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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

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STI does not discriminate on the basis of race, color, creed, religion, age, gender, disability, national origin, or ancestry in educational programs, admissions policies, employment policies, financial aid, or other institute-administered programs. Inquiries regarding this policy may be directed to:

Assistant Superintendent
201 East 38th Street, Sioux Falls, SD 57105-5898
(phone: 605.367.7816 TTY: 605.367.7948) or to the
US Department of Education, Office for Civil Rights
8930 Ward Parkway, Suite 2037, Kansas City, MO 64114
(816.268.0550; TDD: 800.437.0833; Fax: 816.823.1404),
ocr.kansascity@ed.gov

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SOUTHEAST AT A GLANCE

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
Certificate: Less than one year

2006 FALL ENROLLMENTS

Full Time: 1,745
Part Time: 370
Total: 2,115

2005-2006 ENROLLMENT DATA

Full Time Equivalent (FTE) Student: 1,960
Enrollment in Business & Industry Training: 1,414
Unduplicated Headcount (credit): 2,768

2006 6-MONTH GRADUATE PLACEMENT REPORT

99% of Graduates Seeking Employment were Employed
90% of Graduates were Employed in a Field Related to their Training
67% 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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2007-2008 STUDENT CALENDAR

NOTE: Dates and times are subject to change
 *denotes no classes only during the hour of the event
 +Evening classes begin at 4 pm or later
 M=Monday; T=Tuesday; W=Wednesday; R=Thursday; F=Friday

FALL SEMESTER

August	
13 New instructor in-service
14-17 Faculty in-service days
20 Fall semester classes begin
22 Tuition and fee payments due
 Ice Cream Social 2-4pm – MC Commons
23 Student Job Fair for part-time employment 2-4:30 – MC #101
24 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
 Movie/Pizza night 6pm
27 Late fees added to past due accounts
 Drop slips received will no longer be refunded tuition and fees
 Complete withdrawals will have tuition & fees refunds pro-rated
29 Student Organization Meetings* (W) *9am*
30 Student Government Fall Picnic (R) *11am-1pm – MC*
 Bloodmobile Drive 8-11am, 1-3pm
31 SGA Officers' meeting 7am – MC Commons
 Last day to submit test-out related course drop slips without a cost of attendance
September	
3 Labor Day – CAMPUS CLOSED
5 Student Government meeting 7am– MC #101
 Logo Day – free Southeats treat 11am – 1:30pm
7 Excess financial aid disbursed
19 Last day to make up incompletes
 Student Organization Meetings* (W) *10am*
27 SGA Officers' meeting 7am – MC Commons
28 Additional late fees added to unpaid accounts
 Movie/Pizza night 6pm
October	
2 Student Advising – afternoon classes cancelled
3 Student Government meeting noon – MC #101
 Logo Day – free Southeats treat 11am – 1:30pm
4 Student Advising – morning classes cancelled
5 Staff in-service day – NO CLASSES
16 Student Organization Meetings* (T) *9am*
26 SGA Officers' meeting 7am – MC Commons
 Movie/Pizza night 6pm
November	
5-9 Spring Semester 2008 registration MC #101
7 Student Government meeting 7am – MC #101
 Logo Day – free Southeats treat 11am – 1:30pm
12 Veterans Day – CAMPUS CLOSED
19 Student Organization meetings* (M) 11am*
21 Last day for withdrawal from class
 NO EVENING CLASSES +
22-23 Thanksgiving break – CAMPUS CLOSED
30 SGA Officers' meeting 7am – MC Commons
 Movie/Pizza night 6pm
December	
5 Student Government meeting noon – MC #101
 Logo Day – free Southeats treat 11am – 1:30pm
6 Student Organization meetings* (R) *1pm*
12 Holiday Celebration Party* (W) *11am-1pm - MC*
20 SGA Officers' meeting 7am – MC Commons
 Winter Graduation TBA
21 End of Fall Semester
24-25 Christmas break – CAMPUS CLOSED
26-28 Winter break – NO CLASSES
31 New Year's Eve – CAMPUS CLOSED +Evening classes begin at 4:00 pm or later

SPRING SEMESTER

January	
1 Winter break – CAMPUS CLOSED
2-4 Faculty in-service – NO CLASSES
7 Spring Semester classes begin

9 Tuition & fee payments due
 Student Government meeting 7am – MC #101
 Logo Day – free Southeats treat 11am – 1:30pm
 11 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
 14 Late fees added to past due accounts
 Drop slips received will no longer be refunded tuition and fees
 Complete withdrawals will have tuition & fees refunds pro-rated
 16 Student Organization meetings* (W) *9am*
 18 Last day to submit test-out related course drop slips without a cost of attendance
 21 Martin Luther King Day – NO CLASSES
 22 Tuition & fee payments due
 25 Excess financial aid disbursed
 Movie/Pizza night 6pm

February

1 SGA Officers' meeting 7am – MC Commons
 4 Last day to make up incompletes
 6 Student Government meeting noon – MC #101
 Logo Day – free Southeats treat 11am – 1:30pm
 14 Student Organization meetings* (R) *11am*
 15 Additional late fees added to unpaid accounts
 16 Excess financial aid disbursed
 18 Presidents' Day – NO CLASSES
 26 Student Advising – afternoon classes cancelled
 28 Student Advising – morning classes cancelled
 29 SGA Officers' meeting 7am – MC Commons
 Movie/Pizza night 6pm

March

5 Student Government meeting 7am – MC #101
 Logo Day – free Southeats treat 11am – 1:30pm
 12 Student Organization meetings * (T) *1pm*
 18 NO EVENING CLASSES+
 19-24 Spring Break – NO CLASSES
 28 SGA Officers' meeting 7am – MC Commons
 Movie/Pizza night 6pm
 31-April 4 Summer/Fall 2008 Semester registration

April

2 Student Government meeting noon –MC #101
 Logo Day – free Southeats treat 11am – 1:30pm
 7 Student Organization meetings* (M) *10am*
 11 Last day for withdrawal from classes
 15 SGA Spring Picnic*(W) *11am-1pm – MC*
 Bloodmobile Drive 8-11am, 1-3pm
 18 Movie/Pizza night 6pm

May

2 SGA Officers' meeting 7am – MC Commons
 7 Student Government meeting 7am –MC #101
 Logo Day – free Southeats treat 11am – 1:30pm
 9 End of second semester
 GRADUATION in Sioux Falls Arena..... TBA
 12 Instructor in-service

INTERIM

May 13 – May 29

19 Tuition & fees due
 23 Late fee added to past due accounts
 26 Memorial Day – CAMPUS CLOSED

SUMMER SESSION

June

2 Summer semester classes begin
 4 Tuition & fee payments due
 6 Last day to drop/add a class
 20 Excess financial aid disbursed

July

2 Additional late fees added to unpaid accounts
 4 Independence Day break – CAMPUS CLOSED
 9 Late fees added to past due accounts
 11 Last day for withdrawal from classes
 Drop slips received will no longer be
 25 End of Summer Session
 refunded tuition and fees
 Complete withdrawals will have tuition & fees refunds pro-rated

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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

STI is to be the premier regional educational center for workforce development and life long learning.

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 stake-holders.

• Diversity/Equity

STI values the dignity and worth of all persons and the diverse opportunities that are available to everyone.

• 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 systemic processes for assuring success and improvement.

Goals

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

Goal 1: STI will foster student-centered learning through effective programming and state-of-the-art facilities and equipment.

Goal 2: STI programs will achieve and maintain appropriate state, national, and industry standards, certifications and specialized program accreditations.

Goal 3: STI will respond to state and regional needs for new or expanded programs.

Goal 4: The Business and Industry Training division of STI will become the regional training provider of choice.

Goal 5: STI will continue to meet the requirements and standards of the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools for the accreditation of the institution.

Goal 6: STI will provide exemplary comprehensive student services.

Goal 7: STI will provide an organizational structure that reflects the best practices for administration and leadership.

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.

Specific 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.

Institutional Student Outcomes & Assessment

STI is committed to maintaining a campus culture focused on learning in which faculty, students and administration share a common understanding of the meaning, purpose and utility of assessment. STI recognizes that for assessment to be successful, there must be

meaningful measures of student learning, faculty ownership of the assessment, as well as strong support from the administration. STI characterizes “assessment of student learning” as a comprehensive process that is ongoing, systematic, structured and sustainable.

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 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 student projects to measure competence.

History

STI has offered over 30 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. The amount of \$365,000 was made available to the Sioux Falls School District to provide facilities for an area vocational technical school. In July, 1966, the Sioux Falls Board of Education voted to build an addition to the north side of Lincoln Senior High School. The addition was designated the Southeast Area Vocational Technical School. The 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 Director.

The Southeast Area School of Practical Nursing in the Lowell School building at 18th and Summit was an outgrowth of a program started in 1959 at Washington High School. The program was moved to Lowell School in 1967 following the completion of an addition to that building to accommodate the program. The Practical Nursing program was discontinued in 1984 due to a state office projected decline in the number of available jobs for Practical Nursing graduates.

In 1970, the Sioux Falls School District purchased a building at 15th and Western which was constructed in the 1930’s as a New Deal project. The building for many years was operated as an orphanage by the Presentation Sisters, and later operated by the South Dakota Children’s Home Society. At the time of purchase by the school district, the building was renamed The Career Center and was the home of the central kitchen facility which prepared 4,000 lunches per day for the district’s elementary schools. The building also accommodated junior high special education. Other district services which were based in this location included the APSAP program (Alternative Program for School Age Parents) and Indian Education. 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 on the southwest corner of 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 the 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 as needs dictate. This land acquisition, combined with strategic planning, will ensure STI will continue to meet the education needs of the Sioux Falls area and South Dakota. 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 to accommodate continued enrollment growth as technical education continues to play an integral role in our region's economic development.

STI applied for and received a five-year accreditation from the Higher Learning Commission in Spring 2004.

An expansion of STI's Sullivan Health Science Center opened in Fall 2005 and doubled the size of the facility. The expansion will allow STI to continue to develop its health programs.

STI Foundation/Scholarships

The mission of the STI Foundation includes building scholarships and other support for STI students. Scholarship support is developed in the following ways:

Annual Campaign – Named scholarships for gifts of \$500 or more.

Endowed Funds – Named scholarship funds for gifts of \$10,000 or more.

Memorial, Tribute and Honor Gifts – Gifts honoring the work or life of STI friends or a loved one.

Recognition

An annual recognition event is held for scholarship donors and recipients. A donor recognition wall is located in the Mickelson Education Center entrance.

How to Apply

These scholarships are offered exclusively to STI students. Each donor establishes criteria and eligibility. All 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 deadline for completed application is the first Friday in March. A volunteer scholarship committee makes recommendations to the foundation board. Students are notified and funds are placed directly into their Business Office accounts in the fall. All students are strongly encouraged to also complete the FAFSA form when making application.

STI Scholarship applications are available online at www.southeasttech.edu from October through the first Friday in March. Application forms are also available in the STI Financial Aid Office.

Scholarship Awards

A volunteer committee with 15 members meets twice annually to review all applicants. The committee carries out donor wishes and utilizes criteria established for each scholarship established by donors.

Investment Policy

Permanently endowed funds are held at the Sioux Falls Area Community Foundation utilizing their professional investment advice and volunteer oversight.

Scholarship Promotion

The foundation actively works to promote charitable scholarship giving. The foundation has developed a three-year work plan that is available upon request.

How to Give

Contact the STI Foundation Director at 605-367-7626 to discuss your giving ideas.

Other 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 in the weekly student government e-mail newsletter as they become available.

STI Memberships

- American Association of Community Colleges
- American Technical Education Association
- Association for Career and Technical Education
- League for Innovation in the Community Colleges
- National Association of School Financial Aid Administrators
- National Council for Occupational Education
- 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.

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

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

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

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

Criminal Justice - Law Enforcement is approved by the Law Enforcement Officer and Training Commission.

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

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, national origin, ancestry, creed, religion, family or medical leave, disability, age, sex, sexual orientation, arrest record or conviction record. For more information regarding compliance with the policy, contact the Assistant Superintendent-Human Resources/Administrative Services 201 East 38th Street, Sioux Falls, SD 57105-5898 (phone: 605/367-7816 TDD: 605/367-7948) or to the Regional Director at the U.S. Department of Education,

Advisory Committees

Advisory Committees from business and industry represent a strong partnership Southeast enjoys with the region and the Sioux Falls community. These committees, comprised of six to twelve representatives, 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.

ADMISSION & REGISTRATION

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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 counselor/advisor 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.
- 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.
- 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 act on the entry 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 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 a STI course or while they are taking a 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 or classes.

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 grade 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.

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 required 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 required 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.

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 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 be expected 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 in 2006-2007.) 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.

Math & English Placement Testing

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 or classes.

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 Student Services personnel, 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 entirely 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 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.

Department Evaluation

A person who wishes to obtain advanced standing by department evaluation should first discuss the option with a STI Student Services advisor. The 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 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 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 a Student Services advisor. CLEP exams are charged out differently than other test-outs. There is a \$15 proctoring fee payable to STI and \$65 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, Black Hills State University, Dakota Wesleyan University, Mount Marty College, Presentation College, South Dakota State University and 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 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.

Contact Student Services to get complete details on our articulation agreements with these fine 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 800.756.7920 Ext. 3769 from 8 am to 7:30 PM 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... learning, leadership, faith and service.

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, 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 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 Student Services 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 Student Services 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 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, Minnesota, and Iowa. 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 small transcripting fee per credit. The majority of articulation agreements 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 South Dakota'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 three years.
- For a student to articulate courses after the three (3) 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.
- 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 universities.
- Transferable general education courses must meet CLEP, dual credit or advanced placement requirements in order to be articulated to the technical institutes.

Transfer of Credits Within STI

Courses are transferable from one program to another with associate degree courses generally transferable to other associate degree programs or to vocational diploma programs, and vocational diploma courses transferable to other diploma programs. Students considering such credit transfer should consult a Student Services advisor to determine which credits will or will not transfer.

Prerequisite/Corequisite Classes

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. 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. 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 Student Services Office.

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.

Tuition is \$74 per credit hour per semester. Lab fees of \$13 per credit hour, administrative fees of \$6.75 per credit hour, and technology fees of \$12 per credit hour are charged each semester along with tuition. These fees are subject to revision at any time.

In addition to the above fees, a \$10.50 per credit hour facility fee is charged. These facility fees are remitted to the State and are used to support construction of technical facilities and may be adjusted at any time.

A \$2.50 per credit hour Student Activity fee is charged each semester to all students. This fee helps offset graduation and activities sponsored by Student Government and the Student Activities Office. Students in laptop-required programs purchase their laptops through payments estimated at \$500 per semester. Exact laptop payments will be determined by July, 2007.

Course related fees, background checks and drug screenings are required in some programs. Additional fees are required for these services and vary by program.

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 send a student account statement listing the charges and the due date for these charges. It is **the student's** responsibility to maintain an accurate billing address with the Student Services office. Additional monthly statements will show corrections to student account billings and payments received. The tuition and fee payment due date is the first Wednesday of each term, with the disbursement of excess financial aid loans and grants following in approximately three weeks.

NOTE: Financial aid funds are not dispersed until after the add/drop registration period. You may 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 issued form of identification that includes a photograph, prior to receiving a refund check.

Forms of Payment

The Business Office accepts cash, Visa/ Mastercard 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 re-imbursements 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 maintaining account balances and paying balances due. **It is the student's responsibility to maintain an accurate billing address with the Student Services office.** If an address is incomplete or inaccurate, the student may not receive an account statement and will pay additional late fees and interest.

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 us 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, additional late fees or interest will not 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 re-imbursement 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 re-imbursement 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 Form 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:

0-30 days - initial statement is produced and mailed to the mailing address on file with Student Services.

31-60 days – a finance charge and/or a late fee are added to the student account. A Business Office hold is placed on the student account.

61-90 days – additional finance charges and/or late fees are added to the account.

91-120 days – additional finance charges and or/late fee are added to the account and a final notice letter is mailed with the statement.

After 121 days – the past due account balance is forwarded to a collection agency and a letter is sent to the 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 your past due balance to collections at the earlier of 60 days past due or the receipt of your returned statement from the post office. STI's collection agency researches address changes and will remind students of their past due financial obligation.

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, even in the event that the student has not received a formal statement of charges due to a post office forwarding process.

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.

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 class cancellation by STI, refunds will be issued. Information regarding Southeast's refund policy for individual class drops is available from the Student Services Office.

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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.

Schedule Changes – Drop/Add

Courses are not dropped by discontinuing attendance. The first step in dropping a course is to obtain a “Course Drop/Add Form” from Student Services. A drop is not considered official until it has been processed through the Registrar’s Office. Students who discontinue a course without following official procedures will receive a grade of “F” and will be charged for the course.

Courses dropped during the first five days of a semester will not appear on the 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 summer session), 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 for summer session).

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

Beginning January 2008, it is STI’s goal to allow students to add and drop classes via the STI Campus Management System. Additional information will be available in Student Services and the STI Helpdesk in December 2007.

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 school. 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. STI follows a refund policy for Official Withdrawals and Unofficial Withdrawals. To receive the maximum refund available, students should always follow the Official Withdrawal procedure.

Note: Fees for certification 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 refund is available for these fees.

Official Withdrawals

An Official Withdrawal occurs when the student completes a STI Termination Form and submits it to the Registrar’s Office. The date the form is received by the Registrar’s Office will be regarded as the student’s last day of attendance, and refunds of tuition and fees will be calculated based on this date. 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.)

Students officially withdrawing before the last four weeks of the semester (two weeks of summer), will receive withdrawal grades (W) for all courses for the semester. Letter grades will be issued for withdrawals during the last four weeks of the semester (two weeks of summer).

Unofficial Withdrawals

An unofficial withdrawal occurs when a student does not notify STI of his or her intent to withdraw. In this situation, the student’s official withdrawal date will be the midpoint of the semester or, at Southeast’s option, the last documented date of academically-related activity.

Students unofficially withdrawing will receive failing grades (F) for all courses for the semester.

Reentry 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.

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. FSEOG; 6. LEAP

Accelerated/Late Start/On-Line Classes

If a student’s course schedule determined after the add/drop 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.

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 Services 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)
- 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 cms.southeasttech.edu or at getmytranscript.com. Students may print out unofficial transcripts at cms.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.

Director’s List

Each semester a Director’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 Director’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 over the phone.

Grade Changes

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

Exempting a Course in Calculating Grade Point Average

- 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 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.

Students who wish to transfer their Compass test scores to another institution should contact the ACT center. A \$5.00 handling charge is required for all requests.

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.

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 Assistant Director of Curriculum and Instruction.

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

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 Assistant Director 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
OR		
ECON 201T	Principles of Economics*	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

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

* These courses will transfer to the South Dakota Board of Regents university system. Two additional courses, which are not part of the required core, Math 120T Trigonometry and 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-credit computer applications course.

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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 with the Student Services Office prior to registration of the student's final semester. Diplomas are "awarded" only twice a year in May and December.

Graduation Requirements

All students enrolled in Associate Degree or Vocational 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, 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. Honor Cords are available for \$5 in the Business Office in MC 204.

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 Assistant Director of Curriculum and Instruction. Written approval will include the development and signing of an Early Out Program Contract specifying the requirement and conditions of the agreement.

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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 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. The Student Services Office is located at the front entrance of the Mickelson Center, Room 200.

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 counseling services to meet the different needs of students on campus. Free personal counseling is available when life's issues get in the way of academic success. Counseling offices are located in the Sullivan Health Science Center, Room 200 and Mickelson Center, Room 207. A Nontraditional Student Advisor is also available to students, and is located in the Student Services Office of the Mickelson Center.

Faculty Advisors

Advisement and counseling are shared commitments of faculty advisors and the Student Services 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.

Housing

In Fall of 2003, a student housing facility was built on campus, housing 100 students. An additional facility for 100 students opened in fall 2005. Students interested in learning more about this facility should contact Student Services.

Students are responsible to arrange room and board if they will be living away from home.

Student Services provides housing information to help students find housing. STI does not attempt to approve these housing facilities. Students should begin their search early to find suitable accommodations. Students moving into local housing are advised to register the new address with the Student Services 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 tutoring for students enrolled in STI classes. The service is free and is designed to give individualized attention to students who want to improve in their coursework.

There is always a need for students who can serve as tutors. Students who are interested in tutoring or receiving tutorial help should contact the tutoring coordinator in MC 205 or their instructor for more information.

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 or the Special Populations Coordinator for specific course information at 605.367.7997.

Disability Services

STI programs are available to any student with a known exceptional educational need, providing STI can furnish reasonable accommodations or modifications. Students with mobility, visual, hearing, physiological, or learning disabilities are eligible for support services. Some of these services include: note takers, readers, taped textbooks, interpreters, equipment modifications, and career counseling. There are a variety of ways disabled students can be assisted in their day-to-day classroom learning situations and in the development of realistic long-term employment goals.

Contact the Disabilities Services Coordinator at 605.367.4450 for further information.

Services for Nontraditional Students

STI offers special supportive services for a wide variety of nontraditional students. 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 their same gender);
2. single parents;
3. single pregnant women;
4. displaced homemakers;
5. dislocated workers;
6. students not coming directly out of high school;
7. individuals unsure of their career direction.

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. Support groups and workshops are also available. Students should contact Student Services for additional information and assistance.

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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.

Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act provides the following:

I. Student Accessibility to Records

A student has the right to access those educational records directly related to the student including all material incorporated into the student's cumulative records. A student does not have the right to access private notes or records kept by STI staff. The student has the right to challenge the information included in the educational record; however, a student's course grades are not included under the act. Valid identification is required.

A written request must be made for a student to receive copies of their file. Students who desire to access their student educational records should contact the Supervisor of Student Services or designee.

II. STI Staff Accessibility to Records

Access to student records by STI staff is restricted to those staff members having a "legitimate educational interest" in the student's record.

III. Third Party Accessibility to Records

Access or disclosure of records will be granted to accrediting organizations, persons doing government authorized studies, military agencies upon request, and financial aid providers, or in an emergency situation as determined by the Director or designee. This release may include student addresses, phone numbers, date of birth, gender, ethnic background, etc.

Parents/guardians of students under the age of 18 will also be granted access to these records. No information, other than the directory information listed below, shall be released to individuals or other organizations except by court order or through the written permission of the student. No information will be released to a parent/guardian, or spouse of students 18 years or older unless written and dated permission has been granted from the student. However, 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. At no time shall information beyond directory information be given over the telephone since the caller's identification cannot be verified.

