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2011–2012

# CATALOG & HANDBOOK

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SOUTHEAST TECHNICAL INSTITUTE

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# 2011-2012 CATALOG & HANDBOOK

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

Southeast Tech 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

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

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

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

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# SOUTHEAST AT A GLANCE

## LOCATION

Interstate 29 & Maple Street, Exit 81
2320 North Career Avenue, Sioux Falls, South Dakota, 57107

## ACCREDITATION

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

## PROGRAM APPROVAL/AUTHORIZATION

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

## DEGREES, DIPLOMAS & CERTIFICATES

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

## 2010 FALL ENROLLMENTS

Full Time: 1,940
Part Time: 515
Total: 2,455

## 2009-2010 ENROLLMENT DATA

Full Time Equivalent (FTE) Student: 2,223
Enrollment in Training Solutions Institute: 1,743
Unduplicated Headcount (credit): 3,134

## 2010 6-MONTH GRADUATE PLACEMENT REPORT

94% of Graduates Seeking Employment were Employed
91% of Graduates were Employed in a Field Related to their Training
70% of Graduates Employed in a Field Related to their Education were Employed in South Dakota

## PHYSICAL FACILITIES

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

# CONTENTS


Academic/Activity Calendar....4
Facts & Information....6
Admission & Registration....11
Academic Information....20
Graduation Information....24
Student Services....26
Student Information....29
Student Life....33
Other Programs & Services....36
Financial Aid Information....39
Student Conduct....44
Organization & Faculty....157
Index....159
Campus Map....164
Building Maps....165
New Student Checklist....169
General Telephone Directory....169
Application for Admission....170
Steps to Apply for Financial Aid....171
Transcript Release....172


# PROGRAMS


Advanced Technologies Programs....52
Business & Communications Programs....65
Engineering Technology Programs....85
Health & Human Services Programs....91
Horticulture Technology Programs....115
Industrial Technology Programs....119
Transportation Technology Programs....120
Course Descriptions....129

# 2011-2012
# STUDENT CALENDAR

NOTE: Dates and times are subject to change
+ Evening classes begin at 4:00pm or later

## FALL SEMESTER

### August

15-19 ..... Faculty In-service/Work Days
22-26 ..... JumpStart Days
29 ..... Fall Semester Classes Begin
31 ..... Ice Cream Social – 2:00pm-4:00pm

### September

1 ..... Student Job Fair for Part-time Employment (R) – 2:00pm-4:30pm
2 ..... Last Day to Add/Drop Classes or Sign Up for a Test-out Option
..... Last Day to Terminate Completely Without Incurring a Cost of Attendance
..... SGA Officers Meeting (F) – 7:00am
2-3 ..... NO EVENING OR WEEKEND CLASSES +
5 ..... Labor Day – CAMPUS CLOSED
6 ..... Tuition and Fee Payments Due (T)
..... Drop Slips Received Will No Longer be Refunded Tuition and Fees
..... Complete Withdrawals Will Have Tuition and Fees Refunds Pro-rated
7 ..... SGA Meeting (W) – 7:00am – HC 257
9 ..... Last Day to Submit Test-out Related Course Drop Slips Without a Cost of Attendance
15 ..... SGA Fall Picnic – 11:00am-1:00pm
..... Bloodmobile Drive – 8:00am-1:00pm, 2:30pm-4:00pm
20 ..... Excess Financial Aid Disbursed
26 ..... Last Day to Make up Incompletes
30 ..... SGA Officers Meeting (F) – 7:00am

### October

5 ..... SGA Meeting – 12:00pm – HC 257
28 ..... SGA Officers Meeting (F) – 7:00am

### November

1-4 ..... Spring Semester 2012 Registration – STInet
2 ..... SGA Meeting – 7:00am – HC 257
10 ..... NO EVENING CLASSES +
11 ..... Veterans Day (R) – CAMPUS CLOSED
12 ..... NO WEEKEND CLASSES
18 ..... SGA Officers Meeting – 7:00am
..... Last Day for Withdrawal from Regular Start Class
23 ..... NO EVENING CLASSES +
24-25 ..... Thanksgiving Break – CAMPUS CLOSED
26 ..... NO WEEKEND CLASSES

### December

2 ..... Last Day for Withdrawl From Late Start Classes
7 ..... SGA Meeting (W) – 12:00pm – HC 257
8 ..... Holiday Celebration Party – 11:00am-1:00pm
9 ..... Winter Graduation – Sioux Falls Convention Center – 5:00pm
15 ..... SGA Officers Meeting (R) 7:00am
..... End of Fall Semester
16 ..... Faculty In-service – NO CLASSES
19-30 ..... Winter Break – NO CLASSES
24-27 ..... Christmas Break – CAMPUS CLOSED
30 ..... New Year's Eve – CAMPUS CLOSED

# SPRING SEMESTER

## January

2 ..... New Year's Day Holiday – CAMPUS CLOSED
3-6 ..... Faculty In-service/Work Days – NO CLASSES
5-6 ..... JumpStart Days
9 ..... Spring Semester Classes Begin
11 ..... SGA Meeting – 7:00am – HC 257
13 ..... Last Day to Add/Drop Classes or Sign Up for a Test-out Option
..... Last Day to Terminate Completely Without Incurring a Cost of Attendance
16 ..... Tuition & Fee Payments Due (M)
..... Drop Slips Received Will No Longer be Refunded Tuition and Fees
..... Complete Withdrawals Will Have Tuition & Fees Refunds Pro-rated
27 ..... Student Organization Meetings – 7:00am
20 ..... Last Day to Submit Test-out Related Course Drop Slips Without a Cost of Attendance
27 ..... SGA Officers Meeting – 7:00am
31 ..... Excess Financial Aid Disbursed

## February

1 ..... SGA Meeting (W) – 12:00pm – HC 257
3 ..... Last Day to Make Up Incompletes
16-18 ..... NO EVENING OR WEEKEND CLASSES +
20 ..... Presidents' Day – NO CLASSES
24 ..... SGA Officers Meeting – 7:00am

## March

2 ..... NO EVENING CLASSES +
3 ..... NO WEEKEND CLASSES
5-9 ..... Spring Break – NO CLASSES
9 ..... NO EVENING CLASSES +
10 ..... NO WEEKEND CLASSES
14 ..... SGA Meeting (W) – 7:00am – HC 257
26-30 ..... Summer/Fall 2012 Semester registration – STInet
30 ..... SGA Officers meeting – 7:00am

## April

4 ..... SGA Meeting – 12:00 – HC 257
..... Last Day for Withdrawal From Regular Start Classes
5 ..... NO EVENING CLASSES +
6 ..... Easter Break – CAMPUS CLOSED
7 ..... NO WEEKEND CLASSES
9 ..... Easter Break – NO CLASSES
18 ..... Last Day for Withdrawal From Late Start Classes
19 ..... SGA Spring Picnic – 11:00am-1:00pm
..... Bloodmobile Drive – 8:00am-1:00pm, 2:30pm-4:00pm
25 ..... SGA Meeting (W) – 7:00am – HC 257
27 ..... SGA Officers Meeting – 7:00am

## May

2 ..... End of Spring Semester
3-4 ..... Instructor In-service/Work Days
4 ..... Graduation at Sioux Falls Arena – 5:00pm

# SUMMER SESSION (MAY 7- JULY 27)

NOTE: Summer 2012 details have not been finalized. Updates will be available prior to registration week in November.

# FACTS & INFORMATION


Welcome....7
Vision....7
Mission....7
Southeast Tech Core Values....7
Goals....7
Institutional Student Outcomes & Assessment....7
General Education Mission and Philosophy....7
General Education Core Curriculum....8
Campus History....8
Southeast Tech Foundation/Scholarships....9
Accreditation....9
Equal Opportunity....10
Advisory Committees....10


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

## Welcome to Southeast Tech

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

Southeast Tech is one of four state supported post secondary technical institutes in South Dakota. Over forty different major fields of study are offered. Southeast Tech grants associate in applied science degrees, diplomas, and certificates upon successful completion of individual program requirements.

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

## Vision

Creating Workforce Excellence

## Mission

The mission of Southeast Tech is to educate individuals for employment opportunities, professional growth and life-long learning. This is achieved by providing

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

## Southeast Tech Core Values

**Student Learning:** Southeast Tech provides an environment for student mastery of academic and technical skills.
**Student Centered:** Student satisfaction and success are valued by Southeast Tech and have a high priority among all the stakeholders.
**Respect:** Southeast Tech fosters a climate in which the dignity and worth of all persons is respected.
**Excellence:** Southeast Tech strives for excellence and quality in all of its endeavors.
**Innovation:** Southeast Tech values creative solutions and continuously seeks new, flexible and responsive ways to achieve its mission and goals.
**Collaboration:** Southeast Tech fosters collaboration with all stakeholders in the delivery of its mission and goals.
**Accountability:** Assessment and evaluation of student learning, programs and institutional effectiveness are an integral part of assuring student success.

## Goals

Southeast Tech has established the following institutional strategic goals to achieve its mission:
**Goal 1:** Promote Student Success
**Goal 2:** Leverage Resources
**Goal 3:** Foster Collaborative Relationships

## Institutional Student Outcomes & Assessment

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

By the time students graduate, they will have competence in:
**Science & Technology:** Technical competence including knowledge of technology and/or scientific principles as these apply to programs.
**Problem Solving & Critical Thinking:** The ability to select and use various approaches to solve a wide variety of problems – scientific, mathematical, social and personal. Graduates will also be able to evaluate information from a variety of perspectives, analyze data and make appropriate judgements.
**Communication:** The ability to communicate effectively in several forms – oral, written, nonverbal and interpersonal. Graduates will also demonstrate knowledge of how to manage and access information.
**Professionalism:** Strong work ethic, including responsible attendance; skill in teamwork and collaboration, as well as an ability to work with others, respecting diversity; ability to adapt to change; commitment to lifelong learning; adherence to professional standards; and positive self-esteem and integrity.

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

At the institutional level, the broad student outcomes are measured through sampling and analysis of course projects.

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

## General Education Mission and Philosophy

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

Every learner has worth and possesses unique abilities. Learning is an active process best supported by dynamic teaching. The general education program strives to develop self-directed learning behaviors and thinking. Courses are designed to help learners become responsible employees in their various fields.

General Education goals for AAS transfer courses include the following:
**Goal 1:** Students will write effectively and responsibly and will understand and interpret the written expression of others.
**Goal 2:** Students will communicate effectively and responsibly through listening and speaking.
**Goal 3:** Students will recognize when information is needed and have the ability to locate, organize, critically evaluate, and effectively use information from a variety of sources with intellectual integrity.
**Goal 4:** Students will understand the diversity and complexity of the human experience through the study of arts and humanities (at Southeast Tech this is addressed through Social Sciences).
**Goal 5:** Students will understand and apply fundamental mathematical processes and reasoning.
**Goal 6:** Students will understand the fundamental principles of the natural sciences and apply scientific methods of inquiry to investigate the natural world.

Assessment of general education is accomplished through course projects, performance evaluations, portfolios, and exams.

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

## General Education Core Curriculum

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

| Course # | Course Title | Credits |
|---|---|---|
| ENGL 101T | Composition* | 3 |
| PSYC 101T | General Psychology* | 3 |
| SOC 150T | Social Problems* | 3 |
| OR | | |
| SOC 250T | Marriage and the Family* | 3 |
| MATH 102T | College Algebra* | 3 |
| OR | | |
| MATH 101 | Intermediate Algebra | 4 |
| OR | | |
| MATH 115 | College Math | 3 |
| SPCM 101T | Fundamentals of Speech* | 3 |
| OR | | |
| ENGL 201 | Technical Writing | 3 |
| CIS 101 | Computer Essentials | 2 |
| OR | | |
| CIS 105 | Introduction to Computers | 3 |
| OR | | |
| CIS 106 | Introduction to Computers/CIS | 3 |
| OR | | |
| CIS 107 | Introduction to Computers/Mac | 2 |

A minimum of 15 general education credits are required for all AAS degrees.

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

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

## Campus History

Southeast Tech has offered over 40 years of educational excellence to students in the Sioux Falls area and beyond. In May, 1965, Sioux Falls was designated by the State Board of Vocational Education to be one of the four areas in South Dakota to provide post high vocational technical education. Southeast Area Vocational Technical School opened its doors in 1968. That year, Southeast Area Vocational Technical School began operations offering the following programs: Practical Nursing, Major Appliance Repair, Industrial Electronics, Drafting, Data Processing, Diesel Mechanics, and Airplane Mechanics. The original enrollment was 118 students.

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

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

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

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

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

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

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

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

In 1994, a fourth building opened its doors on campus to house the growing Health Department. At this time, names were assigned to the three classroom buildings. "Ed Wood Trade & Industry 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 Tech 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 Tech's third director.

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

In the spring of 2001, Southeast Tech's Technology Center opened.

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

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

In 2010-2011, Southeast Tech remodeled its Mickelson Center to add a Student Success Center, combine and update the Admissions and Financial Aid offices, move and update the Southeast Tech Bookstore and Adult Education and Literacy Center, add classrooms, two conference rooms, a presentation room, and a student lounge, and to provide student learning spaces in several locations throughout the building.

## Southeast Tech Foundation/Scholarships

**Southeast Tech Foundation Mission**

The Southeast Tech Foundation obtains, manages and allocates contributions to support Southeast Tech students as they reach their potential and achieve their goals for employment, professional growth and life-long learning.

**A Solid Foundation for Tomorrow's Workforce**

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

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

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

**Southeast Tech Foundation Scholarship Application Process**

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

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

**Recognition**

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

**Other External Scholarship Sources**

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

## Accreditation

Southeast Tech 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.

Southeast Tech was officially accepted into the Higher Learning Commission (HLC) AQIP process for accreditation December 2006. AQIP stands for the Academic Quality Improvement Program (www.aqip.org).

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

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

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

The South Dakota Board of Education has approved Southeast Tech to grant the associate in applied science degree, diplomas, and certificates.

Many Southeast Tech programs maintain specialized accreditations.

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

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

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

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

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

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

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

## Equal Opportunity

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

## Advisory Committees

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

# ADMISSION & REGISTRATION


Open Door Admissions ..... 12
Admissions ..... 12
Online High Schools ..... 12
Home School Entrance Requirements ..... 12
Extended Coursework Option ..... 12
Law Enforcement Science Admission Requirements ..... 12
Health and Law Enforcement Science Lab Participation Liability Notice ..... 13
Background Checks & Drug Screenings ..... 13
Immunizations ..... 13
Math & English Placement Testing ..... 13
Transfer of Credits to Southeast Tech ..... 13
Advanced Standing ..... 13
Department Evaluation ..... 13
Credit by Examination ..... 14
Advanced Placement Courses (AP) ..... 14
Bachelor's Degree Transfer Options ..... 14
Bellevue University ..... 14
Black Hills State University and South Dakota State University ..... 14
Colorado Technical University ..... 14
Dakota Wesleyan University ..... 15
Mount Marty College ..... 15
Presentation College ..... 15
South Dakota Public Universitites ..... 15
University of Sioux Falls ..... 15
University of South Dakota ..... 15
High School Credit Transfer Agreements ..... 16
Transfer of Credits Within Southeast Tech ..... 16
Prerequisite/Corequisite Courses ..... 16
Auditing ..... 16
Recommended Additional Program Coursework ..... 17
Full-Time Students ..... 17
Part-Time Students ..... 17
Tuition and Fees Schedule ..... 17
Tuition & Fee Payment Due Date ..... 17
Tuition and Fees Refunds/Excess Payments ..... 17
Forms of Payment ..... 17
Returned Checks ..... 17
Payment Plan Information ..... 18
Past Due Accounts ..... 18
Third Party Account Payments ..... 18
Student Account Holds ..... 18
Administrative Withdrawal From Future Terms ..... 18
Collection Procedures ..... 18


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

## Open Door Admissions

Southeast Tech maintains an "open door" admissions process. Southeast Tech 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 Tech Admissions Counselor before being admitted to a credit class. Prospective students who have not completed high school are encouraged to complete their high school education or work toward receiving a GED certification.

## Admissions

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

1. Submit a completed "Application for Admission" form to the Admissions Office. (Web application available on www.southeasttech.edu).
2. Request official high school/college transcripts or GED certificate be sent to Southeast Tech. 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 Southeast Tech, students must submit final transcripts to Southeast Tech.
3. Southeast Tech will only accept high school transcripts from high schools accredited by agencies recognized by the United States Department of Education or by the state in which the school resides unless the student is home schooled or from a foreign country. (See "Home School Entrance Requirements" or contact Admissions for information regarding foreign transcript approval.)
4. Complete any required assessments for the program (reading, writing, computation, etc). Academic preparation courses are available for those who need to improve their skills. Applicants will be notified of assessment times after they have applied for admission.

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

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

Southeast Tech's Diagnostic Medical Sonography program admission is on a competitive basis. Please contact Admissions for details.

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

Southeast Tech 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 Southeast Tech course or while they are taking a Southeast Tech course. There is no charge for using the Learning Center to work on developing basic skills.

Pre-academic classes are also offered in the above areas during specified times throughout the school year for students needing additional review and assistance. These classes are intended for students who have mastered the basic skills, but need refresher help to bring their scores up to expected levels of performance for completing required coursework. All students are required to complete the COMPASS assessment test for placement into English and Math courses. Students are strongly encouraged to complete this testing prior to attending an orientation session.

## Online High Schools

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

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

## Home School Entrance Requirements

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

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

## Extended Coursework Option

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

## Law Enforcement Science Admission Requirements

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

- A driver's license. You will be suspended from Southeast Tech if, for any reason, your license is suspended, revoked,

or taken from you during, from and after the time of your admission. You will be considered for reinstatement after you obtain your license again;

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

## Health and Law Enforcement Science Lab Participation Liability Notice

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

## Background Checks & Drug Screenings

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

**NOTE:** Drug screen results are not appealable.

## Immunizations

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

## Math & English Placement Testing

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

## Transfer of Credits to Southeast Tech

Southeast Tech will accept credits from any post secondary institution accredited by one of the major regional accrediting associations, e.g., Higher Learning Commission, North Central Association of Colleges and Schools – Commission on Institutions of Higher Education (NCA-CIHE). Acceptance of transfer credits is contingent upon the student having completed the course or courses with a grade of "C" or better, and that in the judgment of the Registrar, the course credit and content is similar to that contained in the Southeast Tech course for which advanced standing by transfer is being requested. Granting of such credit is at the discretion of Southeast Tech'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 Southeast Tech credit standard for a similar course.

**Students not providing transcripts in a timely manner may find themselves taking and paying for courses that could have been transferred and may experience delays in program completion.*

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

A minimum of 25% of a total program must be earned at Southeast Tech and the student must complete 25% of the major courses in the program at Southeast Tech in order to receive a Southeast Tech 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 Southeast Tech courses. Advanced standing for courses may be obtained through the following methods:

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

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

**NOTE:** Students who are awarded Advanced Standing will be required to pay a $50 per course transcription fee.

## Department Evaluation

A person who wishes to obtain advanced standing by department evaluation should first discuss the option with a Southeast Tech Admissions counselor or Student Success Advisor. The appropriate department will review previous coursework accomplished and/or accumentation 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% of the credits for a program must be earned at Southeast Tech, and the student must complete 25% of the major courses in the program at Southeast Tech. The student receiving credits through the Advanced Standing program, in some cases, pays a reduced fee for those credits.

## Credit by Examination

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

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

Examinations are available for most courses at Southeast Tech. 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 Tech exam can obtain information by contacting the Southeast Tech Testing Center during the first week of the semester. A nonrefundable fee of $50 per test-out must be paid in the Business Office prior to testing. All testing must be completed within a week of payment.

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

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

## Advanced Placement Courses (AP)

Advanced Placement (AP) courses are typically offered at the high school level. Students take the course while in high school and then complete the AP test at the end of the course. Students who score "3" or higher and are degree-seeking students at Southeast Tech may be eligible for credit.

A student's AP score report will be sent to Southeast Tech when the student places our school code (7054) on their test registration application. When Southeast Tech receives the AP score report, the student will be notified in writing of the allowable credits. There is no cost to transcript the AP course on the students' transcript.

Contact the Admission Office at 605.367.6040 to determine if you are eligible for credit for your AP course(s).

## 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 Southeast Tech and Bellevue University, Dakota Wesleyan University, Mount Marty College, Presentation College, the South Dakota Public University system and the University of Sioux Falls allow students with an Associate in Applied Science degree the opportunity to earn their Bachelor's degree, without losing credit hours or repeating classes. Southeast Tech graduates who transfer into specific programs may take advantage of these benefits:

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

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

## Bellevue University

Apply your Southeast Tech degree or credits toward your Bachelors degree with Bellevue University through the STI/BU Bachelors degree partnership program.

Bellevue University awards full credit for AAS degrees to the Bachelor of Arts or Bachelor of Science degree completion programs in business, healthcare, technology, information systems and leadership. Southeast Tech students will start as Juniors and will be able to complete a bachelors degree in as little as 12 months without leaving South Dakota.

Various degree programs are offered on-site at the Southeast Tech campus in the evenings and online. One of the first accredited universities to offer online degree programs, Bellevue University is recognized as a leader in online learning. Their award-winning online classroom was developed to provide students with an online experience that is even better than you could imagine - you are not out on your own, but actually communicating with your peers and professors.

For more information about on-site programs through BU at the Southeast Tech campus or online degree programs please call Bellevue University Admissions at 605.335.8010 or visit the Bellevue University-Smoothest Transfer website at www.bellevue.edu/advantage.

Based in Bellevue, Nebraska, Bellevue University has eight locations throughout the nation's Heartland. Bellevue University is a private, non-profit university, regionally 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). This status means that Bellevue University degree programs are welcomed by employers and other colleges and universities throughout the world.

## Black Hills State University & South Dakota State University

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

## Colorado Technical University

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

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

Courses are offered on-site and online.

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

## Dakota Wesleyan University

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

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

Through a combination of general education and business courses, you will receive a highly marketable degree in one of our most popular majors at DWU. Invest in your future by continuing your education at DWU. For more information, visit DWU's website at www.dwu.edu or call toll-free 800.333.8506.

## Mount Marty College

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

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

## Presentation College

Presentation College and Southeast Tech have teamed up to provide a seamless completion of your Bachelor of Science in Nursing (BSN) or Bachelor of Science in Business degree. This unique opportunity not only gives you credit for what you already know; it provides you a flexible, convenient and cost effective way to enhance your career. Southeast Tech 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, Southeast Tech graduates must be admitted to Presentation College, hold an unencumbered, active LPN license, be a Southeast Tech LPN graduate, have a cumulative 2.5 GPA, have a minimum of 1,000 hours of nursing practice experience (waived if a recent Southeast Tech 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 800.437.6060 Ext. 492 or visit the website at www.presentation.edu.

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

## South Dakota Public Universities

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

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

## University of Sioux Falls

USF has a diverse program base from which to choose. Even if you transfer into a totally unrelated field, USF will honor up to 64 transfer credits from Southeast Tech 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. Southeast Tech 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 Tech credits will be accepted for transfer. (Any courses transferred to Southeast Tech will be evaluated separately and may affect the total transferable hours to USF.)
4. Ability to earn a bachelor's degree in only two years. Some programs may require additional coursework to meet competencies.
5. Immediate entry into the USF Degree Completion Program (DCP). The DCP is a 17-month, one-evening-per-week program that allows you to combine study with full-time employment. After earning 64 Southeast Tech 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.)

## University of South Dakota

In the fall of 2010, Southeast Tech and the University of South Dakota received approval for a ground-breaking forward and reverse articulation agreement between the two institutions. This agreement allows Southeast Tech students who have attained a two-year associate in applied science degree in any of its six health care programs to transfer into the Bachelor of Science in Health Sciences major at USD. USD students who have completed two years of the health sciences major requirements also have the ability to transfer to Southeast Tech to complete one of Southeast Tech's six health programs. The specific health coursework from Southeast Tech will transfer back to USD as a block of electives applied towards the BS in Health Sciences. Graduates who complete the requirements for the two health programs will earn both an associate in applied science and bachelor degree.

**PATHWAY 1: Reverse Articulation**

(Completing years one and two at USD, years three and four at Southeast Tech and transferring Southeast Tech block transfer credits back to USD for completion of degree)

1. Students will complete the required health science major courses through the University of South Dakota during the first two years of their education. During the third year of their education, they will enter their chosen health program at

Southeast Tech and complete the requirements for the AAS in the health program at the end of the fourth year.
2. Upon successful completion of the requirements of the AAS degree at Southeast Tech, the student will transfer a block of 46 technical credits to USD and apply for graduation. In addition to the 46 block credits, general education coursework that is equivalent to Regental courses will be transferrable and accepted by USD up to a total of 60 transfer credits.
3. USD will waive the graduation requirement that 16 of the last 32 credits for the baccalaureate degree must be earned as institutional credit.
4. Students must meet all other Board of Regents and University graduation requirements in order to receive a bachelor's degree.

**PATHWAY 2: Forward Articulation**
(Completing your chosen AAS degree in a heath program at Southeast Tech and transferring to USD to complete the Bachelor of Science in Health Sciences)

1. Upon successful completion of the requirements of the AAS for a Southeast Tech health program of their choice, students may transfer to USD to complete the BS in Health Sciences. At that time, USD will accept a block of 46 technical course credits from the Southeast Tech AAS degree. Transferable general education coursework in addition to the 46 block credits will also be accepted, up to a total of 60 transfer credits.
2. Students will complete the requirements for the health sciences major and any general education or graduation requirements that remain unsatisfied.
3. Students must meet all Board of Regents policies and University graduation requirements in order to receive a bachelor's degree.

The BS in Health Sciences offered at the University of South Dakota is a dynamic major that is interdisciplinary in nature and provides flexible options that allow students to prepare for many kinds of careers related to health. The major provides the opportunity for students with an interest in the health professions to explore the many opportunities in the field and to develop the knowledge, values and interpersonal skills needed to be successful in today's health and human service settings. The Bachelor of Science in Health Sciences will qualify students for entry into graduate programs in a specific health profession, entry-level employment in health care or health care-related positions and educational mobility for individuals who wish to advance their education. All required coursework is offered on the Vermillion campus, on site in Sioux Falls and Rapid City, and online through the Division of Continuing and Distance Education.

## High School Credit Transfer Agreements

Southeast Tech has articulation agreements with high schools in South Dakota. Articulation agreements make it possible for students to receive credit for courses they successfully completed during high school. Articulation agreements may allow students to bypass a particular course at Southeast Tech and/or to pay a reduced rate for tuition.

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.

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

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

## Transfer of Credits Within Southeast Tech

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

## Prerequisite/Corequisite Courses

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

## Auditing

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

A student who has previously completed a course successfully but chooses to take the course again as an audit will be required to pay the required tuition fee only. Enrollment in the course is subject to room availability. Students taking the course for a letter grade will receive first priority.

In some situations, Southeast Tech instructors and administration may require a student to audit a class the student successfully completed in the past. This generally occurs when students have discontinued their education for a period of time and

need to brush up their skill levels. Financial aid is NOT available for audited classes.

## Recommended Additional Program Coursework

Southeast Tech recommends students take additional coursework in job skills in order to better enhance their ability to obtain gainful employment. For students interested in the health program fields, Southeast Tech recommends students take the multidisciplinary health course to further their understanding of health careers and health occupations. Financial Aid restrictions may apply.

## 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 nine or more credits. Southeast Tech recommends that students do not exceed 21 credits for a given semester.

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

## Part-Time Students

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

## Tuition and Fees Schedule

The tuition fee per credit at Southeast Tech is established by action of the South Dakota State Board of Education and is subject to revision at any time.

**Fees per Credit**

| | |
|---|---|
| Tuition | $95 |
| State Fee | $23 |
| Local Fee | $41 |
| Division Fees | $3-9 |
| Student Government/Activities Fees | $2 |

Students in laptop-required programs purchase their laptops during their first semester, and payments are estimated at $1,251 (PC) or $2,251 (Mac).

Online courses have an additional $50 per credit fee.

## Tuition and Fee Payment Due Date

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

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

**Term Charges Schedule:**
Fall classes - available for viewing on STInet after July 15
Spring classes - available for viewing on STInet after December 1
Summer classes - available for viewing on STInet after April 15

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

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

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

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

## Tuition and Fees Refunds/Excess Payments

**A. Financial Aid Payments to Your Account**

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

**B. Credit Balance Check Disbursement**

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

## Forms of Payment

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

See third party authorizations below for information about having balances paid by an approved federal or state agency.

Employer reimbursements are covered in the third party account section below.

## Returned Checks

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

## Payment Plan Information

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

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

## Past Due Accounts

Students are responsible for reviewing account balances and paying balances that are due. It is the student's responsibility to maintain an accurate billing address with the Student Success Center. (Students may change their address on STInet). Once an account is past due and placed on hold, if an address is incomplete or inaccurate, the student may not receive an account statement and will pay additional late fees and interest if the account is forwarded to collections.

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

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

## Third Party Account Payments

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

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

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

## Student Account Holds

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

## Administrative Withdrawal From Future Terms

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

## Collections Procedures

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

**Current accounts** – time from initial charges added to your account until the fee payment due date. Statements are available via STInet. Account balances that remain after the Tuition and Fee payment due date are considered past due.

**30 day accounts** – a finance charge and/or a late fee is added to your student account. A Business Office hold is placed on your student accounts.

**60 day accounts** – additional finance charges and/or late fees are added to student accounts.

**90 day accounts** – additional finance charges and or/late fees are added to your account and a final notice letter is mailed with the students statement.

**After 121 days** – past due account balance are forwarded to a collection agency and a letter is sent to the student's last known address.

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

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

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

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

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

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

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

# ACADEMIC INFORMATION


Cancellation of Classes....21
Schedule Changes – Course Adds/Drops/Withdraws....21
Student Withdrawal – Terminating Enrollment....21
Tuition Refunds – Terminating Enrollment....21
Re-entry of Withdrawn Students....21
Calculation of Refunds & Earned Financial Aid....21
Hybrid/Accelerated/Late Start/Online Classes....21
Credit Hour Definition....22
Changing Your Program of Study....22
Repeating a Course to Raise the Grade....22
Military Service – Withdrawal Without Penalty....22
Academic Records....22
President's List....23
Academic Probation....23
Student Progress Reports/Midterm Grades....23
Grading System....23
Exempting a Course in Calculating GPA....23
Transferring Credits and COMPASS Scores to Other Schools....23
Grade Changes....23
Challenging a Grade....23


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

## Cancellation of Classes

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

## Schedule Changes – Course Adds/Drops/Withdraws

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

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

Courses dropped during the first five days of a semester (first two days of Interim) will not appear on the student's transcript. Courses may be added after the first week only with the permission of the instructor.

After one week and before the close of the twelfth week of the semester (sixth week of the summer semester and accelerated or late start courses), students may withdraw from a course and receive a grade of "W" (withdraw) without affecting their grade point average. No withdrawal will be permitted during the last four weeks of the semester (two weeks of the summer semester and accelerated or late start courses); therefore, students will receive grades for these courses.

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

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

## Student Withdrawal – Terminating Enrollment

Students planning to withdraw completely from the school either temporarily or permanently are required to complete a "Student Termination Form." Refunds are based on the Tuition Refund Process (following section). A student who terminates enrollment will automatically be dropped from all pre-registered courses for the following semester.

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

## Tuition Refunds – Terminating Enrollment

Southeast Tech 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 process. The following applies to all students who completely withdraw from Southeast Tech. The process is effective for all terms (including summer school) and evening courses, and applies whether a student is a full-time student or a part-time student.

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

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

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

If the proper paperwork is not completed, the student is still responsible for full payment of the course and all courses will be graded accordingly. Students completing and submitting the proper termination paperwork in the time frame indicated in the "Schedule Changes - Course Adds/Drops/Withdraws" section will receive withdrawal grades ("W") for all courses for the semester. Letter grades will be issued for all course withdrawals outside the time frame in the "Schedule Changes - Course Adds/Drops/Withdraws" section.

## Re-entry of Withdrawn Students

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

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

## Calculation of Refunds & Earned Financial Aid

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

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

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

## Hybrid/Accelerated/Late Start/Online Classes

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

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

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

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

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

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

## Credit Hour Definition

Southeast Tech defines a traditional credit hour over a 16 week semester to be one 50-minute period per week for a lecture credit hour and a minimum of two 50-minute periods per week for a lab credit hour, with an expectation of two to three hours of outside work performed by the student for each credit hour. Southeast Tech defines the expected student learning outcomes for each course through its course syllabi. Achievement of these learning outcomes is verified through various assessments – tests, quizzes, portfolios, assignments, etc.

For alternate delivery formats, including online, hybrid and accelerated courses where traditional in-class hours are reduced, the expected learning outcomes of the students are equivalent to the expected learning outcomes of the regular credit hour courses. Student expectations for outside work, however, increase to include the reduced in-class hours of lecture and/or lab hours associated with the course. Achievement of the learning outcomes is verified through various assessments – tests, quizzes, portfolios, assignments, chats, videos, etc. Students have equivalent access to courses, course information, instructors, etc. through the Southeast Tech LMS system.

Southeast Tech assures that all courses, regardless of delivery method, provide the same level of instruction through the following:

- Professional development of faculty regarding alternative delivery formats
- Curriculum review process including alternative delivery formats
- Development of Southeast Tech courses by Southeast Tech faculty
- Review of courses by Southeast Tech academic administrators
- Student evaluation of courses
- Faculty evaluations by academic administrators
- Supervision of and assurance by the Vice President of Academics that the credit hour requirements are followed appropriately

## Changing Your Program of Study

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

## Repeating a Course to Raise the Grade

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

## Military Service – Withdrawal Without Penalty

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

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

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

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

## Academic Records

A transcript is a record of courses taken and the credits, grades, and grade points earned at Southeast Tech. 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 Tech students are encouraged to review their transcripts and to keep their own records of courses, credits, and grades for work completed. Students may receive a copy of their official Southeast Tech transcript by ordering a transcript online through getmytranscript.com. Current students may also print out unofficial transcripts at stinet.southeasttech.edu.

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

## President's List

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

## Academic Probation

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

## Student Progress Reports/Midterm Grades

Once each semester instructors will note in STInet student midterm grades. This information will then be shared with Academic Advisors to better inform the advisors on the progress of their students.

## Grading System

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

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

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

## Exempting a Course in Calculating GPA

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

## Transferring Credits & Compass Scores to Other Schools

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

Southeast Tech 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. Southeast Tech does not guarantee the transfer of credits earned to other post-secondary institutions. Students who wish to transfer credits to a South Dakota public university for programs other than the Bachelor of Applied Technical Science degree should contact the Admissions Office of the desired university for an evaluation of their program objectives and technical institute transcript. An individual evaluation of course credits will be made by the receiving public university in accordance with institutional and Board of Regents policy.

Southeast Tech students who wish to transfer their Compass test scores to another institution should contact the ACT center at 605.367.6014. A $7 handling charge is required for all requests.

**Note: Students who wish to take the COMPASS for purposes of attending another school will be assessed a $35 fee.**

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

## Grade Changes

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

## Challenging a Grade

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

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

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

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

# GRADUATION INFORMATION

Application for Graduation ..... 25
Graduation Requirements ..... 25
Early-Out for Employment ..... 25

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

## Application for Graduation

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

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

## Graduation Requirements

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

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

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

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

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

## Early-Out for Employment

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

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

# STUDENT SERVICES

Student Services ..... 27
Counseling ..... 27
Faculty Advisors ..... 27
Student Success Advisors ..... 27
Housing ..... 27
Placement Services ..... 27
Tutoring Services ..... 27
Adult Learning Center ..... 27
Disability Services ..... 28

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

## Student Services

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

## 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**

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

**Please note that students requesting/receiving counseling services need to inform the counselors of any/all legal involvement as a provision of services. Recommendations and reports, as requested by the student, attorneys, and/or court of law is beyond the scope of practice provided by counselors here at Southeast Tech.*

## Faculty Advisors

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

## Student Success Advisors

All Southeast Tech students are assigned a Student Success Advisor once they have registered for classes at Southeast Tech. The Student Success Advisor will serve as the institutional-level advisor by helping students navigate institutional as well as personal concerns. Student Success Advisors encourage students to complete their courses and program at Southeast Tech.

All new students at Southeast Tech are required to complete a Student Success Seminar course taught by one of the Student Success Advisors unless they have successfully completed a minimum of 9 post-secondary credits with a 2.0 or higher GPA at another college/university. However, all transfer students are assigned a Student Success Advisor to ensure that their transition to Southeast Tech goes as smoothly as possible.

The Student Success Seminar course helps students develop, improve, recall academic success skills (test-taking, reading, note-taking skills, etc.). as well as important life skills (communications, financial responsibility, time management, etc.) Student Success Advisors also provide students with information about the online services available to them on STInet. Some of these online services include billing and payment, grades and transcript, and accessing required processes such as registration.

## Housing

Southeast Tech offers an on-campus housing option through a 52-unit apartment complex adjacent to the Technology Center. The complex houses approximately 200 students in a 4-bedroom apartment setting. Students who would like more information about Southeast Tech Housing should contact the Admissions Office.

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

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

## Placement Services

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

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

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

For full or part-time placement assistance, students should contact the Career Center Office located in the Student Success Center in the Mickelson building; direct number is 605.367.4819.

## Tutoring Services

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

Students can access tutoring by completing a tutor request form or simply check the tutor schedule on STInet to see when walk-in tutoring sessions are being held.

Contact the Disability Services Facilitator at 605.367.5691 to discuss individual tutoring needs.

## Adult Learning Center

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

## Disability Services

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

# STUDENT INFORMATION

Student Communications ..... 30
Services for Non-traditional Students ..... 30
Family Educational Rights & Privacy Act ..... 30
Student Right-to-Know Campus Security Act ..... 31
Campus Information/Safety & Security ..... 31
Special Accommodations Notification ..... 31
Veteran's Regulations (Veterans & War Orphans) ..... 32
Student Insurance ..... 32
Laptop Program ..... 32

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

## Student Communications

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

## Services for Nontraditional Students

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

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

## Family Educational Rights & Privacy Act

**What is FERPA?**

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

**Who is covered by FERPA?**

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

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

**What are "Educational Records"?**

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

**Who might have access to student information?**

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

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

FERPA uses the term "Directory Information" to refer to information which may be released without specific written permission from the student, except in certain cases specified by the regulations. Most Directory Information is data that would not be considered harmful or an invasion of privacy if disclosed.

Southeast Tech has determined the following items as Directory Information:

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

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

**What is considered "Non-Directory Information"?**

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

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

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

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

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

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

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

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

**Who should I contact for more information?**
You can contact the Southeast Tech Registrar by stopping at the Student Success Center in the Mickelson Center or by calling 605.367.7466.

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosures without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the school in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

## Student Right to Know Campus Security Act

Southeast Tech 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 Southeast Tech Campus to the local law enforcement offices and to the Southeast Tech Student Success Center or campus security. The Southeast Tech Campus is policed by the Sioux Falls Police Department and Minnehaha County Sheriff's Department. Southeast Tech's security officers are contracted through the Minnehaha Sheriff's Department.

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

Southeast Tech 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 Southeast Tech course offerings. In addition, Southeast Tech provides a full-time day security officer and part-time evening coverage for our students' safety.

In the event a student believes that a crime (including all types of sex offenses) has occurred, the student should contact local law enforcement authorities and notify a Southeast Tech administrator or campus security. It is important that all evidence be preserved for law enforcement investigation. In addition to criminal prosecution on campus, disciplinary action may be taken in all situations involving a crime conviction on the Southeast Tech 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 Southeast Tech staff and referrals made as needed.

## Campus Information/Safety and Security

Southeast Tech publishes an annual report each fall in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act. Students may access Southeast Tech data at http://ope.ed.gov/security or www.southeasttech.edu in the Campus Information/Safety and Security section . The crime report and a Southeast Tech crime log are also available upon request through the Southeast Tech Security Office.

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

In addition to the above information covering campus security, the following is a report on the completion or graduation rate of full-time students at Southeast Tech. As of September 2010, of the first-time students who started full-time course work at Southeast Tech during the fall semester of 2006, 36% had graduated, 6% were still students, and 58% were no longer attending.

## Special Accommodations Notification

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

## Veterans' Regulations (Veterans & War Orphans)

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

## Student Insurance

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

## Laptop Program

Southeast Tech was the first campus in South Dakota to initiate a wireless laptop program for its students. All newly enrolled students who are registered for six credits or more in a laptop required program will purchase their laptop through Southeast Tech. Southeast Tech purchases over 2,000 laptops directly from the manufacturer every year and passes the savings on to the students. In addition, laptops provided by Southeast Tech are guaranteed to have the appropriate hardware, software and access to campus resources. Southeast Tech laptops are covered by a comprehensive service arrangement which includes on-site repair and customer support for three years through Southeast Tech's Information Technology Support Center. Laptops are also available to students in non-required laptop programs through the same conditional sales agreement process.

**Laptop Benefits Include**

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

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

Graphic Communications and Digital Media Production Technology students will have an Apple Mac laptop provided from Southeast Tech. More information regarding laptop specifications (processor speed, memory, hard drive, etc.) will be posted on the Southeast Tech website by May 1, 2011. Questions should be directed to the Information Technology Support Center at 605.367.4461.

**All software belongs to Southeast Tech and will be removed upon graduation or termination.**

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

# STUDENT LIFE

Student Life ..... 34
Student Government Association (SGA) ..... 34
Student Organizations ..... 34
Intramural Sports ..... 35
Student Activities ..... 35
Contests for Students ..... 35

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

## Student Life

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

## Student Government Association (SGA)

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

## Student Organizations

Campus student organizations enhance the education offered in classes with competitions, guest speakers, tours, and other forms of learning more about career fields. While at Southeast Tech, plan to participate in one or more of these organizations. Approved school organizations are those whose purpose complement the mission of Southeast Tech and further enhance the program's educational goals. Approved organizations may use the school name as part of the organizational title and are allowed to promote their organization on campus. For complete information, contact the Student Activities Coordinator.

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

**Animation Technology Artisans (ATA) Student Organization**
The pupose of ATA is to encourage Digital Media Production students at Southeast Tech to join together in the organization for the purpose of maintaining the identity and quality of ATA students and providing the continuing educational development, improvement and expansion of the ATA program and profession for the betterment of the motion graphics and animation industry. The organization will strive to encourage camaraderie between students and provide a means to interact with local and regional professionals.

**Association of Information Technology Professionals (AITP)**
AITP is designed for students planning careers in information systems or related fields. AITP is dedicated to using the synergy of information technology partnerships to provide education and benefits to its members. The organization also works with industry to assist in the overall promotion and direction of information technology. AITP Student Chapter members have the opportunity to attend monthly meetings with professionals in the community who work in information technology fields. They enjoy personal growth, professional development, and they gain knowledge of the industry.

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

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

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

**Dakota Turf/Golf Course – Superintendent Association of America (GCSAA)**
Students enrolled in Sports Turf Management at Southeast Tech are destined to be employed in the sports industry on golf courses, football fields, and other recreational playing fields. Members of GCSAA will benefit from additional exposure to professionals in the industry as they see practical applications of their skills.

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

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

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

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

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

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

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

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

**Student Practical Nurses Association**
The Southeast Tech Student Practical Nurses Association was formed to protect the practice and education of practical nurses and to promote the LPN as an important member of the health care team. All LPN students will be encouraged to participate in the student organization and to contribute and grow through professional development activities. These activities will include continuing educational opportunities through SkillsUSA, and professional speakers and workshops provided by the South Dakota Practical Nurses Association annual convention.

## Intramural Sports
The Student Activities Coordinator works with students to coordinate numerous intramural sports. Students participate in intramural volleyball, basketball, and bowling, and use city and school district facilities for their activities. Recreational programs are supported by student activity fees paid upon registration and are open to all students.

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

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

# OTHER PROGRAMS & SERVICES

Training Solutions Institute ..... 37
Bookstore ..... 37
Southeast Tech Library Resource Center ..... 38
Childcare Facility ..... 38
Adult Education and Literacy/Adult Learning Center/GED ..... 38

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

## Training Solutions Institute

**www.trainingsolutionsinstitute.com**

Training Solutions Institute (formerly Business and Industry Training) provides skills enhancement and workforce development opportunities for companies and individuals in the Sioux Falls, SD region.

Training is offered by departments including:

- Computer Information Technology
- Construction & Transportation
- Corporate and Small Business
- Health Care
- Manufacturing & Industrial

On-going programs such as Welding, Commercial Driving, Certified Nurse's Assistant (CNA), Emergency Medical Technician (EMT) and Floral Design are offered as alternative educational solutions for individuals interested in these career options.

Employers and employees are supported through training programs in computer applications, leadership and supervision, industrial safety, manufacturing technology and communication. Training programs are also offered on a customized basis with content, duration and location being tailored to the needs of the company or organization.

Online training is offered in numerous fields ranging from construction to manufacturing to the health care industry. Multiple formats and delivery methods are used to meet the diverse needs of the region's workforce. In addition, an ACT-approved testing center offers entrance testing and certification opportunities for those wishing to obtain credentials for skills they possess.

Training Solutions Institute works with many companies in the region to provide training and to enhance workforce development efforts. Training Solutions Institute has the resources and capabilities to develop and deliver training that will increase productivity and improve employee satisfaction.

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

## Bookstore

**Textbook Policies**

*Textbook Charges*

1. Eligibility: Students who have completed all of the required financial aid paperwork, and will receive their financial aid on or before the financial aid disbursement day, will be eligible to use the amount of financial aid that exceeds their tuition and fees total to charge the cost of textbooks and course required supplies to a student account at the Southeast Tech Bookstore. The individual students' charge limit will not exceed the amount of excess financial aid available.
2. Charge Period: Bookstore charge accounts will be available beginning one week before the start of each semester and the ability to charge will continue until the end of the course add/drop period.
3. Returns: Returns to a student charge account will be allowed until the end of the add/drop period and refunds will be issued from the Business Office student account during the regular financial aid disbursement. Charged items will be returned according to established Southeast Tech Bookstore guidelines for original condition of the item to be returned, as long as the return is within the Charge Period.
4. Charge Account Payment Due Dates: Student charge balances and available charge limits may be updated daily between the Bookstore and the Business Office. All Bookstore charges will be automatically deducted from the excess financial aid balance prior to the disbursement of financial aid. Changes in your student schedule may affect the Bookstore charge account limit. Reducing the number of credits may reduce the amount of financial aid available. If the Bookstore charge balance exceeds the amount of financial aid available, the amount of the over-charge is due in the Business Office on fee payment day or the Monday following the add/drop period. If you add or drop courses during the first week of classes, it is your responsibility to verify that you have enough funds to cover your account balance.
5. Complete Withdrawal: Students who withdraw completely prior to financial aid disbursement will be subject to the collection policy of the Business Office. Account balances will be due immediately and subject to referral to a collection agency.

*Textbook Purchases*

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

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

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

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

## Book/Required Supply Returns

1. Textbooks may be returned as follows:
   **Fall and Spring Semesters:** Within the add/drop period (first week of classes).
   **Interim/Summer Semesters:** Within 3 days from the beginning of the term.
2. Students need an original bookstore receipt to return items to the bookstore. Returns without a receipt will not be accepted.
3. Textbook information is available on the bookstore website at bookstore.southeasttech.com prior to the start of each semester.
4. Textbooks need to be returned in original condition.
5. Due to the complex nature of kits, which may contain certain types of material that are sterile and/or subject to electrostatic discharge, kits that have been opened are non-refundable.
6. Software, medical supplies and special orders are non-refundable.
7. Refunds will be paid by check which can be mailed or picked up in the bookstore. Books charged against a credit card or a third party account will be credited back to the credit card or the agency account.

## Buyback

1. The Bookstore offers textbook buyback during the week of end of term finals, for each semester. Textbooks needed for future terms may be purchased by the Bookstore for 50% of the new retail price. Other books may be purchased by Nebraska Book Company for the wholesale price determined by NBC.
2. Students wishing to return books after the allotted return period may sell their textbooks back to our wholesale textbook provider for the guide price determined by Nebraska Book Company.

3. Books with water stains will not be accepted at buyback. Books must have all pages intact and be in a resalable condition. Books purchased with software or other materials should be sold at buyback with those materials in usable condition.
4. Due to new editions, textbook changes or other conditions beyond the Bookstore's control, some books may not be eligible for buyback.

## General Merchandise

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

## Bookstore Hours

Monday – Thursday, 7:30am–5:00pm
Friday, 7:30am–4:00pm
The bookstore is closed on days that the Southeast Tech campus is closed. We recommend that you call ahead on days that the campus is listed as closed.

**Contact Information**

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

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

## Southeast Tech Library Resource Center

Located in the Mickelson Center, the Southeast Tech Library is available for classroom research, wireless laptop usage, and study. Limited computers are available for reserach, internet searches, word processing and using the online catalog and licensed databases.

## Library Hours

Monday – Thursday, 8:00am–7:30pm
Friday, 8:00am–4:00pm
**Hours may adjust as needed.*

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

The Southeast Tech Library Resource Center collection places emphasis not only on program related materials, books and technical journals, but also supports a fiction collection, current periodicals, and online databases. The library supports the "Technology Resources Policy" and any consequences resulting from infractions of the policy as it relates to the library computers.

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

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

## Childcare Facility

Southeast Tech operates a child care facility located on campus. The Scarbrough Center is a state-licensed child care 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 7:00am to 5:00pm Monday through Friday when classes are in session. Enrollment is limited to Southeast Tech students and staff. For information regarding fees and openings, contact the Scarbrough Center at 605.367.8444.

## Adult Education and Literacy/Adult Learning Center/GED

The Adult Education and Literacy (AEL) program at Southeast Tech offers General Educational Development (GED) and English as a Second Language (ESL) instruction as well as math, reading, and writing classes to help students prepare for employment or post-secondary education. The AEL program offers structured, teacher directed classes as well as an individualized, independent study program. Eligible students must be at least 16 years old and beyond compulsory attendance age.

GED participants must make an appointment to attend a scheduled orientation session. Students wishing to enroll in ESL or basic skill development classes must make an appointment for registration. Official GED Practice Tests and Official GED tests are offered on site.

Information regarding the Adult Education and Literacy, ESL and GED programs can be obtained from a counselor, instructor, or staff at the Learning Center by calling 605.367.7997.

# FINANCIAL AID INFORMATION


Southeast Tech Financial Aid Office ..... 40
What is Financial Aid? ..... 40
Who is Eligible? ..... 40
Enrollment ..... 40
Who May Apply? ..... 40
When and How to Apply ..... 40
Federal Programs ..... 41
Scholarships ..... 41
How to Apply ..... 41
Other Scholarship Sources ..... 41
Preparatory Coursework (Prerequisites) ..... 42
Financial Aid Disbursement ..... 42
Financial Aid Procedures & Obligations ..... 42
VA Educational Assistance for Veterans ..... 42
Satisfactory Progress ..... 43
Appeal of Financial Aid Suspension ..... 43
Grade Levels for Financial Aid ..... 43


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

## Southeast Tech Financial Aid Office
The Financial Aid Office is located in the Mickelson Center.

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

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

## Enrollment
**Fall and Spring**
Full-time: 12 or more credit hours; Three-quarter-time: 9 to 11 credit hours; Half-time: 6 to 8 credit hours; Less than Half-time: 5 credit hours or less. You must be enrolled in at least 6 credits to be eligible to receive Direct Student Loans.

**Summer**
Full-time: 9 or more credit hours; Three-quarter-time: 7 to 8 credit hours; Half-time: 5 to 6 credit hours. You must be enrolled in at least 4 credits to be eligible to receive Direct Student Loans. Requirements may change depending upon adjustment in length of summer semester. More information will be available Fall 2011.

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

## Who May Apply?
To be eligible for any of the federally supported programs (Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work-Study, Federal Direct Student , and the Federal PLUS Loans), a student must meet the following qualifications:

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

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

## When and How to Apply
Application must be filed online each year at www.fafsa.ed.gov or by completing the paper "Free Application for

## FINANCIAL AID IMPORTANT DATES
(SUBJECT TO CHANGE)

| Fall '11 | Spring '12 | Summer '12 | |
|---|---|---|---|
| | | | The Free Application for Federal Student Aid (FAFSA) forms must be post marked to the Federal Processor by this date to ensure loan checks are available for disbursement. The FAFSA forms may be picked up in the Financial Aid Office. If eligible, students will receive an Award Letter and Promissory Note within five to seven weeks in the mail indicating the dollar amount of loans and grants that are available to you. Approximately one-third of all applicants are chosen for verification. This requires further financial information which needs to be returned as soon as possible or students may experience a delay in receiving an Award Letter and Promissory Note. (Most students desiring to receive summer financial aid, must complete additional paperwork before Fall & Spring semester.) |
| 07.22.11 | 12.16.11 | 06.01.12 | 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.<br><br>All first-time loan borrowers attending Southeast Tech must complete their Entrance Counseling on-line at www.mapping-your-future.org. This is required even if students have previously completed the Entrance Counseling at a different institution or have previously terminated from Southeast Tech. |
| 11.18.11 | 04.06.12 | 06.01.12 | Last day financial aid can be filed for the semester. |
| 09.06.11 | 01.16.12 | 06.10.12 | 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. |
| 09.20.11 | 01.31.12 | 06.19.12 | Day of financial aid disbursement. |

Federal Student Aid". A paper application can be downloaded at www.federalstudentaid.ed.gov. The application should be completed only after Federal Income Tax returns have been filed by parents/guardians and/or students.

## Federal Programs

**GRANTS** do not have to be repaid unless the student terminates from school. Students may need to repay a portion of the Pell Grant back to the school in this situation. Note: Amounts are subject to change.

- 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 2011-2012 academic year, the maximum award is $5,550. Amounts are based on enrollment status.
- Please note: Pell grant is not available for repeated 095 and 098 Math and English classes.
- Federal Supplemental Educational Opportunity Grant (FSEOG). This is a federally-funded grant for under-graduates who also qualify for a Federal Pell Grant. Awards are generally about $500 a year and are very limited.

**LOANS** must be repaid.

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

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

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

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

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

Effective for new loans made after July 1, 1994, the maximum interest rate is 8.25 percent. The rate from July 1, 2011 through June 30, 2012 is 3.4 percent for subsidized Direct Student loans, and 6.8 percent for unsubsidized Direct Student loans. Repayment begins six months after graduation, termination of enrollment, or dropping to below half-time enrollment status. Students may be allowed up to ten years to repay based on the amount they have borrowed.

- Direct Federal Parent Loan Program (PLUS). The Direct Federal PLUS program is a source of long-term loans for the parents of dependent undergraduate students. There is no established annual maximum a parent may borrow on behalf of each dependent child; however, the loan amount may not exceed the difference between the cost of attendance and other financial aid. There is no aggregate maximum. For the period beginning July 1, 2011 through June 30, 2012 the interest rate is 7.9 percent. There is no federal interest subsidy on Federal PLUS loans. However, the Department of Education is authorized to charge the borrower an up-front origination fee of up to 4.0 percent to offset the federal government's cost of the program. Unless the parent borrower qualifies for a deferment, repayment of the principal and interest must begin 60 days after disbursement.

**WORK** means earning money.

- Federal Work-Study. Part-time employment can be provided to students who demonstrate financial need and show a desire to work. All positions are at the school and pay $10.00 per hour. As funding is limited, it is critical that you notify the Financial Aid Office if you want to be considered for this program.
- Part-time work. The institution does have a limited number of specialized part-time work experiences. Those opportunities are made known through individual departments.
- Off-campus work. Southeast Tech 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 Student Success 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 Southeast Tech Foundation includes building scholarship support for Southeast Tech students.

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

## How to Apply

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

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

## Other Scholarship Sources

A list of scholarships open to Southeast Tech students from other sources with their eligibility criteria and application deadlines are available in the Financial Aid Office. Selected scholarships are also listed under the STInet Campus Life Tab.

## Preparatory Coursework (Prerequisites)

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

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

## Financial Aid Disbursement

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

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

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

**Note:** New borrowers will be required to complete loan counseling prior to disbursement of their loan funds at www.studentloans.gov

## Financial Aid Procedures & Obligations

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

## VA Educational Assistance for Veterans

**GI Bill Education Benefits**

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

- Chapter 30 – Active duty service person
- Chapter 31 – Vocational rehabilitation employment
- Chapter 35 – Veteran's dependent (spouse, surviving spouse, or child)
- Chapter 1606 – Active selective reservist or National Guardsperson
- Chapter 1607 – REAP (Reserve Educational Assistance Program)
- Chapter 33 – Post 9/11 GI Bill

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

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

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

**How do I become eligible for VA education benefits?**

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

**When can I become certified for VA education benefits?**

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

**How much will I receive if I qualify for benefits?**

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

**Student Responsibilities:**

- You must be accepted in a degree program at Southeast Tech
- The VA does not pay for withdraw of course(s) unless the student has mitigating circumstances. If you withdraw from a course you must contact the Registrar at Southeast Tech as soon as possible. Failure to do so will result in an overpayment situation to the VA.
- If you are repeating a course for a better grade (not because you failed the course) that class will not count in your certification for VA benefits.
- If you are changing your major/program, you need to inform the Southeast Tech VA Certifying Officer. The VA requires that paperwork be completed in order to pay benefits for a different major/program.
- Southeast Tech will not submit an enrollment certification to the VA until notified by the student to do so.
- All students receiving Chapter 30, 1606 or 1607 benefits are required to verify their enrollment monthly to receive payments. Verification must be done on the last day of each month enrolled by either the Web Automated Verification of Enrollment (WAVE) application at https://www.gibill.va.gov/wave/index.do or by calling 1.877.823.2378 and following the prompts. Payment will not be processed until this verification is completed.
- The VA takes up to 10-12 weeks to process an enrollment certification. Keep this in mind when applying for benefits.
- Maintain a minimum cumulative GPA of 2.0. A grade review will take place at the end of the Fall, Spring, and Summer semesters. A student failing to perform acceptable work may be placed in an academic probation status. A subsequent semester of unsatisfactory progress will result in GI Bill benefits being terminated.

**How do I apply for Education Benefits?**

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

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

- Register for your courses and notify your Southeast Tech Veteran's Representative so an enrollment certification can be submitted to the regional VA processing center.
- When you receive your COE (Certificate of Eligibility) from the Department of Veteran Affairs, you must bring a copy to your Southeast Tech Veteran's Representative.
- If you are a transfer student who has used the GI Bill at your previous school, obtain a "Change of Program or Place of Training form from your Southeast Tech Veteran's Representative.
- If you have any questions regarding the application process, contact the Southeast Tech Veteran's Representative at 605.367.7124

## Satisfactory Progress

According to regulations governing the federal financial aid programs, a student must be enrolled in a program of study leading to a degree or certificate and must be making satisfactory academic progress according to the standards and practices of the institution in order to continue to be eligible for the federal programs (Federal Pell Grants, Federal Supplemental Education Opportunity Grant, Federal Direct, 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 catalog for full-time/part-time status or regardless of program of study. Satisfactory Academic Progress is defined as progressing in a positive manner toward fulfilling requirements for the degree or certificate in a given program of study.

