

Southeast Technical Institute

2004 - 2005

Catalog

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STI
SOUTHEAST
TECHNICAL INSTITUTE



2004 - 2005 Catalog

2320 N Career Ave • Sioux Falls, South Dakota 57107-1302

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www.southeasttech.com

Southeast Technical Institute 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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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)

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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
South Dakota Department of Education & Cultural Affairs
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

2003 Fall Enrollments

Full Time: 1,840

Part Time: 460

Total: 2,300

2002-2003 Enrollment Data

Full Time Equivalent (FTE) Student: 1,901

Enrollment in Business & Industry Training: 3,917

Unduplicated Headcount (credit): 3,024

2003 6-Month Graduate Placement Report

99% of Graduates Seeking Employment were Employed

86% of Graduates were Employed in a Field Related to Their Training

84% of Graduates were Employed in South Dakota

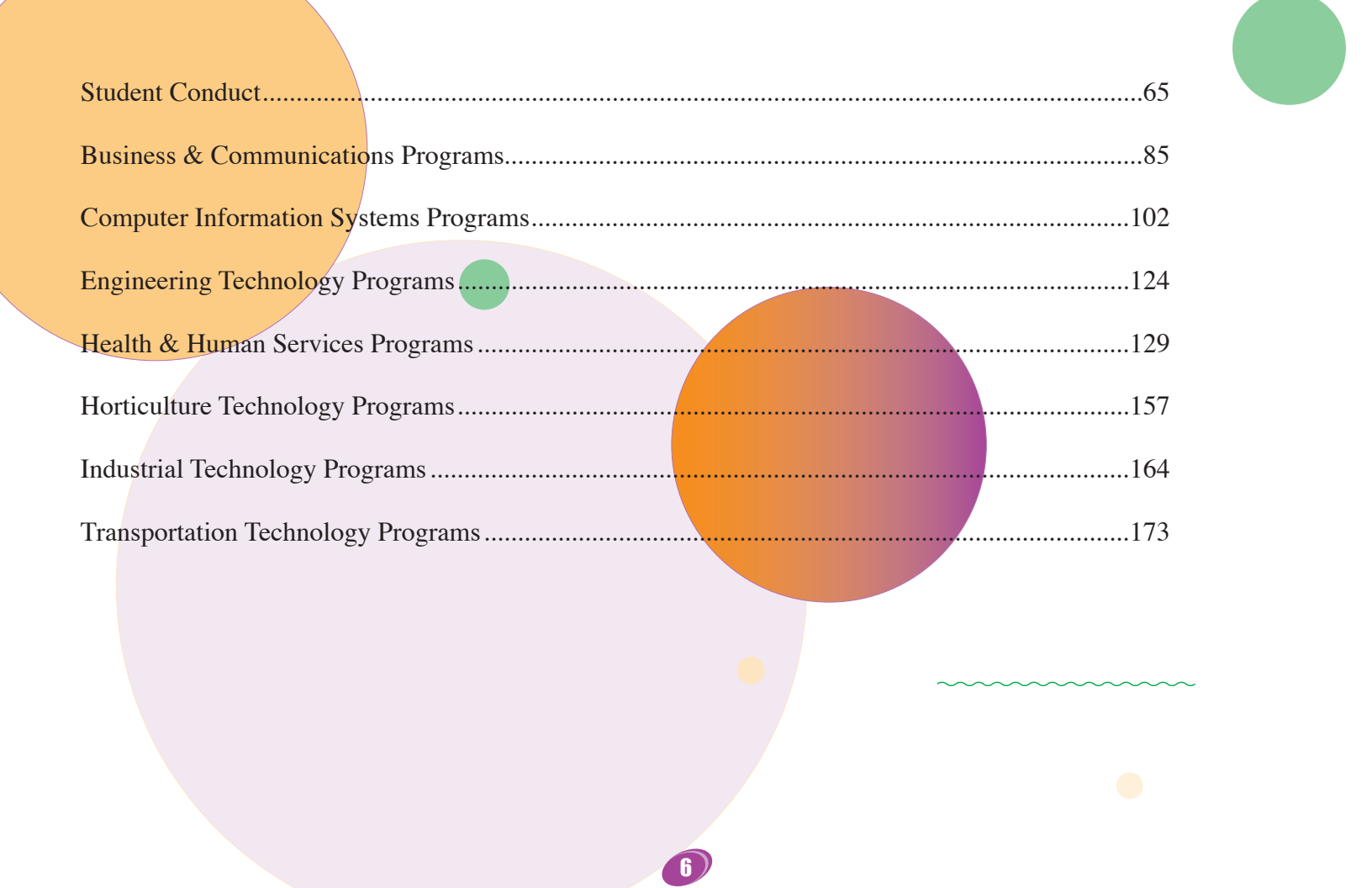
Physical Facilities

Campus Site: 168 Acres

Buildings: (7) 300,000 Square Feet

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2004-2005

STUDENT/STAFF ACTIVITY CALENDAR

NOTE: *Dates and times are subject to change*

**denotes no classes only during the hour of the event*

Evening classes begin at 4:00 pm or later

M=Monday; T=Tuesday; W=Wednesday; R=Thursday; F=Friday

FALL SEMESTER

August

- 11-13 Staff in-service days
- 16 Fall semester classes begin
- 18 Student Organization Fair/Student Government Ice Cream Social
- 19 Student Job Fair for part-time employment
- 24 SGA Officer's meeting
- 27 Last day to drop/add classes

September

- 1 Student Government Meeting/Logo Day
- 6 Labor Day – no classes all day
- 9 Student Government Fall Picnic (R)
Bloodmobile Drive & Adopt-A-Campus
- 13 Last day to make up incompletes
- 16 Student Organization Meetings* (R)
- 17 Fee payment/financial aid delivery
- 20 \$25 Late Fee - unpaid accounts
- 30 SGA Officers' meeting

October

- 5 Student Advising – afternoon
- 6 Student Government Meeting/Logo Day
- 7 Student Advising – morning
- 12 Student Organization Meetings* (T)
- 18 \$50 late fee for unpaid accounts
- 28 SGA Officers' meeting

November

- 3 Student Government Meeting/Logo Day
- 11 Veterans Day – no classes
- 12 Staff in-service day – no classes
- 17 Student Organization Meetings* (W)
- 15-19 Spring Semester 2005 registration
- 18 SGA Officers' meeting
- 19 Last day for withdrawal from class
- 24 No evening classes*
- 25-26 Thanksgiving break – no classes

December

- 1 Student Government Meeting/Logo Day
- 2 Student Organization Meetings* (R)
- 9 Holiday Celebration Party*
- 16 SGA Officers' meeting
- 16 Winter Graduation**
- 17 End of Fall Semester
- 20 Staff in-service – no classes
- 21-31 Winter break – no classes*

SPRING SEMESTER STUDENT/STAFF ACTIVITY CALENDAR

January

- 3-4 Winter break – no classes
- 4 Staff in-service – no classes
- 5 Second Semester begins
- 12 Student Government Meeting/Logo Day
- 17 Martin Luther King Day – no classes
- 19 Last day to drop/add classes
- 26 Student Organization Meetings* (W)
- 27 SGA Officers' meeting

February

- 2 Last day to make up incompletes
- Student Government meeting/Logo Day
- 10 Student Organization Meetings* (R)
- 11 Fee payment/financial aid delivery
- 14 \$25 late fee for unpaid accounts
- 21 Presidents' Day – no classes
- 22 Staff in-service – no classes
- 24 SGA Officers' meeting

March

- 1 Student Advising - afternoon
- 2 Student Government Meeting/Logo Day
- 3 Student Advising – morning
- 7 \$50 late fee for unpaid accounts
- 8 Student Organization meetings * (T)
- 24-28 Spring Break – no classes
- 31 SGA Officers' meeting

April

- 6 Student Government Meeting/Logo Day
- 4-8 Summer/Fall 2005 Semester registration
- 14-15 Student Break – no classes
- 15 Last day for withdrawal from classes
- 20 Student Organization Meetings* (W)
- 22 Applied Arts Career Fair
- 26 **SGA Spring Picnic***
Bloodmobile Drive & Adopt-A-Campus
- 28 SGA Officers' meeting

May

- 4 Student Government Meeting/Logo Day
- 12 Medical program Job Fair
- 13 End of second semester
Graduation in Sioux Falls Arena

SUMMER SESSION

June

- 6 Summer semester classes begin
- 10 Last day to drop/add classes
- 24 Fee payment/financial aid delivery
- 27 \$25 late fee for unpaid accounts

July

- 5 Independence Day break – no classes
- 15 Last day for withdrawal from classes
- 29 End of Summer Session

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 thirty-five 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, teleconferences, 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.

Mission

The mission of STI is to initiate, develop, and provide high quality technical education opportunities and services for individuals age sixteen years or older. Within this mission, Southeast 1) educates people for employment, 2) delivers continuing education programs, and 3) provides inservice and customized courses to meet training needs of business and industry. Through its programs and services, Southeast also facilitates economic development.

Purposes

To achieve its mission, STI:

- Provides high quality diploma, certificate, and Associate in Applied Science degree programs which prepare students to become occupationally competent.
- Provides general education which supports technical education and enhances students' ability to become lifelong learners able to write, speak, communicate, compute, problem-solve, and adapt to change.
- Provides for articulation of coursework from high schools and to/from other postsecondary institutions.
- Provides customized training, seminars, conferences, workshops, in-house courses, and consulting services to the community, businesses, and industry.
- Provides continuing education courses and adult education programs.
- Promotes diversity within the student population and is responsive to students with special needs: the culturally, economically, educationally disadvantaged; nontraditional learners; single parents; and displaced homemakers.

- Strengthens economic vitality in the community by offering quality educational experiences.
- Improves its capabilities as a post secondary institution by continuing to recruit and develop diverse faculty and staff best suited to implement the mission.
- Develops a pleasing climate for learning and maintains modern facilities and state-of-the-art technology.

Philosophy

The staff at Southeast believes all people have the right to develop their talents to the fullest measure. Any individual, sixteen years or older, who can profit from instruction is encouraged to take advantage of programs and services.

The staff further believes that all individuals have dignity and worth. Students are encouraged to develop self-esteem and respect for one another, to become participating and responsible citizens, and to develop skills for full participation in the work force and fulfillment of lifelong learning opportunities.

Values

Student-Centered Learning Environment

Southeast promotes our students' future economic and professional growth by creating an environment which nurtures intellectual and social development.

Responsiveness

Southeast derives its strength from the vitality and industry of the people of South Dakota. We are responsive to our stakeholders – students, employers, business, industry and community.

Excellence

Southeast establishes an environment of ideas and excellence where students can thrive. This commitment to excellence implies that we foster quality education, strive to keep current with industry-appropriate technology and focus on continuous improvement.

Assessment

Southeast believes that evaluation of student competence is integral to quality learning. Learning is measured in a variety of ways at the classroom and program levels. Assessment provides accountability to our stakeholders and helps ensure program integrity.

Student Outcomes & Assessment

Student success is important to our faculty, and all faculty are involved in assessing learning. Upon completion of a degree, STI graduates will have competence in the following areas:

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. Assessment of student learning outcomes flows from Southeast'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. 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.

Placement into specific courses of Mathematics and English is established through the ACT COMPASS test.

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 through May 2004. Debra Hunking currently serves as the Acting Director during the search for a new 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 that 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 Southeast Technical Institute 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 Southeast Technical Institute 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 Southeast Technical Institute'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 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 Southeast 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 Southeast's third director.

In the Spring of 1998, an additional 112 acres of land were purchased to the west and south of the Southeast campus, allowing the potential to triple the size of the existing campus as needs dictate. This land acquisition, combined with strategic planning, will ensure Southeast 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. In conjunction with the South Dakota university system, this facility offers both Southeast Technical Institute and several university programs.

Southeast's first student housing facility opened in Fall 2003 and accommodates up to one hundred students. The campus master plan includes a provision for an additional facility to be added in 2005 to accommodate expected enrollment growth as technical education continues to play an integral role in our region's economic development.

STI Foundation

The mission of the Southeast Technical Institute Foundation is to build scholarship support and raise funds to meet the needs of STI's programs. 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. (All gifts acknowledged and any size appreciated.)

Scholarship Awards

A volunteer committee with 15 members meets twice annually to review all applicants. They carry out donor wishes and utilize 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.

Recognition

Donors are recognized in a variety of ways including print publications and a recognition wall in the Mickelson Center. Memorial, Tribute and Honor gifts will also be recognized in a new permanent book installed in the STI administrative office area in the Mickelson Building.

Additional Information

Please contact the STI Foundation Director to discuss your giving ideas at 605.367.7626.

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 Southeast Technical Institute to grant the Associate in Applied Science degree in all of its two-year programs.

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, and Surgical Technology programs have been accredited by CAA-HEP, the Commission on Accreditation of Allied Health Education Programs. Licensed Practical Nursing is accredited through the South Dakota Board of Nursing.

STI's Heating, Ventilation, Air Conditioning and Refrigeration program 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, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114. (816/268-0550, TTY: 816/823-1399, Fax: 816/823-1404)

Advisory Committees

Advisory Committees from business and industry represent the 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 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. This education/business partnership ensures validity of task competencies and measures the effectiveness of the Institute's mission. Committee members also serve as classroom speakers, judges for student organizations, and as members of the scholarship committee.

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 Southeast 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 of 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 Southeast 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.

Criminal Justice Law Enforcement Admission Requirements

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

- A driver's license. If your license is suspended, revoked or taken from you for any reason during training, your eligibility will be suspended until your driving privileges are reinstated.
- A satisfactory background check.
- A cumulative GPA of 2.0 or higher in the first year of coursework in the CJ program.
- An interview conducted by an instructor in the CJ program.
- A demonstrated willingness to comply with the program's appearance guidelines.

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-CIHI).

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 Southeast course for which advanced standing by transfer is being requested. Granting of such credit is entirely at the discretion of Southeast’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 in order to receive an 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 Southeast 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 Southeast Technical Institute, and the student must complete 25 percent of the major courses in the program in residence. 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 nontraditional education or training.

Examinations are available for most courses at Southeast. 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 Southeast exam can obtain information by contacting the Special Populations Coordinator during the first two weeks of the semester. A nonrefundable fee of \$10 per credit must be paid in the Business Office

prior to testing. All testing must be completed within two weeks of payment.

Students are not required to enroll in the course in order to take the test-out. Those who are enrolled in the course and are interested in testing out must do so before the end of the first two weeks of the semester. Students remaining in the class beyond the first two weeks are no longer eligible for a test-out in that class. **Test-outs cannot be retaken.** 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.

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 the University of Sioux Falls, Dakota Wesleyan University, Bellevue University, Mount Marty College and Presentation College allow students with an Associate in Applied Science degree the opportunity to earn their Bachelor's degree, without having to 'waste' credit hours or repeat classes. Southeast 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 are available.
- Evening courses and daytime courses are offered, some specifically geared for working adults. Contact Student Services to get complete details on our articulation agreements with USF, DWU, Bellevue, Mount Marty and Presentation and the additional benefits each University 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 health-care, 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 email 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).

Dakota Wesleyan University

Dakota Wesleyan University is pleased to link degree programs at STI with Dakota Wesleyan's Bachelor of Arts Degree in Business Administration.

Your Associate in Applied Sciences Degree in any of programs: Computer Information Systems – System Administrator; Computer Information Systems – Network Administrator; Computer Information Systems – Internet Application Developer; Computer Information Systems – Computer Programming; and Computer Network 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.

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.)

Mount Marty College

Mount Marty College and Southeast Technical Institute have developed an articulation agreement that provides you the opportunity to transfer your Southeast credits to Mount Marty. These transfers are on a course-by-course basis. For specific course transfer opportunities, please visit Southeast'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 Southeast has 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 an STI LPN graduate, have a cumulative 2.5 gpa, have a minimum of 1000 hours of nursing practice experience (waived if a recent Southeast 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 web site 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.

University of Sioux Falls

USF has a diverse program base to choose from. 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 Southeast credits will be accepted for transfer. Any courses transferred to Southeast will be evaluated separately and may affect the total transferrable 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 Southeast 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 Southeast courses, if they have successfully completed certain high school course work. Students who ar-

tulate course work pay only a small transcribing 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.

A current list of articulation agreements is available on the STI web site (www.southeasttech.com). 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.

International Students

STI welcomes the cultural and educational contributions that are possible through the enrollment of international students. Those who wish to be accepted for admission should request an interview with the Special Populations Coordinator for acceptance policies.

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 six credits during the eight-week session. A student wishing to enroll in 20 credit hours or more of instruction is required to receive approval from Student Services and the student's faculty advisor.