Directory Information STI may release: (students not wanting this information released should contact the Registrar):

- Student's Name
- Address
- Phone Number
- Email 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

Written complaints on privacy issues may be made to the Family Rights and Privacy Office, Department of Health, Education and Welfare, 330 Independence Ave., Washington, DC. 20201.

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 Services Office or campus security. The STI Campus is policed by the Sioux Falls Police Department.

Access to the STI campus facilities is authorized through the Director'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 am during weekdays and will close Monday through Thursday at approximately 10 PM. On Friday, the buildings will close at approximately 5 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 the Student Services 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.

The following statistics are provided for students' information:

For the twelve-month period ending June 30, 2006, STI crime statistics indicated that there were three reported occurrences of the types of crimes listed as reportable by the Department of Education in the PL 101-542, the Student Right-to-Know and Campus Security Act.

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 2006, of the first-time students who started full-time course work at STI during the fall semester of 2003, 45% had graduated, 4% were still students, and 51% were no longer attending.

Special Accommodations Notification

Students need to notify Student Services within 48 hours of any STI event if specific individual accommodations are requested by calling

605-367-7624. Students enrolling in classes need to notify STI sixty (60) days in advance for instructional accommodations or modifications.

Emergency Health Information Cards

STI requests that all students complete an Emergency Health Information Card. This card provides STI with student health information which may be valuable in the event of an emergency. Emergency card information is kept in Student Services. Completion of the information by students is optional.

Veterans' Regulations (Veterans & War Orphans)

Veterans must bring their Certificate of Eligibility to the Registrar's Office before they begin training. Veteran's Administration Claim Forms will be processed without delay after the claim forms are submitted by the veteran. VA students requesting advance pay must submit forms 6 - 8 weeks prior to the start of school. G.I. Bill benefits typically take 60 - 90 days to process.

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

During the 1998-99 school year, STI implemented the Laptop Tech program. Laptop Tech requires students in specific program areas to either rent-to-own a laptop through STI or provide their own laptop and software. Students then have 24-hour access to the laptop and on-campus access to Southeast's network through a wireless network system. This system allows students to connect to the network from most locations on campus, including the STI Library, STI student apartments and the Commons. Program areas use the laptops to improve instruction and provide the students with more hands-on opportunities to better meet and exceed the expectations of area and national employers. The following programs require student laptops for the 2007-2008 year: Computer Information Systems programs (Computer Programming, Network Administrator, System Administrator, Computer Network and Security Technician, Computer Technician, and Software Support Specialist); Electronics programs (Electronics and Bio-Medical Equipment); Engineering programs (Architectural, CAD and Civil); Graphic Communications; Criminal Justice, Machine Tool Operations and Technology, Business programs (Accounting, Business Administration, Financial Services, Office Systems and Marketing), and Pharmacy Technician.

For more information on how the laptop requirement works for each program, please call our Student Services Office at (605)367-7624 for a brochure or contact the STI Helpdesk at (605)367-4461, or visit our website at www.southeasttech.edu

IMPORTANT: Students interested in bringing their own laptop should contact STI before making any laptop or software purchases.

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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.

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.

Civil Engineering Technology

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.

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

Students enrolled in 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.

Image Concept Network (ICON)

The Image Concept Network is a college-level chapter of the American Advertising Federation. Through ICON, students have the opportunity to learn more about advertising 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. ICON membership is open to any student at STI who is interested in learning more about advertising.

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.

Phi Beta Lambda (PBL)

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

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 ALCA. 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 Falls 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 Director 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)

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. Business and Industry Training covers a wide range of training needs. Area employers use our services for:

- New employee training
- Training to upgrade employee skills
- Training for certification and licensure
- Labor pool development

Types of training include:

- Apprenticeship Training: Combining formal class room and clinical training with on-the-job experience.
- CPR 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.
- Retail Floral Design
- Welding; Training and Certification by the only American Welding Society approved 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, contact the BIT Supervisor at 605.367.7284

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 and 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 cms.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.

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 <http://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 electro-static 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.

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 – Thursday, 7:30 am until 5 pm
Friday, 7:30 am until 4 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 hrs a day at <http://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.

STI Library Resource Center

Located in the Mickelson Center, Room 250, STI Library is available for classroom research, open computer lab, wireless laptop usage, and quiet study.

Library Hours

Monday – Thursday, 7:00 am to 8:30 pm
Friday, 7:00 am to 4 pm
Saturday, 10 am to 2 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, electronic and online databases and indexes.

The library computer lab is a hands-on lab for library research, internet searches, word processing, etc. Tutors are available for assistance with computer essentials. Student work at the terminals should be for

educational purposes only. Downloading of inappropriate materials onto the desktops or printing of same may be monitored and expulsion from the library may result.

Regular library, audiovisual services, 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 a.m. to 5 p.m. 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 Basic Education

Adult Basic Education provides individualized and personalized instruction as well as group instruction to anyone 16 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, Room 203.

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).

Note: Financial Aid is NOT available for audited classes. Financial Aid is NOT available to pay for books.

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". This application may be obtained from high school guidance counselors or from the STI Financial Aid Office, Mickelson Center, Room 203. 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 2007-2008 academic year, awards will range from \$400 to \$4,310. The Federal Pell Grant will **not** be awarded for course work that is **repeated**.
- 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 \$400 a year and are very limited.

LOANS ... must be repaid.

- Federal 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, 2007 for dependent students the maximum annual amounts that may be borrowed are: \$3,500 for the first year of undergraduate study; \$4,500 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 Stafford 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 Stafford 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, 2007 through June 30, 2008 is 6.8 percent. To offset the federal government's cost of the program, the lender is authorized to charge the borrower an up-front origination fee of up to 3 percent of the principal amount of the loan. As of July 1, 2006 most guarantee agencies will charge a 1% default fee for all Stafford loans. Borrowers also pay an insurance premium which by law cannot exceed 1 percent of the principal amount of the loan. 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.

- Federal Parent Loan Program (PLUS). The 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. As of July 1, 2006, most guarantee agencies will charge a 1% default fee which is deducted from loan proceeds. For the period beginning July 1, 2007, through June 30, 2008, the interest rate is 8.5 percent. There is no federal interest subsidy on Federal PLUS loans. However, the lender is authorized to charge the borrower an up-front

origination fee of up to 1.5 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 \$9.00 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.

Recognition

An annual recognition event is held for scholarship recipients and donors. A donor recognition wall is located in the Mickelson Education Center entrance.

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 deadline for completed applications is the first Friday in March. 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 printed in the student newsletter and sent by e-mail when they become available.

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. 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. 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.

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 this website address: 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 previous 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

The education programs offered at STI are approved for veteran's benefits by the State of South Dakota, Division of Veteran's Affairs, State Approving Agency. Information on veteran's subsistence allowances and credit requirements may be obtained through the Registrar's Office. Veterans and reservists can obtain the application for benefits from STI or the VA. Veteran's benefits may also be available to widows/widowers and dependents of deceased and disabled veterans. Other federal educational benefits include tutorial assistance and study opportunities.

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 70% of credits attempted. Grades of Incomplete (I), Failing (F), Official Withdraw (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 and spring terms.
- A student must maintain a cumulative grade point average of at least 2.0. This review takes place after the end of fall and spring 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.

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 after suspension who:

- Has satisfactorily completed acceptable academic work (2.0 GPA and 70% 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 or legal) 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.

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 90 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 Less

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

Diplomas or certificates

- 1st year students throughout the program

FINANCIAL AID			(Students receiving financial aid in the Fall of 2007 do not need to re-apply for the Spring or Summer of 2008. However, as a reminder, you will need to re-apply for financial aid for the Fall of 2008.)
			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 next to Student Services. 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.
07/16/07	12/17/07	05/16/08	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.
			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.
11/27/07	04/11/08	05/23/08	Last day financial aid can be filed for the semester.
09/07/07	01/26/08	06/20/08	Day of financial aid disbursement.
THIRD PARTY			
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.
08/22/07	01/09/08	06/04/08	
DATES MAY BE SUBJECT TO CHANGE			

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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 Special Needs 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 Special Needs 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.

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.

Absences

Because courses differ in design, delivery, and requirements, the effect of absences on a student's grade may vary. Therefore, the student should consult each course syllabus regarding the class absence policy. One absence per credit hour is allowed in a course before absences can reduce grades. Instructors may reduce a student's final grade by one-half letter for each additional absence.

In all cases of absence, it is necessary for students to make up work that is missed. It is the responsibility of the student to make arrangements with the instructor(s) to make up missed work.

Additional attendance requirements may be required in specific programs.

Student Parking

STI students are expected to park in designated parking places. Students are not permitted to park in Reserved, Visitor, Handicapped, or Staff parking areas.

Designated parking stickers will be provided by STI. Students will be required to register their vehicle license plate number with STI in order to obtain a parking sticker. Students will only be allowed to park in locations designated by their parking sticker.

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

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

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.

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 Drills & 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 Drills

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 am for day classes and 4 PM for evening classes. An announcement will also be posted at cms.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.

Computer Usage Policy

The use of STI computers, the STI computer network and access to the Internet is a privilege. Any misuse of these resources may result in the loss of this privilege as well as additional disciplinary action.

User accounts are considered the property of STI, and STI expressly reserves the right at any time to review the subject, content and appropriateness of electronic communications or other computer files and remove them if warranted, reporting any violation to the school administration or law enforcement officials.

Persons using STI computers or network shall have no expectation of privacy or confidentiality in the content of electronic communications or other computer files.

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. The following guidelines apply to all users:

- Users will not send, access, or retain any abusive, defamatory, obscene, profane, sexually explicit, pornographic, threatening, or illegal material.
- Users will not intentionally damage equipment or software or intentionally attempt to harm or destroy data of another person. This includes, but is not limited to, "hacking" and the loading or creation of computer viruses.
- Users will not use STI computers or network, which includes STI's e-mail and/or web pages, to solicit sales or conduct business, including spam.
- Users will not display inappropriate images on their computer.
- Users will not transmit or store in electronic form copyrighted material without the express consent or authorization of the owner of the copyrights.
- Users will not share user IDs and/or passwords with others, nor will they access resources using another person's user ID and/or password.
- Users will not interfere with the activity of others on the network.
- Students will not send any campus-wide e-mails to all students and/or faculty or staff without permission from a STI administrator.

Use of the STI network must be acceptable and in agreement with the rules of student conduct at STI and with state and federal regulations. STI will not be responsible for loss of information nor for the accuracy or quality of information obtained through its network services.

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 if the administration 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.

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. (Food consumption is limited to the commons areas only.)

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. The bulletin board outside the STI Bookstore is available for students to advertise personal items for sale (i.e. car stereos, furniture, books, etc.).

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. Only 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 has no way of reaching 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 STI 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. The STI campus has pay telephones for student use.

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 shop or lab apparel.

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 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 or Student Services.

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

- Be suspended from school for a specified length of time

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

- Be terminated from school.
- Be turned over to the authorities for legal intervention.

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, or termination.

Communicable Disease Policy

Students who knowingly carry a communicable disease must reveal this condition to Student Services 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 and 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 Services office 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 Services Office.

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 & Alcohol 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 Truck Driving program at STI shall be subject to drug and alcohol testing. All drug and alcohol 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.

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

Harassment consists of physical or verbal conduct related to a person's race, color, religion, creed, ancestry, national origin, gender, sexual orientation, age, disability, or other basis prohibited by law, when the conduct is so severe, pervasive, and objectively offensive that it:

- 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 which deprives 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; or
- 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 instructor, 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.

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 STI are expected to comply with all pertinent state laws and take personal responsibility for their conduct. Disciplinary measures will be enforced should a student's conduct threaten disorder, public disturbances, property damage, or present a danger to themselves or others while attending school or participating in a school-sponsored activity.

If a student violates school policies and/or rules, discipline shall be progressive through the following steps beginning with the first step, or whichever step may be appropriate to the situation.

- Oral reprimand by an instructor, department chairperson, or administrator.
- Written reprimand by an instructor, department chairperson, or administrator.

- Short-term suspension (not to exceed five (5) school days) by an administrator.
- Long-term suspension by the Director or Superintendent.
- Termination by the Director or Superintendent.

Grounds for Suspension or Termination

STI policies authorize suspension or termination of any student from school for misconduct as outlined in the rules of this policy. The following student misconduct shall constitute grounds for student discipline, suspension, or termination when such activity occurs on school grounds or during an educational function under the auspices of the school board:

- 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 a school 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 school system employee;
- knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon on campus or at an institute function will result in a termination for not less than one semester.
- Student conduct deemed to be insubordinate by an administrator or designee;
- bomb threats, or false fire alarms involving Institute property or personnel;
- coming to campus or an institute function under the influence of, or using, dispensing, or possessing on campus or at an Institute 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;
- on-campus participation in outside organizations or activities which constitute a danger to other students or interfere with school purposes;
- 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, which activity constitutes a danger to other students or interferes with the Institute's purposes or policies;
- failure to maintain program academic requirements;
- 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 or identification;
- wearing clothing depicting profane language, suggestive themes, messages related to drugs, alcohol, sex, gangs, racism, or violence, or any clothing items that may be disruptive or distracting to the educational process;
- situations in which the student's misconduct is of such a nature that continuation of the student at the Institute would clearly be detrimental to the physical safety of the student or would be clearly detrimental to the education, welfare, or safety of the student or other students;
- reckless or exhibition driving on campus parking lots or streets serving the campus.

Student Appeal Process

If a student wishes to appeal a STI action or policy the student should follow the process outlined below.

Level One

The person should attempt to promptly resolve the issue through a discussion with the instructor or administrator involved in the action. This attempt at resolution must occur no later than 15 days after the action complained of occurred.

Level Two

If the issue is not resolved at Level One, the person may appeal the matter to the Assistant Director of Student Affairs by submitting a written request for review within 15 days of the Level One meeting.

The Assistant Director of Student Affairs shall conduct an investigation which may include a meeting with the student. If the Assistant Director of Student Affairs meets with the student as part of the investigation and a written record of the meeting is kept, a copy will be provided to the student.

The investigation shall be completed within 15 working days of receipt of the written request for review. The Assistant Director of Student Affairs shall issue a written statement of decision within 10 working days of the meeting.

Level Three

If the issue is not resolved at Level Two, the student may appeal the decision to the STI Director by submitting a written request for the review within 10 days of the receipt of the Level Two decision. The Director shall conduct an investigation.

The investigation shall be completed within 20 working days of receipt of the written request for review. The Director shall issue a written decision within 10 working days of the conclusion of the investigation. The written decision shall contain a statement of the student's right to further appeal the matter to Level Four.

Level Four

If the issue is not resolved at Level Three, the student may appeal the action to the Sioux Falls School District Superintendent by submitting a written request for review within 10 days of receipt of the Level Three written decision. After receiving the appeal, the superintendent will investigate the matter and respond in writing to the complainant within 14 calendar days.

Level Five

If the issue is not resolved at Level Four, the student may appeal the action to the Sioux Falls School Board by submitting a written request within seven days of the Superintendent's decision. The Superintendent will present the appeal to the Board in accordance with Policy BDD. The Board will consider the appeal at the next regular Board meeting, provided the written appeal is received by 5 pm three working days prior to the meeting. The Board will dispose of the matter according to its best judgment.

Appeal Procedure for Long-Term Suspension or Termination

The Director or Superintendent may long-term suspend a student for up to ninety (90) student contact days or the Director or Superintendent may terminate a student for an indefinite period of time. A student may be excluded from Institute classes, organizations, or activities by using short-term suspension while long-term suspension is pending. If a long-

term suspension or termination is anticipated because of the student's misconduct, the Director shall inform the student or the student's parents or guardian, if the student is under 18, either orally or in writing within five (5) student contact days after receiving the administrator's written report of the alleged misconduct. The administrator's written report must be filed with the Director within five student contact days following the day of discovery of the alleged violation.

The student shall be informed of the rule, regulation or policy that has been allegedly violated. The student will be given an opportunity to answer the charges and present evidence in his/her behalf. The Director or Superintendent shall render a decision within five (5) student contact days after reviewing the case.

When the Director imposes the long-term suspension of a student, the Superintendent and the Board shall be informed in writing of the decision. In case of a suspension for more than ten (10) student contact days or a termination, the student or the student's parents or guardian, if the student is under 18, may appeal the decision to the Board. When a long-term suspension or termination is appealed, the Superintendent shall give notice of a hearing to each Board member and the student within five (5) student contact days from the day on which the Superintendent received written notice of the appeal. For information on the hearing procedure, please refer to STI policy JKD-R/STI. A copy of the policy can be obtained through Student Services.

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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.

ACCOUNTING, 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.

estimated program fees

Tuition.....	\$ 4,736
Fees.....	\$ 2,896
Books & Supplies	\$ 1,815
Tools & Supplies	\$ 50
Laptop	\$ 1,800
TOTAL.....	\$11,282

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
BUS 101	Introduction to Business	3
CIS 105	Introduction to Computers	3
ACCT 210	Principles of Accounting I	4
ENGL 101T	Composition (Preq Placement Assessment)	3
MATH 101	Intermediate Algebra (Preq Placement Assessment)	4
		17
Second		
ACCT 211	Principles of Accounting II (Preq ACCT 210)	4
BUS 140	Business Law I	3
SPCM 101	Fundamentals of Speech	3
CIS 125	Advanced Microcomputer Applications (Preq CIS 105)	3
BUS 130	Business Communications	4
		17
Third		
ECON 201T	Economics	3
ACCT 212	Intermediate Accounting I (Preq ACCT 211)	4
ACCT 218	Tax Accounting (Preq ACCT 210)	4
ACCT 238	Government Non-profit Accounting (Preq ACCT 210)	3
PSYC 101T	General Psychology	3
		17
Fourth		
ACCT 237	Payroll (Preq ACCT 210)	2
ACCT 214	Cost Accounting (Preq ACCT 211)	4
ACCT 213	Intermediate Accounting II (Preq ACCT 212)	4
ACCT 217	Computerized Accounting (Preq ACCT 211)	3
		13
		TOTAL CREDITS 64

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

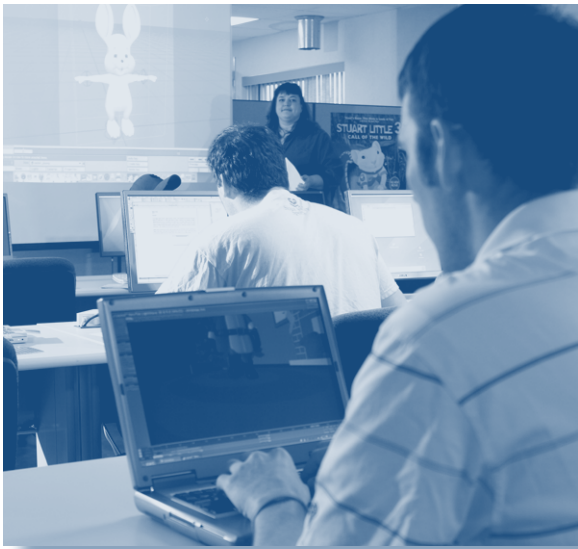
Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Following course offered only one time per year:

Fall only: ACCT 212, ACT 218, ACT 238

Spring only: ACT 237, ACCT 214, ACCT 213, ACCT 217

NEW! 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.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
ANM 110	Animation Essentials I	3
ANM 120	2D Animation I	3
ANM 130	3D Animation I	3
ANM 140	Digital Illustration & Effects	3
CIS 105	Introduction to Computers	3
ACCT 210	Principles of Accounting I	4
SPCM 101	Fundamentals of Speech	3
		<u>17</u>
Second		
ANM 111	Animation Essentials II	3
ANM 121	2D Animation II	3
ANM 131	3D Animation II	3
ANM 150	3D Modeling I	3
ENGL 101T	Composition (Preq Placement Assessment)	3
MATH 115	College Math	3
		<u>18</u>
Third		
ANM 210	Animation Essentials III	3
ANM 230	3D Animation III	3
ANM 250	3D Modeling II	3
ANM 220	Digital Video & Effects I	3
SOC	Social Science Elective: ECON 201T - Economics, SOC 150 T- Social Problems, SOC 150 T- Social Problems, or SOC 250T - Marriage & the Family	3
		<u>15</u>
Fourth		
ANM 251	3D Modeling III	3
ANM 221	Digital Video & Effects II	3
ANM 240	Animation Studio	6
PSYC 101T	General Psychology	3
		<u>15</u>
		TOTAL CREDITS 65

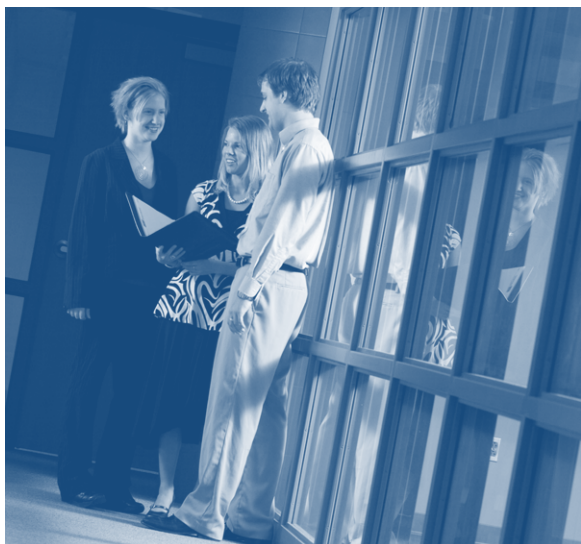
All courses with the prefix ANM require "C" or better.

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

estimated program fees

Tuition.....	\$ 4,810
Fees.....	\$ 2,974
Books & Supplies	\$ 1,987
Laptop	\$ 2,000
TOTAL.....	\$11,771

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.

estimated program fees

Tuition.....	\$ 4,662
Fees.....	\$ 2,850
Books & Supplies	\$ 1,865
Tools & Supplies	\$ 50
Laptop	\$ 1,800
TOTAL.....	\$11,227

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
BUS 101	Introduction to Business	3
CIS 105	Introduction to Computers	3
BUS 220	Personal Finance	3
ENGL 101T	Composition (Preq Placement Assessment)	3
MATH 115	College Math (Preq Placement Assessment)	3
		<u>15</u>
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 (Preq CIS 105)	3
BUS 130	Business Communications	4
		<u>17</u>
Third		
ACCT 211	Principles of Accounting II (Preq ACCT 210)	4
MKT160	Principles of Selling	3
BUS 140	Business Law	3
BUS 210	Supervisory Management	3
BUS 289	Organizational Behavior	3
		<u>16</u>
Fourth		
ECON 201T	Principles of Economics	3
BUS 212	Human Resource Management	3
BUS 230	Small Business Entrepreneurship	3
PSYC 101T	General Psychology	3
Elective	Technical Elective	3
		<u>15</u>
		TOTAL CREDITS 63

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

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than the fall semester may not graduate in four semesters.