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

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

A student will be placed on Financial Aid Warning who:

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

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

A student will be placed on Financial Aid Suspension who:

- Does not satisfactorily remove himself/herself from Financial Aid Warning and does not complete a term of acceptable academic work. A student is eligible for Reinstatement of Aid (only one semester) after suspension who:
- Has satisfactorily completed acceptable academic work (2.0 GPA and 67.0% completion) in a minimum of 6 credit hours taken in the same semester and at the same institute. All coursework must apply towards the student's program and be at least 100 level (preparatory coursework and remedial classes are excluded).This student cannot receive financial aid for the period during which eligibility is being reinstated.
- All federal financial aid students must complete their Southeast Tech degree program with credits attempted that are no greater than 150% of the degree requirements. For example, a degree program requiring 64 degree credits completed has a maximum of 96 credit hours attempted for the degree program.

## Appeal of Financial Aid Suspension

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

Students may only appeal suspension once during the entire time of the attendance at Southeast Tech. If the appeal is approved, the student will be placed on probation or warning.

Reinstatement of financial aid does not imply waiver of any other school policy, rule, regulation, procedure, etc.

## Grade Levels for Financial Aid

**Associate in Applied Science Degrees with 89 Credits or Less**

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

**Associate in Applied Science Degrees with 90 Credits or More**

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

**Diplomas or certificates**

1st year students throughout the program

# STUDENT CONDUCT


Study Habits ..... 45
Student Rights & Responsibilities ..... 45
Absences ..... 45
Student Parking ..... 45
Handicapped Parking ..... 46
Vehicle Abandonment ..... 46
Safety ..... 46
Fire & Emergency Evacuation of the Building ..... 46
Tornado ..... 46
Inclement Weather ..... 46
Southeast Tech Alert System ..... 46
Technology Resources Policy ..... 46
Student Searches & Seizures ..... 47
Student Commons ..... 47
Food and Beverages in the Classroom ..... 47
Restrictions of Animals on Campus ..... 47
Distribution of Information (Bulletin boards, signs, etc.) ..... 47
Personal Property ..... 48
Telephone Messages and Cell Phones ..... 48
Student Dress & Deportment ..... 48
Weapons Policy ..... 48
Visitors on Campus ..... 48
Vandalism ..... 48
Communicable Disease Policy ..... 48
Drug-Free Environment ..... 48
Drug Testing for Commercial Drivers/Students ..... 49
Use of Tobacco Products ..... 49
Harassment ..... 49
Reporting Incidents of Harassment ..... 49
Hazing ..... 50
Student Discipline ..... 50
Student/Public Complaint Process ..... 51


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

## Study Habits

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

You are expected to complete all assignments on time. Immediate attention to assignments should be given top priority. If you have difficulty in developing proper study habits, feel free to consult with your instructor, the Disabilities Coordinator, or a Student Success Advisor.

Here are some hints that may help you:

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

## Student Rights & Responsibilities

As a potential student, you, as a consumer, have a right to information about the school's academic programs, facilities, full cost of attendance, tuition refund process, 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 process.
- 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.
- Maintain a minimum cumulative GPA of 2.0. A grade review will take place at the end of the Fall, Spring, and Summer semesters. A student failing to perform acceptable work may be placed in an academic probation status. A subsequent semester of unsatisfactory progress will result in GI Bill benefits being terminated.
- 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

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

Mandatory attendance requirements may be required in specific programs.

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

## Student Parking

Southeast Tech students are expected to park in designated parking places. Students are not permitted to park in Reserved or Visitor parking areas. Students are also not permitted to park on yellow diagonal stripes, next to yellow curbs, or in fire lanes.

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

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

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

## Handicapped Parking

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

## Vehicle Abandonment

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

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

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

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

## Safety

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

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

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

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

**General Rules of Good Safety**

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

## Fire & Emergency Evacuation of the Building

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

- Leave quickly, quietly, walk fast, do not run.
- Instructors should close windows and doors, turn off machines, equipment and lights.
- Use designated exits identified in each classroom.
- Move a "safe" distance from the building with regard to traffic, fire lane, and ambulance route.
- Return after "all clear" signal is given.
- In case of actual fire, report names of missing students to administration.

## Tornado

Notification: At the present time, Southeast Tech 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 7:00am for day classes and 4:00pm for evening classes. An announcement will be sent out through the Southeast Tech Alert System. 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.

## Southeast Tech Alert System

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

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

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

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

## Technology Resources Policy

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

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

- Sending, accessing, uploading, downloading, or distributing

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

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

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

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

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

## Student Searches & Seizures

Southeast Tech 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. Southeast Tech retains authority to conduct routine patrols of parking lots and inspections of the exterior of vehicles. The interior of a student's vehicle on the school premises may be searched by an administrator or Southeast Tech security if the administration or Southeast Tech security has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

## Student Commons

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

## Food and Beverages in the Classroom

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

The consumption of beverages in the classrooms and/or labs is a privilege, not a right, and this privilege can be granted or denied at the instructor's, department's, or administration's discretion.
- All drinks will be stored in a closed container. Examples include: cups with lids, thermal mugs with lids, bottles with screw-on caps.
- The use of alcohol or other controlled substances on campus is forbidden at all times as outlined in this catalog.
- All food is prohibited in classrooms and labs unless approved by the instructor.

## Restrictions of Animals on Campus

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

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

Southeast Tech 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 Southeast Tech, or
- It is an event receiving special permission from the Student Activities Coordinator or the Administration of Southeast Tech.

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 Southeast Tech campus buildings.

## Personal Property

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

Southeast Tech is not responsible for damages, loss or theft to vehicles or personal property brought to Southeast Tech for repair or maintenance. Students are encouraged to remove all items of value from their vehicles before submitting them to a program.

## Telephone Messages and Cell Phones

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

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

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

## Student Dress & Deportment

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

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

## Weapons Policy

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

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

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

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

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

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

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

This policy may be reviewed at http://policies.southeasttech.edu.

## Visitors on Campus

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

Visitors, including secondary school students, may visit classes at Southeast Tech on an occasional basis with approval 24 hours in advance by administration and each instructor to be visited. At all times, visiting students are to be supervised by an accompanying adult. At no time will a visiting student be left unsupervised or left in the care of a Southeast Tech 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 Southeast Tech campus.

## Vandalism

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 includes all areas of the Southeast Tech campus including parking lots and all building facilities. Tampering with computers is also an example of vandalism. All acts of vandalism subject the violator to discipline, suspension, termination and possible criminal prosecution.

## Communicable Disease Policy

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

This policy may be reviewed at http://policies.southeasttech.edu.

## Drug-Free Environment

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

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

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

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

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

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

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

This policy may be reviewed at http://policies.southeasttech.edu.

## Drug Testing for Commercial Drivers/Students

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

## Use of Tobacco Products

Southeast Tech is a smoke free/tobacco free school. This means that smoking and other tobacco use is prohibited throughout the campus, ensuring that everyone has fresh, clean air to breathe anywhere on campus.

## Harassment

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

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

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

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

- Has the purpose of effecting or creating an intimidating, hostile, or offensive academic environment, or
- Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance depriving the student access to educational opportunities.

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

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

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

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

This policy may be reviewed at http://policies.southeasttech.edu.

## Reporting Incidents of Harassment

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

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

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

## Hazing

Hazing activities of any type are contrary to the educational goals of Southeast Tech and are prohibited at all times. No student, instructor, administrator, volunteer, contractor or other employee of Southeast Tech 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 Southeast Tech 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. This policy can be reviewed at http://policies.southeasttech.edu.

## Student Discipline

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

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

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

Discipline may include any of the following:

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

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

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

- Use of violence, force, coercion, threat, intimidation, harassment, hazing or similar conduct;
- Use of disrespectful or obscene language;
- Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property;
- Tampering with equipment;
- Causing or attempting to cause physical injury to an Southeast Tech 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 Southeast Tech employee;
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon on campus or at an Southeast Tech function;
- Bomb threats, or false fire alarms involving Southeast Tech property or personnel;
- Coming to campus or an Southeast Tech function under the influence of, or using, dispensing, or possessing on campus or at an Southeast Tech function a controlled or mood altering substance, such as steroids, marijuana, inhalants, alcohol or other drugs;
- Use of or possession of tobacco on campus by a minor or smoking in undesignated areas;
- Insubordination or being found to be habitually disobedient;
- Participation in outside organizations or activities detrimental or contrary to Southeast Tech's educational environment and mission or detrimental to the education, welfare, or safety of the student or other students;
- Possession of pornographic materials;
- Engaging in any activity forbidden by federal law, the laws of the State of South Dakota or the ordinances of the City of

Sioux Falls;
- Acts of dishonesty, including cheating and plagiarism or other forms of dishonesty relating to academic achievement;
- Forgery or misrepresentation or misuse of any document, record, or instrument of identification;
- Wearing clothing that may be disruptive or distractive to the educational process;
- Reckless or exhibition driving on campus parking lots or streets serving the campus;
- Sexual or other harassment of an Southeast Tech employee or student;
- Failure to adhere to Southeast Tech's computer usage policy as outlined in the Southeast Tech Catalog/Handbook and the Southeast Tech website. (www.southeasttech.edu)
- Students, both residents and non-residents, breaking Southeast Tech on-campus housing rules or regulations.

**Discipline Procedure Other Than Suspension or Termination:**
Discipline, other than suspension or termination, may be imposed by an Southeast Tech administrator or designee after investigating the alleged conduct or violation. The administrator or designee shall inform the student either orally or in writing as soon as possible after discovery of the alleged misconduct. The student shall be informed of the rule, regulation, policy or law that has allegedly been violated. The student will be given an opportunity to answer the charges and present evidence in his/her behalf. The administrator or designee shall inform the student of the discipline to be imposed. The student may appeal the decision of the administrator or designee to the Vice President of Student Affairs or the Vice President of Academics by submitting a written request within ten (10) calendar days after receiving the decision of the administrator or designee. The student shall be given an opportunity to answer the charges and present evidence either orally or in writing to the Vice President of Student Affairs or the Vice President of Academics within ten (10) calendar days of submitting the written appeal. The Vice President of Student Affairs or Vice President of Academics shall render a written decision within ten (10) calendar days of meeting with the student or from receiving the student's written statement. The decision of the Vice President of Student Affairs or the Vice President of Academics is final.

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

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

This policy may be reviewed at http://policies.southeasttech.edu.

## Student/Public Complaint Process

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

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

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

# ADVANCED TECHNOLOGIES

**Computer Information Systems**

Computer Network Security Technician ..... 53
Computer Programming ..... 54
Online Computer Programming ..... 55
Computer Technician ..... 56
Network Administrator ..... 57
Evening Network Administrator ..... 58
Software Support Specialist ..... 59
System Administrator ..... 60

**Electronics**

Biomedical Equipment Technology ..... 61
Electronics Technology ..... 62
Evening Electronics Technology ..... 63
Mechatronics Technology ..... 64

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

# COMPUTER NETWORK SECURITY TECHNICIAN, AAS DEGREE

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

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

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,650 |
| Fees | $ 5,490 |
| Books & Supplies | $ 2,010 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 200 |
| TOTAL | $15,675 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| CIS 106 | Introduction to Computers/CIS | 3 |
| ET 112 | Basic Electronics (Coreq ET 113) | 3 |
| ET 113 | Basic Electronics Lab (Coreq ET 112) | 2 |
| CIS 151 | Microcomputer Hardware/DOS | 4 |
| CIS 180 | Windows Server OS | 4 |
| | | 18 |
| **Second** | | |
| CIS 130 | Introduction to Programming | 3 |
| CIS 160 | Linux Administration | 4 |
| CIS 171 | Introduction to Networking | 4 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 17 |
| **Third** | | |
| CIS 187 | Routers & WANS I (Prereq CIS 171, CCNA 1) | 4 |
| CIS 285 | Wireless Data Communications (Prereq CIS 171) | 4 |
| CIS 286 | Information Security | 3 |
| PSYC 101T | General Psychology | 3 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| | | 17 |
| **Fourth** | | |
| CIS 273 | Network Services and Security (Prereq CIS 180, CIS 171) | 4 |
| CIS 288 | Routers and WANS II (Prereq CIS 187 or CCNA 2) | 4 |
| ENGL/SPCM | ENGL 201- Technical Writing (Prereq ENGL 101T) *or* SPCM 101T- Fundamentals of Speech | 3 |
| CIS 277 | Computer Systems Security (Prereq CIS 160, CIS 180) | 3 |
| CIS 278 | Operations Security (Prereq CIS 160, CIS 180) | 4 |
| | | 18 |
| | **TOTAL CREDITS** | **70** |

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

# COMPUTER PROGRAMMING, AAS DEGREE

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

This curriculum provides in-depth training in object oriented programming languages such as Java and C#. Markup languages such as HTML, XHTML, and XML are used in Web-based applications. SQL is used to interface with relational databases in both Windows and Web-based applications. Both client-side and server-side web programming concepts are emphasized throughout the curriculum. Entry level training in operating systems and networking also enhances the programmer's abilities.

ALSO OFFERED AS AN ONLINE PROGRAM!

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,555 |
| Fees | $ 5,421 |
| Books & Supplies | $ 1,960 |
| Laptop | $ 1,325 |
| TOTAL | $15,261 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| CIS 106 | Introduction to Computers/CIS | 3 |
| CIS 130 | Introduction to Programming | 3 |
| CIS 195 | Internet Programming Essentials | 4 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| | | 18 |
| **Second** | | |
| CIS 131 | C# Programming (Prereq CIS 130) | 3 |
| CIS 149 | Introduction to Java (Prereq CIS 130) | 3 |
| CIS 194 | Introduction to Databases | 3 |
| CIS 198 | Image and Animation Application (Prereq CIS 195) | 3 |
| CIS 207 | eBusiness (Prereq CIS 106) | 3 |
| PSYC 101T | General Psychology | 3 |
| | | 18 |
| **Third** | | |
| CIS 293 | Advanced Technologies (Prereq CIS 130, CIS 195) | 2 |
| CIS 231 | Advanced C# Programming (Prereq CIS 131) | 3 |
| CIS 241 | Dynamic Website Development (Prereq CIS 130, CIS 195) | 3 |
| CIS 249 | Advanced Object Oriented Programming (Prereq CIS 149) | 3 |
| CIS 279 | Advanced Databases (Prereq CIS 194) | 3 |
| ENGL 201 | Technical Writing (Prereq ENGL 101T) | 3 |
| | | 17 |
| **Fourth** | | |
| CIS 169 | Network and OS Fundamentals | 3 |
| CIS 296 | MS Web Development (Prereq CIS 130, CIS 195) | 3 |
| CIS 266 | Web Services (Prereq CIS 195, CIS 249) | 3 |
| CIS 299 | Internship (Prereq CIS 130 plus min. 4 credits in one programming language) | 3 |
| OR | | |
| CIS 248 | Advanced Application Development (Prereq CIS 130 plus min. 4 credits in one programming language) | 4 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| | | 15 or 16 |
| | **TOTAL CREDITS 68 or 69** | |

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

# ONLINE COMPUTER PROGRAMMING, AAS DEGREE

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

This curriculum provides in-depth training in object oriented programming languages such as Java and C#. Markup languages such as HTML, XHTML, and XML are used in Web-based applications. SQL is used to interface with relational databases in both Windows and Web-based applications. Both client-side and server-side web programming concepts are emphasized throughout the curriculum. Entry level training in operating systems and networking also enhances the programmer's abilities.

Online degrees at Southeast Tech are taught by Southeast Tech faculty who have been specially trained in online teaching methods. All coursework is completed online through a special portal just for online students. Program curriculum is reviewed annually by local industry professionals through Advisory Committees specific to each degree, to ensure that you will receive the freshest knowledge possible.

The Southeast Tech Online Programming Degree will have courses that require the use of an Exam Proctor to meet accreditation requirements and to ensure the integrity and security of the exam.

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,555 |
| Fees | $ 8,004 |
| Books & Supplies | $1,960 |
| TOTAL | $16,519 |

## PROGRAM CURRICULUM

This course must be completed prior to taking courses in Fall 2011. These credits will not be tabulated into the total credit hours required for this program.

| | | |
|---|---|---|
| SSS 098 | Introduction to eLearning | |

**Satisfactory completion of the above class is required to take the following:**

| Semester | Course Title | Credits |
|---|---|---|
| **Fall 2011** | | |
| **First 1/2 of semester** | | |
| SSS 100 | Student Success Seminar | 2 |
| CIS 195 | Internet Programming Essentials | 4 |
| **Second 1/2 of semester** | | |
| CIS 106 | Introduction to Computers/CIS | 3 |
| CIS 130 | Introduction to Programming | 3 |
| | | 12 |
| **Spring 2012** | | |
| **All semester** | | |
| CIS 194 | Introduction to Databases | 3 |
| **First 1/2 of semester** | | |
| CIS 198 | Image and Animation Application (Prereq CIS 195) | 3 |
| **Second 1/2 of semester** | | |
| CIS 131 | C# Programming (Prereq CIS 130) | 3 |
| | | 9 |
| **Summer 2012** | | |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| CIS 231 | Advanced C# Programming (Prereq CIS 131) | 3 |
| CIS 241 | Dynamic Website Development (Prereq CIS 130, CIS 195) | 3 |
| | | 9 |
| **Fall 2012** | | |
| **First 1/2 of semester** | | |
| CIS 149 | Introduction to Java (Prereq CIS 130) | 3 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| **Second 1/2 of semester** | | |
| CIS 249 | Advanced Object Oriented Programming (Prereq CIS 149) | 3 |
| CIS 207 | eBusiness (Prereq CIS 106) | 3 |
| | | 12 |
| **Spring 2013** | | |
| **First 1/2 of semester** | | |
| CIS 279 | Advanced Databases (Prereq CIS 194) | 3 |
| CIS 266 | Web Services (Prereq CIS 195, CIS 249) | 3 |
| **Second 1/2 of semester** | | |
| CIS 296 | MS Web Development (Prereq CIS 130, CIS 195) | 3 |
| CIS 169 | Network and OS Fundamentals | 3 |
| | | 12 |
| **Summer 2013** | | |
| ENGL 201 | Technical Writing (Prereq ENGL 101T) | 3 |
| CIS 293 | Advanced Technologies (Prereq CIS 130, CIS 195) | 2 |
| CIS 299 | Internship (Prereq CIS 130 plus min. 4 credits in one programming language) | 3 |
| OR | | |
| CIS 248 | Advanced Application Development (Prereq CIS 130 plus min. 4 credits in one programming language) | 4 |
| | | 8 or 9 |
| **Fall 2013** | | |
| PSYC 101T | General Psychology | 3 |
| SOC | SOC 150T- Social Problems or SOC 250T- Marriage & the Family | 3 |
| | | 6 |
| | **TOTAL CREDITS 68 or 69** | |

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

# COMPUTER TECHNICIAN, DIPLOMA

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

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 3,325 |
| Fees | $ 2,745 |
| Books & Supplies | $ 1,160 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 150 |
| TOTAL | $ 8,705 |

## PROGRAM CURRICULUM

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

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

# NETWORK ADMINISTRATOR, AAS DEGREE

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

ALSO OFFERED AS AN EVENING PROGRAM!

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,650 |
| Fees | $ 5,490 |
| Books & Supplies | $ 1,930 |
| Tools & Supplies | $ 200 |
| Laptop | $ 1,325 |
| TOTAL | $15,595 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| CIS 106 | Introduction to Computers/CIS | 3 |
| ET 112 | Basic Electronics (Coreq ET 113) | 3 |
| ET 113 | Basic Electronics Lab (Coreq ET 112) | 2 |
| CIS 151 | Microcomputer Hardware/DOS | 4 |
| CIS 180 | Windows Server OS | 4 |
| | | 18 |
| **Second** | | |
| CIS 130 | Introduction to Programming | 3 |
| CIS 160 | Linux Administration | 4 |
| CIS 171 | Introduction to Networking | 4 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 17 |
| **Third** | | |
| CIS 260 | Advanced Linux (Prereq CIS 160) | 4 |
| CIS 285 | Wireless Data Communications (Prereq CIS 171) | 4 |
| CIS 187 | Routers and WANs I (Prereq CIS 171 or CCNA 1) | 4 |
| CIS 283 | Internet Systems Scripting (Prereq CIS 130) | 3 |
| ENGL/SPCM | ENGL 201- Technical Writing (Prereq ENGL 101T) | 3 |
| | *or* SPCM 101T - Fundamentals of Speech | |
| | | 18 |
| **Fourth** | | |
| CIS 281 | Network Troubleshooting (Prereq CIS 187, CIS 180) | 4 |
| CIS 276 | Directory Services Security (Prereq CIS 171, CIS 180) | 3 |
| CIS 288 | Routers and WANs II (Prereq CIS 187 or CCNA 2) | 4 |
| PSYC 101T | General Psychology | 3 |
| SOC | SOC 150T-Social Problems | |
| | *or* SOC 250T-Marriage & the Family | 3 |
| | | 17 |
| | **TOTAL CREDITS** | **70** |

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

# EVENING NETWORK ADMINISTRATOR, AAS DEGREE

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

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

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,650 |
| Fees | $ 5,490 |
| Books & Supplies | $ 1,930 |
| Tools & Supplies | $ 200 |
| Laptop | $ 1,325 |
| TOTAL | $15,595 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **Fall 2010** | | |
| SSS 100 | Student Success Seminar | 2 |
| ET 112 | Basic Electronics (Coreq ET 113) | 3 |
| ET 113 | Basic Electronics Lab (Coreq ET 112) | 2 |
| CIS 151 | Microcomputer Hardware/DOS | 4 |
| CIS 180 | Windows Server OS | 4 |
| | | 15 |
| **Spring 2011** | | |
| CIS 130 | Introduction to Programming | 3 |
| CIS 160 | Linux Administration | 4 |
| CIS 171 | Introduction to Networking | 4 |
| | | 11 |
| **Summer 2011** | | |
| *CIS 106 | Introduction to Computers/CIS | 3 |
| CIS 285 | Wireless Data Communications (Prereq CIS 171) | 4 |
| | | 4 |
| **Fall 2011** | | |
| CIS 260 | Advanced Linux (Prereq CIS 160) | 4 |
| CIS 187 | Routers & WANs I (Prereq CIS 171 or CCNA 1) | 4 |
| CIS 283 | Internet Systems Scripting (Prereq CIS 130) | 3 |
| | | 11 |
| **Spring 2012** | | |
| CIS 281 | Network Troubleshooting (Prereq CIS 187, CIS 180) | 4 |
| CIS 276 | Directory Services Security (Prereq CIS 171, CIS 180) | 3 |
| CIS 288 | Routers & WANs II (Prereq CIS 187 or CCNA 2) | 4 |
| | | 11 |
| **Summer 2012** | | |
| *SPCM 101T | Fundamentals of Speech | 3 |
| | | 3 |
| **Fall 2012** | | |
| *ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 6 |
| **Spring 2013** | | |
| *PSYC 101T | General Psychology | 3 |
| SOC 150T | Social Problems | 3 |
| | | 6 |
| | **TOTAL CREDITS** | **70** |

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

Computer application skills are necessary for successful program completion.

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

# SOFTWARE SUPPORT SPECIALIST, DIPLOMA

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

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $3,420 |
| Fees | $2,814 |
| Books & Supplies | $1,110 |
| Laptop | $1,325 |
| TOTAL | $8,669 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| CIS 106 | Introduction to Computers/CIS | 3 |
| CIS 130 | Introduction to Programming | 3 |
| CIS 195 | Internet Programming Essentials | 4 |
| COMM 102 | Communication in the Workplace (AAS, *ENGL 101T) | 3 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 18 |
| **Second** | | |
| CIS 131 | C# Programming (Prereq CIS 130) | 3 |
| CIS 149 | Introduction to Java (Prereq CIS 130) | 3 |
| CIS 194 | Introduction to Databases | 3 |
| CIS 198 | Image and Animation Applications (Prereq CIS 195) | 3 |
| CIS 207 | eBusiness (Prereq CIS 106) | 3 |
| PSYC 101T | General Psychology | 3 |
| | | 18 |
| | **TOTAL CREDITS** | **36** |

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

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

# SYSTEM ADMINISTRATOR, AAS DEGREE

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

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

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,460 |
| Fees | $ 5,352 |
| Books & Supplies | $ 2,005 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 200 |
| TOTAL | $15,342 |

## PROGRAM CURRICULUM

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

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

# BIOMEDICAL EQUIPMENT TECHNOLOGY, AAS DEGREE

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

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

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 3,420 |
| Fees | $ 3,030 |
| Books & Supplies | $ 520 |
| Background Check/Drug Screen | $ 110 |
| Laptop | $ 1,325 |
| TOTAL | $ 8,405 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **Summer Session I** | | |
| CHEM 106T | Chemistry Survey (Coreq CHEM 106L) | 4 |
| CHEM 106L | Chemistry Survey Lab (Coreq CHEM 106T) | |
| BMET 200 | Biomedical Anatomy (or equivalent- see Admissions) | 3 |
| | | 7 |
| **Fall** | | |
| BMET 210 | Therapeutic Care Equipment (Prereq BMET 200) (Coreq BMET 211) | 3 |
| BMET 211 | Therapeutic Care Equipment Lab (Coreq BMET 210) | 2 |
| BMET 220 | Diagnostic Care Equipment (Coreq BMET 221) | 3 |
| BMET 221 | Diagnostic Care Equipment Lab (Coreq BMET 220) | 2 |
| BMET 230 | Medical Safety & Standards | 3 |
| | | 13 |

Satisfactory completion of the Biomedical Equipment Technology core. (BMET courses)

| | | |
|---|---|---|
| **Spring** | | |
| BMET 250 | Clinical Instrumentation (Prereq CHEM 106T) (Coreq BMET 251) | 3 |
| BMET 251 | Clinical Instrumentation Lab (Coreq BMET 250) | 3 |
| BMET 260 | Imaging Equipment (Coreq BMET 261) | 3 |
| BMET 261 | Imaging Equipment Lab (Coreq BMET 260) | 4 |
| | | 13 |
| **Summer Session II** | | |
| BMET 270 | Biomedical Equipment Technology Internship* (Prereq BMET Courses & permission of Program Chair) | 3 |
| | | 3 |

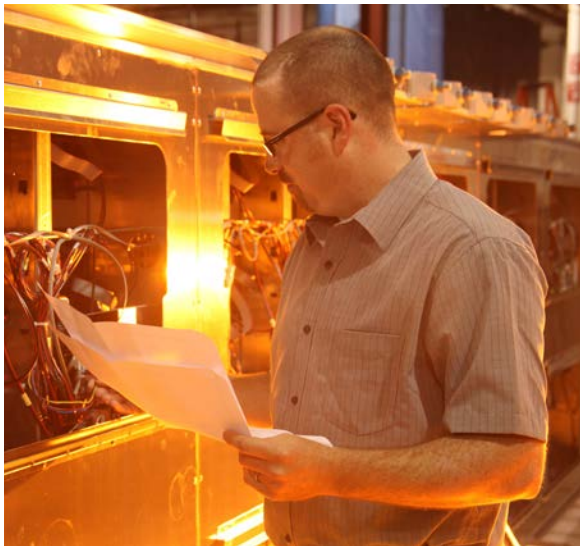
**TOTAL CREDITS 36**

Students must already have completed an associate degree or two-year diploma from a Higher Learning Commission, North Central Association accredited institution in one of the following programs: Electronics, Robotics,Satellite Communications, Automation Control Systems, Mechatronics, or other Program Chair approved programs to be admitted to this program.

*Internship must be completed within 2 semesters of graduation.

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

# ELECTRONICS TECHNOLOGY, AAS DEGREE



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

ALSO OFFERED AS AN EVENING PROGRAM!

- Southeast Tech Laptop Required

## estimated total program fees

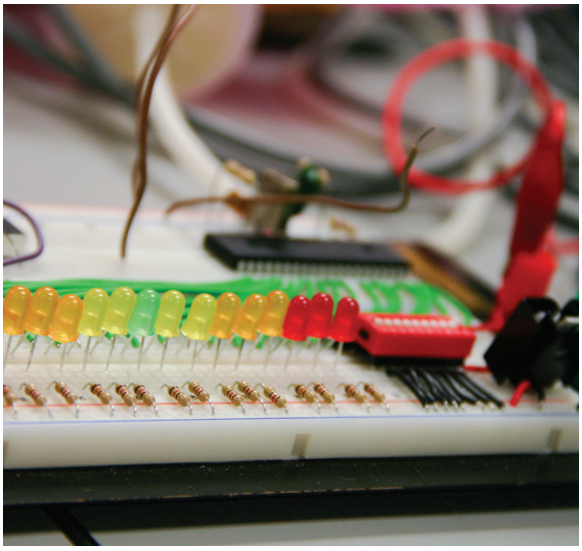
| | |
|---|---|
| Tuition | $ 6,555 |
| Fees | $ 5,421 |
| Books & Supplies | $ 2,210 |
| Tools & Supplies | $ 925 |
| Laptop | $ 1,325 |
| TOTAL | $16,436 |

## PROGRAM CURRICULUM

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

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

# EVENING ELECTRONICS TECHNOLOGY, AAS DEGREE



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

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

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,555 |
| Fees | $ 5,586 |
| Books & Supplies | $ 2,210 |
| Tools & Supplies | $ 925 |
| Laptop | $ 1,325 |
| TOTAL | $16,601 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **Fall 2011** | | |
| SSS 100 | Student Success Seminar | 2 |
| MATH 101 | Intermediate Algebra (Prereq Placement Assessment) | 4 |
| ET 114 O | Electronic Concepts I (Coreq ET 116) | 5 |
| ET 116 | DC/AC Electronics Lab (Coreq ET 114) | 3 |
| | | 14 |
| **Spring 2012** | | |
| ENGL 101T O | Composition (Prereq Placement Assessment) | 3 |
| CIS 101 | Computer Essentials | 2 |
| ET 123 O | Analog Circuits (Prereq ET 114, ET 116) (Coreq ET 124) | 4 |
| ET 124 | Analog Circuits Lab (Prereq ET 114, ET 116) (Coreq ET 123) | 3 |
| | | 12 |
| **Summer 2012** | | |
| ET 265 O | Wireless Communications (Prereq ET 123, ET 124)(Coreq ET 266) | 3 |
| ET 266 | Wireless Communications Lab (Prereq ET 123, ET 124)(Coreq ET 265) | 2 |
| ENGL 201 | Technical Writing (Prereq ENGL 101T) | 3 |
| | | 8 |
| **Fall 2012** | | |
| ET 153 O | Digital Circuits I (Prereq ET 116)(Coreq ET 154) | 2 |
| ET 154 | Digital Circuits I Lab (Coreq ET 153) | 2 |
| ET 128 | Technical Physics | 3 |
| PSYC 101T O | General Psychology | 3 |
| | | 10 |
| **Spring 2013** | | |
| ET 253 O | Digital Circuits II (Prereq ET 153)(Coreq ET 254) | 3 |
| ET 254 | Digital Circuits II Lab (Coreq ET 253) | 3 |
| ET 201 | Labview Programming (Prereq ET 153) | 3 |
| | | 9 |
| **Summer 2013** | | |
| ET 211 | Data Acquisition & Control (Prereq ET 201) | 4 |
| ET 271 | Data Communications (Prereq ET 253, ET 254) | 3 |
| | | 7 |
| **Fall 2013** | | |
| ET 284 O | Electronic Systems (Prereq ET 265, ET 266) (Coreq ET 285) | 3 |
| SOC 150T | Social Problems | 3 |
| ET 285 | Electronic Systems Lab (Prereq ET 265, ET 266) (Coreq ET 284) | 3 |
| | | 9 |
| | **TOTAL CREDITS** | **69** |

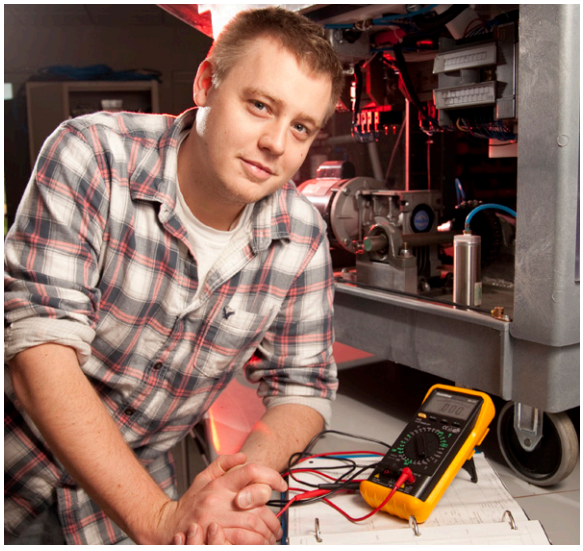
Computer application skills are necessary for successful program completion.

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

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

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

# MECHATRONICS TECHNOLOGY, AAS DEGREE



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

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

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,650 |
| Fees | $ 5,490 |
| Books & Supplies | $ 2,420 |
| Tools & Supplies | $ 350 |
| Laptop | $ 1,325 |
| TOTAL | $16,235 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| ET 116 | DC/AC Electronic Lab (Coreq ET 114) | 3 |
| ET 114 | Electronic Concepts I (Coreq ET 116) | 5 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| MATH 101 | Intermediate Algebra (Prereq Placement Assessment) | 4 |
| CIS 101 | Computer Essentials | 2 |
| | | 19 |
| **Second** | | |
| ET 128 | Technical Physics | 3 |
| ET 123 | Analog Circuits (Prereq ET 116, ET 114) (Coreq ET 124) | 4 |
| ET 124 | Analog Circuits Lab (Prereq ET 116, ET 114) (Coreq ET 123) | 3 |
| ET 153 | Digital Circuits I (Prereq ET 116)(Coreq ET 154) | 2 |
| ET 154 | Digital Circuits I Lab (Coreq ET 153) | 2 |
| PSYC 101T | General Psychology | 3 |
| | | 17 |
| **Third** | | |
| MECH 201 | Fluid Power (Prereq ET 128)(Coreq MECH 201L) | 3 |
| MECH 201L | Fluid Power Lab (Prereq ET 128)(Coreq MECH 201) | 3 |
| MECH 211 | Programming Logic Controllers (Prereq ET 153, ET 154)(Coreq MECH 211L) | 3 |
| MECH 211L | Programming Logic Controllers Lab (Prereq ET 153, ET 154)(Coreq MECH 211) | 3 |
| MECH 221 | Motor Controls (Prereq ET 128)(Coreq MECH 221L) | 3 |
| MECH 221L | Motor Controls Lab (Prereq ET 128)(Coreq MECH 221) | 2 |
| | | 17 |
| **Fourth** | | |
| ENGL 201 | Technical Writing | 3 |
| MECH 205 | Welding | 2 |
| MECH 251 | Control Systems (Prereq MECH 201, MECH 201L, MECH 211, MECH 211L, MECH 221, MECH 221L) | 3 |
| MECH 251L | Control System Lab (Prereq MECH 201, MECH 201L, MECH 211, MECH 211L, MECH 221, MECH 221L) | 2 |
| MECH 260 | CAD for Mechatronics (Prereq ET 128) | 4 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| | | 17 |
| | **TOTAL CREDITS** | **70** |

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

# BUSINESS & COMMUNICATIONS

**Business**

Accounting ..... 66
Online Accounting ..... 67
Business Administration ..... 68
Evening Business Administration ..... 69
Online Business Administration (January Start) ..... 70
Online Business Administration ..... 71
Business Administration: Human Resources Emphasis ..... 72
Business Administration: Management Emphasis ..... 73
Entrepreneurship ..... 74
Financial Services ..... 75
Online Financial Services ..... 76
Insurance and Financial Services ..... 77
Online Insurance and Financial Services ..... 78
Marketing ..... 79
Marketing: Design Emphasis ..... 80
Marketing: Sales Emphasis ..... 81
Office Assistant ..... 82

**Media Communications**

Digital Media Production Technology ..... 83
Graphic Communications ..... 84

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

# ACCOUNTING TECHNOLOGY, AAS DEGREE

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

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

ALSO OFFERED AS AN ONLINE PROGRAM!

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,365 |
| Fees | $ 5,283 |
| Books & Supplies | $ 2,340 |
| Laptop | $ 1,325 |
| TOTAL | $15,313 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| BUS 101 | Introduction to Business | 3 |
| CIS 105 | Introduction to Computers | 3 |
| MATH 101 | Intermediate Algebra (Prereq Placement Assessment) | 4 |
| ACCT 210 | Principles of Accounting I | 4 |
| | | 16 |
| **Second** | | |
| ACCT 211 | Principles of Accounting II (Prereq "C" or higher required in ACCT 210) | 4 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| BUS 140 | Business Law | 3 |
| SPCM 101T | Fundamentals of Speech | 3 |
| CIS 125 | Advanced Microcomputer Applications (Prereq CIS 105) | 3 |
| | | 16 |
| **Third** | | |
| SOC 150T | Social Problems | 3 |
| ACCT 212 | Intermediate Accounting I (Prereq ACCT 211) (Fall Only) | 4 |
| ACCT 218 | Income Tax I (Prereq ACCT 210) (Fall Only) | 4 |
| ACCT 223 | Financial Management (Prereq ACCT 210) (Fall Only) | 3 |
| PSYC 101T | General Psychology | 3 |
| | | 17 |
| **Fourth** | | |
| BUS 130 | Business Communications | 4 |
| ACCT 214 | Managerial Accounting (Prereq ACCT 211) (Spring Only) | 4 |
| ACCT 213 | Intermediate Accounting II (Prereq ACCT 212) (Spring Only) | 4 |
| ACCT 217 | Computerized Accounting (Prereq ACCT 210) (Spring Only) | 3 |
| ACCT 237 | Payroll (Prereq ACCT 210) (Spring Only) | 3 |
| | | 18 |
| | **TOTAL CREDITS** | **67** |

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

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

# ONLINE ACCOUNTING TECHNOLOGY, AAS DEGREE

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

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

Online degrees at Southeast Tech are taught by Southeast Tech faculty who have been specially trained in online teaching methods. All coursework is completed online through a special portal just for online students. Program curriculum is reviewed annually by local industry professionals through Advisory Committees specific to each degree, to ensure that you will receive the freshest knowledge possible.

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,365 |
| Fees | $ 7,973 |
| Books & Supplies | $ 2,340 |
| TOTAL | $16,678 |

## PROGRAM CURRICULUM

This course must be completed prior to taking courses in Fall 2011. These credits will not be tabulated into the total credit hours required for this program.

SSS 098 Introduction to eLearning

**Satisfactory completion of the above class is required to take the following;**

| Semester | Course Title | Credits |
|---|---|---|
| **Fall 2011** | | |
| SSS 100 O | Student Success Seminar | 2 |
| BUS 101 O | Introduction to Business | 3 |
| CIS 105 O | Introduction to Computers | 3 |
| ACCT 210 O | Principles of Accounting I | 4 |
| | | 12 |
| **Spring 2012** | | |
| ACCT 237 O | Payroll (Preq ACCT 210) | 3 |
| ACCT 211 O | Principles of Accounting II (Prereq "C" or higher required in ACCT 210) | 4 |
| SOC 150T O | Social Problems | 3 |
| CIS 125 O | Advanced Microcomputer Applications (Prereq CIS 105) | 3 |
| | | 13 |
| **Summer 2012** | | |
| ACCT 218 O | Income Tax I (Preq ACCT 210) | 4 |
| MATH 101 O | Intermediate Algebra (Prereq Placement Assessment) | 4 |
| | | 8 |
| **Fall 2012** | | |
| ACCT 212 O | Intermediate Accounting I (Preq ACCT 211) | 4 |
| ACCT 223 O | Financial Management (Preq ACCT 210) | 3 |
| ENGL 101T O | Composition (Prereq Placement Assessment) | 3 |
| ACCT 217 O | Computerized Accounting (Preq ACCT 210) | 3 |
| | | 13 |
| **Spring 2013** | | |
| BUS 130 O | Business Communications | 4 |
| PSYC 101T O | General Psychology | 3 |
| SPCM 101T O | Fundamentals of Speech | 3 |
| ACCT 213 O | Intermediate Accounting II (Preq ACCT 212) | 4 |
| | | 14 |
| **Summer 2013** | | |
| ACCT 214 O | Managerial Accounting (Preq ACCT 211) | 4 |
| BUS 140 O | Business Law | 3 |
| | | 7 |
| | **TOTAL CREDITS** | **67** |

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

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

# BUSINESS ADMINISTRATION, AAS DEGREE

The Business Administration program offers broad training in key business areas – management, marketing, accounting, communication and computers. The program is designed to provide you with the skills and knowledge that can open doors to you in virtually every industry. You could use your skills in a small business or a large corporate setting – all companies need business people. Your instructors will bring real word experience and practices to the classroom.

Students will work to develop skills in effective decision making, problem solving, organizing, and planning. Graduates typically work in entry to mid level management positions in retail, healthcare, insurance, finance, marketing and government.

ALSO OFFERED AS AN EVENING AND ONLINE PROGRAM!

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,460 |
| Fees | $ 5,352 |
| Books & Supplies | $ 2,620 |
| Laptop | $ 1,325 |
| TOTAL | $15,757 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| BUS 101 | Introduction to Business | 3 |
| BUS 220 | Personal Finance | 3 |
| ENGL 101T | Composition | 3 |
| MATH 115 | College Math | 3 |
| MKT 120 | Principles of Marketing | 3 |
| | | 17 |
| **Second** | | |
| ACCT 210 | Principles of Accounting I | 4 |
| CIS 105 | Introduction to Computers | 3 |
| SPCM 101T | Fundamentals of Speech | 3 |
| BUS 212 | Human Resource Management | 3 |
| BUS 130 | Business Communications | 4 |
| | | 17 |
| **Third** | | |
| ACCT 211 | Principles of Accounting II (Prereq "C" or higher in ACCT 210) | 4 |
| MKT 285 | Social Media | 3 |
| BUS 140 | Business Law | 3 |
| ELECTIVE | Technical Elective | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 16 |
| **Fourth** | | |
| ELECTIVE | Technical Elective | 3 |
| ELECTIVE | Technical Elective | 3 |
| ELECTIVE | Technical Elective | 3 |
| PSYC 101T | General Psychology | 3 |
| SOC 150 | Social Problems | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 18 |
| | **TOTAL CREDITS** | **68** |

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

# EVENING BUSINESS ADMINISTRATION, AAS DEGREE

The Evening Business Administration program offers broad training in key business areas – management, marketing, accounting, communication and computers. The program is designed to provide you with the skills and knowledge that can open doors to you in virtually every industry. You could use your skills in a small business or large corporate setting – all companies need business people. Your instructors will bring real world experience and practices to the classroom.

Students will work to develop skills in effective decision making, problem solving, organizing and planning. Graduates typically work in entry to mid level management positions in retail, health care, insurance, finance, marketing and government.

This accelerated program is typically offered two evenings a week and can be completed in just two years. Some Saturday sessions may be required. Accelerated classes are an intensive learning experience that requires a great deal of out of class work in order to be successful. Students who are successful in this program are motivated, self-directed learners who are able to follow directions and complete assignments on time with little direct supervision.

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,460 |
| Fees | $ 5,352 |
| Books & Supplies | $ 2,620 |
| Laptop | $ 1,325 |
| TOTAL | $15,757 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **Fall 2011** | | |
| SSS 100 | Student Success Seminar | 2 |
| BUS 101 | Introduction to Business | 3 |
| CIS 105 | Introduction to Computers | 3 |
| ACCT 210 | Principles of Accounting I | 4 |
| | | 12 |
| **Spring 2012** | | |
| MKT 120 | Principles of Marketing | 3 |
| ACCT 211 | Principles of Accounting II (Prereq "C" or higher in ACCT 210) | 4 |
| ELECTIVE | Technical Elective | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 13 |
| **Summer 2012** | | |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| PSYC 101T | General Psychology | 3 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 9 |
| **Fall 2012** | | |
| BUS 130 | Business Communications | 4 |
| ELECTIVE | Technical Elective | 3 |
| BUS 220 | Personal Finance | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 13 |
| **Spring 2013** | | |
| ELECTIVE | Technical Elective | 3 |
| BUS 140 | Business Law | 3 |
| SOC 150T | Social Problems | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 12 |
| **Summer 2013** | | |
| SPCM 101T | Fundamentals of Speech | 3 |
| BUS 212 | Human Resource Management | 3 |
| MKT 285 | Social Media | 3 |
| | | 9 |
| | **TOTAL CREDITS** | **68** |

Computer application skills are necessary for successful program completion.

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

# ONLINE BUSINESS ADMINISTRATION, AAS DEGREE (JANUARY START)

The Online Business Administration program is perfect for students with family obligations, work schedules, or a location that makes it difficult to attend traditional classes on campus. Online classes will allow you to learn the same competencies as a traditional class from the comfort and convenience of your home. You will need a compatible computer, high speed internet, time management and organizational skills, self motivation and the ability to read and follow directions to meet the deadlines.

No face to face time is included in an online program; however your instructors will be available to assist you through a variety of technologies, including e-mail. The online program can be completed in two years by taking classes that may be accelerated over an 8 week period or run the full semester.

Online degrees at Southeast Tech are taught by Southeast Tech faculty who have been specially trained in online teaching methods. All coursework is completed online through a special portal just for online students. Program curriculum is reviewed annually by local industry professionals through Advisory Committees specific to each degree, to ensure that you will receive the freshest knowledge possible.

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,460 |
| Fees | $ 8,090 |
| Books & Supplies | $ 2,620 |
| TOTAL | $17,169 |

## PROGRAM CURRICULUM

This course must be completed prior to taking courses in Fall 2011. These credits will not be tabulated into the total credit hours required for this program.

SSS 098 Introduction to eLearning

**Satisfactory completion of the above class is required to take the following:**

| Semester | Course Title | Credits |
|---|---|---|
| **Spring 2012** | | |
| SSS 100 | Student Success Seminar | 2 |
| BUS 101 | Introduction to Business | 3 |
| CIS 105 | Introduction to Computers | 3 |
| ACCT 210 | Principles of Accounting I | 4 |
| | | 12 |
| **Summer 2012** | | |
| BUS 212 | Human Resource Management | 3 |
| BUS 220 | Personal Finance | 3 |
| MKT 120 | Principles of Marketing | 3 |
| | | 9 |
| **Fall 2012** | | |
| ENGL 101T | Composition | 3 |
| ACCT 211 | Principles of Accounting II (Prereq "C" or higher in ACCT 210) | 4 |
| MATH 115 | College Math | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 13 |
| **Spring 2013** | | |
| BUS 130 | Business Communications | 4 |
| ELECTIVE | Technical Elective | 3 |
| ELECTIVE | Technical Elective | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 13 |
| **Summer 2013** | | |
| SPCM 101T | Fundamentals of Speech | 3 |
| PSYC 101T | General Psychology | 3 |
| BUS 140 | Business Law | 3 |
| | | 9 |
| **Fall 2013** | | |
| MKT 285 | Social Media | 3 |
| SOC 150T | Social Problems | 3 |
| ELECTIVE | Technical Elective | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 12 |
| | **TOTAL CREDITS** | **68** |

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

# ONLINE BUSINESS ADMINISTRATION, AAS DEGREE

The Online Business Administration program is perfect for students with family obligations, work schedules, or a location that makes it difficult to attend traditional classes on campus. Online classes will allow you to learn the same competencies as a traditional class from the comfort and convenience of your home. You will need a compatible computer, high speed internet, time management and organizational skills, self motivation and the ability to read and follow directions to meet the deadlines.

No face to face time is included in an online program; however your instructors will be available to assist you through a variety of technologies, including e-mail. The online program can be completed in two years by taking classes that may be accelerated over an 8 week period or run the full semester.

Online degrees at Southeast Tech are taught by Southeast Tech faculty who have been specially trained in online teaching methods. All coursework is completed online through a special portal just for online students. Program curriculum is reviewed annually by local industry professionals through Advisory Committees specific to each degree, to ensure that you will receive the freshest knowledge possible.

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,460 |
| Fees | $ 8,090 |
| Books & Supplies | $ 2,620 |
| TOTAL | $17,169 |

## PROGRAM CURRICULUM

This course must be completed prior to taking courses in Fall 2011. These credits will not be tabulated into the total credit hours required for this program.

SSS 098 Introduction to eLearning

**Satisfactory completion of the above class is required to take the following:**

| Semester | Course Title | Credits |
|---|---|---|
| **Fall 2011** | | |
| SSS 100 O | Student Success Seminar | 2 |
| BUS 101 O | Introduction to Business | 3 |
| CIS 105 O | Introduction to Computers | 3 |
| ACCT 210 O | Principles of Accounting I | 4 |
| | | 12 |
| **Spring 2012** | | |
| MKT 120 O | Principles of Marketing | 3 |
| ACCT 211 O | Principles of Accounting II (Prereq "C" or higher required in ACCT 210) | 4 |
| BUS 212 O | Human Resource Management | 3 |
| ELECTIVE O | Technical Elective | 3 |
| | | 13 |
| **Summer 2012** | | |
| BUS 220 O | Personal Finance | 3 |
| ENGL 101T O | Composition (Prereq Placement Assessment) | 3 |
| MATH 115 O | College Math (Prereq Placement Assessment) | 3 |
| | | 9 |
| **Fall 2012** | | |
| BUS 130 O | Business Communications | 4 |
| ELECTIVE O | Technical Elective | 3 |
| ELECTIVE O | Technical Elective | 3 |
| SPCM 101T O | Fundamentals of Speech | 3 |
| | | 13 |
| **Spring 2013** | | |
| MKT 285 O | Social Media | 3 |
| PSYC 101T O | General Psychology | 3 |
| ELECTIVE O | Technical Elective | 3 |
| ELECTIVE O | Technical Elective | 3 |
| | | 12 |
| **Summer 2013** | | |
| BUS 140 O | Business Law | 3 |
| ELECTIVE | Technical Elective | 3 |
| SOC 150T | Social Problems | 3 |
| | | 9 |
| | **TOTAL CREDITS 68** | |

Computer application skills are necessary for successful program completion.

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

# BUSINESS ADMINISTRATION: HUMAN RESOURCES EMPHASIS, AAS DEGREE

Work with a business's best resource, their employees! Employment law, strategic planning, recruitment and selection, performance appraisals, training and development, compensation, and benefits are emphasized to provide students with the knowledge necessary to attract, motivate, manage and maintain the most qualified employees.

Be prepared to join a rapidly growing field of human resource professionals. According to the Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook national employment of Human Resources Specialists is projected to grow at 22% by the year 2018.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,460 |
| Fees | $ 5,352 |
| Books & Supplies | $ 2,930 |
| Laptop | $ 1,325 |
| TOTAL | $16,067 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| BUS 101 | Introduction to Business | 3 |
| BUS 220 | Personal Finance | 3 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| MKT 120 | Principles of Marketing | 3 |
| | | 17 |
| **Second** | | |
| ACCT 210 | Principles of Accounting I | 4 |
| CIS 105 | Introduction to Computers | 3 |
| SPCM 101T | Fundamentals of Speech | 3 |
| BUS 212 | Human Resource Management | 3 |
| BUS 130 | Business Communications | 4 |
| | | 17 |
| **Third** | | |
| ACCT 211 | Principles of Accounting II (Prereq of "C" or better in ACCT 210) | 4 |
| MKT 285 | Social Media | 3 |
| BUS 140 | Business Law | 3 |
| BUS 226 | Human Resource Law (Prereq of "C" or better in BUS 212) | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 16 |
| **Fourth** | | |
| BUS 225 | HR Compensation and Benefits (Prereq of "C" or better in BUS 212) | 3 |
| ACCT 237 | Payroll Accounting | 3 |
| BUS 218 | Project Management | 3 |
| PSYC 101 | General Psychology | 3 |
| SOC 150T | Social Problems | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 18 |
| | **TOTAL CREDITS** | **68** |

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

# BUSINESS ADMINISTRATION: MANAGEMENT EMPHASIS, AAS DEGREE

Are you a natural born leader? This degree is for assertive individuals who wish to assume front line management roles. Key business skils such as management, marketing, accounting, communications, human resources, business law and technology are emphasized to give you a well-rounded skill set. In addition, you will learn specialized skills in project and supervisory management as well as ethical decision making to support you in the role of manager.

Graduates of this program will be prepared to assume a management role in a business related field or in the field of their expertise.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,460 |
| Fees | $ 5,352 |
| Books & Supplies | $ 2,930 |
| Laptop | $ 1,325 |
| TOTAL | $16,067 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| BUS 101 | Introduction to Business | 3 |
| BUS 220 | Personal Finance | 3 |
| ENGL 101 T | Composition | 3 |
| MATH 115 | College Math | 3 |
| MKT 120 | Principles of Marketing | 3 |
| | | 17 |
| **Second** | | |
| ACCT 210 | Principles of Accounting I | 4 |
| CIS 105 | Introduction to Computers | 3 |
| SPCM 101T | Fundamentals of Speech | 3 |
| ELECTIVE | Technical Elective | 3 |
| BUS 130 | Business Communications | 4 |
| | | 17 |
| **Third** | | |
| ACCT 211 | Principles of Accounting II (Prereq "C" or higher in ACCT 210) | 4 |
| MKT 285 | Social Media | 3 |
| BUS 140 | Business Law | 3 |
| BUS 210 | Supervisory Management | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 16 |
| **Fourth** | | |
| BUS 212 | Human Resource Management | 3 |
| BUS 218 | Project Management | 3 |
| SOC 150T | Social Problems | 3 |
| PSYC 101T | General Psychology | 2 |
| BUS 256 | Ethical Decision Making | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 18 |
| | **TOTAL CREDITS** | **68** |

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

# ENTREPRENEURSHIP, AAS DEGREE

If you can't wait to open your own business, get the tools you'll need to be a success from the start. The Entrepreneurship program is a two-year AAS program designed to provide students and graduates of other programs with the skills needed to be a successful small business owner. Learn skills in management, marketing, accounting, communication, human resources, business law and computers.

ENTREPRENEURSHIP CAREER OPPORTUNITIES
Plug into your specialty! Double majoring in specialized career fields is an excellent way to attain this degree. Examples of degrees from Southeast Tech include:

- Automotive
- Business
- Computers
- Early Childhood
- Horticulture

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,460 |
| Fees | $ 5,352 |
| Books & Supplies | $ 3,130 |
| Laptop | $ 1,325 |
| TOTAL | $16,267 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| BUS 101 | Introduction to Business | 3 |
| BUS 220 | Personal Finance | 3 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| MKT 120 | Principles of Marketing | 3 |
| | | 17 |
| **Second** | | |
| ACCT 210 | Principles of Accounting I | 4 |
| CIS 105 | Introduction to Computers | 3 |
| SPCM 101T | Fundamentals of Speech | 3 |
| BUS 212 | Human Resource Management | 3 |
| BUS 130 | Business Communications | 4 |
| | | 17 |
| **Third** | | |
| ACCT 211 | Principles of Accounting II (Prereq of "C" or higher in ACCT 210) | 4 |
| MKT 285 | Social Media | 3 |
| BUS 140 | Business Law | 3 |
| BUS 210 | Supervisory Management | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 16 |
| **Fourth** | | |
| ACCT 217 | Computerized Accounting (Prereq of "C" or higher in ACCT 210) | 3 |
| ACCT 237 | Payroll Accounting | 3 |
| BUS 230 | Small Business Entrepreneurship | 3 |
| PSYC 101T | General Psychology | 3 |
| SOC 150T | Social Problems | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 18 |
| | **TOTAL CREDITS** | **68** |

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

# FINANCIAL SERVICES, AAS DEGREE

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

ALSO OFFERED AS AN ONLINE PROGRAM!

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,460 |
| Fees | $ 5,352 |
| Books & Supplies | $ 2,350 |
| Laptop | $ 1,325 |
| TOTAL | $15,487 |

## PROGRAM CURRICULUM

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

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

# ONLINE FINANCIAL SERVICES, AAS DEGREE

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

Online degrees at Southeast Tech are taught by Southeast Tech faculty who have been specially trained in online teaching methods. All coursework is completed online through a special portal just for online students. Program curriculum is reviewed annually by local industry professionals through Advisory Committees specific to each degree, to ensure that you will receive the freshest knowledge possible.

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,460 |
| Fees | $ 8,090 |
| Books & Supplies | $2,350 |
| TOTAL | $16,900 |

## PROGRAM CURRICULUM

This course must be completed prior to taking courses in Fall 2011. These credits will not be tabulated into the total credit hours required for this program.

SSS 098 Introduction to eLearning

**Satisfactory completion of the above class is required to take the following:**

| Semester | Course Title | Credits |
|---|---|---|
| **Fall 2011** | | |
| SSS 100 O | Student Success Seminar | 2 |
| BUS 101 O | Introduction to Business | 3 |
| CIS 105 O | Introduction to Computers | 3 |
| ACCT 210 O | Principles of Accounting I | 4 |
| | | 12 |
| **Spring 2012** | | |
| ACCT 211 O | Principles of Accounting II | 4 |
| BUS 130 O | Business Communications | 4 |
| MKT 160 O | Principles of Selling | 3 |
| ELECTIVE O | Technical Elective | 3 |
| | | 14 |
| **Summer 2012** | | |
| BUS 140 O | Business Law | 3 |
| ENGL 101T O | Composition (Prereq Placement Assessment) | 3 |
| BUS 217 O | Customer Service | 3 |
| | | 9 |
| **Fall 2012** | | |
| BUS 200 O | Principles of Banking | 3 |
| MATH 115 O | College Math (Prereq Placement Assessment) | 3 |
| BUS 209 O | Life and Health Insurance | 3 |
| BUS 224 O | Trust Operations | 3 |
| | | 12 |
| **Spring 2013** | | |
| BUS 219 O | Principles of Lending | 3 |
| ELECTIVE O | Technical Elective | 3 |
| BUS 235 O | Principles of Investments | 3 |
| SPCM 101T O | Fundamentals of Speech | 3 |
| | | 12 |
| **Summer 2013** | | |
| PSYC 101T O | General Psychology | 3 |
| SOC 150T O | Social Problems | 3 |
| BUS 295 O | Financial Services Internship (Department Approval & GPA 2.0) | 3 |
| | | 9 |
| | **TOTAL CREDITS** | **68** |

Computer application skills are necessary for successful program completion.

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

# INSURANCE & FINANCIAL SERVICES, AAS DEGREE

Love working with people? Are you a self-starter that enjoys discovering solutions for others? As an insurance & financial services professional, the sky is the limit for career potential. Either as an entrepreneur or as an agent of an established firm, insurance & financial services professionals work with products that everyone relies on. Strong sales and interpersonal communication skills are essential for this career field.

Students begin by gaining a solid foundation in business administration principles including courses in Accounting, Business Law, Microsoft Office and Business Communications. In the second year of study, there will be specific courses in insurance & financial services areas including Property Casualty, Commercial Insurance, Claims, Life Insurance, Health Insurance and Operations and Regulations.

ALSO OFFERED AS AN ONLINE PROGRAM!

