

Online Catalog User Guide



**SOUTHEAST
TECH**



2016-2017 CATALOG AND HANDBOOK



**SOUTHEAST
TECH**

2016 - 2017 | EST 1968

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

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

2016-2017 Catalog and Handbook

2016-2017 Catalog and Handbook

Southeast Technical Institute Systems Portfolio November 2010

2015-2016 Catalog and Handbook [ARCHIVED CATALOG]

2014-2015 Catalog & Handbook [ARCHIVED CATALOG]

2013-2014 Catalog & Handbook [ARCHIVED CATALOG]

2012-2013 Catalog & Handbook [ARCHIVED CATALOG]

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2016-2017 Catalog and Handbook

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- General Education Core Curriculum
- Campus History

WELCOME TO SOUTHEAST TECH

Southeast Tech provides quality technical education opportunities to residents of South Polk and the surrounding area.

Southeast Tech is one of four state-supported post-secondary technical institutes. Different major fields of study are offered. Southeast Tech grants associate of applied science and certificates upon successful completion of individual program requirements. Instruction is provided in a variety of instructional formats to meet the needs of students, including day, evening and weekend.

In addition, a wide variety of Adult and Continuing Education (credit and 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 Southeast Tech 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.

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Use links to quickly access the information you need.

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At the bottom of each page click the arrow to automatically return to the top of that page.





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Search Options

Choose search locations to narrow or expand your search.

Enter a keyword or phrase.

☒ Find whole word or phrase only.

Search

Search Locations

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Catalog search: You can either use the general search or advanced search

COURSE DESCRIPTIONS



Course Filter

Filter this list of courses using course prefix, course code, keywords or any combination.

Prefix:

Code or Number:

Type

Keyword or Phrase:

All prefixes...

All types...

Filter

☒ Find whole word or phrase only.

Do a course search by prefix, Code or Number, Type or Keyword or Phrase.



ACADEMIC PROGRAMS



SOUTHEAST TECHNICAL INSTITUTE

INSTITUTE OF ADVANCED TECHNOLOGIES

COMPUTER INFORMATION SYSTEMS

- Computer Network Security Technician, AAS
- Computer Programming (Online), AAS
- Computer Programming, AAS
- Computer Technician, Diploma
- Network Administrator (Evening), AAS
- Network Administrator, AAS
- Software Support Specialist, Diploma
- System Administrator, AAS

Click on program
to view specific
program information.

ELECTRONICS

- Biomedical Equipment Technology, AAS
- Electronics Technology, AAS
- Mechatronics Technology, AAS

INSTITUTE OF BUSINESS & COMMUNICATIONS

BUSINESS

- Accounting, AAS
- Administrative Assistant, AAS
- Business Administration, AAS
- Entrepreneurship, AAS
- Financial Services: Banking Emphasis, AAS
- Financial Services: Insurance Emphasis (Online), AAS
- Marketing, AAS

For academic
programs
click here.

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Program specific information. (Learning Outcomes, curriculum and estimated program fees.)

PROGRAM CURRICULUM - TOTAL CREDITS: 67

FIRST SEMESTER

- **SSS 100 - Student Success Seminar** 2 Credit Hours
- **BUS 101 - Introduction to Business** 3 Credit Hours
- **CIS 105 - Introduction to Computers** 3 Credit Hours
- **MATH 101 - Intermediate Algebra** 4 Credit Hours
- **ACCT 210 - Principles of Accounting I** 4 Credit Hours

SECOND SEMESTER

- **ACCT 211 - Principles of Accounting II** 4 Credit Hours
- **ENGL 101T - Composition** 3 Credit Hours
- **BUS 140 - Business Law I** 3 Credit Hours
- **SPCM 101T - Fundamentals of Speech** 3 Credit Hours
- **CIS 125 - Advanced Computer Applications** 3 Credit Hours

THIRD SEMESTER

- **SOC 150T - Social Problems** 3 Credit Hours
- **ACCT 212 - Intermediate Accounting I** 4 Credit Hours
- **ACCT 218 - Income Tax I** 4 Credit Hours
- **ACCT 223 - Financial Management** 3 Credit Hours
- **PSYC 101T - General Psychology** 3 Credit Hours

FOURTH SEMESTER

- **BUS 130 - Business Communications** 4 Credit Hours
- **ACCT 214 - Managerial Accounting** 4 Credit Hours
- **ACCT 213 - Intermediate Accounting II** 4 Credit Hours
- **ACCT 217 - Computerized Accounting** 3 Credit Hours
- **ACCT 237 - Payroll** 3 Credit Hours

ADDITIONAL INFORMATION

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.