ACCELERATED EVENING BUSINESS ADMINISTRATION, AAS DEGREE



The Accelerated 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.

estimated program fees

Tuition.....	\$ 4,662
Fees.....	\$ 2,850
Books & Supplies	\$ 1,865
Tools & Supplies	\$ 50
Laptop	\$ 1,800
TOTAL.....	\$11,227

PROGRAM CURRICULUM

Semester	Course Title	Credits
Fall 2008		
BUS 101	Introduction to Business	3
BUS 120	Principles of Marketing	3
ACCT 210	Principles of Accounting I	<u>4</u>
		10
Spring 2009		
CIS 105	Introduction to Computers	3
BUS 140	Business Law	3
ACCT 211	Principles of Accounting II (Preq ACCT 210)	<u>4</u>
		10
Interim 2009		
SPCM 101T	Fundamentals of Speech	<u>3</u>
		3
Summer 2009		
CIS 125	Advanced Microcomputer Applications (Preq CIS 105)	3
ENGL 101T	Composition (Preq Placement Assessment)	<u>3</u>
		6
Fall 2009		
BUS 130	Business Communications	4
BUS 160	Principles of Selling	3
MATH 115	College Math (Preq Placement Assessment)	3
PSYC 101T	General Psychology	<u>3</u>
		13
Spring 2010		
BUS 210	Supervisory Management	3
BUS 217	Customer Service	3
BUS 289	Organizational Management	3
BUS 220	Personal Finance	<u>3</u>
		12
Interim 2010		
ECON 201	Principles of Economics	<u>3</u>
		3
Summer 2010		
BUS 212	Human Resource Management	3
BUS 230	Small Business Entrepreneurship	<u>3</u>
		6
		TOTAL CREDITS 63

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.

estimated program fees

Tuition.....	\$ 4,884
Fees.....	\$ 2,986
Books & Supplies	\$ 1,800
Tools & Supplies	\$ 50
Laptop	\$ 1,800
Other.....	\$ 138
TOTAL.....	\$11,658

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
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 (Preq Placement Assessment)	3
		16
Second		
ACCT 211	Principles of Accounting II (Preq Acct 210)	4
MATH 115	College Math (Preq 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	3
MKT 160	Principles of Selling	3
BUS 217	Customer Service	3
BUS 220	Personal Finance	3
BUS 209	Principles of Insurance	3
BUS 218	Project Management	3
		18
Fourth		
ECON 201T	Principles of Economics	3
BUS 295	Financial Services Internship OR BUS 294 Service Learning (Dept. Approval & CGPA 2.0)	3
BUS 219	Principles of Lending	3
BUS 232	Real Estate Principles	3
BUS 235	Principles of Investments	3
		15
		TOTAL CREDITS 66

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Following courses offered only one time per year:

Fall only: BUS 200, BUS 209, BUS 218

Spring only: BUS 219, BUS 235, BUS 240

GRAPHIC COMMUNICATIONS, AAS DEGREE



Graphic Communications is the “lifeblood” of our technological society. This industry is directing and influencing the entire population in some way wherever and whenever a visual product is designed, produced, printed, or published online. The variety of printed products is endless: books, newspapers, packages, advertisements, and manuals are just a few examples. Graphic artists are also involved in website development and internet applications. Advertising is very important and a major part of graphic communications.

* This program requires the use of a Mac Book Pro laptop computer.

estimated program fees

Tuition.....	\$ 4,514
Fees.....	\$ 2,760
Books & Supplies	\$ 1,050
Tools & Supplies	\$ 400
Laptop	\$ 2,600
TOTAL.....	\$11,324

PROGRAM CURRICULUM

NOTE: This curriculum is currently being reviewed and will change significantly for the 2008-2009 school year.

Semester	Course Title	Credits
First		
CIS 100	Keyboarding (Standard is 40 cwam. Please see Student Services for more information on testing out.)	2
CIS 105	Introduction to Computers	3
GC 100	Graphics Math	2
GC 106	Digital Publishing	4
GC 107	Design Fundamentals I	4
GC 114	Web Multimedia Development I	3
		18
Second		
MATH 115	College Math (Preq Placement Assessment)	3
GC 125	Digital Publishing II (Preq GC 106)	4
GC 122	Design Fundamentals II (Preq GC 106 and CIS 105)	4
GC 124	Web Multimedia Development (Preq GC 114)	3
		14
Third		
ENGL 101T	Composition (Preq Placement Assessment)	3
GC 211	Digital Layout III (Preq GC 121)	4
GC 214	Design Fundamentals III (Preq GC 122)	4
GC 215	Web Multimedia Development III (Preq GC 124)	3
SOC	Social Science Elective: ECON 201T - Economics, SOC 150 T- Social Problems, SOC 150 T- Social Problems, or SOC 250T - Marriage & the Family	3
		17
Fourth		
ENGL 201	Technical Writing (Preq ENGL 101T)	3
GC 221	Digital Layout IV (Preq GC 211)	4
GC 222	Design Fundamentals IV (Preq GC 214)	4
GC 227	Web Multimedia Development IV (Preq GC 215)	2
PSYC 101T	General Psychology	3
		16
		TOTAL CREDITS 65

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

Lecture hours may also denote individualized and small group instruction. 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 3 Credits (Preq Approval by Instructor)
- SPCM 101T Fundamentals of Speech 3 Credits
- GC 150 Principles of Animation 3 Credits
- GC 151 3D Modeling for Animation 3 Credits (Preq GC 150)
- GC 140 Digital Photography 3 Credits

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, troubleshooting and creating solutions for business, marketing is definitely the career field for you! Flexibility is key to success in this field.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
First		
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 (Preq Placement Assessment)	3
		<u>15</u>
Second		
BUS 140	Business Law	3
MATH 115	College Math (Preq Placement Assessment)	3
BUS 130	Business Communications	4
MKT 130	Essentials of Marketing Design	3
MKT 230	Consumer Behavior	3
		<u>16</u>
Interim		
PSYC 101T	General Psychology	3
SOC	Social Science Elective: ECON 201T - Economics, SOC 150T- Social Problems, or SOC 250T - Marriage & the Family	3
		<u>6</u>
Third		
SPCM 101T	Fundamentals of Speech	3
MKT 220	Advertising I (Preq MKT 120)	3
MKT 240	Market Research (Preq MKT 120)	3
MKT 250	Web Design	3
ELECTIVE*	Technical Elective	3
		<u>15</u>
Fourth		
MKT 221	Strategic Marketing (Preq MKT 220, Preq MKT 120)	3
MKT 260	Advertising II (Preq MKT 220)	3
MKT 270	Marketing Management (must be taken final semester)	3
MKT 290	Marketing Internship, 180 hours (Preq Dept Approval & CGPA 2.0)	3
ELECTIVE*	Technical Elective	3
		<u>15</u>
		TOTAL CREDITS 67

*See a Marketing Advisor for a list of technical electives.

estimated program fees

Tuition.....	\$ 4,958
Fees.....	\$ 3,031
Books & Supplies	\$ 1,835
Tools & Supplies	\$ 50
Laptop	\$ 1,800
TOTAL.....	\$11,674

OFFICE ASSISTANT, DIPLOMA



Office Assistants help keep a business running efficiently and effectively. Their job capabilities include providing excellent customer service, performing general recordkeeping, 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.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
BUS 101	Intro to Business	3
BUS 105	Document Formatting and Production	4
CIS 100	Keyboarding (Standard is 40 cwam. Please see Student Services for information on testing out.)	2
CIS 105	Introduction to Computers	3
COMM 105	Writing Skills for the Office Professional	2
MATH 115	College Math (Preq Placement Assessment)	3
		17
Second		
BUS 107	Office Procedures (Preq/Coreq MATH 115, 40 cwam)	4
BUS 130	Business Communications	4
CIS 125	Advanced Microcomputer Applications (Preq CIS 105)	3
PSYC 101T	General Psychology	3
ENGL 101T	English Composition (Preq Placement Assessment)	3
		17
Summer/Interim		
BUS 137	Interpersonal Skills for the Office Professional	2
		2
	TOTAL CREDITS	36

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time. Prior computer and keyboarding skills also require of students entering the office systems program in the spring rather than than fall semester.

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

estimated program fees

Tuition.....	\$2,664
Fees.....	\$1,647
Books & Supplies	\$ 900
Tools & Supplies	\$ 50
Laptop	\$ 900
TOTAL.....	\$6,161

COMPUTER INFORMATION SYSTEMS

Computer Network Security	56
Computer Programming.....	57
Computer Technician	58
Network Administrator.....	59
Software Support Specialist	60
System Administrator.....	61

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, 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.

estimated program fees

Tuition.....	\$ 4,884
Fees.....	\$ 3,020
Books & Supplies	\$ 1,800
Tools & Supplies	\$ 50
Laptop	\$ 1,800
Other.....	\$ 138
TOTAL.....	\$11,692

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
CIS 106	Introduction to Computers/CIS	3
CIS 151	Microcomputer Hardware/DOS	4
CIS 180	Windows Server OS	3
ET 112	Basic Electronics (Coreq ET 113)	4
ET 113	Basic Electronics Lab (Coreq ET 112)	2
		16
Second		
CIS 130	Introduction to Programming	3
CIS 160	LINUX Administration	4
CIS 171	Introduction to Networking	4
ENGL 101T	Composition (Preq Placement Assessment)	3
MATH 115	College Math	3
		17
Third		
CIS 187	Routers & WANS I	4
CIS 285	Wireless Data Communications	4
CIS 286	Information Security	3
PSYC 101T	General Psychology	3
SOC	Social Science Elective	3
		17
Fourth		
CIS 273	Network Services and Security	4
CIS 288	Routers and WANS II	3
COMM	Communication Elective	3
CST 283	Computer Systems Security	3
CST 284	Operations Security	4
		17
	TOTAL CREDITS	67

COMPUTER PROGRAMMING, AAS DEGREE



Computer Programmers or “software application developers” work with business users and other professionals to create applications that provide solutions. The applications may be structured, top-down computer code that is a sequence of instructions to be followed by the computer or they may be object-oriented programs which call other programming objects.

The knowledgeable computer programmer learns a variety of languages to meet the diverse needs of businesses, including use of the Internet as a tool for interfacing with users, customers and other businesses. A basic understanding of operating systems (Linux, Windows and IBM OS/400) and networking is essential. Knowledge of databases such as Oracle, Microsoft SQL Server, DB2/400 and Microsoft Access is used in conjunction with the programming languages. This program includes training in enterprise level languages such as Oracle PL/SQL and IBM’s RPG IV as well as other popular languages such as HTML, Java, and Visual Basic.NET.

estimated program fees

Tuition.....	\$ 5,032
Fees.....	\$ 3,111
Books & Supplies	\$ 1,490
Laptop	\$ 1,800
TOTAL.....	\$11,433

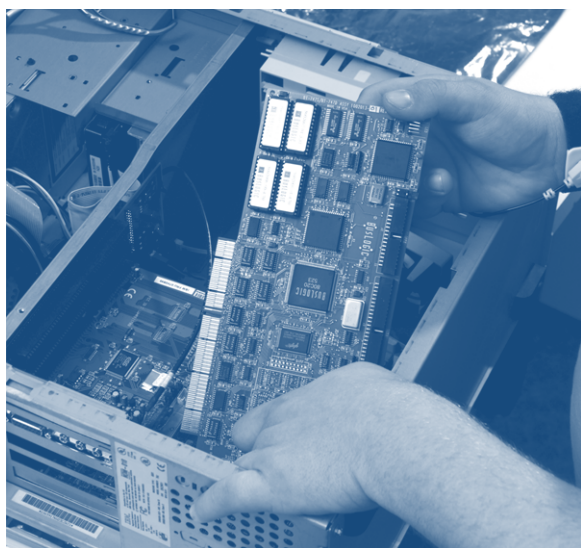
PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
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 (Preq Placement Assessment)	<u>3</u>
		17
Second		
CIS 132	Visual Basic.NET - Intro (Preq CIS130)	3
CIS 149	Java - Introduction (Preq CIS 130)	3
CIS 194	Introduction to Databases	3
CIS 198	Image and Animation Application	3
ENGL 101T	Composition (Preq Placement Assessment)	3
PSYC 101T	General Psychology	<u>3</u>
		18
Third		
CIS 232	Visual Basic.NET—Advanced (Preq CIS132)	3
CIS 241	Dynamic Website Development (Preq CIS 130 & CIS195)	3
CIS 249	Java - Advanced (Preq CIS 149)	3
CIS 279	Database Administration	3
*SOC	Social Science Elective	3
ENGL 201	Technical Writing (Preq ENGL 101T)	<u>3</u>
		18
Fourth		
CIS 235	RPG Programming (Preq CIS 130)	3
CIS 266	Web Services (Preq CIS195 & CIS249)	3
CIS 299	Internship (Preq CIS 130 plus min. 4 credits in one programming language)	3
OR		
CIS 248	Application Development - Advanced (Preq CIS130 plus 4 min. 4 credits in one programming language)	4
CIS 296	MS Web Server Development (Preq CIS132 & CIS195)	3
CIS 207	eBusiness (Preq CIS105 or CIS106)	<u>3</u>
		15 or 16
	TOTAL CREDITS 68 or 69	

*ECON 201T-Economics, SOC 150T Social Problems, SOC 250T Marriage and Family

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than the fall semester may not graduate in four semesters.

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.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
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
		16
Second		
CIS 130	Intro to Programming	3
CIS 160	LINUX Administration	4
CIS 171	Introduction to Networking	4
ENGL 101T	Composition (Preq Placement Assessment)	3
MATH 115	College Math (Preq Placement Assessment)	3
		17
TOTAL CREDITS		33

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than the fall semester may not graduate in two semesters.

estimated program fees

Tuition.....	\$2,442
Fees.....	\$1,510
Books & Supplies	\$ 750
Laptop	\$1,800
TOTAL.....	\$6,502

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.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
CIS 106	Introduction to Computers/CIS	3
ET 112	Basic Electronics (Coreq ET113)	3
ET 113	Basic Electronics Lab (Coreq ET112)	2
CIS 151	Microcomputer Hardware/DOS	4
CIS 180	Windows Server OS	4
		<u>16</u>
Second		
CIS 130	Introduction to Programming	3
CIS 160	LINUX Administration	4
CIS 171	Introduction to Networking	4
ENGL 101T	Composition (Preq Placement Assessment)	3
MATH 115	College Math	3
		<u>17</u>
Third		
CIS 260	Advanced LINUX (Preq CIS160)	4
CIS 285	Wireless Data Communications (Preq CIS171)	4
CIS 187	Routers and WANs I (Preq CIS171 or CCNA1)	4
CIS 283	Internet Systems Scripting	3
COMM	Communications Elective: ENGL 201-Technical Writing, or SPCM 101T- Fundamentals of Speech	3
		<u>18</u>
Fourth		
CIS 281	Network Troubleshooting (Preq CIS171 & CIS180)	4
CIS 276	Directory Services Security (Preq CIS 171 and CIS 180)	3
CIS 288	Routers and WANs II (Preq CIS 187 or CCNA 2)	3
PSYC 101T	General Psychology	3
SOC	Social Science Elective: ECON 201T - Economics, SOC 150T - Social Problems, or SOC 250T - Marriage & the Family	3
		<u>16</u>
		TOTAL CREDITS 67

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

estimated program fees

Tuition.....	\$ 4,958
Fees.....	\$ 3,066
Books & Supplies	\$ 1,490
Laptop	\$ 1,800
Software.....	\$ 210
TOTAL.....	\$11,524

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 minor remedial actions to correct problems based on the knowledge of system operations.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
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 (Preq: Placement Assessment)	<u>3</u>
		17
Second		
CIS 132	Visual Basic.NET - Intro (Preq CIS 130)	3
CIS 149	Java - Intro (Preq: CIS 130)	3
CIS 194	Intro to Databases	3
CIS 198	Image and Animation Applications (Preq CIS 195)	3
COMM 102	Communication in the Workplace (AAS, *ENGL 101)	3
PSYC 101T	General Psychology	<u>3</u>
		18
TOTAL CREDITS 32		

*Students interested in completing a two year AAS degree should take ENGL 101 in place of COMM 102.

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than the fall semester may not graduate in two semesters.

estimated program fees

Tuition.....	\$2,368
Fees.....	\$1,464
Books & Supplies	\$ 750
Laptop	\$1,800
TOTAL.....	\$6,382

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 NDS, 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 how best to fix it.

estimated program fees

Tuition.....	\$ 4,884
Fees.....	\$ 3,020
Books & Supplies	\$ 1,800
Laptop	\$ 1,800
Software.....	\$ 210
TOTAL.....	\$ 11,714

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
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
		<u>16</u>
Second		
CIS 130	Introduction to Programming	3
CIS 160	LINUX Administration	4
CIS 171	Introduction to Networking	4
ENGL 101T	Composition (Preq Placement Assessment)	3
MATH 115	College Math (Preq Placement Assessment)	3
		<u>17</u>
Third		
PSYC 101T	General Psychology	3
CIS 260	Advanced LINUX (Preq CIS 160)	4
CIS 283	Internet Systems Scripting (Preq CIS130)	3
CIS 286	Information Security	3
SOC	Social Science Elective: ECON 201T - Economics, SOC 150T - Social Problems, or SOC 250T - Marriage & the Family	3
		<u>16</u>
Fourth		
CIS 273	Network Services and Security (Preq CIS 180)	4
CIS 276	Directory Services Security (Preq CIS 171 and CIS 180)	3
CIS 194	Database Management & Design (Preq CIS 106)	3
CIS 274	Advanced Windows Servers OS (Preq CIS 180)	4
COMM	Communication Elective: ENGL 201 - Technical Writing, or SPCM 101T - Fundamentals of Speech	3
		<u>17</u>
		TOTAL CREDITS 66

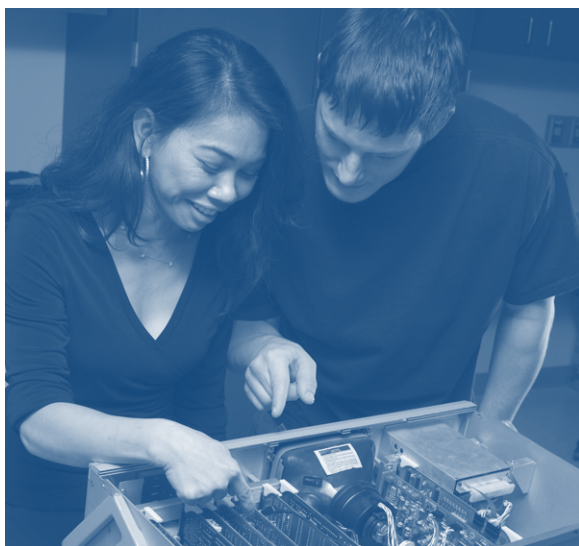
Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

ELECTRONICS TECHNOLOGY

Biomedical Equipment Technology.....	63
Electronics Technology.....	64

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.

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.

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.

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

estimated program fees

Tuition	\$2,960
Fees	\$1,830
Books & Supplies	\$ 550
Background Check/Drug Screen	\$ 110
Laptop	\$1,800
Other	\$1,190
TOTAL	\$8,440

PROGRAM CURRICULUM

Semester	Course Title	Credits
Summer Session		
CHEM 106T	Chemistry Survey	4
BMET 200	Biomedical Anatomy	4
		<u>8</u>
First		
BMET 210	Patient Care Equipment (Preq BMET 200)	3
BMET 211	Patient Care Equipment Lab (Coreq BMET 210)	2
BMET 220	Neuro/Cardiac Care Instrumentation (Coreq BMET 210)	3
BMET 221	Neuro/Cardiac Care Instrumentation Lab (Coreq BMET 220)	2
BMET 230	Medical Safety & Standards	<u>3</u>
		13
Second		
BMET 250	Clinical Instrumentation (Preq CHEM 106)	3
BMET 251	Clinical Instrumentation Lab (Coreq BMET 250)	3
BMET 260	Imaging Equipment (Preq ET 281)	3
BMET 261	Imaging Equipment Lab (Coreq BMET 260)	4
ET 271	Data Communications	<u>3</u>
		16
Summer Session		
BMET 270	Biomedical Equipment Technology Internship (Preq BMET Courses & Permission of Program Chair)	<u>3</u>
		3
		TOTAL CREDITS 40

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.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
ET 116	DC/AC Electronics Lab (Coreq ET 118/119)	3
ET 118	DC/AC Concepts (Coreq ET 116/119)	3
ET 119	Electronic Applications (Coreq ET 116/118)	2
ENGL 101T	English Composition (Preq Placement/Assessment)	3
MATH 101	Intermediate Algebra (Preq Placement/Assessment)	4
CIS 101	Computer Essentials	2
		17
Second		
ET 128	Technical Physics	3
ET 123	Analog Circuits (Preq ET 118/119/116)	4
ET 124	Analog Circuits Lab (Coreq ET 123)	3
ET 153	Digital Circuits I (Preq ET 118/119/116)	2
ET 154	Digital Circuits I Lab (Coreq ET 153)	2
PSYC 101T	General Psychology	3
		17
Third		
ET 201	Labview Programming	3
ET 253	Digital Circuits II (Preq ET 153)	3
ET 254	Digital Circuits II Lab (Coreq ET 253)	3
ET 265	Wireless Communications (Preq ET 130)	3
ET 266	Wireless Communications Lab (Coreq ET 265)	2
ENGL 201	Technical Writing (Preq ENGL101)	3
		17
Fourth		
ET 211	Data Acquisition & Control (Preq ET 201)	4
ET 271	Data Communications (Preq ET 242)	3
ET 284	Electronic Systems (Preq ET 265)	3
ET 285	Electronic Systems Lab (Coreq ET 284)	3
SOC	Social Science Elective: ECON 201T - Economics, SOC 150T - Social Problems, or SOC 250T - Marriage and the Family	3 3 16
		TOTAL CREDITS 67

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

estimated program fees

Tuition.....	\$ 4,958
Fees.....	\$ 3,065
Books & Supplies	\$ 1,835
Tools & Supplies.....	\$ 325
Laptop	\$ 1,800
TOTAL.....	\$11,983

ENGINEERING TECHNOLOGY

Architectural/Construction Engineering Technology	66
CAD Engineering Technology	67
Civil Engineering Technology.....	68
NEW! Construction Management Technician.....	69

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.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
SOC	Social Science Elective: ECON 201T - Economics, SOC 150T - Social Problems, or SOC 250T - Marriage and the Family	3
DT 101	Engineering Drawing	3
CIS 101	Computer Essentials	2
CET 101	Engineering Technical Math	4
CAD 120	Computer Assisted Design I (Coreq CIS 101 & DT 101 or Department Approval)	<u>4</u> 16
Second		
ACT 120	Materials & Methods of Construction (Coreq ACT 121)	3
ACT 121	Architectural Drawing I (Coreq ACT 120 Preq DT 101)	3
CAD 211	Computer Assisted Design II (Preq CAD 120)	4
ENGL 101T	Composition (Preq Placement Assessment)	3
MATH 120T	Trigonometry (Preq CET 101)	<u>3</u> 18
Third		
ACT 210	Commercial Construction Techniques (Preq ACT 120 & Coreq ACT 212)	3
ACT 212	Architectural Drawing II (Preq ACT 121 & Coreq ACT 210)	3
CET 213	Statics (Preq MATH 120)	3
CAD 221	Computer Assisted Design III/Arch (Preq CAD 211 & Coreq ACT 212)	3
ENGL 201	Technical Writing (Preq ENGL 101T)	3
PSYC 101T	General Psychology	<u>3</u> 18
Fourth		
ACT 211	Mechanical/Electrical Systems (Preq ACT 212)	3
ACT 221	Construction Management (Preq ACT 210)	3
ACT 220	Construction Estimating (Preq ACT 212)	3
ACT 222	Strength of Materials (Preq CET 213)	3
CAD 215	Computer Assisted Design Special Topics (Preq CAD 221)	<u>3</u> 15
TOTAL CREDITS		65

All CAD & drawing classes must be passed with a grade of "C" or better.