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,460 |
| Fees | $ 5,352 |
| Books & Supplies | $ 2,820 |
| Laptop | $ 1,325 |
| TOTAL | $15,957 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| BUS 101 | Introduction to Business | 3 |
| INS 215 | Fundamentals of Insurance | 3 |
| ACCT 210 | Prinicipals of Accounting I | 4 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| | | 18 |
| **Second** | | |
| ACCT 211 | Principles of Accounting II (Prereq ACCT 210) | 4 |
| BUS 130 | Business Communications | 4 |
| CIS 105 | Introduction to Computers | 3 |
| SPCM 101T | Fundamentals of Speech | 3 |
| INS 205 | Introduction to Claims and Underwriting | 3 |
| | | 17 |
| **Third** | | |
| PSYC 101T | General Psychology | 3 |
| BUS 140 | Business Law | 3 |
| MKT 160 | Principles of Selling | 3 |
| ELECTIVE | Technical Elective | 3 |
| BUS 209 | LIfe and Health Insurance | 3 |
| BUS 217 | Customer Service | 3 |
| | | 18 |
| **Fourth** | | |
| INS 220 | Property and Casualty Insurance | 3 |
| ELECTIVE | Technical Elective | 3 |
| INS 225 | Sales Agency Management | 3 |
| SOC 150T | Social Problems | 3 |
| INS 295 | Insurance Internship (Department Approval & GPA 2.0) | 3 |
| | | 15 |
| | **TOTAL CREDITS** | **68** |

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

# ONLINE INSURANCE & FINANCIAL SERVICES, AAS DEGREE

Love working with people? Are you a self-starter that enjoys discovering solutions for others? As an insurance & financial services professional, the sky is the limit for career potential. Either as an entrepreneur or as an agent of an established firm, insurance & financial services professionals work with products that everyone relies on. Strong sales and interpersonal communication skills are essential for this career field.

Students begin by gaining a solid foundation in business administration principles including courses in Accounting, Business Law, Microsoft Office and Business Communications. In the second year of study, there will be specific courses in insurance & financial services areas including Property Casualty, Commercial Insurance, Claims, Life Insurance, Health Insurance and Operations and Regulations

Online degrees at Southeast Tech are taught by Southeast Tech faculty who have been specially trained in online teaching methods. All coursework is completed online through a special portal just for online students. Program curriculum is reviewed annually by local industry professionals through Advisory Committees specific to each degree, to ensure that you will receive the freshest knowledge possible.

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,460 |
| Fees | $ 8,090 |
| Books & Supplies | $ 2,820 |
| Laptop | $ 1,325 |
| TOTAL | $18,695 |

## PROGRAM CURRICULUM

This course must be completed prior to taking courses in Fall 2011. These credits will not be tabulated into the total credit hours required for this program.

SSS 098 Introduction to eLearning

**Satisfactory completion of the above class is required to take the following:**

| Semester | Course Title | Credits |
|---|---|---|
| **Fall 2011** | | |
| SSS 100 O | Student Success Seminar | 2 |
| BUS 101 O | Introduction to Business | 3 |
| INS 215 O | Fundamentals of Insurance | 3 |
| ACCT 210 O | Prinicipals of Accounting I | 4 |
| | | 12 |
| **Spring 2012** | | |
| ACCT 211O | Principles of Accounting II (Prereq ACCT 210) | 4 |
| BUS 130 O | Business Communications | 4 |
| CIS 105 O | Introduction to Computers | 3 |
| INS 205 O | Introduction to Claims and Underwriting | 3 |
| | | 14 |
| **Summer 2012** | | |
| BUS 140 O | Business Law | 3 |
| ENGL 101T O | Composition (Prereq Placement Assessment) | 3 |
| BUS 217 O | Customer Service | 3 |
| | | 9 |
| **Fall 2012** | | |
| MATH 115 O | College Math (Prereq Placement Assessment) | 3 |
| ELECTIVE O | Technical Elective | 3 |
| BUS 209 | LIfe and Health Insurance | 3 |
| MKT 160 | Principles of Selling | 3 |
| | | 12 |
| **Spring 2013** | | |
| INS 220 O | Property and Casualty Insurance | 3 |
| ELECTIVE O | Technical Elective | 3 |
| INS 225 O | Sales Agency Management | 3 |
| SPCM 101T O | Fundamentals of Speech | 3 |
| | | 12 |
| **Summer 2013** | | |
| PSYC 101T O | General Psychology | 3 |
| SOC 150T O | Social Problems | 3 |
| INS 295 O | Insurance Internship (Department Approval & GPA 2.0) | 3 |
| | | 9 |
| | **TOTAL CREDITS** | **68** |

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

# MARKETING, AAS DEGREE

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

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,365 |
| Fees | $ 5,283 |
| Books & Supplies | $ 2,300 |
| Laptop | $ 1,325 |
| TOTAL | $15,273 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| MKT 120 | Principles of Marketing | 3 |
| MKT 160 | Principles of Selling | 3 |
| BUS 101 | Introduction to Business | 3 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| MATH 115 | College Math | 3 |
| | | 17 |
| **Second** | | |
| MKT 130 | InDesign Essentials (Spring Only) | 3 |
| MKT 285 | Social Media | 3 |
| MKT 230 | Consumer Behavior (Spring Only) | 3 |
| CIS 105 | Introduction to Computers | 3 |
| ACCT 210 | Principles of Accounting I | 4 |
| | | 16 |
| **Third** | | |
| MKT 220 | Advertising (Prereq MKT 120) (Fall Only) | 3 |
| MKT 240 | Market Research (Fall Only) | 3 |
| BUS 140 | Business Law | 3 |
| SPCM 101T | Fundamentals of Speech | 3 |
| PSYC 101T | General Psychology | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 18 |
| **Fourth** | | |
| MKT 250 | Web Design (Spring Only) | 3 |
| MKT 270 | Marketing Management (Spring Only) (Must be taken in Final Semester) | 3 |
| BUS 130 | Business Communications | 4 |
| SOC 150T | Social Problems | 3 |
| ELECTIVE | Technical Elective (Suggest MKT 290- Marketing Internship) | 3 |
| | | 16 |
| | **TOTAL CREDITS** | **67** |

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

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

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

# MARKETING: DESIGN EMPHASIS, AAS DEGREE

Desire a career in marketing, but torn with your love for design? Get a taste for both with a Marketing Design emphasis degree. Learn knowledge in the basics of marketing, graphic design and photography with this all new program. A true asset for small and large businesses, graduates will be versed in graphic design software, website construction, preparation of news releases and organization of publicity events and press conferences. In addition, key business skills such as sales, marketing, accounting, management, communication, customer service, business law and computers are emphasized.

You will be prepared to assume a valued and diverse position with design firms or any small or large company in a variety of industries.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,460 |
| Fees | $ 5,352 |
| Books & Supplies | $ 2,540 |
| Laptop | $ 1,325 |
| TOTAL | $15,677 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| MKT 120 | Principles of Marketing | 3 |
| MKT 160 | Principles of Selling | 3 |
| BUS 101 | Introduction to Business | 3 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 17 |
| **Second** | | |
| MKT 130 | Indesign Essentials (Spring Only) | 3 |
| MKT 285 | Social Media | 3 |
| BUS 140 | Business Law | 3 |
| CIS 105 | Introduction to Computers | 3 |
| ACCT 210 | Principles of Accounting I | 4 |
| | | 16 |
| **Third** | | |
| MKT 140 | Photoshop Essentials (Coreq MKT 150) (Fall Only) | 2 |
| MKT 150 | Illustrator Essentials (Coreq MKT 140) (Fall Only) | 2 |
| MKT 220 | Advertising (Prereq MKT 120) (Fall Only) | 3 |
| MKT 235 | Public Relations | 3 |
| SPCM 101T | Fundamentals of Speech | 3 |
| ELECTIVE | Technical Elective | 3 |
| PSYC 101T | General Psychology | 3 |
| | | 19 |
| **Fourth** | | |
| MKT 250 | Web Design (Spring Only) | 3 |
| MKT 270 | Marketing Management (Spring Only) (Must be taken in Final Semester) | 3 |
| BUS 130 | Business Communications | 4 |
| SOC 150T | Social Problems | 3 |
| MKT 290 | Marketing Internship (CGPA 2.0) | 3 |
| | | 16 |
| | **TOTAL CREDITS** | **68** |

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

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

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

# MARKETING: SALES EMPHASIS, AAS DEGREE

Blessed with the gift of charisma and charm? Enjoy working with others? A career in sales could be a wonderful and rewarding career choice for you. You'll focus on professional sales skills and social media knowledge along with specialized technical electives to give you an edge in a particular industry or area of an organization. In addition, key business skills such as sales, marketing, accounting, management, communication, customer service, business law and computers are emphasized.

You will be prepared to assume a sales position in any field, and will have a good understanding of marketing, communications and consumer behavior.

• Southeast Tech Laptop Required

## estimated total program fees

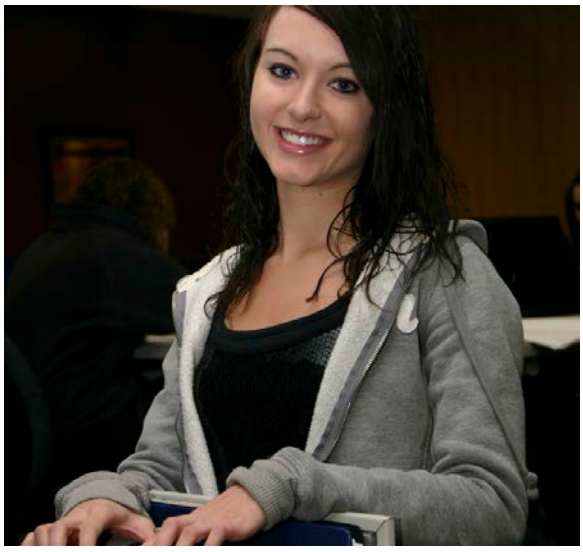
| | |
|---|---|
| Tuition | $6,365 |
| Fees | $5,283 |
| Books & Supplies | $2,560 |
| Laptop | $1,325 |
| TOTAL | $15,553 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| MKT 120 | Principles of Marketing | 3 |
| MKT 160 | Principles of Selling | 3 |
| BUS 101 | Introduction to Business | 3 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 17 |
| **Second** | | |
| MKT 230 | Consumer Behavior (Spring Only) | 3 |
| MKT 285 | Social Media | 3 |
| BUS 210 | Supervisory Management | 3 |
| CIS 105 | Introduction to Computers | 3 |
| ACCT 210 | Principles of Accounting I | 4 |
| | | 16 |
| **Third** | | |
| MKT 210 | Professional Sales (Prereq MKT 160) (Fall Only) | 3 |
| BUS 217 | Customer Service | 3 |
| BUS 140 | Business Law | 3 |
| SPCM 101T | Fundamentals of Speech | 3 |
| PSYC 101T | General Psychology | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 18 |
| **Fourth** | | |
| MKT 290 | Marketing Internship (CGPA 2.0) | 3 |
| BUS 130 | Business Communications | 4 |
| BUS 230 | Small Business Entrepreneurship | 3 |
| SOC 150T | Social Problems | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 16 |
| | **TOTAL CREDITS** | **67** |

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

# OFFICE ASSISTANT, DIPLOMA



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

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 3,515 |
| Fees | $ 2,883 |
| Books & Supplies | $ 1,270 |
| Laptop | $ 1,325 |
| TOTAL | $ 8,993 |

## PROGRAM CURRICULUM

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

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

Students wishing to receive an Office Assistant Diploma and Business Administration Degree may apply Office Assistant core corses as the technical electives for Business Administration. (Core courses are BUS 105, BUS 107 and BUS 137)

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

# DIGITAL MEDIA PRODUCTION TECHNOLOGY, AAS DEGREE

In movies, animation, even television and commercials– we see animation, characters, digital media and special effects around us in everything we watch. The Digital Media Production program at Southeast Tech provides students the building blocks to create the infinite variety of media we see around us every day. Through top industry software from Adobe, Autodesk and Apple, our students build two- and three-dimensional creations. They add special effects to animation and to video. With the tools of the trade, the students can bring their imaginations to life! The possibilities are endless!

• Southeast Tech Laptop Required *(This program requires the use of a Mac laptop computer.)*

## estimated total program fees

| | |
|---|---|
| Tuition | $6,555 |
| Fees | $5,421 |
| Books & Supplies | $1,410 |
| Laptop | $2,385 |
| TOTAL | $15,771 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| DMP 100 | Motion Graphic Design | 3 |
| DMP 110 | Digital Media Essentials | 4 |
| DMP 120 | Motion Graphics I | 3 |
| DMP 130 | 3D Animation I | 3 |
| GC 102 | Mac Seminar | 1 |
| SPCM 101T | Fundamentals of Speech | 3 |
| | | 19 |
| **Second** | | |
| DMP 150 | Media Production I (Prereq DMP 110) | 3 |
| DMP 121 | Motion Graphics II (Prereq DMP 120) | 3 |
| DMP 131 | 3D Animation II (Prereq DMP 130) | 3 |
| DMP 140 | 3D Modeling I (Coreq DMP 131) | 3 |
| CIS 107 | Introduction to Computers- Mac (Prereq GC 102) | 2 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 17 |
| **Third** | | |
| DMP 250 | Media Production II (Prereq DMP 150) | 3 |
| DMP 220 | Motions Graphics III (Prereq DMP 121) | 3 |
| DMP 230 | 3D Animation III (Prereq DMP 131) | 3 |
| DMP 240 | 3D Modeling II (Prereq DMP 140)(Coreq DMP 230) | 3 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| | | 18 |
| **Fourth** | | |
| DMP 260 | Advanced 3D Animation (Prereq DMP 230, DMP 240) | 4 |
| DMP 270 | Digital Media Studio (Prereq Successful Completion of First, Second and Third Semester Core classes) | 6 |
| COMM 210 | Media Presentation | 2 |
| PSYC 101T | General Psychology | 3 |
| | | 15 |
| | **TOTAL CREDITS** | **69** |

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

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

# GRAPHIC COMMUNICATIONS, AAS DEGREE

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

• Southeast Tech Laptop Required *(This program requires the use of a Mac laptop computer.)*

## estimated total program fees

| | |
|---|---|
| Tuition | $ 5,985 |
| Fees | $ 5,007 |
| Books & Supplies | $ 1,320 |
| Laptop | $ 2,385 |
| Tools & Supplies | $ 75 |
| TOTAL | $14,772 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| GC 102 | Mac Seminar | 1 |
| GC 100 | Graphics Math (Coreq MATH 115) | 1 |
| GC 108 | Page Layout I (Prereq CIS 100 or 40 cwpm) (Coreq GC 110) | 2 |
| GC 107 | Design Fundamentals I | 4 |
| GC 110 | Print Media I (Coreq GC 108) | 2 |
| GC 114 | Web Multimedia I | 3 |
| CIS 100 | Keyboarding (Standard is 40 cwpm) (Please see Admissions for more information on testing out.) | 2 |
| MATH 115 | College Math (Prereq Placement Assessment) (Coreq GC 100) | 3 |
| | | 20 |
| **Second** | | |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| CIS 107 | Introduction to Computers - Mac (Prereq GC 102) | 2 |
| GC 118 | Page Layout II (Prereq GC 108, GC 110) (Coreq GC 120, CIS 107) | 2 |
| GC 120 | Print Media II (Prereq GC 108, GC 110) (Coreq GC 118, CIS 107) | 2 |
| GC 117 | Design Fundamentals II (Prereq GC 107) | 4 |
| GC 124 | Web Multimedia II (Prereq GC 114) | 3 |
| | | 16 |
| **Third** | | |
| GC 239 | Media Writing (Prereq ENGL 101T, and either GC 116 or GC 117) | 2 |
| GC 208 | Page Layout III (Prereq GC 118, GC 120) (Coreq GC 210) | 2 |
| GC 207 | Design Development (Prereq GC 117) | 3 |
| GC 210 | Print Media III (Prereq GC 118, GC 120) (Coreq GC 208) | 1 |
| GC 215 | Web Multimedia III (Prereq GC 124) | 3 |
| SOC 150T | Social Problems | 3 |
| COMM 210 | Media Presentation | 2 |
| | | 16 |
| **Fourth** | | |
| GC 218 | Page Layout IV (Prereq GC 208) (Coreq GC 220) | 2 |
| GC 217 | Portfolio Design (Prereq GC 207) | 3 |
| GC 220 | Print Media IV (Prereq GC 208) (Coreq GC 218) | 2 |
| GC 227 | Web Multimedia IV (Prereq GC 215) | 3 |
| PSYC 101T | General Psychology | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 16 |
| | | **TOTAL CREDITS 68** |

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

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

Non-required electives:

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

# ENGINEERING TECHNOLOGY

Architectural/Construction Engineering Technology ..... 86
CAD Engineering Technology ..... 87
Civil Engineering Technology ..... 88
Construction Management Technology ..... 89
Land Surveying Science Technology ..... 90

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

# ARCHITECTURAL/CONSTRUCTION ENGINEERING TECHNOLOGY, AAS DEGREE

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

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

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

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,555 |
| Fees | $ 5,490 |
| Books & Supplies | $ 2,015 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 80 |
| TOTAL | $15,465 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| SOC | SOC 150T-Social Problems | |
| | *or* SOC 250T-Marriage & the Family | 3 |
| DT 101 | Engineering Drawing | 3 |
| CIS 101 | Computer Essentials | 2 |
| MATH 101 | Intermediate Algebra (Prereq Placement Assessment) | 4 |
| CAD 120 | Computer Assisted Design I | |
| | (Coreq CIS 101, DT 101 or Department Approval) | 4 |
| | | 18 |
| **Second** | | |
| ACT 120 | Materials & Methods of Construction | 3 |
| ACT 121 | Architectural Drawing I (Prereq CAD 120) | 3 |
| CAD 211 | Computer Assisted Design II (Prereq CAD 120) | 4 |
| | (Coreq ACT 121) | |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| MATH 116 | Pre-Calculus (Prereq MATH 101) | 5 |
| | | 18 |
| **Third** | | |
| ACT 210 | Commercial Construction Techniques | 3 |
| | (Prereq ACT 120) | |
| ACT 212 | Architectural Drawing II (Prereq ACT 121) | 3 |
| | (Coreq CAD 221) | |
| CET 213 | Statics (Prereq MATH 116) | 3 |
| CAD 221 | Computer Assisted Design III/Arch | 3 |
| | (Prereq CAD 211) (Coreq ACT 212) | |
| ENGL/SPCM | ENGL 201- Technical Writing (Prereq ENGL 101T) | 3 |
| | *or* SPCM 101T- Fundamentals of Speech | |
| PSYC 101T | General Psychology | 3 |
| | | 18 |
| **Fourth** | | |
| ACT 211 | Mechanical/Electrical Systems (Prereq ACT 212) | 3 |
| ACT 115 | Green Building Techniques | 3 |
| ACT 220 | Construction Estimating | 3 |
| ACT 222 | Strength of Materials (Prereq CET 213) | 3 |
| CAD 215 | Computer Assisted Design Special Topics | 3 |
| | (Prereq CAD 221) | |
| | | 15 |
| | **TOTAL CREDITS** | **69** |

Student is required to obtain a "C" or better to continue on to the next sequential course (ie. prerequisites) in all Engineering Technology classes. (ie. DT, ACT, CAD & CET classes)

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

# CAD ENGINEERING TECHNOLOGY, AAS DEGREE

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

• Southeast Tech Laptop Required

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| MCT 122 | Materials and Methods | 3 |
| CAD 120 | Computer Assisted Design I (Coreq CIS 105 or Department Approval) | 4 |
| CIS 105 | Introduction to Computers | 3 |
| DT 101 | Engineering Drawing | 3 |
| MATH 101 | Intermediate Algebra (Prereq Placement Assessment) | 4 |
| | | 19 |
| **Second** | | |
| ET 128 | Technical Physics | 3 |
| MCT 121 | Mechanical Drawing II/Inventor (Prereq DT 101, CAD 120) | 4 |
| MCT 224 | Computer Assisted Design/AutoCAD-SolidWorks (Prereq DT 101, CAD 120) | 4 |
| MATH 116 | Pre-Calculus (Prereq MATH 101) | 5 |
| | | 16 |
| **Third** | | |
| MCT 222 | Process Analysis | 3 |
| CET 213 | Statics (Prereq MATH 116) | 3 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| MCT 234 | CNC/Rapid Prototyping (Prereq MCT 121, MCT 224) | 4 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| PSYC 101T | General Psychology | 3 |
| | | 19 |
| **Fourth** | | |
| ENGL/SPCM | ENGL 201 - Technical Writing (Prereq ENGL 101T) or SPCM 101T - Fundamentals of Speech | 3 |
| MCT 211 | Operations Management | 3 |
| CAD 232 | Computer Assisted Design IV/Manufacturing (Prereq MCT 224) | 4 |
| CAD 242 | 3-D Design (Prereq MCT 121) | 3 |
| | | 13 |
| | **TOTAL CREDITS** | **67** |

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

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

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,365 |
| Fees | $ 5,350 |
| Books & Supplies | $ 1,895 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 80 |
| TOTAL | $15,015 |

# CIVIL ENGINEERING TECHNOLOGY, AAS DEGREE

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

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,650 |
| Fees | $ 6,680 |
| Books & Supplies | $ 1,790 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 50 |
| TOTAL | $16,495 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| CET 110 | Survey I (Coreq MATH 101, DT 102) | 4 |
| CIS 101 | Computer Essentials | 2 |
| MATH 101 | Intermediate Algebra (Prereq Placement Assessment) | 4 |
| CAD 120 | Computer Assisted Design I (Coreq CIS 101, DT 102 or Department Approval) | 4 |
| DT 102 | Print Reading for Construction | 2 |
| | | 18 |
| **Second** | | |
| CET 121 | Soils | 3 |
| CET 120 | Survey II (Prereq CET 110, CAD 120) | 4 |
| CET 123 | Civil CAD II/Civil 3D (Prereq CAD 120) | 3 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| MATH 116 | Pre-Calculus (Prereq MATH 101) | 5 |
| | | 18 |
| **Summer** | | |
| CET 130 | Civil Internship (Optional) | 2 |
| | | 2 |
| **Third** | | |
| CET 215 | Survey III/GPS (Prereq CET 120) | 3 |
| CET 211 | Construction Materials Testing (Prereq CET 121) | 3 |
| ACT 220 | Construction Estimating (Prereq DT 102) | 3 |
| CET 226 | Civil CAD III/Grading and Design (Prereq CET 123) | 3 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| ENGL/SPCM | ENGL 201 - Technical Writing (Prereq ENGL 101T) *or* SPCM 101T - Fundamentals of Speech | 3 |
| | | 18 |
| **Fourth** | | |
| CET 213 | Statics (Prereq MATH 116) | 3 |
| CET 225 | Route Layout & Design (Prereq CET 226) | 4 |
| LSS 210 | Introduction to Geographic Information Systems (Prereq CIS 101 or Department Approval) | 3 |
| CET 224 | Water & Waste Water | 3 |
| PSYC 101T | General Psychology | 3 |
| | | 16 |
| | **TOTAL (Does not include summer internship)** | **70** |

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

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

# CONSTRUCTION MANAGEMENT TECHNOLOGY, AAS DEGREE

Construction Managers are in high demand to meet local, regional and national needs of the growing construction industry. The Construction Management program will prepare students for rewarding careers in construction such as a general contractor, project manager, jobsite superintendent or estimator.

The Construction Manager may be involved in the day-to-day planning, design, and construction of many types of facilities including, but not limited to:

- commercial (i.e. office buildings and shopping centers)
- institutional (i.e. healthcare facilities and schools)
- industrial (i.e. factories and refineries)
- residential (i.e. homes and apartments)
- civil (i.e. highways and utilities)

Construction Managers are responsible for the oversight of construction projects from the delivery of materials, tools and equipment, to the quality of construction, worker productivity and safety. They coordinate and manage people, budgets, schedules and contracts with the ultimate goal of finishing the construction project on a timely and economical basis.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,840 |
| Fees | $ 5,700 |
| Books and Supplies | $ 2,095 |
| Tools & Supplies | $ 645 |
| Laptop | $ 1,325 |
| TOTAL | $16,605 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| MATH 101 | Intermediate Algebra (Prereq Placement Assessment) | 4 |
| CIS 101 | Computer Essentials | 2 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| DT 102 | Print Reading for Construction | 2 |
| CMT 140 | Construction Management | 3 |
| ENGL 101T | Composition | 3 |
| | | 19 |
| **Second** | | |
| MATH 116 | Pre-Calculus (Prereq MATH 101) | 5 |
| ACT 120 | Materials & Methods of Construction | 3 |
| CAD 120 | Computer Assisted Design I (Prereq CIS 101, DT 102 or Department Approval) | 4 |
| ACT 220 | Construction Estimating (Prereq CMT 140) | 3 |
| SPCM 101T | Fundamentals of Speech (Prereq ENGL 101T) | 3 |
| | | 18 |
| **Third** | | |
| BUS 130 | Business Communications | 4 |
| CET 213 | Statics (Prereq MATH 116) | 3 |
| CET 110 | Survey I | 4 |
| ACT 210 | Commercial Construction Techniques (Prereq ACT 120) | 3 |
| CMT 205 | Construction Planning & Scheduling (Prereq CMT 140) | 4 |
| | | 18 |
| **Fourth** | | |
| **First 1/2 of semester** | | |
| PSYC 101T | General Psychology | 3 |
| BUS 210 | Supervisory Management | 3 |
| Or | | |
| BUS 230 | Small Business Entrepreneurship | |
| CMT 210 | Field Construction Orientation and Safety (Coreq CMT 211, CMT 212) | 3 |
| **Second 1/2 of semester** | | |
| CMT 211 | Field Construction Practicum* (Coreq CMT 210, CMT 212) | 7 |
| CMT 212 | Construction Practicum Review (Coreq CMT 210, CMT 212) | 1 |
| | | 17 |
| | **TOTAL CREDITS** | **72** |

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

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

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

# LAND SURVEYING SCIENCE TECHNOLOGY, AAS DEGREE

Have you ever dreamed of a career that combined your love for techology with your passion for working outdoors? If so, Southeast Tech's Land Surveying Technology program was designed with you in mind.

Land Surveying is the technique and science behind determining specific points on a plot of land to help show the boundaries for construction, or to help develop land maps. Surveyors use both math and specialized equipment to help determine the points of a plot. Land Surveying also includes inspection, information gathering, research and data analysis to help determine the points and property boundaries.

Land Surveyors utilize a Global Positioning System (GPS) where satellites and a total station containing an electronic distance measurement device (EDM) determine precise measurements.

Graduates of our program will have the opportunity to become a registered land surveyor.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,935 |
| Fees | $ 5,770 |
| Books and Supplies | $ 2,500 |
| Tools & Supplies | $ 645 |
| Laptop | $ 1,325 |
| TOTAL | $17,175 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| CET 110 | Survey I- Fundamentals (Coreq MATH 101, DT 102) | 4 |
| DT 102 | Print Reading for Construction | 2 |
| CIS 101 | Computer Essentials | 2 |
| CAD 120 | Computer Assisted Design I (Coreq CIS 101, DT 102 or Department Approval) | 4 |
| MATH 101 | Intermediate Algebra (Prereq Placement Assessment) | 4 |
| | | 18 |
| **Second** | | |
| CET 121 | Soils | 3 |
| CET 120 | Survey II-Topo (Prereq CET 110, CAD 120) (Coreq CET 123) | 4 |
| CET 123 | Civil CAD II- Civil 3D (Prereq CAD 120) | 3 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| MATH 116 | Pre-Calculus (Prereq MATH 101) | 5 |
| | | 18 |
| **Summer** | | |
| CET 130 | Land Surveying Internship (optional) | 2 |
| | | 2 |
| **Third** | | |
| CET 215 | Survey III-GPS (Prereq CET 120) | 3 |
| LSS 205 | Introduction to Geodetic Surveying (Coreq CET 215 or Department Approval) | 3 |
| ACT 220 | Construction Estimating (Prereq DT 102) | 3 |
| CET 226 | Civil CAD III- Grading and Design (Prereq CET 123) | 3 |
| ENGL/SPCM | ENGL 201- Tecnical Writing (Prereq ENGL 101T or SPCM 101T-Fundamentalas of Speech | 3 |
| SOC | SOC 150T-Social Problems or SOC 250T-Marriage and the Family | 3 |
| | | 18 |
| **Fourth** | | |
| LSS 215 | Research and Platting (Prereq CET 226 or Department Approval) | 3 |
| CET 225 | Route Layout and Design (Prereq CET 226) | 4 |
| LSS 220 | Boundary Law | 3 |
| CET 224 | Water and Waste Water | 3 |
| PSYC 101 | General Psychology | 3 |
| LSS 210 | Introduction to Geographic Information Systems (Prereq CIS 101 or Department Approval) | 3 |
| | | 19 |
| | **TOTAL CREDITS** | **73** |

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

# HEALTH & HUMAN SERVICES TECHNOLOGY

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


Allied Health ..... 92
Cardiac Ultrasound Technology ..... 93
Diagnostic Medical Sonography - Abdominal/OB/Gyn ..... 94
Early Childhood Specialist ..... 95
Early Childhood Specialist (Weekend/Hybrid) ..... 96
Early Childhood Support ..... 97
Early Childhood Support (Weekend/Hybrid) ..... 98
Electroneurodiagnostic Technology (ENDT) ..... 99
Health Information Services ..... 100
Health Information Services: Allied Health ..... 101
Invasive Cardiovascular Technology ..... 102
Law Enforcement Science ..... 103
Licensed Practical Nursing (LPN): Fall Start ..... 104
Licensed Practical Nursing (LPN): Spring Start ..... 105
Evening Licensed Practical Nursing (LPN) ..... 106
Nuclear Medicine Technology ..... 107
Pharmacy Technician ..... 108
Pharmacy Technician: Allied Health ..... 109
Phlebotomy/Patient Care Technician ..... 110
Registered Nurse ..... 111
Surgical Technology ..... 112
Surgical Technology: Allied Health ..... 113
Vascular Ultrasound Technology ..... 114


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

# ALLIED HEALTH, AAS DEGREE

Allied Health degrees join a student's prior health education background with business, health team and general education skills that together will help provide graduates with additional employment and career advancement opportunities.

The addition of general business, health courses and general education courses complement skill-sets of those who hold specific healthcare diplomas. An Allied Health AAS also completes the career ladder, which enables students to advance from a diploma program into AAS Degree completion that then qualifies them to pursue a BS degree.

Coursework can be completed in 2 full-time semesters, in various delivery styles of day or evening coursework, as well as online offerings of Business or General Education courses that provide a more flexible scheduling alternative. For those needing a part-time pace for their busy lifestyles, please see an advisor to develop a plan to finish the coursework over 3+ semesters.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 2,850 |
| Fees | $ 2,580 |
| Physical & Immunizations | $ 100 |
| Books & Supplies | $ 1,220 |
| Laptop | $ 1,325 |
| Background Check & Drug Screen | $ 110 |
| TOTAL | $ 8,185 |

## PROGRAM CURRICULUM

**Year 1**: Health Technology credit hours completed: 35-50 credits (determined by transcripts from a postsecondary Health program)

**Year 2:** Additional Credits for AAS Degree listed below

| Semester | Course Title | Credits |
|---|---|---|
| **Fall** | | |
| SPCM 101T | Fundamentals of Speech | 3 |
| MATH 115 | College Math | 3 |
| PSYC 101T | General Psychology | 3 |
| HC 104 | Multidisciplinary Health Team | 3 |
| ELECTIVE | Technical Elective* | 3 |
| | | 15 |
| **Spring** | | |
| BUS 217 | Customer Service | 3 |
| ENGL 101T | Composition | 3 |
| SOC | SOC 150T- Social Problems or SOC 250T-Marriage & the Family | 3 |
| HIS 119 | Computerized Health Systems | 3 |
| ELECTIVE | Technical Elective* | 3 |
| | | 15 |
| | **TOTAL CREDITS** | **30** |

*You can choose any courses from the suggested Tech Electives below. Please see your Program Advisor for other technical elective options.

| | | |
|---|---|---|
| BUS 212 | Human Resources Management | 3 |
| BUS 210 | Supervisory Management | 3 |
| BUS 218 | Project Management | 3 |
| BUS 256 | Ethical Decision Making | 3 |
| HIS 121 | Insurance/Billing/Coding | 3 |

# CARDIAC ULTRASOUND TECHNOLOGY, AAS DEGREE

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

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

Background checks and drug screenings are required for this program.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 9,310 |
| Fees | $ 8,010 |
| Books and Supplies | $ 2,430 |
| Laptop | $ 1,325 |
| Moving & Travel | $ 3,000 |
| Physical and Immunziations | $ 100 |
| Background Check/Drug Screen | $ 120 |
| Other | $ 355 |
| TOTAL | $24,650 |

**PROGRAM CURRICULUM**

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

| | | |
|---|---|---|
| MATH 102T | Intermediate Algebra (Prereq Placement Assessment) | 3 |

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

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

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

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

# DIAGNOSTIC MEDICAL SONOGRAPHY/ABDOMINAL/OB/GYN, AAS DEGREE

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

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

• Southeast Tech Laptop Required

**Prerequisites to DMS**

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

| | | |
|---|---|---|
| MATH 102T | College Algebra(Prereq Placement Assessment) | 3 |
| PHYS 100 | Applied Physics (Prereq Math 101) ("C" or higher required) | 3 |
| HC 119 | Anatomy/Physiology (Coreq HC 117, HC 119L) | 5 |
| HC 119L | Anatomy/Physiology Lab (Coreq HC 119) | |
| HC117 | Medical Language (Coreq HC 119) | 1 |
| | | 12 |

## estimated total program fees

| | |
|---|---|
| Tuition | $ 8,930 |
| Fees | $ 7,710 |
| Books & Supplies | $ 1,540 |
| Laptop | $ 1,325 |
| Moving & Travel | $ 3,000 |
| Other | $ 755 |
| Physical and Immunizations | $ 100 |
| Background Check/Drug Screen | $ 120 |
| TOTAL | $23,480 |

**PROGRAM CURRICULUM**

| Semester | Course Title | Credits |
|---|---|---|
| **Fall** | | |
| HC 121 | Patient Care Techniques I (Coreq HC 121L) | 3 |
| HC 121L | Patient Care Techniques I Lab (Coreq HC 121) | |
| DMS 100 | Introduction to DMS (Prereq HC 117, HC 119, MATH 102T, PHYS 100) | 2 |
| DMS 101 | Cross Sectional Anatomy (Prereq HC 117, HC 119, Math 102T, PHYS 100) (Coreq DMS 101L) | 3 |
| DMS 101L | Cross Sectional Anatomy Lab (Coreq DMS 101) | |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| CIS 101 | Computer Essentials | 2 |
| | | 13 |
| **Spring** | | |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| DMS 110 | Abdominal Sonography I (Prereq DMS 100, DMS 101) (Coreq DMS 110L) | 3 |
| DMS 110L | Abdominal Sonography I Lab (Prereq DMS 100, DMS 101) (Coreq DMS 110) | |
| DMS 120 | Abdominal Sonography II (Prereq DMS 110) (Coreq DMS120L) | 3 |
| DMS120L | Abdominal Sonography II Lab (Prereq DMS 110) (Coreq DMS 120) | |
| DMS 130 | Abdominal Sonography III (Prereq DMS 120) (Coreq DMS 130L) | 3 |
| DMS 130L | Abdominal Sonography III Lab (Prereq DMS 120) (Coreq DMS 130) | |
| CV 123 | Ultrasound Physics (Prereq PHYS 100) | 3 |
| | | 15 |
| **Summer** | | |
| SPCM 101T | Fundamentals of Speech | 3 |
| DMS 200 | OB/Gyn Sonography I (Prereq DMS 130) (Coreq DMS 200L) | 4 |
| DMS 200L | OB/Gyn Sonography I Lab (Prereq DMS 130) (Coreq DMS 200) | |
| PSYC 101T | General Psychology | 3 |
| | | 10 |
| **Fall** | | |
| HC 114 | Health Care/Human Relations | 3 |
| DMS 201 | Asepsis for the Sonographer | 1 |
| DMS 210 | Acoustical Physics & Instrumentation (Prereq DMS 200, CV 123)(Coreq DMS 210L) | 2 |
| DMS 210L | Acoustical Physics & Instrumentation Lab (Coreq DMS 210) | |
| DMS 220 | OB/Gyn Sonography II (Prereq DMS 200) (Coreq DMS 220L) | 5 |
| DMS 220L | OB/Gyn Sonography II Lab (Prereq DMS 200) (Coreq DMS 220) | |
| DMS 230 | Clinical Sonography I (Prereq DMS 200) | 1 |
| DMS 240 | Abdominal Sonography IV (Prereq DMS 200) (Coreq DMS 240L) | 4 |
| DMS 240L | Abdominal Sonography IV Lab (Prereq DMS 200) (Coreq DMS 240) | |
| | | 16 |
| **Spring** | | |
| DMS 250 | Clinical Sonography II (Prereq DMS 210, DMS 220, DMS 230, DMS 240 & Permission of Program Chair) | 14 |
| DMS 255 | DMS Registry Review (Coreq DMS 250) | 2 |
| | | 16 |
| **Summer** | | |
| DMS 260 | Clinical Sonography III (Prereq DMS 250 & Permission of Program Chair) | 12 |
| | | 12 |

**TOTAL CREDITS 94**

Students starting this program beginning with the 2011-2012 school year will be required to take an additional 3 credit class which will include the study of the fundamental principles and skills required for Extracranial and Peripheral Vascular Technology in preparation for the clinical internship.

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

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

# EARLY CHILDHOOD SPECIALIST, AAS DEGREE

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

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

Background checks and drug screens are required for this program.

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,270 |
| Fees | $ 5,610 |
| Books and Supplies | $ 1,930 |
| Laptop | $ 1,325 |
| Background Check/Drug Screen | $ 110 |
| TOTAL | $15,245 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **Fall** | | |
| SSS 100 | Student Success Seminar | 2 |
| **The following ECH and HC courses must be completed prior to Spring semester.** | | |
| HC 100 | First Aid/CPR | 1 |
| ECH 101 | Introduction to Early Childhood | 4 |
| ECH 105 | Understanding Diversity | 3 |
| ECH 110 | Child Health/Safety/Nutrition | 3 |
| ENGL 101T | Composition | 3 |
| | | 16 |
| **Spring** | | |
| CIS 101 | Computer Essentials | 2 |
| PSYC 101 | General Psychology | 3 |
| MATH 115 | College Math | 3 |
| ECH 120 | Infant/Toddler Development and Learning (Prereq ECH 101) | 3 |
| ECH 130 | Early Childhood Curriculum I: Foundations and Methodologies (Prereq ECH 101) | 3 |
| ECH 160 | Early Childhood Social/Emotional Guidance | 3 |
| | | 17 |
| **All the ECH course above must be completed before beginning 3rd semester.** | | |
| **Fall** | | |
| SPCM 101 | Fundamentals of Speech | 3 |
| PSYC 105 | Child Psychology (Prereq PSYC 101) | 3 |
| ECH 201 | Early Language and Literacy | 3 |
| ECH 230 | Early Childhood Curriculum II: Expressive Arts (Prereq ECH 130) | 3 |
| ECH 240 | Exceptional Learner | 4 |
| | | 16 |
| **Spring** | | |
| BUS 230 | Small Business Entrepreneurship | 3 |
| ECH 211 | Early Childhood Program Administration | 3 |
| ECH 212 | Legal & Ethical Issues | 2 |
| ECH 222 | Specialist Internship* | 6 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage and Family | 3 |
| | | 17 |
| | **TOTAL CREDITS** | **66** |

*Approval of Program Director and rescreening for drug and background check required. Current CPR/1st Aid Certification.

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

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

# EARLY CHILDHOOD SPECIALIST (WEEKEND/HYBRID), AAS DEGREE

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

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

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

Background checks and drug screens are required for this program.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,270 |
| Fees | $ 5,610 |
| Books and Supplies | $ 1,930 |
| Laptop | $ 1,325 |
| Background Check/Drug Screen | $ 110 |
| TOTAL | $15,245 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **Fall 2011** | | |
| SSS 100 O | Student Success Seminar | 2 |
| **The following ECH and HC courses must be completed prior to Spring semester.** | | |
| ECH 101 | Introduction to Early Childhood | 4 |
| CIS 101 O | Computer Essentials | 2 |
| ECH 110 | Child Health/Safety/Nutrition | 3 |
| | | 11 |
| **Spring 2012** | | |
| ECH 105 | Understanding Diversity | 3 |
| ECH 120 | Infant/Toddler Development and Learning (Prereq ECH 101) | 3 |
| ENGL 101T O | Composition | 3 |
| MATH 115 O | College Math | 3 |
| | | 12 |
| **Summer 2012** | | |
| ECH 130 | Early Childhood Curriculum I: Foundations and Methodologies (Prereq ECH 101) | 3 |
| ECH 230 | Early Childhood Curriculum II: Expressive Arts (Prereq ECH 130) | 3 |
| | | 6 |
| **All the ECH course above must be completed before beginning 3rd semester.** | | |
| **Fall 2012** | | |
| HC 100 | First Aid/CPR | 1 |
| ECH 201 | Early Language and Literacy | 3 |
| ECH 160 | Early Childhood Social/Emotional Guidance | 3 |
| PSYC 101 O | General Psychology | 3 |
| SPCM 101 O | Fundamentals of Speech | 3 |
| | | 13 |
| **Spring 2013** | | |
| PSYC 105 O | Child Psychology (Prereq PSYC 101) | 3 |
| ECH 211 | Early Childhood Program Administration | 3 |
| SOC O | SOC 150T-Social Problems *or* SOC 250T-Marriage and Family | 3 |
| ECH 240 | Exceptional Learner | 4 |
| | | 13 |
| **Summer 2013** | | |
| BUS 230 O | Small Business Entrepreneurship | 3 |
| ECH 212 | Legal & Ethical Issues | 2 |
| | | 5 |
| **Fall 2013** | | |
| ECH 222 | Specialist Internship* | 6 |
| | | 6 |
| | **TOTAL CREDITS** | **66** |

*Approval of Program Director and rescreening for drug and background check required. Current CPR/1st Aid Certification.

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

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

# EARLY CHILDHOOD SUPPORT, DIPLOMA

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

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

Background checks and drug screens are required for this program.

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 2,945 |
| Fees | $ 2,655 |
| Books and Supplies | $ 880 |
| Laptop | $ 1,325 |
| Background Check/Drug Screen | $ 110 |
| TOTAL | $ 7,915 |

## PROGRAM CURRICULUM

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

*Approval of Program Director and rescreening for drug and background check required. Current CPR/1st Aid Certification.

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

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

# EARLY CHILDHOOD SUPPORT (WEEKEND/HYBRID), DIPLOMA

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

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

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

Background checks and drug screens are required for this program.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 2,945 |
| Fees | $ 2,655 |
| Books and Supplies | $ 880 |
| Laptop | $ 1,325 |
| Background Check/Drug Screen | $ 110 |
| TOTAL | $ 7,915 |

## PROGRAM CURRICULUM

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

*Approval of Program Director and rescreening for drug and background check required. Current CPR/1st Aid Certification.

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

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

# ELECTRONEURODIAGNOSTIC TECHNOLOGY, AAS DEGREE

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

Electroneurodiagnostic Technologists are responsible for preparing patients for procedures such as Electroencephalograms (EEG), Polysomnograms (PSG), and Evoked Potentials (EP). END Technologists obtain medical histories of patients, record electrical potentials, calculate results of tests, maintain medical equipment, and may work with specific treatments.

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

Background checks and drug screenings are required for this program.

**If using this as a Technical Elective and not part of the ENDT program, coreqs do not appy except when taking HC 105 and HC 105L.

## estimated total program fees

| | |
|---|---|
| Tuition | $ 9,120 |
| Fees | $ 7,200 |
| Books & Supplies | $ 2,490 |
| Moving & Travel | $ 3,000 |
| Other | $ 755 |
| Physical and Immunizations | $ 100 |
| Background Check/Drug Screen | $ 120 |
| TOTAL | $22,785 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **Summer & First** | | |
| CHEM 106T | Chemistry Survey (Coreq CHEM 106L) | 4 |
| CHEM 106L | Chemistry Survey (Coreq CHEM 106T) | |
| MATH 101 | Intermediate Algebra (Prereq Placement Assessment) | 4 |
| CIS 101 | Computer Essentials | 2 |
| HC 119 | Anatomy/Physiology (Coreq HC 117, Coreq HC 119L) | 5 |
| HC 119L | Anatomy/Physiology Lab (Coreq HC 119) | |
| HC 117 | Medical Language (Coreq HC 119) | 1 |
| HC 114 | Health Care/Human Relations | 3 |
| HC 105 | Introduction to Electroneurodiagnostics** (Coreq HC 105L) | 2 |
| HC 105L | Introduction to Electroneurodiagnostics Lab ** (Coreq HC 105) | |
| HC 115 | Basic Electricity for Healthcare** (Coreq HC 105, HC 105L, HC 117, HC 119) | 3 |
| | | 24 |
| **Second** | | |
| HC 121 | Patient Care Techniques I (Coreq HC 121L) | 3 |
| HC 121L | Patient Care Techniques I Lab (Coreq HC 121) | |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| ENDT 120 | Applied Electronics & Instrumentation (Prereq HC 105, HC 105L, HC 115) (Coreq ENDT 120L) | 2 |
| ENDT 120L | Applied Electronics & Instrumentation Lab (Coreq ENDT 120) | |
| ENDT 124 | Polysomnography I (Prereq HC 105, HC 105L , HC 115) | 3 |
| ENDT 122 | Electroneurodiagnostic Tech Science (Prereq HC 117, HC 119, HC 105, HC 105L, HC 115) (Coreq ENDT 122L) | 5 |
| ENDT 122L | Electroneurodiagnostic Tech Science Lab (Coreq ENDT 122) | |
| ENDT 123 | Electroneurodiagnostic Clinical Science I (Prereq HC 117, HC 119, HC 105, HC 105L, HC 115) (Coreq HC 121, HC 121L) | 2 |
| | | 18 |
| **Satisfactory completion of all prior ENDT courses** | | |
| **Summer** | | |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| ENDT 200 | Evoked Potential I (Prereq HC 117, HC 119 HC 105, HC 105L, HC 115) (Coreq ENDT 200L) | 2 |
| ENDT 200L | Evoked Potential I Lab (Coreq ENDT 200) | |
| PSYC 101T | General Psychology | 3 |
| | | 8 |
| **Third** | | |
| ENGL 201 | Technical Writing (Prereq ENGL 101T) | 3 |
| HC 124 | Basic Pharmacology (Prereq HC 119) | 2 |
| ENDT 230 | Polysomnography II (Prereq ENDT 124) (Coreq ENDT 230L) | 3 |
| ENDT 230L | Polysomnography II Lab (Coreq ENDT 230) | |
| ENDT 121 | Homeostatic Physiology (Prereq ENDT 123) (Coreq ENDT 220) | 3 |
| ENDT 210 | Evoked Potential II (Prereq ENDT 200) (Coreq ENDT 210L) | 3 |
| ENDT 210L | Evoked Potential II Lab (Coreq ENDT 210) | |
| ENDT 220 | Electroneurodiagnostic Clinical Science II (Prereq ENDT 123) (Coreq ENDT 220L) | 3 |
| ENDT 220L | Electroneurodiagnostic Clinical Science II Lab (Coreq ENDT 220) | |
| ENDT 240 | Electroneurodiagnostic Clinical I* (Coreq ENDT 210, ENDT 220, ENDT 230) | 1 |
| | | 18 |
| **Fourth** | | |
| ENDT 250 | Electroneurodiagnostic Clinical II* (Prereq ENDT 240) | 14 |
| ENDT 255 | ENDT Registry Review Week | 2 |
| | | 16 |
| **Summer** | | |
| ENDT 260 | Electroneurodiagnostic Clinical III* (Prereq ENDT 250) | 12 |
| | | 12 |

**TOTAL CREDITS 96**

*Satisfactory completion of all required course work and approval of Program Chair. Requirements: Achievement of a "C" of better for all HC and ENDT courses. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

# HEALTH INFORMATION SERVICES, DIPLOMA

If you've always wanted to enter the exciting world of healthcare but didn't want to spend years achieving your dream, the Health Information Services program is for you. Developed to prepare professionals to manage and coordinate the flow of patient information in a healthcare setting, this is a wonderful opportunity for a first career, change in career, or even a way to build healthcare experience onto your current resume!

In just nine months, you will become knowledgeable in working with computerized health systems, scheduling, insurance, billing and coding for reimbursement and medical records management.

Background checks and drug screenings are required for this program.

- Southeast Tech Laptop Required

check out...
Health Information Services: Allied Health, AAS Degree on the next page!

## estimated total program fees

| | |
|---|---|
| Tuition | $ 3,420 |
| Fees | $ 3,030 |
| Books and Supplies | $ 880 |
| Laptop | $ 1,325 |
| Background Check/Drug Screen | $ 110 |
| TOTAL | $ 8,765 |

## (FALL START)
### PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **Fall** | | |
| SSS 100 | Student Success Seminar | 2 |
| CIS 100 | Keyboarding (Standard is 40 cwam. Please see Admissions about testing out) | 2 |
| HC 110 | Basic Anatomy | 3 |
| HC 113 | Medical Terminology | 2 |
| CIS 101 | Computer Essentials | 2 |
| HC 114 | Health Care/Human Relations | 3 |
| COMM 102 | Communication in the Workplace | 3 |
| HIS 101 | Intro to Health Information Services | 2 |
| | | 19 |
| **Spring** | | |
| HIS 119 | Computerized Health Systems (Prereq all first semester courses) | 3 |
| HIS 121 | Insurance/Billing/Coding (Prereq all first semester courses) | 3 |
| HIS 122 | Techniques and Transcription (Prereq all first semester courses) | 3 |
| HIS 124 | Patient Flow and Patient Services (Prereq all first semester courses) | 2 |
| HIS 130 | Clinical Preceptorship* (Prereq all first semester courses) | 6 |
| | | 17 |
| | | **TOTAL CREDITS 36** |

***See statements below Spring Start**

## (Spring Start)
### PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **Spring** | | |
| SSS 100 | Student Success Seminar | 2 |
| HC 110 | Basic Anatomy | 3 |
| HC 113 | Medical Terminology | 2 |
| HC 114 | Health Care/Human Relations | 3 |
| CIS 100 | Keyboarding (Standard is 40 cwam. Please see Admissions about testing out) | 2 |
| CIS 101 | Computer Essentials | 2 |
| HIS 101 | Intro to Health Information Services | 2 |
| | | 16 |
| **Summer** | | |
| COMM 102 | Communication in the Workplace | 3 |
| | | 3 |
| **Fall** | | |
| HIS 119 | Computerized Health Systems (Prereq all first semester courses) | 3 |
| HIS 121 | Insurance/Billing/Coding (Prereq all first semester courses) | 3 |
| HIS 122 | Techniques and Transcription (Prereq all first semester courses) | 3 |
| HIS 124 | Patient Flow and Patient Services (Prereq all first semester courses) | 2 |
| HIS 130 | Clinical Preceptorship* (Prereq all first semester courses) | 6 |
| | | 17 |
| | | **TOTAL CREDITS 36** |

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

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

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

# HEALTH INFORMATION SERVICES: ALLIED HEALTH, AAS DEGREE

Allied Health degrees join a student's prior health education background with business, health team and general education skills that together will help provide graduates with additional employment and career advancement opportunities.

The addition of general business, health, and general education courses, complement skill-sets of those who already hold a Health Information Services (HIS) diploma. An Allied Health AAS Degree also completes the career ladder, which enables students to advance from diploma programs into AAS Degree completion that then qualifies them to pursue a BS degree.

Coursework can be completed in 2 full-time semesters, in various delivery styles of day or evening coursework, as well as online offerings of Business or General Education courses that provide a more flexible scheduling alternative. For those needing a part-time pace for their busy lifestyles, please see an advisor to develop a plan to finish the coursework over 3+ semesters.

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 2,850 |
| Fees | $ 2,580 |
| Physical & Immunizations | $ 100 |
| Books & Supplies | $ 1,230 |
| Laptop | $ 1,325 |
| Background Check & Drug Screen | $ 110 |
| TOTAL | $ 8,195 |

## PROGRAM CURRICULUM

**Year 1**: Health Information Services Diploma Course Completion 36 credits
(Refer to page 100)

**Year 2:** Additional Credits for AAS Degree listed below

| Semester | Course Title | Credits |
|---|---|---|
| **Fall** | | |
| SPCM 101T | Fundamentals of Speech | 3 |
| MATH 115 | College Math | 3 |
| PSYC 101T | General Psychology | 3 |
| HC 104 | Multidisciplinary Health Team | 3 |
| HC 121 | Patient Care Techniques | 3 |
| | | 15 |
| **Spring** | | |
| BUS 217 | Customer Service | 3 |
| ENGL 101T | Composition | 3 |
| SOC | SOC 150T- Social Problems or SOC 250T- Marriage & the Family | 3 |
| ELECTIVE | Technical Elective | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 15 |
| | **TOTAL CREDITS** | **30** |

*You can choose any courses from the suggested Tech Electives below or work with your Program Advisor for other technical elective options.

| | | |
|---|---|---|
| BUS 212 | Human Resources Management | 3 |
| BUS 210 | Supervisory Management | 3 |
| BUS 218 | Project Management | 3 |
| BUS 256 | Ethical Decision Making | 3 |

# INVASIVE CARDIOVASCULAR TECHNOLOGY, AAS DEGREE

This program prepares graduates to assist with invasive diagnostic, interventional and electrophysiology procedures in a surgical setting such as a heart catheterization lab. Students will study x-ray technology, medication administration, patient care, and surgical technologies associated with these procedures. There is a strong emphasis on cardiac anatomy and physiology, cardiac pressures, radiation physics, left and right cardiac catheterizations, coronary angiogram, and commonly utilized equipment. Clinical hands-on experience is a major component of the program.

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

Background checks and drug screenings are required for this program.

## estimated total program fees

| | |
|---|---|
| Tuition | $ 9,310 |
| Fees | $ 7,350 |
| Books and Supplies | $ 2,640 |
| Moving & Travel | $ 3,000 |
| Physical and Immunizations | $ 100 |
| Background Check/Drug Screen | $ 120 |
| Other | $ 755 |
| TOTAL | $23,275 |

## PROGRAM CURRICULUM

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

MATH 102T College Algebra (Prereq Placement Assessment)3

| Semester | Course Title | Credits |
|---|---|---|
| **Summer & Fall (Core) —Prerequisites to Cardiovascular** | | |
| CHEM 106T | Chemistry Survey (Coreq CHEM 106L) | 4 |
| CHEM 106L | Chemistry Survey Lab (Coreq CHEM 106T) | |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| PHYS 100 | Applied Physics (Prereq MATH 101) ("C" or higher required) | 3 |
| HC 117 | Medical Language (Coreq HC 119) | 1 |
| HC 119 | Anatomy/Physiology (Coreq HC 117, HC 119L) | 5 |
| HC 119L | Anatomy/Physiology Lab (Coreq HC 119) | |
| HC 121 | Patient Care Techniques I (Coreq HC 121L) | 3 |
| HC121L | Patient Care Techniques I Lab (Coreq HC 121) | |
| CVI 200 | Asepsis & Cardiac Cath Related Surgical Procedures (Coreq CVI 200L) | 2 |
| CVI 200L | Asepsis & Cardiac Cath Related Surgical Procedures Lab(Coreq CVI 200) | |
| CVI 101L | Intro to Invasive Cardiovascular Lab | 1 |
| | | 25 |
| **Spring** | | |
| HC 102 | Math for Medications (must be second semester) | 1 |
| HC 114 | Health Care/Human Relations | 3 |
| HC 124 | Basic Pharmacology (Prereq HC 119) | 2 |
| CV 125 | EKG Analysis and Interpretation I (Prereq Core) (8 weeks) | 2 |
| CV 135 | EKG Analysis and Interpretation II (Prereq CV 125) (8 weeks) | 2 |
| CVI 133 | Radiation Physics and Safety (Prereq PHYS 100) (Coreq CVI 133L) | 2 |
| CVI 133L | Radiation Physics and Safety Lab (Coreq CVI 133) | 1 |
| CVI 134 | Invasive Cardiovascular I (Prereq Core, HC 121) (Coreq CVI 134L) | 3 |
| CVI 134L | Invasive Cardiovascular I Lab (Coreq CVI 134) | 1 |
| | | 17 |
| **Summer** | | |
| CVI 201 | Invasive Special Procedures (Prereq CVI 133, CVI 134) | 1 |
| CVI 210 | Emergency Cardiac Care (Prereq CVI 133, CVI 134) (Coreq CVI 210L) | 2 |
| CVI 210L | Emergency Cardiac Care Lab (Coreq CVI 210) | |
| SPCM 101T | Fundamentals of Speech | 3 |
| PSYC 101T | General Psychology | 3 |
| | | 9 |
| **Fall** | | |
| CIS 101 | Computer Essentials | 2 |
| CV 131 | Cardiovascular Physiology (Prereq CVI 210) | 3 |
| CV 202 | Cardiac Pathologies (Prereq CVI 210) | 3 |
| CVI 212 | Invasive Cardio II (Prereq CVI 210) (Coreq CVI 212L) | 6 |
| CVI 212L | Invasive Cardio II Lab (Coreq CVI 212) | 1 |
| CVI 214 | Electrophysiology | 1 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| | | 19 |
| **Spring** | | |
| CVI 233 | Invasive Cardio I Clinical (Prereq CV, HC, CVI, general courses & Permission of Program Chair) | 14 |
| CVI 255 | Invasive Registry Review (Prereq CVI 212, CVI 214) | 2 |
| | | 16 |
| **Summer** | | |
| CVI 243 | Invasive Cardio II Clinical (Prereq CVI 233 & Permission of the Program Chair) | 1 |
| | | 12 |

**TOTAL CREDITS 98**

Requirements: Achievement of a grade of "C" or higher for PHYS 100 & all HC,CV and CVI courses. Clinical placement by Program Chair. Registry Requirements: In order to maintain CAAHEP accreditation, all Cardiovascular graduates must take a registry examination at the earliest possible date after completion of the Cardiovascular program.

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

# LAW ENFORCEMENT SCIENCE, AAS DEGREE

Satisfactory completion of the Law Enforcement Science Program rewards the student with an AAS degree and the opportunity to become a Certified Law Enforcement Officer in South Dakota. Students are expected to conduct themselves professionally on and off campus. Employment opportunities include entry-level positions in law enforcement and private security firms. The first year of study focuses on basic skills development and an overview of the law enforcement system. The second year of training is more specialized with students taking advanced law enforcement courses.

Background checks and drug screenings are required for this program.