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 six 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 Payment Procedures & Obligations

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 \$60 per credit hour per semester. Lab fees of \$11 per credit hour, administrative fees of \$4.25 per credit hour, and technology fees of \$7 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 \$152 per semester facility fee is charged to all full-time students regardless of the number of credits taken; part-time students pay a facility fee of \$12.60 per credit hour. These facility fees are remitted to the State and are used to support construction of technical facilities.

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 programs requiring the use of laptop computers are assessed a rental fee estimated at \$450 per semester. Exact laptop fees will be determined by July, 2004.

Payment of Tuition & Fees

All students attending Southeast must follow the Payment Obligation for tuition and fees as listed in the chart below. Payment plans are also available for students not receiving any other form of financial aid through STI.

PAYMENT PLAN			
Fall: 9/17/04	Spring: 2/11/05	Summer: N/A	Last day to implement a payment plan. The Payment Plan is available to students who are NOT receiving financial aid through STI.
PAYMENT OBLIGATION			
Fall: 9/17/04	Spring: 2/11/05	Summer: 6/24/05	All Tuition and Fees are DUE unless a payment plan has been implemented. If Award Letters and Third Party authorizations have not been returned, the student is responsible for payment. Tuition and Fees not totally covered by Financial Aid and Third Parties are also DUE at this time.
9/20/04	2/14/05	6/27/05	Any student with TUITION AND FEES due will be charged a \$25 late fee.
10/18/04	3/7/05	N/A	Any student with TUITION AND FEES due will be charged an additional \$50 late fee.
11/15/04	4/4/05	7/11/05	Any student with TUITION AND FEES due will be subject to TERMINATION at this time.

Student/Employer Tuition Assistance

A STI student who is eligible to receive tuition assistance from an employer must present to the Financial Aid Office an approval authorization from the employer stating the amount the employer will pay. At the time of fee payment, the student is responsible for any amounts that will not be paid by the employer.

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.

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" and instructions from the Registrar's Office. 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 ten days of a semester (five days of summer session) will not appear on the transcript. Courses may be added after the first two weeks only with the permission of the instructor. After two weeks (one week of summer session) 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 Withdraw without affecting their grade point average. No withdrawal will be permitted during the last four weeks of the semester (two weeks of the summer session).

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 withdrawing from STI are required to reapply for future consideration into a program of study at STI.

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. Southeast 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 an 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 STI's option, the last documented date of academically-related activity. Students unofficially withdrawing will receive failing grades (F) for all courses for the semester.

Calculation of Refunds & Earned Financial Aid

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

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 highest grade earned is used in computing the cumulative grade point average. Both will remain on the transcript, but the highest grade earned will count in the cumulative grade point average. Credits and grade points earned for the lower grade cannot be counted toward graduation.

Military Service Withdrawal Without Penalty

Students required to withdraw from Southeast 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.

Academic Records

A transcript is a record of courses taken and the credits, grades, and grade points earned at STI. 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. Southeast 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 STI transcript by completing a Transcript Request Form and submitting it to the Business Office with a \$5.00 transcript fee.

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 STI. Students may obtain a transcript of their academic record at STI by requesting the transcript in writing from the Business Office. The charge is \$5.00 per each official transcript.

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

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

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.

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.

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 Student Services counselor. 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 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 Southeast. 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.

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.
- 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.

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. This office is located in the Health/ Science Center, Room 223. 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 STI. 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. 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 living facilities. 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 Placement 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 Placement Office assists students and alumni by informing them of employment opportunities and assisting them in presenting themselves effectively as job candidates.

The Placement 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 Placement Office to list full and part-time job openings.

For full or part-time placement assistance, students should contact the Placement Office located in the Health/Science Center, Room 223; 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 Student Services 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.

Special Needs Services

Services are available to assist all students with academic concerns. Southeast's goal is to provide for students' success by assisting through the learning center, the tutor program, or one-to-one help. Individualized help with specific documented concerns is also available to students. Students should contact Student Services for further assistance.

Special Populations

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, or learning disabilities are eligible for support services. Some of the services include: note takers, readers, taped textbooks, interpreters, equipment modifications, and career counseling. There are a variety of ways special population students can be assisted in their day-to-day classroom learning situation and in the development of realistic long-term employment goals.

Contact the Special Populations 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 the 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 child-care, and networking with community resources. Support groups and workshops are also available. Students should contact Student Services for additional information and assistance.

Family Rights & Privacy Act

The Family 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. Southeast 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. Written permission for the view of student records is valid for one year. At no time shall information beyond directory information be given over the telephone since the caller’s identification cannot be verified.

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

- Student's Name
- Major Field of Study
- Degrees and Awards Received
- Information Which Denotes Accomplishments or Achievements
- Individual and/or Group Photographs
- Dates of Attendance
- 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. 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 part-time security officer 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 en-

forcement authorities and notify the Student Services Administrator. 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 12-month period ending June 30, 2003, STI crime statistics indicated that there were two 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.

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 STI. As of September 2003, of the first-time students who started full-time course work at STI during the fall semester of 2000, 49% had graduated, 3.6% were still students, and 47.4% were no longer attending.

Student Records/Transcripts

The Director and Registrar are designated as managers for all student records within the Institute. A student may receive an official copy of their transcript by completing a Transcript Request Form and submitting it to the Business Office. The student will pay a fee of \$5 per copy. Student requests must be made in writing and must include payment. Requests will be processed within 48 hours of receipt of payment. Southeast will not release records or transcripts to any student defaulting on student loans or who has an outstanding balance with STI.

Special Accommodations Notification

Students need to notify Student Services within 48 hours of any STI event if specific individual accommodations are requested. (Voice

605-367-7624 or TTY 605-367-4374). 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 4-6 weeks prior to the start of school. G. I. Bill benefits typically take 50 - 60 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 STI'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 2004-2005 year: Computer Information Systems programs (Computer Programming, Network Administrator, System Administrator, Internet Application Developer, Computer Network Technician, Computer Technician, and Software Support Specialist); Electronics programs (Electronics, Laser/Electro-Optics, Robotics and Bio-Medical Equipment); Engineering programs (Architectural, CAD and Civil); Graphic Communications; Criminal Justice and Business programs (Accounting, Business Administration, Financial Services, Office Systems and Marketing).

For more information on how the laptop requirement works for each program, please call our Student Services Office for a brochure or contact the STI Helpdesk.

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

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, dances, 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 STI, plan to participate in one or more of these organizations.

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.

Associated Landscape Contractor's of America (ALCA)

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.

American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE)

The American Society of Heating, Refrigeration and Air Conditioning Engineers is an international technical society dedicated to improving the quality of life through the advancement of technology related to heating, refrigeration, air conditioning and ventilation. The STI student chapter of ASHRAE provides students continuing educational opportunities, including monthly meetings with demonstrations from professionals in the HVAC field.

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’s 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 GCSA 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.

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.

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.

Skills USA

This is the professional club for students in trade, industrial, and health occupations. Membership in Skills USA – VICA 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.

Silent Tones

The Silent Tones organization is specifically designed to enhance the learning experiences of students in the American Sign Language/English Interpreter program. Through Silent Tones, students are able to interact with the Deaf community and develop a better appreciation for Deaf culture.

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

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: Intramural volleyball, bowling and basketball, speakers on campus,

entertainment events, and informational seminars. Graduation is STI's biggest event of the year with a school-wide open house before commencement exercises.

A portion of enrollment fees is collected for student activities. The Student Activities Coordinator works with students to arrange entertainment on campus. In the past, this entertainment has included comedians, magicians, hypnotists, and musicians. Students participate in intramural volleyball, bowling, and basketball, and use city and school district facilities for their activities.

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.

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.

Business/Industry Training (BIT)

Business and Industry Training at STI offers a variety of short-term training courses to assist with maintaining employee skills for job advancement and specialized training needs. Individuals may enroll in a wide variety of courses in areas such as computers, medical, trades, business, and special interests. Continuing education and certification programs designed to meet state and federal requirements are also offered. This type of training is not only valuable to improving the workforce, it can also be extremely cost effective.

Business and Industry Training covers a wide range of training and re-training needs. Employers find our services helpful in the following areas of concern:

- New employee training for new or existing South Dakota companies.

- Training to upgrade existing employee skills.
- Training required for certification or licensure.
- Labor pool development.

These basic types of training are offered:

- Applicant-Based Training, developed and based on public demand.
- Apprenticeship Training, combining formal classroom and clinical or lab training with on-the-job experience
- CPR Training
- Customized Training, specifically tailored to the needs of individual companies
- Directed Independent Study, a self-paced basic skills training regimen
- Continuing Education, including certification for career fields that require licensure or recertification
- Other Services, including Commercial Drivers License (CDL) Third Party Testing
- Heavy Equipment Training
- Customized Computer Software Training
- Welding Certification Training
- Floral Design

Business and Industry Training provides companies an opportunity to acquire or upgrade technical skills for their employees. Some examples of training include Computer Software, Management and Supervision, ISO 9000, Health Care, Heavy Equipment Operation, Truck Driving (CDL), CAD, and much more. Business and Industry Training will assist new companies setting up in the southeast South Dakota area as well as assist new and existing companies in acquiring GOED (Governor's Office of Economic Development) funds for training. For more information on Business & Industry Training, contact the BIT Supervisor at 605.367.7619. In Yankton call 605.668.5700.

Bookstore

Students are required to purchase their own textbooks and supplies. Note: Financial Aid is not available at the start of the semester. Students will need to provide their own funding for books, tools, and supplies.

Bookstore Policies

Purchases

- Books may be purchased with checks, cash, Visa, MasterCard, or Discover. (Card must be present at time of purchase.)
- Payment for books is due at the time of pick-up.
- Written authorization must be on file to charge to Voc Rehab, VA, WIA, BIA, SWMNPIC, Sioux Falls Housing, or any other third party agencies including businesses.
- **STI Bookstore cannot accommodate personal charges for books.**
- Students **must** have class schedules to pick up books.
- Students should wait until time of purchase to write checks.
- Not responsible for purchased goods left after 90 days.

The campus bookstore buys books from students when the term is over, if the books will be used the following semester.

Book Returns

- Students **must** have a receipt. Please check refund policies before returning books.
- Students should check with friends and/or the bulletin boards **BEFORE** purchasing from the Bookstore.
- A marked or carelessly handled book is a used book and will be refunded at a USED price.
- Books purchased in shrink-wrap must be returned in the shrink-wrap during the add/drop period to receive 100% refund. If the book is not shrink-wrapped, a 75% refund will be given.
- STI recommends that students do not purchase books for classes they intend to test out for credit.

Book refunds will be given as follows:

Fall & Spring Semesters ** **from first day of Semester**

- D/A Period: 100% with receipt and drop/add slip
- D/A Period: 75% with receipt and no drop/add slip
- After D/A Period: whatever is offered in Buyer's Guide

Summer Semester (full semester) and Mid-start Classes

- D/A Period: 100% with receipt and drop/add slip
- D/A Period: 75% with receipt and no drop/add slip
- After D/A Period: whatever is offered in Buyer's Guide

Summer Semester (short term)

- Day 1: 100% with receipt and drop/add slip
- Day 1: 75% with receipt and no drop/add slip
- After one day: whatever is offered in Buyer's Guide
- Refunds will be paid via check and may be mailed or picked up. Books charged against credit card or third party agencies will be debited against credit card or third party agency.

NOTE: D/A = Drop/Add

Buy-Backs

- Buy-Back of used books takes place during **FINAL EXAM WEEK OF EACH SEMESTER**. STI Bookstore pays 50% of new price for books needed in the Bookstore during the following semester. Hours may vary each semester. Please check the newsletter and signs located in each building.
- Other books listed in the Buyer's Guide will be sold to an out-of-state used book company for prices listed in the guide.
- No books will be accepted with WRITING in them. A moderate amount of highlighting is acceptable. Books with coffee, pop spills, or water marks will not be accepted.
- Some books may not qualify for the "Book Buy-Back" due to new editions, textbook changes, or expendable nature of the book.

General Merchandise Returns

All returns for general merchandise items must be made within 15 days of purchase. A receipt is necessary for all returns. A receipt is not needed for defective merchandise exchange.

Bookstore Hours During Semesters: Monday – Friday: 7:30 am to 5pm

Hours are adjusted during the summer and when school is not in session.

STI Library Resource Center

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

Library Hours

Monday – Thursday, 7:30 am to 8:30 pm

Friday, 7:30 am to 4 pm

Saturday, 10 am to 2 pm

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.

Scarborough Childcare Facility

STI operates a child care facility. The Scarborough 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.

STI Financial Aid Office

STI's goal is to help post-secondary students obtain an education even if they or their parents/guardians have limited resources. The Financial Aid Office is located in the Mickelson Center, Room 201.

What is Financial Aid?

Simply defined, financial aid is money to help pay the cost of attending post-secondary education. This money comes from federal and state government as well as from private lenders, foundations and agencies.

Who is Eligible?

Students' eligibility for federal and state financial aid is determined using formulas, determined by Congress, to determine the student's "expected family contribution", which is an estimate of the family's ability to help pay part of the cost of the student's education. The difference between the estimated cost of attending Southeast and this expected family contribution is the student's need for financial assistance. **Note: Financial Aid is not available for Interim classes.**

Who May Apply?

To be eligible for any of the federally supported programs (Federal Pell Grants, 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 made each year. Complete the "Free Application for Federal Student Aid" which may be obtained from high school guidance counselors or from the STI Financial Aid Office, Mickelson Center, Room 201. 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.

- 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 2004-2005 academic year, awards will range from \$400 to \$4,050. 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 Stafford Student Loan. The largest source of low interest loans administered by the Department of Education is the Federal Stafford Loan. Eligibility for Federal Stafford Loans is extended to all undergraduate, graduate and professional students All students must demonstrate need in order to be eligible for the Federal Stafford Loan. This means that all Federal Stafford Loan applicants must file the need analysis application (Free Application for Federal Student Aid), in addition to the loan application.

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

The maximum annual amounts that may be borrowed are: \$2,625 for the first year of undergraduate study; \$3,500 for the second year of undergraduate study.

Amounts will be prorated for periods of enrollment of less than one academic year.

Repayment of principal and interest does not begin until six months after the student ceases at least half-time attendance. Also available are Federal Unsubsidized Stafford Loans. The differences between an unsubsidized and subsidized Federal Stafford Loan are 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. The amount borrowed under a Federal Unsubsidized Stafford Loan, however, cannot exceed the difference between cost of attendance and other financial aid. Additionally, if the student qualifies for a Federal Subsidized Stafford Loan that is less than the annual maximum, that amount in combination with the Federal Unsubsidized Stafford Loan may not exceed the annual loan maximum.

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 \$4,000 per year for the first and second years of undergraduate study under the Federal Unsubsidized Stafford Loan.

Effective for new loans made after July 1, 1994, the maximum interest rate is 8.25 percent. The actual rate is variable, and is determined according to a formula linked to the 91-day Treasury bill rate. For loans disbursed after July 1, 1998, the rate is capped at 8.25 percent. During in-school, grace and deferment periods, the variable rate is set each July 1. The rate from July 1, 2003 through June 30, 2004 was 2.82 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. 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 or termination of enrollment on at least half-time basis. 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. Interest rates on Federal PLUS loans are variable, linked to 52-week Treasury bill rates, but may not exceed

9 percent (beginning July 1, 1994). For the period beginning July 1, 2003, through June 30, 2004, the interest rate was 4.22 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 three percent to offset the federal government's cost of the program.

Beginning with the 1994-95 award year, if a parent applies for a Federal PLUS Loan on behalf of a dependent student, the family must complete the needs analysis application. Before certifying the PLUS, the school must determine the student's eligibility for a subsidized and then an unsubsidized Federal Stafford Loan. If eligible, that resource will be assumed, whether or not the student applies for those loans. 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 \$7.50 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. Scholarship support is developed in the following ways:

- Annual Campaign – Named scholarships for gift 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 family.

Recognition

An annual recognition event is held for scholarship recipients and givers. A wall highlighting all givers is located in the Mickelson Education Center entrance. A permanent book detailing memorial, tribute and honor gifts is located in the administrative offices. Gift envelopes are available in each education building lobby.

How to Apply

Each November, a new list of STI Foundation scholarships is available in the Financial Aid office. These scholarships are offered exclusively to STI students. Each giver establishes criteria and eligibility. Enrolled and accepted students are notified by email 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 second Friday in January. A volunteer scholarship committee makes recommendations to the foundation board. Students are notified and 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.