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

estimated program fees

Tuition.....	\$ 4,810
Fees.....	\$ 2,974
Books & Supplies	\$ 1,090
Tools & Supplies	\$ 350
Laptop	\$ 1,800
Other.....	\$ 320
TOTAL.....	\$11,344

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 craftworkers 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.

estimated program fees

Tuition.....	\$ 5,032
Fees.....	\$ 3,111
Books & Supplies	\$ 1,150
Tools & Supplies	\$ 325
Laptop	\$ 1,800
Other	\$ 320
TOTAL.....	\$11,738

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
CIS 105	Introduction to Computers	3
MCT 122	Materials and Methods	3
DT 101	Engineering Drawing	3
CET 101	Engineering Tech Math (Preq. Placement Assessment)	4
CAD 124	Computer Assisted Design (Coreq CIS 105 & DT 101 or Department Approval)	5 18
Second		
ET 128	Technical Physics	3
MATH 120	Trigonometry (Preq CET 101)	3
MT 115	Machine Tool Operations	3
MCT 121	Mechanical Drawing II (Inventor) (Preq DT 101 & CAD 124)	4
MCT 223	Computer Assisted Design(SolidWorks) (Preq DT 101, CAD 124)	4 17
Third		
MCT 211	Operations Management (Preq MCT 115)	3
MCT 222	Process Analysis (Preq MCT 122)	3
MCT 233	Mechanical Apps/Programmable Controllers (Preq ET 128)	4
ENGL 101	Composition (Preq Placement Assessment)	3
PSYC 101	General Psychology	3
SOC	Social Science Elective: ECON 201 - Economics, or SOC 150 - Social Problems, or SOC 250 - Marriage and the Family	3 19
Fourth		
MCT 234	CNC/Rapid Prototyping (Preq CAD 124, MCT 121, MCT 223)	4
CAD 232	Computer Assisted Design IV (Manufacturing) (Preq CAD 222)	4
CAD 242	3-D Design (Preq MCT 121)	3
ENGL 201	Technical Writing (Preq ENGL 101)	3 14
		TOTAL CREDITS 68

All CAD & drawing classes must be passed with a grade of "C" or better.

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

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.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
CET 110	Survey I (Coreq CET 101 & DT 101)	3
DT 101	Engineering Drawing	3
CIS 101	Computer Essentials	2
CET 101	Engineering Tech Math (Preq Placement Assessment)	4
CAD 120	Computer Assisted Design I (Coreq CIS 101 & DT 101 or Department Approval)	<u>4</u> 16
Second		
CET 121	Soils	3
CET 120	Survey II (Preq CET 110 & CAD 120)	4
CET 122	Intro to Land Development Desktop (Preq CAD 120)	2
ENGL 101	Composition (Preq Placement Assessment)	3
MATH 120	Trigonometry (Preq CET 101)	3
	Social Science Elective	<u>3</u> 18
Summer		
CET 130	Civil Internship (Optional)	2
Third		
CET 215	Survey III - GPS (Preq CET 120)	3
CET 211	Construction Materials Testing (Preq CET 121)	3
ACT 220	Construction Estimating	3
CET 226	Civil CAD III – Grading and Design (Preq CET 122)	3
ACT 221	Construction Management	3
ENGL 102	Technical Writing	<u>3</u> 18
Fourth		
CET 213	Statics (Preq MATH 120)	3
CET 225	Route Layout & Design (Preq CET 226)	4
CET 221	Land Surveying Law	3
CET 224	Water & Waste Water	3
PSYC 101	General Psychology	<u>3</u> 16
TOTAL (Does not include summer internship)		68

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

estimated program fees

Tuition.....	\$ 5,032
Fees.....	\$ 3,111
Books & Supplies	\$ 1,270
Tools & Supplies	\$ 350
Laptop	\$ 1,800
Other.....	\$ 580
TOTAL.....	\$12,143

NEW! CONSTRUCTION MANAGEMENT TECHNICIAN, AAS



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.

estimated program fees

Tuition.....	\$ 4,958
Fees.....	\$ 3,065
Books & Supplies	\$ 1,150
Tools & Supplies	\$ 325
Laptop	\$ 1,800
Other.....	\$ 320
TOTAL.....	\$11,618

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
MATH TBA	College Algebra/Trigonometry	5
CET 110	Survey 1	3
CIS 101	Computer Essentials	2
MCT 122	Materials and Methods (Coreq DT 101)	3
CAD 120	Computer Assisted Design I (Coreq CIS 105 & DT 101 or Dept. Approval)	4
BUS 101	Intro to Business	3
		17
Second		
ENGL 101T	Composition (Preq Placement Assessment)	3
SOC	Social Science Elective: ECON 201T - Economics, or SOC 150T - Social Problems, or SOC 250T - Marriage and the Family	3
ACT 120	Materials & Methods of Construction (Coreq ACT 121)	3
ACT 210	Commercial Construction Techniques (Preq ACT 120 & Coreq ACT 212)	3
ACT 221	Construction Management (Preq ACT 210)	3
		15
Third		
CET 213	Statics	3
CM TBA	Project Management (AL)	3
CM TBA	Project Budget and Schedule (AL)	3
ACT 220	Construction Estimating (Preq ACT 212)	3
ENGL 201	Technical Writing (Preq ENGL 101T)	3
PSYC 101T	General Psychology	3
		18
Fourth		
CM TBA	Field Construction Orientation and Safety	1
CM TBA	Field Construction Practicum	14
CM TBA	Construction Management Review	2
		17
		TOTAL CREDITS 67

All CM classes must be passed with a grade of "C" or better.

Lecture hours may also denote individualized and small group instruction. 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.

Cardiovascular – Cardiac Ultrasound.....	71
Cardiovascular – Invasive Cardiovascular	72
Cardiovascular – Vascular Ultrasound	73
Diagnostic Medical Sonography – Abdominal/OB/Gyn.....	74
Electroneurodiagnostic Technology (ENDT)	75
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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.

CARDIAC ULTRASOUND TECHNOLOGY, AAS DEGREE



Cardiovascular Technologists perform various diagnostic procedures so that a diagnosis may be established concerning the patient's cardiovascular system. The Cardiovascular Technologist reviews and records pertinent patient history and supporting data through the use of special equipment to direct nonionizing, high frequency sound waves into areas of the patient's body. Cardiovascular Technologists operate the equipment, which collects reflected echoes and forms an image that can be videotaped, transmitted, or photographed for interpretation and diagnosis by a physician. Cardiac sonographers perform their noninvasive study primarily on the heart, looking at its walls, chambers, valves, vessels and functions.

• **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 program fees

Tuition.....	\$ 7,326
Fees.....	\$ 4,480
Books & Supplies	\$ 2,240
Moving & Travel.....	\$ 3,000
Background Check & Drug Screen	\$ 110
Program Lab Fee.....	\$ 85
Other.....	\$ 755
TOTAL.....	\$17,996

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 (Preq Placement Assessment) 3

Semester	Course Title	Credits
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Summer & First (Core) —Prerequisites to Cardiovascular

CHEM 106T	Chemistry Survey	4
ENGL 101T	Composition (Preq Placement Assessment)	3
* PHYS 100	Applied Physics (Preq Math 102T)	3
CIS 101	Computer Essentials	2
HC 111	Anatomy/Physiology/Medical Terminology	5
HC 121	Patient Care Techniques I	3
CV 101	Intro to Cardiovascular Ultrasound	2
		22

Second

CV 122	Cardiovascular Principles & Arrhythmias (Preq Core)	5
HC 114	Health Care/Human Relations	3
HC 124	Basic Pharmacology (Preq HC 111)	2
CVN 134	Cardiac Ultrasound I (Preq Core)	5
CVN 135	Cardiac Ultrasound I Lab (Coreq CVN134)	1
CV 123	Ultrasound Physics (Preq PHYS 100)	3
		19

Summer

CVN 124	Cardiovascular Principles & Hemodynamics (Preq CVN 134, CV 122, CV 123)	2
CVN 123	Cardiovascular Principles & Hemodynamics Lab (Coreq CVN 124)	1
SPCM 101T	Fundamentals of Speech	3
PSYC 101T	General Psychology	3
		9

Third

CVN 125	Applied Cardiac Ultrasound Physics (Preq CVN 124 & CV 123)	1
CV 131	Cardiovascular Physiology (Preq CV 122, CVN 124)	3
CVN 212	Cardiac Ultrasound II (Preq CVN 124, CV 123, CV122)	6
CVN 213	Cardiac Ultrasound II Lab (Coreq CVN212)	2
CV 202	Cardiac Pathologies (Preq CV 122 & CVN 124)	3
SOC	Social Science Elective: ECON 201T - Economics, SOC 150T - Social Problems, or SOC 250T - Marriage & the Family	3
		18

Fourth

CVN 233	Cardiac Ultrasound I Clinical (Preq CVN 212, CVN 125, CV 202, CV 131 & Permission of Program Chair)	14
CVN 255	Cardiac Registry Review	2
		16

Summer

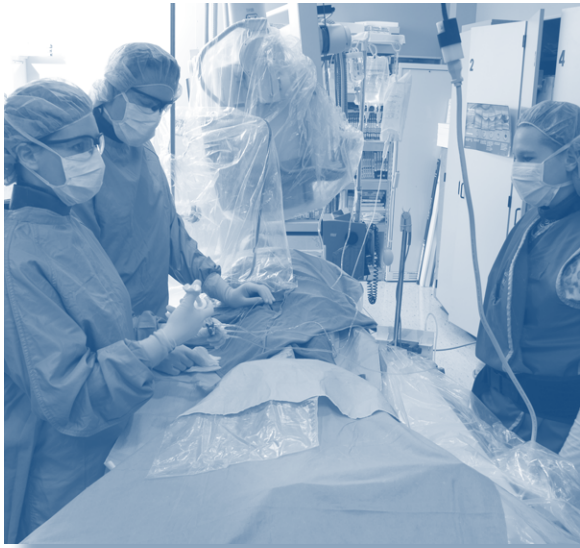
CVN 243	Cardiac Ultrasound II Clinical (Preq CVN 233 & Permission of Program Chair)	12
		12

TOTAL CREDITS 99

Requirements: Achievement of a grade of "C" or higher for PHYS 100 & all HC, CV and CVN 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. Lecture hours may also denote individualized and small group instruction. 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.

Background checks and drug screenings are required for this program.

estimated program fees

Tuition.....	\$ 7,326
Fees.....	\$ 4,480
Books & Supplies	\$ 2,240
Moving & Travel.....	\$ 3,000
Other.....	\$ 755
Background Check/Drug Screen	\$ 110
Program Lab Fee.....	\$ 38
Radiation Badge Fee	\$ 25
Board Registry Fee	\$ 250
TOTAL.....	\$18,224

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 (Preq Placement Assessment) 3

Semester	Course Title	Credits
----------	--------------	---------

Summer & First (Core) —Prerequisites to Cardiovascular

CHEM 106T	Chemistry Survey	4
ENGL 101T	Composition (Preq Placement Assessment)	3
* PHYS 100	Applied Physics (Preq Math 102T)	3
CVI 200	Asepsis & Cardiac Cath Related Procedures	2
HC 111	Anatomy/Physiology/Medical Terminology	5
HC 121	Patient Care Techniques I	3
CVI 101	Intro to Invasive Cardiovascular	2
		22

Second

CV 122	Cardiovascular Principles & Arrhythmias (Preq Core)	5
HC 124	Basic Pharmacology (Preq HC 111)	2
CVI 134	Invasive Cardio I (Preq Core & HC 121)	4
CVI 133	Radiation Physics and Safety (Preq PHYS 100)	3
HC 114	Health Care/Human Relations	3
HC 102	Math for Medications (must be second semester)	1
		18

Summer

CVI 210	Emergency Cardiac Care (Preq CVI 133, CVI 134, CV 122)	2
SPCM 101T	Fundamentals of Speech	3
PSYC 101T	General Psychology	3
CVI 201	Invasive Special Procedures (Preq CVI 133, CVI 134)	1
		9

Third

SOC	Social Science Elective: ECON 201T - Economics, SOC 150T - Social Problems, or SOC 250T - Marriage & the Family	3
CV 131	Cardiovascular Physiology (Preq CV 122, CVI 210)	3
CVI 212	Invasive Cardio II (Preq CVI 210, CVI 133)	7
CV 202	Cardiac Pathologies (Preq CV 122, CVI 210)	3
CVI 214	Electrophysiology	1
CIS 101	Computer Essentials	2
		19

Fourth

CVI 233	Invasive Cardio I Clinical (Preq CVI 212, CVI 200, CV 131, CV 202 & Permission of Program Chair)	14
CVI 255	Invasive Registry Review (Preq CVI 212 and 214)	2
		16

Summer

CVI 243	Invasive Cardio II Clinical (Preq CVI 233 & Permission of the Program Chair)	12
		12

TOTAL CREDITS 99

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

• Graduation 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. Lecture hours may also denote individualized and small group instruction. 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.

Background check and drug screenings are required for this program.

estimated program fees

Tuition.....	\$ 7,326
Fees.....	\$ 4,480
Books & Supplies	\$ 2,240
Moving & Travel.....	\$ 3,000
National Board Registry	\$ 400
Background Check and Drug Screenings.....	\$ 110
Program Lab Fees.....	\$ 35
Other.....	\$ 355
TOTAL.....	\$17,946

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 (Preq Placement Assessment) 3

Semester	Course Title	Credits
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Summer & First (Core) —Prerequisites to Cardiovascular

CHEM 106T	Chemistry Survey	4
ENGL 101T	Composition (Preq Placement Assessment)	3
* PHYS 100	Applied Physics (Preq Math 102T)	3
CIS 101	Computer Essentials	2
HC 111	Anatomy/Physiology/Medical Terminology	5
HC 121	Patient Care Techniques I	3
CV 101	Intro to Cardiovascular Ultrasound	2
CVP 102	Vascular History & Physical	1
		23

Second

CV 123	Ultrasound Physics (Preq PHYS 100)	3
CVP 124	Vascular Hemodynamics(Preq Core, CV101, CVP 102)	3
CVP 123L	Vascular Hemodynamics Lab (Coreq CVP124)	1
CVP 136	Vascular Anatomy (Preq. Core, CV101, CVP102)	2
CVP 137L	Vascular Anatomy Lab (Coreq CVP 136)	1
CVP 120	EKG Interpretation (Preq CV 101, CVP 102)	2
HC 124	Basic Pharmacology (Preq HC 111)	2
HC 114	Health Care/Human Relations	3
		17

Summer

CVP 210	Vascular Pathophysiology I (Preq CV 123, CVP 120, 124, 123, 136, 137)	3
CVP 211L	Vascular Pathophysiology I Lab (Coreq CVP 210)	1
SPCM 101T	Fundamentals of Speech	3
SOC	Social Science Elective: ECON 201T, SOC 105T, SOC 250T	3
		10

Third

CV 131	Cardiovascular Physiology (Preq CVP 210, CVP 211 L)	3
CV 202	Cardiac Pathologies (Preq CVP 210, CVP 211 L)	3
CVP 125	Applied Vascular Ultrasound Physics (Preq CVP 210, CVP 211 L)	1
CVP 126	Applied Vascular Ultrasound Physics Lab (Coreq CVP 125)	1
CVP 214	Vascular Pathophysiology II (Preq CVP 210, CVP 211 L)	3
CVP 215	Vascular Pathophysiology II Lab (Coreq CVP 214)	1
CVP 220	Abdominal Vascular Ultrasound (Preq CVP 210, CVP 211 L)	2
CVP 221	Abdominal Vascular Ultrasound Lab (Coreq CVP 220)	1
PSYC 101T	General Psychology	3
		18

Fourth

CVP 233	Vascular Ultrasound I Clinical (All CV, HC, CVP, General Courses, and Permission of Program Chair)	14
CVP 255	Vascular Registry Review (Coreq 233)	2
		16

Summer

CVP 243	Vascular Ultrasound II Clinical (Preq CVP 233, 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. Lecture hours may also denote individualized and small group instruction. 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 routinely lift more than 50 pounds, push and pull, bend and stoop, have full use of both hands, wrists and shoulders, stand on their feet 80% of the time, 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. Graduates of the program will find employment as sonographers in hospitals, clinics, diagnostic imaging centers, mobile services, or physician offices.

Background checks and drug screenings are required for this program.

estimated program fees

Tuition.....	\$ 6,808
Fees.....	\$ 4,163
Registry Exam Fees	\$ 600
Books & Supplies	\$ 2,200
Moving & Travel.....	\$ 3,000
Other	\$ 755
Program Lab Fees.....	\$ 103
Background Check/Drug Screen	\$ 110
TOTAL.....	\$17,739

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 (Preq Placement Assessment)	3
Semester	Course Title	Credits
Prerequisites to DMS		
*PHYS 100	Applied Physics (Preq Math 102T)	3
HC 111	Anatomy/Physiology/Medical Terminology	<u>5</u>
		8
First		
HC 121	Patient Care Techniques I	3
DMS 100	Introduction to DMS	1
	(Preq HC 111, Math 102T, PHYS 100)	
DMS 101	Cross Sectional Anatomy (Preq HC 111, Math 102T, PHYS 100)	3
ENGL 101T	Composition (Preq Placement Assessment)	3
CIS 101	Computer Essentials	<u>2</u>
		12
Second		
SOC	Social Science Elective: ECON 201T - Economics, SOC 150T - Social Problems, or SOC 250T - Marriage & the Family	3
CV 123	Ultrasound Physics (Preq PHYS 100)	3
DMS 110	Abdominal Sonography I (Preq DMS 100, DMS 101)	3
DMS 120	Abdominal Sonography II (Preq DMS 110)	3
DMS 130	Abdominal Sonography III (Preq DMS 120)	<u>3</u>
		15
Summer		
SPCM 101T	Fundamentals of Speech	3
PSYC 101T	General Psychology	3
DMS 200	OB/Gyn Sonography I (Preq DMS 130)	<u>4</u>
		10
Third		
HC 114	Health Care/Human Relations	3
DMS 201	Asepsis for the Sonographer	1
DMS 210	Acoustical Physics & Instrumentation (Preq DMS 200, CV123)	2
DMS 220	OB/Gyn Sonography II (Preq DMS 200)	5
DMS 230	Clinical Sonography I (Preq DMS 200)	1
DMS 240	Abdominal Sonography IV (Preq DMS 200)	<u>4</u>
		16
Fourth		
DMS 250	Clinical Sonography II (Preq DMS 210, DMS 220, DMS 230, DMS 240 & Permission of Program Chair)	14
DMS 255	DMS Registry Review (Coreq. DMS 250)	<u>2</u>
		16
Summer		
DMS 260	Clinical Sonography III (Preq DMS 250 & Permission of Program Chair)	<u>12</u>
		12
		TOTAL CREDITS 92

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

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.

Background checks and drug screenings are required for this program.

estimated program fees

Tuition.....	\$ 6,956
Fees.....	\$ 4,253
Program Lab Fees.....	\$ 260
Books & Supplies	\$ 2,200
Background Check/Drug Screen	\$ 110
Moving & Travel.....	\$ 3,000
Other.....	\$ 755
TOTAL.....	\$17,534

PROGRAM CURRICULUM

Semester	Course Title	Credits
Summer & First		
CHEM 106T	Chemistry Survey	4
MATH 101	Intermediate Algebra (Preq Placement Assessment)	4
CIS 101	Computer Essentials	2
HC 111	Anatomy/Physiology/Medical Terminology	5
HC 121	Patient Care Techniques I	3
ENDT 100	Introduction to EEG	2
ENDT 110	Basic Electricity	3
		23
Second		
HC114	Health Care/Human Relations	3
ENDT 120	Applied Electronics & Instrumentation (Preq ENDT 110)	2
ENDT 121	Homeostatic Physiology (Preq HC 111)	3
ENDT 124	Polysomnography I	3
ENDT 122	Electroneurodiagnostic Tech Science (Preq HC 111, ENDT 100)	5
ENDT 123	Electroneurodiagnostic Clinical Science I (Preq HC 111, ENDT 100)	2
		18
Summer		
ENGL 101T	Composition (Preq Placement Assessment)	3
PSYC 101T	General Psychology	3
ENDT 200	Evoked Potential I	2
		8
Third		
ENGL 201	Technical Writing	3
HC 124	Basic Pharmacology (Preq HC 111)	2
ENDT 230	Polysomnography II (Preq ENDT 124)	3
ENDT 210	Evoked Potential II (Preq ENDT 200)	3
ENDT 220	Electroneurodiagnostic Clinical Science II (Preq ENDT 123)	2
SOC	Social Science Elective: ECON 201T - Economics, SOC 150T - Social Problems, or SOC 250T - Marriage & the Family	3
ENDT 240	Electroneurodiagnostic Clinical I* (Coreq ENDT 210, ENDT 230)	1
		17
Fourth		
ENDT 250	Electroneurodiagnostic Clinical II* (Preq ENDT 240)	16
		16
Summer		
ENDT 260	Electroneurodiagnostic Clinical III* (Preq ENDT 250)	12
		12
	TOTAL CREDITS	94

* Satisfactory completion of all required course work and approval of Program Advisor.