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,745 |
| Fees | $ 5,700 |
| Books & Supplies | $ 2,270 |
| Laptop | $ 1,325 |
| Background check/drug screen | $ 110 |
| TOTAL | $16,150 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **Fall** | | |
| SSS 100 | Student Success Seminar | 2 |
| SPCM 101T | Fundamentals of Speech | 3 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| CIS 101 | Computer Essentials | 2 |
| LE 105 | Introduction to Law Enforcement | 3 |
| LE 107 | Multiculturalism | 2 |
| LE 108 | Physical Fitness, Nutrition, and Wellness I | 1 |
| LE 109 | Accident Investigation | 2 |
| | | 18 |
| **Spring** | | |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| SOC 150T | Social Problems | 3 |
| LE 113 | Constitutional Law (Prereq LE 105, LE 107) | 3 |
| LE 118 | Physical Fitness, Nutrition, and Wellness II (Prereq LE 108) | 1 |
| LE 119 | First Responder | 2 |
| LE 120 | Criminal Law (Prereq LE 105, LE 107) | 3 |
| LE 110 | Report Writing I | 1 |
| | | 16 |

Satisfactory Completion of Law Enforcement Science Core (LE 105, LE 107, LE 108, LE 109, LE 110, LE 113, LE 118, LE 119, LE 120) are required to take the following courses.

| | | |
|---|---|---|
| **Fall** | | |
| LE 203 | Occupational Sociology of Law Enforcement | 3 |
| LE 208 | Physical Fitness, Nutrition, and Wellness III (Prereq LE 108, LE 118) | 1 |
| LE 209 | Law Enforcement Survival | 3 |
| LE 212 | Traffic Enforcement I | 2 |
| LE 223 | Report Writing II | 1 |
| LE 224 | Juvenile Justice | 2 |
| LE 226 | Civil Law for Law Enforcement | 3 |
| LE 227 | Command Spanish | 1 |
| LE 228 | National Incident Management System | 1 |
| | | 17 |
| **Spring** | | |
| PSYC 101T | General Psychology | 3 |
| LE 204 | Use of Force and PPCT | 1 |
| LE 211 | Emergency Vehicle Operations | 1 |
| LE 213 | Traffic Enforcement II | 2 |
| LE 218 | Physical Fitness, Nutrition, and Wellness IV | 1 |
| LE 220 | Criminal Investigation | 3 |
| LE 241 | Victimology | 3 |
| LE 260 | Law Enforcement Practicum I | 3 |
| LE 290 | Firearms Training | 3 |
| | | 20 |
| | **TOTAL CREDITS** | **71** |

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

| | | |
|---|---|---|
| LE 291 | Certification Review* | 1 |

*Satisfactory completion of LE 291 is required to take the South Dakota Law Enforcement Standards and Training Commission Reciprocity Examination, which must be taken within two years of graduation. Applicant must be 21 years of age to sit for this exam.

Requirements: Achievement of a "C" or better for all LE courses. Overall GPA must be a 2.0 to graduate.

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

# LICENSED PRACTICAL NURSING (FALL START), DIPLOMA

Licensed Practical Nurses (LPNs) are collaborative members of the health care team, working under the supervision of RNs and physicians. They provide direct patient care by assisting with activities of daily living, giving medications in various ways including injections and IVs, and performing many other cares necessary for patient treatment. LPNs work in many settings that provide a number of scheduling options, such as hospitals, long-term care, clinics, home healthcare, government and private facilities. Schedules may include evening, night and weekend shifts due to the nature of the cares provided. LPNs are an essential part of the health care team and have a positive influence in the lives of clients.

Background checks and drug screenings are required for this program.

ALSO OFFERED AS AN EVENING PROGRAM!

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 5,035 |
| Fees | $ 4,305 |
| Books & Supplies | $ 2,080 |
| Laptop | $ 1,325 |
| Physical and Immunziations | $ 100 |
| Licensure Fees | $ 350 |
| Background Check & Drug Screen | $ 110 |
| Other | $ 325 |
| TOTAL | $13,630 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **General Education Courses** | | |
| SSS 100 | Student Success Seminar | 2 |
| **These courses must be completed prior to taking LPN 100 & LPN 101** | | |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| PSYC 101T | General Psychology | 3 |
| CIS 101 | Computer Essentials | 2 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 13 |

**Satisfactory completion of the above classes are required to take the following:**

| **Fall** | | |
|---|---|---|
| CPR | CPR Certification* | |
| LPN 100 | Nursing as a Profession | 1 |
| LPN 101 | Introduction to Nursing (Coreq LPN 101L) | 4 |
| LPN 101L | Introduction to Nursing Lab (Coreq LPN 101) | |
| LPN 110 | Nursing Procedures (Prereq LPN 100, LPN 101) (Coreq LPN 110L, LPN 110S, LPN 112) | 5 |
| LPN 110L | Nursing Procedures Lab (Coreq LPN 110, LPN 110S) | |
| LPN 110S | Nursing Procedures Clinical (Coreq LPN 110, LPN 110L) | |
| HC 118 | Applied Anatomy/Physiology (Coreq HC 118L) | 4 |
| HC 118L | Applied Anatomy/Physiology Lab (Coreq HC 118) | |
| HC 117 | Medical Language | 1 |
| LPN 112 | Introduction to Pharmacology (Prereq LPN 100, LPN 101) (Coreq LPN 110, LPN 110L, LPN 110S) | 2 |
| | | 17 |

**Satisfactory completion of the above classes are required to take the following:**

| **Spring** | | |
|---|---|---|
| LPN 120 | Maternity & Pediatric Nursing (Coreq LPN 120S) | 4 |
| LPN 120S | Maternity & Pediatric Nursing Clinical (Coreq LPN 120) | |
| LPN 130 | Medical/Surgical Nursing I (Coreq LPN 130S) | 5 |
| LPN 130S | Medical/Surgical Nursing I Clinical (Coreq LPN 130) | |
| LPN 132 | Medical/Surgical Nursing II (Prereq LPN 130) (Coreq LPN 132S) | 5 |
| LPN 132S | Medical/Surgical Nursing Clinical II (Prereq LPN 130) (Coreq LPN 132) | |
| LPN 142 | Advanced Pharmacology | 2 |
| LPN 150 | Responsibilities of the LPN | 1 |
| | | 17 |

**Satisfactory completion of the above classes are required to take the following:**

| **Summer** | | |
|---|---|---|
| LPN 160 | Clinical Practice (Prereq all previous coursework & permission of Program Director) | 5 |
| LPN 180 | NCLEX - PN Review Course (Prereq all previous coursework & permission of Program Director) | 1 |
| | | 6 |

**TOTAL CREDITS 53**

*Incoming students are required to show current proof of certification in Basic Life Support (CPR) for Health Care Providers through the American Heart Association.

Requirements: Achievement of a "C" or higher for all LPN & HC courses. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

# LICENSED PRACTICAL NURSING (SPRING START), DIPLOMA

Licensed Practical Nurses (LPNs) are collaborative members of the health care team, working under the supervision of RNs and physicians. They provide direct patient care by assisting with activities of daily living, giving medications in various ways including injections and IVs, and performing many other cares necessary for patient treatment. LPNs work in many settings that provide a number of scheduling options, such as hospitals, long-term care, clinics, home healthcare, government and private facilities. Schedules may include evening, night and weekend shifts due to the nature of the cares provided. LPNs are an essential part of the health care team and have a positive influence in the lives of clients.

Background checks and drug screenings are required for this program.

ALSO OFFERED AS AN EVENING PROGRAM!

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 5,035 |
| Fees | $ 4,305 |
| Books & Supplies | $ 2,080 |
| Laptop | $ 1,325 |
| Physical and Immunziations | $ 100 |
| Licensure Fees | $ 350 |
| Background Check & Drug Screen | $ 110 |
| Other | $ 325 |
| TOTAL | $13,630 |

## PROGRAM CURRICULUM

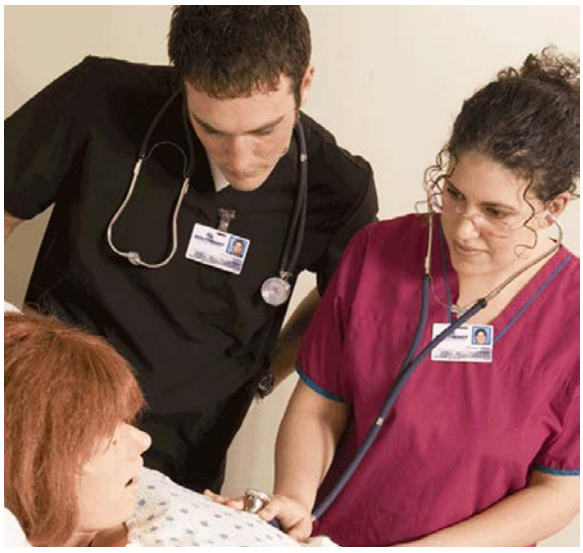
| Semester | Course Title | Credits |
|---|---|---|
| **General Education Courses** | | |
| SSS 100 | Student Success Seminar | 2 |
| **These courses must be completed prior to taking LPN 100 & LPN 101** | | |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| PSYC 101T | General Psychology | 3 |
| CIS 101 | Computer Essentials | 2 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 13 |
| **Satisfactory completion of the above classes are required to take the following:** | | |
| **Spring** | | |
| CPR | CPR Certification* | |
| LPN 100 | Nursing as a Profession | 1 |
| LPN 101 | Introduction to Nursing (Coreq LPN 101L) | 4 |
| LPN 101L | Introduction to Nursing Lab (Coreq LPN 101) | |
| LPN 110 | Nursing Procedures (Prereq LPN 100, LPN 101) (Coreq LPN 110L, LPN 110S, LPN 112) | 5 |
| LPN 110L | Nursing Procedures Lab (Coreq LPN 110, LPN 110S) | |
| LPN 110S | Nursing Procedures Clinical (Coreq LPN 110, LPN 110L) | |
| HC 118 | Applied Anatomy/Physiology (Coreq HC 118L) | 4 |
| HC 118L | Applied Anatomy/Physiology Lab (Coreq HC 118) | |
| HC 117 | Medical Language | 1 |
| LPN 112 | Introduction to Pharmacology (Prereq LPN 100, LPN 101) (Coreq LPN 110, LPN 110L, LPN 110S) | 2 |
| | | 17 |
| **Summer** | | |
| LPN 120 | Maternity & Pediatric Nursing (Coreq LPN 120S) | 4 |
| LPN 120S | Maternity & Pediatric Nursing Clinical (Coreq LPN 120) | |
| LPN 142 | Advanced Pharmacology | 2 |
| LPN 130 | Medical/Surgical Nursing I (Coreq LPN 130S) | 5 |
| LPN 130S | Medical/Surgical Nursing I Clinical (Coreq LPN 130) | |
| | | 11 |
| **Satisfactory completion of the above classes are required to take the following:** | | |
| **Fall** | | |
| LPN 132 | Medical/Surgical Nursing II (Prereq LPN 130) (Coreq LPN 132S) | 5 |
| LPN 132S | Medical/Surgical Nursing Clinical II (Prereq LPN 130) (Coreq LPN 132) | |
| LPN 150 | Responsibilities of the LPN | 1 |
| **Satisfactory completion of the above classes are required to take the following:** | | |
| LPN 160 | Clinical Practice (Prereq all previous coursework & permission of Program Director) | 5 |
| LPN 180 | NCLEX - PN Review Course (Prereq all previous coursework & permission of Program Director) | 1 |
| | | 12 |
| | **TOTAL CREDITS** | **53** |

*Incoming students are required to show current proof of certification in Basic Life Support (CPR) for Health Care Providers through the American Heart Association.

Requirements: Achievement of a "C" or higher for all LPN & HC courses.

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

# EVENING LICENSED PRACTICAL NURSING, DIPLOMA



Southeast Tech's LPN evening/weekend diploma program offers all of the required LPN coursework during the evenings and on Saturdays to accommodate those who have busy lives during the weekdays. The evening/weekend program takes less than two years to complete! This program is a part-time program, and it does run through the summers. If you are interested in becoming an LPN, but can't take courses during the weekday, the LPN evening/weekend program might be a great option for you!

Background checks and drug screenings are required for this program.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 5,035 |
| Fees | $ 4,305 |
| Books & Supplies | $ 2,080 |
| Laptop | $ 1,325 |
| Physical and Immunziations | $ 100 |
| Licensure Fees | $ 350 |
| Background Check & Drug Screen | $ 110 |
| Other | $ 325 |
| TOTAL | $13,630 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **General Education Courses** | | |
| SSS 100 | Student Success Seminar | 2 |
| **These courses must be completed prior to taking LPN 100 & LPN 101** | | |
| AL ENGL 101T | English Composition (Prereq Placement Assessment) | 3 |
| AL PSYC 101T | General Psychology | 3 |
| AL CIS 101 | Computer Essentials | 2 |
| AL MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 13 |
| **Spring 2011** | | |
| **First 1/2 of the semester** | | |
| CPR | CPR Certification* | |
| HC 117 | Medical Language | 1 |
| HC 118 | Applied Anatomy/Physiology (Coreq HC 118L) | 4 |
| HC 118L | Applied Anatomy/Physiology Lab (Coreq HC 118) | |
| **Second 1/2 of the semester** | | |
| LPN 101 | Introduction to Nursing (Coreq LPN 101L) | 4 |
| LPN 101L | Introduction to Nursing Lab (Coreq LPN 101) | |
| LPN 100 | Nursing as a Profession | 1 |
| | | 10 |
| **Summer 2012 (eight weeks)** | | |
| LPN 110 | Nursing Procedures (Prereq LPN 100, LPN 101) (Coreq LPN 110L, LPN 110S, LPN 112) | 5 |
| LPN 110L | Nursing Procedures Lab (Coreq LPN 110, LPN 110S) | |
| LPN 110S | Nursing Procedures Clinical (Coreq LPN 110, LPN 110L) | |
| LPN 112 | Introduction to Pharmacology(Prereq LPN 100, LPN 101) (Coreq LPN 110, LPN 110L, LPN 110S) | 2 |
| | | 7 |
| **Satisfactory completion of the above classes are required to take the following:** | | |
| **Fall 2012** | | |
| **First 1/2 of the semester** | | |
| LPN 130 | Medical/Surgical Nursing I (Coreq LPN 130S) | 5 |
| LPN 130S | Medical/Surgical Clinical I (Coreq LPN 130) | |
| **Second 1/2 of the semester** | | |
| LPN 120 | Maternity & Pediatric Nursing (Coreq LPN 120S) | 4 |
| LPN 120S | Maternity & Pediatric Nursing Clinical (Coreq LPN 120) | |
| **All semester** | | |
| LPN 142 | Advanced Pharmacology | 2 |
| | | 11 |
| **Spring 2013** | | |
| **First 1/2 of the semester** | | |
| LPN 132 | Medical/Surgical Nursing II (Prereq LPN 130) (Coreq LPN 132S) | 5 |
| LPN 132S | Medical/Surgical Nursing Clinical II Prereq LPN 130) (Coreq LPN 132) | |
| LPN 150 | Responsibilities of the LPN | 1 |
| **Second 1/2 of the semester** | | |
| **Satisfactory completion of the above classes are required to take the following:** | | |
| LPN 160 | Clinical Practice (Prereq all previous coursework & permission of Program Director) | 5 |
| LPN 180 | NCLEX-PN Review Course (Prereq all previous coursework & permission of Program Director) | 1 |
| | | 12 |
| | **TOTAL CREDITS 53** | |

*Incoming students are required to show current proof of certification in Basic Life Support (CPR) for Health Care Providers through the American Heart Association.

Requirements: Achievement of a "C" or higher for all LPN & HC courses.

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

# NUCLEAR MEDICINE TECHNOLOGY, AAS DEGREE

Nuclear Medicine Technologists prepare, administer, and measure radioactive materials to perform body function studies, generate organ imaging, analyze biological specimens, and treat disease. They also utilize computers to acquire, store, and analyze data and assure that records, including images, procedures, and doses are complete and accurate. Organizational, teamwork and time management skills are necessary for effective department dynamics as these technologists oversee hospital staff to inform and enforce radiation safety practices. Nuclear Medicine Technologists are responsible for the radiopharmaceuticals the department receives, stores, uses, and discards and typically work under the direction of physicians who are specialists in Nuclear Medicine.

Background checks and drug screenings are required for this program.

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.

JRCNMT Humanities Requirement: All students graduating from an accredited Nuclear Medicine Program are required to have a 3 credit class in humanities. Please work with your advisor to meet this requirement.

## estimated total program fees

| | |
|---|---|
| Tuition | $ 9,405 |
| Fees | $ 7,425 |
| Books & Supplies | $ 2,670 |
| Moving & Travel | $ 3,000 |
| Background Check & Drug Screen | $ 120 |
| Physical and Immunizations | $ 100 |
| TOTAL | $22,720 |

## PROGRAM CURRICULUM

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

| | | |
|---|---|---|
| MATH 102T | College Algebra (Prereq Placement Assessment) | 3 |

| Semester | Course Title | Credits |
|---|---|---|
| **Summer & Fall (Core) – Prerequisites to spring semester** | | |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| PHYS 100 | Applied Physics (Prereq Math 101) ("C" or higher required) | 3 |
| NM 101 | Introduction to Nuclear Medicine & Imaging (Coreq NM 101L) | 3 |
| NM 101L | Introduction to Nuclear Medicine & Imaging Lab (Coreq NM 101) | |
| HC 117 | Medical Terminology (Coreq HC 119) | 1 |
| HC 119 | Anatomy/Physiology (Coreq HC 117, HC 119L) | 5 |
| HC 119L | Anatomy/Physiology Lab (Coreq HC 119) | |
| HC 114 | Health Care/Human Relations | 3 |
| CIS 101 | Computer Essentials | 2 |
| | | 23 |
| **Spring** | | |
| HC 121 | Patient Care Techniques I (Coreq HC 121L) | 3 |
| HC 121L | Patient Care Techniques I Lab (Coreq HC 121) | |
| CHEM 106T | Chemistry Survey (Coreq CHEM 106L) | 4 |
| CHEM 106L | Chemistry Survey Lab (Coreq CHEM 106T) | |
| HC 124 | Basic Pharmacology (Prereq HC 119) | 2 |
| NM 123 | Pathophysiology (Prereq NM 101, HC 117, HC 119) | 4 |
| NM 124 | Nuclear Medicine Math & Statistics (Prereq NM 101, MATH 102T, PHYS 100) | 3 |
| NM 127L | Imaging for Disease Lab (Prereq NM 101) (Coreq NM 123) | 1 |
| NM 128L | Cardiac Nuclear Medicine Lab (Prereq NM 101) | 1 |
| NM 228 | Cross-sectional Anatomy / CT (Prereq NM 101, HC 117, HC 119) | 2 |
| | | 20 |
| **Satisfactory completion of all prior NM Core.** | | |
| **Summer** | | |
| NM 220 | Radiation Safety & Biology (Prereq NM 123) | 3 |
| NM 219 | Clinical Pet/CT (Prereq NM 123, NM 124) | 3 |
| SOC | SOC 150T-Social Problems or SOC 250T-Marriage & the Family | 3 |
| | | 9 |
| **Satisfactory completion of all courses listed above.** | | |
| **Fall (All third semester NM courses must be taken concurrenly)** | | |
| SPCM 101T | Fundamentals of Speech | 3 |
| NM 221 | Radiopharmacology (Prereq CHEM 106T, HC 124) | 3 |
| NM 225 | Nuclear Medicine Computers & Instrumentation (Prereq PHYS 100) | 3 |
| NM 226L | Nuclear Medicine Lab (Prereq PHYS 100) | 1 |
| NM 223 | In-Vivo/In-Vitro (Prereq NM 219, NM 220) (Coreq NM 223L) | 4 |
| NM 223L | In-Vivo/In-Vitro Lab (Coreq NM 223) | 1 |
| NM 224L | Nuclear Medicine Injection Techniques | 1 |
| PSYC 101T | General Psychology | 3 |
| | | 19 |
| **Spring** | | |
| NM 230 | Clinical I* | 14 |
| NM 241 | Registry Review | 2 |
| | | 16 |
| ***Permission from Program Chair and all coursework must be complete.** | | |
| **Summer** | | |
| NM 240 | Clinical II (Prereq NM 230, Permission of Program Chair) | 12 |
| | | 12 |
| | **TOTAL CREDITS** | **99** |

Requirements: Achievement of a grade "C" or higher for PHYS 100 and all HC and NM courses. A minimum of 1200 hours of consecutive clinical experience. Clinical placement by Program Chair.

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

# PHARMACY TECHNICIAN, DIPLOMA

Southeast Tech's Pharmacy Technician program educates and trains students for positions in hospitals, retail pharmacies, and other medical facilities working as pharmacy technicians assisting registered pharmacists in all aspects of prescription dispensing.

Pharmacy technicians fill orders for unit doses and prepackages pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor of staff pharmacist. Pharmacy technician duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations and informing the supervisor of stock needs and shortages. Technicians may also clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies. People entering this field will find excellent employment opportunities.

Background checks and drug screenings are required for this program.

- Southeast Tech Laptop Required

check out...
Pharmacy Technician: Allied Health, AAS Degree on the next page!

## estimated total program fees

| | |
|---|---|
| Tuition | $ 4,275 |
| Fees | $ 3,705 |
| Books & Supplies | $ 920 |
| Laptop | $ 1,325 |
| Moving and Travel | $ 1,500 |
| Physical & Immunizations | $ 100 |
| Background Check & Drug Screen | $ 110 |
| TOTAL | $ 11,935 |

## (FALL START)
### PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **Fall** | | |
| SSS 100 | Student Success Seminar | 2 |
| HC 110 | Basic Anatomy | 3 |
| PHRM 100 | Math for Pharmacy | 2 |
| HC 113 | Medical Terminology | 2 |
| PHRM 110 | Pharmacology I | 3 |
| PHRM 113 | Pharmacy Principles & Practices I (Coreq PHRM 113L) | 4 |
| PHRM 113L | Pharmacy Principles & Practices I Lab (Coreq PHRM 113) | 1 |
| CIS 101 | Computer Essentials | 2 |
| | | 19 |

**Satisfactory completion of the above classes are required to take the following:**

| | | |
|---|---|---|
| **Spring** | | |
| COMM 102 | Communication in the Workplace | 3 |
| PHRM 119 | Pharmacy Principles & Practices II (Prereq PHRM 113) (Coreq PHRM 119L) | 4 |
| PHRM 119L | Pharmacy Principles & Practices II Lab (Coreq PHRM 119) | 1 |
| PHRM 121 | Pharmacology II (Prereq PHRM 110) | 3 |
| PHRM 122 | Pharmacy Law & Ethics | 2 |
| PHRM 124L | Pharmacy Lab | 2 |
| HC 114 | Health Care/Human Relations | 3 |
| | | 18 |
| **Summer** | | |
| PHRM 125 | Clinical* (320 hours required for completion) | 8 |
| PHRM 135 | Pharmacy Technician Certification Review | 1 |
| | | 9 |

**TOTAL CREDITS 46**

*See statements below Spring Start

## (SPRING START)
### PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **Spring** | | |
| SSS 100 | Student Success Seminar | 2 |
| HC 110 | Basic Anatomy | 3 |
| PHRM 100 | Math for Pharmacy | 2 |
| HC 113 | Medical Terminology | 2 |
| PHRM 110 | Pharmacology I | 3 |
| PHRM 113 | Pharmacy Principles & Practices I (Coreq PHRM 113L) | 4 |
| PHRM 113L | Pharmacy Principles & Practices I Lab (Coreq PHRM 113) | 1 |
| CIS 101 | Introduction to Computers | 2 |
| | | 19 |

**Satisfactory completion of the above classes are required to take the following:**

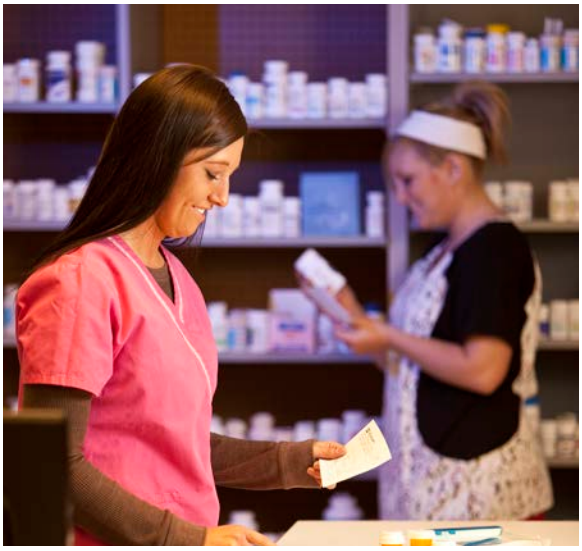
| | | |
|---|---|---|
| **Summer** | | |
| COMM 102 | Communication in the Workplace | 3 |
| HC 114 | Health Care/Human Relations | 3 |
| | | 6 |
| **Fall** | | |
| PHRM 119 | Pharmacy Principles & Practices II (Prereq PHRM 113) (Coreq 119L) | 4 |
| PHRM 119L | Pharmacy Principles & Practices II Lab (Coreq PHRM 119) | 1 |
| PHRM 121 | Pharmacology II (Prereq PHRM 110) | 3 |
| PHRM 122 | Pharmacy Law & Ethics | 2 |
| PHRM 124L | Pharmacy Lab | 2 |
| | | 12 |
| **Spring** | | |
| PHRM 125 | Clinical* (320 hours required for completion) | 8 |
| PHRM 135 | Pharmacy Technician Certification Review | 1 |
| | | 9 |

**TOTAL CREDITS 46**

*Satisfactory completion of all required course work and approval of Program Chair. Requirements: Achievement of a "C" or better for all HC and PHRM courses.

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

# PHARMACY TECHNICIAN: ALLIED HEALTH, AAS DEGREE



Allied Health degrees join a student's prior health education background with business, health team and general education skills that together will help provide graduates with additional employment and career advancement opportunities.

The addition of general business, health and general education courses, as well as core Health Information Services courses complement skill-sets of those who already hold a Pharmacy Technician diploma. An Allied Health AAS Degree also completes the career ladder, which enables students to advance from diploma programs into AAS Degree completion that then qualifies them to pursue a BS degree.

Coursework can be completed in 2 full-time semesters, in various delivery styles of day or evening coursework, as well as online offerings of Business or General Education courses that provide a more flexible scheduling alternative. For those needing a part-time pace for their busy lifestyles, please see an advisor to develop a plan to finish the coursework over 3+ semesters.

Background checks and drug screenings are required for this program.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 2,565 |
| Fees | $ 2,355 |
| Physical & Immunizations | $ 100 |
| Books & Supplies | $ 1,070 |
| Laptop | $ 1,325 |
| Background Check & Drug Screen | $ 110 |
| TOTAL | $ 7,525 |

## PROGRAM CURRICULUM

**Year 1:** Pharmacy Technician Diploma Course Completion 45 credits
(Refer to page 108)

**Year 2:** Additional Credits for AAS Degree listed below

| Semester | Course Title | Credits |
|---|---|---|
| **Fall** | | |
| SPCM 101T | Fundamentals of Speech | 3 |
| MATH 115 | College Math | 3 |
| PSYC 101T | General Psychology | 3 |
| HC 104 | Multidisciplinary Health Systems | 3 |
| HIS 119 | Computerized Health Systems | 3 |
| | | 15 |
| **Spring** | | |
| BUS 217 | Customer Service | 3 |
| ENGL 101T | English Composition | 3 |
| SOC | SOC 150T- Social Problems or SOC 250T- Marriage & the Family | 3 |
| ELECTIVE | Technial Elective | 3 |
| | | 12 |
| | **TOTAL CREDITS** | **27** |

*You can choose any courses from the suggested Tech Electives below or work with your Program Advisor for other technical elective options.

| | | |
|---|---|---|
| BUS 212 | Human Resources Management | 3 |
| BUS 210 | Supervisory Management | 3 |
| BUS 218 | Project Management | 3 |
| BUS 256 | Ethical Decision Making | 3 |
| HIS 121 | Insurance/Billing/Coding | 3 |

# PHLEBOTOMY/PATIENT CARE TECHNICIAN, DIPLOMA

Phlebotomists draw blood from patients or donors in hospitals, blood banks, or similar facilities for analysis or other medical purposes. Phlebotomists verify or record identity of patient or donor and converse with patient or donor to ease fear of procedure. They apply tourniquets to arms, locate accessible veins, swab puncture areas with disinfectant, and insert needles into veins to draw blood into collection tubes or bags. Phlebotomists withdraw needles, apply treatment to puncture sites, and label and store blood containers for subsequent processing. They may prick fingers to draw blood, conduct interviews, take vital signs, and draw and test blood samples to screen donors at blood banks.

Background checks and drug screenings are required for this program.

## estimated total program fees

| | |
|---|---|
| Tuition | $ 2,945 |
| Fees | $ 2,325 |
| Certification Fees | $ 125 |
| Physical & Immunizations | $ 100 |
| Books & Supplies | $ 790 |
| Background Check & Drug Screen | $ 110 |
| Other | $ 350 |
| TOTAL | $ 6,745 |

## (FALL START)

### PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **Fall** | | |
| SSS 100 | Student Success Seminar | 2 |
| PH 101 | Introduction to Phlebotomy | 1 |
| HC 110 | Basic Anatomy | 3 |
| HC 114 | Health Care/Human Relations | 3 |
| HC 113 | Medical Terminology | 2 |
| HC 121 | Patient Care Techniques I (Coreq HC 121L) | 3 |
| HC 121L | Patient Care Techniques I Lab (Coreq HC 121) | |
| COMM 102 | Communication in the Workplace | 3 |
| CIS 101 | Computer Essentials | 2 |
| | | 19 |

**Satisfactory completion of the above classes are required to take the following:**

| | | |
|---|---|---|
| **Spring** | | |
| **(Approximately first 9 weeks of the semester)** | | |
| HC 221 | Patient Care Techniques II (Prereq Core) (Coreq PH 121) | 2 |
| PH 121 | Principles and Practices (Prereq Core) (Coreq HC 221) | 2 |
| **(Approximately 8 weeks of the semester)** | | |
| PH 122 | Clinical Practice* (Prereq PH 121, HC 221) | 8 |
| | | 12 |

**TOTAL CREDITS 31**

*See statements below Spring Start

## (SPRING START)

### PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **Spring** | | |
| SSS 100 | Student Success Seminar | 2 |
| PH 101 | Introduction to Phlebotomy | 1 |
| HC 110 | Basic Anatomy | 3 |
| HC 114 | Health Care/Human Relations | 3 |
| HC 113 | Medical Terminology | 2 |
| HC 121 | Patient Care Techniques I (Coreq HC 121L) | 3 |
| HC 121L | Patient Care Techniques I Lab (Coreq HC 121) | |
| COMM 102 | Communication in the Workplace | 3 |
| CIS 101 | Computer Essentials | 2 |
| | | 19 |

**Satisfactory completion of the above classes are required to take the following:**

| | | |
|---|---|---|
| **Summer** | | |
| **(Approximately 5 weeks)** | | |
| HC 221 | Patient Care Techniques II (Prereq Core) (Coreq PH 121) | 2 |
| PH 121 | Principles and Practices (Prereq Core) (Coreq HC 221) | 2 |
| **(Approximately 8 weeks)** | | |
| PH 122 | Clinical Practice* (Prereq PH 121, HC 221) | 8 |
| | | 12 |

**TOTAL CREDITS 31**

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

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

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

# REGISTERED NURSE, AAS DEGREE

Love being an LPN but looking for more opportunity? As a Registered Nurse, you can move forward in the rewarding field you already know and love. Expand your knowledge and expertise as a nurse which will complement the technical skills you already possess as an LPN.

This degree is a perfect fit for Southeast Tech LPN graduates or other LPNs who have 750 hours of documented work experience. Just plug your LPN diploma in and move forward with your Registered Nurse, AAS Degree! Graduates of this program will be eligible to sit for the NCLEX-RN examination.

Background checks and drug screenings are required for this program.

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 4,180 |
| Fees | $ 3,933 |
| Books & Supplies | $ 2,000 |
| Laptop | $ 1,250 |
| Physical & Immunizations | $ 100 |
| Licensure Fees | $ 300 |
| Background Check & Drug Screen | $ 120 |
| Other | $ 350 |
| TOTAL | $12,233 |

## PROGRAM CURRICULUM

**Year 1:** Licensed Practical Nursing Diploma Completion (53 credits)

**Year 2:** Additional Credits for AAS Degree Listed Below:

| Semester | Course Title | Credits |
|---|---|---|
| **Summer & Fall – Prerequisites to RN** | | |
| SPCM 101T | Fundamentals of Speech | 3 |
| CHEM 106T | Chemistry | 4 |
| SOC | SOC 150T–Social Problems<br>or SOC 250T–Marriage & the Family | 3 |
| PHGY 210T | Physiology | 4 |
| NURS 198H | Nursing Transition to Southeast Tech (Only for LPNs who didn't attend Southeast Tech or who have been out of school for an extended period of time) | 1 |
| | | 14 or 15 |
| **Spring 2012** | | |
| MICR 231T | Microbiology | 4 |
| NURS 200H | RN Role I (Coreq NURS 200L) | 2 |
| NURS 200L | RN Role I Lab (Coreq NURS 200H) | |
| NURS 212H | Pharmacology for the Registered Nurse | 2 |
| NURS 210 | Nursing Across the Lifespan I (Prereq NURS 200H)(Coreq NURS 210S) | 6 |
| NURS 210S | Nursing Across the Lifespan I Clinical (Coreq NURS 210) | 14 |
| **Summer 2012** | | |
| NURS 220 | Nursing Across the Lifespan II (Prereq MICR 231, NURS 212H, NURS 210)(Coreq NURS 220S) | 5 |
| NURS 220S | Nursing Across the Lifespan II Clinical (Coreq NURS 220) | 5 |
| **Fall 2012** | | |
| NURS 230 | Nursing Across the Lifespan III (Prereq NURS 220)(Coreq NURS 230S) | 6 |
| NURS 230S | Nursing Across the Lifespan III Clinical (Coreq NURS 230) | |
| NURS 260H | RN Role II/Practicum (Preq all previous NURS coursework, plus permission from program chair) | 4 |
| | | 10 |
| | **TOTAL CREDITS 43 or 44** | |

*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 NURS courses.

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

# SURGICAL TECHNOLOGY, DIPLOMA

Surgical Technologists are integral members of the operating room team who work closely with the surgeon, anesthesiologist and registered nurse delivering direct patient care before, during, and immediately after surgery. Surgical Technologists act as primary scrub persons who handle the instruments, supplies, and equipment necessary for the completion of the surgical procedure. These well educated and highly skilled individuals must anticipate the needs of the surgeon and have the necessary knowledge and ability to ensure quality patient care. Some specific duties include passing instruments, sutures, sponges, and equipment during the operative procedure. Preparation of the operating room and equipment before surgery, plus cleanup of these items after surgery are also duties that Surgical Technologists perform.

In order to work in Surgical Technology one must be able to move, lift a minimum of 25lbs., and transport both patients and equipment and have the manual dexterity to efficiently handle instruments in a sterile manner.

check out...
Surgical Technology: Allied Health, AAS Degree on the next page!

## estimated total program fees

| | |
|---|---|
| Tuition | $ 4,940 |
| Fees | $ 3,900 |
| Physical & Immunizations | $ 100 |
| Books & Supplies | $ 1,180 |
| Background Check & Drug Screen | $ 110 |
| TOTAL | $ 10,230 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| HC 114 | Health Care/Human Relations | 3 |
| HC 118 | Applied Anatomy/Physiology (Coreq HC 118L) | 4 |
| HC 118L | Applied Anatomy/Physiology Lab (Coreq HC 118) | |
| HC 117 | Medical Language | 1 |
| HC 121 | Patient Care Techniques I (Coreq HC 121L) | 3 |
| HC 121L | Patient Care Techniques I Lab (Coreq HC 121) | |
| ST 100 | Surgical Techniques (Coreq Health Core, ST 110) | 3 |
| ST 110 | Surgical Techniques Lab (Coreq ST 100) | 2 |
| ST 121 | Surgical Asepsis (Coreq Health Core, ST 100) | 2 |
| | | 20 |

**Satisfactory completion of the above Surg Tech classes (ST) and all Health Core (HC) are required to take the following courses.**

| | | |
|---|---|---|
| **Second** | | |
| ST 112 | Surgical Procedures (Prereq ST 100) | 3 |
| ST 113 | Technology for Surgical Technologists | 1 |
| ST 114 | Clinical Practice I (Coreq ST 112, ST 120) | 3 |
| CIS 101 | Computer Essentials | 2 |
| ST 120 | Principles & Practice of Surg Tech (Coreq ST 112) | 2 |
| ST 120 L | Principles & Practice of Surg Tech Lab (Coreq ST 120) | |
| ST 122 | Surgical Procedures Lab (Coreq ST 112) | 2 |
| ST 123 | Surgical Pharmacology (Prereq Health Core, ST 100) | 2 |
| COMM 102 | Communication in the Workplace | 3 |
| HC 102 | Math for Medications | 1 |
| | | 19 |

**Satisfactory completion of all the above courses (ST, HC, CIS 101, COMM 102) are required to take the following courses.**

| | | |
|---|---|---|
| **Summer** | | |
| ST 119 | Responsibilities of the Surgical Technologist (Prereq ST 114) | 1 |
| | | 1 |
| **Third (Approximately 10 weeks)** | | |
| ST 124 | Clinical Practice II (Prereq ST 112, ST 114, ST 119 ST 120, ST 122, ST 123 & Permission of Program Chair) | 6 |
| ST 134 | Clinical Practice III (Prereq ST 119, ST 124, Permission of Program Chair) | 6 |
| | | 13 |

**TOTAL CREDITS 52**

Requirements: Achievement of a grade of "C" or higher for all ST and HC courses is required for graduation and before moving to the next semester.

Clinical Placement will be chosen by the lottery (drawing out of a hat) system. Clinical sites are in the Midwest region.

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

# SURGICAL TECHNOLOGY: ALLIED HEALTH, AAS DEGREE

Allied Health degrees join a student's prior health education background with business, health team and general education skills that together will help provide graduates with additional employment and career advancement opportunities.

The addition of general business, health and general education courses, as well as core Health Information Systems courses complement skill-sets of those who already hold a Surgical Technology diploma. An Allied Health AAS Degree also completes the career ladder, which enables students to advance from diploma programs into AAS Degree completion that then qualifies them to pursue a BS degree.

Coursework can be completed in 2 full-time semesters, in various delivery styles of day or evening coursework, as well as online offerings of Business or General Education courses that provide a more flexible scheduling alternative. For those needing a part-time pace for their busy lifestyles, please see an advisor to develop a plan to finish the coursework over 3+ semesters.

Background checks and drug screenings are required for this program.

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 2,565 |
| Fees | $ 2,025 |
| Physical & Immunizations | $ 100 |
| Books & Supplies | $ 1,070 |
| Laptop | $ 1,325 |
| Background Check & Drug Screen | $ 110 |
| TOTAL | $ 7,195 |

## PROGRAM CURRICULUM

**Year 1:** Surgical Technology Diploma Course Completion 51 credits (Refer to page 112)

**Year 2:** Additional Credits for AAS Degree listed below

| Semester | Course Title | Credits |
|---|---|---|
| **Fall** | | |
| SPCM 101T | Fundamentals of Speech | 3 |
| MATH 115 | College Math | 3 |
| PSYC 101T | General Psychology | 3 |
| HC 104 | Multidisciplinary Health Team | 3 |
| HIS 119 | Computerized Health Systems | 3 |
| | | 15 |
| **Spring** | | |
| BUS 217 | Customer Service | 3 |
| ENGL 101T | Composition | 3 |
| SOC | SOC 150T- Social Problems or SOC 250T- Marriage & the Family | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 12 |
| | **TOTAL CREDITS** | **27** |

*You can choose any courses from the suggested Tech Electives below or work with your Program Advisor for other technical elective options.

| | | |
|---|---|---|
| BUS 212 | Human Resources Management | 3 |
| BUS 210 | Supervisory Management | 3 |
| BUS 218 | Project Management | 3 |
| BUS 256 | Ethical Decision Making | 3 |
| HIS 121 | Insurance/Billing/Coding | 3 |

# VASCULAR ULTRASOUND TECHNOLOGY, AAS DEGREE

Vascular Technologists perform various diagnostic medical procedures through the use of high frequency sound waves to produce dynamic visual images of organs, tissues, or blood flow inside the body that are used by physicians to make a medical diagnosis. Evaluation and analysis of the hemodynamics (blood flow) of peripheral and abdominal blood vessels will be evaluated through the use of high-tech, non-imaging and imaging instrumentation. The Vascular Technologist must be able to obtain accurate patient history, perform high-tech diagnostic procedures, analyze technical information and summarize technical findings to the physician, provide quality patient care and collaborating with physicians and other members of the health team.

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

Background check and drug screenings are required for this program.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 9,405 |
| Fees | $ 8,085 |
| Books and Supplies | $ 2,230 |
| Laptop | $ 1,325 |
| Moving & Travel | $ 3,000 |
| Physical and Immunziations | $ 100 |
| Background Check/Drug Screen | $ 120 |
| Other | $ 355 |
| TOTAL | $24,620 |

## PROGRAM CURRICULUM

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

| | | |
|---|---|---|
| MATH 102T | College Algebra (Prereq Placement Assessment) | 3 |

| Semester | Course Title | Credits |
|---|---|---|
| **Summer & Fall (Core) —Prerequisites to Cardiovascular** | | |
| CHEM 106T | Chemistry Survey (Coreq CHEM 106L) | 4 |
| CHEM 106L | Chemistry Survey Lab (Coreq CHEM 106T) | |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| PHYS 100 | Applied Physics (Prereq Math 101) ("C" or higher required) | 3 |
| CIS 101 | Computer Essentials | 2 |
| HC 119 | Anatomy/Physiology (Coreq HC 117, HC 119L) | 5 |
| HC 119L | Anatomy/Physiology Lab (Coreq HC 117) | |
| HC 117 | Medical Language (Coreq HC 119) | 1 |
| CV 101 | Intro to Cardiovascular Ultrasound | 1 |
| CVP 136 | Vascular Anatomy (Coreq CVP 137L) | 2 |
| CVP 137L | Vascular Anatomy Lab (Coreq CVP 136) | 1 |
| | | 25 |
| **Spring** | | |
| CVP 102 | Vascular History & Physical (Prereq CV 101, CVP 136, CVP 137 | 2 |
| CV 123 | Ultrasound Physics (Prereq PHYS 100) | 3 |
| HC 121 | Patient Care Techniques I (Coreq HC 121L) | 3 |
| HC 121L | Patient Care Techniques Lab (Coreq HC 121) | |
| CVP 124 | Vascular Hemodynamics (Prereq Core, CV 101, CVP 136, CVP 137) (Coreq CVP 123L) | 3 |
| CVP 123L | Vascular Hemodynamics Lab (Coreq CVP 124) | 2 |
| CV 125 | EKG Analysis and Interpretation I (8 weeks) (Prereq Core) | 2 |
| HC 124 | Basic Pharmacology (Prereq HC 119) | 2 |
| HC 114 | Health Care/Human Relations | 3 |
| | | 20 |
| **Summer** | | |
| CVP 210 | Vascular Pathophysiology I (Prereq CV 125, CVP 123, CVP 124, CVP 102, CV 123)(Coreq CVP 211L) | 3 |
| CVP 211L | Vascular Pathophysiology I Lab (Coreq CVP 210) | 1 |
| SPCM 101T | Fundamentals of Speech | 3 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| | | 10 |
| **Fall** | | |
| CV 131 | Cardiovascular Physiology (Prereq CVP 210, CVP 211L) | 3 |
| CV 202 | Cardiac Pathologies (Prereq CVP 210, CVP 211L) | 3 |
| CVP 214 | Vascular Pathophysiology II (Prereq CVP 210, CVP 211L) (Coreq CVP 215L) | 3 |
| CVP 215L | Vascular Pathophysiology II Lab (Coreq CVP 214) | 1 |
| CVP 220 | Abdominal Vascular Ultrasound (Prereq CVP 210, CVP 211L) (Coreq CVP 221L) | 2 |
| CVP 221L | Abdominal Vascular Ultrasound Lab (Coreq CVP 220) | 1 |
| PSYC 101T | General Psychology | 3 |
| | | 16 |
| **Spring** | | |
| CVP 233 | Vascular Ultrasound I Clinical (All CV, HC, CVP, General Courses, and Permission of Program Chair) | 14 |
| CVP 255 | Vascular Registry Review (Prereq CVP 233) | 2 |
| | | 16 |
| **Summer** | | |
| CVP 243 | Vascular Ultrasound II Clinical (Prereq CVP 233, CVP 255 & Permission of Program Chair) | 12 |
| | | 12 |

**TOTAL CREDITS 99**

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

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

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

# HORTICULTURE TECHNOLOGY

Horticulture Technology ..... 116
Landscape Design Technology ..... 117
Sports Turf Management ..... 118

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

# HORTICULTURE TECHNOLOGY, AAS DEGREE

Horticulture is both a science and an art. Horticultural careers can include propagation and cultivation, landscape plans, fruits, vegetables, annuals and perennials, as well as nursery stock for nurseries and garden centers. Careers in integrated pest management deal with proper plant care and the prevention and control of plant diseases and insects. Employment opportunities also exist in the areas of plant and fertilizer development. Grounds maintenance is a rapidly growing area of employment in the horticulture field. The greenhouse industry employs horticulturists to propagate fresh flowers, cuttings, annuals, and foliage plants.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,650 |
| Fees | $ 5,700 |
| Books & Supplies | $ 1,640 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 210 |
| TOTAL | $15,525 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| HT 111 | Introduction to Horticulture | 3 |
| HT 112 | Woody Plants | 4 |
| HT 113 | Turf Management | 3 |
| HT 234 | Pest Management | 3 |
| CIS 105 | Introduction to Computers | 3 |
| | | 18 |
| **Second** | | |
| HT 121 | Perennials | 3 |
| HT 124 | Landscape Design I (Prereq HT 112) | 4 |
| HT 125 | Greenhouse I | 3 |
| HT 131 | Internship (Prereq Department Approval) | 3 |
| SPCM 101T | Fundamentals of Speech | 3 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 19 |
| **Third** | | |
| HT 123 | Soils & Fertilizers | 3 |
| HT 211 | Landscape Construction (Prereq HT 124) | 4 |
| or | | |
| HT 227 | Landscape CAD (Prereq HT 124, CIS 105) | 4 |
| HT 213 | Greenhouse II (Prereq HT 125) | 4 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| PSYC 101T | General Psychology | 3 |
| | | 17 |
| **Fourth** | | |
| HT 223 | Garden Center Management | 3 |
| HT 231 | Arboriculture (Prereq HT 123) | 3 |
| HT 232 | Interiorscaping/Fruits & Vegetables (Prereq HT 124) | 3 |
| ELECTIVE | Technical Elective | 3 or 4 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| | | 15 or 16 |
| | **TOTAL CREDITS 69 or 70** | |

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

**Fourth Semester Electives:**

| | | |
|---|---|---|
| HT 222 | Residential Irrigation/Equipment Operations | 3 |
| HT 221 | Landscape Design II (Prereq HT 124) | 4 |

# LANDSCAPE DESIGN TECHNOLOGY, AAS DEGREE

Landscape Design Technology utilizes skills in design, plant identification and installation, as well as construction techniques. Career opportunities in the Landscape industry include: Landscape Designer, Landscape Crew Supervisor, Construction Supervisor and Landscape Project Coordinator. Landscape Design Technology is utilized in many areas of the green industry: retail nurseries, design/build companies, golf courses, sports fields, amusement parks and government agencies.

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,650 |
| Fees | $ 5,700 |
| Books & Supplies | $ 1,640 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 210 |
| TOTAL | $15,525 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| HT 111 | Introduction to Horticulture | 3 |
| HT 112 | Woody Plants | 4 |
| HT 113 | Turf Management | 3 |
| HT 234 | Pest Management | 3 |
| CIS 105 | Introduction to Computers | 3 |
| | | 18 |
| **Second** | | |
| HT 121 | Perennials | 3 |
| HT 124 | Landscape Design I (Prereq HT 112) | 4 |
| HT 125 | Greenhouse I | 3 |
| HT 131 | Internship (Prereq Department Approval) | 3 |
| SPCM 101T | Fundamentals of Speech | 3 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 19 |
| **Third** | | |
| HT 123 | Soils & Fertilizers | 3 |
| HT 211 | Landscape Construction (Prereq HT 124) | 4 |
| HT 227 | Landscape CAD (Prereq HT 124, CIS 105) | 4 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| PSYC 101T | General Psychology | 3 |
| | | 17 |
| **Fourth** | | |
| HT 221 | Landscape Design II (Prereq HT 124) | 4 |
| HT 222 | Residential Irrigation/Equipment Operations | 3 |
| HT 231 | Arboriculture (Prereq HT 123) | 3 |
| ELECTIVE | Technical Elective | 3 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| | | 16 |
| | **TOTAL CREDITS 70** | |

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

**Fourth Semester Electives:**

| | | |
|---|---|---|
| HT 223 | Garden Center Management | 3 |
| HT 232 | Interiorscaping/Fruits & Vegetables (Prereq HT 124) | 3 |

# SPORTS TURF MANAGEMENT, AAS DEGREE

Sports Turf Management is an exciting field that blends the individual's love for the outdoors and the dynamics of creating and maintaining golf courses, sports facilities, and landscapes on a residential and commercial level. Sports Turf managers work with a variety of specialized equipment to maintain the surrounding plant environment. This field is truly for those who enjoy outdoor activities.

Many Southeast Tech students have found employment at local, regional and national golf courses in the United States. Recently, several students were recruited to work as Sports Turf Managers at professional and semi-professional baseball diamonds across the country. Others have found employment with major sports complexes and with cities taking care of the "green" areas owned and operated by local government entities.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,745 |
| Fees | $ 5,772 |
| Books & Supplies | $ 1,940 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 210 |
| TOTAL | $ 15,992 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| HT 111 | Introduction to Horticulture | 3 |
| HT 112 | Woody Plants | 4 |
| HT 113 | Turf Management | 3 |
| HT 234 | Pest Management | 3 |
| CIS 105 | Introduction to Computers | 3 |
| | | 18 |
| **Second** | | |
| HT 121 | Perennials | 3 |
| HT 124 | Landscape Design I (Prereq HT 112) | 4 |
| HT 126 | Irrigation Principles & Practices (Prereq HT 113) | 3 |
| HT 141 | Spring Turf Management Practical | 3 |
| SPCM 101T | Fundamentals of Speech | 3 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 19 |
| **Third** | | |
| HT 123 | Soils and Fertilizers | 3 |
| HT 142 | Fall Turf Management Practical | 3 |
| HT 211 | Landscape Construction (Prereq HT 124) | 4 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| PSYC 101T | General Psychology | 3 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| | | 19 |
| **Fourth** | | |
| HT 215 | Foremanship Training (Prereq HT 113) | 3 |
| HT 224 | Turf Management in Sports (Prereq HT 113) | 3 |
| HT 226 | Equipment Operations & Maintenance (Prereq HT 113) | 3 |
| HT 231 | Arboriculture (Prereq HT 123) | 3 |
| ELECTIVE | Technical Elective | 3 |
| | | 15 |
| | **TOTAL CREDITS** | **71** |

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

**Fourth Semester Electives:**

| | | |
|---|---|---|
| HT 223 | Garden Center Management | 3 |
| BUS | Business Elective: BUS 230 - Small Business Entrepreneurship (Laptop Required) | 3 |

# INDUSTRIAL TECHNOLOGY

Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R) ..... 120
Residential Heating and Air Conditioning Technology ..... 121

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

# HVAC/R TECHNOLOGY, AAS DEGREE

Heating/Ventilation/Air Conditioning/Refrigeration technicians install, service, maintain, and repair a variety of air moving and air tempering equipment. They will work with blueprints to fabricate and install duct work, tubing, and/or piping circuits. The use of torches, various power tools, and numerous hand tools will be necessary to perform the specific task. These technicians will also use many pieces of electrical and mechanical test equipment to determine system problems. The technician will perform his or her job both indoors and outdoors based on the type of equipment worked on.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,745 |
| Fees | $ 5,772 |
| Books & Supplies | $ 1,160 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 950 |
| Other | $ 40 |
| TOTAL | $15,992 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| RA 110 | Basic Electricity | 5 |
| RA 111 | Basic Refrigeration (Coreq RA 110) | 4 |
| RA 112 | Basic Heating Systems (Coreq RA 110) | 3 |
| RA 113 | Sheet Metal Layout & Fabrication (Choice of 1st or 2nd semester) | 2 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 19 |
| **Second** | | |
| RA 120 | Heating/Troubleshooting (Prereq RA 110, RA 112) | 5 |
| RA 121 | Air Conditioning Installation (Prereq RA 110, RA 111, RA 112) | 4 |
| RA 122 | Air Conditioning/Troubleshooting (Prereq RA 110, RA 111) | 3 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| CIS 101 | Computer Essentials | 2 |
| | | 17 |
| **Third** | | |
| RA 210 | Service & Repair Procedures (Prereq RA 122) | 4 |
| RA 211 | Design & Installation (Prereq RA 122) | 4 |
| RA 212 | Water Cooled Equipment (Prereq RA 122) | 2 |
| RA 213 | Special Equipment (Prereq RA 122) | 2 |
| PSYC 101T | General Psychology | 3 |
| ENGL 201 | Technical Writing (Prereq ENGL 101T) | 3 |
| | | 18 |
| **Fourth** | | |
| RA 220 | Reclaim & Outdoor Equipment (Prereq RA 210, RA 211) | 2 |
| RA 221 | Split & Unitized Equipment (Prereq RA 210, RA 211) | 3 |
| RA 222 | High Pressure Chillers (Prereq RA 210, RA 212) | 3 |
| RA 223 | Troubleshooting & Maintenance (Prereq RA 210, RA 211) | 3 |
| RA 224 | Heat Pump Systems (Prereq RA 212)(Coreq RA 221) | 3 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| | | 17 |
| | **TOTAL CREDITS 71** | |

HVAC Instructors:
Timothy Hummel, M.Ed. BS, AAS: 17 years industry experience, 19 years teaching experience. Paul Tunge, AAS: 9 years industry experience, 7 years teaching experience.

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

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

# RESIDENTIAL HEATING & AIR CONDITIONING TECHNOLOGY, DIPLOMA

Heating/Ventilation/Air Conditioning/Refrigeration technicians install, service, maintain, and repair a variety of air moving and air tempering equipment. They will work with blueprints to fabricate and install duct work, tubing, and/or piping circuits. The use of torches, various power tools, and numerous hand tools will be necessary to perform the specific task. These technicians will also use many pieces of electrical and mechanical test equipment to determine system problems. The technician will perform his or her job both indoors and outdoors based on the type of equipment worked on.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 3,420 |
| Fees | $ 2,922 |
| Books & Supplies | $ 670 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 750 |
| TOTAL | $ 9,087 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| RA 110 | Basic Electricity | 5 |
| RA 111 | Basic Refrigeration (Coreq RA 110) | 4 |
| RA 112 | Basic Heating Systems (Coreq RA 110) | 3 |
| RA 113 | Sheet Metal Layout & Fabrication | 2 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 19 |
| **Second** | | |
| RA 120 | Heating/Troubleshooting (Prereq RA 110, RA 112) | 5 |
| RA 121 | Air Conditioning Installation (Prereq RA 110, RA 111, RA112) | 4 |
| RA 122 | Air Conditioning/Troubleshooting (Prereq RA 110, RA 111) | 3 |
| COMM 102 | Communication in the Workplace | 3 |
| CIS 101 | Computer Essentials | 2 |
| | | 17 |
| | **TOTAL CREDITS 36** | |

HVAC Instructors:
Timothy Hummel, M.Ed. BS, AAS: 17 years industry experience, 19 years teaching experience. Paul Tunge, AAS: 9 years industry experience, 7 years teaching experience.

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

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

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

# TRANSPORTATION TECHNOLOGY

Automotive Technology ..... 123
Automotive Technology - 2 year Diploma ..... 124
Collision Repair & Refinish Technology ..... 125
Collision Repair & Refinish Technology - 2 year Diploma ..... 126
Diesel Technology ..... 127
Diesel Technology - 2 year Diploma ..... 128

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

# AUTOMOTIVE TECHNOLOGY, AAS DEGREE

The Automotive Service Industry is a highly-skilled service group with employment opportunities in every community and in many types of shops. The increasing complexity and usage of computers on today's cars has created a shortage of qualified automotive service and diagnostic technicians. Technicians may work on many types of vehicles and perform various types of repairs ranging from transmission overhaul to computer systems diagnosis. Some technicians may specialize in certain areas of repair such as drivability or engine repair; others prefer to work with customers, parts or sales. Southeast Tech's Automotive Department trains technicians who have a thorough knowledge of vehicle operation and comprehensive repair. With an outstanding reputation, Southeast Tech's Automotive Technology graduates are always in demand.

Drug screens are required for this program.

- Southeast Tech Laptop Required

## estimated total program fees

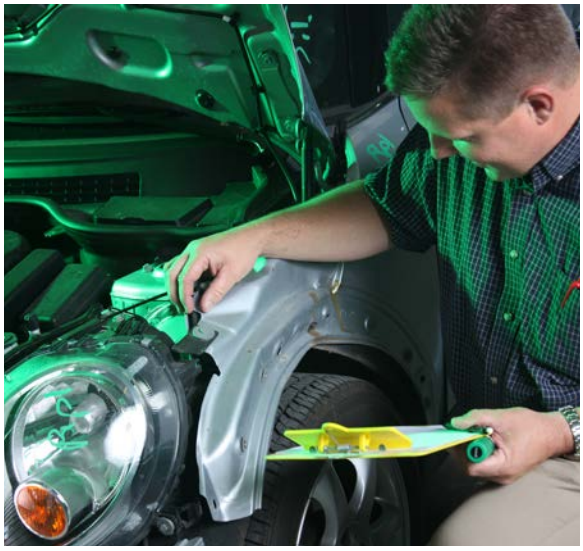
| | |
|---|---|
| Tuition | $ 6,555 |
| Fees | $ 5,421 |
| Books & Supplies | $ 1,770 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 2,600 |
| Other | $ 224 |
| TOTAL | $17,895 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| AT 110 | Manual Drive Train/Axles Theory | 2 |
| AT 111 | Manual Drive Train/Axles Lab (Coreq AT 110) | 2 |
| AT 112 | Automatic Transmissions Theory | 2 |
| AT 113 | Automatic Transmissions Lab (Coreq AT 112) | 4 |
| AT 122 | Brake Theory | 2 |
| AT 123 | Brake Lab (Coreq AT 122) | 2 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| | | 19 |
| **Second** | | |
| AT 120 | Suspension & Steering Theory | 2 |
| AT 121 | Suspension & Steering Lab (Coreq AT 120) | 3 |
| AB 121 | Auto Body Servicing | 2 |
| AT 130 | Engine Repair Theory | 2 |
| AT 131 | Engine Repair Lab (Coreq AT 130) | 3 |
| CIS 101 | Computer Essentials | 2 |
| ENGL/SPCM | ENGL 201 - Technical Writing (Prereq ENGL 101) | |
| | *or* SPCM 101T - Fundamentals of Speech | 3 |
| | | 17 |
| **Third** | | |
| AT 210 | Electrical Systems Theory | 6 |
| AT 211 | Electrical Systems Lab (Coreq AT 210) | 6 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 15 |
| **Fourth** | | |
| AT 230 | Engine Performance Theory (Prereq AT 210) | 4 |
| AT 231 | Engine Performance Lab (Coreq AT 230) | 4 |
| AT 213 | Heating/Air Conditioning Theory | 2 |
| AT 214 | Heating/Air Conditioning Lab (Coreq AT 213) | 2 |
| PSYC 101T | General Psychology | 3 |
| SOC | SOC 150T-Social Problems | |
| | *or* SOC 250T-Marriage & the Family | 3 |
| | | 18 |
| | **TOTAL CREDITS** | **69** |

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

# AUTOMOTIVE TECHNOLOGY, 2 YEAR DIPLOMA



The Automotive Service Industry is a highly-skilled service group with employment opportunities in every community and in many types of shops. The increasing complexity and usage of computers on today's cars has created a shortage of qualified automotive service and diagnostic technicians. Technicians may work on many types of vehicles and perform various types of repairs ranging from transmission overhaul to computer systems diagnosis. Some technicians may specialize in certain areas of repair such as drivability or engine repair; others prefer to work with customers, parts or sales. Southeast Tech's Automotive Department trains technicians who have a thorough knowledge of vehicle operation and comprehensive repair. With an outstanding reputation, Southeast Tech's Automotive Technology graduates are always in demand.