A list of scholarships open to STI students from other sources is also maintained with their eligibility criteria and deadlines. Applications for many of these are on file in the Financial Aid office. Selected scholarships are also printed in the student newsletter and sent by email when they become available.

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.


Financial aid will not be made available to students until after the drop/add period. During that ten-day period (five days of summer session), 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, or students 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 first funds to arrive will be used by the Business Office to pay students' tuition and fees. When students come to the Business Office to pick up their financial aid, the 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 picking up their first check. This requirement can be satisfied by going to this website address: www.mapping-your-future.org/oslc.**

Financial Aid Procedures & Obligations

With continued growth at STI, it has become very important to have 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.

(Students receiving financial aid in the Fall of 2003 do not need to re-apply for the Spring of 2004. However, as a reminder, you will need to re-apply for financial aid for the Fall of 2004.)

FINANCIAL AID

Fall: 6/16/04	Spring: 11/03/04	Summer: 4/05/05	
			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.
8/16/04	1/05/05	5/16/05	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.
8/23/04	1/12/05	6/13/05	All first-time loan borrowers attending STI must complete their Entrance Counseling on-line at www.mapping-your-future.org/oslc . This is required even if students have previously completed the Entrance Counseling at a different institution or have previously terminated from STI.
11/19/04	4/08/05	6/24/05	Last day financial aid can be filed for the semester.
9/17/04	2/11/05	6/24/05	Day of financial aid disbursement. 

THIRD PARTY

Fall: 9/03/04	Spring: 1/28/05	Summer: 6/17/05	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.
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VA Educational Assistance for Veterans

The education programs offered at Southeast 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 Southeast or the VA. Veteran's benefits may also be available to widows/widowers and dependents of the 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 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 without exception 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 satisfactorily complete 70% of credits attempted. Satisfactory completion of 50% of credit hours attempted is considered appropriate for the summer term. Grades of Incomplete (I), Failing (F), Official Withdraw (W), Audit (AU), No Credit (NC), or high school transfer (AR) do not count toward satisfactory completion. This review takes place after the end of each semester.
- A student cannot receive financial aid for more than 1.5 times the normal period required for the program (1.5 years for a 1 year program).
- A student must maintain a cumulative grade point average of at least 2.0. This review takes place after the end of each term.

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 term of acceptable academic work is defined as follows:
- If aid was received based on full time enrollment the previous semester, nine (9) credits (6 credits in summer) must be completed successfully with a semester GPA of 2.0 or higher. If aid was received based on part time enrollment the previous semester, six (6) credits (3 credits in summer) must be completed successfully with a semester GPA of 2.0 or higher.

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) in a minimum of 6 credit hours taken in the same semester. This student cannot receive financial aid for the period during which eligibility is being reinstated.
- Has appealed the suspension for medical, legal, or emotional reasons. These are the only reasons that will warrant an appeal. Such appeals will be dealt with on a case-by-case basis by the Financial Aid Committee. Such appeal can be granted for a period not to exceed one semester.

If a student changes programs after receiving financial aid for partial completion of one program, and if the new completion time will be more than 1.5 times the normal completion of the original program, the student will be required to meet with a Financial Aid Officer. The maximum time for the student's financial aid eligibility will be agreed to be the length of time required to complete only the additional courses required to complete the second program. Financial aid eligibility for a second change into another program will usually not be allowed. A student will only be eligible for financial aid at Southeast Technical Institute for the maximum time frame required to complete one program plus one year (e.g., two years times 1.5 plus one year or four years total). These maximum time frames will be prorated for programs of different lengths. If a student has completed a program, and then has been absent from Southeast Tech for one or more years and comes back to complete a second (or more) program, the student will be required to meet with a Financial Aid Officer to determine the length of financial aid eligibility.

Appeal of Financial Aid Suspension

Appeal of Financial Aid Suspension can be granted only in instances in which extenuating circumstances (i.e., medical, legal, emotional) 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. Meetings will be held during the first week of school, if needed, but not after that week. The student may ask his/her academic advisor to accompany him/her to the meeting; however, the student must represent himself/herself. It is the responsibility of the student to arrange to have his/her academic advisor present if desired.

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.

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. This sticker must be placed in a visible location on the vehicle. (Exact location(s) will be determined by July 2004.) 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 disciplined.

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 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 building supervisor.

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. 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 email and/or web pages, to solicit sales or conduct business.
- 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 userids and/or passwords with others, nor will they access resources using another person’s userid 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 an 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. Information may be submitted for placement in the campus newsletter, but publication is at the discretion of the editor. 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 email 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, an 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 Southeast 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 to their trade. 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 clothes 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 Southeast, a weapons policy has been established.

Firearms, knives, throwing stars, explosive devices or other potentially damaging items will not 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.

Primary and Secondary school students may visit classes at STI on an occasional basis with approval 24 hours in advance by 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 on the STI campus or at a STI-sponsored activity 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.

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 Southeast and are prohibited at all times. No student, instructor, administrator, volunteer, contractor or other employee of Southeast 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, or similar conduct in a manner that constitutes substantial interference with school purposes;

- 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 STI property or personnel;
- coming to campus or an institute function under the influence of, or using, dispensing, or possessing on campus or at an STI function a controlled or mood altering substance, such as steroids, marijuana, inhalants, alcohol or other drugs;
- use of or possession of tobacco on campus by a minor or smoking in undesignated areas
- insubordination or being found to be habitually disobedient;
- 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 STI'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 STI would clearly be

- detrimental to the physical safety of the student or would be clearly detrimental to the education, welfare, or safety of other students;
- reckless or exhibition driving on campus parking lots or streets serving the campus.

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 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 by the end of the student contact day 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 Southeast policy JKD-R/STI. A copy of the policy can be obtained through Student Services.

Student Grievance Procedure

If a student wishes to appeal an STI action or policy, the student should follow the process below (appeals must be made no later than 30 days after the action was taken):

Level One

The person should attempt to promptly resolve the issue through a discussion with the instructor or administrator involved in the action.

Level Two

If the issue is not resolved at Level One, the person may appeal the matter to the Supervisor of Student Services within 30 days of the action. The Supervisor of Student Services shall hold a meeting on the appeal, and if a written record of the discussion is kept, a copy of the record will be provided to the student.

The Supervisor of Student Services 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 action to the STI Director within 15 days of the receipt of the Level Two written decision. The Director shall arrange for a meeting within 10 working days of the receipt of the appeal, and subsequent meetings may be scheduled as necessary. The Director shall provide an answer in writing to the person within 10 working days of the final meeting regarding the appeal.

Level Four

If the issue is still not resolved at Level Three, the student may appeal the action to the Sioux Falls School District Superintendent within 15 days of receipt of the Level Three written decision. The Superintendent (or designee) will arrange for a meeting within 10 working days of the receipt of the appeal, and subsequent meetings may be scheduled as necessary. The Superintendent shall provide an answer in writing to the person within 10 working days of the final meeting regarding the appeal.

Level Five

If the issue is still not resolved at Level Four, the student may appeal the action to the Sioux Falls School District School Board within 15 days of receipt of the Level Four written decision. The board will consider the matter at a meeting of the school board within 15 working days of the receipt of the appeal.



Both the student filing the appeal and Southeast and School District staff shall have the right to present positions to the school board. In the hearing before the school board, either party, upon two day's notice in writing to the other party, may have counsel present and shall have full opportunity to present all relevant evidence. The board shall advise the person filing the appeal in writing of its decision within 30 calendar days of the school board meeting.

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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.

Business & Communications

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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

Associate in Applied Science 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.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk</u>	<u>Lec/Lab</u>
First				
BUS 101	Introduction to Business	3		(3 - 0)
CIS 105	Introduction to Computers	3		(2 - 2)
ACCT 210	Principles of Accounting I	4		(3 - 2)
ENGL 101	Composition (Preq Placement Assessment)	3		(3 - 0)
MATH 101	Intermediate Algebra	4		(4 - 0)
	(Preq Placement Assessment)	17		(15 - 4)
Second				
ACCT 211	Principles of Accounting II (Preq ACCT 210)	4		(3 - 2)
BUS 140	Business Law I	3		(3 - 0)
ENGL/SPCM	Communications Elective*	3		(3 - 0)
CIS 125	Microcomputer Applications (Preq CIS 105)	3		(2 - 2)
BUS 130	Business Communications	4		(3 - 2)
		17		(14 - 6)
Third				
ECON 201	Economics	3		(3 - 0)
ACCT 212	Intermediate Accounting I (Preq ACCT 211)	4		(3 - 2)

ACCT 218
ACCT 238

PSYC 101

Fourth

ACCT 237
ACCT 214

ACCT 213
ACCT 217

Tax Accounting (Preq ACCT 210)
Government Non-profit Accounting
(Preq ACCT 210)
General Psychology

4
3
3
17

(3 - 2)
(3 - 0)
(3 - 0)
(15 - 4)

Payroll (Preq ACCT 210)
Cost Accounting
(Preq ACCT 211)

2
4

(2 - 0)
(3 - 2)

Intermediate Accounting II (Preq ACCT 212)
Computerized Accounting
(Preq ACCT 210)

4
3
13

(3 - 2)
(2 - 2)
(10 - 6)

TOTAL 64

***Communications Elective:**

Fundamentals of Speech or Technical Writing

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.

Business Administration

Associate in Applied Science Degree

The Business Administration program offers broad training in key business areas—management, marketing, accounting, communication, and computers. Many technical electives are available allowing you to tailor the program to fit your specific career goals.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
First			
BUS 101	Introduction to Business	3	(3 - 0)
CIS 105	Introduction to Computers	3	(2 - 2)
BUS 120	Principles of Marketing	3	(3 - 0)
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
MATH 112	Business Math	<u>3</u>	<u>(3 - 0)</u>
		15	(14 - 2)
Second			
ACCT 210	Principles of Accounting I	4	(3 - 2)
BUS 140	Business Law	3	(3 - 0)
SPCM 101	Fundamentals of Speech	3	(3 - 0)
CIS 125	Microcomputer Applications (Preq CIS 105)	3	(2 - 2)
BUS 130	Business Communications	<u>4</u>	<u>(3 - 2)</u>
		17	(14 - 6)
Third			
ACCT 211	Principles of Accounting II (Preq ACCT 210)	4	(3 - 2)
BUS 160	Principles of Selling	3	(3 - 0)
BUS 220	Personal Finance	3	(3 - 0)

BUS 210	Supervisory Management	3	(3 - 0)
	Technical Elective	<u>3</u>	<u>(3 - 0)</u>
		16	(15 - 2)
Fourth			
SOC	Social Science Elective*	3	(3 - 0)
BUS 212	Human Resource Management	3	(3 - 0)
BUS 230	Small Business Entrepreneurship	3	(3 - 0)
COMM 208	Job Seeking Skills II: Interviewing	1	(1 - 0)
PSYC 101	General Psychology	3	(3 - 0)
	Technical Elective	<u>3</u>	<u>(3 - 0)</u>
		16	(16 - 0)
	TOTAL	64	

***Social Science Electives:**

Economics, Social Problems, or Marriage and the Family.

Please see a Student Services representative for a course list of technical electives.

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.

Business Administration – Accelerated Learning

Associate in Applied Science Degree

The Business Administration program offers broad training in key business areas—management, marketing, accounting, communication, and computers. Many technical electives are available allowing you to tailor the program to fit your specific career goals.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>NPW</u>
First			
BUS 101	Intro to Business	3	1
BUS 120	Principles of Marketing	3	1
ACCT 210	Principles of Accounting I	4	<u>1</u>
		10	3
Second			
CIS 105	Introduction to Computers	3	1
BUS 140	Business Law I	3	1
ACCT 211	Principles of Accounting II	4	<u>1</u>
		10	3
Third			
ENGL 101	General Education	3	1
MATH 112	Business Math	<u>3</u>	<u>1</u>
		6	2
Fourth			
CIS 125	Advanced Micro Apps	3	1
BUS	Technical Elective	3	1
BUS 130	Business Communications	<u>4</u>	<u>1</u>
		10	3

Fifth

SPCM 101	Speech	3	1
BUS 160	Principles of Selling	3	1
BUS 210	Supervisory Management	3	1
BUS 220	Personal Finance	<u>3</u>	<u>1</u>
		12	4

Sixth

SOC 150	Sociology	3	1
COMM 208	Job Seeking Skills: Interviewing	<u>1</u>	<u>1</u>
		4	2

Seventh

BUS 212	Human Resource Management	3	1
BUS 230	Small Business Entrepreneurship	3	1
PSYC 101	Psychology	3	1
BUS	Technical Elective	<u>3</u>	<u>1</u>
		12	4

TOTAL 64**Note:** NPW is Nights Per Week

The Business Classes are aligned with the day program, except for Accounting and Business Comm, which are full semester courses and are required for effective scheduling.

Business Administration – Evening

Associate in Applied Science Degree

The Business Administration program offers broad training in key business areas—management, marketing, accounting, communication, and computers. Many technical electives are available allowing you to tailor the program to fit your specific career goals.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk</u>	<u>Lec/Lab</u>
Fall Semester				
BUS 101	Intro to Business	3		(3 - 0)
CIS 105	Introduction to Computers	3		(2 - 2)
Spring Semester				
ACCT 210	Principles of Accounting I	4		(3 - 2)
BUS 140	Business Law I	3		(3 - 0)
Summer Semester				
ENGL 101	Composition (Preq Placement Assessment)	<u>3</u>		<u>(3 - 0)</u>
		16		(14 - 4)
Fall Semester				
ACCT 211	Principles of Accounting II (Preq ACCT 210)	4		(3 - 2)
BUS 160	Principles of Selling	3		(3 - 0)
Spring Semester				
BUS 130	Business Communications	4		(3 - 2)
CIS 125	Microcomputer Applications	3		(2 - 2)

Summer Semester

MATH 112

Business Math

~~3~~
17~~(3 - 0)~~
(14 - 6)**Fall Semester**

BUS 120

Principles of Marketing

3

(3 - 0)

BUS 210

Supervisory Management

3

(3 - 0)

Spring Semester

SPCM 101

Fundamentals of Speech

3

(3 - 0)

BUS 212

Human Resource Management

3

(3 - 0)

Summer Semester

PSYC 101

General Psychology

~~3~~
15~~(3 - 0)~~
(15 - 0)**Fall Semester**

BUS 220

Personal Finance

3

(3 - 0)

Technical Elective

3

(3 - 0)

Spring Semester

BUS 230

Small Business Entrepreneurship

3

(3 - 0)

COMM 208

Job Seeking Skills: Interviewing

1

(1 - 0)

Technical Elective

3

(3 - 0)

Summer Semester

SOC

Social Science Elective*

~~3~~
16~~(3 - 0)~~
(16 - 0)**TOTAL****64**

*Social Science Electives: Economics, Social Problems, or Marriage and the 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.

Financial Services

Associate in Applied Science Degree

Financial Service employees 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, stockbrokers, and financial planners.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
First			
BUS 101	Introduction to Business	3	(3 - 0)
CIS 105	Introduction to Computers	3	(2 - 2)
ACCT 210	Principles of Accounting I	4	(3 - 2)
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
MATH 112	Business Math	<u>3</u>	<u>(3 - 0)</u>
		16	(14 - 4)
Second			
ACCT 211	Principles of Accounting II	4	(3 - 2)
BUS 140	Business Law I	3	(3 - 0)
PSYC 101	General Psychology	3	(3 - 0)
CIS 125	Microcomputer Applications (Preq CIS 105)	3	(2 - 2)
BUS 130	Business Communications	<u>4</u>	<u>(3 - 2)</u>
		17	(14 - 6)
Third			
BUS 200	Principles of Banking	3	(3 - 0)
BUS 160	Principles of Selling	3	(3 - 0)

BUS 217	Customer Service	3	(3 - 0)
BUS 220	Personal Finance	3	(3 - 0)
BUS 209	Principles of Insurance	<u>3</u>	<u>(3 - 0)</u>
		15	(15 - 0)
Fourth			
ECON 201	Principles of Economics	3	(3 - 0)
BUS 295	Financial Services Internship (Dept. Approval & CGPA 2.0)	3	(0 - 12)
BUS 219	Principles of Lending I	3	(3 - 0)
BUS 232	Real Estate Principles	3	(3 - 0)
BUS 235	Principles of Investments	<u>4</u>	<u>(3 - 2)</u>
		16	(12 - 14)
	TOTAL	64	

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.