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 criminal justice 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.

estimated program fees

Tuition.....	\$ 5,624
Fees.....	\$ 3,439
Books & Supplies	\$ 2,550
Laptop	\$ 1,800
Program Lab Fee.....	\$ 370
Background check/drug screen.....	\$ 110
TOTAL.....	\$13,893

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
MATH 115	College Math (Preq Placement Assessment)	3
SPCM 101T	Fundamentals of Speech	3
CIS 101	Computer Essentials	2
CJ 105	Introduction to Criminal Justice	3
CJ 106	Crime in America	3
CJ 107	Multiculturalism	2
CJ 108	Physical Fitness, Nutrition, and Wellness I	1
		17
Second		
ENGL 101T	Composition (Preq Placement Assessment)	3
SOC 150T	Social Problems	3
CJ 120	Criminal Law (Preq CJ 105, CJ 106, CJ 107)	3
CJ 113	Constitutional Law (Preq CJ 105, CJ 106, CJ 107)	3
CJ 201	Social Deviance (Preq CJ 105, CJ 106, CJ 107)	3
CJ 210	Crash and Critical Injury Management I (Preq CJ 105, CJ 106, CJ 107)	3
CJ 118	Physical Fitness, Nutrition, and Wellness II (Preq CJ 108)	1
		19
Satisfactory Completion of Law Enforcement Science Core (CJ 105, 106, 107, 108, 120, 113, 118, 201, and 210) is required to take the following courses.		
Third		
CJ 204	Use of Force and PPCT	1
CJ 203	Occupation Sociology of Law Enforcement	3
CJ 208	Physical Fitness, Nutrition, and Wellness III	1
CJ 209	Law Enforcement Survival	3
CJ 212	Traffic Enforcement I	2
CJ 226	Civil Law for Law Enforcement	3
CJ 241	Victimology	3
CJ 251	Sex Offenders in the Criminal Justice System	3
		19
Fourth		
PSYC 101T	General Psychology	3
CJ 211	Crash and Critical Injury Management II	1
CJ 218	Physical Fitness, Nutrition, and Wellness IV	1
CJ 220	Criminal Investigation	3
CJ 213	Traffic Enforcement II	2
CJ 260	Criminal Justice Practicum I	3
CJ 290	Firearms Training	3
CJ 222	Spanish for Law Enforcement	3
		19

Obtainment of Law Enforcement Science, AAS, degree is required to take the following course.

*CJ 291	Certification Review	1
*Satisfactory completion of CJ 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.		

**TOTAL CREDITS 74
(75 with CJ 291)**

Lecture hours may also denote individualized and small-group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

LICENSED PRACTICAL NURSE, 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.

* 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. Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

estimated program fees

Tuition.....	\$3,848
Fees.....	\$2,353
Books & Supplies	\$1,200
Equipment & Uniform.....	\$ 340
Exam & Licensure	\$ 300
Background Check & Drug Screen	\$ 110
Program Lab Fees.....	\$ 125
Other.....	\$ 325
TOTAL.....	\$8,601

PROGRAM CURRICULUM

LPN FALL START

Semester	Course Title	Credits
Summer		
CPR*	CPR Certification	
ENGL 101T	Composition (Preq Placement Assessment)	3
HC 102	Math For Medications	1
MATH 115	College Math (Preq Placement Assessment)	3
PSYC 101T	General Psychology	3
		10
First		
HC 114	Health Care/Human Relations	3
LPN 100	Nursing as a Profession	1
LPN 101	Introduction to Nursing	4
LPN 110	Nursing Procedures (Preq LPN 101)	5
HC 112	Applied Anatomy/Physiology/ Medical Terminology	4
CIS 101	Computer Essentials	2
		19
Second		
LPN 120	Maternity & Pediatric Nursing (Preq all First Semester Coursework)	5
LPN 130	Medical/Surgical Nursing (Preq all First Semester Coursework)	6
LPN 140	Geriatric Nursing (Preq all First Semester Coursework)	5
LPN 150	Responsibilities of the LPN (Preq all First Semester Coursework)	1
		17
Summer		
LPN 160	Clinical Practice (Preq all 1st & 2nd Semester Coursework & Permission of Program Director)	5
LPN 180	NCLEX - PN Review Course (Preq all 1st & 2nd Semester Coursework & Permission of Program Director)	1
		6
		TOTAL CREDITS 52

LPN SPRING START

Semester	Course Title	Credits
General Education Courses		
CPR*	CPR Certification	
ENGL 101T	Composition (Preq Placement Assessment)	3
MATH 115	College Math (Preq Placement Assessment)	3
PSYC 101T	General Psychology	3
CIS 101	Computer Essentials	2
		11
Spring		
HC 102	Math For Medications	1
HC 114	Health Care/Human Relations	3
LPN 100	Nursing as a Profession	1
LPN 101	Introduction to Nursing	4
LPN 110	Nursing Procedures (Preq LPN 101)	5
HC 112	Applied Anatomy/Physiology/ Medical Terminology	4
		18
Summer		
LPN 120	Maternity & Pediatric Nursing (Preq all First Semester Coursework)	5
		5
Fall		
LPN 130	Medical/Surgical Nursing (Preq all First Semester Coursework)	6
LPN 140	Geriatric Nursing (Preq all First Semester Coursework)	5
LPN 150	Responsibilities of the LPN (Preq all First Semester Coursework)	1
LPN 160	Clinical Practice (Preq all 1st & 2nd Semester Coursework & Permission of Program Director)	5
LPN 180	NCLEX - PN Review Course (Preq all 1st & 2nd Semester Coursework & Permission of Program Director)	1
		18
		TOTAL CREDITS 52

NEW! EVENING LICENSED PRACTICAL NURSE, 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 begins summer 2007 and 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.

estimated program fees

Tuition.....	\$3,848
Fees.....	\$2,353
Books & Supplies	\$1,200
Equipment & Uniform.....	\$ 340
Exam & Licensure	\$ 300
Background Check & Drug Screen	\$ 110
Program Lab Fees.....	\$ 125
Other.....	\$ 325
TOTAL.....	\$8,601

PROGRAM CURRICULUM

Semester	Course Title	Credits
Fall 2007		
AL MATH 115	College Math (Preq Placement Assessment)	3
AL ENGL 101	English Composition (Preq Placement Assessment)	3
AL CIS 101	Computer Essentials	<u>2</u>
		8
Spring 2008		
First ½ semester		
HC 112	Applied Anatomy, Physiology, Medical Terminology	4
Second ½ semester		
LPN 101	Introduction to Nursing	4
LPN 100	Nursing as a Profession	<u>1</u>
		9
Interim 2008		
HC 102	Math for Meds	1
Summer 2008 (eight weeks)		
LPN 110	Nursing Procedures	<u>5</u>
		6
Fall 2008		
First ½ of the semester		
LPN 120	Maternity & Pediatric Nursing	5
Second ½ of the semester		
HC 114	Health Care/Human Relations	3
AL PSYC 101	General Psychology	<u>3</u>
		11
Spring 2009		
First ½ of the semester		
LPN 130	Medical/Surgical Nursing	6
Second ½ of the semester		
LPN 140	Geriatric Nursing	5
LPN 150	Responsibilities of the LPN	<u>1</u>
		12
Summer 2009		
LPN 160	Clinical Practice	5
LPN 180	NCLEX-PN Review	<u>1</u>
		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. Lecture hours may also denote individualized and small group instruction. 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 program fees

Tuition.....	\$ 7,474
Fees.....	\$ 4,570
Books & Supplies	\$ 2,000
Tools & Supplies	\$ 210
Moving & Travel.....	\$ 3,000
Hepatitis B.....	\$ 75
Background Check & Drug Screen	\$ 110
Registry Exam	\$ 145
TOTAL.....	\$ 17,584

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 (Preq Placement Assessment)	3
Semester Course Title Credits		
Summer & First (Core) — Prerequisites to second semester		
ENGL 101T	Composition (Preq Placement Assessment)	3
* PHYS 100	Applied Physics (Preq Math 102T)	3
CIS 101	Computer Essentials	2
NM 101	Introduction to Nuclear Medicine & Imaging	3
HC 111	Anatomy/Physiology/Medical Terminology	5
HC 121	Patient Care Techniques I	3
		19
Second		
CHEM 106T	Chemistry Survey	4
HC 124	Basic Pharmacology (Preq HC 111)	2
HC 114	Health Care/Human Relations	3
HC 231	Cross-sectional Anatomy (Preq NM 101 & HC 111)	3
NM 120	EKG Interpretation (Preq NM 101)	2
NM 124	Nuc Med Math & Statistics (Preq NM 101, MATH 102T, PHYS 100)	3
NM 123	Pathophysiology (Preq NM 101, HC 111)	4
		21
Summer		
NM 219	Clinical Pet/CT (Preq NM 123 & 124, HC 111)	3
NM 220	Radiation Safety & Biology (Preq HC 111, NM 123 & 124)	3
SOC	Social Science Elective: ECON 201T - Economics, SOC 150T - Social Problems or SOC 250T - Marriage & the Family	3
		9
Third (All third semester courses must be taken concurrently)		
NM 221	Radiopharmacology & Immunoassays (Preq CHEM 106T, HC 124, NM 220 & 219)	3
NM 225	Nuc Med Computers & Instrumentation (Preq PHYS 100 & NM 124 & 219)	3
NM 223	In-Vivo/In-Vitro (Preq NM 219 & 220)	4
NM 223L	In-Vivo/In-Vitro Lab (Coreq NM 223)	1
NM 224	Nuc Med Injection Techniques (Preq NM 219 & 220)	1
NM226	Nuc Med Lab (Preq PHYS 100 & NM 219 & 220)	1
PSYC 101T	General Psychology	3
SPCM101T	Fundamentals of Speech	3
		19
Fourth		
NM 230	Clinical I (Preq Permission of Program Chair & Successful Completion of all Other Nuc Med Courses)	14
		14
Summer		
NM 240	Clinical II (Preq NM 230, Permission of Program Chair)	14
NM 241	Registry Review	2
		16
	TOTAL CREDITS	101

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. Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

PHARMACY TECHNICIAN, DIPLOMA



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.

estimated program fees

Tuition.....	\$3,256
Fees.....	\$1,991
Program Lab Fee.....	\$ 100
Laptop Fee	\$1,800
Books & Supplies	\$ 850
Background Check/Drug Screen	\$ 110
Moving & Travel.....	\$1,500
TOTAL.....	\$9,607

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
CIS 105	Introduction to Computers	3
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	5
		18
Second		
COMM 102	Communication in the Workplace	3
PHRM 119	Pharmacy Principles & Practices II (Preq PHRM 113)	5
PHRM 121	Pharmacology II (Preq PHRM 110)	3
PHRM 122	Pharmacy Law & Ethics	2
PHRM 124	Pharmacy Lab	2
HC 114	Health Care Human Relations	3
		18
Summer		
PHRM 125	Clinical*	8
		8
		TOTAL CREDITS 44

NEW! EVENING PROGRAM CURRICULUM

Semester	Course Title	Credits
Summer 2008		
AL COMM 102	Communication in the Workplace	3
AL CIS 105	Intro to Computers	3
HC 113	Medical Terminology	2
		8
Fall 2008		
HC 110	Basic Anatomy	3
PHRM 100	Math for Pharmacy	2
PHRM 110	Pharmacology I	3
		8
Spring 2009		
PHRM 113	Pharmacy Principles and Practices I	5
PHRM 121	Pharmacology II (Preq PHRM 110)	3
		8
Summer 2009 (eight weeks)		
PHRM 119	Pharmacy Principles and Practices II (Preq PHRM 113)	5
HC 114	Health Care/Human Relations	3
		8
Fall 2009		
First ½ of the semester		
PHRM 122	Law and Ethics	2
PHRM 124	Pharmacy Lab	2
Second ½ of the semester		
PHRM 125	Clinical 320 hours required for completion*	8
		12
		TOTAL CREDITS 44

Lecture hours may also denote individualized and small group instruction.

* 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.

PHLEBOTOMY/PATIENT CARE TECHNICIAN, DIPLOMA



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 program fees

Tuition.....	\$2,146
Fees.....	\$1,312
National Certification Exam Fees.....	\$ 125
Books & Supplies	\$ 500
Tools & Supplies	\$ 50
Background Check/Drug Screen	\$ 110
Other.....	\$ 350
TOTAL.....	\$4,593

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
PH 101	Phlebotomy/Intro to	1
HC 110	Basic Anatomy	3
HC 114	Health Care/Human Relations	3
HC 113	Medical Terminology	2
HC 121	Patient Care Techniques I	3
COMM 102	Communication in the Workplace	3
CIS 101	Computer Essentials	2
		17
Second		
(Approximately first 9 weeks of the semester)		
HC 221	Patient Care Techniques II (Preq Core)	2
PH 121	Principles and Practices (Preq Core)	2
(Approximately 8 weeks of the semester)		
PH 122	Clinical Practice* (Preq PH 121 & HC 221)	8
		12
		TOTAL CREDITS 29

*Requires satisfactory completion of all required coursework and approval of Program Chair.

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.

Background checks and drug screenings are required for this program.

estimated program fees

Tuition.....	\$3,552
Fees.....	\$2,172
Books & Supplies	\$ 850
Program Lab Fee.....	\$ 243
Background Check/Drug Screen	\$ 110
Other.....	\$ 380
Moving and Travel.....	\$1,500
TOTAL.....	\$8,807

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
ST 100	Surgical Techniques (Coreq ST 110)	3
ST 110	Surgical Techniques Lab (Coreq ST 100)	2
ST 121	Surgical Asepsis (Coreq Health Core & ST 100)	2
HC 114	Health Care/Human Relations	3
HC 112	Applied Anatomy/Physiology/Med Terminology	4
HC 121	Patient Care Techniques	3
		17
Second		
ST 112	Surgical Procedures (Preq 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 122	Surgical Procedures Lab (Coreq ST 112)	2
ST 123	Surgical Pharmacology (Preq Health Core & ST 100)	1
COMM 102	Communication in the Workplace	3
HC 102	Math for Medications	1
		19
Third (Approximately 10 weeks)		
ST 124	Clinical Practice II (Preq ST 112, 114, 120, 122, 123 & Permission of Program Chair)	6
ST 134	Clinical Practice III (Preq ST 124 & Permission of Program Chair)	6
		12
		TOTAL CREDITS 48

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.

HORTICULTURE TECHNOLOGY

Horticulture Technology84
Landscape Technology85
Turf Management Technology.....86

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		
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
		16
Second		
HT 121	Perennials	3
HT 124	Landscape Design I (Preq HT 112)	4
HT 125	Greenhouse I	3
HT 131	Internship (Preq Depart Approval)	1
SPCM 101T	Fundamentals of Speech	3
MATH 115	College Math (Preq Placement Assessment)	3
		17
Third		
HT 123	Soils & Fertilizers	3
HT 211	Landscape Construction (Preq HT 124)	4
HT 213	Greenhouse II (Preq HT 125)	4
ENGL 101T	Composition (Preq Placement Assessment)	3
PSYC 101T	General Psychology	3
		17
Fourth		
HT 223	Garden Center Management	3
HT 231	Arboriculture (Preq HT 123)	3
HT 232	Interiorscaping/Fruits & Vegetables (Preq HT 124)	3
Elective	Technical Elective	3 or 4
SOC	Social Science Elective: ECON 201T - Economics, or SOC 150T - Social Problems, or SOC 250T - Marriage & the Family	3 15 or 16
		TOTAL CREDITS 65 or 66
Fourth Semester Electives:		
HT 222	Residential Irrigation/Equipment Operations	3
HT 221	Landscape Design II (Preq HT 124)	4
HT 225	International Horticulture*	3
BUS 240	Conversational Spanish	3

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

estimated program fees

Tuition.....	\$ 4,810
Fees.....	\$ 2,974
Books & Supplies	\$ 1,125
Tools & Supplies	\$ 200
TOTAL.....	\$ 9,109
*HT 225 Elective Cost.....	\$2,500

LANDSCAPE TECHNOLOGY, AAS DEGREE



Landscape 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 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 program fees

Tuition.....	\$4,884
Fees.....	\$2,986
Books & Supplies	\$1,125
Tools & Supplies	\$ 200
TOTAL.....	\$9,195
*HT 225 Elective Cost.....	\$2,500

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
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
		16
Second		
HT 121	Perennials	3
HT 124	Landscape Design I (Preq HT 112)	4
HT 125	Greenhouse I	3
HT 131	Internship (Preq Department Approval)	1
SPCM 101T	Fundamentals of Speech	3
MATH 115	College Math (Preq Placement Assessment)	3
		17
Third		
HT 123	Soils & Fertilizers	3
HT 211	Landscape Construction (Preq HT 124)	4
HT 227	Landscape CAD (Preq HT 124 & CIS 101)	4
ENGL 101T	Composition (Preq Placement Assessment)	3
PSYC 101T	General Psychology	3
		17
Fourth		
HT 221	Landscape Design II (Preq HT 124)	4
HT 222	Residential Irrigation/Equipment Operations	3
HT 231	Arboriculture (Preq HT 123)	3
Elective	Technical Elective	3
SOC	Social Science Elective: ECON 201T - Economics, or SOC 150T - Social Problems, or SOC 250T - Marriage & the Family	3
		16
		TOTAL CREDITS 66
Fourth Semester Electives:		
HT 223	Garden Center Management	3
HT 225	International Horticulture*	3
HT 232	Interiorscaping/Fruits & Vegetables (Preq HT 124)	3
BUS 240	Conversational Spanish	3

Lecture hours may also denote individualized and small group instruction.

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

TURF MANAGEMENT TECHNOLOGY, AAS DEGREE



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. 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.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
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
		<u>16</u>
Second		
HT 121	Perennials	3
HT 124	Landscape Design I (Preq HT 112)	4
HT 126	Irrigation Principles & Practices (Preq HT 113)	3
HT 141	Spring Turf Management Practical	1
SPCM 101T	Fundamentals of Speech	3
MATH 115	College Math (Preq Placement Assessment)	3
		<u>17</u>
Third		
HT 123	Soils and Fertilizers	3
HT 211	Landscape Construction (Preq HT 124)	4
HT 142	Fall Turf Management Practical	1
ENGL 101T	Composition (Preq Placement Assessment)	3
PSYC 101T	General Psychology	3
SOC	Social Science Elective: ECON 201T - Economics, SOC 150 T- Social Problems, or SOC 250T - Marriage & the Family	3
		<u>17</u>
Fourth		
HT 215	Foremanship Training (Preq HT 113)	3
HT 224	Turf Management in Sports (Preq HT 113)	3
HT 231	Arboriculture (Preq HT 123)	3
HT 226	Equipment Operations & Maintenance (Preq HT 113)	3
BUS	Business Elective: BUS 230 - Small Business Entrepreneurship, or BUS 240 - Conversational Spanish	3
		<u>15</u>
		TOTAL CREDITS 65

Lecture hours may also denote individualized and small group instruction.

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

estimated program fees

Tuition.....	\$4,810
Fees.....	\$2,974
Books & Supplies	\$1,235
Tools & Supplies	\$ 200
TOTAL.....	\$9,219

INDUSTRIAL TECHNOLOGY

HVAC/R88

Machine Tool Technology89

Machine Tool Operations90

Residential Heating and Air Conditioning Technology91

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 program fees

Tuition.....	\$ 5,106
Fees.....	\$ 3,157
Books & Supplies	\$ 930
Tools & Supplies	\$ 950
Other.....	\$ 40
TOTAL.....	\$10,183

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
RA 110	Basic Electricity	5
RA 111	Basic Refrigeration (Coreq RA 110)	4
RA 112	Basic Heating Systems (Coreq RA110)	3
RA 113	Sheet Metal Layout & Fabrication	2
MATH 115	College Math (Preq Placement Assess)	<u>3</u>
		17
Second		
RA 120	Heating/Troubleshooting (Preq RA 110, RA 112)	5
RA 121	Air Conditioning Installation (Preq RA 110, 111, 112)	4
RA 122	Air Conditioning/Troubleshooting (Preq RA 110 & 111)	3
ENGL 101T	Composition (Preq Placement Assess)	3
CIS 101	Computer Essentials	<u>2</u>
		17
Third		
RA 210	Service & Repair Procedures (Preq RA122)	4
RA 211	Design & Installation (Preq RA 122)	4
RA 212	Water Cooled Equipment (Preq RA 122)	2
RA 213	Special Equipment (Preq RA 122)	2
PSYC 101T	General Psychology	3
ENGL 201	Technical Writing (Preq ENGL 101)	<u>3</u>
		18
Fourth		
RA 220	Reclaim & Outdoor Equipment (Preq RA 210 & 211)	2
RA 221	Split & Unitized Equipment (Preq RA 210 & 211)	3
RA 222	High Pressure Chillers (Preq RA 210 & 212)	3
RA 223	Troubleshooting & Maintenance (Preq RA 210 & 211)	3
RA 224	Heat Pump Systems (Preq RA 212 & Coreq RA 221)	3
SOC	Social Science Elective: ECON 201T - Economics, SOC 150T - Social Problems, or SOC 250T - Marriage & the Family	<u>3</u>
		17
		TOTAL CREDITS 69

HVAC Instructors

Timothy Hummel, M.Ed. BS, AAS: 14 years industry experience, 14 years teaching experience.

Paul Tunge, AAS: 9 years industry experience, 3 years teaching experience.

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Students must earn a "C" or better in all HVAC courses in order to graduate.

MACHINE TOOL 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.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
MATH 115	College Math (Preq Placement Assess)	3
MT 110	Machinist Math I	2
MT 112	Print Reading	2
MT 113	Machine Tool Theory I (Coreq MT 114)	2
MT 114	Machine Tool Lab I (Coreq MT 113)	6
		15
Second		
CIS 101	Computer Essentials	2
MT 120	Machinist Math II (Preq MT 110)	2
MT 123	Machine Tool Theory II (Preq MT 113, Coreq MT 124)	2
MT 124	Machine Tool Lab II (Preq MT 114, Coreq MT 123)	6
MT 125	Computer Numerical Control I (Preq CIS 101, MT 113 & 114)	3
		15
Third		
MT 213	Machine Tool Theory III (Preq MT 123, Coreq MT 214)	3
MT 214	Machine Tool Lab III (Preq MT 124, Coreq MT 213)	6
MT 215	Computer Numerical Control II (Preq MT 125)	3
PSYC 101T	General Psychology	3
ENGL 101T	Composition (Preq Placement Assessment)	3
		18
Fourth		
ENGL 201	Technical Writing (Preq ENGL 101)	3
MT 222	Machine Tool Theory IV (Preq MT 213, Coreq MT 223)	4
MT 223	Electrical Discharge Machines (Coreq MT 222)	2
MT 224	Machine Tool Lab IV (Preq MT 214, Coreq MT 222)	7
SOC	Social Science Elective: ECON 201T - Economics, or SOC 150T - Social Problems, or SOC 250T - Marriage & the Family	3
		19
	TOTAL CREDITS	67

Requirements: Achievement of a grade of "C" or higher for each MT course is required for graduation and before moving to the next semester.