Drug screens are required for this program.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 5,985 |
| Fees | $ 5,007 |
| Books & Supplies | $ 1,770 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 2,600 |
| Other | $ 224 |
| TOTAL | $16,911 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| AT 110 | Manual Drive Train/Axles Theory | 2 |
| AT 111 | Manual Drive Train/Axles Lab (Coreq AT 110) | 2 |
| AT 112 | Automatic Transmissions Theory | 2 |
| AT 113 | Automatic Transmissions Lab (Coreq AT 112) | 4 |
| AT 122 | Brake Theory | 2 |
| AT 123 | Brake Lab (Coreq AT 122) | 2 |
| COMM 102 | Communications in the Workplace | 3 |
| | | 19 |
| **Second** | | |
| AT 130 | Engine Repair Theory | 2 |
| AT 131 | Engine Repair Lab (Coreq AT 130) | 3 |
| AT 120 | Suspension & Steering Theory | 2 |
| AT 121 | Suspension & Steering Lab (Coreq AT 120) | 3 |
| AB 121 | Auto Body Servicing | 2 |
| CIS 101 | Computer Essentials | 2 |
| | | 14 |
| **Third** | | |
| AT 210 | Electrical Systems Theory | 6 |
| AT 211 | Electrical Systems Lab (Coreq AT 210) | 6 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 15 |
| **Fourth** | | |
| AT 230 | Engine Performance Theory (Prereq AT 210) | 4 |
| AT 231 | Engine Performance Lab (Coreq AT 230) | 4 |
| AT 213 | Heating/Air Conditioning Theory | 2 |
| AT 214 | Heating/Air Conditioning Lab (Coreq AT 213) | 2 |
| PSYC 103 | Psychology at Work | 3 |
| | | 15 |
| | **TOTAL CREDITS** | **63** |

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

# COLLISION REPAIR & REFINISH TECHNOLOGY, AAS DEGREE

Collision Repair and Refinish Technicians repair everything from a dented bumper to an almost total wreck. Technicians have the skills and knowledge necessary to determine what repairs are needed to repair vehicles. They may restore autobody parts to their original shape or replace whole sections of the autobody. Technicians may give estimates, repair and refinish auto bodies, and align auto frames.

• Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 7,030 |
| Fees | $ 5,766 |
| Books & Supplies | $ 1,170 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 2,250 |
| Other | $ 120 |
| TOTAL | $17,661 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| AB 110 | Intro to Auto Body Repair & Safety | 5 |
| AB 111 | Auto Body Welding | 3 |
| AB 112 | Auto Body Lab | 5 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 18 |
| **Second** | | |
| AB 120 | Stationary Panel/Frame/Unibody | 5 |
| AB 122 | Auto Body Lab | 5 |
| AT 140 | Wheel Alignment | 2 |
| PSYC 101T | General Psychology | 3 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| SPCM 101T | Fundamentals of Speech | 3 |
| | | 21 |
| **Third** | | |
| AB 210 | Auto Body Electrical Circuits/Air Conditioning | 2 |
| AB 211 | Surface Preparation | 3 |
| AB 212 | Spray Equipment Operation | 1 |
| AB 213 | Refinishing Materials | 1 |
| AB 214 | Auto Refinish Lab | 7 |
| CIS 101 | Computer Essentials | 2 |
| | | 16 |
| **Fourth** | | |
| AB 123 | Auto Collision Estimating | 3 |
| AB 123L | Auto Collision Estimating Lab | |
| AB 220 | Color Theory | 3 |
| AB 221 | Blending | 2 |
| AB 223 | Auto Refinish Lab II | 7 |
| AB 225 | Internship (Prereq Dept Approval) | 1 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| | | 19 |
| | **TOTAL CREDITS 74** | |

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

# COLLISION REPAIR & REFINISH TECHNOLOGY, 2 YEAR DIPLOMA

Collision Repair and Refinish Technicians repair everything from a dented bumper to an almost total wreck. Technicians have the skills and knowledge necessary to determine what repairs are needed to repair vehicles. They may restore autobody parts to their original shape or replace whole sections of the autobody. Technicians may give estimates, repair and refinish auto bodies, and align auto frames.

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,460 |
| Fees | $ 5,352 |
| Books & Supplies | $ 930 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 2,250 |
| Other | $ 120 |
| TOTAL | $16,437 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| AB 110 | Intro to Auto Body Repair & Safety | 5 |
| AB 111 | Auto Body Welding | 3 |
| AB 112 | Auto Body Lab | 5 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 18 |
| **Second** | | |
| AB 120 | Stationary Panel/Frame/Unibody | 5 |
| AT 140 | Wheel Alignment | 2 |
| AB 122 | Auto Body Lab | 5 |
| PSYC 103 | Psychology at Work | 3 |
| COMM 102 | Communications in the Workplace | 3 |
| | | 18 |
| **Third** | | |
| CIS 101 | Computer Essentials | 2 |
| AB 211 | Surface Preparation | 3 |
| AB 212 | Spray Equipment Operation | 1 |
| AB 213 | Refinishing Materials | 1 |
| AB 214 | Auto Refinish Lab | 7 |
| AB 210 | Auto Body Electrical Circuits/Air Conditioning | 2 |
| | | 16 |
| **Fourth** | | |
| AB 220 | Color Theory | 3 |
| AB 221 | Blending | 2 |
| AB 223 | Auto Refinish Lab II | 7 |
| AB 123 | Auto Collision Estimating | 3 |
| AB 225 | Internship (Prereq Dept Approval) | 1 |
| | | 16 |
| | **TOTAL CREDITS** | **68** |

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

# DIESEL TECHNOLOGY, AAS DEGREE

Diesel technicians use a variety of skills to prepare, diagnose, repair, and maintain diesel engines. To keep engines running smoothly, a diesel technician uses test equipment to evaluate and troubleshoot running engines. From there, they determine what adjustments are necessary or what parts need to be replaced to restore the engine to top performance. In addition to the engines, diesel technicians also need comprehensive knowledge of electrical systems, power trains, brakes, steering and suspensions, hydraulics, and air conditioning.

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 6,365 |
| Fees | $ 5,283 |
| Books & Supplies | $ 1,560 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 2,800 |
| Other | $ 120 |
| TOTAL | $17,453 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| DM 114 | Preventive Maintenance Theory (Coreq DM 115) | 2 |
| DM 115 | Preventive Maintenance Lab (Coreq DM 114) | 2 |
| DM 116 | Basic Electrical Theory (Coreq DM 117) | 2 |
| DM 117 | Basic Electrical Lab (Coreq DM 116) | 2 |
| DM 118 | Truck Electrical System Theory (Coreq DM 119) | 2 |
| DM 119 | Truck Electrical System Lab (Coreq DM 118) | 2 |
| PSYC 101T | General Psychology | 3 |
| | | 17 |
| **Second** | | |
| DM 224 | Hydraulic Theory (Coreq DM 225) | 2 |
| DM 225 | Hydraulic Lab (Coreq DM 224) | 2 |
| DM 120 | Air Conditioning Theory (Prereq ASE Refrigerant Recovery Quiz; Coreq DM 121) | 2 |
| DM 121 | Air Conditioning Lab (Coreq DM 120) | 2 |
| DM 214 | Electronic Fuel Theory (Coreq DM 215) | 2 |
| DM 215 | Electronic Fuel Lab (Coreq DM 214) | 2 |
| ENGL 101T | Composition (Prereq Placement Assessment) | 3 |
| CIS 101 | Computer Essentials | 2 |
| | | 17 |
| **Third** | | |
| DM 210 | Diesel Theory (Coreq DM 211) | 4 |
| DM 211 | Diesel Lab (Coreq DM 210) | 4 |
| DM 220 | Fuel Theory (Coreq DM 221) | 2 |
| DM 221 | Fuel Lab (Coreq DM 220) | 2 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| ENGL/SPCM | ENGL 201 - Technical Writing (Prereq ENGL 101) *or* SPCM 101T - Fundamentals of Speech | 3 |
| | | 18 |
| **Fourth** | | |
| DM 130 | Brakes Theory (Coreq DM 131) | 2 |
| DM 131 | Brakes Lab (Coreq DM 130) | 2 |
| DM 132 | Suspension Theory (Coreq DM 133) | 2 |
| DM 133 | Suspension Lab (Coreq DM 132) | 2 |
| DM 230 | Power Train Theory (Coreq DM 231) | 2 |
| DM 231 | Power Train Lab (Coreq DM 230) | 2 |
| SOC | SOC 150T-Social Problems *or* SOC 250T-Marriage & the Family | 3 |
| | | 15 |
| | **TOTAL CREDITS** | **67** |

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

# DIESEL TECHNOLOGY, 2 YEAR DIPLOMA

Diesel technicians use a variety of skills to prepare, diagnose, repair, and maintain diesel engines. To keep engines running smoothly, a diesel technician uses test equipment to evaluate and troubleshoot running engines. From there, they determine what adjustments are necessary or what parts need to be replaced to restore the engine to top performance. In addition to the engines, diesel technicians also need comprehensive knowledge of electrical systems, power trains, brakes, steering and suspensions, hydraulics, and air conditioning.

- Southeast Tech Laptop Required

## estimated total program fees

| | |
|---|---|
| Tuition | $ 5,795 |
| Fees | $ 4,869 |
| Books & Supplies | $ 1,170 |
| Laptop | $ 1,325 |
| Tools & Supplies | $ 2,800 |
| Other | $ 120 |
| TOTAL | $16,079 |

## PROGRAM CURRICULUM

| Semester | Course Title | Credits |
|---|---|---|
| **First** | | |
| SSS 100 | Student Success Seminar | 2 |
| DM 114 | Preventive Maintenance Theory (Coreq DM 115) | 2 |
| DM 115 | Preventive Maintenance Lab (Coreq DM 114) | 2 |
| DM 116 | Basic Electrical Theory (Coreq DM 117) | 2 |
| DM 117 | Basic Electrical Lab (Coreq DM 116) | 2 |
| DM 118 | Truck Electrical System Theory (Coreq DM 119) | 2 |
| DM 119 | Truck Electrical System Lab (Coreq DM 118) | 2 |
| | | 14 |
| **Second** | | |
| DM 224 | Hydraulic Theory (Coreq DM 225) | 2 |
| DM 225 | Hydraulic Lab (Coreq DM 224) | 2 |
| DM 120 | Air Conditioning Theory (Prereq ASE Refrigerant Recovery Quiz; Coreq DM 121) | 2 |
| DM 121 | Air Conditioning Lab (Coreq DM 120) | 2 |
| DM 214 | Electronic Fuel Theory (Coreq DM 215) | 2 |
| DM 215 | Electronic Fuel Lab (Coreq DM 214) | 2 |
| COMM 102 | Communications in the Workplace | 3 |
| CIS 101 | Computer Essentials | 2 |
| | | 17 |
| **Third** | | |
| DM 210 | Diesel Theory (Coreq DM 211) | 4 |
| DM 211 | Diesel Lab (Coreq DM 210) | 4 |
| DM 220 | Fuel Theory (Coreq DM 221) | 2 |
| DM 221 | Fuel Lab (Coreq DM 220) | 2 |
| MATH 115 | College Math (Prereq Placement Assessment) | 3 |
| | | 15 |
| **Fourth** | | |
| DM 130 | Brakes Theory (Coreq DM 131) | 2 |
| DM 131 | Brakes Lab (Coreq DM 130) | 2 |
| DM 132 | Suspension Theory (Coreq DM 133) | 2 |
| DM 133 | Suspension Lab (Coreq DM 132) | 2 |
| DM 230 | Power Train Theory (Coreq DM 231) | 2 |
| DM 231 | Power Train Lab (Coreq DM 230) | 2 |
| PSYC 103 | Psychology at Work | 3 |
| | | 15 |
| | **TOTAL CREDITS** | **61** |

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

# COURSE DESCRIPTIONS

## DEFINITIONS

**Clinical:** A hands-on requirement in the field of study. Many health programs assign clinical sites to students off-campus for practical, professional experience. In most cases, reports are filed by the site coordinator or supervisor to the Southeast Tech instructor regarding a clinical student's progress.

**Corequisite:** Courses required at the same time. For example, a corequisite of a lecture is a lab that enhances and covers the same material. Likewise, the lecture is a corequisite of the lab.

**CWAM:** Correct Words A Minute. This is a measurement of keyboarding abilities required as a prerequisite in several courses.

**Health Core:** A set of standard health-related courses required to proceed in a specialty area. For specific information on which health core courses are required, see the current curriculum sheet for the program of interest.

**Lab:** A hands-on learning environment at Southeast Tech. Labs are an integral part of the curriculum and are required for satisfactory completion of a program of study. In some programs, labs are included in the lecture portion of the class. In others, labs are listed separately. Often, additional materials/tools are required for labs.

**Internship:** A hands-on requirement in the field of study. Internships are sought out by students, approved by their advisor/department, and can be paid or unpaid. Southeast Tech instructors will make periodic visits to measure progress and may require a written report and/or portfolio at the end of the internship period.

**Placement Assessment:** Some general education courses require a pre-enrollment inventory through a placement assessment. This assessment is normally administered during orientation prior to the first semester of study.

**Prerequisite:** Courses that must be completed and passed satisfactorily before taking the desired course.

## COURSE DESCRIPTIONS

*AB 110* **Introduction to Auto Body Repair and Safety** *5 Credits*
An introduction to the major and minor parts of the car body. Students will learn how to safely use hand and power tools. They will learn the how, when, and where of using fillers for the removal of dents. It is also an introduction to the use of a pick and file used to make minor repairs on automobiles and will include all types of plastic and fiberglass repair.

*AB 111* **Auto Body Welding** *3 Credits*
A study of welding principles including the acetylene torch and wire feed welder. Basic fusion welds are taught along with cutting and shop safety.

*AB 112* **Auto Body Lab** *5 Credits*
Students are provided hands-on experience in all phases of minor body repair, servicing of all glass work and use of all body fillers.

*AB 120* **Stationary Panel/Frame/Unibody** *5 Credits*
A study of all types of conventional auto frame repair, unibody frame repair and all types of stationary panel replacement.

*AB 121* **Auto Body Servicing** *2 Credits*
Teaches the alignments of hoods, fenders, bumpers, and doors. Also covered will be the servicing of all glass adjustments and replacements.

*AB 122* **Auto Body Lab** *5 Credits*
Students are provided with hands-on experience of all frame work and stationary panel replacement.

*AB 123* **Auto Collision Estimating** *3 Credits*
Students will learn to analyze, record, and estimate the time and materials involved with refinishing an auto. Use of popular crash estimating manuals in conjunction with auto collision estimating will help students learn methods of job costing a refinishing operation.

*AB 210* **Auto Body Electrical Circuits/Air Conditioning** *2 Credits*
This is a theory and laboratory course including the diagnosis and repair of electrical circuits, supplemental air bag restraint systems, and heating and air conditioning systems.

*AB 211* **Surface Preparation** *3 Credits*
Students will learn the skills needed to properly prepare an automobile surface for painting.

*AB 212* **Spray Equipment Operation** *1 Credit*
The skills needed to operate all the different types of spraying equipment will be covered in this course. Students will also learn how to design and set up an air supply system for a refinishing shop.

*AB 213* **Refinishing Materials** *1 Credit*
A study of modern auto refinishing materials and their uses. Students will learn to choose the proper refinishing materials.

*AB 214* **Auto Refinish Lab** *7 Credits*
Provides a hands-on study of the practical application of skills learned in related theory. Emphasis is placed on shop safety, surface preparation and spraying techniques.

*AB 220* **Color Theory** *3 Credits*
Provides an in-depth study of color theory and its application to auto refinishing. Students will be able to tint colors correctly and match colors properly.

*AB 221* **Blending** *2 Credits*
Students will be able to perform an acceptable blending operation in the different types of auto finishes.

*AB 223* **Auto Refinish Lab II** *7 Credits*
Provides a hands-on study of the practical application of skills learned in related theory. Emphasis is placed on refinishing materials handling safety, color matching, and blending. The lab also provides a hands-on study of the practical application of skills learned in related theory. Emphasis here is placed on job costing of refinishing operations, ordering materials, shop organization and control, and identifying and correcting paint defects and potential problems.

*AB 225* **Internship** *1 Credit*
Students will gain forty hours experience in a real-life, on-the-job position as an auto collision mechanic or an auto refinisher. *Prerequisite: Department Approval*

*ACCT 210* **Principles of Accounting I** *4 Credits*
An introduction to the basic concepts of accounting. It teaches basic principles of accounting application to service and merchandising businesses in a sole proprietorship environment. This course also emphasizes the qualities of a properly designed accounting system including the principles of internal control and the use of special journals and subsidiary ledgers.

*ACCT 211* **Principles of Accounting II** *4 Credits*
A continuation of Accounting Principles I. It will include accounting for payroll, current liabilities, partnerships, corporations, and bonds. Also covered are the statement of cash flows and an introduction to managerial accounting concepts, including job-order cost systems. *Prerequisite: ACCT 210*

*ACCT 212* **Intermediate Accounting I** *4 Credits*
Includes a comprehensive study of accounting theory and concepts relating to the income statement, balance sheet, statement of cash flows, revenue recognition, cash, current receivables, current liabilities, and inventories. *Prerequisite: ACCT 211*

*ACCT 213* **Intermediate Accounting II** *4 Credits*
A continuation of ACCT 212 (Intermediate Accounting I). It will include a comprehensive study of accounting concepts relating to acquisition, depreciation and disposition of plant assets and intangibles; investments in equity securities; accounting for debt securities; leases; stockholder's equity; accounting changes and errors; accounting for income taxes; and earnings per share. *Prerequisite: ACCT 212*

*ACCT 214* **Managerial Accounting** *4 Credits*
This course is designed to give the student a strong background in managerial and cost accounting concepts, procedures, and reporting. The major topics of this course will be cost concepts and behavior, cost system design, job costing, process costing, cost volume-profit analysis, incremental analysis for decision making, budgetary planning and control, allocating costs to departments, activity-based costing, allocating joint costs and interpreting the statement of cash flows. *Prerequisite: ACCT 211*

*ACCT 217* **Computerized Accounting** *3 Credits*
Course provides hands-on computer accounting projects to be completed on Quickbooks Software. The student will set up a basic computerized accounting system for a company and will work with payroll,payables/receivables, and general ledgers. *Prerequisite: ACCT 210*

*ACCT 218* **Income Tax I** *4 Credits*
A comprehensive explanation of the Federal tax system and training in the application of the tax principles to specific problems. Computerized software is used in preparing tax returns for a variety of tax concepts. The main focus of the course is individual taxes. *Prerequisite: ACCT 210*

*ACCT 223* **Financial Management** *3 Credits*
This course is an investigation of some of the basic principles of financial statement analysis, planning and forecasting, cost of capital, budgeting, risk, valuation and working capital management. Major focus of the course is on the goal of financial management which is maximization of shareholder wealth. *Prerequisite: ACCT 210*

*ACCT 237* **Payroll** *3 Credits*
Presents the need for adequate and accurate payroll and personnel records, payroll calculations, payroll taxes, payroll tax reports, and the accounting for payroll and payroll taxes. Also included is a payroll project applying the knowledge acquired in the course. *Prerequisite: ACCT 210*

*ACT 120* **Materials and Methods of Construction** *3 Credits*
Building construction methods will be taught along with types of construction materials. Terminology, standard sizes, shapes, usage and building codes will be addressed as they apply to residential construction projects.

*ACT 121* **Architectural Drawing I** *3 Credits*
Involves the task of drawing a complete set of working drawings for a private residence. The drawings will be generated on the computer and will consist of site, floor, framing, and foundation plans, as well as wall and building sections, elevations, and presentation drawings. *Prerequisite: CAD 120*

*ACT 210* **Commercial Construction Techniques** *3 Credits*
Covers the overall process of commercial construction techniques and technology. A thorough understanding of construction documents will be incorporated into this course. Steel, concrete, laminated timber, masonry and precast concrete construction techniques will be studied. Field trips to various manufacturing plants and construction sites in and around the Sioux Falls area will be conducted upon availability. *Prerequisite: ACT 120*

*ACT 211* **Mechanical/Electrical Systems** *3 Credits*
Introduces students to the electrical, plumbing, and mechanical systems of a building. Students will incorporate their prior knowledge of floor plan layout and symbol usage to the support systems of a structure. Students will also be required to size an electrical panel, determine the heat loss/heat gain of a structure and lay out the plumbing system of a structure. *Prerequisite: ACT 212*

*ACT 212* **Architectural Drawing II** *3 Credits*
This drawing lab will introduce students to the development of construction documents, commercial floor plans, elevations, sections, details, and structural plans will be developed for a commercial structure. Students will have the opportunity to design and draw a small commercial building consisting of a steel frame, masonry, precast concrete, and laminated timber construction. *Prerequisite: ACT 121; Corequisites: ACT 210, CAD 221*

ACT 215 **Green Building Techniques** *3 Credits*
This three credit course is setup to introduce the students to new concepts in construction technology and techniques. Building green has been incorporated in to the fabric of the architectural field regarding sustainable construction, renewable energy and alternative high efficiency building systems. Geothermal heating and cooling, active and passive solar technology and sustainable sites will be studied. LEED (Leadership in Energy and Environmental Design) developed by the USGBC (United States Green Building Council) will be capstone education resource for this course.

*ACT 220* **Construction Estimating** *3 Credits*
A study of the process of estimating in the construction industry, methods of estimating will be described and practiced with the use of working drawings and construction cost manuals. Students will utilize an estimating format to develop quantity surveys for determining construction costs. *Prerequisite: ACT 212*

*ACT 222* **Strength of Materials** *3 Credits*
An introduction to the strength of materials through calculation of problems and experiments in stress, strain, deflection of beams, joints, theory of columns, and fatigue in reinforced concrete, heavy timber, and structural steel. *Prerequisite: CET 213*

*AT 110* **Manual Drive Train/Axles Theory** *2 Credits*
A study of the theory of operation of differentials, transfer cases, and manual transmissions on both front and rear wheel drive vehicles. *Corequisite: AT 111*

*AT 111* **Manual Drive Train/Axles Lab** *2 Credits*
Students will perform laboratory tasks including the diagnosis and repair of differentials, transfer cases, and manual transmissions on both front and rear wheel drive vehicles. *Corequisite: AT 110*

AT 112 **Automatic Transmissions Theory** *2 Credits*
A study of the theory of automatic transmissions on both front and rear wheel drive vehicles. *Corequisite: AT 113*

*AT 113* **Automatic Transmissions Lab** *4 Credits*
Students will perform laboratory tasks including the diagnosis and repair of automatic transmissions on both front and rear wheel drive vehicles. *Corequisite: AT 112*

*AT 120* **Suspension and Steering Theory** *2 Credits*
Covers the theory of operation of suspension and steering systems of both front and rear wheel drive vehicles.

*AT 121* **Suspension and Steering Lab** *3 Credits*
Students will perform laboratory tasks including the diagnosis of suspension and steering systems in both front and rear wheel drive vehicles. *Corequisite: AT 120*

*AT 122* **Brake Theory** *2 Credits*
Covers the theory of operation of brake systems on both front and rear wheel drive vehicles. *Corequisite: AT 123*

*AT 123* **Brake Lab** *2 Credits*
Students will perform laboratory tasks including the diagnosis of brake systems on both front and rear wheel drive vehicles. *Corequisite: AT 122*

*AT 130* **Engine Repair Theory** *2 Credits*
A study of the theory of operation of engine systems on both front and rear wheel drive vehicles.

*AT 131* **Engine Repair Lab** *3 Credits*
Students will perform laboratory tasks including the diagnosis of engines in both front and rear wheel drive vehicles.
*Corequisite: AT 130*

*AT 140* **Wheel Alignment** *2 Credits*
The theory of operation of wheel alignment on both front and rear wheel drive vehicles is studied.

*AT 210* **Electrical Systems Theory** *6 Credits*
A study of the theory of operation of batteries, starting systems, charging systems, ignition systems, lighting systems, gauges, horn and wiper systems, accessories and miscellaneous items.

*AT 211* **Electrical Systems Lab** *6 Credits*
Students will perform laboratory tasks including the diagnosis and repair of batteries, charging systems, lighting systems, gauges, horn and wiper systems, accessories, and miscellaneous items. *Corequisite*: *AT 210*

*AT 213* **Heating/Air Conditioning Theory** *2 Credits*
A study of the theory of operation of refrigeration system components, heating and engine cooling systems, electrical and vacuum control units, and temperature controls. *Corequisite*: *AT 214*

*AT 214* **Heating/Air Conditioning Lab** *2 Credits*
Students will perform laboratory tasks including the diagnosis and repair of refrigeration system components, heating and engine cooling systems, electrical and vacuum control units and temperature controls. *Corequisite*: *AT 213*

*AT 230* **Engine Performance Theory** *4 Credits*
The theory of operation of computerized and non-computerized general engine performance, fuel and exhaust systems, emissions control systems, and engine related service are studied. *Prerequisite*: *AT 210*

*AT 231* **Engine Performance Lab** *4 Credits*
This lab enables students to gain experience in computerized and non-computerized general engine diagnosis, fuel and exhaust systems, emission control systems, and engine related service. *Corequisite*: *AT 230*

*BMET 200* **Biomedical Anatomy** *4 Credits*
Develops the ability of the Biomedical Technician to communicate with the healthcare staff in a respectful and competent way. Students will be prepared to recognize the anatomical and physiological aspects of the human body. Will also define the structure and function of the human body in a way that will make the Biomedical Technician more proficient at repair, calibration and preventive maintenance of medical equipment.

*BMET 210* **Therapeutic Care Equipment** *3 Credits*
Intended to provide the information and concepts necessary to develop a firm understanding of the therapeutic care equipment operation. *Prerequisite: BMET 200; Corequisite: BMET 211*

*BMET 211* **Therapeutic Care Equipment Lab** *2 Credits*
Provides the hands-on experience of calibrating and troubleshooting therapeutic care equipment. Instructor-inserted faults will enable the student to develop the necessary skills in repairing patient care equipment. *Corequisite*: *BMET 210*

*BMET 220* **Diagnostic Care Equipment** *3 Credits*
This course is intended to provide the information and concepts necessary to develop a firm understanding of Diagnostic Care Instrumentation. Emphasis is placed on the theory of operation, calibration procedures, and troubleshooting techniques. The student will learn how to use various pieces of test equipment associated to Diagnostic Care Instrumentation. *Corequisite*: *BMET 221*

*BMET 221* **Diagnostic Care Equipment Lab** *2 Credits*
These labs provide the hands-on experience of calibrating and troubleshooting diagnostic care equipment. Instructor inserted faults will enable the student to develop the necessary skills in repairing diagnostic care equipment. *Corequisite*: *BMET 220*

*BMET 230* **Medical Safety and Standards** *3 Credits*
Provides the fundamentals for safety in a health care facility. Emphasis is placed upon the safety of the operator and patient. The student will be introduced to electrical analysis of all medical instrumentation.

*BMET 250* **Clinical Instrumentation** *3 Credits*
Intended to provide the information and concepts necessary to develop a firm understanding of clinical instrumentation. Emphasis is placed on the theory of operation, calibration procedures, troubleshooting techniques, and safety precautions. The student will also become familiar with the usage of various pieces of test equipment associated with clinical instrumentation. *Prerequisite*: *CHEM 106T; Corequisite*: *BMET 251*

*BMET 251* **Clinical Instrumentation Lab** *3 Credits*
Provides hands-on experience of calibrating and troubleshooting clinical instrumentation. Instructor-inserted faults will enable the student to develop the necessary skills in repairing clinical instrumentation. Proper safety precautions will be followed. *Corequisite*: *BMET 250*

*BMET 260* **Imaging Equipment** *3 Credits*
Intended to provide the information and concepts necessary to develop a firm understanding of imaging equipment. Emphasis is placed on the theory of operation, calibration procedures, troubleshooting techniques, and safety precautions. The student will also become familiar with the usage of various pieces of test equipment associated with imaging equipment. *Corequisite*: *BMET 261*

*BMET 261* **Imaging Equipment Lab** *4 Credits*
Provides the hands-on experience of calibrating and troubleshooting imaging equipment. Instructor-inserted faults will enable the student to develop the necessary skills in repairing imaging equipment. Proper safety precautions will be followed. *Corequisite*: *BMET 260*

*BMET 270* **Biomedical Equipment Technology Internship** *3 Credits*
Provides the student with 240 hours of on-the-job training in a biomedical department of a health care facility, medical equipment manufacturer, medical equipment dealership, or an independent service organization. In addition, the student will become familiar with the subdivisions and functions of the facility. *Prerequisites*: *Successful completion of all BMET required courses and permission of Program Chair*

*BUS 101* **Introduction to Business** *3 Credits*
Student will receive an overview of many different elements in the business world. The overview will include the business environment, business ethics, types of ownership structures, management techniques, marketing principles, technological implications, monetary basics and investments.

*BUS 105* **Document Formatting and Production** *4 credits*
Document formatting, document production and advanced word processing are the focus of this course. Students will learn word processing and document formatting through the advanced level using Microsoft Word. Students will produce, proofread and edit typical hand or typewritten business documents, forms and templates using the proper layout, style, speed and accuracy. Appropriate English usage and punctuation practices will be emphasized. Machine transcription and Word Perfect will also be learned and used as a means for document production. The speed needed for document production in the work environment will be developed with further keyboarding drills and timings for speed and accuracy. *Corequisites*: *CIS 105, 40 CWAM (or currently taking CIS 100)*

*BUS 107* **Office Procedures** *3 Credits*
Students will learn the necessary office skills needed in the every day operation of an office. Skills in filing, record keeping, professional image, mail processing, telephone usage, and basic bookkeeping with software will be learned. Some time will also be spent developing the ten-key touch method for typical business calculations. *Prerequisites or Corequisites: Math 115, BUS 137, 40 CWAM*

*BUS 130* **Business Communications** *4 Credits*
Students will learn to write various types of business letters and memos. Correct English, spelling, punctuation, and proofreading will also be emphasized. All students will prepare a resume and cover letter and participate in an interview and presentation. Students will demonstrate business etiquette, and conduct an effective business meeting.

BUS 137 **Interpersonal Skills for the Office Professional** *2 Credits*
Students will develop their interpersonal skills by exploring the various roles they play in working with customers, co-workers and supervisors. Customer service fundamentals will be learned, along with customer relationship management and communication. Students will also learn proper business and office etiquette. Interpersonal relationships as well as the students' own attitudes and motivations will be recognized as critical components of success in an organization. As students explore their own strengths and weaknesses, they will write a personal development plan as a final project. A variety of learning activities will strengthen the students' ability to apply their knowledge. *Corequisite: BUS 107*

*BUS 140* **Business Law I** *3 Credits*
Students will gain basic knowledge of United States law and the judicial system and will study law as it pertains to contracts, warranties, and product liability, consumer protection, landlord and tenant, and employment.

*BUS 162* **Retailing** *3 Credits*
Exploring the business world of retail will provide an exciting format to learn the dynamics of the ever-changing retail environment. Professional owners/managers share expertise in various methods of retail management. While touring the stores, the excitement of retailing becomes evident as the weekly lab provides real experience in the field.

*BUS 200* **Principles of Banking** *3 Credits*
Students will learn about the history of banking and its current organizational structure. They will understand the relationship between deposit and credit functions and explore both traditional and nontraditional bank products. Bank security, regulation and the role of the Federal Reserve are discussed, as well as bank marketing techniques and future trends. Both consumers and banking professionals will enjoy this course offering.

*BUS 209* **Life and Health Insurance** *3 Credits*
A basic study of life and health insurance available and the analysis of insurance coverage needs of an individual. The major areas covered include the types of term and permanent policies, annuities, how much insurance is needed, policy provisions, riders, and health insurance plans.

*BUS 210* **Supervisory Management** *3 Credits*
Students will learn about the changing role of supervisors in today's business world. Trends such as downsizing, cost cutting, quality enhancement, employee empowerment, and increased diversity have complicated the supervisor's role. Students will learn decision making and problem solving processes and explore methods to achieve maximum productivity while maintaining a positive work environment.

*BUS 212* **Human Resource Management** *3 Credits*
Students will understand how an organization's efficiency is impacted by the effectiveness of its human resource management. Human resource planning, recruitment, selection, development, compensation and benefits, employee and labor relations, and safety and health human resources will be covered in the course.

*BUS 217* **Customer Service** *3 Credits*
Providing excellent customer service remains one of the most important ways for any business to differentiate itself from competitors. In this course, students will improve their service skills through a multi-faceted approach: by learning how to handle difficult customers, by improving communication skills, by appreciating diversity and by building loyalty.

*BUS 218* **Project Management** *3 Credits*
This course focuses on how projects contribute to the strategic goals of the organization. It covers the concepts and skills that are used by managers to propose, plan, secure resources, budget, and lead project teams to successful completion of their projects. Project management software tools will be an integral part of the course.

*BUS 219* **Principles of Lending** *3 Credits*
Either as consumers or as professionals, virtually everyone has a need to understand the basics of consumer loans. In this course, students will be exposed to the various types of consumer loans, the credit approval process, loan structuring, and loan recovery. Students will also learn how the banking industry effectively manages the consumer credit business by responding to changing consumer needs and by continuously improving its processes and management tools.

*BUS 220* **Personal Finance** *3 Credits*
Designed to provide students with the tools to become financially self sufficient. Budgeting, cash management, risk management, investments, retirement, and estate planning will be covered to help students gain a better understanding of what to do with their current and/or future income.

*BUS 224* **Trust Operations** *3 Credits*
The purpose of this course is to provide the student with an overview of the trust industry, the products and services it provides, and how trust professionals can help potential and existing clients. Topics include estate planning and estate taxation, types of assets and how they are owned, agencieds, investment vehicles, wills and the probate process, guardianships and advance directives, presonal trusts, documents, trust administration, gifting, irrevocable trusts, land trust, and various agency services.

*BUS 225* **HR Compensation and Benefits** *3 Credits*
This course is designed to provide a working knowledge in the areas of pay and benefit practices including job evaluation, salary surveys, individual and group performance-based pay. Also included are various types of benefits, including supplemental pay, insurance, and retirement benefits.

BUS 226 **Human Resource Law** *3 Credits*
This course covers legal aspects that all businesses face including FMLA, Worker's Compensation, EEOC, COBRA, FLSA, affirmative action, and the ADA. Students will learn how to prevent legal problems and how to deal with issues concering discrimination, diversity, grievances, and terminations. Future HR Professionals, managers, and business owners will benefit from taking this course.

*BUS 230* **Small Business Entrepreneurship** *3 Credits*
Designed to help students gain knowledge to start a small business. The instructor will help students explore the tools needed to begin a small business. The focus is on the development of a business plan, which will be the end result of the course.

*BUS 232* **Real Estate Principles** *3 Credits*
In this course, Real Estate is viewed from four perspectives: the business perspective, the legal perspective, the economic perspective and the financial perspective. These perspectives are the predominant points of view that real estate professionals take when analyzing and implementing decisions. Real Estate is built on several basic disciplines such as management, law, economics, and finance. Thus a multi-perspective approach to the study of real estate is consistent with the way that professionals in various fields learn and apply knowledge. This course is certified by the State of South Dakota as "Principles & Practices of Real Estate", which is part (60 hours/116) of the prerequisite to taking the South Dakota State Real Estate License Exam.

*BUS 233* **Real Estate Principles II** *3 Credits*
Real Estate is viewed from four perspectives: the business perspective, the legal perspective, the economic perspective and the financial perspective. These perspectives are the predominant points of view that real estate professionals take when analyzing and implementing decisions. Real Estate is built on several basic disciplines such as management, law, economics, and finance. Thus a multi-perspective approach to the study of real estate is consistent with the way that professionals in various fields learn and apply knowledge. This course is certified by the State of South Dakota as "Principles & Practices of Real Estate", which is part two (56 hours/116) of the prerequisite to taking the South Dakota State Real Estate License Exam.

*BUS 235* **Principles of Investments** *3 Credits*
Principles of Investments will establish the groundwork essential to the development of investment strategies and the management of financial resources. A very technical and fast-paced industry will be translated to layman's terms so that anyone taking this course can feel comfortable in going to a brokerage firm to do trading of their own as well as being prepared to make a career in the brokerage business.

*BUS 245* **Business Economics** *3 Credits*
Business Economics primary focus is how Economics affects the business industry. Within this introductory class, students will familiarizes themselves with demand and supply, competition and market power, inflation, growth, and a general understanding of micro and macro Economics.

*BUS 256* **Ethical Decision Making** *3 Credits*
This course is an introduction to ethical decision making in business. There is an examination of individual, organizational, and societal issues in business ethics. The course does not determine correct ethical action; it is designed to assist the student as a potential business person to make more informed ethical decisions on a daily basis. To accomplish this objective, both descriptive and normative models of unethical and ethical decision making in business are analyzed. Keep in mind that there are no absolute right or wrong solutions in most situations. Dilemmas, real life situations, and cases provide an opportunity for the student to use concepts in the assignments and to resolve ethical issues. Since there is no universal agreement on the correct ethical business norms, critical thinking and informed decision making are emphasized.

*BUS 280* **Promotional Strategies** *3 Credits*
Students will receive hands-on experience in marketing and research development through the implementation of a special promotional campaign (the Southeast Tech "Value Card"). Sales promotion, advertising, personal selling, problem solving, teamwork, and communication skills are applied. Students will develop an exciting philosophy for success in a dynamic marketing/business environment.

*BUS 289* **Organizational Behavior** *3 Credits*
Integrates applied business tools with the social sciences of psychology, sociology, social psychology, anthropology, and political science. Current and future leaders, managers, and employees will be challenged to use this knowledge in an attempt to explain, predict, and control human behavior in dynamic organizations.

*BUS 291* **Internship** *3 Credits*
Students will enjoy a capstone experience by working 180 hours in the business world, utilizing the opportunity to put into practice all that they have learned. Students will be guided to achieve specific objectives as developed by the company, student, and supervising instructor. *Perequisites: 2.0 CGPA and Instructor Approval*

*BUS 295* **Financial Services Internship** *3 Credits*
Students will enjoy a capstone experience by working 180 hours in the business world, utilizing the opportunity to put into practice all that they have learned. Students will be guided to achieve specific objectives as developed by the company, student, and supervising instructor. *Prerequisites: 2.0 CGPA and Instructor Approval*

*CAD 120* **Computer Assisted Design I** *4 Credits*
This introductory CAD class will help the student develop primary skills through the use of AutoCAD software. The primary focus will be to draw, edit, text, zoom, print, blocks, and dimension. Word processing and spreadsheets will be used along with e-mail. The students will use these skills to produce small miscellaneous drawings. *Corequisites: , DT 102 or Department Approval*

*CAD 130* **Introduction to Inventor** *2 Credits*
This is an introductory course using Inventor software to create mechanical prints. This class will create solid models using parametric technology; these models will then be used to create prints showing orthographic views, section and auxiliary views. Dimensioning the prints will also be covered. *Prerequisite: MT 112*

*CAD 211* **Computer Assisted Design II** *4 Credits*
A continuation of CAD I, emphases is on block attributes, menu customizing, 3D surface and 3D solid models. Blocks will be created that will contain attributes; these attributes will be extracted to tables and spread sheets in the form of schedules and bill of materials. AutoCAD's pull down, button menus and lisp routines will be customized so to speed up the drafting production. An introduction to surface modeling and 3D solid modeling will be covered. Projects will be plotted using paper space at different scales. *Prerequisite: CAD 120*

*CAD 215* **Computer Assisted Design Special Topics** *3 Credits*
Designed for students with an interest Architectural/Construction Technology, students will work in class to produce examples of furniture, building parts, land and sky scenes. Students will create two presentation rendered scenes that is related to the architectural field. One presentation will demonstrate a fly-by outdoor scene and the other will be a walk through of an interior of a building. Lighting, materials, and animation timing will be cover using Autodesk 3D Max software along with video editing software for adding sound. *Prerequisite: CAD 221*

*CAD 217* **Introduction to Animation** *4 Credits*
This will be a hands-on exploratory class in using 3D Studio Max software. The students will become familiar with the Max interface and use it create 2D and 3D scenes. The created objects will then have materials and colors applied. Lights will be added and finally cameras will be placed so that an animation will be generated. This will then create output files in avi format.

*CAD 221* **Computer Assisted Design III/Arch** *3 Credits*
Designed for students with an interest in Architectural/ Construction Engineering Technology, students will use Autodesk Architectural Desktop software to create an architectural set of drawings. The plans will include floor plans, elevations, building sections, schedules and 3D views of the building. Corrections to drawings that have been redlined will also be covered. *Prerequisite: CAD 211; Corequisite: ACT 212*

*CAD 222* **Computer Assisted Design III/Mechanical** *4 Credits*
Designed for students with an interest in CAD Engineering Technology. Students will continue to customize their AutoCAD menus, work on mechanical drawings and assembly drawings, and use the Autodesk Mechanical Desktop software to make 3D drawings. *Prerequisite: CAD 211*

*CAD 227* **Character Animation I** *3 Credits*
Second level of hands-on exploratory class in using 3D Studio Max software. Students will become familiar with building characters and then animating both limbs and facial features. Particle systems and space warps will be introduced to the students. Advance lighting and material setting will be used to create scenes. Skin will be applied to the outside of bipeds and then adjusted to fit animations. Students will work on putting together a story board from which their final project will be created.

*CAD 232* **Computer Assisted Design IV/Manufacturing** *4 Credits*
Designed for students with an interest in CAD/Manufacturing Engineering Technology, students will work in a team of 2 to 4 students to produce a full set of drawings by using reverse engineering. Students will use various measuring instruments to obtain measurements from a pre-made piece of machinery. The team will use Autodesk Inventor software to create the individual parts; these parts will then make up a complete assembly. When finished a 3D model will be made of the final assembly. *Prerequisite: MCT 224*

*CAD 242* **3D Design** *3 Credits*
Designed for students with an interest in CAD/Manufacturing Engineering Technology, students will work in class to produce examples of manufactured parts, and inside industrial scenes. Students will create still presentation rendered drawings that are related to the CAD/Manufacturing. The students will also create a final presentation animation that will include one of the following: a fly-by, a walk through of a building or demonstrating assembling parts together. Materials and lighting applied to objects will be covered in this introductory class. Students will use the AutoDesk 3D Max program along with a video editing program. *Prerequisite: MCT 121*

*CET 110* **Survey I** *4 Credits*
Survey I is an introduction to the science of surveying, involving measurements and the computations of measurements. Error determinations, angles and bearings, traverse adjustments and area computations will be calculated. This course will focus on the hands-on use of the various fundamental surveying instruments (chains, levels, total stations, data collectors etc.), along with their adjustments and accuracy's through field exercises. *Corequisites: MATH101, DT102*

*CET 120* **Survey II** *4 Credits*
Survey II is a surveying course in traversing and topography. Traverse analysis will be computed on spreadsheets, computed by software, drawn and annotated in CAD. Mapchecks will be performed along with computer generated adjustment files. Topographic maps will be drawn in CAD with topographic data, contouring, alignments and profiles. CAD drawings will be produced using "data controllers" for collecting the data using "feature codes", "figures and lines" and "description keys" to aid the drawing. Robotic Total Stations, Data Controllers/Collectors and Digital Levels will be introduced to the science of surveying. Students will capstone the course by mapping a portion of the campus using Civil-3D software. Students will produce a ".fbk" file of figures and lines, use digital levels on control points and traverse as described above. *Prerequisites: CET 110*

*CET 121* **Soils** *3 Credits*
Students have the opportunity to perform laboratory and field tests on soils used for building construction and civil engineering projects. This is primarily a hands-on activity where most of the course is devoted to actual laboratory testing procedures along with the necessary calculations and measurements required for an accurate soil analysis.

*CET 123* **Civil/CAD II-Civil 3D** *2 Credits*
An introduction to the software and applications of Civil 3D through laboratory exercises. These exercises will illustrate the practical uses in Points, Lines, Curves, Surfaces, Annotation, Tables, Parcels, Survey Field Books, Figures and Lines, Traversing and working with Survey Data. *Prerequisite: CAD 120*

*CET 130* **Civil Internship** *2 Credits*
Designed to provide students with practical, on-the-job experience. It is normally taken during the summer semester because this is the busy time for the engineering/construction industry. This experience enables students to put into practice the many different skills, techniques and knowledge that are so important for success in the industry.

*CET 211* **Construction Materials Testing** *3 Credits*
Gives students the opportunity to learn some of the fundamental properties of construction materials such as concrete and asphalt through lectures, assigned readings, and laboratory testing. Course concentrates on the use of concrete and asphalt in construction, will examine mixing, placing, finishing, reinforcing, jointing, and curing. Emphasis placed on field procedures and laboratory testing. Prepares students to take examination for an ACI Certified Concrete Testing Technician, Grade 1. *Prerequisite: CET 121*

*CET 213* **Statics** *3 Credits*
An introduction to the basic concept of mechanics, emphasizing the action of forces on rigid bodies. Includes analysis of planar force systems, friction, first moments and centroids, and moments of inertia. These concepts will be treated as they relate to the functions performed by technicians. *Prerequisite: MATH 116*

*CET 215* **Survey III/GPS** *3 Credits*
Fundamentals of GPS, along with field labs using GPS RTK surveying methods will be the emphasis in the first half of this course. The Sioux Falls and Southeast Tech's Base's will be used on projects including RTK-topo, RTK-Infill, RTK-offset & sun/shadow offset, RTK alignment/point stake-out, RTK-DTM stake-out, and RTK continuous point collection. The last half of this course will be dedicated to GPS Static surveying. Trimble Business Center is used along with Fast Static procedures to compute the precise locations of points on campus. The Sioux Falls Base and local HARN points are used to establish the Lat/Long/Height Coordinates of these campus points. *Prerequisite: CET 120*

*CET 224* **Water & Waste Water** *3 Credits*
A fundamental course in hydraulics, water and waste water processes, water quality, water treatment systems, water distribution, storm drainage along with fundamentals of sewer system design, and physical sewage treatment methods and disposal.

*CET 225* **Route Layout & Design** *4 Credits*
In this course the student will study the factors affecting the layout and location of road and utility alignments. Students will study and compute simple horizontal, reverse, compound and transition spiral curves along with computing parabolic vertical curves, end areas and volumes. Students will also study the process of slope stakes and traditionally field slope stake a simple road, then by GPS/data controller (project 1). Plans, profiles, cross-sections and corridors will be produced (Civil 3D) for staking projects of two short road design projects with curbs and sanitary. The students will use digital levels, robotic total stations, GPS and data collectors to stake these projects in the spring of the year using alignments (project 2) and the complete corridor with "strings and stations" (project 3). *Prerequisites: CET 215, CAD 220*

*CET 226* **CAD III/Grading & Design** *3 Credits*
This is an advance course in Civil CAD Design. AutoDesk Civil 3D is the software used to cover Grading Objects, Alignments, Profiles, Cross Sections, Volumes, Piping, Advanced Digital Terrain Modeling etc. AutoDesk Map will give the student a brief background and understanding of GIS and this technology. *Prerequisite: CET 123*

*CHEM 106T* **Chemistry Survey** *4 Credits*
Students who have had some chemistry and those who have had no chemistry background will acquire a basic understanding of the makeup of matter and the changes that it undergoes. Going from simple elements to complex compounds, this course will be concentrating on some observational facts and theoretical concepts involving problem solving, scientific reasoning, thinking and "wondering why".

*CIS 098* **Computers Basics** *2 Credits*
Students with little or no computer experience will gain confidence in using a computer while learning basic computer skills. Topics covered in this course include: basic computer concepts, basic Windows topics, keyboarding skills, mouse skills, file management, Word, Excel, PowerPoint, Access, Outlook, OneNote, the Internet, and the Southeast Tech network. Classroom skill building activities make use of various internet resources, printed handouts, independent lab work, and guided practice. This course will prepare the student for CIS 101 and CIS 105.

*CIS 100* **Keyboarding** *2 Credits*
Students will develop touch control of the alphabetic keyboard and numeric keypad. Skill building activities make use of various presentation techniques, individualized goal setting, educational games, and diagnostic timed writings. Correct keyboarding technique and proper posture are emphasized. Standard is 40 CWAM.

*CIS 101* **Computer Essentials** *2 Credits*
Designed to enable students with little or no computer experience to acquire a basic understanding of the personal computer. This course involves the study of computer basics such as hardware, operating systems, and file management, using the Internet for research, word processing, and spreadsheets.

*CIS 105* **Introduction to Computers** *3 Credits*
Includes essential computer hardware and software concepts as well as an introduction to the Internet (basic navigation and searching), and the web mail program used at Southeast Tech. Students will gain a proficiency in working in a wireless local area network environment and with the Microsoft Windows Operating System. File management skills will be reinforced as students create documents, spreadsheets, presentations and databases using the applications included in the Office suite. The class will utilize a hands-on, project-oriented approach that allows students to learn by example. Students will complete a variety of projects focused toward the objectives of their given program of study.

*CIS 106* **Introduction to Computers/CIS** *3 Credits*
Includes essential computer hardware and software concepts as well as an introduction to the Internet. Students will gain experience using a local area network and the Microsoft Windows Operating System. File management skills will be reinforced as students complete career research project documents, spreadsheets, presentations and databases using the applications included in the Microsoft Office suite. The class will utilize a hands-on, project-based approach that allows students to learn by using their computer and resources as tools for understanding, searching, collecting and interpreting information for presentation and application of their knowledge.

*CIS 107* **Introduction to Computers/MAC** *2 Credits*
Students will be engaged to complete or develop assignments and projects that require them to use their technical computer skills as productivity and communication tools. File management skills will be reinforced as students create documents, spreadsheets, presentations, notebooks and databases using the applications included in the Office suite. The class will utilize a hands-on, project-oriented approach that allows students to learn by example and reinforcement. They will also search, collect and develop communications while making decisions on important information and its interpretation. Students will gain a proficiency in working with a wireless local area network and the Microsoft Windows Operating System. *Prerequisite: GC 102*

*CIS 125* **Advanced Microcomputer Applications** *3 Credits*
Expands upon the students' business computer application skills through advanced learning in Microsoft Office Suite applications: Microsoft Word documents, Microsoft Excel spreadsheets, and Microsoft Access databases. The students will learn by example, in teams and individually. Students will also use problem-solving skills to complete projects, exercises, and case studies that use software as a tool in business. Equipment, such as digital cameras, scanners and color printers can be utilized as tools to enhance student projects. *Prerequisite: CIS 105*

*CIS 130* **Introduction to Programming** *3 Credits*
Introduces students to the terminology, fundamentals and application of the program development process. Basic programming concepts such as problem analysis, logic organization and design, and program development and testing will be implemented. Topics covered include data types, operators, expressions, program flow control statements, and methods.

*CIS 132* **Introduction to Visual Basic.NET** *3 Credits*
Explore both procedural and object-oriented programming techniques in this entry-level course in Microsoft Visual Basic. Net. Topics covered include: application analysis and design; intrinsic VB controls and their properties, events, and methods; sequential, decision, and looping constructs; variable definitions and scope; various debugging techniques; arrays; user-defined sub procedures and functions; database access; and exception handling and data validation. Upon successful completion of this course, students will have obtained hands-on practice developing a variety of Windows and Web applications. *Prerequisite: CIS 130*

*CIS 149* **Introduction to Java** *3 Credits*
Focus is on developing the skills necessary to understand, write and debug applications in the Java programming language. Topics covered include data types, operators, expressions, program flow control statements, methods, objects and classes, class inheritance, and creating graphical user interfaces.
*Corequisite: CIS 130*

*CIS 151* **Microcomputer Hardware/DOS** *4 Credits*
Designed to teach the architecture and inner workings of the IBM/IBM compatible personal computer and associated peripheral devices. The main emphasis is aimed at providing a thorough understanding of how hardware devices work and interact with each other. Students will build several types of microcomputers, load software, and become familiar with operating the personal computer system. Skills required to install upgrades will also be taught.

*CIS 160* **Linux Administration** *4 Credits*
The Linux Administration course develops students' UNIX and Linux skills using Red Hat Linux. Students install, configure, and maintain their own Linux server. Topics include the Linux command line, installation, networking configuration, software installation, enabling server services, firewall configuration, user management, and remote management.

*CIS 169* **Network and OS Fundamentals** *4 Credits*
Develops networking skills through learning what a LAN (Local Area Network) is, how it functions, and how it works. The students will develop working networks using Microsoft Server and the Linux Operating System. The usefulness and functionality of command line structure, scripting, client/server sockets and GUI environments to assist in networking utilization will also be covered during the course.

*CIS 171* **Introduction to Networking** *4 Credits*
Teaches fundamental concepts used in computer networking, including discussion of the OSI model, how data flows through networked devices, network design, and network protocol configuration. Learn how physical and logical addresses are created and interpreted in a TCP/IP based network, and how to designate network and host addresses in an IP addressing scheme, and Introduction to Cisco IOS.

*CIS 180* **Windows Server OS** *4 Credits*
Covers the basic installation, configuration, security and maintenance of Windows server. Students should be able to add users, assign a shared disk space and install printers. System management skills, and concepts relating to the MCTS testing process, will also be covered.

*CIS 187* **Routers and WANs I** *4 Credits*
Gives students exposure to the installation and configuration of CISCO routers.Topics will include a light review of the OSI 7 layer model, basic bridge and switch operation, identifying different routing and routed protocols, router components, router initialization, updating the IOS, installing TFTP servers, and general router IOS command structure. *Prerequisite: CIS 171 or CCNA1*

*CIS 194* **Introduction to Databases** *3 Credits*
This course uses the Oracle Academy on-line curriculum to teach students the fundamentals of proper relational database design. Exposure to data modeling is provided by using many real life examples. Activities designed to develop "professional skills" include teamwork and team building, presentation, and project management. Hands-on experience working with relational databases is obtained by using the Structured Query Language (SQL). Creation of a normalized database utilizes Entity Relationship Diagrams (ERD's). The Database Programming with SQL portion of the Academy curriculum is designed to help prepare students to pass an Oracle Certified Professional (OCP) exam. *Prerequisite: CIS 106*

*CIS 195* **Internet Programming Essentials** *4 Credits*
Students create a variety of multi-page Web sites using Hypertext Markup Language (HTML), XHTML and Cascading Style Sheets (CSS) while expanding their knowledge of the Internet, Web and HTML-based development. Additional topics include Web page layout using tables, frames, and style sheets; working with images, image maps and slicers; and learning how key technologies such as JavaScript, dynamic HTML, and XML are integrated with HTML web pages.

*CIS 198* **Image and Animation Applications** *3 Credits*
Develop web pages while working with some of the most popular web tools used today, including Photoshop, Dreamweaver and Flash. Students learn how to create, edit, optimize and animate images, work with image mapping and slicing tools, and create rollover effects. Web page design is explored, but the key focus of the course is on Web-based application development and optimization. Additional topics covered include Cascading Style Sheets, JavaScript, and DHTML. *Prerequisite: CIS 195*

*CIS 207* **eBusiness** *3 Credits*
Learn about e-business and e-commerce topics that relate to buying and selling over the Internet. Explore the fundamental concepts of marketing, servicing customers and collaborating with business partners while utilizing the Internet. An overview of accounting principles and business reporting will also be covered. *Prerequisite: CIS 106*

*CIS 232* **Advanced Visual Basic.NET** *3 Credits*
Use Microsoft's Visual Basic.NET to develop a variety of Windows applications, including multi-tier programs that utilize object-oriented programming techniques. Database applications for Windows and the Web explore connectivity to MS SQL Server and MS Access relational databases, ADO.NET, writing and executing SQL statements and stored procedures, and report writing. *Prerequisite: CIS 132*

*CIS 235* **RPG Programming** *3 Credits*
Students learn to use the IBM iSeries/400 computer system and the ISeries Navigator as a backdrop to the Report Program Generator (RPG) computer language. RPG is a procedural language used on the popular IBM iSeries/400 systems. This course will help prepare the student to convert and/or interface RPG code to JAVA code. *Prerequisite: CIS 130*

*CIS 240* **Graphical Data Driven Web Development** *3 Credits*
Addresses the rapid evolution of Internet web site development towards a high level of integration of graphics, programming, and dynamic data/information supplied by database management systems (DBMS). Includes integration of computer animation, audio, still images, client and server side scripting languages and data supplied by DBMS systems such as SQL Server, MySQL and Oracle. Macromedia's Dreamweaver MX will be used as the primary web site development, integration and management software. *Prerequisites: CIS 130, CIS 195*

*CIS 241* **Dynamic Website Development** *3 Credits*
Addresses the rapid evolution of Internet Website development towards a high level of integration of graphics, programming, and dynamic data/information supplied by database management systems (DBMS). Includes integration of computer animation, audio, still images, client and server side scripting languages and data supplied by DBMS systems such as SQL Server and MySQL. Adobe's Dreamweaver will be used as the primary Website development, integration, and management tool. *Prerequisite: CIS 195; Corequisite: CIS 130*

*CIS 248* **Advanced Application Development** *4 Credits*
Provides experience in computer information project management and development. The student or a small group of students working together will design and develop a complete information systems project from start to finish. This will include utilizing the complete system development life cycle, with emphasis on the analysis and design phases of development. Students will be exposed to concepts such as project analysis, data flow diagrams, selection of design tools, creation of project schedules, project budgeting, prototyping, system proposals, user feedback, graphical user interface (GUI) design, and testing/quality assurance procedures. *Prerequisites: CIS 130, plus a minimum of four credits in one programming language*.