Graphic Communications

Associate in Applied Science 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 web site development and Internet applications. Advertising is very important and a major part of graphic communications.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
First (Core)			
GC 110	Macintosh Pre-Press I	3	(2 - 2)
GC 111	Digital Layout I (Preq CIS 100 or 30 cwpm)	3	(2 - 2)
GC 112	Design I	3	(2 - 2)
GC 114	Web Development I	3	(2 - 2)
CIS 105	Introduction to Computers	<u>3</u>	<u>(2 - 2)</u>
		15	(10 - 10)
Second			
GC 120	Macintosh Pre-Press II (Preq GC 110)	3	(2 - 2)
GC 121	Digital Layout II (Preq GC 111 and CIS 105)	3	(2 - 2)
GC 122	Design II (Preq GC 112)	3	(2 - 2)
GC 124	Web Development II (Preq GC 114)	3	(2 - 2)
MATH 100	General Math	<u>3</u>	<u>(3 - 0)</u>
		15	(11 - 8)
Third			
GC 210	Macintosh Pre-Press III (Preq GC 120)	3	(2 - 2)
GC 211	Digital Layout III (Preq GC 121)	2	(2 - 0)
GC 214	Design III (Preq GC 122)	3	(2 - 2)

GC 215	Web Development III (Preq GC 124)	2	(2 - 0)
PSYC 101	General Psychology	3	(3 - 0)
SPCM 101	Fundamentals of Speech	<u>3</u>	<u>(3 - 0)</u>
		16	(14 - 4)
Fourth			
GC 220	Macintosh Pre-Press IV (Preq GC 210)	2	(2 - 0)
GC 221	Digital Layout IV (Preq GC 211)	3	(2 - 2)
GC 222	Design IV (Preq GC 214)	2	(2 - 0)
GC 227	Web Development IV (Preq GC 215)	3	(2 - 2)
SOC 150	Social Problems	3	(3 - 0)
ENGL 101	Composition (Preq Placement Assessment)	<u>3</u>	<u>(3 - 0)</u>
		16	(14 - 4)
	TOTAL	62	

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.

Marketing

Associate in Applied Science Degree

Between one-fourth and one-third of the civilian work force in the United States is employed in marketing related jobs. Millions of workers are employed in many facets of sales, public relations, and marketing research. Whether your interests lie in working with a government agency, hospital, charitable or religious group, educational institution, or a large corporation, there are many satisfying jobs with opportunities for advancement.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
First			
BUS 101	Introduction to Business	3	(3 - 0)
CIS 105	Introduction to Computers	3	(2 - 2)
BUS 120	Principles of Marketing	3	(3 - 0)
BUS 140	Business Law	3	(3 - 0)
ENGL 101	Composition (Preq Placement Assessment)	<u>3</u>	<u>(3 - 0)</u>
		15	(14 - 2)
Second			
ACCT 210	Principles of Accounting I	4	(3 - 2)
MATH 112	Business Math	3	(3 - 0)
SPCM 101	Fundamentals of Speech	3	(3 - 0)
CIS 125	Microcomputer Applications (Preq CIS 105)	3	(2 - 2)
BUS 130	Business Communications	4	(3 - 2)
		17	(14 - 6)
Third			
BUS 160	Principles of Selling	3	(3 - 0)
BUS 210	Supervisory Management	3	(3 - 0)

BUS 152	Desktop Publishing	3	(2 - 2)
BUS 150	Advertising	3	(3 - 0)
BUS 220	Personal Finance	3	(3 - 0)
	Technical Elective	<u>3</u>	<u>(3 - 0)</u>
		18	(17 - 2)
Fourth			
BUS 162	Retailing	3	(2 - 2)
BUS 121	Strategic Marketing (Preq BUS 120)	3	(3 - 0)
BUS 290	Marketing Internship (Preq Dept Approval & CGPA 2.0)	3	(0 - 12)
SOC	Social Science Elective*	3	(3 - 0)
PSYC 101	General Psychology	<u>3</u>	<u>(3 - 0)</u>
		15	(11 - 14)
	TOTAL	65	

***Social Science Electives:**

Economics, Social Problems, or Marriage and the Family.

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.

Office Systems Specialist

Vocational Diploma

Office Systems professionals help keep a business running efficiently and effectively. Their job capabilities include the following: providing excellent customer service, performing general bookkeeping, recordkeeping, managing the office, preparing professional documents or presentations, handling general computer operations and effectively communicating information to different parties.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
First			
CIS 123	Word Processing (Preq/Coreq CIS 105, CIS 100 or 30 cwam)	4	(2 - 4)
BUS 101	Intro to Business	3	(3 - 0)
CIS 100	Keyboarding (or 30 cwam)	2	(0 - 4)
CIS 105	Introduction to Computers	3	(2 - 2)
COMM 105	Writing Skills for the Office Professional	2	(1 - 2)
MATH 112	Business Math	<u>3</u>	<u>(3 - 0)</u>
		17	(11 - 12)
Second			
BUS 107	Office Procedures (Preq/Coreq MATH 112, 40 cwam)	4	(2 - 4)
BUS 130	Business Communications	4	(3 - 2)
BUS 217	Customer Service	3	(3 - 0)
CIS 125	Microcomputer Applications (Preq CIS 105)	3	(2 - 2)
PSYC 102	Applied Psychology	2	(2 - 0)

ENGL 101

English Composition (Preq Placement Assessment)

3
19

(3 - 0)
(15 - 8)

TOTAL

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.

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.

Students planning on pursuing an A.A.S. degree in a business-related program, after receiving a vocational diploma, should substitute PSYC 101 General Psychology (3 credits) for PSYC 102 Applied Psychology (2 credits).

Computer Information Systems

Computer Network Technician	61
Computer Programming	62
Computer Technician	63
Internet Application Developer	64
Network Administrator	65
Software Support Specialist	66
System Administrator	67

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 Technician

Associate in Applied Science Degree

Computer Network Technicians enjoy challenges of an ever changing computer servicing and networking industry. Throughout this program, emphasis will be placed on how the computer systems, networks, and computer peripheral equipment operates, and how to fix them down to the circuit board level. On the job, computer network technicians are often heavily involved with customer relations, as well as system operations analysis. A strong working knowledge of the technology is necessary for success in this field.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
First			
CIS 106	Introduction to Computers/CIS	3	(2 - 2)
ET 112	Basic Electronics (Coreq ET 113)	3	(3 - 0)
ET 113	Basic Electronics Lab (Coreq ET 112)	2	(0 - 4)
CIS 151	Microcomputer Hardware/DOS	4	(3 - 2)
MATH 112	Business Math	<u>3</u>	<u>(3 - 0)</u>
		15	(11 - 8)
Second			
CIS 130	Intro to Programming	3	(2 - 2)
CIS 160	LINUX Administration	3	(2 - 2)
CIS 171	Introduction to Networking	4	(2 - 4)
CIS 180	Windows Server OS (Preq/Coreq CIS 171)	4	(2 - 4)
ENGL 101	Composition (Preq Placement Assessment)	<u>3</u>	<u>(3 - 0)</u>
		17	(10-14)
Third			
CIS 187	Routers & WANs I (Preq CIS 171 or CCNA1)	3	(2 - 2)
CIS 274	Advanced Windows Server OS (Preq CIS 180)	4	(2 - 4)

CIS 285	Wireless Data Communications (Preq CIS 171)	4	(2 - 4)
PSYC 101	General Psychology	3	(3 - 0)
SOC	Social Science Elective*	<u>3</u>	<u>(3 - 0)</u>
		17	(12-10)
Fourth			
CST 130	Peripheral Devices (Preq CIS 151)	2	(2 - 0)
CIS 273	Network Services and Security (Preq CIS 180)	4	(2 - 4)
CST 280	Microcomputer Svcs (Preq CIS 151, Coreq CST 281)	3	(3 - 0)
CST 281	Microcomputer Servicing Lab (Coreq CST 280)	3	(0 - 9)
CIS 288	Routers & WANs II (Preq CIS 187 or CCNA2)	<u>3</u>	<u>(2 - 2)</u>
		15	(9 - 15)
	TOTAL	64	

***Social Science Electives:**

Economics, Social Problems, or Marriage and the Family.

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.

Computer Programming

Associate in Applied Science 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, Microsoft’s C#, and Visual Basic.NET.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
First			
CIS 106	Introduction to Computers/CIS	3	(2 - 2)
CIS 130	Introduction to Programming	3	(2 - 2)
CIS 165	iSeries/400	3	(2 - 2)
CIS 195	Internet Programming Essentials	4	(3 - 2)
MATH 112	Business Math	3	(3 - 0)
		16	(12 - 8)
Second			
CIS 132	Visual Basic.NET - Intro (Preq CIS 130)	3	(2 - 2)
CIS 149	Java - Intro (Preq CIS 130)	3	(2 - 2)
CIS 169	Network and OS Fundamentals	4	(2 - 4)
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
PSYC 101	General Psychology	3	(3 - 0)
		16	(12 - 8)

Third

CIS 145	RPG IV Programming (Preq CIS 130 & 165)	4	(2 - 4)
CIS 249	OOP II Advanced (Java)(Preq CIS 149)	3	(2 - 2)
CIS 232	Visual Basic.NET— Advanced (Preq CIS 132)	3	(2 - 2)
CIS 295	Database Management & Design (Preq CIS 106)	3	(2 - 2)
SOC	Social Science Elective*	<u>3</u>	<u>(3 - 0)</u>
		16	(11 - 10)

Fourth

CIS 265	Development Trends in iSeries/400 (Preq CIS 145, CIS 165)	3	(2 - 2)
CIS 298	Oracle Development (Preq CIS 295 & CIS 130)	3	(2 - 2)
CIS 299	Internship or CIS 248 Application Development - Advanced (Preq CIS 130, Minimum 4 Credits in One Programming Language)	3 - 4	(TBA)
ACCT 210	Principles of Accounting I	<u>4</u>	<u>(3 - 2)</u>
		13 or 14	(TBA)
	TOTAL	61 or 62	

***Social Science Electives:**

Economics, Social Problems, or Marriage and the 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

Vocational 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.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
First			
CIS 106	Introduction to Computers/CIS	3	(2 - 2)
ET 112	Basic Electronics (Coreq ET 113)	3	(3 - 0)
ET 113	Basic Electronics Lab (Coreq ET 112)	2	(0 - 4)
CIS 151	Microcomputer Hardware/DOS	4	(3 - 2)
MATH 112	Business Math	<u>3</u>	<u>(3 - 0)</u>
		15	(11 - 8)
Second			
CIS 130	Intro to Programming	3	(2 - 2)
CIS 160	LINUX Administration (Preq/Coreq CIS 171)	3	(2 - 2)
CIS 171	Introduction to Networking	4	(2 - 4)
CIS 180	Windows Server OS (Preq/Coreq CIS 171)	4	(2 - 4)

ENGL 101

Composition (Preq Placement Assessment)

3
17

(3 - 0)
(11-12)

TOTAL

32

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.

Internet Application Developer

Associate in Applied Science Degree

An Internet Application Developer creates software applications for use over the Internet. These programs are typically written in computer programming languages such as Java, C#, Visual Basic.NET, HTML, and PHP and utilize database management systems software such as Oracle, SQL Server, or Microsoft Access. Internet Application Developers have an understanding of communication links that are created between the clients and the company via the company's web site and create user friendly programs. An Internet Application Developer must take the information that is collected through the web site and organize it for internal and external use in the business. The Internet Application Developer may also manage Internets, Intranets and Extranets utilizing a variety of network operating systems.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk</u> <u>Lec/Lab</u>
First			
CIS 106	Introduction to Computers/CIS	3	(2 - 2)
CIS 130	Introduction to Programming	3	(2 - 2)
CIS 165	iSeries/400	3	(2 - 2)
CIS 195	Internet Programming Essentials	4	(3 - 2)
MATH 112	Business Math	<u>3</u>	<u>(3 - 0)</u>
		16	(12 - 8)
Second			
CIS 132	Visual Basic.NET - Intro (Preq CIS 130)	3	(2 - 2)
CIS 149	Java - Intro (Preq CIS 130)	3	(2 - 2)
CIS 169	Network and OS Fundamentals	4	(2 - 4)
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
PSYC 101	General Psychology	<u>3</u>	<u>(3 - 0)</u>
		16	(12 - 8)

Third

CIS 197	Internet Applications (Preq CIS 130 & CIS 195)	3	(2 - 2)
CIS 249	OOP II (Advanced Java) (Preq CIS 149)	3	(2 - 2)
CIS 295	Database Management & Design (Preq CIS 106)	3	(2 - 2)
CIS 240	Graphical Data Driven Web Development (CIS 130, CIS 195)	3	(2 - 2)
SOC	Social Science Elective*	<u>3</u>	<u>(3 - 0)</u>
		15	(11 - 8)

Fourth

CIS 232	Visual Basic.NET-Advanced (Preq CIS 132)	3	(2 - 2)
CIS 296	Microsoft Web Server Development (Preq CIS 169, CIS 132, CIS 195)	3	(2 - 2)
CIS 297	UNIX/Linux Web Server Development (Preq CIS 130, CIS 169, CIS 195)	3	(2 - 2)
CIS 298	Oracle Development (Preq CIS 130 & CIS 295)	3	(2 - 2)
CIS 299	Internship or CIS 248 Application Development - Advanced (Preq CIS 130, Min. 4 Credits in One Programming Language)	<u>3-4</u>	<u>(TBA)</u>
		15 or 16	(TBA)
	TOTAL	62 - 63	

*Social Science Electives:

Economics, Social Problems, or Marriage and the 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.

Network Administrator

Associate in Applied Science Degree

Network Administrators are responsible for setting up file server configurations, workstations and peripheral connectivity. They maintain the network hardware and software, control network printing and perform regular file server tune-ups in order to achieve optimum performance levels. Network Administrators also guarantee data integrity and network security, establishing and enforcing both system audit procedures and data backup and retrieval procedures.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
First			
CIS 106	Introduction to Computers/CIS	3	(2 - 2)
ET 112	Basic Electronics (Coreq ET 113)	3	(3 - 0)
ET 113	Basic Electronics Lab (Coreq ET 112)	2	(0 - 4)
CIS 151	Microcomputer Hardware/DOS	4	(3 - 2)
MATH 112	Business Math	3	(3 - 0)
		15	(11 - 8)
Second			
CIS 130	Introduction to Programming	3	(2 - 2)
CIS 160	LINUX Administration (Preq/Coreq CIS 171)	3	(2 - 2)
CIS 171	Introduction to Networking	4	(2 - 4)
CIS 180	Windows Server OS (Preq/Coreq CIS 171)	4	(2 - 4)
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
		17	(11 - 12)
Third			
CIS 187	Routers and WANs I (Preq CIS 171 or CCNA1)	3	(2 - 2)

CIS 260	Advanced LINUX	4	(2 - 4)
CIS 275	Novell Networking (Preq CIS 171)	4	(2 - 4)
CIS 283	Internet Systems Scripting	<u>4</u>	<u>(2 - 4)</u>
		15	(8 - 14)
Fourth			
CIS 281	Networking Troubleshooting (Preq CIS 180)	4	(2 - 4)
CIS 285	Wireless Data Communications (Preq CIS 171)	4	(2 - 4)
CIS 288	Routers and WANs II (Preq CIS 187 or CCNA2)	3	(2 - 2)
PSYC 101	General Psychology	3	(3 - 0)
SOC 150	Social Science Elective*	<u>3</u>	<u>(3 - 0)</u>
		17	(12 -10)
	TOTAL	64	

***Social Science Electives:**

Economics, Social Problems, or Marriage and the Family.

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.

Software Support Specialist

Vocational Diploma

A Software Support Specialist 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. Specialists load 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.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
First			
CIS 106	Introduction to Computers/CIS	3	(2 - 2)
CIS 130	Introduction to Programming	3	(2 - 2)
CIS 165	iSeries/400	3	(2 - 2)
CIS 195	Internet Programming Essentials	4	(3 - 2)
MATH 112	Business Math	<u>3</u>	<u>(3 - 0)</u>
		16	(12 - 8)
Second			
CIS 132	Visual Basic.NET - Intro (Preq CIS 130)	3	(2 - 2)
CIS 149	Java - Intro (Preq CIS 130)	3	(2 - 2)
CIS 169	Network and OS Fundamentals	4	(2 - 4)
COMM 102	Communication in the Workplace (AAS, *ENGL 101)	3	(3 - 0)

PSYC 101

General Psychology

3

(3 - 0)

16

(12 - 8)

TOTAL

32

***Students seeking a two-year degree must take ENGL 101 Composition.**

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.