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

estimated program fees

Tuition.....	\$ 4,958
Fees.....	\$ 3,065
Books & Supplies	\$ 925
Tools & Supplies	\$ 2,000
TOTAL.....	\$10,948

MACHINE TOOL 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.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
MATH 115	College Math (Preq Placement Assessment)	3
MT 110	Machinist Math I	2
MT 112	Print Reading	2
MT 113	Machine Tool Theory I (Coreq MT 114)	2
MT 114	Machine Tool Lab I (Coreq MT 113)	6
		15
Second		
CIS 101	Computer Essentials	2
ENGL 101T	Composition (Preq Placement Assessment) (DIP COMM 102)	3
MT 120	Machinist Math II (Preq MT 110)	2
MT 123	Machine Tool Theory II (Preq MT 113, Coreq MT 124)	2
MT 124	Machine Tool Lab II (Preq MT 114, Coreq MT 123)	6
MT 125	Computer Numerical Control I (Preq CIS 101, MT 113 & 114)	3
		18
		TOTAL CREDITS 33

Requirements: Achievement of a grade of "C" or higher for each MT course is required for graduation and before moving to the next semester courses.

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

estimated program fees

Tuition.....	\$2,442
Fees.....	\$1,510
Books & Supplies	\$ 400
Tools & Supplies	\$2,000
TOTAL.....	\$6,352

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 program fees

Tuition.....	\$2,516
Fees.....	\$1,555
Books & Supplies	\$ 400
Tools & Supplies	\$ 750
Other.....	\$ 40
TOTAL.....	\$5,261

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
RA 110	Basic Electricity	5
RA 111	Basic Refrigeration (Coreq RA 110)	4
RA 112	Basic Heating Systems (Coreq RA110)	3
RA 113	Sheet Metal Layout & Fabrication	2
MATH 115	College Math (Preq Placement Assess)	3
		17
Second		
RA 120	Heating/Troubleshooting (Preq RA 110, RA 112)	5
RA 121	Air Conditioning Installation (Preq RA 110, 111, 112)	4
RA 122	Air Conditioning/Troubleshooting (Preq RA 110 & 111)	3
COMM 102	Communication in the Workplace	3
CIS 101	Computer Essentials	2
		17
		TOTAL CREDITS 34

HVAC Instructors

Timothy Hummel, M.Ed. BS, AAS: 14 years industry experience, 14 years teaching experience.

Paul Tunge, AAS: 9 years industry experience, 3 years teaching experience.

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Students must earn a "C" or better in all HVAC courses in order to graduate.

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

TRANSPORTATION TECHNOLOGY

Automotive Technology.....	93
Collision Repair & Refinish Technology.....	94
Diesel Technology	95

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 program fees

Tuition.....	\$ 4,810
Fees.....	\$ 2,974
Books & Supplies	\$ 1,155
Tools & Supplies	\$ 2,300
Other.....	\$ 224
TOTAL.....	\$11,463

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
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 (Preq Placement Assessment)	3
		16
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	2
ENGL/SPCM	ENGL 201 Technical Writing (Preq ENGL 101) or SPCM 101T Fundamentals of Speech	3
		17
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 (Preq Placement Assessment)	3
		15
Fourth		
AT 230	Engine Performance Theory (Preq AT 210)	5
AT 231	Engine Performance Lab (Coreq AT 230)	6
PSYC 101T	General Psychology	3
SOC	Social Science Elective: ECON 201T - Economics, SOC 150T - Social Problems, or SOC 250T - Marriage and the Family	3
		17
	TOTAL CREDITS 65	

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

2-year Diploma option (instead of Associates Degree):

COMM 102	Communications in the Workplace (Replaces ENGL 101T)	3
PSYC 103	Psychology at Work (Replaces PSYC 101T)	3
SOC	Social Science Elective - Not Required	3
ENGL/SPCM	Technical Writing/Fundamentals of Speech - Not Required	3

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		
AB 110	Auto Body Repair & Safety/Intro to	5
AB 111	Auto Body Welding	3
AB 112	Auto Body Lab	5
MATH 115	College Math (Preq Placement Assessment)	3
		16
Second		
AB 120	Stationary Panel/Frame/Unibody	5
AT 140	Wheel Alignment	2
AB 122	Auto Body Lab	5
PSYC 101T	General Psychology	3
CIS 101	Computer Essentials	2
SPCM 101T	Fundamentals of Speech	3
		20
Third		
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	2
ENGL 101T	Composition (Preq Placement Assessment)	3
		16
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 (Preq Dept Approval)	1
SOC	Social Science Elective: ECON 201T - Economics, SOC 150T - Social Problems, or SOC 250T - Marriage and the Family	3
		18
		TOTAL CREDITS 70

2-year Diploma option (instead of Associates Degree):

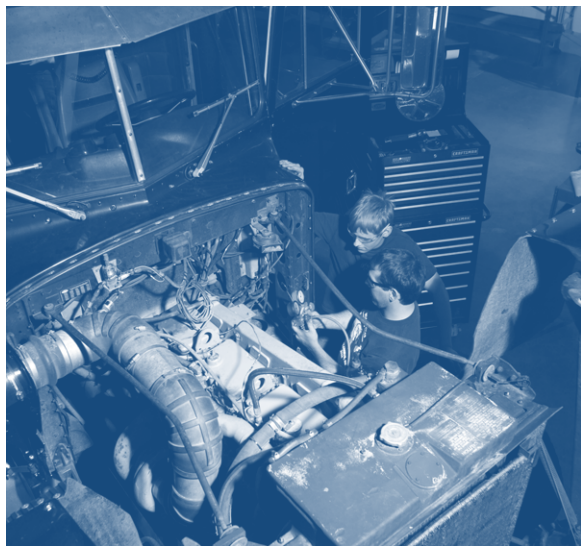
COMM 102	Communications in the Workplace (Replaces ENGL 101T)	3
PSYC 103	Psychology at Work (Replaces PSYC 101T)	3
SOC	Social Problems, Economics, Marriage in the Family Not Required	3
SPCM101	Fundamentals of Speech – Not Required	3

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

estimated program fees

Tuition.....	\$ 5,180
Fees.....	\$ 3,202
Books & Supplies	\$ 1,125
Tools & Supplies	\$ 2,100
Other.....	\$ 120
TOTAL.....	\$11,727

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, transmissions, and air conditioning.

PROGRAM CURRICULUM

Semester	Course Title	Credits
First		
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	3
		15
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	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 Assess)	3
ENGL/SPCM	Fundamentals of Speech (SPCM 101T) or Technical Writing (ENGL 201)	3
		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	Social Science Elective: ECON 201T - Economics, or SOC 150T - Social Problems, or SOC 250T - Marriage & the Family	3
		15
		TOTAL CREDITS 65
2-year Diploma option (instead of AAS):		
COMM 102	Communications in the Workplace (Replaces ENGL 101)	3
PSYC 103	Psychology at Work (Replaces PSYC 101)	3
	Social Science Elective - Not Required	
ENGL/SPCM	Technical Writing/Fundamentals of Speech Not Required	3

Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

estimated program fees

Tuition.....	\$ 4,810
Fees.....	\$ 2,974
Books & Supplies	\$ 1,012
Tools & Supplies	\$ 2,800
Other	\$ 120
TOTAL.....	\$11,716

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 111	Anatomy/Physiology/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 Intro 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 brazing, cutting, arc welding 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. *Corequisites:* AB 211, AB 212, AB 213

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 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 Peachtree 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. Turbo Tax 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 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

ACCT 238 Government Non-profit Accounting 3 Credits

Builds the students understanding of the basic concepts of governmental and non-profit accounting. Typical topics include preparing and recording budgets, as well as basic property tax concepts. The student is also introduced to analyzing and entering typical governmental transactions and developing non-profit financial statements. *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. *Corequisite:* ACT 121

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:* DT 101; *Corequisite:* ACT 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; *Corequisite:* ACT 212

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; *Corequisite:* ACT 210

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

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. *Corequisite:* AT 121

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. *Corequisite:* AT 131

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. *Corequisite:* AT 211

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; *Corequisite:* AT 231

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 Patient Care Equipment 3 Credits

Intended to provide the information and concepts necessary to develop a firm understanding of patient care equipment operation. Emphasis is placed on the theory of operation, calibration procedures, and troubleshooting techniques. Students will learn how to use various pieces of test equipment associated with patient care equipment. *Prerequisite:* BMET 200; *Corequisites:* BMET 211, BMET 220 and BMET 221

BMET 211 Patient 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 Neuro/Cardiac Care Instrumentation 3 Credits

Intended to provide the information and concepts necessary to develop a firm understanding of neuro/cardiac care instrumentation. Emphasis is placed on the theory of operation, calibration procedures, and troubleshooting techniques. The student will learn how to use various pieces of test equipment associated with neuro/cardiac care instrumentation. *Corequisite:* BMET 210

BMET 221 Neuro/Cardiac Care Instrumentation Lab 2 Credits

Provides the hands-on experience of calibrating and troubleshooting neuro/cardiac care instrumentation. Instructor-inserted faults will enable the student to develop the necessary skills in repairing neuro/cardiac care instrumentation. *Corequisite:* BMET 220

BMET 230 Medical Safety 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:* CHEM106T; *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. *Prerequisite:* ET 281; *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 100 Team Building 3 Credits

This course introduces the teamwork and team-building concept and movement throughout education, industry and communities. Students will read and discuss the various philosophies in self-directed teams as well as total quality management. Students will observe and compare working teams in education, industry, communities and families and will participate in team building activities and discussions.

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 107 Office Procedures 4 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 facsimile/copier will be learned. Some time will also be spent developing the ten-key touch method for typical business calculations. *Prerequisites or corequisites:* Math 115, 40 cwam

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.

BUS 140 Business Law 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, real property, landlord and tenant, employment, partnerships, and corporations.

BUS 152 Desktop Publishing 3 Credits

Creativity, design, and layout are expressed by students learning Aldus Pagemaker. A learn while doing approach will develop a great portfolio for careers requiring Desktop Publishing experience.

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 non-traditional 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 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

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. This course is certified by the South Dakota Real Estate Commission and fulfills 60 of the 100 hours required for licensure.

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 240 Conversational Spanish 3 Credits

Students will learn the basic speaking and listening skills needed for various business transactions. Emphasis is placed on pronunciation, vocabulary acquisition, and basic grammatical concepts so students can function in simple communicative situations.

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, BUS 295 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

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 and DT 101 or Department Approval

CAD 211 Computer Assisted Design II 4 Credits

A continuation of CAD I, emphases 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

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 120T

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 211

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 220 Civil CAD III/Geographical Information Systems 3 Credits

This is two part course. The first half of this course is designed to provide students with a deeper understanding of the Civil Design software of LDT that all civil engineering and survey organizations using Land Desktop depend on heavily. The second half of this course is designed to provide students with an introduction of the theory and applications of Geographical Information Systems using Land Desktop Map. *Prerequisites:* CAD 211, CET 210; *Corequisite:* CET 220

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:* CAD 222

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:* CAD 222

CET 101 Engineering Technical Math 4 Credits

A practical working knowledge of mathematical ideas beginning with basic algebra, followed by intermediate algebra, geometry and concluding with right angle trigonometry. Topics include polynomials, factoring, rational expressions and complex numbers. It continues with linear equations and inequalities, graph functions, polynomial and rational function, exponential, logarithms and systems of equations. The course concludes with a review of geometry and right angle trigonometry. The course will focus on applying the knowledge to engineering situations. Special emphasis will be placed on critical thinking and problem solving using engineering formats.

CET 110 Survey I 3 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. *Corequisites:* CET 101, DT 101

CET 120 Survey II 4 Credits

Survey II is a course in topography where electronic equipment is introduced to the science of surveying. 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 surveyed (2-3 man group) and individually completing 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 122 Intro to Land Development Desktop 2 Credits

An introduction to the software and applications of Land Development Desktop with laboratory exercises to illustrate the practical uses of these concepts. *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 210 Survey III/Route Layout 4 Credits

A series of field projects in construction staking such as laying out horizontal curves, house/building staking, curb and gutter, storm and sanitary sewer and slope staking. These will be performed by the use of total stations robotics instruments, GPS and data collectors. Computations in vertical curves and super elevations will be studied along with other factors affecting construction staking, route location and design. Plans, profiles and cross-sections will be produced for individuals with a complete set of road/street plans for a short road design project. *Prerequisite:* CET 120

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 120T

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 Survey II

CET 220 Survey IV/GPS 3 Credits

A fundamental theory to practical applications of GPS; a study of GPS errors, accuracies, techniques in everyday practice, GPS technology, common hardware, surveying methods and planning and observation. Static field projects using the harn and cor stations will be performed along with RTK projects in data collections and stakeout. *Prerequisite:* CET 210

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. *Prerequisites:* CET 215; Survey III GPS; CAD 220

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 & 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 122 LDT

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.

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 I-notes electronic 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, exercise-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 123 Word Processing 4 Credits

Word processing concepts and document formatting are presented along with hands-on training using Word for Windows software on a microcomputer. Students will learn word processing skills through the advanced level. Students will develop skill in the creation and revision of many typical business documents, forms and templates using the proper layout, style and techniques. Document creation with speed, accuracy and appropriate English usage and punctuation practices will be emphasized. Keyboarding speed and accuracy will also be developed. *Prerequisites or Corequisites:* CIS 105, Keying Speed of 30 cwam or CIS 100

CIS 125 Advanced Microcomputer Applications 3 Credits

Expands upon the students' business computer applications skills through advanced learning in the Microsoft Office Suite: Microsoft Word documents, Microsoft Excel spreadsheets, Microsoft Powerpoint presentations and Microsoft Frontpage web sites. 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 desktop 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. Program design tools such as flowcharts and pseudocode will be incorporated into the development of beginning-level business applications using the Java programming language. Topics covered include data types, operators, expressions, program flow control statements, and methods. Students will also create and use their own class libraries.

CIS 132 Visual Basic.NET - Intro 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 or equivalent

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, interfacing with databases using SQL statements in Java programs, and creating graphical user interfaces. *Prerequisite:* 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, SAMBA and Windows connectivity, and configuring X-Windows.

CIS 165 iSeries/400 3 Credits

Introduces students to the IBM iSeries/400 midrange system environment. Basic skills required of programmers and system operators will be developed. Students learn to define data files and create simple menus. Use of iSeries utilities, control language commands, and the GUI interface (iSeries Navigator) are also covered.

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.

CIS 180 Windows Server OS 3 Credits

Covers the basic installation, configuration, security and maintenance of Windows 2003. Students should be able to add users, assign a shared disk space and install printers. System management skills, and concepts relating to the MCSE 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

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 the Oracle Certified Professional (OCP) exam, "Introduction to Oracle9i SQL Exam."

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 197 Internet Applications 3 Credits

Students will develop their own web sites while working with some of the most popular web tools used today, including Adobe Photoshop, Microsoft, and Macromedia Flash. Extensive hands-on experience with images is gained when students learn how to create, edit, optimize and animate images, work with image mapping and slicing tools, and create rollover effects. Additional topics covered include Cascading Style Sheets, JavaScript, and DHTML. *Prerequisites:* CIS 130, CIS 195

CIS 198 Image and Animation Applications 3 Credits

Develop web pages while working with some of the most popular web tools used today, including Adobe Photoshop, Macromedia Dreamweaver and Macromedia Flash. Extensive hands-on experience with images is gained when 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 105 or CIS 106

CIS 232 Visual Basic.NET - Advanced 3 Credits

Use Microsoft's Visual Basic.NET to develop a variety of Windows applications, including multi-tier programs that employ object-oriented programming techniques. 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 with Crystal Reports. Students are also introduced to ASP.NET 2.0, Microsoft's Web development tool. *Prerequisite:* CIS 132

CIS 235 RPG Programming 4 Credits

Students learn to use the IBM iSeries/400 computer system and Operations 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. *Prerequisites:* CIS 130, 165 or instructor consent

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

Address 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. Macromedia's Dreamweaver will be used as the primary Website development, integration, and management tool. *Prerequisites:* CIS 130, CIS 195

CIS 248 Application Development - Advanced 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 (Java) 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, kernel recompiling, ipchains and iptables firewall, Apache web server, FTP server, Samaba file sharing server, Send-mail email server, BIND DNS server and NFS file sharing. *Prerequisite:* CIS 160

CIS 265 Development Trends in iSeries/400 3 Credits

Provides an overview of current trends and techniques used within the iSeries/400 environment. Some topics apply to information systems in general, while others are specific to the iSeries/400 environment. Students will be exposed to a variety of standard tools available on the iSeries/400 such as iSeries Navigator, Client Access Express and Websphere Studio. Other development environments for e-business and application integration will be discussed and students will observe demonstration of sites that utilize these products. Students will also learn to use Internet resources for iSeries/400 support and information. *Prerequisites:* CIS 145, CIS 165 or instructor consent

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, CIS249

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 2000 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 2003 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 3 Credits

Students will receive hands-on experience in creating Novell networks, as well as upgrading versions in this combined lecture-lab course. They will download and install services packs, implement ZEN Works, Group Wise, and NDPS printing. Designed to assist students in preparation for the Novell Certified Network Administrator exam.

CIS 279 Database Administration 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. The reporting software Crystal Reports will also be covered in the course. *Prerequisite:* CIS 194

CIS 281 Network Troubleshooting 4 Credits

Covers Microsoft 2003 Network Administration. Students will gain experience troubleshooting DNS, DHCP, Remote Access, WINS, IPSec, and Routing, students will work with advanced Routing protocols OSPF, EIGRP, and ISIS. Gives students good problem solving skills by exposing them to numerous utilities and tools to effectively problem solve network issues. *Prerequisites:* CIS 180, CIS 187

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 JavaScript, and server-side scripting languages, such as PHP, JSP and ASP, to test Internet 3-Tier network configurations. *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 Systems 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

CIS 294 Database Management & Design 3 Credits

This course introduces students to the popular relational database management system (RDBMS) Microsoft SQL Server. General features of SQL Server will be explored to allow students to get a good understanding of the RDBMS. Data stored in SQL Server will then be retrieved and manipulated using Crystal Reports to present the data in an accurate and readable fashion to an end user. *Prerequisite:* CIS 106 or instructor consent

CIS 295 Database Management & Design 3 Credits

Begins with a comparison of relational databases and file systems. Database modeling is introduced, using software such as Visio for implementation of entity relationship modeling. Structured query language (SQL) provides a basic foundation of data definition and data manipulation. Database software such as Access, Oracle, or SQL Server are used to demonstrate the features of SQL. ER modeling, object modeling and normalization are also covered in the course. Concludes with an overview of client/server systems, internet database applications and database management. *Prerequisite:* CIS 106 or instructor consent

CIS 296 Microsoft Web Server Development 3 Credits

Create dynamic Web applications using server-side programming technologies. ASP.NET 2.0 will be used to develop a variety of applications that include the following tasks: process form data from the client, and send out e-mail from a Web page; interact with other computer applications on the server; read and write information to a file on the server; interact with MS Access databases by binding to the DataReader and/or DataSet objects; and retrieve data from SQL Server using stored procedures and Visual Basic.NET. *Prerequisites:* CIS 132, CIS 195

CIS 298 Oracle Development 3 Credits

Introduces students to the use of Oracle PL/SQL for database and application development in a Client/Server environment. Students will learn to use SQL to create tables, insert and modify data, and create queries, forms, and reports. They will also learn concepts of client and server-side application development used in conjunction with database connectivity. *Prerequisites:* CIS 130, CIS 295 or instructor consent

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.

CJ 105 Introduction to Criminal Justice 3 Credits

An introduction to the history and philosophy of criminal justice systems with emphasis on law enforcement, courts, and corrections. Uniforms required.

CJ 106 Crime in America 3 Credits

Course builds on select CJ 105 subjects, providing students with more detailed analyses of age-old and emerging criminal justice topics, including traditional versus community-oriented policing, principles and proportions of punishment, research, parole and probation, ethics and the administration, imposition and effect of the death penalty.

CJ 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.

CJ 108 Physical Fitness, Nutrition and Wellness 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.

CJ 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:* CJ 105, CJ 106, CJ 107

CJ 118 Physical Fitness, Nutrition and Wellness 1 Credit

This course continues the personal physical fitness progress of the student began in CJ108. The student applies themselves to build on their fitness routine for the purpose of preparing them to pass the program's fitness test. *Prerequisite:* CJ108

CJ 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:* CJ 105, CJ 106, CJ 107

CJ 200 Use of Force and PT 1 Credit

Builds on knowledge learned in Law Enforcement Survival by granting students additional time to perform defensive tactics, mechanics of arrest and wellness exercises. *Prerequisite:* Law Enforcement Science Core

CJ 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. *Prerequisite:* Law Enforcement Science Core

CJ 202 Use of Force and PT II 1 Credit

Course builds on knowledge and techniques learned in Law Enforcement Survival (CJ 209) and Use of Force and Physical Training (CJ 200) by granting students additional time to perform defensive tactics, mechanics of arrest, and wellness exercises.

CJ 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

CJ 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

CJ 208 Physical Fitness, Nutrition and Wellness 1 Credit

This course continues the personal physical fitness progress of the student began in CJ108. The student applies themselves to build on their fitness routine for the purpose of preparing them to pass the program's fitness test. *Prerequisites:* CJ108, CJ208

CJ 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

CJ 210 Crash and Critical Injury Management I 3 Credits

Divided into two parts: first-responder and accident investigation. Identifies, defines and demonstrates techniques for proper first-aid, accident investigation, including identification, neutralization and disposal of hazardous materials, and inter-agency cooperation and report writing. *Prerequisite:* Law Enforcement Science Core

CJ 211 Crash and Critical Injury Management II 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. *Prerequisite:* Law Enforcement Science

CJ 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

CJ 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

CJ 218 Physical Fitness, Nutrition and Wellness 1 Credit

This course continues the personal physical fitness progress of the student began in CJ108. The student applies themselves to build on their fitness routine for the purpose of preparing them to pass the program's fitness test. *Prerequisites:* CJ108, CJ208, CJ 208

CJ 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

CJ 222 Spanish for Law Enforcement 3 Credits

Course enables law-enforcement students with little or no Spanish to communicate with the Spanish-speaking public while performing duties as first responders.

