 507 Computer Lab
- 508 Headhouse
- A Greenhouse
- B Storage
- 509 Horticulture Office
- 510 Storage



First Floor

Second Floor



Technology Center Map

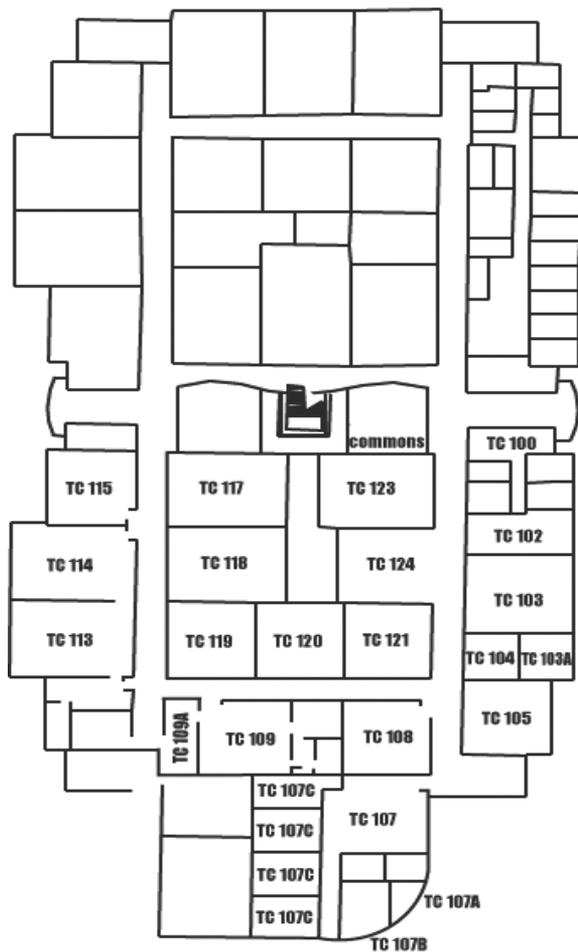
First Floor

- 100 Administrative Offices
- 102 Conference Room
- 103 Faculty Offices
- 105 Classroom
- 107 Lab
- 108 Classroom
- 109 Classroom
- 113 Electronics Technology Lab
- 114 Electronics Technology Lab
- 115 Electronics Technology Lab
- 117 Electronics Technology Lab
- 118 Classroom
- 119 Classroom
- 120 CIS Lab
- 121 Networking Lab
- 123 Electronics Technology Lab

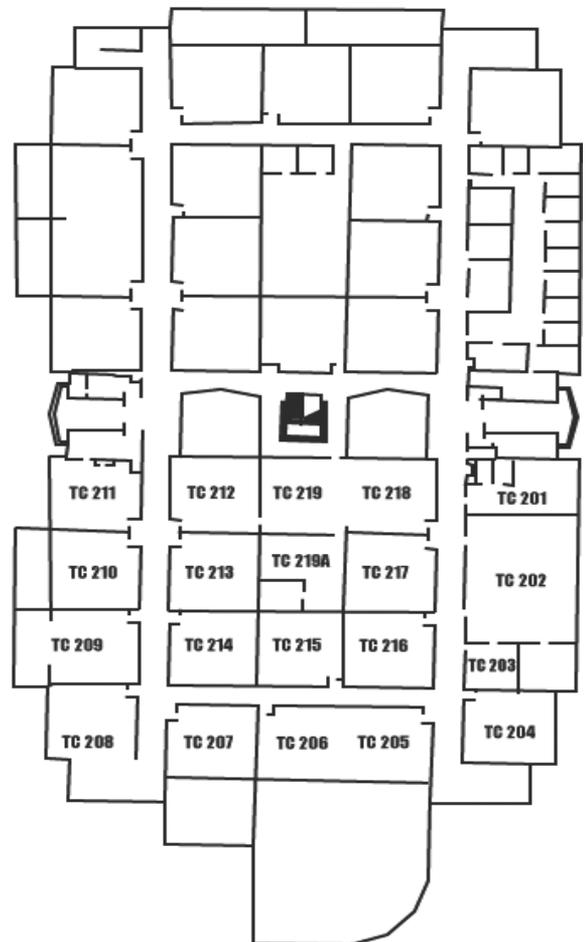
Second Floor

- 201 Breakroom
- 202 Faculty Offices
- 204 Classroom
- 205 Classroom
- 206 Classroom
- 207 Classroom
- 208 CIS Programming
- 209 CIS Programming
- 210 CIS Programming
- 211 Classroom
- 212 CIS Networking
- 213 CIS Networking
- 214 CIS Networking
- 215 Help Desk
- 216 CIS Networking
- 217 CIS Networking
- 218 CIS Networking
- 219 Help Desk

First Floor



Second Floor



New Student Checklist

To apply for federal financial aid (Pell, SEOG, AC Grants, Stafford loans or workstudy), students need to complete the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov. The FAFSA must be completed each year after Federal Income Taxes are completed. Southeast Technical Institute's school code is 008285.