System Administrator

Associate in Applied Science 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.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
First			
CIS 106	Introduction to Computers/CIS	3	(2 - 2)
ET 112	Basic Electronics (Coreq ET 113)	3	(3 - 0)
ET 113	Basic Electronics Lab (Coreq ET 112)	2	(0 - 4)
MATH 112	Business Math	3	(3 - 0)
CIS 151	Microcomputer Hardware/DOS	4	(3 - 2)
		15	(11 - 8)
Second			
CIS 130	Introduction to Programming	3	(2 - 2)
CIS 160	LINUX Administration (Preq/Coreq CIS 171)	3	(2 - 2)
CIS 171	Introduction to Networking	4	(2 - 4)
CIS 180	Windows Server OS (Preq/Coreq CIS 171)	4	(2 - 4)
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
		17	(11 - 12)
Third			
PSYC 101	General Psychology	3	(3 - 0)
CIS 260	Advanced LINUX (Preq/Coreq CIS 160)	4	(2 - 4)

CIS 273	Network Services and Security (Preq CIS 180)	4	(2 - 4)
CIS 295	Database Management & Design (Preq CIS 106, Coreq CIS 284)	3	(2 - 2)
SOC 150	Social Science Elective*	<u>3</u>	<u>(3 - 0)</u>
		17	(12 -10)
Fourth			
CIS 274	Advanced Windows Servers OS (Preq CIS 180)	4	(2 - 4)
CIS 275	Novell Networking (Preq CIS 171)	4	(2 - 4)
CIS 283	Internet Systems Scripting	4	(2 - 4)
CIS 284	Client/Server Administration (Coreq CIS 295)	<u>3</u>	<u>(2 - 2)</u>
		15	(8 - 14)
	TOTAL	64	

***Social Science Electives:**

Economics, Social Problems, or Marriage and the Family.

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	118
Electronics Technology	119
Laser/Electro-Optics Technology	120

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

Associate in Applied Science 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 or Laser/Electro-Optics Technology to be admitted to this program.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
Summer Session			
**HC 111	Anatomy/Physiology/Medical Terminology	<u>5</u> 5	<u>(4 - 2)</u> (4 - 2)
First			
BMET 210	Patient Care Equipment (Preq HC 111)	3	(3 - 0)
BMET 211	Patient Care Equipment Lab (Coreq BMET 210)	2	(0 - 6)
BMET 220	Neuro/Cardiac Care Instrumentation (Coreq BMET 210)	3	(3 - 0)
BMET 221	Neuro/Cardiac Care Instrumentation Lab (Coreq BMET 220)	2	(0 - 6)
BMET 230	Medical Safety & Standards	3	<u>(3 - 0)</u>
CHEM 106	Chemistry Survey	4 17	<u>(3 - 2)</u> (12 - 14)
Second			
BMET 250	Clinical Instrumentation (Preq CHEM 106)	3	(3 - 0)

BMET 251	Clinical Instrumentation Lab (Coreq BMET 250)	3	(0 - 6)
BMET 260	Imaging Equipment (Preq ET 281)	3	(3 - 0)
BMET 261	Imaging Equipment Lab (Coreq BMET 260)	<u>4</u> 13	<u>(0 - 8)</u> (6 - 14)
Summer Session			
BMET 270	Biomedical Equipment Technology Internship (Preq BMET Courses & Permission of Program Chair)	<u>3</u> 3	<u>(0 - 14)</u> (0 - 14)
	TOTAL	38	

****May be taken in the first semester.**

Lecture hours may also denote individualized and small group instruction.

Students entering a program in any semester other than the summer semester may not graduate in two semesters.

Electronics Technology

Associate in Applied Science 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.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
First			
ET 110	DC Electronics (Coreq ET 116)	3	(3 - 0)
ET 111	AC Electronics (Coreq ET 116)	3	(3 - 0)
ET 116	DC/AC Electronics Lab (Coreq ET 110/111)	3	(0 - 6)
ET 128	Technical Physics	2	(1 - 2)
MATH 106	Applied Algebra (Preq Placement Assessment)	3	(3 - 0)
CIS 101	Computer Essentials	2	(1 - 2)
		16	(11 - 10)
Second			
ET 130	Solid State Devices (Preq ET 110/111)	2	(2 - 0)
ET 131	Solid State Devices Lab (Coreq ET 130)	2	(0 - 4)
ET 242	Logic Circuits (Preq ET 110/111)	3	(3 - 0)
ET 243	Logic Circuits Lab (Coreq ET 242)	3	(0 - 6)
COMM 102	Communication in the Workplace	3	(3 - 0)
PSYC 102	Applied Psychology	2	(2 - 0)

Third

ET 201	Labview Programming	4	(2 - 4)
ET 260	Analog Circuits (Preq ET 130)	3	(3 - 0)
ET 261	Analog Circuits Lab (Coreq ET 260)	3	(0 - 6)
ET 265	Wireless Communications (Preq ET 130)	3	(3 - 0)
ET 266	Wireless Communications Lab (Coreq ET 265)	<u>3</u>	<u>(0 - 6)</u>
		16	(8 - 16)

Fourth

ET 211	Data Acquisition & Control (Preq ET 201)	4	(2 - 4)
ET 271	Data Communications (Preq ET 242)	3	(2 - 2)
ET 284	Electronic Systems (Preq ET 265)	3	(3 - 0)
ET 285	Electronic Systems Lab (Coreq ET 284)	3	(0 - 6)
SOC	Social Science Elective*	<u>3</u>	<u>(3 - 0)</u>
		16	(10 - 12)

TOTAL 63

*Social Science Electives:

Economics, Social Problems, or Marriage and the Family.

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.

Laser/Electro-Optics Technology

Associate in Applied Science Degree

Laser/Electro-Optics Technicians provide companies with the expertise to repair and maintain lasers and laser systems. This includes work on lasers, power supplies, optics systems, and transport/fixturing systems. The laser technician may work for a laser/optics manufacturer or reseller, installing, maintaining, and repairing laser/optics systems on-site for the manufacturer's customers. The technician may also work for a laser end-user, maintaining and repairing laser systems used in a manufacturing or job-shop setting.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
First			
ET 110	DC Electronics (Coreq ET 116)	3	(3 - 0)
ET 111	AC Electronics (Coreq ET 116)	3	(3 - 0)
ET 116	DC/AC Electronics Lab (Coreq ET 110/111)	3	(0 - 6)
ET 128	Technical Physics	2	(1 - 2)
MATH 106	Applied Algebra (Preq Placement Assessment)	3	(3 - 0)
CIS 101	Computer Essentials	<u>2</u>	<u>(1 - 2)</u>
		16	(11 - 10)
Second			
ET 130	Solid State Devices (Preq ET 110/111)	2	(2 - 0)
ET 132	Solid State Devices Lab (Coreq ET 130)	2	(0 - 4)
ET 242	Logic Circuits (Preq ET 110/111)	3	(3 - 0)
ET 243	Logic Circuits Lab (Coreq ET 242)	3	(0 - 6)
LEOT 101	Introduction to Lasers	3	(2 - 2)
PSYC 102	Applied Psychology	2	(2 - 0)
ENGL 101	English Composition (Preq Placement Assessment)	<u>3</u>	<u>(3 - 0)</u>
		18	(12 - 12)

Summer Session

LEOT 201	Manufacturing Basics	<u>2</u>	(1 - 2)
		2	(1 - 2)

Third

ET 260	Analog Circuits (Preq ET 130)	3	(3 - 0)
ET 261	Analog Circuits Lab (Coreq ET 260)	3	(0 - 6)
LEOT 102	Geometric Optics	3	(2 - 2)
LEOT 202	Light Sources and Wave Optics	3	(2 - 2)
LEOT 208	Laser Devices and Technology	<u>4</u>	<u>(2 - 4)</u>
		16	(9 - 14)

Fourth

LEOT 250	CAD/CNC	4	(2 - 4)
LEOT 206	Laser Applications	4	(3 - 3)
LEOT 207	Laser Systems & Troubleshooting (Preq LEOT 101, 102, 208)	4	(2 - 6)
ENGL 201	Technical Writing (Preq ENGL 101)	3	(3 - 0)
SOC	Social Science Elective*	<u>3</u>	<u>(3 - 0)</u>
		18	(13-13)

TOTAL **70**

*Social Science Electives:

Economics, Social Problems, or Marriage and the Family

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.

Engineering Technology

Architectural/Construction Engineering Technology.....	125
Civil Engineering Technology.....	126

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

Associate in Applied Science 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, computation, written and computer-assisted drawings of results, and field inspection of work according to plans.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
First			
SOC 150	Social Problems	3	(3 - 0)
DT 101	Engineering Drawing	3	(0 - 6)
CIS 101	Computer Essentials	2	(1 - 2)
CET 101	Engineering Technical Math	4	(4 - 0)
CAD 120	Computer Assisted Design I (Coreq CIS 101 & DT 101 or Department Approval)	4	(2 - 4)
		16	(10 - 12)
Second			
ACT 120	Materials & Methods of Construction (Coreq ACT 121)	3	(3 - 0)
ACT 121	Architectural Drawing I (Coreq ACT 120 Preq DT 101)	3	(0 - 6)
CAD 211	Computer Assisted Design II (Preq CAD 120)	4	(2 - 4)
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
MATH 120	Trigonometry (Preq CET 101)	3	(3 - 0)
		16	(11 - 10)
Third			
ACT 210	Commercial Construction Techniques (Preq ACT 120 & Coreq ACT 212)	3	(3 - 0)

ACT 212	Architectural Drawing II (Preq ACT 121 & Coreq ACT 210)	3	(0 - 6)
CET 213	Statics (Preq MATH 120)	3	(3 - 0)
CAD 221	Computer Assisted Design III/Arch (Preq CAD 211 & Coreq ACT 212)	3	(2 - 2)
PSYC 101	General Psychology	<u>3</u>	<u>(3 - 0)</u>
		15	(11 - 8)
Fourth			
ACT 211	Mechanical/Electrical Systems (Preq ACT 212)	3	(2 - 2)
ACT 221	Construction Management (Preq ACT 210)	3	(3 - 0)
ACT 220	Construction Estimating (Preq ACT 212)	3	(2 - 2)
ACT 222	Strength of Materials (Preq CET 213)	3	(3 - 0)
CAD 215	Computer Assisted Design Special Topics (Preq CAD 221)	<u>3</u>	<u>(2 - 2)</u>
		15	(12 - 6)
	TOTAL	62	

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

Associate in Applied Science 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.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
First			
CET 101	Engineering Technical Math	4	(4 - 0)
CET 110	Survey I (Coreq CET 101 & DT 101)	3	(2 - 4)
DT 101	Engineering Drawing	3	(0 - 6)
CIS 101	Computer Essentials	2	(1 - 2)
CAD 120	Computer Assisted Design I (Coreq CIS 101 & DT 101 or Department Approval)	<u>4</u> 16	<u>(2 - 4)</u> (9 - 16)
Second			
CET 120	Survey II (Preq CET 110 & CAD 120)	4	(2 - 4)
CET 121	Soils	3	(2 - 2)
CAD 211	Computer Assisted Design II (Preq CAD 120)	4	(2 - 4)
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
MATH 120	Trigonometry (Preq CET 101)	<u>3</u> 17	<u>(3 - 0)</u> (12 - 10)
Summer			
CET 130	Civil Internship (Optional)	2	(0 - 40)

Third

CET 210	Survey III/Route Layout (Preq CET 120)	4	(2 - 4)
CET 211	Construction Materials Testing (Preq CET 121)	3	(2 - 2)
CET 213	Statics (Preq MATH 120)	3	(3 - 0)
CET 223	Estimating & Office Practices	3	(2 - 2)
SOC	Social Science Elective*	<u>3</u>	<u>(3 - 0)</u>
		16	(12 - 8)

Fourth

CET 220	Survey IV/GPS (Preq CET 210)**	3	(2 - 2)
CAD 220	Civil CAD III Geographical Information Systems (Preq CAD 211, CET 210 Coreq CET 220)**	3	(2 - 2)
CET 221	Land Surveying Law	3	(3 - 0)
CET 224	Water & Waste Water	3	(3 - 0)
PSYC 101	General Psychology	<u>3</u>	<u>(3 - 0)</u>
		15	(13 - 4)
	(Does not include summer internship)	TOTAL	64

*Social Science Electives:

Economics, Social Problems, or Marriage and the Family.

**ACT 221 Construction Management may be substituted for CET 220 or CAD 220.

All CAD and 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.

Health & Human Services Technology

American Sign Language/English Interpreter	130
Cardiovascular – Cardiac Ultrasound	132
Cardiovascular – Invasive Cardiovascular	135
Cardiovascular – Vascular Ultrasound	137
Criminal Justice – Corrections	139
Criminal Justice – Law Enforcement	141
Diagnostic Medical Sonography – Abdominal/OB/Gyn	143
Health Unit Coordinator/ Patient Care Technician	145
Licensed Practical Nursing (LPN)	147
Medical Transcription/Coding	149
Nuclear Medicine Technology	151
Phlebotomy/Patient Care Technician	153
Surgical Technology	155

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.

American Sign Language/English Interpreter

Associate in Applied Science Degree

Interpreting for people who are Deaf and Hard-of-Hearing requires listening to spoken English and communicating the spoken word through sign language, watching sign language and translating the signs into spoken English. Students are also introduced to the intricacies of Deaf Culture and share social interactions with members of the Deaf Community.

Course #	Course Title	Credits	Hrs per wk Lec/Lab
Fall			
ASL 101	American Sign Language I	2	(1 - 2)
ASL 102	American Sign Language II (Preq ASL 101)	2	(1 - 2)
IPP 112	Intro to Interpreting	4	(4 - 0)
ASL 110	Non-Manual Markers	2	(1 - 2)
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
SPCM 101	Fundamentals of Speech	<u>3</u>	<u>(3 - 0)</u>
		16	(13 - 6)
Spring (Preq - successful completion of first semester)			
ASL 103	American Sign Language III (Preq ASL 102)	3	(2 - 2)
ASL 104	American Sign Language IV (Preq ASL 103)	3	(2 - 2)
IPP 125	Contrastive Cultural Analysis (Preq ASL 102)	3	(2 - 2)
IPP 124	Interpreting for Special Needs Populations (Preq IPP 112)	3	(2 - 2)
IPP 122	Interpreters at Work (Preq IPP 112)	<u>3</u>	<u>(1 - 4)</u>
		15	(9 - 12)
Summer (Preq - successful completion of second semester)			
ASL 105	American Sign Language V (Preq ASL 104)	4	(3 - 2)
ASL 115	Finger Spelling (Preq ASL 104)	2	(1 - 2)

PSYC 101	General Psychology	<u>3</u>	<u>(3 - 0)</u>
		9	(7 - 4)
Fall (Preq - successful completion of third semester)			
IPP 127	ASL to English Interpreting (Preq ASL 105 & 115)	3	(2 - 2)
IPP 221	Contrastive Linguistic Analysis (Preq ASL 105 & 115)	3	(2 - 2)
IPP 223	Interactive Interpreting (Preq IPP 2nd semester courses)	3	(2 - 2)
IPP 224	Internship I (Preq IPP 122 2nd Sem. Courses & Concurrent with 3rd Sem. Courses)	2	(0 - 4)
CIS 101	Computer Essentials	2	(1 - 2)
MATH 100	General Math	<u>3</u>	<u>(3 - 0)</u>
		16	(10 - 12)
Spring (Preq - successful completion of fourth semester)			
IPP 225	Internship II (Preq IPP 224 and Department Approval)	10	(0 - 40)
IPP 226	Internship Closure (Preq IPP 225)	<u>2</u>	<u>(2 - 0)</u>
		12	(2 - 40)
Summer (Preq - successful completion of fifth semester)			
IPP 230	Specialized Interpreting (Preq IPP 226)	3	(2 - 2)
SOC 150	Social Problems	<u>3</u>	<u>(3 - 0)</u>
		6	(5 - 2)
	TOTAL	74	

Achievement of a “C” or better for all ASL & IPP courses is required to take next semester courses. Lecture hours may also denote individualized and small group instruction, and out of classroom for the social interactions in the deaf community. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Cardiovascular – Cardiac Ultrasound Technology