*CIS 249* **Advanced Object Oriented Programming** *3 Credits*
Provides students with the knowledge necessary to understand, write and debug two and three tier, object-oriented applications using the Java programming language. Topics covered include Object Oriented Application Development (OOAD), UML (Unified Modeling Language), Web server support for Java, Java Beans, Sockets, Ports, and JDBC (Java Database Connectivity). Also covers accessing DBMS (Database Management Systems) using SQL statements imbedded in Java programs and using HTML web pages combined with JSP's (Java Server Pages). A three tier, database driven business application is developed during the course and deployed for use on both a local area network and for use on the Internet. *Prerequiste: CIS 149*

*CIS 260* **Advanced Linux** *4 Credits*
Expands on the Introduction to Linux class. Much of the class will focus on Linux from the network administration side. It includes the following topics: Red Hat Workstation/Server Linux installation and configuration, advanced command line utilization, bash script writing, CRON Scheduler, iptables firewall, Apache web server, FTP server, Samba file sharing server, Sendmail email server, BIND DNS server and NFS file sharing. *Prerequisite: CIS 160*

*CIS 266* **Web Services** *3 Credits*
This course will cover web services which is an open standard (XML, SOAP, etc.) for Web applications that interact with other web based applications to exchange data. Web Services are beginning to replace Internet and LAN-based applications for e-business and e-commerce by utilizing XML and SOAP standards. *Prerequisites: CIS 195, CIS 249*

*CIS 273* **Network Services and Security** *4 Credits*
The Network Services and Security course is designed around the Microsoft ISA, Internet Security and Acceleration server. Involves installing and configuring Windows server and Microsoft ISA servers. Covers installing network services such as web, e-mail, ftp, telnet, and other services, and ensuring internal and external network security. Other topics include firewalls, web server caching and network monitoring**.** *Prerequisites: CIS 180, CIS 171*

*CIS 274* **Advanced Windows Server OS** *4 Credits*
Covers Microsoft Directory Services Administration. Students will gain experience configuring and implementing Active Directory, DNS, Group Policies, DHCP settings. Gives students good problem solving skills by exposing them to numerous utilities and tools to effectively problem solve Active Directory problems. *Prerequisite:* CIS 180

*CIS 276* **Directory Services Security** *3 Credits*
This course will cover implementing and administering Microsoft Exchange 2007 in a Microsoft Windows Server 2008 network. Students will gain experience installing Exchange 2007, configuring server roles, managing mailboxes, configuring transport protocols, and implementing security. This course is designed to prepare the student for the Microsoft Exchange Server 2007 Configuration Exam 70-236. *Prerequisites: CIS 171, CIS 180*

*CIS 277* **Computer Systems Security** *3 Credits*
Teaches the principles of developing both a disaster recovery plan and a business continuity plan. This course addresses information security from the router and switch prospective. This is a lecture-lab course that will teach students the principles of writing a plan and security Cisco routers and switches. *Prerequisites: CIS 171, CIS 187*

*CIS 278* **Operations Security** *4 Credits*
Designed to provide students with the skills to gather and analyze information to create secure operating system security. This is a lecture-lab course that teaches students how to design a computer security solution. Students will have hands on experience in the hardening of server hardware and operating systems from the security standpoint. *Prerequisites:* CIS 160, CIS 180

*CIS 279* **Advanced Databases** *3 Credits*
This course will provide students the opportunity to work with Microsoft SQL Server. Large tables allows for the ability to make SQL queries more efficient. Students learn how to use SQL Sever tool like Management Studio and Query Analyzer to effectively create and maintain databases. Reporting software will also be covered in the course. *Prerequisite: CIS 194*

*CIS 281* **Network Troubleshooting** *4 Credits*
This course is a real-world introduction to combining previous course materials in a large scale student lab environment. Students will be responsible for constructing a full working client/server environment. Students will troubleshoot typical industry-related network problems in controlled real-world environment. *Prerequisites: CIS 180, CIS 187*

*CIS 283* **Internet Systems Scripting** *3 Credits*
Designed to provide students with the knowledge necessary to configure, test and debug Internet 3-Tier networks using Internet scripting languages. It includes an overview of using a combination of client-side scripting languages, such as HTML, and server-side scripting languages, such as PHP. *Prerequisite: CIS 130*

*CIS 285* **Wireless Data Communications** *4 Credits*
Teaches the principles of installing and maintaining wireless local area networks. Students will be given the opportunity to learn about wireless technologies in computer networking. They will set up 802.11 wireless networks from Cisco. In the lab, students will do site audits to best place the access points for better range and throughput. Wireless standards will be covered to better understand the technology. *Prerequisite: CIS 171*

*CIS 286* **Information Security** *3 Credits*
Sets the groundwork for protecting a company's number one asset, its data. This class will cover information confidentiality, integrity, and availability. Students will learn how to find threats and vulnerabilities of operating systems and networks.

*CIS 288* **Routers and WANs II** *4 Credits*
Gives students exposure to the advanced installation and configuration of Cisco switches and routers. Topics will include router to router encapsulation, ISDN, frame relay, router ACL (Access Control Lists), PPP (Point to Point Protocol), and switch VLANs. *Prerequisite: CIS 187 or CCNA2*

*CIS 293* **Advanced Technologies** *2 Credits*
This course will allow to students to explore/research new technologies in the IT world, make use of the technologies, and present/demonstrate the technology to their classmates in a classroom setting.

*CIS 296* **Microsoft Web Development** *3 Credits*
Students will create dynamic Web applications using server-side programming technologies. Basics of ASP.NET, C#, and SQL Server along with advanced topics including how to manage a web page's state information and how to use object-oriented programming techniques will be covered. Upon completion

of this course students should be able to use ASP.NET to build professional quality, database-driven Web sites. *Prerequisites: CIS 132, CIS 195*

*CIS 299* **Internship – CIS** *3 Credits*
Students obtain actual work experience within their field of study. They will have the opportunity to apply knowledge learned in their completed CIS courses to real business situations and will continue to develop their technical skills and increase their comprehension of their profession by working with and learning from professionals within the computer technology industry. Eighteen contact hours per week during the semester are required to earn 3 credit hours (approximately 300 hours total). *Prerequisites: CIS 130 plus a minimum of four credits in one programming language*.

*COMM 102* **Communications in the Workplace** *3 Credits*
Presents the elements of oral and written communication necessary to succeed in today's workplace. Emphasizes the written and oral skills needed for job search and employment. Hands-on activities and collaborative projects will provide students with comprehensive information addressing essential writing, speaking, and listening skills necessary to excel in today's workplace as well as the workplace of tomorrow. **Replaces ENGL 101T for 2 year diploma option.*

*COMM 105* **Writing Skills for the Office Professional** *2 Credits*
Students will develop an in-depth and detailed skill in grammar, usage and other practices used in the mechanics of business writing.

*COMM 108* **Job Seeking Skills: Writing** *1 Credit*
Prepares students for a successful job search. Students will examine their skills, personality traits, and values and match these to job targets. A finished, professional resume and application letter are developed. Also, students will work on polished, concise word choices to focus on their employment strengths.

*COMM 208* **Job Seeking Skills: Interviewing** *1 Credit*
Prepares students for a successful job search. Students will study techniques for a successful job search and interview. They will role play and use videotaped interviews to hone interview skills. Finally, students will learn the importance of research and follow-up strategies.

*COMM 210* **Media Presentation** *2 Credits*
Students will present a variety of concepts through visual presentations based on completed projects from other courses. Emphasis is on meeting the client's needs and goals. Focus is placed on presenting with enthusiasm and using clear visual materials effectively. Students will prepare, present, listen, adapt, and revise their concepts and presentations-through regular class critiques. *Prerequisite: SPCM 101T or DMP or GC Approval*

*CMT 140* **Construction Management** *3 Credits*
Students will learn the fundamental procedures and methods used by the construction contractor throughout the phases of a project, focusing on daily responsibilities at the construction jobsite. Explains how the contractor systematically plans, organizes, manages, controls and documents jobsite activities.

*CMT 205* **Construction Planning & Scheduling** *4 Credits*
Presents complete coverage of the principles, techniques, and applications to scheduling a construction project utilizing effective project management. Through a lab component students will learn to develop construction schedules and then manage them using Microsoft Project software. *Prerequisite: CMT 140*

*CMT 210* **Field Construction Orientation & Safety** *3 Credits*
Students will be introduced to field construction management and operations. Particular emphasis will be placed on integrating into the construction companies during the Field Construction Practicum. An OSHA Construction Safety course will be conducted prior to entry to the field. *Corequisites: CMT 211, CMT 212*

*CMT 211* **Field Construction Practicum** *7 Credits*
The practicum is designed to provide students with practical, on-the-job experience in a variety of construction settings. The second half of the last semester of the program will be dedicated for this effort because March is a busy time for planning and starting construction projects in the construction industry. Various construction settings (i.e. Commercial, Residential, Industrial/Institutional, & Highway/Heavy) will be setup using local construction companies. The students will put into practice many different skills, techniques and knowledge important for success in the industry. *Corequisites: CMT 211, CMT 212*

*CMT 212* **Construction Practicum Review** *1 Credits*
Students will work in groups and as individuals to document and share their construction experience during the Field Construction Practicum. Oral presentations and a portfolio will be developed to document their practicum experience. *Corequisites: CMT 211, CMT 212*

*CV 101* **Intro to Cardiovascular Ultrasound** *1 Credit*
An introduction into the field of cardiovascular ultrasound will look at the history of ultrasound and the role a sonographer plays in the diagnosis of cardiovascular problems. A basic knowledge of cardiovascular anatomy, terminology, ultrasound principles, and ethics will be covered.

*CV 123* **Ultrasound Physics** *3 Credits*
Students will be introduced to the principles of ultrasound physics and instrumentation. Emphasis will be placed on parameters of sound waves, interaction of sound and media, transducers, artifacts, safety, and quality assurance. Students will also become familiar with metric units, sound beams, types of resolution, display modes and scan converters. *Prerequisite*: PHYS 100

*CV 125* **EKG Analysis and Interpretation I** *2 Credits*
This course is designed to teach principles of electrocardiograms including information necessary to interpret and understand normal and abnormal cardiac rhythm strips. The student will be introduced to the structural anatomy of the heart and cardiac conduction system, the basic principles of EKG interpretation, and the concepts essential in the recognition of cardiac arrhythmias on a rhythm strip will be emphasized. The student will become familiar with EKG, monitoring equipment through demonstration and skills performance during class. *Prerequisite: Core*

*CV 131* **Cardiovascular Physiology** *3 Credits*
Provides the core of information and concepts necessary to develop a firm understanding of how the cardiovascular system operates. Emphasis is placed on cardiac structure, cardiac electrical activity, cardiac pumping action and the clinical indices of ventricular function. Students will be introduced to coronary blood flow, fetal circulation, and pathophysiology of cardiovascular disease states. *Prerequisites: CVN 124, CVN 123L or CVP 210, CVP 211L*

*CV 135* **EKG Analysis and Interpretation II** *2 Credits*
This course is designed to teach principles of electrocardiograms including information necessary to interpret and understand normal and abnormal cardiac EKGs. This course will build on the theories introduced in EKG Analysis and Interpretation I, but will expand to include how to analyze the 12-lead EKG for cardiac pathologies. The student will be introduced to stress testing and Holter monitoring equipment through demonstration and skills performance during class. *Prerequisite: CV 125*

*CV 202* **Cardiac Pathologies** *3 Credits*
An introduction to pathological, clinical and investigative aspects of heart disease. Students will be introduced to the following topics; heart sounds, diagnostic imaging and invasive procedures, electrocardiogram, atherosclerosis, ischemic heart disease, acute MI, valvular heart disease, heart failure, cardiomyopathies, hypertension, pericardial disease, peripheral vascular disease, congenital heart disease, and cardiovascular drugs. *Prerequisites: CVN 124, CVN 123L or CVP 210, CVN 211L*

*CVI 101L* **Intro to Invasive Cardiovascular Lab** *1 Credit*
This course is designed to be an introduction to the invasive cardiovascular profession. This lab will introduce the student to the procedural positions performed by the Registered Cardiovascular Invasive Specialist (RCIS). Specific skill sets that the student will be developing include patient preparation and set-up; basic x-ray table control operation; patient transportation; and evaluation of patients charts.

*CVI 133* **Radiation Physics & Safety** *2 Credits*
The fundamentals of x-rays and their imaging from the basics of how they occur to the more sophisticated imaging chain are focused on. Students will also study the specifications and physical characteristics of an x-ray beam, the different imaging modalities and receptors, the controlling factors of x-ray exposures and the effects they have on the beam as well as the resultant image. The different methods of storing that image and the role the computer plays in generating it will be covered. The importance of radiation safety and protection for the patient and the operator will also be addressed. *Prerequisite: PHYS 100*

CVI 133L **Radiation Physics & Safety Lab** *1 Credit*
This course will provide the fundamentals of x-rays and their imaging; from the basics of how they occur to the more sophisticated imaging chain. Students will also study the specifications and physical characteristics of an x-ray beam, the different imaging modalities and receptors, the controlling factors of x-ray exposures and the effects that they have on the beam as well as the resultant image. The different methods of storing that image and processing the role the computer plays in generating it will be covered. The student shall develop understanding for positioning the patient under fluoroscopy; also learn their role in and the importance of radiation safety and protection for the patient and the operator.

*CVI 134* **Invasive Cardiovascular I** *3 Credits*
A comprehensive study of the role of the Invasive Cardiovascular Technologist. An introduction to the catheterization laboratory that will include: an indication to procedures, contraindications, complications and risks, catheterization laboratory data and special preparations. Students will have an introduction to arterial and venous access via: the percutaneous radial, femoral and brachial approaches, the brachial cut-down approach and problems of vascular access.There will be an introduction to the various supplies needed for diagnostic procedure cardiac angiography and x-rays images. They shall become more familiar with the cardiac anatomy as it relates to the recorded image. Skill methods of interpretation and calculation of left ventricular function will be also developed. The student shall perform, within the lab in simulated situations, the various positions for which the CV technologist is responsible. *Prerequisites: Completion of Health Core, HC 121*

CVI 134L **Invasive Cardiovascular I Lab** *1 Credit*
A comprehensive study of the role of the Invasive Cardiovascular Technologist. An introduction to the catheterization laboratory that will include: and indication to procedures, contraindications, complications and risks, catheterization laboratory data and special preparations. Students will have an introduction to arterial and venous access via: the percutaneous radial, femoral, and brachial approaches; the brachial cut-down approach; and problems of vascular access. There will be an introduction to the various supplies needed for diagnostic procedure cardiac angiography and x-ray images. They shall become more familiar with the cardiac anatomy as it relates to the recorded image. Skill methods of interpretation and calculation of left ventricular function will also be developed. The student shall perform, within the lab in simulated situations, the various positions for which the CV technologist is responsible.

*CVI 200* **Asepsis & Cardiac Cath Related Surgical Procedures** *2 Credits*
Students will learn the different techniques, procedures, equipment and background information that support these topics within the cath lab setting. *Prerequisite: CVI 101*

*CVI 201* **Invasive Special Procedures** *1 Credit*
Covers the study of the peripheral anatomy and related angiographic procedures. It will expand into special techniques including but not limited to: pericardiocentesis, transseptal catheterization, foreign body extraction and direct LV puncture. *Prerequisites: CVI 133, CVI 134*

*CVI 210* **Emergency Cardiac Care** *2 Credits*
Designed to prepare students for taking an ACLS certification course as well as help them anticipate what is needed and what might happen in an emergency situation in the cath lab environment. Topics covered will be, but are not limited to: airway management and access, IV procedures, and cardioversion, as well as an introduction to pharmacology in relation to the more utilized drugs in the cath lab and a continuation of arrhythmia recognition coupled with treatments. The lab will consist of practicing skills and applying them in simulated emergencies in a cath lab environment. *Prerequisites: CVI 133, CVI 134*

*CVI 212* **Invasive Cardiovascular II** *6 Credits*
A continuation of Invasive Cardiovascular I. Special emphasis on hemodynamic and EGG data. Protocola for left and right heart catheterizations, computations used with hemodynamic measurements for resistances, valve studies and shunts. Blood gasses, their uses and normal values, and different methods of measuring cardiac output will also be explored along with understanding, recording, monitoring, and measuring equipment. There will be an introduction to quality assurance programs in the cath lab. The students shall perform, within the lab in simulated situations, the various positions for which the CV tech is responsible. There will be pharmacology in relation to the more utilized drugs in the cath lab. There will be time spent on professional development; resume, ethics, communication skills, and interviewing skills. There will be an introduction into interventional procedures. *Prerequisites: CVI 210, CVI 133*

*CVI 212L* **Invasive Cardiovascular II Lab** *1 Credit*
This course builds on knowledge and skills acquired in Cardiac Catheterization Lab I. Focus will be on right heart monitoring, hemodynamic waveform recognition and recording, and cardiac emergency management. Surgical and circulating skills learned during the previous lab courses will be advanced to include interventional techniques and other special procedures.

*CVI 214* **Electrophysiology** *1 Credit*
The basis of this course is to expose students to theories used to diagnose and treat cardiac electropathologies. The focus of this course will be on pacemaker and AICD theory; electropathology of the cardiac conduction system; electrophysiology diagnosis and technology; and cardiac ablation.

*CVI 233* **Invasive Cardio I Clinical** *14 Credits*
A full-time clinical internship completed at an affiliated local or out-of-town hospital. Students will broaden and perfect their cardiac cath lab skills. Emphasis of this course is placed in the clinical skills necessary to perform circulating, recording and scrubbing positions as well as intensive training in many of the various procedures. These include, but are not limited to: coronary angiography, coronary angioplasty, pacemakers, Swan Ganz, intra-aortic balloon pumping, and thrombolytic therapy. Written reports, review of current professional literature, and attendance at conferences are required. *Prerequisites: CV, HC, CVI, general courses & Permission of Program Chair*

*CVI 243* **Invasive Cardio II Clinical** *12 Credits*
A full-time clinical internship completed at an affiliated local or out-of-town hospital. Emphasis of this course is placed in the clinical skills necessary to perform circulating, recording, and scrubbing positions in the cardiac cath lab. These will include, but not be limited to: coronary angiography, coronary angioplasty, pacemakers, Swan Ganz, intra-aortic balloon pumping, and thrombolytic therapy. Written reports, review of current professional literature, and attendance at conferences are required. *Prerequisites: CVI 233, Permission of Program Chair*

*CVI 255* **Invasive Registry Review** *2 Credits*
This course continues to prepare the student to successfully pass the registry exam for invasive cardiovascular technologists. During this course the students will review materials from all previous course work. A registry mock exam will be given at the beginning and end of the course to help the student identify areas of knowledge that may need to be reviewed. Those areas that need improvement will be emphasized during lecture, presentations, and discussion during class. *Prerequisites: CVI 212, CVI 214*

*CVN 123L* **Cardiovascular Principles & Hemodynamics Lab** *1 Credit*
Provides opportunity for students to perform adult echocardiography ultrasound exams and execute quantitative hemodynamic calculations in a lab setting. *Prerequisite: CVN 124*

*CVN 124* **Cardiovascular Principles & Hemodynamics** *2 Credits*
Introduces students to cardiac blood flow, and intracardiac pressures in the realm of cardiac pathology. A thorough discussion of Doppler principles and quantitative hemodynamic calculations will be included such as: Continuity equation, pressure half-time, pulmonary pressure calculations, valve area calculations, Bernoulli equation, dP/dt index, etc. Pertinent

concepts related to the cardiovascular principles and instrumentation portion of the Adult echo registry board exam will be reviewed. *Prerequisites: CVN 134L, CV 123, CVI 135*

*CVN 125* **Applied Cardiac Ultrasound Physics** *1 Credit*
Focuses on the preparation for the cardiovascular ultrasound physics national certification examination. Activities are designed to review cardiovascular hemodynamics, embryology, fetal circulation, congenital abnormalities, EKG and ancillary cardiac diagnostic studies. *Prerequisites: CVN 124, CVN 123L*

*CVN 126* **Applied Cardiac Ultrasound Physics Lab** *1 Credit*
Students will perform adult echocardiography exams on cardiac ultrasound equipment, building scanning skills and techniques. Image optimization and tailoring ultrasound exams to specific cardiac pathologies will be emphasized. *Prerequisites: CV 123, CVN 124*

*CVN 134* **Cardiac Ultrasound I** *5 Credits*
Provides an overview of the principles of echocardiography. Students will be introduced to basic anatomy and physiology of the heart, normal tomographic tranthoracic and transesophageal views, hemodynamics and Doppler analysis. *Prerequisite: Completion of Health Core*

*CVN 135L* **Cardiac Ultrasound I Lab** *1 Credit*
Basic skills required for the adult echocardiographic exam will be exercised in a lab setting. Students will operate cardiac ultrasound equipment. Image optimization and scanning techniques will be discussed. *Corequisite: CVN 134*

*CVN 212* **Cardiac Ultrasound II** *6 Credits*
A continuation of Cardiac Ultrasound I with a special emphasis on cardiac pathology. Students will gain knowledge in obtaining appropriate echocardiographic measurements and calculations in patients with specific cardiac disease. Pathologies include: Valvular disease, systolic and diastolic dysfunction, cardiomyopathies, pericardial disease, diseases of the great vessels, cardiac masses, endocarditis, prosthetic valves and adult congential heart disease. *Prerequisites: CVN 124, CVN 123L*

*CVN 213L* **Cardiac Ultrasound II Lab** *2 Credit*
Students will perform advanced adult echocardiography exam techniques on cardiac ultrasound equipment. The focus of this lab is to prepare students for clinical rotation. Emphasis is placed on execution of thorough, pathology-suitable and time-appropriate adult echo exams. *Prerequisite: CVN 212*

*CVN 233* **Cardiac Ultrasound I Clinical** *14 Credits*
A full time internship completed at an affiliated local or out-of-town hospital or clinic. Students will broaden and perfect their echocardiographic skills through active hands-on participation in an echocardiography laboratory. Emphasis of this course is placed on the clinical skills necessary to perform a complete adult echocardiogram. Students may be exposed to transesophageal echocardiography, stress echocardiography, and/or pediatric echocardiography. Written reports, case studies, review of current professional literature, and attendance of conferences are required. *Prerequisites: All CV, HC, CVN, general courses and Permission of Program Chair*

*CVN 243* **Cardiac Ultrasound II Clinical** *12 Credits*
A full time clinical internship completed at an affiliated local or out-of-town hospital or clinic. Emphasis of course is building echocardiography lab skills to a level where the student can work with a degree of independence. Students will be responsible for submitting an echo-cardiography portfolio and current professional literature review. Technical and professional evaluations will be completed. *Prerequisites: CVN 233 and Permission of Program Chair*

*CVP 102* **Vascular History & Physical** *2 Credit*
This is a comprehensive study of the role of the Vascular Ultrasound Technologist in obtaining a patient history and physical exam. This will include understanding risk factors, signs and symptoms, and physical examination for the various diseases associated with the vascular systems. The student could be exposed to speakers presenting on cardiovascular technology and Vascular Ultrasound. Some of these may be by attending outside activities such as cardiovascular in-service by local hospitals. *Prerequisites: CV 101, CVP 136, CVP 137*

*CVP 123L* **Vascular Hemodynamics Lab** *2 Credit*
Lab focuses on the physiology and hemodynamics of blood flow within the arterial and venous systems throughout the body. The student will be introduced to spectral and color Doppler instrumentation while scanning the vascular anatomy and how it is used to evaluate blood flow. Students will practice on fellow students during and outside of lab for assigned lab projects. *Corequisite: CVP 124*

*CVP 124* **Vascular Hemodynamics** *3 Credits*
Class focuses on the physiology and hemodynamics of blood flow within the arterial and venous systems throughout the body. Characteristics of flow to be discussed will consist of: potential and kinetic energy, resistance, pressure, velocity, volumetric flow, energy gradients, Poiseuille's Law, Bernoulli's Equation, types of flow characteristics, and Reynolds Number. *Prerequisites: Core, CV 101, CVP 136, CVP 137*

*CVP 136* **Vascular Anatomy** *2 Credits*
This is a comprehensive study of the role of the Vascular Ultrasound Technologist. A thorough knowledge of vascular anatomy to include the heart, central, peripheral, and cerebral arterial system, venous system, and microscopic anatomy will be covered. The student will also look at perspective anatomy by the use of ultrasound and identify anatomy in both sagittal and transverse planes. The student may also be exposed to speakers presenting on cardiovascular technology and Vascular Ultrasound. Some of these may be by attending outside activities such as: cardiovascular in-service at local hospitals.

*CVP 137L* **Vascular Anatomy Lab** *1 Credit*
This course will assess vascular anatomy as seen on ultrasound. This will include anatomy and surrounding structures of the peripheral arterial and venous anatomy of upper and lower extremities and cerebrovascular anatomy. Anatomy will be viewed on both transverse and sagittal planes During the Vascular Ultrasound Lab the student will be offered hands on experience practicing on fellow students. Emphasis will be placed on ultrasound imaging and the identification of vascular anatomy. The student will also be exposed to other non-invasive techniques in evaluating vascular system such as, taking blood pressures, plethysmography; directional and hand held Doppler's. The student may also be exposed to speakers presenting on cardiovascular technology and Vascular Ultrasound. This could include going to local hospitals. *Corequisite: CVP 136*

*CVP 210* **Vascular Pathophysiology I** *3 Credits*
This is a comprehensive, critical thinking course that entails cerebrovascular pathophysiology and how it affects the physiology of blood flow. A variety of cerebrovascular pathologies will be discussed and how it affects patient H&P, which type of vascular testing needs to be performed, hemodynamics, and imaging. A look at non-invasive and invasive treatments will also be discussed. Critical thinking skills will be used to put information together from all CVP classes. The student may also be exposed to speakers presenting on cardiovascular technology and Vascular Ultrasound. Some of these may be by attending outside activities such as: cardiovascular in-service at local hospitals. *Prerequisites: CV 125, CVP 102, CVP 123, CVP 124, CV 102*

*CVP 211L* **Vascular Pathophysiology I Lab** *1 Credit*
During this lab course, students will continue to perfect their scanning skills in various cerebrovascular tests. This lab will continue to further their skills in preparing themselves for their clinical rotation by completing full exams, with accuracy, and time limitation in which to complete exam. Students will practice on fellow students during and outside of lab for assigned lab projects. *Corequisite: CVP 210*

*CVP 214* **Vascular Pathophysiology II** *3 Credits*
This is a comprehensive, critical thinking course that entails peripheral arterial and venous pathophysiology and how it affects the physiology of blood flow. A variety of arterial and venous pathologies will be discussed and how it affects patient H&P, which type of vascular testing needs to be performed, hemodynamics, and imaging/nonimaging. A look at non-invasive and invasive treatments will also be discussed. Critical thinking skills will be used to put information together from all CVP classes. The student may also be exposed to speakers presenting on cardiovascular technology and Vascular Ultrasound. Some of these may be by attending outside activities such as: cardiovascular in-service at local hospitals. *Prerequisites: CVP 210, CVP 211L*

*CVP 215L* **Vascular Pathophysiology II Lab** *1 Credit*
During this lab course, students will continue to perfect their scanning skills in various peripheral arterial and venous tests. This lab will continue to further their skills in preparing themselves for their clinical rotation by completing full exams, with proficiency, and time limitation in which to complete exam. Students will practice on fellow students during and outside of lab for assigned lab projects. *Corequisite: CVP 214*

*CVP 220* **Abdominal Vascular Ultrasound** *2 Credits*
Study of anatomy, physiology, pathology and pathophysiology of the abdominal cavity, peritoneal cavity to include: Aorta, Endovascular Aortic Aneurysm Repair, Iliac, IVC, Mesenteric vasculature, renal vessels and allografts, portal and hepatic vasculature as visualized by ultrasound. Doppler and color Doppler application will be applied to the anatomy. *Prerequisites: CVP 210, CVP 211L*

*CVP 221L* **Abdominal Vascular Ultrasound** *1 Credit*
Applying knowledge and scanning skills of anatomy, physiology, pathology and pathophysiology of the abdominal cavity to include: aorta, endovascular aortic aneurysm repair, iliac, IVC, mesenteric vasculature, renal vessels and allografts, hepatic vasculature, and male genitalia as visualized by ultrasound. Doppler and color Doppler application will be applied to the anatomy. *Corequisite: CVP 220*

*CVP 233* **Vascular Ultrasound I Clinical** *14 Credits*
This course is a full time clinical internship (40 hours/week) and will be completed at an affiliated local or out-of-town hospital or clinic. Students will broaden and perfect their vascular ultrasound skills. Emphasis is placed on critical thinking skills as related to exam performance and patient care settings. The student will also complete coursework and portfolios during the clinical internship. *Prerequisites: CV, HC, CVP, General Courses and permission of the Program Chair*

*CVP 243* **Vascular Ultrasound II Clinical** *12 Credits*
This course is a continuation of CVP 233 which is a full time clinical internship (40 hours/week) and will be completed at the same location. Students will broaden and perfect their vascular ultrasound skills. Emphasis is placed on critical thinking skills as related to exam performance and patient care settings. The student will also complete coursework and portfolios during the clinical internship. *Prerequisites: CVP 233, CVP 255 and permission of the Program Chair*

*CVP 255* **Vascular Registry Review** *2 Credits*
This course is conducted on the STI campus during the week of spring graduation. Students will participate in review of program course content, clinical findings and expectations, and registry preparation testing and activities. Students will present current clinical case studies and share clinical experience summaries. Student clinical portfolio review and analysis will also be conducted. *Corequisite: CVP 233*

*DM 114* **Preventive Maintenance Theory** *2 Credits*
Covers entry level technician inspection tasks designed to introduce students to correct procedures and practices of vehicle inspection. Major areas to be covered include: engine system, cab and hood, electrical/electronics, frame and chassis, and the suspension and steering systems. *Corequisite: DM 115*

*DM 115* **Preventive Maintenance Lab** *2 Credits*
Hands-on experience in performing preventive maintenance inspections on live vehicles. *Corequisite: DM 114*

*DM 116* **Basic Electrical Theory** *2 Credits*
Covers the basics of electrical theory. Major areas to be covered include: proper multi-meter usage, electron and electrical theory, basic electrical component function and operation, series circuits, parallel circuits, diode and transistor operation, and construction of simple circuits. *Corequisite: DM 117*

*DM 117* **Basic Electrical Lab** *2 Credits*
Hands-on experience in use of the multi-meter, measuring current, resistance, and voltage. Students will also construct and study the operation of basic electrical circuits. *Corequisite: DM 116*

*DM 118* **Truck Electrical System Theory** *2 Credits*
Covers the operation and testing of heavy-duty starting and charging systems, control systems, 12 volt, and 12/24 volt systems, alternator and starter diagnosis and repair, schematic reading, proper use of test meters, tractor-trailer wiring systems, circuit operation of gauges, lights, and accessories. *Corequisite: DM 119*

*DM 119* **Truck Electrical System Lab** *2 Credits*
Hands-on experience using mock-ups and live work, working with and testing heavy duty starting and charging systems, control systems, 12 volt, and 12/24 volt systems, alternator and starter diagnosis and repair, schematic reading, proper use of test meters, tractor-trailer wiring systems, circuit operation of gauges, lights, and accessories. *Corequisite: DM 118*

*DM 120* **Air Conditioning Theory** *2 Credits*
Covers the basic air conditioning systems, components, operation and control systems used on automotive, truck and implement air conditioning systems. *Prerequisite: Must pass ASE-refrigerant recovery quiz; Corequisite: DM 121*

*DM 121* **Air Conditioning Lab** *2 Credits*
Hands-on experience in refrigerant recovery, system diagnosis and repair and system charging. Covers cooling, cycle theory and system component diagnosis, adjustment and replacement. Includes proper procedures for charging, recovering and recycling refrigerants. *Corequisite: DM 120*

*DM 130* **Brakes Theory** *2 Credits*
Covers the design, construction, and operation of medium and heavy-duty truck hydraulic and air brake systems and components; including compressors, governors, air-lines, valves, controls, brake chambers, linkages, and foundation brakes. *Corequisite: DM 131*

*DM 131* **Brakes Lab** *2 Credits*
Covers the overhaul of medium and heavy-duty hydraulic and air brake systems. Students will test, remove, repair, and/or replace the separate system components on actual customer trucks or school training mock-ups. *Corequisite: DM 130*

*DM 132* **Suspension Theory** *2 Credits*
Covers truck steering systems, including manual and power steering gears, steering linkage and adjustment, alignment and overhaul of system components. Students will also study truck suspension systems, which will include single and multi-leaf springs, torsion bar, and air ride systems. *Corequisite: DM 133*

*DM 133* **Suspension Lab** *2 Credits*
Hands-on lab covering troubleshooting, testing, adjusting, and overhauling medium and heavy-duty truck steering and suspension systems. Students will test, remove, repair, and/or replace the separate system components. They will also perform complete tire alignment checks and adjustments. All work will be done on actual customer trucks or school training mock-ups. *Corequisite: DM 132*

*DM 210* **Diesel Theory** *4 Credits*
Covers the theory of diesel truck engine construction and operation, disassembly, component rebuilding, sleeve and piston installation, main and rod bearing installation, engine assembly, timing, priming, adjustments, starting, testing, and engine evaluation. *Corequisite: DM 211*

*DM 211* **Diesel Lab** *4 Credits*
Hands-on lab covers diesel truck engine overhaul, including complete disassembly, component inspection and repair or replacement, testing and measurements for parts re-use, re-assembly, and start-up. *Corequisite: DM 210*

*DM 214* **Electronic Fuel Theory** *2 Credits*
Covers the operational theory of electronically controlled fuel systems and the procedures for troubleshooting and reprogramming the engine onboard computer systems. *Corequisite: DM 215*

*DM 215* **Electronic Fuel Lab** *2 Credits*
Hands-on experience in testing and programming engine computer systems, fault diagnosis and adjustment. *Corequisite: DM 214*

*DM 220* **Fuel Theory** *2 Credits*
Covers the theory and operation of the various diesel fuel delivery systems used by the major engine companies. Covers the theory and operation of fuel injection pumps and nozzles as well as the tune-up procedures for Caterpillar, Cummins and Detroit Diesel engines. *Corequisite: DM 221*

*DM 221* **Fuel Lab** *2 Credits*
Hands-on study of the various diesel fuel delivery systems used by the major engine companies, as well as installing and timing injection pumps, testing and adjusting nozzles and learning and performing the recommended tune-up procedures for Caterpillar, Cummins, and Detroit Diesel engines. *Corequisite: DM 220*

*DM 224* **Hydraulic Theory** *2 Credits*
Covers hydraulic theory, fluids, filters, hose and piping, pumps, motors, valves, seals, testing and troubleshooting. *Corequisite: DM 225*

*DM 225* **Hydraulic Lab** *2 Credits*
Hands-on experience with hydraulic components including pumps, actuators, and control valves. Also introduces students to using pressure gauges and flow meters to observe system operation. *Corequisite: DM 224*

*DM 230* **Power Train Theory** *2 Credits*
Covers the theory of medium and heavy-duty truck transmissions, differentials, clutches, and drivelines. Students will study system troubleshooting and repair, component removal and installation, overhaul procedures, and adjustments. Also covers gear ratios, component power handling ratings, and proper driveline angles. *Corequisite: DM 231*

*DM 231* **Power Train Lab** *2 Credits*
Hands-on lab covers the removal, overhaul, and installation of medium and heavy-duty power train components. Students will work on single and double disc clutches, single and twin counter shaft transmissions, forward and rear differentials, axles, and drive lines. Work will be done on mock-up and live work according to the manufacturer's specifications. *Corequisite: DM 230*

*DMP 100* **Motion Graphic Design** *3 Credits*
The principles and elements of motion graphic design are introduced. Students will learn how motion graphic design applies to film titles, network branding, commercials, public service announcements, music videos and more. Concepts for animations will be developed through learning standard client questions, brainstorming and experimentation. Typography and its uses as content and as a design element are discussed. Color theory is also introduced.

*DMP 110* **Digital Media Essentials** *4 Credits*
Drawing skills are emphasized, beginning with objects, shading, the use of perspective and proportions. Skills move on to basic human form and the development of characters. Students will also develop drawing and editing skills on the computer using Adobe Illustrator and Photoshop. A brief history of animation and the various types of animation using several mediums including traditional and stop motion (clay sculpting) will be reviewed. Storyboarding and storytelling skills are introduced.

*DMP 120* **Motion Graphics I** *3 Credits*
Skills for 2D animation combining audio, illustrations and visual effects are introduced. Introduciton to Adobe Creative Suite with an emphasis using Adobe Flash and After Effects. Students will create short 2D animations. Students will also develop drawing skills in Adobe Illustrator and Photoshop.

*DMP 121* **Motion Graphics II** *3 Credits*
Students continue to develop skills and techniques in 2D animation using the Adobe Creative Suite. Students will create short 2D animations and basic Flash games. *Prerequisite: DMP 120*

*DMP 130* **3D Animation I** *3 Credits*
The principles of animation will be introduced. Students will learn about 3D space and the terms and tools used when creating animations. Students will use existing models to learn how to apply the principles of animation and to create walk cycles, with a focus on realistic weight, timing and poses. Basic rendering will be introduced.

*DMP 131* **3D Animation II** *3Ccredits*
Students will continue to apply the principles of animation on more complex animations on more complex animations. In addition, proficiency with cameras, framing, and timing will continue to be developed. Rigging techniques will be introduced. Rendering skills will be expanded. *Prerequisite: DMP 130*

*DMP 140* **3D Modeling I** *3 Credits*
The tools, objects and terminology of modeling for 3D animation are introduced including: points, edges, and polygons. Students will create inanimate objects and apply surfaces, materials and textures. Different modeling techniques will be taught such as box, nurbs, and subdivision modeling. *Corequisite: DMP 131*

*DMP 150* **Media Production I** *3 Credits*
Storyboarding and storytelling techniques and skills will continue to be developed. Students will learn basic cineametography skills, including lighting, camera angles and working with green screens. By working alone and in teams, students will turn storyboards into introductions, network branding, commercials, etc. A focus on traditional drawing skills and computer drawing skills will continue, with an emphasis on object and character creation. *Prerequisite: DMP 110*

*DMP 220* **Motion Graphics III** *3 Credits*
More focus on video editing software will be introduced as students will develop skills in combining and editing digital files. Students continue to refine skills and techniques in 2D animation using the Adobe Creative Suite. *Prerequisite: DMP 121*

*DMP 230* **3D Animation III** *3 Credits*
Students will create short animations, based on storyboards. We will focus on more in-depth skills with cameras, framing, timing, and lighting, and also continue to focus on rendering skills, while audio skills are introduced with lip-sync, blend shapes and facial expressions. *Prerequisite: DMP 131*

*DMP 240* **3D Modeling II** *3 Credits*
Students will continue to work with the tools, objects and terminology of modeling for 3D animation. A 3D building and character will be created, based on existing buildings and characters developed in animation. Will focus on a more indepth knowledge of materials and textures and their application. Students will continue to develop their skills in adding bones and rigging characters and objects. Will introduce Mental Ray. *Prerequisite: DMP 140; Corequisite: DMP 230*

*DMP 250* **Media Productions II** *3 Credits*
Students will continue to create storyboards to convey the project message, with emphasis placed on storytelling techniques. Students will continue to enhance their cineametography skills, focusing on lighting, camera angles and green screens. By working in teams students will create more advanced introductions, network branding, commercials, and animations. *Prerequisite: DMP 150*

*DMP 260* **Advanced 3D Animation** *4 Credits*
Students will continue to refine their skills in modeling for 3D animation in motion and continue to become more proficient with timing, weight and poses in animation. They will also continue to focus on the development and refinement of modeling 3D characters and objects. Students will refine and apply their knowledge of materials and textures. Adding bone and rigging characters and objects will continue to be a focus. *Prerequisite: DMP 240; Prerequisite: DMP 250*

DMP 270 **Digital Media Studio** *6 Credits*
Students will combine skills from all the current and prior animation classes to create animated shorts-both 2D and 3D, visual effects and audio shorts for an animation portfolio. *Prerequisite: Successful completion of First, Second & Third Semester Core classes*

*DMS 100* **Introduction to DMS** *2 Credits*
An introduction into ultrasound including medical applications. Description of the roles, responsibilities and the rules of the Diagnostic Medical Sonographer will be introduced. Also the indication and applications of the diagnostic procedures, safety, protection and imaging processing will be covered. *Prerequisites: HC 117, HC 119, PHYS 100, MATH 102T*

*DMS 101* **Cross Sectional Anatomy** *3 Credits*
Introduction to cross sectional anatomy as interpreted on diagnostic sonographic images. Anatomical scanning planes to include transverse, coronal, oblique and longitudinal planes. Lab will cover application of transducer manipulation, body mechanics and sonographic scanning techniques. *Prerequisites: HC 117, HC 119, PHYS 100, MATH 102T*

*DMS 110* **Abdominal Sonography I** *3 Credits*
Study of anatomy, physiology, pathology and pathophysiology of the upper abdominal cavity, peritoneal cavity to include: aorta, IVC, celiac trunk, SMA, gastrointestional, abdominal wall, peritoneum and diaphragm as visualized by ultrasound. Doppler and color Doppler applications will be applied to the anatomy. *Prerequisites: DMS 100, DMS 101*

*DMS 120* **Abdominal Sonography II** *3 Credits*
Study of anatomy, physiology, pathology and pathophysiology of the upper abdominal cavity, peritoneal cavity to include: liver, gallbladder and biliary system, and pancreas as visualized by ultrasound. Doppler and color Doppler applications will be applied to the anatomy. *Prerequisite: DMS 110*

*DMS 130* **Abdominal Sonography III** *3 Credits*
Study of anatomy, physiology, pathology and pathophysiology of the upper abdominal cavity, peritoneal cavity to include: urinary/renal system, adrenal glands, spleen, and retroperitoneum as visualized by ultrasound. Doppler and color Doppler applications will be applied to the anatomy. *Prerequisite: DMS 120*

*DMS 200* **OB/Gyn Sonography I** *4 Credits*
This course is an in-depth study of the female pelvis with emphasis on the sonographic appearance of its structure and the numerous pathological processes that may affect it. This course will also include the study of the anatomy, physiology, pathology, and sonographic appearance of the first trimester pregnancy and fetal development. *Prerequisite: DMS 130*

*DMS 201* **Asepsis and Related Surgical Procedures for the Sonographer** *1 Credit*
Students will gain an understanding and practical experience with Sterile Surgical Techniques and procedures associated with ultrasonic guidance for tumor localization and biopsy guidance. This course will cover a range of procedures from "clean" to "full" sterility and their application to the operating room, procedure room, to exam room setting. The student will also gain knowledge of aseptic technique and procedural requirements in caring for patients with a variety of wounds.

*DMS 210* **Acoustical Physics & Instrumentation** *2 Credits*
This course is a continuation of CV 123, which is the study of the properties of diagnostic ultrasound and their application to Doppler, color flow imaging, artifacts and quality assurance as they relate to abdominal/OB/GYN ultrasound. *Prerequisites: CV 123, DMS 200*

*DMS 220* **OB/Gyn Sonography II** *5 Credits*
This course is a continuation of DMS 200, which includes the sonographic evaluation of pregnancy and related complications. Emphasis is placed on the detection of fetal anomalies, pathology, and the scanning planes necessary for appropriate imaging. *Prerequisite: DMS 200*

*DMS 230* **Clinical Sonography I** *1 Credit*
This course is a supervised clinical observation rotation in an OB/GYN lab. Emphasis is placed of the professional interaction and performance of sonographic procedures dealing with the OB/GYN patient. *Prerequisite: DMS 200*

*DMS 240* **Abdominal Sonography IV** *4 Credits*
Study of anatomy, physiology, pathology and pathophysiology of the abdominal cavity and superficial structures/small parts to include but not limited to: thyroid, parathyroid, breast, prostrate, scrotum, penis visualized by ultrasound. This course will include study of ultrasound applications in the pediatric patient. Doppler and color Doppler applications will be applied to the anatomy. *Prerequisite: DMS 200*

*DMS 250* **Clinical Sonography II** *14 Credits*
A full time clinical internship (40 hours/week) and will be completed at an affiliated local or out-of-town hospital or clinic. Students will broaden and perfect their abdominal/OB/GYN sonography skills. Emphasis is placed on critical thinking skills as related to exam performance and patient care settings. The student will be required to keep daily and weekly logs of all studies that they are involved in. Time sheets recording hours worked daily will also be kept. Registry review questions will be completed as described in syllabus along with a clinical portfolio, and an abdominal/OB/GYN portfolio. *Prerequisites: DMS 210, DMS 220, DMS 230, DMS 240 and Permission of Program Chair*

*DMS 255* **Registry Review Week** *2 Credits*
This course is conducted on the Southeast Tech campus during the week of spring graduation. Students will participate in review of program course content, clinical findings and expectations, and registry preparation testing and activities. Students will present current clinical case studies and share clinical experience summaries. Student clinical portfolio review and analysis will also be conducted. *Corequisite: DMS 250*

*DMS 260* **Clinical Sonography III** *12 Credits*
A continuation of DMS 250, which is a full time clinical internship (40 hours/week) and will be completed at an affiliated local or out-of-town hospital or clinic. Students will broaden and perfect their abdominal/OB/GYN sonography skills. Emphasis is placed on critical thinking skills as related to exam performance and patient care settings. The student will be required to keep daily and weekly logs of all studies that they are involved in. Time sheets recording hours worked daily will also be kept. Registry review questions will be completed as described in syllabus along with a clinical portfolio, and an abdominal/OB/GYN portfolio. *Prerequisites: DMS 250 and Permission of Program Chair*

*DT 101* **Engineering Drawing** *3 Credits*
A prerequisite core drawing course for all three disciplines of the engineering technology program, this course will involve extensive hands-on experience that applies drafting theories and develops skills. Each topic is developed through a progression of practice exercises that focus on visualization techniques.

*DT 102* **Print Reading for Construction** *1 Credit*
This is an introductory course to print reading for the engineering technology field. This course will cover the use of prints to determine structures and common materials labeled on plans. Basic sketching and lettering will be covered as it relates to the construction industry.

*ECH 101* **Introduction to Early Childhood** *4 Credits*
This course provides information on the history and philosophy of Early Childhood Education, educator roles, environments, observations, and issues. It includes an overview of assessment and trends that influence best practices. Career options within the child care profession are explored.

*ECH 105* **Understanding Diversity** *3 Credits*
This course offers an examination of the influence of culture and environment on the development of infants, toddlers, and young children. The course includes the influences of family diversity and blends theory with practical applications for developing positive family interactions, partnering with parents and other caregivers, increasing parental involvement and development of parent education programs.

*ECH 110* **Child Health/Safety/Nutrition** *3 Credits*
This course emphasizes how current concepts in health, safety and nutrition relate to the growth and development of a young child. It blends current theory with practical applications and assessments. The course includes the influences of family diversity, child abuse and mental and physical health. In addition, students are introduced to state licensing rules and regulations and federal regulations such as the Head Start Performance Standards that apply to various early childhood settings.

*ECH 120* **Infant Toddler Development and Learning** *3 Credits*
This course provides an overview of infant and toddler development that prepares students to utilize developmentally appropriate practices in home or center-based settings. It includes the environment, care-giving, teaching strategies, observation methods and family relationships. The course focuses on the whole child in inclusive settings.

*ECH 130* **Early Childhood Curriculum I: Foundations & Methodologies** *3 Credits*
This course examines and evaluates early childhood curriculum and methods that lead to the development and implementation of appropriate curricula for young children.

ECH 160 **Early Childhood Social/Emotional Guidance** *3 Credits*
This course focuses on effective approaches and positive guidance strategies for supporting the development for young children, emphasizing supportive interactions and developmentally appropriate environments. The course presents a means of assessment to analyze and guide behaviors.

ECH 201 **Early Language and Literacy** *3 Credits*
This course provides an overview of children's language development, learning environments, and use of appropriate teaching methods to promote children's literacy and language skills in various early childhood settings and programs.

ECH 211 **Early Childhood Program Administration** *3 Credits*
This course covers the basic principles involved in the organization and operation of child care centers, early childhood programs operated by public and private schools, Head Start Programs, and private child care programs. The course includes mission statements, funding, insurance, state and federal regulations, managerial functions, employment procedures, business practices, marketing, staffing/supervision and staff and community relations.

*ECH 212* **Legal and Ethical Issues** *2 Credits*
This course is designed to present material to the Early Childhood Specialist about professional ethics and the philosophy, requirements, administration and enforcement of local, state and federal laws related to the profession of early childhood education.

*ECH 221* **Support Internship** *4 Credits*
This course provides an opportunity to apply knowledge and skills in a supervised early childhood setting. It emphasizes professional relationships and behavior, appropriate adult/child interactions, basic curriculum planning and program routines.

*ECH 222* **Specialist Internship** *6 Credits*
This course provides an opportunity to apply knowledge and skills in a supervised early childhood setting. It emphasizes professional relationships and behavior, appropriate adult/child interactions, basic curriculum planning and program routines.

ECH 230 **Early Childhood Curriculum II: Expressive Arts** *3 Credits*
This course focuses on the development, implementation and assessment of appropriate environments and curricula for young children. It emphasizes an understanding of children's developmental stages and the creation of appropriate learning opportunities, interactions and environments in areas of dramatic play, art, music and motor skills.

ECH 240 **Exceptional Learner** *4 Credits*
This course provides an overview of development and learning experiences for children with special needs to integrated child development settings. It discusses developmental needs, developmentally appropriate environments and effective teaching methods.

*ENDT 120* **Applied Electronics & Instrumentation** *2 Credits*
Includes electronics and instrumentation associated with the conventional EEG machine, both analog and digital. Study includes the power supply, electrodes used in all field modalities, differential amplifier and localization concepts, filters (low frequency, high frequency, notch), the electrical output, montaging and digital resolution concepts. Electrical safety and minimum standards are covered. An introduction to quantitative analysis is completed. *Prerequisites: HC105, HC 105L, HC 115; Corequisite: ENDT 210L*

*ENDT 121* **Homeostatic Physiology** *3 Credits*
Designed for advanced health sciences students. This course emphasizes body systems important to maintaining homeostasis in the human. Nerve and muscle tissue, cardiac, respiratory, fluid-electrolyte and endocrine physiology are addressed. *Prerequisite: ENDT 123; Corequisite: ENDT 220*

*ENDT 122* **Electroneurodiagnostic Technical Science** *5 Credits*
Provides theory and application of electrical concepts, recording techniques, data analysis and description of waveforms and artifacts. Students will learn recording techniques, standard machine settings, test protocols, activation procedures and how to assess a standard recording. Study of normal human patterns is emphasized, as well as the assessment of epileptiform activity. Introduction to specialty monitoring is also covered. The lab setting includes full patient hookup, recording of EEG data and review and reporting of the data, as well as field specific patient care. *Prerequisites: HC 117, HC 119, HC 105, HC 105L, HC 115; Corequisite: HC 122L*

*ENDT 123* **Electroneurodiagnostic Clinical Science I** *2 Credits*
Introduces the student to electroneurodiagnosis, neurophysiology, functional neuroanatomy, normal and abnormal conditions and correlates. Includes electroencephalographic signs of cerebral disorders. Recognition of normal brainwave patterns, normal variants, abnormal patterns and how these correspond in general to disease entities will be discussed. *Prerequisites: HC 117, HC 119, HC 105, HC 105L, HC 115; Corequisites: HC 121, HC 121L*

*ENDT 124* **Polysomnography I** *3 Credits*
Includes fundamental and detailed study of the various sleep disorders, their symptoms, consequences, treatments, and polysomnographic manifestations. Sleep stage scoring, pattern recognition and data computation are introduced. Instruction in patient examination and history taking for sleep disorders is covered. *Prerequisites: HC 105, HC 105L, HC 115*

*ENDT 200* **Evoked Potential I** *2 Credits*
Introduction to the three modalities of evoked potentials; brainstem auditory, visual and somatosensory, as well as EP history, signal averaging, statistics, A/D converter, amplifiers, filters and various stimulators used for each modality. Lab sessions include electrode placement, stimulator set-up and recording of evoked potentials using volunteers. *Prerequisites: HC 105, HC 105L, HC 115, HC 117, HC 119; Corequisite: ENDT 200L*

*ENDT 210* **Evoked Potential II** *3 Credits*
In depth study of all three modalities; somatosensory uses in clinical and intraoperative monitoring; brainstem auditory evoked potentials and evaluation of the auditory pathway; and visual evoked potentials and the evaluation of the visual pathway. Specific structural and disease entities and their effect on evoked potential responses. Establishment of laboratory standards including normal values using statistical means, and standard deviations. *Prerequisite: ENDT 200; Corequisite: ENDT 200L*

*ENDT 220* **Electroneurodiagnostic Clinical Science II** *3 Credits*
Studies specific neurological disease entities; stroke, tumor, encephalopathies, as well as seizure disorders and corresponding EEG patterns. This will include triphasic waves, three per second spike and wave, and localizing dipoles. Introduction to EEG in carotid endartectomies, epilepsy monitoring, and EEG monitoring during epilepsy surgery. *Prerequisite: ENDT 123; Corequisite: ENDT 220L*

*ENDT 230* **Polysomnography II** *3 Credits*
Theory and application of knowledge within the study of various sleep disorders, as well as advanced theory of specific PSG testing situations. In-depth study of PSG scoring included in theory and in practice. Lab includes hands-on experience and instrumentation theory of various polysomnographic recording equipment utilized for recording polysomnographic studies. This includes calibration, biocalibration, patient hook-up and disconnect, and simulated testing in the lab. CPAP and oxygen titration will be reviewed, demonstrated and practiced in theory. *Prerequisite: ENDT 124; Corequisite: ENDT 230L*

*ENDT 240* **Electroneurodiagnostic Clinical I** *1 Credit*
Focuses on clinical application of basic EEG techniques according to lab protocol. This includes interviewing of patients for history, measuring the scalp for electrode placement, impedance test, proper filter setting and calibration of equipment under direct supervision of staff. Record review with physicians and correlative seminars are included. *Prerequisites: ENDT 210, ENDT 220, ENDT 230*

*ENDT 250* **Electroneurodiagnostic Clinical II** *14 Credits*
Provides continued clinical recording techniques including a broad patient population and procedure range. May also include clinical time in a Polysomnography setting. *Prerequisite: ENDT 240*

*ENDT 255* **Registry Review** *2 Credits*
This course will provide a review of program course content and clinical applications. The students present a clinical case study and share their experiences from the clinical period. Material for registry board exams will be discussed and mock board exams will be completed. Students will also meet with the program advisor and review the clinical portfolio. This review week will correspond with the last week in the Spring semester calendar.

*ENDT 260* **Electroneurodiagnostic Clinical III** *12 Credits*
Provides clinical practice in performing electroencephalograms, evoked potentials, operating room, epilepsy monitoring, sleep studies using appropriate techniques according to protocol. *Prerequisite: ENDT 250*

*ENGL 095* **Writing Made Easy** *0 Credits*
Provides a very beginning preparatory course in the essentials of writing. The course encompasses the vocabulary for learning written English, basic grammar skills, and writing effective sentences.

*ENGL 098* **Introduction to Writing Success** *3 Credits*
Students review the basics of sentence structure, punctuation, grammar usage, and spelling throughout this course. Students will be assigned paragraph writing. This is a preparatory class for English composition.

*ENGL 099* **Basic Writing** *3 Credits*
*This course is a corequisite* for ENGL 101 designed to help students succeed in ENGL 101. The course is structured similarly to ENGL 098 and is designed to provide an overview of English grammer and syntax that is essential to the students' mastery of writing as a process. However, it is intended to accelerate student skill development. Studnets will review parts of speech, sentence structure, paragraph structure, spelling, and mechanics, as well as address questions left over from the ENGL 101 class.

*ENGL 101T* **Composition** *3 Credits*
English Composition will help develop proficiency in writing concise, coherent essays, and in using correct English. Several modes of discourse will be explored and good grammar skills are emphasized. This course will improve the student's critical thinking skills as it provides students with practice in all stages of the writing process: planning, supporting, rewriting, analyzing, proofreading, and editing. This course will also require critical reading and writing. *Prerequisite: Placement Assessment*

*ENGL 201* **Technical Writing** *3 Credits*
This course is designed around workplace writing tasks. Students will learn to evaluate audience, solve problems, and develop strategies for writing collaboratively. They will write instructions, reports, memos and letters. The course emphasizes using correct mechanics and clear style; using format effectively to improve document readability; choosing and designing visuals for audience; and managing time and multiple projects. *Prerequisite: ENGL 101*

*ET 112* **Basic Electronics** *3 Credits*
Provides an introduction to electronic components, their diagrams, wiring methods, and shop safety, as applied to computers and computer networks. Voltage sources, current properties, resistance characteristics, and their relationships using Ohm's Law and the Power Formula will be studied. An introduction to AC voltage waveforms including their characteristics, applications, and methods of measurement, and the operation of capacitors, inductors, and transformers in DC and AC circuits with calculations of reactance, impedance, phase angles, and resonance will be covered. *Corequisite: ET 113*

*ET 113* **Basic Electronics Lab** *2 Credits*
Provides hands-on application to electronic components, their diagrams, wiring methods, and shop safety, as applied to computers and computer networks. Voltage sources, current properties, resistance characteristics, and their relationships using Ohm's Law and the Power Formula will be covered. An introduction to AC voltage waveforms including their characteristics, application, and methods of measurement, and the operation of capacitors, inductors, and transformers in DC and AC circuits with calculations of reactance, impedance, phase angles, and resonance will be covered. *Corequisite: ET 112*

*ET 114* **Electronic Concepts I** *5 Credits*
An introduction to electronic components, their diagrams, wiring methods and electrical safety. Voltage sources, current properties, resistance characteristics, and their relationships using Ohm's law, Watt's law, and Kirchoff's laws will be studied. In addition, students will receive an introduction to the mathematical approach to analyze electronic circuits using basic algebra, exponents, metric prefixes and trigonometry. *Corequisite: ET 116*

*ET 116* **DC/AC Electronics Lab** *3 Credits*
Provides hands-on experience in breadboarding circuits, reading schematics, soldering, and operation of test equipment to measure voltage, current, and resistance. Ohm's Law, Watt's Law, and Kirchoff's Laws are studied. AC concepts and theory are also studied. The practical aspects of using meters, oscilloscopes, and function generators to evaluate and troubleshoot reactive, resonant, and transformer circuits are practiced. *Corequisite: ET 114*

*ET 123* **Analog Circuits** *4 Credits*
Analog circuits as they relate to the world. Analog devices involved in the course include: PN junction, zener, and varactor diodes; bipolar, unijunction, and field effect transistors; SCRs, TRIACs, and DIACs. Power supply topics include half-wave and full-wave rectifiers, filtering, zener regulation, and series-pass and monolithic regulators. Also included are various types of discrete component amplifier configurations, multi-stage, power, and operational amplifiers. *Prerequisite: ET 116, ET 114; Corequisite: ET 124*

*ET 124* **Analog Circuits Lab** *3 Credits*
An introduction to the characteristics of semiconductor devices such as: PN junction, zener and varactor diodes; bipolar, unijunction, and field effect transistors; SCRs, TRIACS and DIACs. Power supply topics include half-wave and full-wave rectifiers, filtering, zener regulation, and series-pass and monolithic regulators. Prerequisite: ET 116, ET 114; *Corequisite: ET 123*

*ET 128* **Technical Physics** *3 Credits*
An introduction to the world of physics with emphasis placed on the physics required to support material presented in electronics and laser technology classes. Through discussion and application exercises, an understanding of force, motion, friction, work, energy, electromagnetic waves and their interrelationships will be presented.