CJ 226 Civil Law for Law Enforcement 3 Credits

Examines the distinctions between civil and criminal law, delineates and describes civil-court processes, including statutes of limitation and service of process, and explores laws from varied sources covering, among other things, amercement, asset forfeiture, debt collection, court security, civil liability for criminal justice professionals and mental-illness-commitment procedures. *Prerequisite:* Law Enforcement Science Core with a "C" average

CJ 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. *Prerequisite:* Law Enforcement Science Core

CJ 251 Sex Offenders in the Criminal Justice System 3 Credits

A study of sex-offender types, treatments offered, sex crimes, sex-crime policy and dynamic nature of legislation affecting sex-offenders. *Prerequisite: Law Enforcement Science Core*

CJ 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*

CJ 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*

CJ 291 Certification Review 1 Credit

Course prepares students for the South Dakota Law Enforcement Reciprocity Test. *Prerequisite: Successful completion of prior CJ courses*

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.

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 videotaped interviews to hone interview skills. Finally, students will learn the importance of research and follow-up strategies.

CST 283 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. *Prerequisites: CIS 180, CIS 160*

CST 284 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. *Prerequisites: CIS 180, CIS 160*

CV 101 Intro to Cardiovascular Ultrasound 2 Credits

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 122 Cardiovascular Principles & Arrhythmias 5 Credits

An introduction to the role of the Cardiovascular Technologist includes an introductory study of cardiovascular terminology as it relates to general anatomy and physiology. Students will be introduced and trained to perform electrophysiology of the heart procedures and basic principles of EKG interpretation and tracings and the concepts essential in the recognition of cardiac arrhythmias, as well as become familiar with EKG, stress testing and Holter monitoring equipment. *Prerequisite: Health Core*

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 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: CV 122, CVP 124, CVN 124 or CVI 210*

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: CV 122, CVP 124, CVN 124 or CVI 210*

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 3 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 4 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*

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 210*

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 3 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, CV 122*

CVI 212 Invasive Cardiovascular II 7 Credits

A continuation of Invasive Cardiovascular I. Special emphasis on hemodynamic and ECG data. Protocol 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. *Prerequisite: CVI 134*

CVI 233 Invasive Cardio I Clinical 16 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. Empha-

sis 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:* CVI 212, CVI 200, CV 131, CV 202, 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

CVN 123 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.

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 134, CV 123, CV 122

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:* CV 123, CVN 124

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 135 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. *Prerequisite:* Completion of Health Core

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 123

CVN 213 Cardiac Ultrasound II Lab 1 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. *Prerequisites:* CVN 124, CVN 123

CVN 233 Cardiac Ultrasound I Clinical 16 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:* CVN 212, CVN 125, CV 131, CV 202 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 120 EKG Interpretation 2 Credits

The student will be introduced to the electrophysiology of the heart and basic principles of EKG interpretation and the concepts essential in the recognition of cardiac arrhythmias. Students will become familiar with EKG, stress testing and Holter monitoring equipment. *Prerequisites:* CV 101, CVP 102

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. *Prerequisite:* CVP124 & CVP124L

CVP 126 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:* CVP125

CVP 134 Vascular Anatomy 4 Credits

Comprehensive study of the role of the Vascular Ultrasound Technologist. A thorough knowledge of vascular anatomy to include the heart, microvascular anatomy, and the venous and arterial anatomy of the central, peripheral and cerebral systems. Course also covers how to obtain a patient's history, their physical and what signs and symptoms to look for. *Prerequisite:* Health Core

CVP 134L Vascular Anatomy Lab 2 Credits

Hands-on experience in the lab working with the ultrasound equipment to understand the knobology of the machines in acquiring images. Imaging of vascular anatomy and surrounding anatomical structures will be the focus of this lab. Students will practice on fellow students during and outside of lab for assigned lab projects. Non-imaging vascular equipment will also be introduced. *Corequisite:* CVP 134

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. *Prerequisite:* 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, 124, 123, 136, 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 212 Vascular Pathophysiology 6 Credits

Introduces vascular pathology that can be seen in the vascular circulation and how it affects the physiology of blood flow. Vascular pathology will be discussed and how it is seen on vascular testing, 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. *Prerequisite: CVP 124, CVP 124L*

CVP 213 Vascular Pathophysiology Lab 1 Credit

During lab, students will continue to perfect their scanning skills in the various vascular tests. This lab will continue to further their scanning skills in preparation for their clinical rotation. Students will practice on fellow students during and outside of lab for assigned lab projects. *Corequisite: CVP 212*

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 211*

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. *Prerequisite: 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: All 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 driveline 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 111, PHYS 100, MATH 102

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 111, PHYS 100, MATH 102

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 on 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 to: 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. *Prerequisites:* DMS 130, DMS 200

DMS 250 Clinical Sonography II 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 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 the 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

This course is 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 the 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.

ECON 201T Principles of Economics 3 Credits

Focuses on the art and science of economic analysis and will serve as an introduction to the basics of microeconomics concepts and how they are used in the national and global economy. Topics covered include scarcity, opportunity cost, comparative advantage, supply and demand analysis, price analysis, consumer choice, elasticity, production curves, cost curves, revenue curves, and market structure.

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. By placing of electrodes on the scalp, amplifying the electrical signal and recording this activity through the skull, a basic EEG is performed. 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.

ENDT 110 Basic Electricity 1 Credit

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).

ENDT 120 Applied Electronics & Instrumentation 2 Credits

Includes electronics and instrumentation associated with the conventional electroencephalograph; the power supply contribution of electrodes, differential amplifier concepts, filters (low frequency, high frequency and 60 hertz filter), the writer unit, electrical output, electrical safety and standards for clinical electroencephalographs. Also covers ambulatory monitoring and digital electroencephalography. *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: HC 111*

ENDT 122 Electroneurodiagnostic Technical Science 5 Credits

Provides theory and application of electrical concepts, recording techniques, data analysis and description. The electrical signals from the brain are in a constant flux. These variations occur in two dimensions: time and amplitude. Time is expressed in cycles per second or hertz. Amplitude is an index of voltage. Students will learn recording techniques, standard machine settings, when changing these settings may be indicated, data analysis, recognition of spikes, sharp wave versus slow waves, and wave form description, i.e., there is phase reversing spike at 100uV amplitude over the left anterior temporal convexity. *Prerequisites: HC 111, 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 111, 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.

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.

ENDT 210 Evoked Potential II 3 Credits

In depth study of all three modalities; somatosensory uses in clinical and intra-operative 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.

ENDT 220 Electroneurodiagnostic Clinical Science II 2 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.

ENDT 230 Polysomnography II 3 Credits

Hands-on experience and instrumentation theory of various polysomnographic recording equipment utilized for recording polysomnographic studies and includes patient hookup, calibration and simulated testing in the lab. Continuous positive airway pressure and oxygen titration will be demonstrated.

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.

ENDT 250 Electroneurodiagnostic Clinical II 16 Credits Provides continued clinical recording techniques including a broad patient population and procedure range. May also include clinical time in a Polysomnography setting.

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.

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 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. *Corequisites:* ET 118, ET 119

ET 118 DC/AC Concepts 3 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. *Corequisites:* ET 116, ET 119

ET 119 Electronic Applications 2 Credits

An introduction to the mathematical approach to analyze electronic circuits. Basic algebra, exponents, metric prefixes, and trigonometry will be covered as it pertains to electronic circuits. *Corequisites:* ET 116, ET 118

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 118, ET 119

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 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.

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 242 Logic Circuits 3 Credits

Introduces students to the fundamentals of digital circuits which includes diode gating, inverters, and all basic logic 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, code converters, multiplexers, ROMs, RAMs, PLAs, read/write circuits, analog-to-digital, and digital-to-analog conversion. *Prerequisites:* ET 118, ET 119

ET 243 Logic Circuits Lab 3 Credits

Introduces students to the fundamentals of digital circuits which includes inverters and all basic digital functions. Students advance 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, code converters, multiplexers, ROMs, RAMs, PLAs, read/write circuits, analog-to-digital, and digital-to-analog conversion. *Corequisite:* ET 242

ET 260 Analog Circuits 3 Credits

Provides an in-depth study of various types of discrete component amplifier configurations, multi-stage amplifiers, power amplifiers, operational amps, oscillators and voltage regulators. Emphasis is placed on circuit troubleshooting. *Prerequisite:* ET 130; *Corequisite:* ET 261

ET 261 Analog Circuits Lab 3 Credits

Provides students with the practical experience of assembling and testing each of the circuits studied in ET 260. Emphasis is placed on proper breadboarding techniques, use of test equipment, troubleshooting and shop procedures. *Corequisite:* ET 260

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 260; *Corequisite:* ET 266

ET 266 Wireless Communications Lab 3 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 261; *Corequisite:* ET 265

ET 266 Wireless Communications Lab 3 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 261; *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 242

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; *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. *Corequisite:* ET 284

GC 100 Graphics Math 2 Credits

Reviews and builds on student's 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.

GC 105 Print Production I 3 Credits

Students will develop skills on Macintosh computers. The various types of printing processes will be examined, including; lithography, flexography, screen printing and variable data printing. Students will learn about the different types of and uses of paper. Bindery and finishing techniques will be introduced as well as proofreading techniques. Students will be introduced to grayscale and color formats and uses. File formats and best uses will also be introduced.

GC 111 Digital Layout I 3 Credits

Explores basics of page layout for print media. Adobe and Quark software are used. Cross-platform strategies and file management are introduced. Output is primarily one color to laser printers. Scanning procedures and Acrobat software are introduced. Applied math and English language skills are reviewed. Keyboarding proficiency is important. *Prerequisite:* Keyboarding speed of 40 CWAM

GC 112 Design I 3 Credits

Introduction to the elements and principles of graphic design involving exercises in page composition, letterform and grid systems. Emphasis on developing skills in handling of tools, materials, and technical terms. Mastery of a visual language is developed from ideas to completed comprehensives. Students will keep a resource file to develop a familiarity with the basics of design.

GC 114 Web Development 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 121 Digital Layout II 3 Credits

Builds computer-based skills for print media and digital production. Page layouts are prepared and refined with master pages, style sheets, templates and layout grids. Raster and vector-based images are adapted for production. Personal organization through file and time management is stressed. *Prerequisites:* CIS 105, GC 111

GC 122 Design II 3 Credits

Covers typography and its application in design. Students use letterforms in all assignments to demonstrate an understanding of typography in design. Format is computer lab exercises and critiques. To be more familiar with a number of typefaces, students will be required to keep a type journal. *Prerequisite:* GC 112

GC 124 Web Development 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 125 Print Production II 3 Credits

Students will expand skills with Macintosh computers and begin to develop skills in file preparation for document production. Skills in creating and manipulating various images will be developed. Students will continue to develop skills working with grayscale and color file formats. Halftone scanning, as it relates to production, will be introduced with an emphasis on highlight and shadow areas and dot percentage. Students will also begin working with file separations and basic trapping. *Prerequisite:* GC105

GC140 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.

GC150 Principles of Animation 3 Credits

The course will begin with a brief history of animation and move on to the principles of animation. Students will learn basic skills in various forms of animation including, stop-motion, hand-drawn, and computer generated animation. The student will explore the processes of story development, creating storyboards, character development, scenes and lighting. Students will complete a variety of exercises, individual and group projects.

GC 205 Print Production III 2 Credits

Emphasis is on quality standards for print production. Students will trouble-shoot jobs, with increasing difficulties, to resolve realistic print design problems. Font management for Macintosh computers is introduced. Time management and record keeping are stressed. Cross-platform and Adobe Acrobat (PDF) jobs are introduced. Students will also continue working with file separations and basic trapping. *Prerequisite:* GC125

GC 211 Digital Layout 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. Students 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. *Prerequisite:* GC 121

GC 214 Design III 2 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 122

GC 215 Web Development 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 221 Digital Layout IV 2 Credits

A capstone course building on skills and competencies in preparation for the job search. Students' primary project is 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. Fonts are converted for Mac and PC use. Font management is explored. *Prerequisite:* GC 211

GC 222 Design IV 3 Credits

Students learn to organize an idea to effectively achieve communication through different projects. Through demonstration and exercises, they will learn to utilize advanced tools and processes to create print, multimedia, and artwork and discover advanced design techniques and features used by professional designers. *Prerequisite:* GC 214

GC 227 Web Development IV 2 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 238 Graphic Communications Internship 3 Credits

The Graphic Communications internship will be obtained in actual work experience at a place of business involved in graphic communications. This would include any one or all of the courses of study in the Graphic Communications program. *Prerequisite:* Department Approval

GC 245 Print Production IV 3 Credits

Students will produce jobs using, grayscale and color printers, then complete them using bindery and finishing techniques. Printing costs and bidding will also be studied. Students will learn about the postal restrictions and regulations. Electronic pre-press skills will be expanded and enhanced. *Prerequisite:* GC 205

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.

HC103 Medical Grammar 3 Credits

The HIPAA regulations and guidelines for Health Care professionals has made the need for medically correct documents more vital than ever. Students must be able to produce and interpret documents for grammar, punctuation, consistency, usage, and spelling.

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 111 Anatomy/Physiology/Medical Terminology 5 Credits

The study of the structure and function of the human body forms the foundation for course work in health-related professions. Students will be prepared to recognize normal anatomy and physiology while noting anatomical as well as physiologic deviations in patients. This course includes a rigorous study of medical terms/abbreviations, correlating with each body system, thus assisting the development of a vocabulary which is necessary for a successful career in allied health.

HC 112 Applied Anatomy/Physiology/Medical Terminology 4 Credits

Forms the foundation for Licensed Practical Nursing and Surgical Technology programs. In addition to studying the structure and function of the human body, medical terminology and disease processes that correlate with each body system will be covered.

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 satisfactorily completed, students will be able to adequately communicate in the health care 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 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 111

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

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

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 1 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 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 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 101

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.

LEOT 101 Introduction to Lasers 3 Credits

This entry-level course explores the nature of laser light as well as the components included in an optical cavity. Laser safety and measurement of laser power/energy are also introduced in order to prepare the student for future courses in the Laser/Electro-Optics program.

LEOT 102 Geometric Optics 3 Credits

Designed to teach students how light reacts at material interfaces from a geometrical perspective. The laws of reflection and refraction are investigated using mathematical, graphical, and experimental methods. Computer software will be introduced as a means of analyzing and designing optical systems.

LEOT 201 Manufacturing Basics 2 Credits

Deals with the application of lasers in a manufacturing setting. Topics include the in-depth study of laser safety, materials processing, statistical process control, and programmable logic controllers.

LEOT 202 Light Sources & Wave Optics 3 Credits

Compliments the Geometric Optics course to investigate light in wave form. Topics of study include radiometry, photometry, reflection, refraction, interference, diffraction and polarization. In addition, holography is introduced as ground work for later study and experimentation.

LEOT 206 Laser Applications 4 Credits

Enables students to have exposure to various industrial, medical, and military

laser applications. They will also work in a team environment demonstrating at least one of the applications hands-on. *Prerequisite:* All previous required laser coursework

LEOT 207 Laser Systems & Troubleshooting 4 Credits

Deals with a variety of laser measuring systems. Studies will include interferometers, monochromators, laser beam analyzers, vision systems and spectrophotometers. Students will also choose, design, and construct a laser-based project throughout the semester. *Prerequisites:* LEOT 101, LEOT 102, LEOT 208

LEOT 208 Laser Devices & Technology 4 Credits

Explores the operating theory and application of various types of lasers. Students gain valuable hands-on experience learning the operating characteristics and potential applications of lasers they will encounter in the working world. Lasers to be emphasized include CO₂, Nd:Yag, Diode, and Argon-ion.

LEOT 250 CAD/CNC 4 Credits

Provides students with knowledge of AutoCad and CNC programming languages. Primarily covers the use of AutoCad commands such as draw, edit, dimension, text, saving and plotting drawings. In addition to these items, basic CNC programming and drawing conversion will be covered using AutoCad drawings and third-party software. The converted code will then be used on CNC mills and lathes to produce parts.

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. *Prerequisite:* LPN 101

LPN 120 Maternity & Pediatric Nursing 5 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 5 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 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:* all 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:* all 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 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 121 Mechanical Drawing II 3 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. *Prerequisite:* CET 101

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 210 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:* MT 115A

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. *Prerequisites:* EM 228, MCT 122

MCT 225 Computer Numerical Control 2 Credits

Provides students with knowledge of AutoCad and CNC programming languages. The course will primarily cover the use of AutoCad commands such as draw, edit, dimension, text, and saving and plotting drawings. In addition, basic CNC programming and drawing conversion will be covered using AutoCad drawings and third party software. The converted code will then be used on CNC mills and lathes to produce parts. *Prerequisite:* CAD 120

MCT 230 Computer Integrated Manufacturing 4 Credits

This portfolio class brings together several of the topics studied throughout the prior semesters. A class project will be selected that will fairly represent a good selection of skills learned. *Prerequisite:* MCT 210

MCT 231 Fundamentals of Rapid Prototyping 3 Credits

Prototypes are models to demonstrate proposed items for manufacture. Prototyping, although necessary, is very costly and time consuming. Rapid prototyping is a process using CAD, CNC and 3D printing to make prototypes cheaply and quickly, thereby reducing cost and increasing product-to-market time. This course will explore the methods and equipment used in rapid prototyping. *Prerequisites:* CAD 120, CAD 211, CAD 222

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 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 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 move 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 120

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 GPA 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 benchwork 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 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.

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 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

MTS 101 Introduction to Medical Transcription 3 Credits

Students will be introduced to the profession and the skills required of a professional Medical Transcriptionist. Focuses on keyboarding techniques and procedures as they apply to medicine, medical terminology, and utilization of actual medical dictation. *Prerequisite:* Key 30 cwam or CIS 100

MTS 110 Medical Transcription I Theory 3 Credits

Introduces students to the Medical Transcription profession. As a medical language specialist, student transcriptionists will be exposed to the broad scope of medicine and the need for accurate documentation. Students will learn the different dictation systems and machines, appropriate use of reference books, and the standards of style for the profession. *Prerequisite:* MTS 101

MTS 111 Medical Transcription I Lab 4 Credits

Introduces students to the Medical Transcription profession through hands-on, practical applications typing simulated dictation. Students will transcribe in the field of general medicine while honing their English and medical terminology skills. *Corequisite:* MTS 110

MTS 121 Introduction to Coding 2 Credits

Provides the opportunity for entry level students to explore the world of coding and how it affects billing and reimbursement procedures within the health care facility. The student will be introduced to ICD-9 and CPT/HCPCS coding and insurance practices.

MTS 122 Medical Office Procedures 3 Credits

Includes office communications as well as specific procedures for the medical office such as: insurance company requirements, reports or statistics on health information requirements, reimbursements, introduction to medical records, filing and retrieving charts from various filing systems and interacting with office and health professionals.

MTS 123 Medical Office Procedures/Technology I 3 Credits

Includes office communications as well as specific procedures for the medical office such as: confidentiality, medical law and ethics, various electronic filing and scheduling systems, procedures, medical transcription software, and interacting with office and health care professionals.

MTS 124 Disease Processes I 2 Credits

Initiates students into clinical medicine through the study of common human diseases and conditions that affect the body as a whole as well as individual organs and systems. The following factors will be included: prevention, etiology, signs and symptoms, diagnostic and treatment measures, prognosis and the use of medical references for research and verification.

MTS 125 Disease Processes 5 Credits

The study of common human diseases and conditions that affect the body as a whole as well as individual organs and systems. Common diseases and disorders of each body system will be presented along with a review of anatomy and physiology as well as the effects and relationship of aging. The following factors will be included: prevention, etiology, signs and symptoms, diagnostic and treatment measures, prognosis and the use of medical references for research and verification. *Prerequisites:* HC 110, MTS 129

MTS 127 Coding I 3 Credits

Introduces students to the medical coding guidelines and regulations for reimbursement as they apply to the medical profession. Knowledge of ICD-9CM coding guidelines, conventions, and format will be acquired.

MTS 129 Medical Terminology I 4 Credits

Course Description: Students will utilize the basic principles of medical terminology and word building to develop a framework used in documenting and reporting patient care procedures while gaining an understanding of the language of health care. Focus will include classroom and computer-based activities to develop an understanding of medical word parts including basic prefixes, suffixes, root words, and combining forms for each body system. *Corequisite:* HC 110

MTS 201 Advanced Medical Terminology 2 Credits

Students will apply their medical terminology and vocabulary to medical reports through memorization techniques, drills, and activities. Advanced terminology from foreign-speaking dictators will be introduced. *Prerequisites:* HC 110, MTS 129

MTS 203 Medical Grammar 2 Credits

Students will develop skills in advanced medical grammar and punctuation techniques utilizing the AAMT Book of Style. Advanced proofreading and editing of medical reports will be emphasized.