Associate in Applied Science Degree


Cardiovascular Technologists perform various diagnostic procedures so that a diagnosis may be established concerning that 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 form 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.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
Summer & First (Core) – Prerequisites to Cardiovascular			
CHEM 106	Chemistry Survey	4	(3 - 2)
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
PHYS 100	Applied Physics ("C" or higher required)	3	(2 - 2)
MATH 101	Intermediate Algebra (Preq Placement Assessment) or MATH 102 College Algebra (Preq Placement Assessment)	4	(4 - 0)
CIS 101	Computer Essentials	2	(1 - 2)
HC 111	Anatomy/Physiology/Medical Terminology	5	(4 - 2)
HC 121	Patient Care Techniques I	3	(2 - 2)
CV 101	Intro. to Cardiovascular Ultrasound	1	(1 - 0)
		25	(20-10)
Second			
CV 122	Cardiovascular Principles & Arrhythmias (Preq Core)	5	(4 - 2)
HC 114	Health Care/Human Relations	3	(3 - 0)
HC 124	Basic Pharmacology	2	(2 - 0)

CVN 134	Cardiac Ultrasound I (Preq Core)	6	(5 - 2)
CV 123	Ultrasound Physics (Preq PHYS 100)	<u>3</u>	<u>(3 - 0)</u>
		19	(17 - 4)
Summer			
CVN 124	Cardiovascular Principles & Hemodynamics (Preq CVN 134, CV 122, CV 123)	3	(2 - 2)
SPCM 101	Fundamentals of Speech	3	(3 - 0)
PSYC 101	General Psychology	<u>3</u>	<u>(3 - 0)</u>
		9	(8 - 2)
Third			
CVN 125	Applied Cardiac Ultrasound Physics (Preq CVN 124 & CV 123)	2	(1 - 2)
CV 131	Cardiovascular Physiology (Preq CV 122, CVN 124)	3	(3 - 0)
CVN 212	Cardiac Ultrasound II (Preq CVN 124, CV 123, CV122)	7	(6 - 2)
CV 202	Cardiac Pathologies (Preq CV 122 & CVN 124)	3	(3 - 0)
SOC	Social Science Elective*	<u>3</u>	<u>(3 - 0)</u>
		18	(16 - 4)
Fourth			
CVN 233	Cardiac Ultrasound I Clinical (Preq CVN 212 & CVN 125 CV 202 & CV 131 & Permission of Program Chair)	<u>16</u>	<u>(0 - 40)</u>
		16	(0 - 40)
Summer			
CVN 243	Cardiac Ultrasound II Clinical (Preq CVN 233 & Permission of Program Chair)	<u>12</u>	<u>(0 - 40)</u>
		12	(0 - 40)
TOTAL (includes summer prerequisites & core courses)		99	

*Social Science Electives: Economics, Social Problems, or Marriage and the Family

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. Please Note: The use of latex products is standard in this field. Southeast Technical Institute reserves the right to disclose information about student academic performance, background, and other personal information to potential clinical sites and/or potential employers. If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. You may also be prevented from taking required certification examinations, and you may be prevented from gaining employment in this field. Clinical Affiliation: The student 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.

Cardiovascular – Invasive Cardiovascular Technology

Associate in Applied Science Degree

The Invasive Cardiovascular Technologist is a team member, consisting of a physician, other technologists and nurses. Their duties include performing invasive cardiac and peripheral vascular diagnostic and interventional (treatment) procedures. To aid the technologists in their duties, they work with highly sophisticated imaging, monitoring and recording equipment. They assist the physician directly during the catheterization procedure to advance a small catheter (tube) through the patient's blood vessels that supply the heart and other organs, so that an appropriate diagnosis and treatment may be determined. They also assist during the procedure by monitoring and recording the data as it is acquired.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
Summer & First (Core) – Prerequisites to Cardiovascular			
CHEM 106	Chemistry Survey	4	(3 - 2)
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
PHYS 100	Applied Physics ("C" or higher required)	3	(2 - 2)
MATH 101	Intermediate Algebra or Math 102 College Algebra (Preq Placement Assessment)	4	(4 - 0)
CIS 101	Computer Essentials	2	(1 - 2)
HC 111	Anatomy/Physiology/Medical Terminology	5	(4 - 2)
HC 121	Patient Care Techniques I	3	(2 - 2)
CVI 101	Intro to Invasive Cardiovascular	<u>1</u>	<u>(1 - 0)</u>
		25	(20 - 10)
Second			
CV 122	Cardiovascular Principles & Arrhythmias (Preq Core)	5	(4 - 2)
HC 124	Basic Pharmacology	2	(2 - 0)
CVI 134	Invasive Cardio I (Preq Core & HC 121)	4	(3 - 2)
CVI 133	Radiation Physics and Safety (Preq PHYS 100)	3	(2 - 2)
HC 114	Health Care/Human Relations	3	(3 - 0)
HC 102	Math for Medications	1	<u>(1 - 0)</u>

Summer

CVI 210	Emergency Cardiac Care (Preq CVI 133, CVI 134, CV 122)	3	(2 - 2)
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SPCM 101	Fundamentals of Speech	3	(3 - 0)
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PSYC 101	General Psychology	3	(3 - 0)
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CVI 201	Invasive Special Procedures	1	(1 - 0)
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10	(9 - 2)
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Third

SOC	Social Science Elective*	3	(3 - 0)
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CV 131	Cardiovascular Physiology (Preq CV 122 & CVI 210)	3	(3 - 0)
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CVI 212	Invasive Cardio II (Preq CVI 210, CVI 133)	7	(6 - 2)
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CV 202	Cardiac Pathologies (Preq CV 122 & CVI 210)	3	(3 - 0)
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CVI 200	Asepsis & Cardiac Cath Related Surgical Procedures (Preq CVI 210)	2	(1 - 2)
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18	(16 - 4)
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Fourth

CVI 233	Invasive Cardio I Clinical (Preq CVI 212 & 200, CV 131 & 202 and Permission of Program Chair)	16	(0 - 40)
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16	(0 - 40)
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Summer

CVI 243	Invasive Cardio II Clinical (Preq CVI 233 & Permission of the Program Chair)	12	(0 - 40)
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12	(0 - 40)
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TOTAL (includes summer prereqs & core courses)	99
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***Social Science Electives:** Economics, Social Problems, or Marriage and the Family

Requirements: Achievement of a grade of "C" or higher for PHYS 100 & all HC, CV and CVI 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. Please Note: The use of latex products is standard in this field. Southeast Technical Institute reserves the right to disclose information about student academic performance, background, and other personal information to potential clinical sites and/or potential employers. If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. You may also be prevented from taking required certification examinations, and you may be prevented from gaining employment in this field. **Clinical Affiliation:** The student 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.

Cardiovascular – Vascular Ultrasound Technology

Associate in Applied Science 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 collaborate with physicians and other members of the health team.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
Summer & First (Core) — Prerequisites to Cardiovascular			
CHEM 106	Chemistry Survey	4	(3 - 2)
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
PHYS 100	Applied Physics ("C" or Higher Required)	3	(2 - 2)
MATH 101	Intermediate Algebra (Preq Placement Assessment) or MATH 102 College Algebra (Preq Placement Assessment)	4	(4 - 0)
CIS 101	Computer Essentials	2	(1 - 2)
HC 111	Anatomy/Physiology/Medical Terminology	5	(4 - 2)
HC 121	Patient Care Techniques I	3	(2 - 2)
CV 101	Intro to Cardiovascular Ultrasound	1	(1 - 0)
		25	(20 - 10)
Second			
CV 122	Cardiovascular Principles & Arrhythmias (Preq Core)	5	(4 - 2)
HC 114	Health Care/Human Relations	3	(3 - 0)
HC 124	Basic Pharmacology	2	(2 - 0)
CVP 134	Vascular Ultrasound I (Preq Core)	6	(5 - 2)
CV 123	Ultrasound Physics (Preq PHYS 100)	3	(3 - 0)
		19	(17 - 4)
Summer			
CVP 124	Vascular Hemodynamics (Preq CVP 134, CV 122, CV 123)	3	(2 - 2)

SPCM 101	Fundamentals of Speech	3	(3 - 0)
PSYC 101	General Psychology	3	(3 - 0)
		9	(8 - 2)
Third			
CVP 125	Applied Vascular Ultrasound Physics (Preq CVP 124)	2	(1 - 2)
CV 131	Cardiovascular Physiology (Preq CV 122, CVP 124)	3	(3 - 0)
CVP 212	Vascular Ultrasound II (Preq CV 122, & CVP 124)	7	(6 - 2)
CV 202	Cardiac Pathologies (Preq CV 122 & CVP 124)	3	(3 - 0)
SOC	Social Science Elective*	3	(3 - 0)
		18	(16 - 4)
Fourth			
CVP 233	Vascular Ultrasound I Clinical (Preq CVP 212 & CVP 125 CV 202 & CV 131 & Permission of Program Chair)	<u>16</u> 16	<u>(0 - 40)</u> (0 - 40)
Summer			
CVP 243	Vascular Ultrasound II Clinical (Preq CVP 233 & Permission of Program Chair)	<u>12</u> 12	<u>(0 - 40)</u> (0 - 40)
	TOTAL (includes summer prerequisites & core courses)	99	

***Social Science Electives:** Economics, Social Problems, or Marriage and the Family

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. Please Note: The use of latex products is standard in this field. Southeast Technical Institute reserves the right to disclose information about student academic performance, background, and other personal information to potential clinical sites and/or potential employers. If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. You may also be prevented from taking required certification examinations, and you may be prevented from gaining employment in this field. Clinical Affiliation: The student 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.

Criminal Justice – Corrections

Associate in Applied Science Degree

The Criminal Justice Corrections Program prepares students for entry-level positions in the corrections field. Opportunities include positions in corrections and retail and industrial security and public safety. 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 corrections courses.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
Criminal Justice Core Consists of Both First and Second Semesters			
First			
MATH 100	General Math	3	(3 - 0)
SPCM 101	Fundamentals of Speech	3	(3 - 0)
CIS 100	Computer Essentials	2	(1 - 2)
CJ 105	Introduction to Criminal Justice	3	(3 - 0)
CJ 106	Crime in America	3	(3 - 0)
CJ 107	Multiculturalism	2	(2 - 0)
		16	(15 - 2)
Second			
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
SOC 150	Social Problems	3	(3 - 0)
CJ 120	Criminal Law (Preq CJ 105)	3	(3 - 0)
CJ 112	Juvenile Law	3	(3 - 0)
CJ 113	Constitutional Law	3	(3 - 0)
CJ 114	Crime and Technology	1	(1 - 0)
		16	(16 - 0)

Criminal Justice Core is Required to Take the Following Courses

Third

CJ 201	Social Deviance	3	(3 - 0)
CJ 205	Corrections Ethics	1	(1 - 0)
CJ 215	Principles of Correctional Operations	3	(3 - 0)
CJ 230	Institutional Treatment of the Offender	3	(3 - 0)
CJ 240	Admin. of Correctional Programs for Juveniles	3	(3 - 0)
CJ TBD	Criminal Justice Practicum I	<u>2</u>	<u>(0 - 8)</u>
		15	(13 - 8)

Fourth

PSYC 101	General Psychology	3	(3 - 0)
CJ 221	Rehabilitation of the Offender	3	(3 - 0)
CJ 231	The Law and Institutional Treatment	3	(3 - 0)
CJ 241	Victimology	3	(3 - 0)
CJ 245	Race, Class and Gender in Correctional Context	1	(1 - 0)
CJ 251	Sex Offenders in the Criminal Justice System	3	(3 - 0)
CJ 261	Criminal Justice Practicum II	<u>2</u>	<u>(0 - 8)</u>
		18	(16 - 8)

TOTAL 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.

Criminal Justice – Law Enforcement

Associate in Applied Science Degree

The Criminal Justice Law Enforcement Program prepares students for entry-level positions in the law enforcement field. Opportunities include positions in law enforcement and retail and industrial security and public safety. 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.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
Criminal Justice Core Consists of the First and Second Semesters			
First			
MATH 100	General Math	3	(3 - 0)
SPCM 101	Fundamentals of Speech	3	(3 - 0)
CIS 100	Computer Essentials	2	(1 - 2)
CJ 105	Introduction to Criminal Justice	3	(3 - 0)
CJ 106	Crime in America	3	(3 - 0)
CJ 107	Multiculturalism	<u>2</u>	<u>(2 - 0)</u>
		16	(15 - 2)
Second			
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
SOC 150	Social Problems	3	(3 - 0)
CJ 120	Criminal Law (Preq CJ 105)	3	(3 - 0)
CJ 112	Juvenile Law	3	(3 - 0)
CJ 113	Constitutional Law	3	(3 - 0)
CJ 114	Crime and Technology	<u>1</u>	<u>(3 - 0)</u>
		16	(15 - 0)

Criminal Justice Core is required to take the following courses.

Third

CJ 225	Civil Law and Procedure	3	(3 - 0)
CJ 203	Occupation Sociology of Law Enforcement	3	(3 - 0)
CJ 209	Law Enforcement Survival	3	(2 - 2)
CJ 210	Crash and Critical Injury Management I	3	(2 - 2)
CJ 212	Traffic Enforcement I	2	(1 - 2)
CJ 200	Use of Force and PT	<u>1</u>	<u>(0 - 2)</u>
		15	(11 - 8)

Fourth

PSYC 101	General Psychology	3	(3 - 0)
CJ 211	Crash and Critical Injury Management II	3	(2 - 2)
CJ 290	Firearms Training	3	(2 - 2)
CJ 220	Criminal Investigation	4	(2 - 4)
CJ 213	Traffic Enforcement II	2	(1 - 2)
CJ 260	Criminal Justice Practicum I	<u>3</u>	<u>(0 - 6)</u>
	TOTAL	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.

Diagnostic Medical Sonography – Abdominal/OB/Gyn

Associate in Applied Science Degree

Sonography is a diagnostic medical imaging specialty that uses high frequency sound waves to create images of organs, tissues, or blood flow inside the body. The Diagnostic Medical Sonographer will 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. The Sonographer will work closely with physicians and other members of the health care team. Graduates of the program will find employment as Sonographers in hospitals, clinics, diagnostic imaging centers, mobile services, or physician offices.

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
Summer & First (Core) – Prerequisites to DMS			
PHYS 100	Applied Physics (“C” or higher required)	3	(2 - 2)
MATH 101	Intermediate Algebra (Preq Placement Assessment)	4	(4 - 0)
HC 111	Anatomy/Physiology/Medical Terminology	5	(4 - 2)
HC 121	Patient Care Techniques I	3	(2 - 2)
DMS 100	Introduction to DMS	1	(1 - 0)
DMS 101	Cross Sectional Anatomy (Preq DMS 100)	<u>2</u>	<u>(1 - 2)</u>
		18	(14 - 8)
Second			
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
SOC	Social Science Elective*	3	(3 - 0)
CV 123	Ultrasound Physics (Preq PHYS 100)	3	<u>(3 - 0)</u>
DMS 110	Abdominal Sonography I (Preq DMS 100, DMS 101)	3	(2 - 2)
DMS 120	Abdominal Sonography II (Preq DMS 110)	3	(2 - 2)
DMS 130	Abdominal Sonography III (Preq DMS 120)	<u>3</u>	<u>(2 - 2)</u>
		18	(15 - 6)

Summer

SPCM 101	Fundamentals of Speech	3	(3 - 0)
PSYC 101	General Psychology	3	(3 - 0)
DMS 200	OB/Gyn Sonography I (Preq DMS 130)	<u>3</u>	<u>(2 - 2)</u>
		9	(8 - 2)

Third

CIS 101	Computer Essentials	2	(1 - 2)
HC 114	Health Care/Human Relations	3	(3 - 0)
DMS 201	Asepsis for the Sonographer	2	(1 - 2)
DMS 210	Acoustical Physics & Instrumentation (Preq DMS 200, CV123)	2	(1 - 2)
DMS 220	OB/Gyn Sonography II (Preq DMS 200)	4	(3 - 2)
DMS 230	Clinical Sonography I (Preq DMS 200)	1	(0 - 4)
DMS 240	Abdominal Sonography IV (Preq DMS 200)	<u>3</u>	<u>(2 - 2)</u>
		17	(11 - 14)

Fourth

DMS 250	Clinical Sonography II (Preq DMS 210, DMS 220, DMS 230, DMS 240 & Permission of Program Chair)	<u>16</u>	<u>(0 - 40)</u>
		16	(0 - 40)

Summer

DMS 260	Clinical Sonography III (Preq DMS 250 & Permission of Program Chair)	<u>12</u>	<u>(0 - 40)</u>
		12	(0 - 40)

Total

90

***Social Science Electives:** Economics, Social Problems, or Marriage and the Family

Requirements: Achievement of a grade of "C" or higher for PHYS 100 & all HC, CV and DMS courses. Clinical placement by Program Chair. Please Note: The use of latex products is standard in this field. Southeast Technical Institute reserves the right to disclose information about student academic performance, background, and other personal information to potential clinical sites and/or potential employers. If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. You may also be prevented from taking required certification examinations, and you may be prevented from gaining employment in this field. **Clinical Affiliation:** The student will be placed in a clinical affiliation for 7 months in medical centers throughout the United States. If a student does not complete specialty Diagnostic Medical Sonography classes in three consecutive semesters, faculty and administration will determine whether courses must be repeated before enrolling in clinical. 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 Unit Coordinator/Patient Care Technician

Vocational Diploma

Health Unit Coordinators are individuals in health care facilities who coordinate nonpatient care activities for the patient. Their job is two-fold: coordination and management of the individual unit and the nonpatient care activities surrounding the patient. They utilize knowledge of pharmacology, nursing procedures, basic sciences, and therapies in transcribing physicians' orders and coordinating requests from patients, physicians, staff, visitors, and other agencies. They also prepare reports and maintain unit records.