Southeast offers on-site childcare. The Scarbrough Center 605.367.8444 and the Volunteer and Information Center 605.334.6646 can also provide a list of local providers. Students are responsible for locating a backup provider in case their provider has an emergency or is ill.

If you are receiving funds from TANF, WIA, BIA, Voc Rehab, or the military, contact your caseworker and inform them of your plans. Meet with our Nontraditional Student Advisor if you are unsure if one of these programs may benefit you.

On-campus housing is available through STI. Rental guides for off-campus housing are also available in Admissions.

Be sure to have reliable transportation. Bus schedules for city transportation are available at Southeast.

Be sure to register your vehicle with Admissions within the first week of the semester.

Finally – we understand that some individuals are overwhelmed by new situations. Please be aware that if you need help at Southeast, the Admissions staff is available to assist you.

General Telephone Directory

Specialty	Contact	Phone Number
Admissions.....		605.367.6040
Business Office		605.367.7124
STI Helpdesk.....		605.367.4461
Financial Aid/Scholarships.....	Lynette Grabowska.....	605.367.7867
Library.....	Phyllis Kuno	605.367.4449
Bookstore	Megan Ulmer	605.367.4448
Childcare Facilities.....	Tami Skorczewski.....	605.367.8444
Director of Students	Jim Rokusek.....	605.367.6109
Vice President of Student Affairs/Inst. Research	Tracy Noldner.....	605.367.7487
Disability Services/ Personal Counselor	Steve Herr.....	605.367.4450
Personal Counselor.....	Nicole McMillin.....	605.367.4821
Nontraditional Student Advisor/Student Activities.....	DiAnn Kothe	605.367.6110
Registrar Officer	Kristie Vortherms	605.367.5688
Security Officer.....	John Norberg/Wayne Lemme.....	605.367.7847/605.941.9003
Tutoring	Tammy Kerfeld.....	605.367.5691
Housing Manager.....	Andrew VanZanten	605.367.5769
Career Center.....	Denise Heidebrink.....	605.367.4819

Application for Admission

BIOGRAPHICAL INFORMATION

Name _____
Last First Middle Social Security # Birth, Maiden, or Other Last Name

Current Address _____
Street City ST ZIP County

Parent Address _____
Street City ST ZIP County

Telephone _____
Cell () Daytime () Evening ()

Would you like to receive text messages regarding campus events at your cell number? Yes No
Emergency Contact _____ Emergency Contact Phone# _____

E-mail Address _____

PROGRAM INFORMATION

Which program do you wish to enter? (Required) _____
 Associate in Applied Science
 Diploma

- FULL TIME – 12 credits or more
 PART TIME – 11 credits or less

When do you wish to enter school? Fall (August) Spring (January) Summer (June) Year

Have you previously applied or been enrolled at STI? Yes No

If Yes, Student ID # _____

How did you hear about Southeast Tech? _____

PRIOR EDUCATION

Name of High School Attended _____ City _____ ST _____

High School Graduation Date _____ Do you have a GED? Yes No

College, University, or Technical School Attended _____ City _____ ST _____

College, University, or Technical School Attended _____ City _____ ST _____

College, University, or Technical School Attended _____ City _____ ST _____

I certify that the information on this application is true and complete to the best of my knowledge.

Applicant's Signature _____ Date _____

REQUIRED IMMUNIZATION RECORDS

Due to regulations mandated by the South Dakota Health Department, all accepted students must provide documentation of receiving the required two doses of immunization against Measles, Mumps, and Rubella.

OPTIONAL INFORMATION...

Marital Status Single Married

Gender Male Female

Date of Birth _____

Are you Hispanic/Latino? Yes No

What is your racial background? Check all that apply.

American Indian/Alaska Native Asian Black/African American Native Hawaiian/Pacific Islander White

Name of Hometown Newspaper _____

Newspaper City and State _____

"It is the policy of Southeast Technical Institute to accept all prospective students who are at least 16 years of age, have completed their GED or have a high school diploma, and can benefit from the training that they choose. Prospective students who have not completed high school are required to do so before their program start date. Upon graduation, the student must have a final high school transcript sent to Southeast showing proof of completion."

MAIL THIS COMPLETED APPLICATION TO:

SOUTHEAST TECHNICAL INSTITUTE
ATTN: ADMISSIONS OFFICE
2320 N CAREER AVE
SIOUX FALLS, SD 57107

Steps to Apply for Financial Aid

***The Title IV school code for STI is
008285**

Apply for Admission with Student Services. You must be accepted for admission and into a program at STI before the Financial Aid Office can award financial aid. (You must pay the \$50 matriculation fee to be eligible.)

1. Complete the Free Application for Federal Student Aid (FAFSA) to apply for federal aid. There are several ways to complete the FAFSA. Make sure you use STI's Title IV school code – 008285. There are no fees required in the application process regardless of which method you choose. The FAFSA is the form that is used to calculate your financial aid eligibility.

- You may submit your FAFSA on the web at www.fafsa.ed.gov. You will need a Personal Identification Number (PIN) for you and one for your parent before completing the FAFSA on the web. These may be applied for at www.pin.ed.gov.