*ET 130* **Solid State Devices** *2 Credits*
An introduction to the characteristics of semiconductor devices such as PN junction, zener, varactor, diodes, bipolar, unijunction, and field effect transistors, SCRs, TRIACS, and DIACs. Power supply topics include half-wave and full-wave rectifiers, filtering, zener regulation. *Prerequisites: ET 114*

*ET 131* **Solid State Devices Lab** *2 Credits*
Provides students with the practical experience of assembling and testing each of the circuits studied in ET 130. Emphasis is placed on proper breadboarding techniques, use of test equipment, troubleshooting and shop procedures. *Corequisite: ET 130*

*ET 153* **Digital Circuits I** *2 Credits*
Introduces the student to the fundamentals of digital circuits which includes diode gating, inverters and all basic digital functions. The student advances to a study of the operation and application of the R-S, D-type, and J-K flip-flop, counters, shift registers, adders, and clock circuits. *Prerequisite: ET 116; Corequisite: ET 154*

*ET 154* **Digital Circuits Lab I** *2 Credits*
Introduces the student to the fundamentals of digital circuits which includes diode gating, inverters and all basic digital functions. The student advances to a study of the operation and application of the R-S, D-type, and J-K flip-flop, counters, shift registers, adders, clock circuits. *Corequisite: ET 15*

*ET 201* **Labview Programming** *3 Credits*
Teaches an introduction to G programming (LabVIEW) and the principles of interfacing the microcomputer for data acquisition and control using devices such as temperature probes, sensors, relays, analog-to-digital converters, digital-to-analog converters, timers, counters, and the software to operate these devices. *Prerequisite: ET 153*

*ET 211* **Data Acquisition & Control** *4 Credits*
Uses the information learned in ET 254 and ET 201 to apply the principles of interfacing the microcomputer and microcontroller for data acquisition and control using devices such as tempature probes, sensors, relays, analog-to-digital converters, digital-to-analog converters, timers and counters. The course will culminate with a major project involving all of the disciplines learned in prior courses. *Prerequisites: ET 201, ET 254*

*ET 253* **Digital Circuits II** *3 Credits*
Provides an in-depth study in digital circuitry. Topics include: code converters, multiplexers, ROM's, RAM's, PLA's, read/write circuits, analog-to-digital, and digital-to-analog conversion. Programmable logic in the form of PLDs, PLCs, EPLDs and microprocessors will be covered. *Prerequisite: ET 153*

*ET 254* **Digital Circuits Lab II** *3 Credits*
Provides an in-depth, hands-on study of digital circuitry. Topics include: code converters, multiplexers, ROMs, RAMs, PLA's, read/write circuits, analog-to-digital and digital-to-analog conversion. Programmable logic in the form of PLDs, PLCs, EPLDs, and microprocessors will be covered. *Corequisite:* ET 253

*ET 265* **Wireless Communications** *3 Credits*
A study of the principles of tuned amplifiers, filtering, modulation, radio transmitters and receivers. Other topics include multiplexing, antennas, microwaves, and satellites. *Prerequisite: ET 123, ET 124; Corequisite: ET 266*

*ET 266* **Wireless Communications Lab** *2 Credits*
Gives students hands-on experience working with receiver and transmitter circuits. A systematic approach to isolating the fault to the lowest repairable component is taught. *Prerequisite: ET 123, ET 124; Corequisite: ET 265*

*ET 271* **Data Communications** *3 Credits*
Introduces students to the concepts, terminology, equipment, and techniques that form data communications systems. Introduces modulation, multiplexing, telephone networking, protocols, software and the principles of fiber optics. *Prerequisites: ET 253, ET 254*

*ET 284* **Electronic Systems** *3 Credits*
A study of the basic principles of troubleshooting as it applies to various systems. Systems covered each semester may vary depending on availability of equipment and/or schematics. Students will have the opportunity to bring personal equipment in to the class for repair. Through-hole and surface mount soldering and de-soldering techniques will be covered.
*Prerequisites*: *ET 265, ET 266; Corequisite: ET 285*

*ET 285* **Electronic Systems Lab** *3 Credits*
Gives students hands-on experience working with receiver and transmitter circuits. Students are taught a systematic approach to isolating the fault to the lowest repairable component. *Prerequisite*: *ET 265, ET 266; Corequisite: ET 284*

*GC 100* **Graphics Math** *1 Credit*
Reviews and builds on students' entry level computation skills in the Graphics area. Focus is on measuring, percentage scaling, resolution, calculating fractions, other measuring systems used in the industry (pixels, picas) and estimating procedures. *Corequisite: MATH 115*

*GC 102* **Mac Seminar** *1 Credit*
This course introduces students to the Macintosh-based Graphics-related industry. Includes local and remote Mac desktop, laptop, and server use; differences among OS versions; cross-platform workflow strategies; policies/procedures of GC department. Stresses technical research online as current problem-solving method.

*GC 107* **Design Fundamentals I** *4 Credits*
Elements and principles of graphic design are introduced through print-based projects and Adobe CS software. Solutions to visual and communication problems are revised from rough sketches to comprehensives, images, ads and layouts. Students will keep a resource file to develop a familiarity with the basics of design, a vocabulary of the discipline, and to explore a range of visual style. Skill in handling of tools, materials, and technical terms is emphasized.

*GC 108* **Page Layout I** *2 Credits*
Adobe CS software is introduced through common media layouts. Communication fluency and applied math are emphasized. Students manage files between Mac OS and Windows. Strategies are introduced for efficiency across media and devices. Skilled keyboarding is expected. Corequisite: GC 110; *Prerequisites: CIS 100 or 40 cwpm*

*GC 110* **Print Media I** *2 Credits*
Printing technologies, print production workflow, PDF, and prepress best practices are introduced. Students explore various job opportunities and workplace expectations in print and media careers. Output is toner-based printing. *Corequisite: GC 108*

*GC 114* **Web Multimedia I** *3 Credits*
An introduction to basic Internet concepts such as browsers, search engines, e-mail, HTML tags, file management, File Transfer Protocol, Cascading Style Sheets, scripts, and image editing. Students will design and develop a personal web site as a final project.

*GC 117* **Design Fundamentals II** *4 Credits*
Students develop skills to organize ideas and to effectively achieve communication through different projects. Through demonstration and exercises, they will utilize software tools and processes to create print media and artwork. Lessons focus on applied typography and design skills, based on industry standards. Students will use letterforms in all assignments to demonstrate an understanding of typography in design. Color theory will be introduced. Students will continue to expand skills in the Adobe CS software with an emphasis in Illustrator and vector graphics. Photo editing software is used with focus on image acquisition, color, resolution for print and photo editing. Self- and peer-critique is required. *Prerequisite: GC 107*

GC 118 **Page Layout II** 2 Credits
Skills are developed using Adobe CS software, primarily for print media layouts. Communication fluency and applied math are developed. Strategies are emphasized for efficiency across media and devices, including style sheets, grids, and master pages. Skilled keyboarding is expected. Corequisite: GC 120; *Prerequisites: GC 108, GC 110*

GC 120 **Print Media II** 2 Credits
Standards and best practices of prepress workflow and print production are covered in greater depth. Efficiency and file management strategies are emphasized, including images and fonts. Determined problem-solving and atention to detail are critical for success. Output is toner-based printing. *Corequisites: GC 118, CIS 107; Prerequisites: GC 108, GC 110*

GC 208 **Page Layout III** 2 Credits
Professional layout software is used in greater depth (from Adobe and Quark). Best practices and efficiency are emphazised, over completing many projects. Assignments may be reworked to improve performance and methods. Some projects may be completed in work teams. *Corequisite: GC 210; Prerequisites: GC 118,GC 120*

GC 210 **Print Media III** 1 Credit
Time and file management are improved. Print production and prepress basics from prerequisite courses is reviewed. Print production and PDF workflow ae emphasized. Students keep time logs and technical journals. *Corequisite: GC 208; Prerequisites: GC 118, GC 120*

GC 218 **Page Layout IV** 2 Credits
Students prepare for job search in this capstone course, in conjunction with projects made in other GC courses. Independent time, project, and file management are required. There is significant cross-over with corequisite curriculum. *Corequisite: GC 220; Prerequisites: GC 208, GC 210.*

GC 220 **Print Media III** 2 Credits
Students' primary project completes a technical journal documenting their knowledge of print media, trouble-shooting strategies, professional software and more advanced layout concepts/workflow. Projects include print work for other students, acting as clients. Hybrid layouts are explored, including print layouts adapted for new media and handheld devices. Corequisite course is GC 218 Page Layout IV. *Prerequisites: GC 208, GC 210*

*GC 124* **Web Multimedia II** *3 Credits*
Concepts learned in Web Development 1 will be applied to development tools such as Macromedia Dreamweaver and Adobe Photoshop/ImageReady. Learn to develop and maintain web content more efficiently through the use of industry standard tools. A final project will be completed with students working in teams to construct a multi-page Web site. *Prerequisite: GC 114*

*GC 140* **Digital Photography** *3 Credits*
The focus of this course is to provide students with a solid understanding of digital photography technology and the workflow of a digital studio. In addition to using various digital cameras, accessories, and lighting techniques, students will learn to edit, present, and print photos in a digital lab setting.

*GC 207* **Design Development** *3 Credits*
Detailed and accurate information providing the details to complete the process necessary to design will be covered. Emphasis is placed on both practical and theoretical issues in the development of new approaches to design problems. Through demonstration and exercise, students will learn to draw and design electronically using the basic tools of the software. *Prerequisite: GC 117*

*GC 215* **Web Multimedia III** *3 Credits*
Focus is in creating vector-based content using Macromedia Flash. Students will study the Flash interface, work environment, capabilities, limitations, and delivery methods. A portion of the course will be spent reviewing concepts and tools learned in the first year web development courses. *Prerequisite: GC 124*

*GC 217* **Portfolio Design** *3 Credits*
This course provides training in the aesthetics, presentation, and required elements for production of a graphic design portfolio. The semester is devoted to creating promotional materials and developing additional design campaigns for portfolios. The focus is on increasing volume and quality of work, while presenting and refining material produced in previous semesters. Students continue to enhance skills using Adobe CS software. Self- and peer-critique is required. Graphics faculty and industry professionals critique students' work. Participation in the Spring Portfolio Show is required. *Prerequisite: GC 207*

*GC 227* **Web Multimedia IV** *3 Credits*
The focus of this course is design and development of multimedia content for a variety of deliveries. We will use a variety of technologies and applications to provide the best solutions for reaching a target audience. Each project will start with careful planning, research, sketching, building prototypes, and eventually creating a master. Delivery methods we will explore include internet, web, CD-ROM, DVD, and Video CD. *Prerequisite: GC 215*

*GC 239* **Media Writing** *2 Credits*
This course will introduce the student to various types of media writing including: print and broadcast journalism, public relations, advertising in print and online media. Students will build skills in information gathering and research, interviewing, organizing data and information, writing and revising their writing. Strategies for writing informative, persuasive and promotional content will be stressed. Students will also critique the relevance, clarity, quality and reliability of current media writing and writing from other students' in class. The mechanics of writing and AP style are reviewed. *Prerequisites: ENGL 101T, GC 116 or GC 117*

*HC 102* **Math for Medications** *1 Credit*
This one credit course is designed to teach students the calculation skills needed to safely practice in the healthcare profession.

*HC 105* **Introduction to Electroneurodiagnostics** *2 Credits*
Provides an introduction to basic electroneurodiagnostic services. Includes history and theory of electroneurodiagnostics, including EEG, PSG and EP. Technologist responsibilities, clinical indications and usefulness to the patient and community are covered. Emphasis is placed on a fundamental understandingof the electrical activity produced by the brain and the recording techniques used to monitor this activity. This course includes an overview of digital recording techniques, international standards of electrode placement, and national governing boards which represent the profession. General terminology of Electroneurodiagnostics will be focused on as well. The corresponding lab will cover the process of measuring for lead placement and lead application for patient hookup. *Corequisites: HC 105L*

*HC 110* **Basic Anatomy** *3 Credits*
Designed for students beginning a health/science education and interested in pursuing an entry-level medical or health-related career. Emphasis is placed on the study of the basic structure and function of the human body. The students in the Phlebotomy and Pharmacy Technician programs will recognize the normal anatomy and be able to apply it to their respective fields.

*HC 113* **Medical Terminology** *2 Credits*
Designed to provide basic principles of medical word building. These principles once learned, can readily be applied to develop an extensive medical vocabulary. CD's are included and benefit students in pronunciation and definition of each word. Once satisfactory completed, students will be able to adequately communicate in the health industry.

*HC 114* **Health Care/Human Relations** *3 Credits*
Discussions and activities will center around the topic of respect. This course introduces students to health care issues and assists them in developing personal and employability success skills. Topics include, but are not limited to: accountability, professionalism, communication, confidentiality, patient rights, cultural bias and discrimination, effective interpersonal skills, dealing with difficult patients of all ages, and death and dying issues.

*HC 115* **Basic Electricity for Health Care** *3 Credits*
Provides instruction in electrical safety, atomic theory/charge, voltage, current, resistance, power, AD, DC, capacitance, inductance, circuits, elements in series and parallel, impedance, time constraints, transformers, semiconductors (diodes, transistors/amplifying devices, and digital devices). This course is applicable to all areas of health care but a required course for ENDT program majors. *Prerequisites: HC 105, HC 117, HC 119*

*HC 117* **Medical Language** *1 Credit*
This course is designed to provide the basic principles of medical work building. These principles, once learned, can readily be applied to develop an extensive medical vocabulary. The textbook is presented with a variety of self-teaching features allowing the student to work through the chapters in systemized fashion that focuses on body systems. A CD is included to benefit the student in pronunciation and definition of each word. Once satisfactorily completed, the student will be able to adequately communicate in the health care industry. *Prerequisite: HC 119*

*HC 118* **Applied Anatomy/Physiology** *4 Credit*
Forms the foundation of Licensed Practical Nursing and Surgical Technology programs. In addition to studying the structure and function of the human body, the disease processes that correlate with each body system will be covered.

*HC 119* **Anatomy/Physiology** *5 Credits*
Study of the structure and function of the human body forms the foundation for course work in the health-related professions. This entry level anatomy and physiology course studies the body using a systems approach. This course will help prepare students for the more detailed and specific anatomy and physiology they will encounter in their program courses. *Corequisite: HC 117*

*HC 121* **Patient Care Techniques I** *3 Credits*
Designed to assist students in developing the necessary skills to directly deal with patients. Skills acquired will help protect themselves, as well as the patient, and includes infection control, body mechanics, vital signs, CPR/First Aid, dealing with tubes and equipment, safety and security as well as other topics.

*HC 123* **Health and Wellness** *3 Credits*
Provides students with a knowledge base to promote better understanding of their personal wellness strengths and weaknesses, and how they can assimilate wellness-living into their daily lives. Realizing the direct correlation between positive lifestyle habits and well-being, this course will use a two-fold approach to educate students: (1) a theory base covering a variety of wellness topics; (2) laboratory activity sessions/ personal exercise regimen.

*HC 124* **Basic Pharmacology** *2 Credits*
Observing, testing, treating and administering to the countless requirements and demands that constitute effective and responsible patient care; this course introduces pharmaceuticals according to their therapeutic applications and pertinent physiology, and related diseases. Emphasis is placed on pharmaceutical classification concentrating on the mechanism of action, main therapeutic effects, and the adverse reactions produced. *Prerequisite: HC 119*

*HC 221* **Patient Care Techniques II** *2 Credits*
Consists of multiple skills instruction needed for employment in facilities which utilize patient-focused care. *Prerequisite: Completion of Health Core; Corequisite: PH 121*

*HC 231* **Cross-Sectional Anatomy** *3 Credits*
The primary study of interest is to take the human anatomy and slice it in anatomical sections. The student will then compare these slices to Computer Tomography and differentiate the anatomy. *Prerequisites: NM 101, HC 111*

*HIS 101* **Introduction to Health Information Services** *2 Credits*
This course is designed to introduce Health Information Services students to the basic principles and practices of their career. It will include brief overviews of all the courses and job responsibilities and that are needed to study and work in Health Information Services. This will include learning and understanding the terminology associated with working with patient information as well as the laws and guidelines concerning confidentiality and professional ethics associated with a career in this area. There will be tours, guest speakers and other exploration activities to familiarize the students with a good, basic, overall knowledge of health care and how it relates to Health Information Services.

*HIS 119* **Computerized Health Systems** *3 Credits*
This course provides the student with a good basic understanding of how the computer is used in the health care industry to process information. It will allow the student to have hands on experience with managing computerized systems that allow entry for record keeping and documentation in the many hospital departments that contribute to the patient's health care experience. These include therapeutic, diagnostic, treatment, business, patient care and all other departments that are a part of the health care delivery system. It will allow the student to more easily adapt to the individual computer systems used by agencies involved in health care.

*HIS 121* **Insurance/Billing/Coding** *3 Credits*
This course allows students to perform basic diagnostic and procedural coding according to nationally accepted guidelines. It will give them a basis for performing coding skills for reimbursement and documentation in the world of work. The course also offers a good overview of billing and reimbursement for Medicare, Medicaid, and a variety of other payment systems and providers. It will also provide the student with the skills to communicate with agencies involved in patient financial services.

*HIS 122* **Techniques and Transcription** *3 Credits*
This course provides the student both lecture and lab experiences with the use of communication equipment, reception and basic skills needed to perform the non-patient care activities of a facility. It also allows the student to continue to become increasingly skilled in keyboarding techniques and procedures as they apply to medicine, medical terminology and the utilization of actual medical dictation.

*HIS 124* **Patient Flow and Patient Services** *2 Credits*
This course is designed for the prospective Health Information Services employee to learn the attitudes, professionalism, leadership and dependability required to be successful in this career. This course will give the student a better understanding of the significance of the patient experience to that individual, and how their behavior plays a big part in that experience. It also provides the student both lecture and lab experiences in scheduling both staff and patients. It will familiarize the student with the different departments in the health care setting and the procedures and treatments provided by these departments. Customer service will be a primary theme of this course.

*HIS 130* **Clinical Preceptorship** *6 Credits*
This course provides approximately 240 hours of Health Information Services clinical experience at an affiliated health care facility where the student will be supervised by an assigned employee working in the department. They will be under the supervision of the manager of that department. There will be some flexibility allowed as to the type of health care delivery system the student chooses. The program advisor will coordinate the clinical schedules and manage the clinical evaluations.

*HT 111* **Introduction to Horticulture** *3 Credits*
Exposes students to the horticultural industry and related associations. Plant morphology, physiology, and the environment in which plants exist will be covered. Emphasis will be on career planning and goal setting.

*HT 112* **Woody Plants** *4 Credits*
The identification, adaptation, cultural requirements, and the use of trees, shrubs, evergreens, vines, and common plants suitable to South Dakota are covered in this course.

*HT 113* **Turf Management** *3 Credits*
Students are introduced to the theory and practical application of turfgrass management; including turfgrass environment and turfgrass cultural practices.

*HT 121* **Perennials** *3 Credits*
Identification, description, uses, cultural requirements, propagation, and adaptability of herbaceous perennials and bulbs are the concepts taught in this course.

*HT 123* **Soils and Fertilizers** *3 Credits*
Designed to expose students to the chemical and physical characteristics of soil, water, and fertilizers. Testing and amending soils, water, and fertilizers will be emphasized.

*HT 124* **Landscape Design I** *4 Credits*
Fundamentals of landscape design principles, basic drawing skills, and site analysis will be covered in this course. *Prerequisite: HT 112*

*HT 125* **Greenhouse I** *3 Credits*
Exposes students to the greenhouse industry, greenhouse equipment, greenhouse equipment operations, and bedding plant production. Emphasis will be placed on bedding plant production work experiences.

*HT 126* **Irrigation Principles & Practices** *3 Credits*
Exposes students to the principles of irrigation, installation techniques, and troubleshooting. Students will perform procedures used in the installation and repair of an irrigation system. *Prerequisite: HT 113*

*HT 131* **Internship** *3 Credits*
A portion of the second semester will be spent completing an internship in a greenhouse, nursery, garden center, park system, or golf course. Students will apply the knowledge they have learned in the classroom to practical real-life situations on the job. *Prerequisite: Department Approval*

*HT 141* **Spring Turf Management Practical** *3 Credits*
Turf students will apply turf management practices in a specific industry discipline. This practical gives students a working knowledge of an entire growing season.

*HT 142* **Fall Turf Management Practical** *3 Credits*
Turf students will apply turf management practices in a specific industry discipline. This practical gives students a working knowledge of an entire growing season.

*HT 211* **Landscape Construction** *4 Credits*
Details of landscape construction techniques and estimating will be studied in the classroom. An emphasis will be placed on the implementation of actual landscape projects involving but not limited to: soil preparation, plantings, walls, paving materials, natural stone, wood, edging materials, and mulches. *Prerequisite: HT 124*

*HT 213* **Greenhouse II** *4 Credits*
The success of a greenhouse operation is based upon a grower's ability to balance the financial and cultural strategies related to greenhouse production. Students who complete this course will be able to demonstrate their own ability to produce, manage, and market their own crop. Emphasis will be placed on the student's ability to grow and manage a greenhouse crop. *Prerequisite: HT 125*

*HT 215* **Foremanship Training** *3 Credits*
Exposes students to employee and team management skills, total quality management, and financial responsibility will be covered. *Prerequisite: HT 113*

*HT 221* **Landscape Design II** *4 Credits*
Develops intermediate skills in graphics, site planning, and design principles for residential and commercial landscapes. Bid preparation and sales techniques will be discussed. *Prerequisite: HT 124*

*HT 222* **Residential Irrigation/Equipment Operations** *3 Credits*
Exposes students to residential irrigation systems, design theory, water conservation considerations, irrigation system maintenance and trouble-shooting. The equipment operations portion of this class exposes students to the proper operations and maintenance of power landscape equipment.

*HT 223* **Garden Center Management** *3 Credits*
Gives students the opportunity to explore the necessary elements to setup and plan a business. Students will experience setting up all of the essential needs for conducting business.

*HT 224* **Turf Management in Sports** *3 Credits*
Exposes students to the world of turf management in recreational areas. Students will explore maintenance and operations of baseball/softball complexes, soccer complexes, football fields and golf courses. *Prerequisite: HT 113*

*HT 226* **Equipment Operations & Maintenance** *3 Credits*
Exposes students to the proper operations and maintenance techniques dealing with turf equipment. Students will maintain and operate mowing equipment, utility vehicles, and motorized tools. *Prerequisite: HT 113*

*HT 227* **Landscape CAD** *4 Credits*
The landscape design industry is evolving and becoming more technical. One of these technical advancements is the use of the computer as a landscape design tool. This course exposes students to the two software packages that local industry has determined to be the present and future for computer assisted landscape design. Emphasis will be placed on the student's ability to use these software packages as a design, estimating, and presentation tool. *Prerequisites: HT 124, CIS 105*

*HT 231* **Arboriculture** *3 Credits*
Examines the integrated management of trees and shrubs. Emphasis will be placed on valuation, pruning, equipment operation, pest management, repair, and fertilization of trees and shrubs. *Prerequisite: HT 123*

*HT 232* **Interiorscaping/Fruits and Vegetables** *3 Credits*
Fundamentals of interior plantscape design emphasizing commercial applications will be covered in this course. Students will learn identification by common and scientific names of foliage plants, their cultural requirements, and environmental requirements. This course is also designed to expose students to the cultural practices of commercial fruit and vegetable production. Emphasis will be placed on cultural practices of fruit, small fruit and vegetables, design of orchards and vegetable gardens, and identification of fruit, small fruit, and vegetables. *Prerequisite: HT 124*

*HT 234* **Pest Management** *3 Credits*
Designed to expose students to pests, pest control strategies, and safe chemical application using a variety of equipment used in the horticulture industry. Emphasis will be placed on pesticide laws and practical plant health care strategies. Students will have the opportunity to apply for their commercial applicator's license if they have met all requirements.

INS 205 **Introduction to Claims and Underwriting** *3 Credits*
Insurance companies must process claims in a timely and fair manner in order to maintain customer satisfaction. In this course, students will gain understanding of how claim departments operate, what resources are used in process claims, the elements involved in claim handling, and procedures used to investigate, evaluate, and dispose of claims.

INS 215 **Fundamentals of Insurance** *3 Credits*
The purpose of Introduction to Underwriting course is to provide students an understanding of how insurance companies approve or decline insurance applications. Some of the concepts include evaluating information to determine probability of risk, identifying potential hazards, implementing alternative underwriting actions, and monitoring loss ratios on existing policies.

INS 220 **Property and Casualty Insurance** *3 Credits*
Property and Casualty Insurance provides protection against most risks to property, such as fire, theft and some weather damage. In this course, students will learn about different types of insurers, the elements of an insurance contract, general duties and responsibilities of agents, and key policy provisions. Some of the different types of policies include: homeowners, marine, automobile, liability, and workman's compensation.

INS 225 **Sales Agency Management** *3 Credits*
Commercial Insurance covers the principles and terminology associated with policies available to today's business owner. Students will learn about the types of policies, policy limits, exclusions, and commercial property conditions. Additionally, students will understand insurance concepts associated with condominiums, construction, legal liability, and business income coverage.

INS 295 **Insurance Internship** *3 Credits*
This course is a capstone that will provide the student with industry experience in the business world. Students will work 180 hours for a company that agrees to guide the student toward achieving specific objectives as set up by the company, student and supervising instructor. *Prerequisite: 2.0 CGPA*

*LE 105* **Introduction to Law Enforcement** *3 Credits*
An introduction to the history and philosophy of criminal justice systems with emphasis on law enforcement, courts, and corrections. Uniforms required.

*LE 107* **Multiculturalism** *2 Credits*
Explores the dynamics of living in a multicultural society. Attention will be given to contemporary issues of multiculturalism and an examination of the benefits and challenges of social diversity in a modern day society.

*LE 108* **Physical Fitness, Nutrition and Wellness I** *1 Credit*
Introduces the student to the importance of fitness, nutrition and wellness for the modern law enforcement professional. The course includes involving the students in developing a fitness routine, examining their nutritional intake and time for physical activity that will prepare them for passing the program's fitness test.

*LE 109* **Accident Investigation** *2 Credits*
This course will prepare students in skills necessary to investigate traffic accidents. They will learn how to identify pre-crash, crash, and post-crash factors in accidents. Additionally, students will learn how to calculate speeds and measure accident scenes.

*LE 110* **Report Writing I** *1 Credit*
This course is an introduction to law enforcement writing tasks. Students will learn how to take notes when interviewing and interrogating citizens. Emphasis will be given on techniques for writing clear and factual case reports, as well as organizing written information.

*LE 113* **Constitutional Law** *3 Credits*
Begins with an examination of the United States Supreme Court's origins, its jurisdiction, its powers of judicial review and its adherence (or not) to precedent. Concentrates on the first ten amendments to the US Constitution (the Bill of Rights), with particular attention paid to which amendments impact, directly and circumstantially, the criminal justice system. Concludes with a survey of the SD Constitution, of the interplay between it and the US Constitution and of specific cases defining states' rights. *Prerequisites: LE 105, LE 107*

*LE 118* **Physical Fitness, Nutrition and Wellness II** *1 Credit*
This course continues the personal physical fitness progress of the student began in LE 108. The student applies themselves to build on their fitness routine for the purpose of preparing them to pass the program's fitness test. *Prerequisite: LE 108*

*LE 119* **First Responder** *2 Credits*
This course will prepare the students to deliver correct first-aid when responding to common medical and trauma emergencies as a part of their law enforcement duties.

*LE 120* **Criminal Law** *3 Credits*
An examination of the essential elements of criminal law as they relate to various types of crime. Emphasis on the elements of a crime, defenses, and criminal responsibility. *Prerequisites: LE 105, LE 107*

*LE 201* **Social Deviance** *3 Credits*
Explores psychological and sociological theories and treatments for deviant behavior, examines deviance and social control and challenges students to formulate order-maintaining social policy. *Prerequisites: LE 105, LE 107*

*LE 203* **Occupational Sociology of Law Enforcement** *3 Credits*
Identifies and discusses job-related and personal aspects of working as a law-enforcement professional. Course pays particular attention to stress and how it affects the professional, the community and the professional's family. *Prerequisite: Law Enforcement Science Core*

*LE 204* **Use of Force and PPCT** *1 Credit*
This course provides the foundations for understanding the proper application of force by police professionals. It involves the student learning the proper physical techniques of the PPCT Management System. Included is instruction on the use of pressure points, handcuffs, OC spray, baton as well as unarmed measures. *Prerequisite: Law Enforcement Science Core*

*LE 208* **Physical Fitness, Nutrition and Wellness III** *1 Credit*
This course continues the personal physical fitness progress of the student began in LE 108. The student applies themselves to build on their fitness routine for the purpose of preparing them to pass the program's fitness test. *Prerequisites: LE 108, LE 118*

*LE 209* **Law Enforcement Survival** *3 Credits*
Involves students in wellness exercises, defensive and pressure-point-control tactics and proper building-search techniques. *Prerequisite: Law Enforcement Science Core*

*LE 211* **EVOC Emergency Vehicle Operations** *1 Credit*
Following this course, the Law Enforcement student will be able to demonstrate techniques of operating a motor vehicle to avoid accidents despite the actions of others.

*LE 212* **Traffic Enforcement I** *2 Credits*
Introduces South Dakota's Rules of the Road, supplements students' understanding of DWI laws and identifies, describes and demonstrates proper methods of traffic control, traffic-violation detection, accident-scene control, escorting vehicles, radio usage, vehicle pullover and approach and citation issuance. *Prerequisite: Law Enforcement Science Core*

*LE 213* **Traffic Enforcement II** *2 Credits*
Pays particular attention to detection, investigation and apprehension of intoxicated drivers, vehicle searches, identification of drugs and other intoxicants and certifies students as a Basic Radar Operators. *Prerequisite: Law Enforcement Science Core*

*LE 218* **Physical Fitness, Nutrition and Wellness IV** *1 Credit*
This course continues the personal physical fitness progress of the student began in LE 108. The student applies themselves to build on their fitness routine for the purpose of preparing them to pass the program's fitness test. *Prerequisites: LE 201*

*LE 220* **Criminal Investigation** *3 Credits*
Introduces students to the theories of criminal investigation and to personal attributes of a professional criminal investigator. Examines crime-scene procedures, investigative techniques, interviewing, report writing, case preparation and court testimony. Discusses inter-agency cooperation. *Prerequisite: Law Enforcement Science Core*

*LE 223* **Report Writing II** *1 Credit*
This course will build upon the skills learned in LE 110 with particular attention paid to learning how to write different law enforcement reports. Additionally, students will learn how to use different forms of interagency written communications. This course will also include fundamentals of courtroom testimony, resume writing and interviewing for a law enforcement position. *Prerequisite: LE 110*

*LE 224* **Juvenile Justice** *2 Credits*
This course focuses on emerging issues of significant concern relating to juveniles in the criminal justice system. In addition, this will compare and contrast the differences between the adult and the juvenile criminal justice systems.

*LE 227* **Command Spanish** *1 Credit*
This course will provide the student with the ability to issue commands in Spanish when called upon to assist or detain Spanish speaking individuals.

*LE 241* **Victimology** *3 Credits*
Correctional principles and practices from victim's view and overview of victim's rights and compensation, responsibility and impact of victimization. *Prerequisites: LE 105, LE 107, LE 108, LE 109, LE 110, LE 113, LE 118, LE 119, LE 120, and LE 201.*

*LE 260* **Criminal Justice Practicum I** *3 Credits*
A supervised student occupational experience at an approved employment site commensurate with goals of student and program. *Prerequisite: Law Enforcement Science Core*

*LE 290* **Firearms Training** *3 Credits*
Course acclimates students to parts of single-action, double-action and semi-automatic handguns, and the Remington 870 shotgun, parts of ammunition for firearms and shooting techniques. Course meets all day for eight days; students fire at an outdoor range under a variety of conditions and students benefit from use of the Range 3000, a firearms simulator. *Prerequisite: Law Enforcement Science Core*

*LE 291* **Certification Review** *1 Credit*
Course prepares students for the South Dakota Law Enforcement Reciprocity Test. *Prerequisite: Successful completion of prior LE courses*

*LPN 100* **Nursing as a Profession** *1 Credit*
This course will introduce the LPN student to the nursing process, professionalism, and historical events in nursing. Strategies for success in learning will also be explored, including different learning styles, critical thinking skills, time management, and learning resources for the student. The performance expectations for students in the STI lecture, lab, and clinical courses will also be discussed.

*LPN 101* **Introduction to Nursing** *4 Credits*
Introduces students to the foundation of nursing that can be used throughout their careers. Students will be introduced to the nature of nursing, personal and environmental health, developmental stages of the life cycle, nutrition, the nursing process, safety in the health care setting and client care. The introduction to nursing lab is a vital part of the LPN student's education in which skills are demonstrated, practiced, and tested (performed).

*LPN 110* **Nursing Procedures** *5 Credits*
Students will understand the concepts of assessing health status, diagnostic tests and specimen collection, as well as meeting basic physiologic needs of patients through management of fluid and electrolyte balance, meeting basic nutrition needs through diet therapy and assisted feedings, assisting with respiration and oxygen delivery, promoting urinary elimination, promoting bowel elimination and promoting sleep and comfort. Students will be introduced to care of the surgical and immobile patient, providing wound care and treating pressure ulcers, and promoting musculoskeletal function. During the lab portion of the course, students will learn more advanced patient care techniques. Students will also spend 16 hours per week in clinical experiences. *Prerequisites: LPN 100, LPN 101; Corequisite: LPN 112*

*LPN 112* **Introduction to Pharmacology** 2 Credits
Students will learn the administration of medication with concern for safety and precision and attention to important physiologic factors. Emphasizes understanding of drug action at the physiologic level. The pharmacology content will be integrated with knowledge of anatomy, physiology and disease processes. The nursing process, as well as patient teaching, is also stressed in this course to maximize the potential of reaching the therapeutic goal. *Prerequisites: LPN 100, LPN 101; Corequisite: LPN 110*

*LPN 120* **Maternity & Pediatric Nursing** *4 Credits*
Introduces students to perspectives in maternal and child health nursing. Course focuses upon the nursing care throughout the

childbearing process including emphasis on pregnancy, labor and birth, postpartum, and the newborn. In addition, the study of child health and childhood diseases from infancy through adolescence along with the child with special needs will be incorporated into the course. Students will spend clinical hours at health care facilities for the clinical portion of this course. *Prerequisite: first semester coursework*

*LPN 130* **Medical/Surgical Nursing** *5 Credits*
This course provides the foundations for Medical-Surgical Nursing. The content is based on nursing diagnoses, outcomes and interventions. Topics include oxygenation and perfusion, body defenses, various body disorders, psychiatric disorders, and effects of aging on body systems are discussed. Students will spend clinical hours at health care facilities for the clinical portion of this course. *Prerequisite: first semester coursework*

*LPN 132* **Medical Surgical Nursing II** *5 Credits*
This course builds on the concepts of Medical-Surgical Nursing introduced in LPN 130. The topics of body defenses, control, mobility, coordination and regulation, digestion and elimination, reproductive and sexual disorders, physical and mental integrity, special areas, and integration of body systems are discussed, as well as the effects of aging on body systems. Students will spend clinical hours at health care facilities for the clinical portion of this course. *Prerequisite: first semester coursework; Corequisite: LPN 130*

*LPN 142* **Advanced Pharmacology** *2 Credit*
This two credit lecture course will build on pharmacology learned during the first semester LPN courses. Students will study pharmacology as applied to body systems and disease processes. The course will focus on patient care situations and use of pharmacology during clinical experiences in the LPN program. The course uses the nursing process as it applies to categories of pharmacology. *Prerequisite: first semester coursework*

*LPN 150* **Responsibilities of the LPN** *1 Credit*
Designed to discuss professional issues that will affect the Licensed Practical Nurse proceeding into the workplace. Covers such topics as the history of nursing as a profession, legal and ethical issues in the workplace, communication in the workplace and resumé and interviewing tips for success in getting a desired job. Discusses various health care settings, as well as the leadership and management roles of the Licensed Practical Nurse within those settings. *Prerequisite: first semester coursework*

*LPN 160* **Clinical Practice** *5 Credits*
Students work with a preceptor at a clinical site and work with an LPN or RN. Clinical hours are a required part of the clinical experience prior to receiving the diploma for completion of the program. *Prerequisites: first and second semester coursework and permission of Program Director*

*LPN 180* **NCLEX-PN Review Course** *1 Credit*
A review course to prepare students to take the board examination required to practice as an LPN. Students will review all previous course contents, as well as practice test-taking skills. *Prerequisites: first and second semester coursework and Permission of Program Director*

LSS 205 **Introduction to Geodetic Surveying** *3 Credits*
This is an advanced course in surveying covering topics in advanced traverse calculations, control surveys, map projections, hydrographic surveying, matrix algebra, deformation studies and photogrammetric ground control. *Corequisite: CET215*

LSS 210 **Introduction to Geographical Information Systems** *3 Credits*
This course is designed to provide the student with an introduction of the theory and applications of Geographical Information Systems using ESRI software and applications. *Prerequisites: CIS101 or Department approval*

LSS 215 **Research and Platting** *3 Credits*
In this course the student will research public records relevant to properties and boundaries. The students will draw/redraw city and rural county plats and physically follow these plats through their certificate approval processes by attending all necessary meetings and public offices. The students will perform a resurvey of an area, draw, analyze with a Land Surveyor and write several reports. The student will complete the course by drawing/redrawing land title mortgage reports and reporting on several Land Surveying journal articles. *Prerequisites: CET 215, CAD 220*

*LSS 220* **Boundary Law** *3 Credits*
This course is a study of laws, deeds and conveyances. Student will study the legal principles for retracement surveys of lots and blocks; study the unwritten title laws and methods of property transfer in real property; study the USPLS and legal principles of retracements in a complete section break-down; study the laws relating to easements, systems of land descriptions and water laws; research land records at the register of deeds in the court-house, and become familiar with the codified laws of South Dakota.

*MATH 090* **Basic Mathematics** *2 Credits*
A pre-academic class designed to give basic math review of whole numbers, decimals, fractions, percents, measurements, graphs, formulas, and basic geometry.

*MATH 098* **Basic Algebra** *3 Credits*
A pre-academic class designed to give an understanding of basic algebraic concepts in signed numbers, expressions, equations, inequalities, polynomials, factoring, algebraic fractions, graphing, exponents, radicals, and quadratic equations.

*MATH 101* **Intermediate Algebra** *4 Credits*
This algebra course begins with real numbers, absolute values, exponents, polynomials, and the factoring of trinomials. Then, first and second-degree equations and applications are studied. Skills in simplifying arithmetic expressions and calculating and solving rational expressions are covered. Exponents, radicals, complex numbers, second-degree equations, graphing, and systems of linear equations will be included. *Prerequisite: Placement Assessment*

*MATH 102T* **College Algebra** *4 Credits*
This is a first year, one semester College Algebra course. It begins with a review of the fundamental concepts of the real number system, polynomials, factoring, rational expressions and complex numbers. It continues with linear equations and inequalities, graphs of functions, polynomial and rational functions, exponential functions and logarithmic functions. Systems of equations, matrices and determinants, and probability will be covered as time allows. Throughout the course there is extensive use of the graphing calculator. *Prerequisite: Placement Assessment*

*MATH 115* **College Math** *3 Credits*
A course covering the concepts and applications of mathematics, that includes: the arithmetic order of operations, percent problems, descriptive statistics and graphing, algebraic manipulations, solving linear equations, formula rearrangement, word problems, measurement, and applied plane and solid geometry. This course satisfies the institution's general education requirements for mathematics, but is not a transfer course. *Prerequisite: Placement Assessment*

*MATH 116* **Precalculus** *5 Credits*
This course is designed to teach the algebraic and trigonometric skills necessary for science, technology, pre-engineering and mathematics. This course begins with a brief review of the fundamental concepts of the real number system, algebraic expressions, equations, and inequalities. It continues with graphs of linear, quadratic, and polynomial functions; one to one functions and their inverses; and complex numbers. Exponential and logarithmic functions, graphs and equations are included. Then the trigonometric functions and graphs, inverse functions, trigonometry of right triangles, and the laws of sines and of cosines are introduced. The trigonometric identities, polar coordinates, and vectors are included. The course concludes with the study of systems of equation and inequalities, and analytic geometry. Throughout the course there is extensive use of the graphing calculator. Credit will not be allowed for Math 116 in addition to credit in Math 102 or 120. *Prerequisite: Math 101*

*MATH 120T* **Trigonometry** *3 Credits*
Designed to teach the trigonometric skills necessary for physics and other science, technology, pre-engineering, and mathematics. The course covers a brief review of algebra, the trigonometric functions with applications, degree and radian angle measure, and graphing–both rectangular and polar

coordinates. A review of exponential and logarithmic functions and a thorough coverage of analytic geometry will also be included. Translation and rotation of axes will be discussed. The course will conclude with a discussion of trigonometric identities and equations. *Prerequisite: MATH 101 or equivalent*

*MCT 115* **Machine Tool Operations** *3 Credits*
A study of general shop safety: basic measurement, layout tools, hand tools, thread cutting tools, metal saws, drilling machines, drilling operations, lathe parts and their functions, lathe safety, lathe cutting tools, basic lathe setup and procedures, threads, thread cutting and tapers. The use of milling machines, including milling cutters, cutting speeds, feeds, and depth of cut, machine setups, and milling operation will also be covered.

*MCT 121* **Mechanical Drawing II/Inventor** *4 Credits*
Students learn to use the AutoCAD program as a tool to create mechanical prints. Various aspects of mechanical drawing will be studied such as: orthographic views, sectional views, auxiliary views, dimensioning, tolerancing, geometric tolerancing, and working drawings. *Prerequisites: DT 101, CAD 120*

*MCT 122* **Materials and Methods** *3 Credits*
This is a hands-on course that allows students to experience some of the methods and materials used in manufacturing processes. Some of these processes include heat treating of tool steel, case hardening, plastic blow molding, and casting.

*MCT 123* **Welding Processes** *2 Credits*
Welding Processes is designed to introduce welding, its applications and processes to someone working in a manufacturing environment. Students study many of the welding processes, such as stick, gas, MIG, and TIG. In addition to the study of the processes and applications, students will also have a chance for hands-on experience with some of the welding equipment.

*MCT 211* **Operations Management** *3 Credits*
Production is the creation of goods. Operations management is the action that puts value into goods and services by changing inputs into outputs. This course is a study of these activities: design of goods and services, job design, material requirement planning and managing quality. At the end of the course the student will have an understanding of how the company makes their management decisions.

*MCT 222* **Process Analysis** *3 Credits*
Provides students with the knowledge and understanding of a variety of measuring systems and methods through the text knowledge of the need for measurement, historical basis of measurement, and the various types of measurement methods used. The use of a variety of measurement equipment such as hand measurement tools, optical comparators, vision systems, and coordinate measurement machines (CMM) will also be covered.

*MCT 224* **Computer Assisted Design/AutoCAD-SolidWorks** *4 Credits*
This is a combination class. It is a continuation of CADI and an introduction to SolidWorks, a 3D parametric drawing software. The CAD portion emphasis is on block attributes, menu customizing, 3D surface and solids. The SolidWorks portion will focus on 3D parametric drawing using the SolidWorks from which drawings are created, animations can be made and finite analysis can be done. *Prerequisites: DT 101, CAD 120*

*MCT 234* **CNC/Rapid Prototyping** *4 Credits*
Provides the student with the knowledge to integrate drawing software such: as AutoCAD and Inventor, Computer Numerical Control, (CNC) software and Rapid Prototyping, (RP), methods. Some topics to be covered are: CNC language and programming, conversion of drawing files into CNC and stereo lithography files. Other topics to be covered are the understanding of how CNC and RP fit into the world of manufacturing. *Prerequisites: MCT 121, MCT 224*

*MECH 201* **Fluid Power** *3 Credits*
This course provides the student with knowledge of the concepts and operation of fluid systems. All concept theories will be presented with reference to hydraulic and pneumatic principles. The inherent advantages and control applications of these systems will be the main focus. *Prerequisites: ET 128; Corequisite: MECH 201L*

*MECH 201L* **Fluid Power Lab** *3 Credits*
This course provides the student with hands on applications of the concepts and operation of fluid systems. All concept theories will be presented with reference to hydraulic and pneumatic principles. The inherent advantages and control applications of these systems will be the main focus. *Prerequisite: ET 128; Corequisite: MECH 201*

*MECH 205* **Welding** *2 Credits*
This course provides basic welding principles utilizing various welding methods and welding equipment. The course is designed to provide the students with an introduction to safe welding practices.

*MECH 211* **Programmable Logic Controllers** *3 Credits*
This course provides the student with basic knowledge of programmable controllers and how they are utilized. This course will provide an understanding of the PLC's role in modern day control systems. The course works with a variety of PLC's, solid state sensors, various input/output modules, and different loads. Student-written ladder logic programs will be implemented into the control of the various applications. *Prerequisites: ET 153, ET 154; Corequisite: MECH 211L*

*MECH 211L* **Programmable Logic Controllers Lab** *3 Credits*
This course provides the hands on application of programmable controllers. This course will provide an opportunity to work hands on with a variety of PLC brands and types. Students will design and write ladder logic programs. Students will also wire power supply circuits used with PLC's and interface with solid state sensors, various input/output modules, and different loads. Safety, troubleshooting and proper documentation will be the focus points in the lab environment. *Prerequisites: ET 153, ET 154; Corequisite: MECH 211*

*MECH 221* **Motor Controls** *3 Credits*
This course provides a working knowledge to a systems approach to AC and DC electric motors and their controls. Basic electricity, motor overload protection, motor controls, and the introduction of their application with programmable controllers will be presented. Students will gain hands-on experience with industrial hardware involving components of motors, motor drivers, and motor controls. *Prerequisite: ET 128; Corequisite: MECH 221L*

*MECH 221L* **Motor Controls Lab** *2 Credits*
This course provides the hands on applicatoin with AC and DC electric motors and their controls. Students will study basic electricity, motor overload protection and motor controls through hands on activities. Motor control systems using mechanical and programmable controllers will be studied and implemented in the lab environment. Safety, design and maintenance of motor systems and motor control systems will be main focus points of the lab activities. *Prerequisite: ET 128; Corequisite: MECH 221*

*MECH 251* **Control Systems** *3 Credits*
This course provides the theory section of a course to manage the behavior of electronic and mechanical devices or systems. Students will learn about logic controls, sequential controls, and feedback to build and control systems by utilizing sensors, actuators, and pneumatic or hydraulics devices and/or DC and AC motors. *Prerequisites: MECH 201, MECH 201L, MECH 211, MECH 211L, MECH 221, MECH 221L*

*MECH 251L* **Control Systems Lab** *2 Credits*
This course provides the hands on section of a course to manage the behavior of electronic devices or systems. The course will be project based. Students incorporate all they have learned about logic controls, sequential controls, feedback, fluid power and motors to build and control systems in order to perform specific automated manufacturing related tasks utilizing sensors, actuators, pneumatic or hydraulics devices and motors. *Prerequisites: MECH 201, MECH 201L, MECH 211, MECH 211L, MECH 221, MECH 221L*

MECH 260 **CAD for Mechatronics** *4 Credits*
This course provides the student with a working knowledge and hands on experience in reading and creating mechanical drawings using both mechanical methods and Computer software.

*MKT 120* **Principles of Marketing** *3 Credits*
To stay on top of the fast-paced changes in the business world, students will investigate marketing's role in the process of creating, distributing, promoting and pricing goods, services, and ideas. This class is dedicated to customer value (value-driven marketing) and customer relationships (relationship marketing); two crucial aspects in today's dynamic competitive environment.

*MKT 130* **Indesign Essentials** *3 Credits*
Using a leading page layout graphic program, students will learn to use this powerful software to create pamphlets, advertisements, booklets and printed or digital documents. Features include extensive text manipulation, photo and illustration control, art and design capabilities and preparation for output.

*MKT 140* **Photoshop Essentials** *2 Credits*
This course teaches fundamental concepts and skills for working with Adobe Photoshop. Through hands-on practice, students learn basic techniques such as photo manipulation, enhancing, retouching, image editing, and layer basics. Students will learn how to create images in varying formats for different media. Through lectures, demonstrations and lab assignments, students will create and design projects utilizing a variety of materials and techniques. Real-world practical examples and step-by-step instruction throughout the course offer well-rounded, practical knowledge.

*MKT 150* **Illustrator Essentials** *2 Credits*
This course teaches fundamental concepts and skills for working with Adobe Illustrator. Through hands-on practice, students learn the basic techniques such as manipulating simple shapes, drawing and transformation tools, layers, patterns, colors and blends. Students will create artwork for both print and the Web. Through lectures, demonstrations and lab assignments, students will create and design projects utilizing a variety of materials and techniques. Real-world, practical examples and ste-by-step instruction throughout the course offer well-rounded practical knowledge.

*MKT 160* **Principles of Selling** *3 Credits*
Emphasizes the importance of establishing good relationships, finding prospect needs and a solution to those needs, and closing the sales interview. Also, students will examine the insights of dealing with customers in order to successfully satisfy the needs of both parties involved in a sale.

*MKT 210* **Professional Sales** *3 Credits*
This course utilizes the knowledge learned from Principles of Selling and will focus on the steps of the sales process from prospecting to follow-up after the sale. Students will explore each of the steps indepth and will apply that knowledge to various types of products and services. *Prerequisite: MKT 160*

*MKT 220* **Advertising** *3 Credits*
Advertising has the ability to reach out and touch everything living and working in the world today. At some point in your life, most people will probably become creators of advertising - whether you design a flyer for a college car wash, write a classified ad for your garage sale, or develop a campaign for some business, charitable event, or political cause. In this course, we will explore the role of advertising in the marketplace, the elements of successful advertising, advertising production and tasks accomplished by media professionals. Students will experience different advertising methods to reach target audiences for newspaper, radio, TV, internet, mail, outdoor and special promotional events.

*MKT 221* **Strategic Marketing** *3 Credits*
In an era marked by the challenges of global competition, rapidly, changing technology, new consumer needs, and shifting demographics, the development of strategic marketing skills is essential if companies are to survive. Because unique strategic marketing move are not often transparent to competitors and are nearly always difficult, a focus on marketing strategy often yields a significant advantage. Computer skills, teamwork, decision making, problem solving, and communication skills will be required. *Prerequisite: MKT 220*

*MKT 230* **Consumer Behavior** *3 Credits*
This course will address factors that influence what and why we buy. Understanding consumer behavior provides you with tools that enable you to make sure consumers will feel a need for your product, search for, and find the intended information about your product. Applying an understanding of consumer behavior will allow customers to evaluate your product as the best alternative, buy the product and remain loyal to their product.

*MKT 235* **Public Relations** *3 Credits*
This course presents the foundation of public relations and outlines techniques of structured communications among business organizations and the public. The goal is for each student to complete the course with an understanding of how and when to apply the different techniques, applications and tools that can be used in the execution of a public relations campaign. Course content is designed for students to identify the audience they seek to reach, identify the audience characteristics, develop the tactics that are best suited to reach that target audience including various media (print and broadcast, trade and consumer, local and national, blog, Twitter, Facebook, etc).

*MKT 240* **Market Research** *3 Credits*
Designed for students to generate and develop marketing information for use in effective decision making. The roles and methodology of conducting primary and secondary research are emphasized. Use of the Internet and management of a research project through a computer simulation are also included. *Prerequisite: MKT 120*

*MKT 250* **Web Design** *3 Credits*
Using a leading software and through hands-on experience, the conceptual and practical aspects of web design are emphasized including site management, working with text, images, links, tables, layers, templates, forms. In addition, website marketing principles and techniques are incorporated into effective website design concepts.

*MKT 260* **Advertising II** *3 Credits*
Advertising media are the channels of communication through which advertising messages are conveyed. Choosing the best media for an advertising campaign is a critical task, requiring a sound knowledge of the benefits each channel provides for the audiences being targeted and the products being advertised. *Prerequisite: MKT 220*

*MKT 270* **Marketing Management** *3 Credits*
This course is designed as a capstone marketing course and is intended to be taken during the student's last semester. The course will utilize a case study approach to analyzing the marketing aspects of an organization. Students will work in consulting teams and apply marketing concepts to real companies and provide recommendations for those companies. *(Final Semester Only)*

*MKT 285* **Social Media** *3 Credits*
This course explores the ever-changing world of social media and its impact on the business world. Students will explore emerging social media technologies and study their application in contemporary practice. Through hands-on learning, students will design, implement and measure a digital marketing strategy for a business while participating in social networks, forums, blogs, wikis, micro-blogs and more.

*MKT 290* **Marketing Internship** *3 Credits*
Students will enjoy a capstone experience by working 180 in the business world, utilizing the opportunity to put into practice all that they have learned. Students will be guided to achieve specific objectives as developed by the company, student, and supervising instructor. *Prerequisites: 2.0 CGPA and Instructor Approval*

*NM 101* **Introduction to Nuclear Medicine & Imaging** *3 Credits*
Designed to allow students time and observation along with basic application of theory in Nuclear Medicine Technology and Imaging. Students will apply anatomical, physiological, and mathematical theory to industry and gain an understanding of their chosen field. *Corequisite: NM 101L*

*NM 123* **Pathophysiology** *4 Credits*
Builds upon the existing knowledge of anatomy and physiology and enhances this by investigating the signs, symptoms and disruption of normal physiology. The study of pathophysiology is essential to understanding the rationale for medical, surgical and diagnostic intervention and prevention. *Prerequisites: HC 117, HC 119, NM 101*

*NM 124* **Nuclear Medicine Math & Statistics** *3 Credits*
A practical working knowledge of fundamental mathematics is developed for a thorough understanding of nuclear medicine applications. Topics include basic math related to nuclear medicine, statistics, radiation safety, instrumentation, radiopharmacy, and clinical procedures. *Prerequisites: MATH 102T, PHYS 100, NM 101*

*NM 127L* **Imaging for Disease Lab** *1 Credit*
This lab will incorporate some of the disease processes discussed in pathophysiology and how they are managed in nuclear medicine. This course will build on the students knowledge gained in Introduction to Nuclear Medicine. An example of the processes that will be examined are diseases of the thyroid, heart, GI tract, and bones. *Prerequisite: NM 101; Corequisite: NM 123*

*NM 128L* **Cardiac Nuclear Medicine Lab** *1 Credit*
Introduces the student to electrophysiology of the heart and basic principles of EKG interpretation. It examines basic cardiac arrhythmias. Students will become familiar with EKG stress testing. They will learn the role that EKG plays in nuclear medicine cardiac work. *Prerequisite: NM 101*

*NM 219* **Clinical Pet/CT** *3 Credits*
This course will introduce the nuclear medicine student to PET/CT and its applications. Students will develop an understanding of the fundamental operation of a PET/CT camera. The student will be able to describe how the primary isotope used in PET is made and utilized, as well as comparing it to other PET isotopes. This course will also identify how PET/CT is used to assess multiple types of cancer. *Prerequisites: NM 123, NM 124*

*NM 220* **Radiation Safety & Biology** *3 Credits*
Students will enhance their knowledge in the safe use of radionuclides and their handling. This will also encompass the legal requirements set forth by the Nuclear Regulatory Commission and other governing agencies to benefit both the patient, the technologist, and the public in relation to a clinical environment. *Prerequisite: NM 123*

*NM 221* **Radiopharmacology** *3 Credits*
Students will be exposed to the fundamentals of radioactive kit compounding, radiopharmaceutical preparation, and dose calculation. Quality control, radiation safety, aseptic technique, and regulatory guidelines applicable to radiopharmacy will be discussed. *Prerequisites: CHEM106T, HC 124*

*NM 223* **In-Vivo/In-Vitro** *4 Credits*
Designed to instruct students in basic imaging techniques including the radiopharmaceutical, patient positioning, indications, contraindications and results. Prepares students to image radioactive patients, and work with radionuclide therapies in a safe manner.

*NM 223L* **In-Vivo/In-Vitro Lab** *1 Credit*
Perform hands-on procedures to learn how to position for most common Nuclear Medicine scans. The student will apply what they have learned in "In-Vivo/In-Vitro" class and build upon it in the lab. *Corequisite: NM 223*

*NM 224L* **Nuclear Medicine Injection Techniques** *1 Credit*
Designed to instruct the students in basic injection techniques including radiopharmaceutical of choice, vein selection and injection method. Includes the study of asepsis and prepares students to manipulate radioactivity in the laboratory, perform injections and work with radionuclide doses safely.

*NM 225* **Nuclear Medicine Computers & Instrumentation** *3 Credits*
Expose students to the basic and practical, but comprehensive guide to computing tools in nuclear medicine imaging. Students will also acquire experience with the function and operation of equipment used in the daily practice of Nuclear Medicine Technology. *Prerequisite: PHYS 100*

*NM 226L* **Nuclear Medicine Lab** *1 Credit*
This lab will demonstrate and have the student perform a variety of radiopharmacy quality control and procedures. The lab also introduces the students to a Quality Management Program (QMP). The students will investigate hospital/department management and construct a QMP program notebook. *Prerequisite: PHYS 100*

*NM 228* **Cross-Sectional Anatomy & CT** *2 Credits*
CT imaging is assuming a larger role in the practice of nuclear medicine in particular PET/CT. Cross-sectional anatomy will introduce the student to reading CT images. The student will understand how the body is electronically sliced into these images. They will be able to orientate and identify anatomy within the slices. The student will also be instructed in the basics of CT and X-ray generation. *Prerequisites: NM 101, HC 117, HC 119*

*NM 230* **Clinical I** *14 Credits*
Designed for second year Nuclear Medicine students to integrate didactic knowledge into the clinical setting. Students will observe, assist, and perform Nuclear Medicine Technologist duties during the supervised assigned clinical rotation. *Prerequisites: Permission of Program Chair and successful completion of all other Nuclear Medicine courses*

*NM 240* **Clinical II** *12 Credits*
Designed for second year Nuclear Medicine students to integrate didactic knowledge and perform Nuclear Medicine Technologist duties during the supervised assigned second clinical rotation. A portfolio of acquired skills and knowledge will be developed and compiled by students during this rotation. *Prerequisites: NM 230, Permission of Program Chair*

*NM 241* **Registry Review** *2 Credits*
Designed to review and prepare the Nuclear Medicine students to sit for the national registries–NMTCB and/or ARRT(N). *Prerequisite: Successful completion of all other Nuclear Medicine courses*

*PH 101* **Introduction to Phlebotomy** *1 Credit*
The primary theme for this course is attitude, attendance and professionalism. Discussions and activities will center around this theme. This course helps students prepare for their eight week clinical rotation and realize the jobs and tasks that are expected of a Phlebotomist. Issues discussed include: specimen processing, attendance, dress, confidentiality, professionalism, having a backup plan (when kids are sick, car problems etc.), dealing with difficult patients, and drawing blood from patients in a variety of clinical or home environments.