Course #	Course Title	Credits	Hrs per wk	
			Lec	Lab
Fall				
UC 101	Health Unit Coordinator/Intro to	1	(1	- 0)
HC 114	Health Care/Human Relations	3	(3	- 0)
HC 110	Basic Anatomy**	3	(3	- 0)
HC 113	Medical Terminology**	2	(2	- 0)
HC 121	Patient Care Techniques I	3	(2	- 2)
COMM 102	Communication in the Workplace	3	(3	- 0)
CIS 101	Computer Essentials	2	(1	- 2)
		17	(15	- 4)
Second				
(Approximately first 6 weeks of the semester)				
HC 221	Patient Care Techniques II (Preq Core)	2	(1	- 2)
UC 121	Unit Coordinator Techniques (Preq Core)	3	(2	- 2)
UC 123	Transcription of Orders (Preq Core)	3	(2	- 2)
(Approximately 8 weeks of the semester)				
UC 122	Clinical Practice (Preq UC 121, 123 & HC 221)*	8	(0	- 40)
		16	(5	- 46)
	TOTAL	33		

* Satisfactory completion of all required course work and approval of program advisor.

** Students considering an Associate Degree option should complete HC 111 Anatomy/Physiology/Medical Terminology.

Requirements: Achievement of a “C” or better for all HC & UC courses. A minimum of 288 hours of consecutive clinical experience. Clinical placement by Program Chair. 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. Please Note: The use of latex products is standard in this field. Southeast Technical Institute reserves the right to disclose information about student academic performance, background, and other personal information to potential clinical sites and/or potential employers. If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. You may also be prevented from taking required certification examinations, and you may be prevented from gaining employment in this field.

Licensed Practical Nursing

Vocational Diploma

Licensed Practical Nurses are integral members of the healthcare team who work closely with the patient. These well-educated and highly skilled health care providers must have the necessary knowledge and ability to ensure quality patient care.

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
Summer and First			
CPR*	CPR Certification		
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
LPN 102	Math For Nursing	1	(1 - 0)
MATH 100	General Math	3	(3 - 0)
PSYC 101	General Psychology	<u>3</u>	<u>(3 - 0)</u>
		10	(10 - 0)
First			
HC 114	Health Care/Human Relations	3	(3 - 0)
LPN 101	Introduction to Nursing	5	(4 - 2)
LPN 110	Nursing Procedures (Preq LPN 101)	5	(2 - 6)
HC 112	Applied Anatomy/Physiology/Medical Terminology	4	(4 - 0)
CIS 101	Computer Essentials	<u>2</u>	<u>(1 - 2)</u>
		19	(14 - 10)
Second			
LPN 120	Maternity & Pediatric Nursing (Preq all First Semester Coursework)	5	(3 - 4)
LPN 130	Medical/Surgical Nursing (Preq all First Semester Coursework)	5	(3 - 4)

LPN 140	Geriatric Nursing (Preq all First Semester Coursework)	5	(3 - 4)
LPN 150	Responsibilities of the LPN (Preq all First Semester Coursework)	<u>1</u> 16	<u>(1 - 0)</u> (10 -12)
Summer			
LPN 160	Clinical Practice (Preq all 1st & 2nd Semester Coursework & Permission of Program Chair)	6	(0 - 40)
LPN 180	NCLEX - PN Review Course (Preq all 1st & 2nd Semester Coursework & Permission of Program Chair)	<u>1</u> 7	<u>(1 - 0)</u> (1 - 40)
TOTAL		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. Please Note: The use of latex products is standard in this field. Southeast Technical Institute reserves the right to disclose information about student academic performance, background, and other personal information to potential clinical sites and/or potential employers. Travel outside the city limits may be required to complete clinical rotations/credits. If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. You may also be prevented from taking required certification examinations, and you may be prevented from gaining employment in this field.

Medical Transcription/Coding

Associate in Applied Science Degree

Medical Transcriptionists are medical language specialists who interpret and transcribe dictation by physicians and other health care professionals. The transcriptions may regard patient assessment, workup, therapeutic procedures, clinical course, diagnosis, prognosis, etc. Accurate, detailed transcription is important in order to document patient care and facilitate delivery of healthcare services.

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
MTS 101	Introduction to Medical Transcription (Preq CIS 100 or 30 cwam)	3	(3 - 0)
HC 111	Anatomy/Physiology/Medical Terminology	5	(4 - 2)
MTS 122	Medical Office Procedures	3	(3 - 0)
MTS 124	Disease Processes I	2	(2 - 0)
CIS 105	Introduction to Computers	<u>3</u>	<u>(2 - 2)</u>
		16	(14 - 4)
Second			
MTS 127	Coding I (ICD9-CM)	3	(3 - 0)
MTS 110	Medical Transcription I Theory	3	(3 - 0)
MTS 111	Medical Transcription I Lab (Coreq MTS 110)	4	(0 - 8)
MTS 224	Disease Processes II (Preq MTS 124)	4	(4 - 0)
ENGL 101	Composition (Preq Placement Assessment)	<u>3</u>	<u>(3 - 0)</u>
		17	(13 - 8)
Third			
MTS 211	Medical Transcription II Theory (Preq 40 cwam, Preq MTS 110, Coreq MTS 212)	2	(2 - 0)

MTS 212	Medical Transcription II Lab (Coreq MTS 211)	4	(0 - 8)
SPCM 101	Fundamentals of Speech	3	(3 - 0)
MTS 228	Coding II (CPT-4) (Preq MTS 127)	3	(3 - 0)
PSYC 101	General Psychology	3	(3 - 0)
MATH 100	General Math	<u>3</u>	<u>(3 - 0)</u>
		18	(14 - 8)
Fourth			
MTS 229	Coding III (Preq MTS 127 & 228)	4	(2 - 4)
MTS 221	Medical Transcription III Theory	3	(3 - 0)
MTS 222	Medical Transcription III Lab	4	(0 - 8)
MTS 225	Medical Transcription/Coding Clinical (Preq MTS 221 and Department Approval)	5	(0 - 12)
SOC	Social Science Elective*	<u>3</u>	<u>(3 - 0)</u>
		19	(8 - 24)
	TOTAL	70	

***Social Science Electives:**

Economics, Social Problems, or Marriage and the Family.

Prerequisite: Students will be tested for proper placement in keyboarding classes before entering the program. Medical Transcription students must achieve 55 CWAM to graduate. Requirements: Achievement of a grade “C” or higher for all HC & MTS 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

Associate in Applied Science 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.

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
Summer & First (Core) — Prerequisites to second semester			
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
PHYS 100	Applied Physics	3	(2 - 2)
MATH 101	Intermediate Algebra (Preq Placement Assessment)	4	(4 - 0)
CIS 101	Computer Essentials	2	(1 - 2)
NM 101	Introduction to Nuclear Medicine & Imaging	3	(3 - 0)
HC 111	Anatomy/Physiology/Medical Terminology	5	(4 - 2)
HC 124	Basic Pharmacology	2	(2 - 0)
		22	(19 - 6)
Second			
CHEM 106	Chemistry Survey	4	(3 - 2)
HC 121	Patient Care Techniques	3	(2 - 2)
HC 114	Health Care/Human Relations	3	(3 - 0)
NM 120	EKG Interpretation (Preq NM 101)	3	(2 - 2)
NM 124	Nuc Med Math & Statistics (Preq NM 101, MATH 101, PHYS 100)	3	(3 - 0)

NM 123	Pathophysiology (Preq NM 101, HC 111)	4	(4 - 0)
		20	(19 - 2)
Summer			
NM 219	Pet / CT (Preq NM 101, HC 111)	3	(3 - 0)
NM 220	Radiation Safety & Biology (Preq HC 111, NM 124)	3	(3 - 0)
SOC	Social Science Elective*	<u>3</u>	<u>(3 - 0)</u>
		9	(9 - 0)
Third (All third semester courses must be taken concurrently)			
NM 221	Radiopharmacology & Immunoassays (Preq CHEM 106, HC 124, NM 124 & 219)	3	(3 - 0)
NM 222	Nuc Med-Physics & Instrumentation (Preq PHYS 100 & NM 124 & 219)	4	(3 - 2)
NM 223	In-Vivo/In-Vitro (Preq NM 123, 124 & 219)	4	(3 - 2)
NM 224	Nuc Med Injection Techniques (Preq HC 121 & 111)	1	(0 - 2)
COMM 108	Job Seeking Skills: Writing	1	(1 - 0)
COMM 208	Job Seeking Skills: Interviewing	1	(1 - 0)
PSYC 101	General Psychology	<u>3</u>	<u>(3 - 0)</u>
		17	(17 - 2)
Fourth			
NM 230	Clinical I (Preq Permission of Program Chair) (Successful Completion of All Other Nuc Med Courses)	14	(0 - 40)
		14	(0 - 14)
Summer			
NM 240	Clinical II (Preq NM 230, Permission of Program Chair)	14	(0 - 40)
NM 241	Registry Review	<u>2</u>	<u>(2 - 0)</u>
		16	(2 - 40)
TOTAL (includes summer prerequisites and core courses)		98	

***Social Science Electives:** Economics, Social Problems, or Marriage and the Family

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 Chairperson. 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. Please Note: The use of latex products is standard in this field. STI reserves the right to disclose information about student academic performance, background, and other personal information to potential clinical sites and/or potential employers. If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. You may also be prevented from taking required certification examinations, and you may be prevented from gaining employment in this field. Clinical Affiliation: Students will be placed in a clinical affiliation for 7 months in medical centers throughout the US. If a student does not complete specialty Nuclear Medicine classes in three consecutive semesters, faculty and administration will determine whether courses must be repeated before enrolling in clinical.

Phlebotomy/Patient Care Technician

Vocational 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.

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
First (Offered Fall & Spring)			
PH 101	Phlebotomy/Intro to	1	(1 - 0)
HC 110	Basic Anatomy**	3	(3 - 0)
HC 114	Health Care/Human Relations	3	(3 - 0)
HC 113	Medical Terminology**	2	(2 - 0)
HC 121	Patient Care Techniques I	3	(2 - 2)
COMM 102	Communication in the Workplace	3	(3 - 0)
CIS 101	Computer Essentials	<u>2</u>	<u>(1 - 2)</u>
		17	(15 - 4)
Second (Offered Spring & Summer)***			
(Approximately first 5 weeks of the semester)			
HC 221	Patient Care Techniques II (Preq Core)	2	(1 - 2)
PH 121	Principles and Practices (Preq Core)	2	(1 - 2)
(Approximately 8 weeks of the semester)			
PH 122	Clinical Practice* (Preq PH 121 & HC 221)	<u>8</u>	<u>(0 - 40)</u>
		12	(2 - 44)
	TOTAL	29	

***Requires satisfactory completion of all required coursework and approval of program advisor.**

****Students considering an Associate Degree option should complete HC 111 Anatomy/Physiology/Medical Terminology.**

*****Please note: Students starting first semester classes in the spring will take second semester classes during the summer.**

Requirements: Achievement of a grade of “C” or higher for all HC and PH courses. Please Note: The use of latex products is standard in this field. Southeast Technical Institute reserves the right to disclose information about student academic performance, background, and other personal information to potential clinical sites and/or potential employers. If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. You may also be prevented from taking required certification examinations, and you may be prevented from gaining employment in this field.

Surgical Technology

Vocational 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 and during 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.

Course #	Course Title	Credits	Hrs per wk Lec/Lab
ST 100	Surgical Techniques (Coreq ST 110)	3	(3 - 0)
ST 110	Surgical Techniques Lab	2	(0 - 4)
ST 121	Surgical Asepsis (Coreq Health Core & ST 100)	2	(2 - 0)
HC 114	Health Care/Human Relations	3	(3 - 0)
HC 112	Applied Anatomy/Physiology/Med Terminology	4	(4 - 0)
HC 121	Patient Care Techniques	3	(2 - 2)
		17	(14 - 6)
Second			
ST 112	Surgical Procedures (Preq ST 100)	3	(3 - 0)
ST 113	Technology for Surgical Technologist	1	(1 - 0)
ST 114	Clinical Practice I (Coreq ST 120)	3	(0 - 16)
CIS 101	Computer Essentials	2	(1 - 2)
ST 120	Principles & Practice of Surg Tech (Coreq ST 112)	2	(1 - 2)

ST 122	Surgical Procedures Lab(Coreq ST 112)	2	(0 - 4)
ST 123	Surgical Pharmacology (Preq Health Core & ST 100)	1	(1 - 0)
COMM 102	Communication in the Workplace	3	(3 - 0)
HC 102	Math for Meds	<u>1</u>	<u>(1 - 0)</u>
		18	(11-24)
Third			
(Approximately 10 weeks)			
ST 124	Clinical Practice II (Preq ST 120, 114, 122, 123 & Permission of Program Chair)	6	(0 - 40)
ST 134	Clinical Practice III (Preq ST 124 & Permission of Program Chair)	<u>6</u>	<u>(0 - 40)</u>
		12	(0 - 80)
	TOTAL	47	

Requirements: Achievement of a grade of “C” or higher for all ST and HC courses. Clinical Placement will be chosen by the lottery (drawing out of a hat) system. Clinical sites are in the Midwest region. Please Note: The use of latex products is standard in this field. Southeast Technical Institute reserves the right to disclose information about student academic performance, background, and other personal information to potential clinical sites and/or potential employers. If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. ~~You may also be prevented from taking required certification examinations, and you may be prevented from gaining employment in this field.~~

Horticulture Technology

Horticulture Technology	158
Landscape Technology	160
Turf Management Technology	162

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

Associate in Applied Science 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.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
First			
HT 111	Introduction to Horticulture	3	(2 - 2)
HT 112	Woody Plants	4	(2 - 4)
HT 113	Turf Management	3	(2 - 2)
HT 234	Pest Management	3	(2 - 2)
CIS 101	Computer Essentials	2	(1 - 2)
		15	(9 - 12)
Second			
HT 121	Perennials	3	(2 - 2)
HT 124	Landscape Design I (Preq HT 112)	4	(2 - 4)
HT 125	Greenhouse I	3	(2 - 2)
HT 131	Internship (Preq Department Approval)	1	(0 - 16)
SPCM 101	Fundamentals of Speech	3	(3 - 0)
MATH 104	Technical Math	3	(3 - 0)
		17	(12-24)

Third

HT 123	Soils & Fertilizers	3	(2 - 2)
HT 211	Landscape Construction (Preq HT 124)	4	(2 - 4)
HT 213	Greenhouse II (Preq HT 125)	4	(2 - 4)
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
PSYC 102	Applied Psychology	<u>2</u>	<u>(2 - 0)</u>
		16	(11-10)

Fourth

HT 223	Garden Center Management	3	(3 - 0)
HT 231	Arboriculture (Preq HT 123)	3	(2 - 2)
HT 232	Interiorscaping/Fruits & Vegetables (Preq HT 124)	3	(2 - 2)
	Technical Elective	3 or 4	(TBA)
SOC 102	Applied Sociology	<u>2</u>	<u>(2 - 0)</u>
		14 or 15	(TBA)
	TOTAL	62 or 63	

Fourth Semester Electives:

HT 222	Residential Irrigation/Equipment Operations	3	(2 - 2)
HT 221	Landscape Design II (Preq HT 124)	4	(2 - 4)
HT 225	International Horticulture*	3	(3 - 0)
BUS 240	Conversational Spanish	3	(3 - 0)

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.