- The Renewal FAFSA on the web is available for returning students who want to reapply for financial aid.

2. Prepare to submit your application as soon after January 1st as possible. Be aware of deadlines. Some funds are limited and are awarded on a first-come, first-served basis. Plan to prepare your federal income tax early.

3. You will receive a Student Aid Report (SAR) within four weeks after you submit your FAFSA. If you have not received your SAR within four weeks, check your application status at (800)433-3243. Review your SAR and if corrections need to be made, contact the financial aid office for further instructions. If there are no corrections to be made, keep the report for your records. The report is automatically transmitted electronically to Southeast Technical Institute if you have listed the Title IV school code 008285 on the FAFSA.

4. STI may need to request additional information or forms. Make sure you respond promptly to avoid delays in receiving your financial aid. At least, one out of three applications is selected for review by the Department of Education in a process called Verification. If your application is selected, don't be alarmed. The process may require you to provide STI with copies of your and your parent(s) signed federal tax forms, W-2 forms, and a verification worksheet. Comply with the request promptly. STI will not award financial aid until verification is complete.

5. After STI has processed your application, you will receive an award letter that explains the financial aid for which you qualify. Review your award letter carefully and make sure you understand the terms of the awards being offered. Remember to return a signed copy of your award letter

to the Financial Aid Office. If you intend to take out loans, additional information will need to be completed. Your award letter will notify you of the loans for which you qualify and the amount you are eligible to borrow.

6. All first-time borrowers attending STI must complete an Entrance Counseling on-line at <http://www.mappingyourfuture.org>. This is required even if students have previously completed Entrance Counseling at a different institution.

7. Tuition and fees are due the first week of each semester. Financial aid is not immediately available. Therefore, **STUDENTS MUST BUDGET TO BUY BOOKS PRIOR TO THOSE DATES**. Book expenses are calculated in educational costs. Funds are not dispersed in advance for purchase of books. If you will have excess financial aid after all your institutional costs are paid in full, you may be able to charge your books purchased at the Southeast Technical Institute bookstore.

8. If a student receives additional educational assistance (i.e. scholarships, Vocational Rehabilitation, Veteran's Benefits, WIA, etc.) it is the student's responsibility to notify the Financial Aid Office. STI reserves the right to adjust financial aid based on award changes or additional information received by the Financial Aid Office.

Workstudy Opportunities On Campus

The Federal Work-Study Program (FWS) provides on-campus employment for students with financial need, as defined by the Department of Education. To qualify for FWS, students must first file the Free Application for Student Aid (FAFSA) that is available after January 1st of each year on-line at www.fafsa.ed.gov.

Jobs are posted outside the Financial Aid Office or can be viewed on-line at www.southeasttech.edu. When students are interested in a work-study job, it is the students' responsibility to contact the supervisor of the work-study position. If hired, students must complete all necessary paperwork before beginning work. Students will need their Drivers' License, Social Security card, and a voided check. Pay is \$10.00 per hour.

Please contact the Financial Aid Office for more information or if you have any questions.

Transcript Release

High School and/or College Transcript Release Permission

Note to applicant:

1. Detach, sign and send or give directly to the last high school and/or college attended. Your transcript cannot be sent without signed permission.
2. To find out the cost of an official transcript, you may want to call the Registrar at the institution(s) attended.

I, (Student Name) _____

hereby request _____
Last High School and/or College Attended – Include City and State

To send a high school and/or college transcript to:

SOUTHEAST TECHNICAL INSTITUTE
ATTN: ADMISSIONS OFFICE
2320 N CAREER AVE
SIOUX FALLS, SD 57107

Applicant's Signature _____ Date _____

TRANSCRIPT INFORMATION:

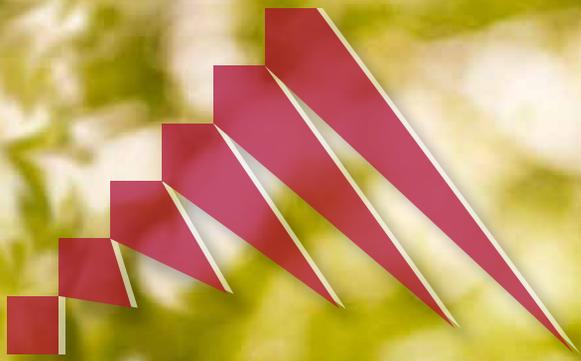
Name Used on High School and/or College Transcript _____

Year Graduated or Last Attended _____

Date of Birth _____ Social Security Number (this information will be used only to verify the correct identity of the student)

Parent's Signature (if under 18) _____ Date: _____

Note to school personnel: Send all transcripts to Southeast Technical Institute. Please copy this release and return it with the transcript. Keep the original release for your records.



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- Affordable costs per credit
- Hands-on learning and real-world experience

USF's undergraduate programs:

- Thirty-four undergraduate degrees
- Seven pre-professional degrees
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- Convenient transfer of credits
- Affordable costs per credit
- Hands-on learning and real-world experience

For more information: usiouxfalls.edu
800-888-1047
605-331-6600
admissions@usiouxfalls.edu



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September and January.