MTS 211 Medical Transcription II Theory 2 Credits

Progresses students in the medical transcription process. As a medical language specialist, student transcriptionists will continue to be exposed to the broad scope of medicine and the need for accurate documentation. Students will be introduced to the different dictation systems and machines, the appropriate use of reference books, and to the standards of style for the profession. *Prerequisites:* MTS 101, MTS 110, 40 cwam; *Corequisite:* MTS 212

MTS 212 Medical Transcription II Lab 4 Credits

Students will use skills taught in the MTS 211 theory class to continue to learn the medical transcription process. Student transcriptionists will type dictation from several specialty areas including obstetrics, pediatrics, radiology and surgery. *Corequisite:* MTS 211

MTS 221 Medical Transcription III Theory 3 Credits

Introduces students to advanced medical transcription materials emphasizing the skills necessary to transcribe in the areas of radiation, cardiology, gastrointestinal, orthopedics, psychology, and pathology. *Prerequisite:* MTS 211

MTS 222 Medical Transcription III Lab 5 Credits

Students will utilize the skills taught in MTS 221 to continue to learn the medical transcription process in specialized areas of radiation, cardiology, gastrointestinal, orthopedics, psychology, and pathology. *Corequisite:* MTS 221

MTS 223 Medical Office Procedures Technology II 3 Credits

Students will be introduced to advanced computer software such as electronic medical record software, coding software, encryption and electronic signature, word expanders, and digital transcription technology. Classroom focus will include troubleshooting computer resources and software. *Prerequisite:* MTS123

MTS 224 Disease Processes II 4 Credits

Provides a continued study of clinical medicine which concentrates on the dynamic aspects of disease processes, related to the study of disordered or altered functions in major organ systems. The following factors will be included: prevention, etiology, signs and symptoms, diagnostic and treatment measures, prognosis and the use of medical references for research and verification. *Prerequisite:* MTS 124

MTS 225 Medical Transcription/Coding Clinical 5 Credits

A capstone course, students will train in hospitals and clinics chosen to match their skills and interests in order to provide a quality educational experience. They will develop an understanding of workflow and on-the-job responsibility to prepare them for employment. *Prerequisites:* MTS 221 and Department Approval

MTS 228 Coding II 3 Credits

Coding II is the study of current procedural terminology (CPT/HCPCS) system. The student will apply medical coding guidelines for office visits, services and procedures performed in a medical office setting. *Prerequisite:* MTS 127

MTS 229 Coding III 4 Credits

Coding III focuses on applying student's knowledge of ICD-9-CM, CPT/HCPCS coding. Students will demonstrate coding proficiency and reimbursement guidelines by coding medical record cases. They will have an opportunity to perform a clinical rotation in coding. *Prerequisites:* MTS 127, MTS 228

MTS 230 Coding II Lab 2 Credits

Introduces students to the clinical coding profession through hands-on practical application with case study examples in CPT coding. *Prerequisite:* MTS 127, *Corequisite:* MTS228

MTS 230 Coding III Lab 2 Credits

Introduces the student to applying ICD-9-CM, CPT, and HCPCS coding principles and guidelines to actual case studies utilizing all three areas of coding while demonstrating knowledge in coding proficiency and reimbursement guidelines. *Prerequisites:* MTS 127, MTS 228, *Corequisite:* MTS229

MTS 231 Coding IV Theory – Hospital Coding 3 Credits

Coding IV is designed to introduce the student to basic hospital coding, including hospital and institutional care coverage, ambulatory coding and patient classifications, the prospective payment system, diagnosis related groups, resource utilization groups, the home health prospective payment system, inpatient rehabilitation, revenue codes, and managed health care. *Prerequisites:* MTS 127, MTS 228, MTS 227

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 120 EKG Interpretation 2 Credits

Introduces the Nuclear Medicine student to electrophysiology of the heart and basic principles of EKG interpretation and the concepts essential in the recognition of cardiac arrhythmias. Students will become familiar with EKG, stress testing and Holter monitoring equipment. *Prerequisites:* Health Core, NM 101

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 111, NM 101

NM 124 Nuc Med Math & Statistics 3 Credits

A practical, working knowledge of fundamental mathematics is developed for a thorough understanding of nuclear medicine applications. Topics include algebra, plane geometry, analytic geometry, trigonometry, probability, statistics, and basic calculus. *Prerequisites:* MATH 102T, PHYS 100, 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 be taught the principles of PET FDG, the fundamental operation of dedicated PET scanners, acquisition of a PET image, the process of storing information and how to troubleshoot problems. *Prerequisites:* HC 111, NM 101

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. *Prerequisites:* HC 111, NM 124

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 124, NM 219

NM 222 Nuc Med Physics & Instrumentation 3 Credits

Exposes students to the physics of nuclear medicine instrumentation as well as the fundamentals of nuclear physics. Students will also acquire experience with the function of equipment used in the daily practice of nuclear medicine. *Prerequisites:* NM 219, NM 124, PHYS 100

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. *Prerequisites:* NM 123, NM 124, NM 219

NM 223L 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 224 Nuc Med 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. *Prerequisites:* HC 111, HC 121

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. *Prerequisites:* NM 219, NM 219, PHYS 100

NM 226 Nuclear Medicine Lab 1 Credit

Consists of performing camera set-up, patient positioning, stress testing, scanning, interviewing, trouble shooting and other technologist duties. *Prerequisites:* PHYS 100, NM 124, NM 219

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 14 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

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.

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 111 Pharmacy I 3 Credits

Designed to present material to the Pharmacy Technician as an introduction to the field of pharmacy. This course will introduce the student to all aspects of the pharmacy from the relationship between the Pharmacist and the Pharmacy Technician to the details necessary to be a successful Pharmacy Technician.

PHRM 112 Pharmacy Operation I 2 Credits

Designed to present material to the Pharmacy Technician as an introduction to institutional pharmacy and retail pharmacy. All aspects of institutional pharmacy and retail pharmacy will be covered to include organization and function of pharmacists and technicians in this setting. Also included are the institutional medication distribution systems and prescription filling in retail pharmacy.

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.

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 control.

PHRM 120 Pharmacy II 3 Credits

This course will introduce the student to pharmacy compounding, pharmacy packaging, purchasing and inventory control, drug categories, medication errors and drug interactions. *Prerequisite:* PHRM 111

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 123 Pharmacy Operations II 2 Credits

Designed to present material to the Pharmacy Technician as an introduction to ambulatory, community, clinical, I.V. admixture (sterile products) and alternative practices of pharmacy. All aspects of ambulatory pharmacy will be covered to include organization and function of pharmacists and technicians in this setting. *Prerequisite:* PHRM 112

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 astronomic/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.

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.

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. *Prerequisite:* RA 121

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 4 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 211

RA 223 Troubleshooting and Maintenance 4 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 and 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, interviewing techniques and panel discussion assignment.

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. *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 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.

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:* ST 100, Health Core

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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Randall Ostraat, MA, Pepperdine University; BS, South Dakota State University

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Dennis Russell, MS, St Cloud University; BS, University of Nebraska, Kearney

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Paul Syverson, Diploma, Biomedical Equipment Technology Detroit Lakes Tech, 14 years industry experience

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Doug Warner, CNMT, AAS, Southeast Technical Institute

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Dana Wolff, MSAS, University of South Dakota; BS, Black Hills State University; Certified Phi Theta Kappa Leadership Development Studies Instructor

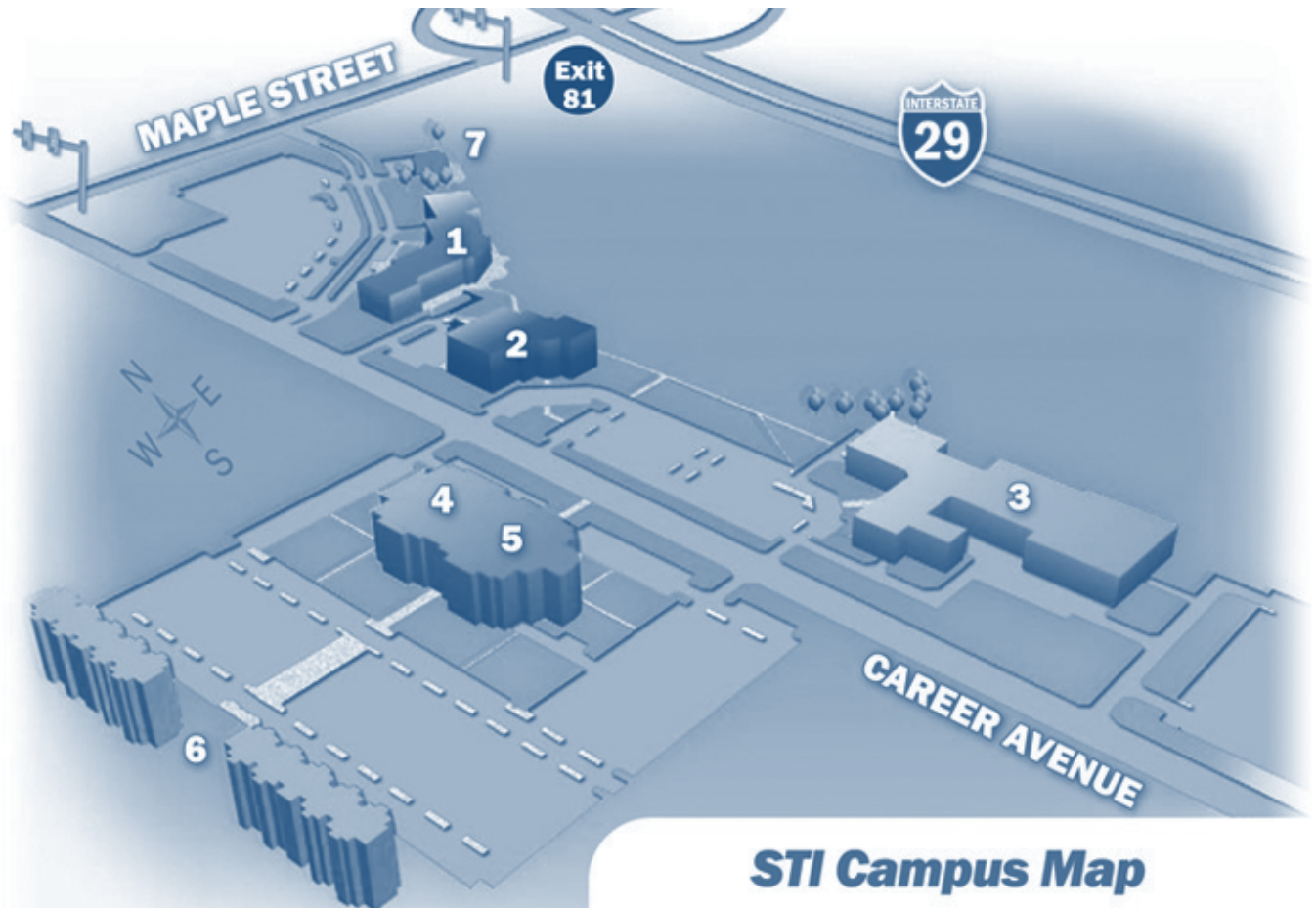
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STI CAMPUS MAP



STI Campus Map

1. George S. Mickelson Center - Student Services

2. Sullivan Health/Science Center

3. Ed Wood Technical Center

4. USDSU Classrooms

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

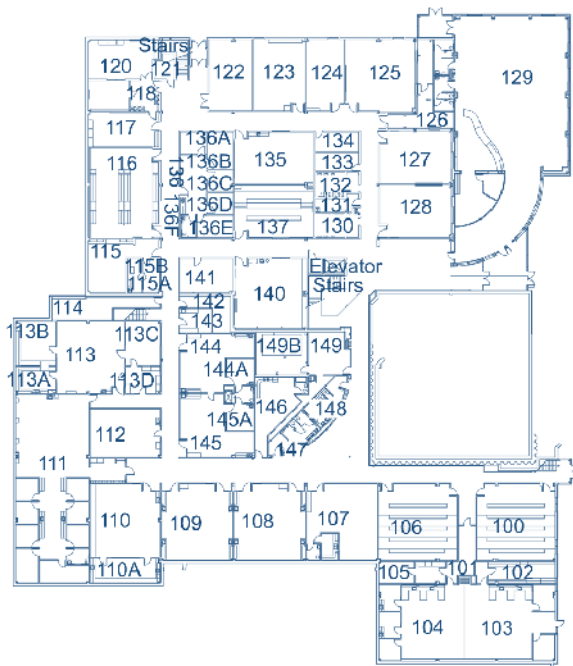
- C Storage
- 153 Classroom
- 154 Central Services
- 155 Classroom
- 156 Custodial
 - A Office
 - B Office/Storage
- 157 Classroom
- 158 Storage
- 159 Classroom
- 160 Women's Restroom
- 162 Custodial
- 164 Men's Restroom
- 166 CAD Lab
- 168 Computer Lab
- 170 Classroom
- 172 Classroom
 - A Parts Room
 - B Computer Literacy Office



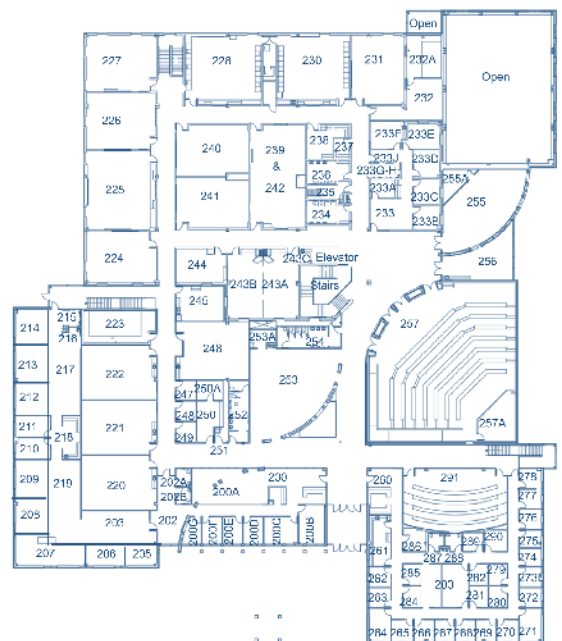
SULLIVAN HEALTH/SCIENCE CENTER MAP

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	Restroom	232 Storage	260 USDSU Admin
104A Storage	125 Classroom	149 Storage	232A Mechanical	261 Workroom
104B Phys. Assess. Lab	126 Storage	149A Mechanical	233 Offices	262 USD Office
104C Phys. Assess. Lab	126A Electrical	149B Mechanical	233A Storage	263 USD Office Mgr
105 Storage	127 Classroom	200 STI Administration	233B Bellevue University Office	264 USD Dir.
105A Electrical	128 Classroom	200A Comp. Res.	233C Office	265 USD Office
106 Classroom	129 Law Enforcement Lab	200J Corridor	233D STI Foundation Office	266 USD Office
107 Classroom	129A Storage	200B Conference Room	233E Dakota Wesleyan University Office	267 USD Office
107A Storage	129B Women's Locker Room	200C Office	233F Conference	268 USD Office
107B Restroom	129C Men's Locker Room	200H Workroom	233G Staff Only Restroom	269 DSU Ad.
108 Patient Care A	129D Women's Restroom	200D Counselor's Office	233H Staff Only Restroom	270 SDSU Ad.
109 Patient Care B	129E Men's Restroom	200E Health Office	234 Men's Restroom	271 SDSU Dir
110 Nuc Med Lab	129F Vestibule	200F Job Placement Office	235 Custodian	272 SDSU Office Coord
110A Hot Lab	129G Corridor	200G	236 Women's Restroom	273 SDSU Ad
111 Cardio Tech Lab	130 Men's Restroom	202A Women's Restroom	237 Workroom	274 SDSU Ad
111A Exam Room A	131 Custodian	202B Men's Restroom	238 Staff Lounge	275 SDSU Ad
111B Exam Room B	132 Women's Restroom	203 Corridor	239 Classroom	276 SDSU Ad
111C Exam Room C	133 Storage	205 Office	240 Classroom	277 SDSU Ad
111D Exam Room D	134 File Room	206 Office	241 Classroom	278 SDSU Ad
111E Exam Room E	135 Med Tran Lab	207 Office	242 Classroom	279 USD Ad
111F Exam Room F	136 ENDT Lab	208 Office	243A Conference Room	280 USD Ad
111G Exam Room G	136A Exam Room	209 Office	243B Conference Room	281 USD Office
111H Exam Room H	136B Exam Room	210 Conference A	243C Prep ARF	282 USD Office
111I Exam Room I	136C Exam Room	211 Conference B	244 Conf. Room	283 Conference Room
111J Corridor	136D Exam Room	212 Office	245 Staff Lounge	284 USD Office
111K Lockers	136E Exam Room	213 Office	246 Classroom	285 USD Ad.
112 Phlebotomy Lab	136F Exam Room	214 Office	247 Study A	286 Storage
113 Surgical Tech Lab	137 Med Tran Lab	215 Women's Restroom	248 Study B	287 Women's Restroom
113A Soiled Rec.	138 Elevator EQ	216 Men's Restroom	249 Study C	288 Men's Restroom
113B Clean Supply	139 Elevator EQ	217 Corridor	250 Storage	289 Office
113C OR Lab	140 Lab	218 Workroom	250A Electrical	290 Office
113D Scrub	141 Classroom	219 Corridor	251 Custodian	291 USDSU Class
114 Storage	142 Electrical	220 Classroom	252 Men's Restroom	292 Corridor
115 Lab	143 Laundry	221 Classroom	253 Commons	293 Corridor
115A Control Room	144 LPN LabA	222 Classroom	253A Vending	294 Corridor
115B Darkroom	144A ICU Lab	223 Mechanical	254 Women's Restroom	
116 BioMed Lab	144B Restroom	224 Classroom		

First Floor



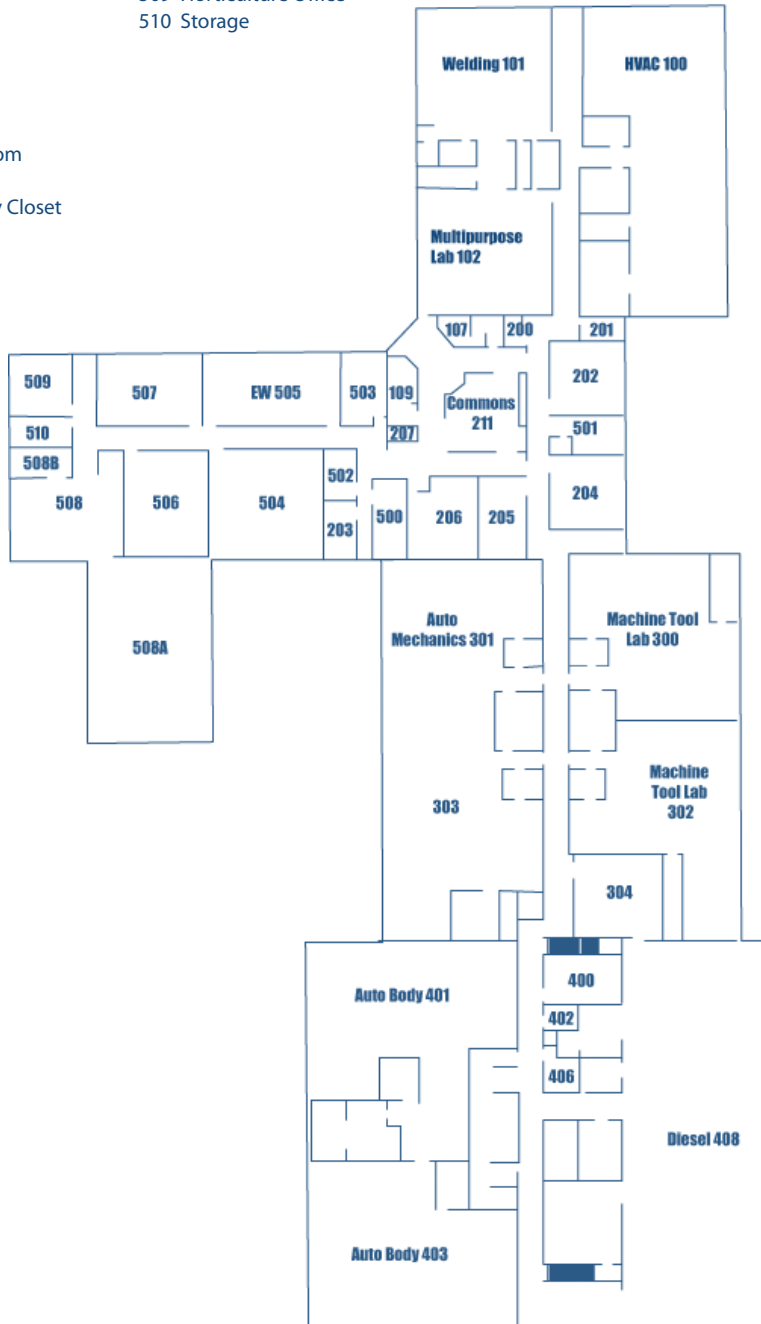
Second Floor



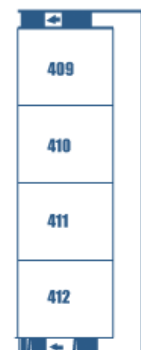
ED WOOD CENTER MAP

- 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



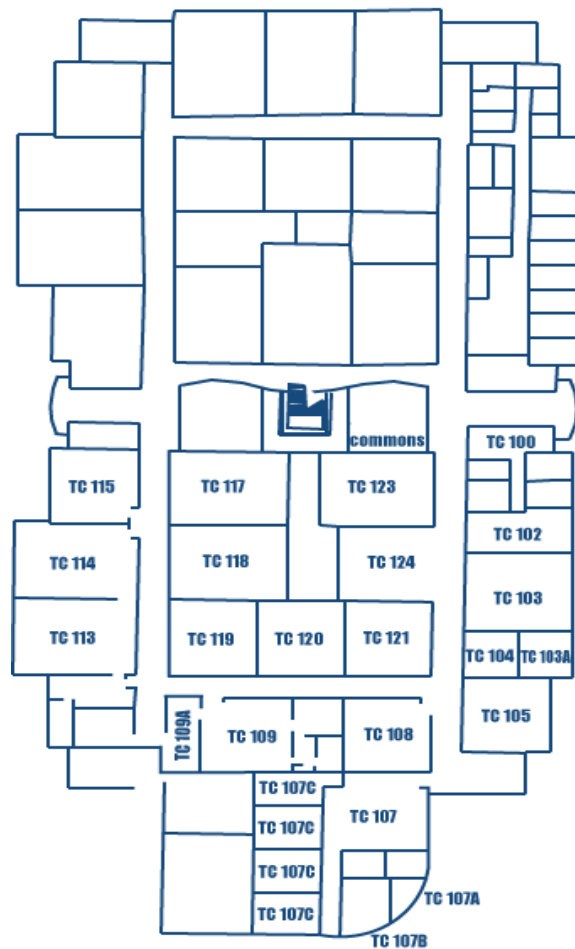
TECHNOLOGY CENTER MAP

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





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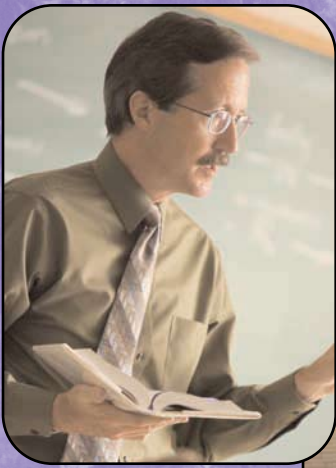
“All juniors at West Central job shadow, write resumes and cover letters, investigate post-secondary options and complete numerous career-related activities. The YSTI presentation and its engaging hands-on Deal or No Deal format was so beneficial. It introduced my students to the myriad of opportunities available at Southeast. Students were attentive, asked questions, and walked away not only with door prizes but also with valuable knowledge that will assist them in making important career choices in the near future.”

**–Karin Renner,
English Teacher, West Central High School**

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