Landscape Technology

Associate in Applied Science 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, Landscape Project Coordinator and Human Resources Manager. 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.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk</u> <u>Lec/Lab</u>
First			
HT 111	Introduction to Horticulture	3	(2 - 2)
HT 112	Woody Plants	4	(2 - 4)
HT 113	Turf Management	3	(2 - 2)
HT 234	Pest Management	3	(2 - 2)
CIS 101	Computer Essentials	2	<u>(1 - 2)</u>
		15	(9 - 12)
Second			
HT 121	Perennials	3	(2 - 2)
HT 124	Landscape Design I (Preq HT 112)	4	(2 - 4)
HT 125	Greenhouse I	3	(2 - 2)
HT 131	Internship (Preq Department Approval)	1	(0 - 16)
SPCM 101	Fundamentals of Speech	3	<u>(3 - 0)</u>
MATH 104	Technical Math	3	<u>(3 - 0)</u>
		17	(12-24)
Third			
HT 123	Soils & Fertilizers	3	(2 - 2)

HT 211	Landscape Construction (Preq HT 124)	4	(2 - 4)
HT 227	Landscape CAD (Preq HT 124 & CIS 101)	4	(2 - 4)
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
PSYC 102	Applied Psychology	<u>2</u>	<u>(2 - 0)</u>
		16	(11-10)

Fourth

HT 221	Landscape Design II (Preq HT 124)	4	(2 - 4)
HT 222	Residential Irrigation/Equipment Operations	3	(2 - 2)
HT 231	Arboriculture (Preq HT 123)	3	(2 - 2)
	Technical Elective	3	(TBA)
SOC 102	Applied Sociology	<u>2</u>	<u>(2 - 0)</u>
		15	(TBA)

TOTAL

63

Fourth Semester Electives:

HT 223	Garden Center Management	3	(3 - 0)
HT 225	International Horticulture*	3	(3 - 0)
HT 232	Interiorscaping/Fruits & Vegetables (Preq HT 124)	3	(2 - 2)
BUS 240	Conversational Spanish	3	(3 - 0)

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

Associate in Applied Science 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.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
First			
HT 111	Introduction to Horticulture	3	(2 - 2)
HT 112	Woody Plants	4	(2 - 4)
HT 113	Turf Management	3	(2 - 2)
HT 234	Pest Management	3	(2 - 2)
CIS 101	Computer Essentials	2	(1 - 2)
		15	(9 - 12)
Second			
HT 121	Perennials	3	(2 - 2)
HT 124	Landscape Design I (Preq HT 112)	4	(2 - 4)
HT 126	Irrigation Principles & Practices (Preq HT 113)	3	(2 - 2)
HT 141	Spring Turf Management Practical	1	(0 - 16)
SPCM 101	Fundamentals of Speech	3	(3 - 0)
MATH 104	Technical Math	3	(3 - 0)
		17	(12 - 24)
Third			
HT 123	Soils and Fertilizers	3	(2 - 2)

HT 211	Landscape Construction (Preq HT 124)	4	(2 - 4)
HT 142	Fall Turf Management Practical	1	(0 - 16)
ENGL 101	Composition (Preq Placement Assessment)	3	(3 - 0)
PSYC 102	Applied Psychology	2	(2 - 0)
SOC 102	Applied Sociology	<u>2</u>	<u>(2 - 0)</u>
		15	(11 - 22)

Fourth

HT 215	Foremanship Training (Preq HT 113)	3	(3 - 0)
HT 224	Turf Management in Sports (Preq HT 113)	3	(2 - 2)
HT 231	Arboriculture (Preq HT 123)	3	(2 - 2)
HT 226	Equipment Operations & Maintenance (Preq HT 113)	3	(2 - 2)
	Business Elective	<u>3</u>	<u>(3 - 0)</u>
		15	(12 - 6)

TOTAL 62

Fourth Semester Business Electives

BUS 230	Small Business Entrepreneurship	3	(3 - 0)
BUS 289	Conversational Spanish	3	(3 - 0)

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.

Industrial Technology

HVAC/R	165
Machine Tool Operations	167
Machine Tool Technology	169
Residential Heating & Cooling	171

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 • Heating/Ventilation/Air Conditioning & Refrigeration

Associate in Applied Science Degree

HVAC/R 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.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
First			
RA 110	Basic Electricity	5	(4 - 3)
RA 111	Basic Refrigeration (Coreq RA 110)	4	(2 - 6)
RA 112	Heating/Air Conditioning Design (Coreq RA 110)	3	(2 - 3)
RA 113	Sheet Metal Layout & Fabrication	2	(1 - 2)
MATH 104	Technical Math	3	(3 - 0)
		17	(12 -14)
Second			
RA 120	Heating/Troubleshooting (Preq RA 110 & 112)	5	(3 - 6)
RA 121	Air Conditioning Installation (Preq RA 110, 111, 112)	4	(3 - 3)
RA 122	Air Conditioning/Troubleshooting (Preq RA 121)	3	(2 - 3)
COMM 102	Communication in the Workplace	3	(3 - 0)
CIS 101	Computer Essentials	2	(1 - 2)
		17	(12 -14)
Third			
RA 210	Service & Repair Procedures (Preq RA 122)	4	(2 - 4)

RA 211	Design & Installation (Preq RA 122)	4	(2 - 4)
RA 212	Water Cooled Equipment (Preq RA 122)	2	(1 - 2)
RA 213	Special Equipment (Preq RA 122)	2	(1 - 2)
PSYC 102	Applied Psychology	2	(2 - 0)
COMM 208	Job Skills: Interviewing	<u>1</u>	<u>(1 - 0)</u>
		15	(9 - 12)
Fourth			
RA 220	Reclaim & Outdoor Equipment (Preq RA 210 & 211)	2	(1 - 2)
RA 221	Split & Unitized Equipment (Preq RA 210 & 211)	3	(1 - 4)
RA 222	High Pressure Chillers (Preq RA 210 & 212)	3	(1 - 4)
RA 223	Troubleshooting & Maintenance (Preq RA 210 & 211)	3	(1 - 4)
RA 224	Heat Pump Systems (Preq RA 212 & Coreq RA 221)	3	(2 - 2)
SOC 102	Applied Sociology	<u>2</u>	<u>(2 - 0)</u>
		16	(8 - 16)
	TOTAL	65	

HVAC/R INSTRUCTOR

Timothy Hummel, BS, AAS: 14 years industry experience, 12 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.

Machine Tool Operations

Vocational 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.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
First			
MATH 104	Technical Math	3	(3 - 0)
MT 110	Machinist Math I	2	(2 - 0)
MT 112	Print Reading	2	(2 - 0)
MT 113	Machine Tool Theory I (Coreq MT 114)	2	(2 - 0)
MT 114	Machine Tool Lab I (Coreq MT 113)	6	(0 - 18)
		15	(9 - 18)
Second			
CIS 101	Computer Essentials	2	(1 - 2)
ENGL 101	Composition (Preq Placement Assessment) (DIP COMM 102)	3	(3 - 0)
MT 120	Machinist Math II (Preq MATH 104)	2	(2 - 0)
MT 123	Machine Tool Theory II (Preq MT 113, Coreq MT 124)	2	(2 - 0)
MT 124	Machine Tool Lab II (Preq MT 114, Coreq MT 123)	6	(0 - 18)

MT 125

Computer Numerical Control I
(Preq CIS 101, MT 113 & 114)

3
18

(1 - 6)
(9 - 26)

TOTAL

33

Requirements: Achievement of a grade of “C” or higher for all MT courses as required. 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.

Machine Tool Technology

Associate in Applied Science 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.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
First			
MATH 104	Technical Math	3	(3 - 0)
MT 110	Machinist Math I	2	(2 - 0)
MT 112	Print Reading	2	(2 - 0)
MT 113	Machine Tool Theory I (Coreq MT 114)	2	(2 - 0)
MT 114	Machine Tool Lab I (Coreq MT 113)	<u>6</u>	<u>(0 - 18)</u>
		15	(9 - 18)
Second			
CIS 101	Computer Essentials	2	(1 - 2)
MT 120	Machinist Math II (Preq MATH 104)	2	(2 - 0)
MT 123	Machine Tool Theory II (Preq MT 113, Coreq MT 124)	2	(2 - 0)
MT 124	Machine Tool Lab II (Preq MT 114, Coreq MT 123)	6	(0 - 18)
MT 125	Computer Numerical Control I (Preq CIS 101, MT 113 & 114)	<u>3</u>	<u>(1 - 6)</u>
		15	(6 - 26)
Third			
MT 213	Machine Tool Theory III (Preq MT 123, Coreq MT 214)	3	(3 - 0)
MT 214	Machine Tool Lab III (Preq MT 124, Coreq MT 213)	6	(0 - 18)

MT 215	Computer Numerical Control II (Preq MT 125)	3	(1 - 6)
PSYC 102	Applied Psychology	2	(2 - 0)
COMM 102	Communication in the Workplace	<u>3</u>	<u>(3 - 0)</u>
		17	(9 - 24)
Fourth			
MT 222	Machine Tool Theory IV (Preq MT 213, Coreq MT 223)	4	(4 - 0)
MT 223	Electrical Discharge Machines (Coreq MT 222)	2	(1 - 3)
MT 224	Machine Tool Lab IV (Preq MT 214, Coreq MT 222)	7	(0 - 21)
SOC 102	Applied Sociology	<u>2</u>	<u>(2 - 0)</u>
		15	(7 - 24)
	TOTAL	62	

Requirements: Achievement of a grade of “C” or higher for all MT courses is required.

Lecture hours may also denote individualized and small group instruction.

Students entering a program in any semester other than the summer semester may not graduate in two semesters.

Residential Heating & Cooling

Vocational Diploma

One-year residential technicians install, service, maintain, and repair a variety of air moving and air tempering equipment associated with residential systems. 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.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
First			
RA 110	Basic Electricity	5	(4 - 3)
RA 111	Basic Refrigeration (Coreq RA 110)	4	(2 - 6)
RA 112	Heating/Air Conditioning Design (Coreq RA 110)	3	(2 - 3)
RA 113	Sheet Metal Layout & Fabrication	2	(1 - 2)
MATH 104	Technical Math	<u>3</u>	<u>(3 - 0)</u>
		17	(12 - 14)
Second			
RA 120	Heating/Troubleshooting (Preq RA 110 & 112)	5	(3 - 6)
RA 121	Air Conditioning Installation (Preq RA 110, 111 & 112)	4	(3 - 3)
RA 122	Air Conditioning/Troubleshooting (Preq RA 121)	3	(2 - 3)

COMM 102
CIS 101

Communication in the Workplace
Computer Essentials

3

(3 - 0)

2

(1 - 2)

17

(12 - 14)

TOTAL

34

HVAC/R INSTRUCTOR

Timothy Hummel, AAS, BS: 14 years industry experience, 12 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.

Transportation Technology

Automotive Technology.....	174
Collision Repair & Refinish Technology.....	176
Diesel Technology.....	178

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

Associate in Applied Science 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. Southeast's Automotive Department trains technicians who have a thorough knowledge of vehicle operation and comprehensive repair. With an outstanding reputation, Southeast's Automotive Service Technology graduates are always in demand.

<u>Semester</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hrs per wk Lec/Lab</u>
First			
AT 110	Manual Drive Train/Axles Theory	2	(2 - 0)
AT 111	Manual Drive Train/Axles Lab (Coreq AT 110)	2	(0 - 6)
AT 112	Automatic Transmissions Theory	2	(2 - 0)
AT 113	Automatic Transmissions Lab (Coreq AT 112)	3	(0 - 9)
AT 122	Brake Theory	2	(2 - 0)
AT 123	Brake Lab (Coreq AT 122)	2	(0 - 6)
COMM 102	Communication in the Workplace	<u>3</u>	<u>(3 - 0)</u>
		16	(9 - 21)
Second			
AT 130	Engine Repair Theory	2	(2 - 0)
AT 131	Engine Repair Lab (Coreq AT 130)	3	(0 - 9)
AT 120	Suspension & Steering Theory	2	(2 - 0)
AT 121	Suspension & Steering Lab (Coreq AT 120)	3	(0 - 9)

AB 121	Auto Body Servicing	2	(1 - 2)
CIS 101	Computer Essentials	<u>2</u>	<u>(1 - 2)</u>
		14	(6 - 22)
Third			
AT 213	Heating/Air Conditioning Theory	2	(2 - 0)
AT 214	Heating/Air Conditioning Lab (Coreq AT 213)	2	(0 - 6)
AT 210	Electrical Systems Theory	4	(4 - 0)
AT 211	Electrical Systems Lab (Coreq AT 210)	4	(0 - 12)
MATH 104	Technical Math	<u>3</u>	<u>(3 - 0)</u>
		15	(9 - 18)
Fourth			
AT 230	Engine Performance Theory (Preq AT 210)	5	(5 - 0)
AT 231	Engine Performance Lab (Coreq AT 230)	6	(0 - 18)
PSYC 102	Applied Psychology	2	(2 - 0)
SOC 102	Applied Sociology	<u>2</u>	<u>(2 - 0)</u>
		15	(9 - 18)
	TOTAL	60	

**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.**

Collision Repair & Refinish Technology

Associate in Applied Science 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 auto bodies, refinish auto bodies, and align auto frames.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
First			
AB 110	Auto Body Repair & Safety/Intro to	5	(5 - 0)
AB 111	Auto Body Welding	3	(1 - 6)
AB 112	Auto Body Lab	5	(0 - 15)
MATH 104	Technical Math	3	(3 - 0)
		16	(9 - 21)
Second			
AB 120	Stationary Panel/Frame/Unibody	5	(5 - 0)
AT 140	Wheel Alignment	2	(1 - 3)
AB 122	Auto Body Lab	5	(0 - 15)
PSYC 102	Applied Psychology	2	(2 - 0)
CIS 101	Computer Essentials	2	(1 - 2)
		16	(9 - 20)
Third			
AB 211	Surface Preparation	3	(3 - 0)
AB 212	Spray Equipment Operation	1	(1 - 0)
AB 213	Refinishing Materials	1	(1 - 0)
AB 214	Auto Refinish Lab	6	(0 - 20)
AB 210	Auto Body Electrical Circuits/Air Conditioning	2	(1 - 2)

COMM 102

Communication in the Workplace

3
16

(3 - 0)
(9 - 22)

Fourth

AB 220

Color Theory

3

(3 - 0)

AB 221

Blending

2

(2 - 0)

AB 223

Auto Refinish Lab II

6

(0 - 20)

AB 123

Auto Collision Estimating

3

(2 - 2)

AB 225

Internship (Preq Dept Approval)

1

(0 - 6)

SOC 102

Applied Sociology

2

(2 - 0)

17
65

(9 - 28)

TOTAL

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.

Diesel Technology

Associate in Applied Science 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.

Semester	Course Title	Credits	Hrs per wk Lec/Lab
First			
DM 114	Preventive Maintenance Theory	2	(2 - 0)
DM 115	Preventive Maintenance Lab (Coreq DM 114)	2	(0 - 6)
DM 116	Basic Electrical Theory	2	(2 - 0)
DM 117	Basic Electrical Lab (Coreq DM 116)	2	(0 - 6)
DM 118	Truck Electrical System Theory	2	(2 - 0)
DM 119	Truck Electrical System Lab (Coreq DM 118)	2	(0 - 6)
PSYC 102	Applied Psychology	2	(2 - 0)
		14	(8 - 18)
Second			
DM 224	Hydraulic Theory	2	(2 - 0)
DM 225	Hydraulic Lab (Coreq DM 224)	2	(0 - 6)
DM 120	Air Conditioning Theory	2	(2 - 0)
DM 121	Air Conditioning Lab (Coreq DM 120)	2	(0 - 6)
DM 214	Electronic Fuel Theory	2	(2 - 0)
DM 215	Electronic Fuel Lab (Coreq DM 214)	2	(0 - 6)
COMM 102	Communication in the Workplace	3	(3 - 0)

CIS 101	Computer Essentials	<u>2</u>	(1 - 2)
Third		17	(10-20)
DM 210	Diesel Theory	4	(4 - 0)
DM 211	Diesel Lab (Coreq DM 210)	4	(0 - 12)
DM 220	Fuel Theory	2	(2 - 0)
DM 221	Fuel Lab (Coreq DM 220)	2	(0 - 6)
MATH 104	Technical Math	<u>3</u>	<u>(3 - 0)</u>
		15	(9 - 18)
Fourth			
DM 130	Brakes Theory	2	(2 - 0)
DM 131	Brakes Lab (Coreq DM 130)	2	(0 - 6)
DM 132	Suspension Theory	2	(2 - 0)
DM 133	Suspension Lab (Coreq DM 132)	2	(0 - 6)
DM 230	Power Train Theory	2	(2 - 0)
DM 231	Power Train Lab (Coreq DM 230)	2	(0 - 6)
SOC 102	Applied Sociology	<u>2</u>	<u>(2 - 0)</u>
		14	(8 - 18)
	TOTAL	60	

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.