ACCOUNTING, AAS



Upon completion of an Associate of Applied Science Degree in Accounting, a student will be able to:

Science & Technology

- Understand basic business structure categories/types. (sole proprietorship, corporation, partnership)
- Understand basic business legal terms.
- Use computerized systems to complete business transactions, prepare financial statements and tax returns.
- Prepare financial statements.

Problem Solving/Critical Thinking

- Demonstrate ability to analyze, report, process and interpret business transactions in order to make sound business decisions.
- Demonstrate ability to apply management styles and practices.
- Interpret financial statements.

Professionalism

- Exhibit professional and ethical behaviors.

Communication

- Demonstrate professional writing skills.
- Demonstrate professional verbal skills.

ACCOUNTING, AAS: TOTAL PROGRAM FEES (ESTIMATE)



Tuition	\$7,303
Fees	\$8,107
Books & Supplies	\$3,300
TOTAL	\$18,710



LATE START COURSES (ALL SEMESTERS)

Students who do not drop late start classes (traditional, hybrid or online) during the drop period of any semester will be required to pay for these courses. Late start courses are not eligible for the semester's drop period.

SUMMER SEMESTERS

Summer I session generally runs the month of May.
Summer II session generally runs from early May to the end of July.
Summer III session generally runs from early June to the end of July.

1. Click "My Catalog Bookmarks" to create a personalized account.

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- >> HEALTH STUDENT HANDBOOK
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MY CATALOG BOOKMARKS

If you have a login account, you can retrieve everything in your Catalog Bookmarks from a previous visit by logging in below.

If you are a new user, you can **create an account**, which will allow you to save your Catalog Bookmarks and access it later.

If you forgot your password, enter your e-mail address only and click **Reset Password**.

E-mail Address:	Password:
<input type="text"/>	<input type="password"/>
<input type="button" value="Login"/>	<input type="button" value="Reset Password"/>

To remove items from your Catalog Bookmarks, check boxes next to the item to remove and click the **Remove** button.

THE FOLLOWING COURSES HAVE BEEN ADDED TO YOUR CATALOG BOOKMARKS:

There are currently no courses in your Catalog Bookmarks.

- **Unofficial Withdraws**
- **Re-entry of Withdrawn Students**

appear on the through the ninth ss.



- **Calculation of Refunds & Earned Financial Aid**
- **Military Service – Withdrawal Without Penalty**
- **Transferring Credits and COMPASS/Accuplacer**

3. Click the star each time you want to add an item to your "My Catalog Bookmarks" account.

REGISTERING FOR CLASSES

2. Creating a "My Catalog Bookmarks account" allows you to be able to create a personal catalog and save information that is specific to you.

Registration is held for the upcoming semesters. Students register via STInet with their academic advisor. Registration times and courses are scheduled in a way that meets the needs of the students they need each semester.

PREREQUISITE/COREQUISITE COURSES



Print-friendly icon on every page.

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ACCREDITATION



Southeast Technical Institute is **accredited** by the Higher Learning Commission. 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 800.621.7440.

Southeast Tech was officially accepted into the Higher Learning Commission (HLC) AQIP process for accreditation December 2006. AQIP stands for the Academic Quality Improvement Program (<http://www.hlcommission.org>).

AQIP is a process through which an already-accredited institution undergoes a series of activities over an eight year period: comprehensive institutional review; strategy forum collaboration with other institutions; action projects and HLC peer action project review; report on projects; systems portfolio and HLC peer review of systems portfolio; comprehensive visit; and reaffirmation of accreditation. The following cycle represents an institution's activities

Eight-Year Cycle

- Every year
- Twice yearly
- Year 8:

For more information

The South Dakota degree, diploma

Many South Dakota

Some of the

- The Aut

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For additional help, please contact [Support](#).

1. Selecting a Different Catalog

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There may be more than one catalog available from the Southeast Technical Institute system e-catalog Gateway at a time. If there is more than one, you will see a dropdown box toward the top of the page with the name of the current catalog. Clicking the dropdown box provides access to other available catalogs. Selecting an alternate catalog will load it into the Gateway. If you do not see the dropdown box, then only a single catalog is currently published.

You may add information from any of the available catalogs to your own personal Catalog Bookmarks. See below to learn more about [Using the Catalog Bookmarks Feature](#).

2. Searching the Catalog

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