*PH 121* **Principles and Practices** *2 Credits*
Consists of lecture and laboratory sessions covering phlebotomy equipment and techniques. Emphasis on infection control and safety is covered early in the course to prepare students for practical experience. Students must maintain a "C" average, successfully complete laboratory practical, and receive department approval to be scheduled for clinical practice. *Prerequisite: Completion of Health Core; Corequisite: HC 221*

*PH 122* **Clinical Practice** *8 Credits*
This component of the Phlebotomy program consists of a minimum 288 hours of phlebotomy experience at an affiliated institution. An assigned Phlebotomist at each affiliated institution will supervise students. The program coordinator will coordinate clinical scheduling and evaluation. *Prerequisites: PH 121, HC 221*

*PHRM 100* **Math for Pharmacy** *2 Credits*
Provides a mathematically sound and comprehensive coverage of basic computational skills and their applications.

*PHRM 110* **Pharmacology I** *3 Credits*
Emphasis is placed on pharmaceutical classification concentrating on the mechanism of action, main therapeutic effects, adverse reactions produced, toxicity and contraindications.

*PHRM 113* **Pharmacy Principles and Practices I** *5 Credits*
This course covers the use of computers in pharmacy and their practical applications. Students will be introduced to hospital and retail dispensing techniques as well as basic customer service. Introduces students to the organization and function of the hospital and retail pharmacy. Emphasis is placed upon the duties and responsibilities of the pharmacy technician,

and the calculations required to accurately prepare patient medications for distribution. *Corequisite: PHRM 113*

*PHRM 119* **Pharmacy Principles and Practices II** *5 Credits*
This course provides students with the functions related to purchasing and inventory control in the pharmacy. Emphasis is placed upon the theory, stability, and safety of drug products and the procedures required developing and maintaining inventory controls. *Prerequisite: PHRM 113*

*PHRM 121* **Pharmacology II** *3 Credits*
A continuation of PHRM 110 Pharmacology I. Types of drugs reviewed will include prescriptions as well as non-prescription (over-the-counter) products. *Prerequisite: PHRM 110*

*PHRM 122* **Pharmacy Law & Ethics** *2 Credits*
Designed to present material to the Pharmacy Technician on professional ethics and the philosophy, requirements, administration and enforcement of local, state and federal laws related to the practice of the profession of pharmacy. *Prerequisite: PHRM 111*

*PHRM 124* **Pharmacy Lab** *2 Credits*
Designed to provide the Pharmacy Technician with the practical hands-on experience with all aspects of pharmacy preparation and dispensing of sterile and non-sterile pharmaceuticals. *Corequisite: PHRM 120*

*PHRM 125* **Clinical** *8 Credits*
Emphasizes the basics of pharmacy practice and exposes the student to the practical aspects of dispensing, compounding and inventory control at an "on-the-job" training site in multiple pharmacy practice settings. *Prerequisites: Successful completion of all required coursework and approval of Program Chair*

*PHRM 135* **Pharmacy Technician Certification Review** *1 Credit*
A review course to prepare students to take the Pharmacy Technician Review Examination, students will review all previous course contents, as well as practice test taking skills, a mock exam will be given to help the students. The course concludes with the certification examinations that will be given at the Southeast Tech Testing Center. *Prerequisite: First and Second Semester coursework and completion of clinical.*

*PHYS 100* **Applied Physics** *3 Credits*
A foundation to understanding physical processes in technical applications. A thorough overview of measurement systems, practices, and notations is presented. Energy transformation and transfer processes are developed using a "systems model." Physical processes are then described using the systems approach in a "micro-to-macro" sequence, including atomic/nuclear, molecular, electrical/magnetic, mechanical, thermal, fluid, wave/radiating, and optional astronomic/cosmic effects. Definitions and descriptions of the mass/energy interactions involved are given for each type of system, leading toward diagnosis and troubleshooting methods in technical applications. *Prerequisite: MATH 102T*

*PSYC 101T* **General Psychology** *3 Credits*
Provides the student with an introduction to the basic psychological processes underlying human behavior. Topics include the functions of the brain and nervous system, the characteristics of sensation, perception and altered states of consciousness, learning and memory, the nature of thinking skills and intelligence, theories of motivation, emotion and personality, a survey of psychological disorders and approaches to therapy, social/interpersonal relations, and practical applications.

*PSYC 103* **Psychology at Work** *3 Credits*
Explores how behavioral principles and practices of psychology can be applied in the workplace to help students understand situational as well as individual factors that contribute to workplace behavior. Helps students develop critical thinking skills as well as providing students opportunities for personal reflection in order to prepare them for the realities of the work world. Emphasizes the practical implications of issues such as customer and interpersonal relations, motivation, leadership, learning, development and problem-solving, and stress, attitudes and productivity. The course is designed to help students be successful in today's world of work. *Replaces PSYC 101T for 2 year diploma option*

PSYC 105 **Child Psychology** *3 Credits*
This course studies the physical, cognitive, linguistic, emotional, social, and personality development of the child from conception through adolescence, with an emphasis on the early childhood years.

*RA 110* **Basic Electricity** *5 Credits*
Covers the concepts of electricity as they apply to the HVAC/R industry. Electron theory and basic circuit electrical laws dealing with volts, amps, resistance, and power will be covered. Students will learn how to correctly use electrical test instruments and apply these skills to perform actual circuit measurements. Resistive, inductive, and capacitive components and circuits will be introduced. Lab sessions provide hands-on experience necessary to support electrical concepts.

*RA 111* **Basic Refrigeration** *4 Credits*
Covers general safety, heat transfer, temperature/pressure relationships, and the operation of the basic refrigeration system. Residential air conditioning equipment, tubing and piping operations, and electrical controls will also be covered. Lab activities will allow hands-on experience in the basics of refrigerant recovery, recycling, sealed system servicing, and troubleshooting. *Corequisite*: *RA 110*

*RA 112* **Basic Heating Systems** *3 Credits*
Covers basic theory for the combustion of fossil fuel burning heating systems. The sizing and installation of gas/fuel piping and the venting necessary to install the heating system will also be covered. Lab activities will provide hands on experience on a variety of forced air furnace installations. *Corequisite: RA 110*

*RA 113* **Sheet Metal Layout and Fabrication** *2 Credits*
A study of the sheet metal field as it pertains to the HVAC industry. In this course, students will identify and understand the proper use of tools used in the trade. Sheet metal fastening techniques and assembly procedures will be included in all lab activities. Students will layout and fabricate sheet metal fittings that are commonly found in the HVAC industry. Lab activities include pattern development, fitting fabrication and assembly based on shop drawings from text books and/or lab activities.

*RA 120* **Heating/Troubleshooting** *5 Credits*
Covers the components and controls of residential conventional, mid efficiency, high efficiency, fuel oil, and electric furnaces, as well as low pressure boilers. Electrical wiring diagrams, specialized test equipment, and efficiency testing will also be included. Emphasis will be placed on proper balancing techniques needed to insure peak efficiency and the maximum life span of heating equipment. Lab activities provide students with balancing and troubleshooting skills. *Prerequisites*: *RA 110, RA 112*

*RA 121* **Air Conditioning Installation** *4 Credits*
Students will learn how to select and install the proper air conditioning system and controls to economically meet the comfort needs of the consumer. Lab activities allow the students hands-on experience in the selection and installation of residential split system air conditioning. *Prerequisites*: *RA 110, RA 111, RA 112*

*RA 122* **Air Conditioning/Troubleshooting** *3 Credits*
Deals with the updates in technology found in A/C systems today with emphasis on refrigerants and the latest enviromentally friendly technologies used in the industry today. A/C systems will be integral part of this course. Lab activities will include system startup, cleanup, and troubleshooting commonly found in the field. *Prerequisites: RA 110, RA 111*

*RA 210* **Service and Repair Procedures** *4 Credits*
Service and repair procedures involve students in a study of unit components, start up, testing, and adjustment procedures of commercial refrigeration. Lab activities include operational testing, component adjustment, tear-down, and basic repair procedures. *Prerequisite: RA 122*

*RA 211* **Design and Installation** *4 Credits*
A study of design and installation of the mechanical and electrical systems for commercial refrigeration. Equipment calculations and specification sheets will be used for load estimating and balancing. Lab activities will include the installation of piping and electrical components for medium and low temperature equipment. *Prerequisite: RA 122*

*RA 212* **Water Cooled Equipment** *2 Credits*
This course is a study of water cooled condensers, water regulated systems, and tower systems. Students will draw wiring diagrams for tower systems and complete outline information on maintenance of tower systems. Students will also perform operational testing and maintenance on water cooled units. *Prerequisite: RA 122*

*RA 213* **Special Equipment** *2 Credits*
A study of flakers, cubers, dispensing equipment and water coolers. Students will perform operational testing, troubleshooting, and maintenance on flaker, cuber, and dispensing type ice machines. *Prerequisite: RA 122*

*RA 220* **Reclaim and Outdoor Equipment** *2 Credits*
This course will include a study of the methods used for heat reclaim. Students will study piping and wiring of heat reclaim and outdoor systems. Operational testing and troubleshooting will be performed on heat reclaim and outdoor equipment. *Prerequisites: RA 210, RA 211*

*RA 221* **Split and Unitized Equipment** *3 Credits*
Split and Unitized Equipment is a study of the mechanical, electrical, and airside of this type of equipment. Students will interpret wiring diagrams and identify the electrical components required for this type of equipment. Students will also perform testing, setup, and adjustment of split and unitized equipment. *Prerequisites: RA 210, RA 211*

*RA 222* **High Pressure Chillers** *3 Credits*
High pressure chillers is the study of the refrigeration, water, air, and electrical side of the high pressure chiller system. Students will study the operation of pneumatic and electrical controls necessary to operate the chiller. Students will troubleshoot the waterside, airside and electrical systems of the high pressure chiller system. *Prerequisites: RA 210, RA 212*

*RA 223* **Troubleshooting and Maintenance** *3 Credits*
A study of troubleshooting and maintenance procedures for air conditioning, refrigeration, and heating systems. Troubleshooting and maintenance practices will be developed and performed. Lab activities will include electrical and mechanical troubleshooting and maintenance on refrigeration, air conditioning, and heating equipment. *Prerequisites: RA 210, RA 211*

*RA 224* **Heat Pump Systems** *3 Credits*
A study of component identification of heat pump systems. Troubleshooting and maintenance procedures for air to air heat pumps and water to air heat pumps will be identified and performed. Charging and performance testing will be performed on several types of heat pump systems. *Prerequisite: RA 212; Corequisite: RA 221*

*SOC 150T* **Social Problems** *3 Credits*
A sociological analysis of the causes and proposed solutions of contemporary social problems confronting society today. It includes an analysis of the significance of the problems and current policies and actions. The course is designed to encourage debate and to get students to consider different positions or viewpoints with regard to social issues.

*SOC 250T* **Marriage & the Family** *3 Credits*
Designed for all students, the purpose of the course is to develop an understanding of the social role of marriage and family living. Topics covered include courtship and preparation for marriage, conflict situations and adjustments between spouses, parent-child relationships, the family in the community, and disintegration of the family unit.

*SPCM 101T* **Fundamentals of Speech** *3 Credits*
Based on the study of communication theory as applied to public speaking. The goals are to improve the student's public speaking and listening skills. Experiences in the class range from developing speech outlines, researching topics, and practicing delivery techniques for an informative, persuasive, and panel discussion assignment.

*SSS 098* **Introduction to eLearning** *0 Credits*
The "Introduction to E-Learning" short course will give students a brief yet realistic look at being an online learner using basic computer technologies and the Southeast Tech Learning Management System. Besides learning some common technologies used in online learning, students will be able to assess their own readiness for online learning as well as test their computer's hardware, software and connectivity. This class is a prerequisite to entering any online program at Southeast Tech and is recommended as a prerequisite for any online or hybrid class.

*SSS 100* **Student Success Seminar** *2 Credits*
This course provides students with tools and techniques that will help them be successful in their program of study. The course focuses on interactive exercises which will help the learner identify personal strengths, learning styles, and support resources. Reading and study techniques will also be practiced.

*ST 100* **Surgical Techniques** *3 Credits*
Effective and safe care of the surgical patient are the focus of this course. Students will be exposed to all facets of surgery and surgical patient care. Historical perspective of the career of the Surgical Technologist will be explored. *Corequisite: ST 110*

*ST 110* **Surgical Techniques Lab** *2 Credits*
A "hands-on" introduction to Surgical Technology. It includes operating room (OR) environment, instrumentation, sterile technique, basic suture knowledge and sponge, sharp and instrument counts. Students use this basic information to practice skills and techniques in the lab setting.

*ST 112* **Surgical Procedures** *3 Credits*
Designed to introduce students to surgical procedures in General surgery, OB/GYN, Genitourinary, Orthopedics, Neurosurgical, Cardiothoracic, Peripheral Vascular, and Otorhinolaryngology. *Prerequisite: ST 100*

*ST 113* **Technology for Surgical Technologists** *1 Credit*
Designed to introduce students to technology utilized in today's operating rooms. Addresses basic technological science requirements for current and future surgical practice: electricity, physics, robotics and computers.

*ST 114* **Clinical Practice I** *3 Credits*
This course consists of 240 hours of surgical technology practice in operating rooms at local hospitals. Students will gain essential skills in preparation of the patient, instrumentation and supplies necessary for surgery. Students will be directly involved with numerous surgical procedures. *Corequisites: ST 112, ST 120*

*ST 119* **Responsibilities of the Surgical Technologist** *1 Credit*
This course is designed to discuss professional issues that will affect the Surgical Technologist proceeding into the workplace. The course will cover such topics as the legal and ethical issues in the work-place, communication in the workplace, scope of practice for the Surgical Technologist. *Prerequisite: ST 114*

*ST 120* **Principles & Practice of Surgical Tech** *2 Credits*
Designed to assist the student in gaining essential skills in the preparation of patient, instrumentation and supplies used in surgery. Takes place in a mock operating room setting at Southeast Tech. One day per week/two hours per class. One hour per week of lecture time is also a part of this course. *Corequisite: ST 112*

*ST 121* **Surgical Asepsis** *2 Credits*
This course is an introduction to sterile technique in surgery. Students will learn all components of establishing and maintaining a sterile field. In addition, the following topics will be covered: microorganisms, their classifications and methods of control, the infection process, wound healing, suture and sterilization. Prerequisites: *Health Core, ST 100*

*ST 122* **Surgical Procedures Lab** *2 Credits*
Designed to allow the student to practice concepts related to all core and specialty surgical procedures. This course will take place in a mock operating room setting at Southeast Tech. One day per week/four hours per class. *Corequisite: ST 112*

*ST 123* **Surgical Pharmacology** *2 Credits*
Students study the use of drugs and solutions administered to the surgical patient, anesthesia, and medical abbreviations. *Prerequisites: Health Core, ST 100, ST 110; Corequisite: HC 102*

*ST 124* **Clinical Practice II** *6 Credits*
This course is a continuation of ST 114. The course will consist of a minimum 180 hours of surgical technology practice in the operating room setting at a hospital in the Midwest region. Students will apply their knowledge of surgical techniques and procedures, equipment, instruments, and supplies and increasingly develop their skills. *Prerequisites: ST 120, ST 114, ST 122, ST 123, Permission of Program Chair*

*ST 134* **Clinical Practice III** *6 Credits*
This course is a continuation of ST 124. The course will consist of a minimum 180 hours of surgical technology practice in the operating room setting at a hospital in the Midwest region. Students will continue to apply their knowledge of surgical techniques and procedures, equipment, instruments, and supplies and increasingly develop their skills. *Prerequisites: ST 124, Permission of Program Chair.*

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# INDEX


Absences ..... 45
Academic Probation ..... 23
Academic Records ..... 22
Accounting Technology ..... 66
Accounting Technology– Online ..... 67
Accreditation ..... 9
Administration ..... 157
Admissions ..... 12
Adult Education and Literacy/Adult Learning Center/GED ..... 38
Adult Learning Center ..... 27
Advanced Placement Courses (AP) ..... 14
Advanced Standing ..... 13
Advisory Committees ..... 10
Allied Health ..... 92
American Institute of Graphic Art (AIGA) ..... 34
Animals on Campus ..... 47
Animation Technology Atrisans (ATA) Student Organization ..... 34
Application for Admission ..... 170
Architectural/Construction Engineering Technology ..... 86
Association of Information Technology Professionals (AITP) ..... 34
Auditing ..... 16
Automotive Technology ..... 123
Automotive Technology - 2 Year Diploma ..... 124
Bachelor's Degree Transfer Options ..... 14
Background Checks & Drug Screenings ..... 13
Bellevue University ..... 14
Biomedical Equipment Technology ..... 61
Black Hills State University ..... 14
Bookstore ..... 37
Building Maps ..... 165
Business Administration ..... 68
Business Administration – Evening Program ..... 69
Business Administration: Human Resources Emphasis ..... 72
Business Administration: Management Emphasis ..... 73
Business Administration – Online ..... 71
Business Administration – Online – January Start ..... 70
Business Students Club (BSC) ..... 34
CAD Engineering Technology ..... 87
Calculation of Refunds and Earned Financial Aid ..... 21
Calendar ..... 4
Campus Information/Safety and Security ..... 31
Campus Map ..... 164
Cancellation of Classes ..... 21
Cardiac Ultrasound Technology ..... 93
Changing Your Program of Study ..... 22
Childcare Facility ..... 38
Civil Engineering Technology ..... 88
Civil Engineering Technology Student Organization ..... 34
Collections Procedures ..... 18
Collision Repair & Refinish Technology ..... 125
Collision Repair & Refinish Technology - 2 Year Diploma ..... 126
Colorado Technical University ..... 14
Commons ..... 47
Communicable Disease Policy ..... 48
Computer Network Security Technician ..... 53
Computer Programming ..... 54

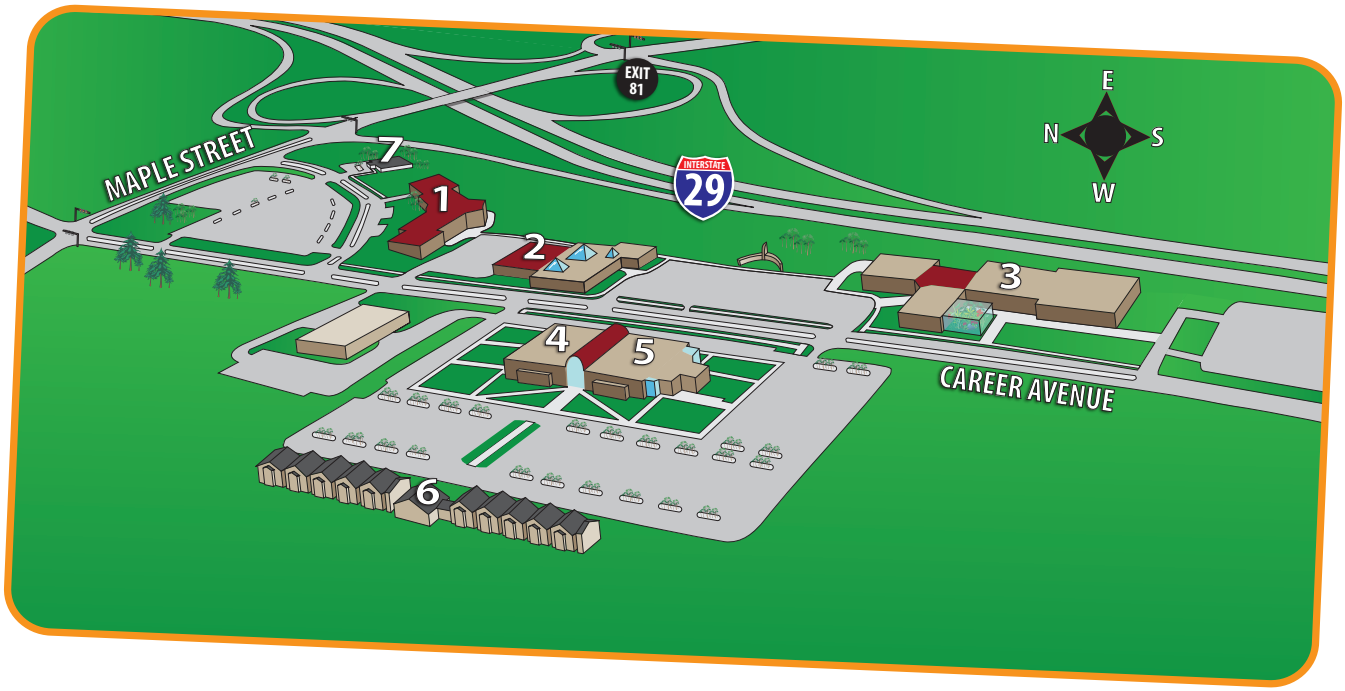
Computer Programming – Online ..... 55
Computer Technician ..... 56
Construction Management Student Organization ..... 34
Construction Management Technology ..... 89
Contests for Students ..... 35
Counseling ..... 27
Course Descriptions ..... 129
Credentials of Faculty ..... 156
Credit by Examination ..... 14
Credit Hour Definition ..... 22
Dakota Turf/Golf Course – Superintendent Association of America (GCSAA) ..... 34
Dakota Wesleyan University ..... 15
Department Evaluation ..... 13
Diagnostic Medical Sonography – Abdominal/OB/Gyn ..... 94
Diesel Technology ..... 127
Diesel Technology - 2 Year Diploma ..... 128
Digital Media Production Technology ..... 83
Disability Services ..... 28
Distribution of Information (Bulletin boards, signs, etc.) ..... 47
Drug Testing for Commercial drivers/students ..... 49
Drug-Free Environment ..... 48
Early Childhood Specialist ..... 95
Early Childhood Specialist (Weekend/Hybrid) ..... 96
Early Childhood Support ..... 97
Early Childhood Support (Weekend/Hybrid) ..... 108
Early-Out for Employment ..... 25
Electronics Technology ..... 62
Electronics Technology – Evening Program ..... 63
Electroneurodiagnostic Technology (ENDT) ..... 99
Electroneurodiagnostic Technology (ENDT) Student Organization ..... 34
Entrepreneurship ..... 74
Equal Opportunity ..... 10
Exempting a Course in Calculating GPA ..... 23
Extended Coursework Option ..... 12
Faculty ..... 157
Faculty Advisors ..... 27
Family Educational Rights & Privacy Act ..... 30
Financial Aid ..... 40
Financial Aid Disbursement ..... 42
Financial Aid Eligibility ..... 40
Financial Aid Enrollment ..... 40
Financial Aid Federal Programs ..... 41
Financial Aid Grade Levels ..... 43
Financial Aid Procedures & Obligations ..... 42
Financial Aid – Steps to Apply ..... 171
Financial Aid Suspension and Appeal ..... 43
Financial Services ..... 75
Financial Services – Online ..... 76
Fire & Emergency Evacuation of the Building ..... 46
Food & Beverages in the Classroom ..... 47
Forms of Payment ..... 17
Foundation/Scholarships ..... 9
Full-Time Students ..... 17
General Education Development Certificate (GED) ..... 38
General Education Core Curriculum ..... 8
General Education Mission and Philosophy ..... 7
Goals ..... 7
Grades - Challenging ..... 23
Grade Changes ..... 23
Grading System ..... 23
Graduation - Application for Graduation ..... 25

Graduation Requirements ..... 25
Graphic Communications ..... 84
Handicapped Parking ..... 46
Harassment ..... 49
Hazing ..... 50
Health and Law Enforcement Science Lab Participation Liability Notice ..... 13
Health Information Services - Fall and Spring Start ..... 100
Health Information Services - Allied Health ..... 101
High School Credit Transfer Agreements ..... 16
History ..... 8
Home School Entrance Requirements ..... 12
Horticulture Technology ..... 116
Housing ..... 27
HVAC/R (Heating/Ventilation/Air Conditioning & Refrigeration) Technology ..... 120
Hybrid/Accelerated/Late Start/Online Classes ..... 21
Immunizations ..... 13
Inclement Weather ..... 46
Institutional Student Outcomes & Assessment ..... 7
Insurance and Financial Services ..... 77
Insurance and Financial Services – Online ..... 78
Intramural Sports ..... 35
Invasive Cardiovascular Technology ..... 102
International Society of Certified Electricians Technicians (ISCET) ..... 34
Landscape Design Technology ..... 117
Land Surveying Science Technology ..... 90
Laptop Program ..... 32
Law Enforcement Science ..... 103
Law Enforcement Science Admission Requirements ..... 12
Library Resource Center ..... 38
Licensed Practical Nursing – Evening ..... 106
Licensed Practical Nursing – Fall Start ..... 104
Licensed Practical Nursing – Spring Start ..... 105
Marketing ..... 79
Marketing: Design Emphasis ..... 80
Marketing: Sales Emphasis ..... 81
Math and English Placement Testing ..... 13
Mechatronics ..... 64
Military Service – Withdrawal Without Penalty ..... 22
Mission ..... 7
Mount Marty College ..... 15
Network Administrator ..... 57
Network Administrator – Evening Program ..... 58
New Student Checklist ..... 169
Nuclear Medicine Technology ..... 107
Office Assistant ..... 82
Online High Schools ..... 12
Open Door Admissions ..... 12
Part-Time Students ..... 17
Past Due Accounts ..... 18
Payment Plan Information ..... 18
Personal Property ..... 48
Pharmacy Technician - Fall and Spring Start ..... 108
Pharmacy Technician - Allied Health ..... 109
Phlebotomy/Patient Care Technician - Fall and Spring Start ..... 110
Placement Services ..... 27
Preparatory Coursework ..... 42
Prerequisite/Corequisite Courses ..... 16
Presentation College ..... 15
President's List ..... 23
Professional Landcare Network (PLANET) ..... 34
Recommended Additional Program Coursework ..... 17

Re-entry of Withdrawn Students....21
Registered Nurse....111
Repeating a Course to Raise the Grade....22
Residential Heating & Air Conditioning....121
Returned Checks....17
Safety....46
Satisfactory Progress....43
Schedule Changes – Course Adds/Drops/Withdraws....21
Scholarships....41
School Board Members....157
Services for Nontraditional Students....30
Skills USA....35
Society of Manufacturing Engineers (SME)....35
Society of Nuclear Medicine (SNM)....35
Software Support Specialist....59
Southeast at a Glance....2
South Dakota State University....14
South Dakota Public Universities....15
Southeast Tech Alert System....46
Southeast Tech Core Values....7
Southeast Tech Student HVAC Association....35
Special Accommodations Notification....31
Sports Turf Management....118
Student Account Holds....18
Student Activities....35
Student Chapter of the South Dakota Home Builder's Association (SDHBA)....35
Student Communications....30
Student Discipline....50
Student Dress & Deportment....48
Student Government Association (SGA)....34
Student Insurance....32
Student Life....34
Student Organizations....34
Student Parking....45
Student Practical Nurses Association....35
Student Progress Reports/Midterm Grade....23
Student/Public Complaint Process....51
Student Rights & Responsibilities....45
Student Right to Know Campus Security Act....31
Student Searches & Seizures....47
Student Services....27
Student Success Advisors....27
Study Habits....45
Superintendent....157
Surgical Technology....112
Surgical Technology – Allied Health....113
System Administrator....60
Table of Contents....3
Technology Resources Policy....46
Telephone Directory....169
Telephone Messages and Cell Phones....48
Terminating Enrollment – Tuition Refund Policy....21
Third Party Account Payments....18
Tobacco Products....49
Tornado....46
Training Solutions Institute....37
Transcript Release – High School Release Permission....172
Transfer of Credits to Southeast Tech....13
Transfer of Credits Within Southeast Tech....16
Transferring Credits and Compass Scores to Other Schools....23
Tuition and Fees Payment Due Date....17

Tuition and Fees Schedule ..... 17
Tuition and Fees Refunds/Excess Payments ..... 17
Tutoring Services ..... 27
University of Sioux Falls ..... 15
University of South Dakota ..... 15
VA Educational Assistance for Veterans ..... 42
Vandalism ..... 48
Vascular Ultrasound Technology ..... 114
Vehicle Abandonment ..... 46
Veterans' Regulations (Veterans & War Orphans) ..... 32
Vision ..... 7
Visitor on Campus ..... 48
Weapons Policy ..... 48
Welcome to Southeast Tech ..... 7
Withdrawal/Administrative ..... 18
Withdrawal/Terminating Enrollment ..... 21

# CAMPUS MAP




1. George S. Mickelson Center: Admissions
2. Sullivan Health/Science Center
3. Ed Wood Trade & Industry Center
4. New Tech High
5. Southeast Technology Center
6. Student Apartment Buildings
7. Scarbrough Daycare Center

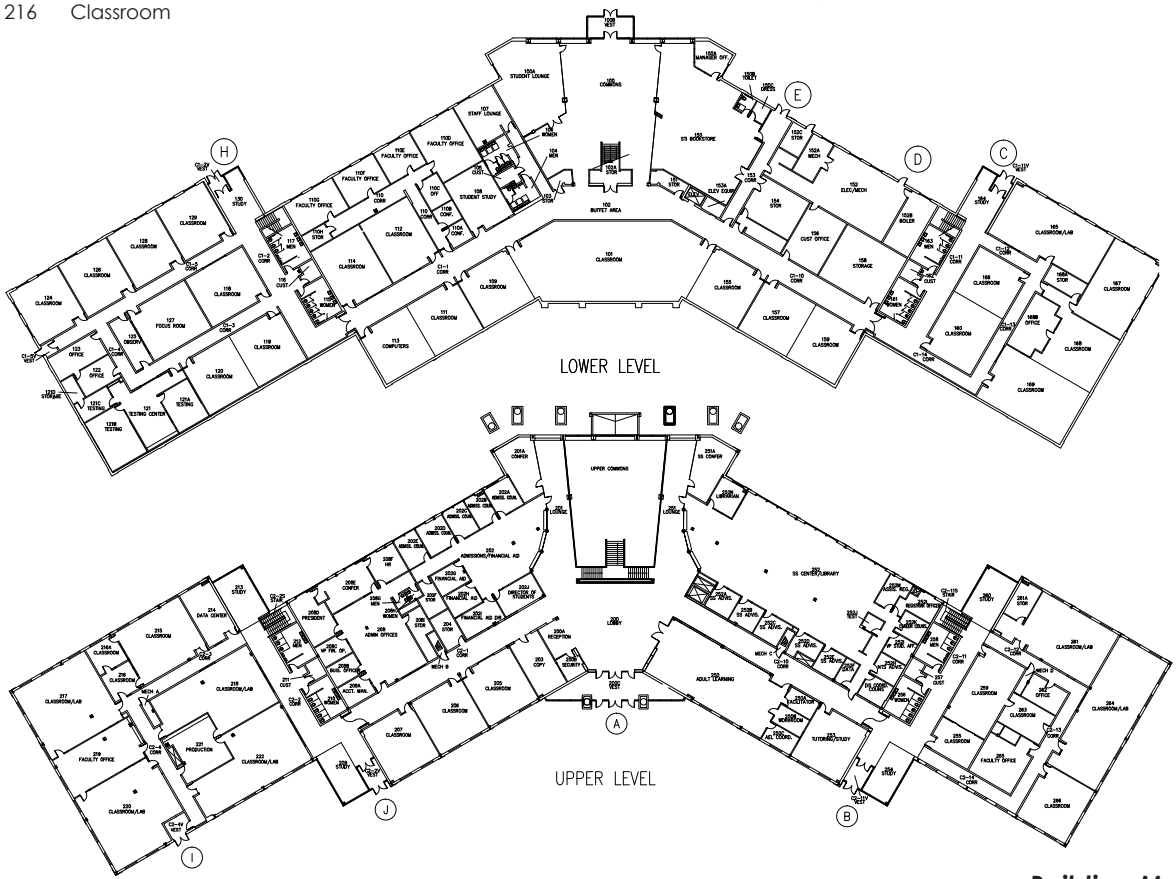
# MICKELSON EDUCATION CENTER MAP

**Upper Level**

200 Lobby
200A Reception
200B Security
201 Lounge
201A Conference Room
202 Admissions/Financial Aid
202A Admissions Counselor
202B Admissions Counselor
202C Admissions Counselor
202D Admissions Counselor
202E Admissions Counselor
202F Storage
202G Financial Aid
202H Financial Aid
202I Financial Aid Director
202J Director of Students
203 Copy/Mail Room
204 Storage
205 Classroom
206 Classroom
207 Classroom
208 Administration Offices
208A Accounting Manager
208B Business Officer
208C VP Financial Operations
208D President
208E Conference Room
208F Human Resources
208G Men's Restroom
208H Women's Restroom
208I Storage
209 Study Area
210 Women's Restroom
211 Custodial
212 Men's Restroom
213 Study Area
214 Data Center
215 Classroom
216A Classroom
216 Classroom
217 Classroom/Lab
218 Classroom/Lab
219 Faculty Office
220 Classroom/Office
221 Production
222 Classroom/Lab
250 Adult Learning Center
250A Facilitator
250B Workroom
250C AEL Coordinator
251 Lounge
251A Conference Room
252 Student Success Center/ Library
252A SSC Advisor
252B SSC Advisor
252C SSC Advisor
252D SSC Advisor
252E SSC Advisor
252F Data Center
252G Disability Coordinator Counselor
252H Nontrad Student Advisor
252I VP Student Affairs
252J Testing Room
252K Career Counselor
252L Registrar
252M Assistant Registrar
252N Librarian
253 Tutoring/Study Room
254 Study Area
255 Classroom
256 Women's Restroom
257 Custodial
258 Men's Restroom
259 Classroom
260 Study Area
261 Classroom/Lab
261A Storage
262 Office
263 Classroom
264 Classroom/Lab
265 Faculty Office
266 Classroom

**Lower Level**

100 Commons Area
100A Student Lounge
101 Classroom
102 Buffet Area
102A Storage
103 Storage
104 Men's Restroom
105 Custodial
106 Women's Restroom
107 Staff Lounge
108 Student Study
109 Classroom
110 Corridor
110A Conference Room
110B Conference Room
110C Office
110D Faculty Office
110E Faculty Office
110F Faculty Office
110G Faculty Office
110H Storage
111 Classroom
112 Classroom
113 Computers
114 Classroom
115 Women's Restroom
116 Custodial
117 Men's Restroom
118 Classroom
119 Classroom
120 Classroom
121 Testing Center
121A Testing
121B Testing
121C Testing
122 Office
123 Office
124 Classroom
125 Observation Room
126 Classroom
127 Focus Room
128 Classroom
129 Classroom
130 Study Area
150 Bookstore
150A Bookstore Manager's Office
150B Toilet
150C Dressing Room
151 Storage
152 Electric/Mechanical
152A Mechanical
152B Boiler Room
153 Corridor
153A Elevator Equipment
154 Storage
155 Classroom
156 Custodian Office
157 Classroom
158 Storage
159 Classroom
160 Classroom
161 Women's Restroom
162 Custodial
163 Men's Restroom
164 Study Area
165 Classroom/Lab
166 Classroom
167 Classroom
168 Classroom
168A Storage
168B Office
169 Classroom



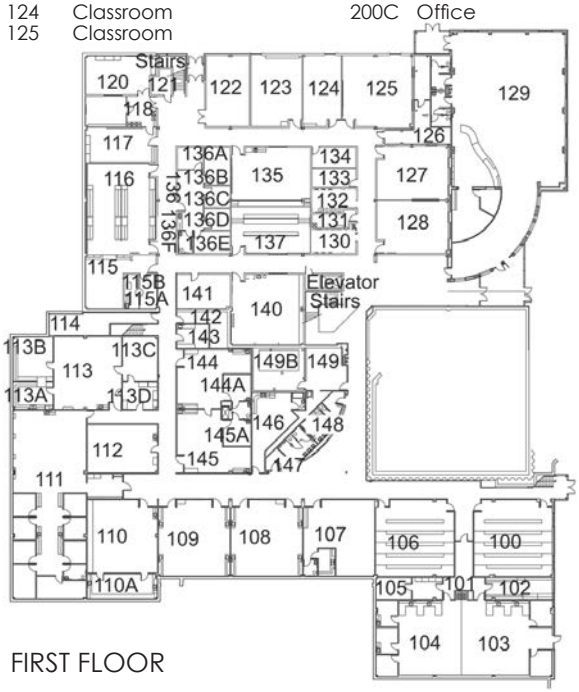
# SULLIVAN HEALTH/SCIENCE CENTER MAP

**First Floor**

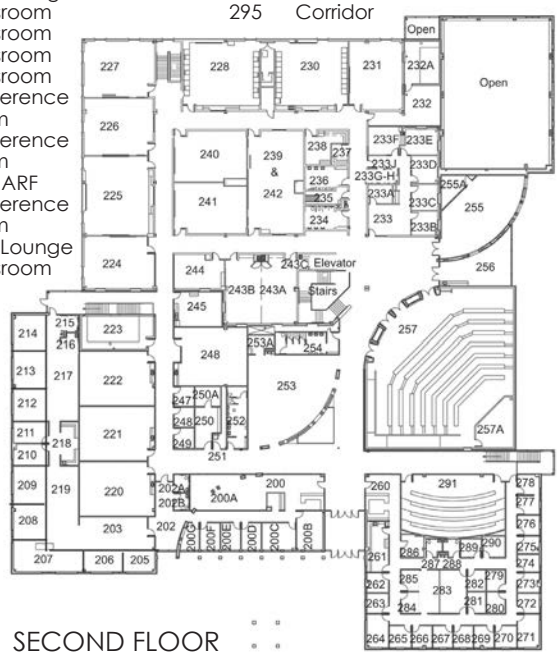
100 Classroom
101 Nurse's Lab
102 Storage
103 USDSU Nurse Lab
103A Coord
103B Storage
104 USDSU Nurse Lab
104A Storage
104B Phys. Assess. Lab
104C Phys. Assess. Lab
105 Storage
105A Electrical
106 Classroom
107 Classroom
107A Storage
107B Restroom
108 Patient Care A
109 Patient Care B
110 Nuc Med Lab
110A Hot Lab
111 Cardio Tech Lab
111A Exam Room A
111B Exam Room B
111C Exam Room C
111D Exam Room D
111E Exam Room E
111F Exam Room F
111G Exam Room G
111H Exam Room H
111I Exam Room I
111J Corridor
111K Lockers
112 Phlebotomy Lab
113 Surgical Tech Lab
113A Soiled Rec.
113B Clean Supply
113C OR Lab
113D Scrub
114 Storage
115 Lab
115A Control Room
115B Darkroom
116 BioMed Lab
117 Cath Lab B
118 Scrub
120 Cath Lab A
121 Viewing
122 Mechanical
123 Classroom
124 Classroom
125 Classroom
126 Storage
126A Electrical
127 Classroom
128 Classroom
129 Law Enforcement Lab
129A Storage
129B Women's Locker Room
129C Men's Locker Room
129D Women's Restroom
129E Men's Restroom
129F Vestibule
129G Corridor
130 Men's Restroom
131 Custodian
132 Women's Restroom
133 Storage
134 File Room
135 Med Tran Lab
136 ENDT Lab
136A Exam Room
136B Exam Room
136C Exam Room
136D Exam Room
136E Exam Room
136F Exam Room
137 Med Tran Lab
138 Elevator EQ
139 Elevator EQ
140 Lab
141 Classroom
142 Electrical
143 Laundry
144 LPN LabA
144A ICU Lab
144B Restroom
145 LPN Lab B
145A ICU Lab
146 Home Health
146A Restroom
147 Men's Restroom
148 Women's Restroom
149 Storage
149A Mechanical
149B Mechanical

**Second Floor**

200 STI Administration
200A Comp. Res.
200J Corridor
200B Conference Room
200C Office
200H Workroom
200D Counselor's Office
200E Health Office
200F Job Placement Office
200G
202A Women's Restroom
202B Men's Restroom
203 Corridor
205 Office
206 Office
207 Office
208 Office
209 Office
210 Conference A
211 Conference B
212 Office
213 Office
214 Office
215 Women's Restroom
216 Men's Restroom
217 Corridor
218 Workroom
219 Corridor
220 Classroom
221 Classroom
222 Classroom
223 Mechanical
224 Classroom
225 Physics
226 Classroom
227 Classroom
228 Chem Lab
230 Anatomy Lab
231 Classroom
232 Storage
232A Mechanical
233 Offices
233A Storage
233B Bellevue University Office
233C Office
233D STI Foundation Office
233E Dakota Wesleyan University Office
233F Conference
233G Staff Only Restroom
233H Staff Only Restroom
234 Men's Restroom
235 Custodian
236 Women's Restroom
237 Workroom
238 Staff Lounge
239 Classroom
240 Classroom
241 Classroom
242 Classroom
243A Conference Room
243B Conference Room
243C Prep ARF
244 Conference Room
245 Staff Lounge
246 Classroom
247 Study A
248 Study B
249 Study C
250 Storage
250A Electrical
251 Custodian
252 Men's Restroom
253 Commons
253A Vending
254 Women's Restroom
255 Classroom
255A Storage
256 Study Den
257 Auditorium
257A Control Room
258
260 USDSU Admin
261 Workroom
262 USD Office
263 USD Office Mgr
264 USD Dir.
265 USD Office
266 USD Office
267 USD Office
268 USD Office
269 DSU Ad.
270 SDSU Ad.
271 SDSU Dir
272 SDSU Office Coord.
273 SDSU Ad
274 SDSU Ad
275 SDSU Ad
276 SDSU Ad
277 SDSU Ad
278 SDSU Ad
279 USD Ad
280 USD Ad
281 USD Office
282 USD Office
283 Conference Room
284 USD Office
285 USD Ad.
286 Storage
287 Women's Restroom
288 Men's Restroom
289 Office
290 Office
291 USDSU Class
292 Corridor
293 Corridor
294 Corridor
295 Corridor




FIRST FLOOR

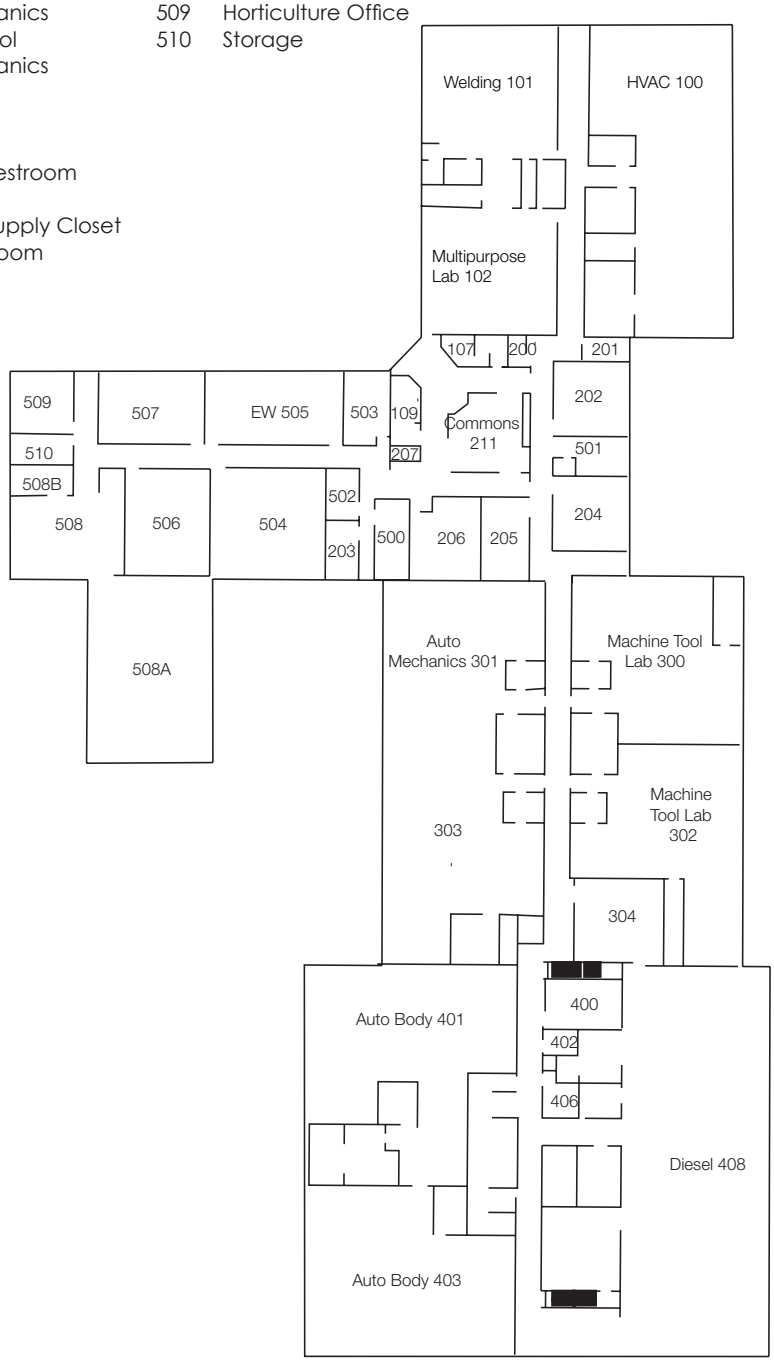



SECOND FLOOR

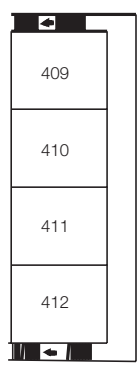
# ED WOOD CENTER MAP

| | |
|---|---|
| 100 | Heating/Ventilation/ Air Con/Refrig Lab |
| 101 | Welding Lab |
| 102 | Multipurpose Lab |
| 107 | Men's Restroom |
| 109 | Women's Restroom |
| 200 | Custodial Supply Closet |
| 201 | Copy Center |
| 202 | Classroom |
| 203 | Office |
| 204 | Classroom |
| 205 | Classroom |
| 206 | Classroom |
| 207 | Storage |
| 300 | Machine Tool |
| 301 | Auto Mechanics |
| 302 | Machine Tool |
| 303 | Auto Mechanics |
| 304 | Classroom |
| 400 | Classroom |
| 401 | Auto Body |
| 402 | Women's Restroom |
| 403 | Auto Body |
| 404 | Custodial Supply Closet |
| 406 | Men's Restroom |
| 408 | Diesel |
| 409 | Conference Room |
| 410 | Classroom |
| 411 | Classroom |
| 412 | Classroom |
| 500 | Mechanical Room |
| 501 | Conference Room |
| 502 | Faculty Lounge |
| 503 | Classroom |
| 504 | Horticulture Shop |
| 505 | Classroom |
| 506 | Horticulture Lab |
| 507 | Computer Lab |
| 508 | Headhouse |
| 508A | Greenhouse |
| 508B | Storage |
| 509 | Horticulture Office |
| 510 | Storage |

FIRST FLOOR




SECOND FLOOR



# TECHNOLOGY CENTER MAP

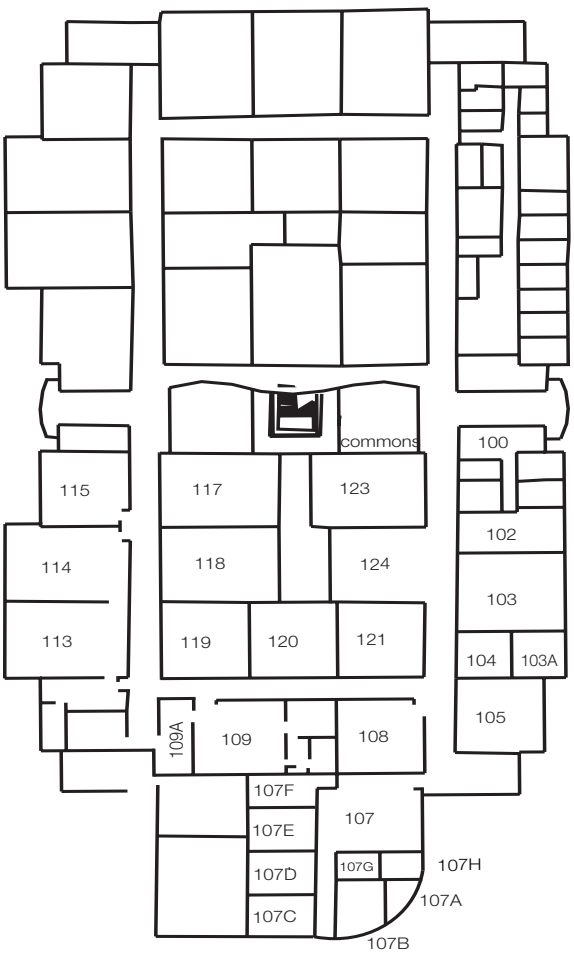
**First Floor**

| | |
|---|---|
| 100 | Administrative Offices |
| 102 | Conference Room |
| 103 | Faculty Offices |
| 105 | Classroom |
| 107 | Networking Lab |
| 108 | Classroom |
| 109 | Networking Lab |
| 113 | Electronics Tech Lab |
| 114 | Electronics Tech Lab |
| 115 | Electronics Tech Lab |
| 117 | Electronics Tech Lab |
| 118 | Classroom |
| 119 | Networking Lab |
| 120 | Networking Lab |
| 121 | Networking Lab |
| 123 | Electronics Tech Lab |

**Second Floor**

| | |
|---|---|
| 201 | Breakroom |
| 202 | Faculty Offices |
| 204 | Classroom |
| 205 | Classroom |
| 206 | Classroom |
| 207 | Classroom |
| 208 | CIS Programming |
| 209 | CIS Programming |
| 210 | CIS Programming |
| 211 | Classroom |
| 212 | IT Support Center |
| 213 | IT Support Center |
| 214 | Classroom |
| 215 | Classroom |
| 216 | Classroom |
| 217 | IT Support Center |
| 218 | IT Support Center |
| 219 | IT Support Center |

FIRST FLOOR




SECOND FLOOR

# NEW STUDENT CHECKLIST

- To apply for federal financial aid (Pell, SEOG, AC Grants, Stafford loans or workstudy), students need to complete the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov. The FAFSA must be completed each year after Federal Income Taxes are completed. Southeast Tech's school code is 008285.
- Southeast Tech offers on-site childcare: The Scarbrough Center (605.367.8444). The Volunteer and Information Center (605.334.6646) can also provide a list of local providers. Students are responsible for locating a backup provider in case their provider has an emergency or is ill.
- If you are receiving funds from TANF, WIA, BIA, Voc Rehab, or the military, contact your caseworker and inform them of your plans. Meet with our Nontraditional Student Advisor if you are unsure if one of these programs may benefit you.
- On-campus housing is available through Southeast Tech. Rental guides for off-campus housing are also available in Admissions.
- Be sure to have reliable transportation. Bus schedules for city transportation are available at Southeast Tech.
- Be sure to register your vehicle with Admissions within the first week of the semester.
- Finally – we understand that some individuals are overwhelmed by new situations. Please be aware that if you need help at Southeast Tech, the Admissions staff is available to assist you.

# GENERAL TELEPHONE DIRECTORY

| Specialty | Contact | Phone Number |
|---|---|---|
| Admissions | | 605.367.6040 |
| Business Office | | 605.367.7124 |
| Information Technology Support Center | | 605.367.4461 |
| Student Success Center | | 605.367.7466 |
| Financial Aid/Scholarships | Lynette Grabowska | 605.367.7867 |
| Library | Phyllis Kuno | 605.367.4449 |
| Bookstore | Megan Ulmer | 605.367.4448 |
| Scarbrough Center | Tami Skorczewski | 605.367.8444 |
| Director of Students | Jim Rokusek | 605.367.6109 |
| Vice President of Student Affairs/Inst. Research | Tracy Noldner | 605.367.7487 |
| Disability Services/ Personal Counselor | Steve Herr | 605.367.4450 |
| Personal Counselor | Nicole McMillin | 605.367.4821 |
| Nontraditional Student Advisor/Student Activities | DiAnn Kothe | 605.367.6110 |
| Registrar Officer | Kristie Vortherms | 605.367.5688 |
| Security Officer | John Norberg/Wayne Lemme | 605.367.7847/605.941.9003 |
| Tutoring | Tammy Kerfeld | 605.367.5691 |
| Housing Manager | Andrew VanZanten | 605.367.5769 |
| Career Center | Denise Heidebrink | 605.367.4819 |

# APPLICATION FOR ADMISSION

## BIOGRAPHICAL INFORMATION

Name _____ _____ _____
Last First Middle Social Security # Birth, Maiden, or Other Last Name

Current Address _____
Street City ST ZIP County

Parent Address _____
Street City ST ZIP County

Telephone _____
Cell ( ) Daytime ( ) Evening ( )

Would you like to receive text messages regarding campus events at your cell number? o Yes o No

E-mail Address_____

Emergency Contact _____ Emergency Contact Phone#_____

## PROGRAM INFORMATION

Which program do you wish to enter? (Required) _____

o Associate in Applied Science o Diploma
o FULL TIME – 12 credits or more o PART TIME – 11 credits or less

When do you wish to enter school? o Fall (August) o Spring (January) o Summer (June) Year_____

Have you previously applied or been enrolled at Southeast Tech? o Yes o No

If Yes, Student ID # _____

How did you hear about Southeast Tech? _____

## PRIOR EDUCATION

Name of High School Attended _____City ST

High School Graduation Date _____ Do you have a GED? o Yes o No

College, University, or Technical School Attended _____ City _____ST _____

_____

College, University, or Technical School Attended _____ City _____ST _____

_____

College, University, or Technical School Attended _____ City _____ST _____

I certify that the information on this application is true and complete to the best of my knowledge.

Applicant's Signature _____ Date _____

REQUIRED IMMUNIZATION RECORDS
Due to regulations mandated by the South Dakota Health Department, all accepted students must provide documentation of receiving the required two doses of immunization against Measles, Mumps, and Rubella.

OPTIONAL INFORMATION...

Marital Status o Single o Married Gender o Male o Female Date of Birth_____

Are you Hispanic/Latino? o Yes o No

What is your racial background? Check all that apply.

o American Indian/Alaska Native o Asian o Black/African American o Native Hawaiian/Pacific Islander o White

Name of Hometown Newspaper

_____

Newspaper City and State

_____

"It is the policy of Southeast Technical Institute to accept all prospective students who are at least 16 years of age, have completed their GED or have a high school diploma, and can benefit from the training that they choose. Prospective students who have not completed high school are required to do so before their program start date. Upon graduation, the student must have a final high school transcript sent to Southeast Tech showing proof of completion."

Print and mail this completed application to:
SOUTHEAST TECHNICAL INSTITUTE
ATTN: ADMISSIONS OFFICE
2320 N CAREER AVE
SIOUX FALLS, SD 57107

# STEPS TO APPLY FOR FINANCIAL AID

***The Title IV school code for Southeast Tech is 008285**

Apply for Admission with Student Services. You must be accepted for admission and into a program at Southeast Tech before the Financial Aid Office can award financial aid. (You must pay the $50 matriculation fee to be eligible.)

1. Complete the Free Application for Federal Student Aid (FAFSA) to apply for federal aid. There are several ways to complete the FAFSA. Make sure you use Southeast Tech's Title IV school code – 008285. There are no fees required in the application process regardless of which method you choose. The FAFSA is the form that is used to calculate your financial aid eligibility.
   - You may submit your FAFSA on the web at www.fafsa.ed.gov. You will need a Personal Identification Number (PIN) for you and one for your parent before completing the FAFSA on the web. These may be applied for at www.pin.ed.gov.
   - The Renewal FAFSA on the web is available for returning students who want to reapply for financial aid.
2. Prepare to submit your application as soon after January 1st as possible. Be aware of deadlines. Some funds are limited and are awarded on a first-come, first-served basis. Plan to prepare your federal income tax early.
3. You will receive a Student Aid Report (SAR) within four weeks after you submit your FAFSA. If you have not received your SAR within four weeks, check your application status at 800.433.3243. Review your SAR and if corrections need to be made, contact the financial aid office for further instructions. If there are no corrections to be made, keep the report for your records. The report is automatically transmitted electronically to Southeast Tech if you have listed the Title IV school code 008285 on the FAFSA.
4. Southeast Tech may need to request additional information or forms. Make sure you respond promptly to avoid delays in receiving your financial aid. At least, one out of three applications is selected for review by the Department of Education in a process called Verification. If your application is selected, don't be alarmed. The process may require you to provide Southeast Tech with copies of your and your parent(s) signed federal tax forms, W-2 forms, and a verification worksheet. Comply with the request promptly. Southeast tech will not award financial aid until verification is complete.
5. After Southeast Tech has processed your application, you will receive an award letter that explains the financial aid for which you qualify. Review your award letter carefully and make sure you understand the terms of the awards being offered. Remember to return a signed copy of your award letter to the Financial Aid Office. If you intend to take out loans, additional information will need to be completed. Your award letter will notify you of the loans for which you qualify and the amount you are eligible to borrow.
6. All first-time borrowers attending Southeast Tech must complete an Entrance Counseling online at http://www.mappingyourfuture.org. This is required even if students have previously completed Entrance Counseling at a different institution.
7. Tuition and fees are due the first week of each semester. Financial aid is not immediately available. Therefore, STUDENTS MUST BUDGET TO BUY BOOKS PRIOR TO THOSE DATES. Book expenses are calculated in educational costs. Funds are not dispersed in advance for purchase of books. If you will have excess financial aid after all your institutional costs are paid if full, you may be able to charge your books purchased at the Southeast Tech Bookstore.
8. If a student receives additional educational assistance (i.e. scholarships, Vocational Rehabilitation, Veteran's Benefits, WIA, etc.) it is the student's responsibility to notify the Financial Aid Office. Southeast Tech reserves the right to adjust financial aid based on award changes or additional information received by the Financial Aid Office.

**Workstudy Opportunities On Campus**

The Federal Work-Study Program (FWS) provides on-campus employment for students with financial need, as defined by the Department of Education. To qualify for FWS, students must first file the Free Application for Student Aid (FAFSA) that is available after January 1st of each year on-line at www.fafsa.ed.gov.

Jobs are posted outside the Financial Aid Office or can be viewed online at www.southeasttech.edu. When students are interested in a work-study job, it is the students' responsibility to contact the supervisor of the work-study position. If hired, students must complete all necessary paperwork before beginning work. Students will need their Drivers' License, Social Security card, and a voided check. Pay is $10.00 per hour.

Please contact the Financial Aid Office for more information or if you have any questions.

# TRANSCRIPT RELEASE

## HIGH SCHOOL AND/OR COLLEGE TRANSCRIPT RELEASE PERMISSION

**Note to applicant:**

1. Print, sign and send or give directly to the last high school and/or college attended. Your transcript cannot be sent without signed permission.
2. To find out the cost of an official transcript, you may want to call the Registrar at the institution(s) attended.

I, (Student Name) _____

hereby request _____

Last High School and/or College Attended – Include City and State

To send a high school and/or college transcript to:

SOUTHEAST TECHNICAL INSTITUTE
ATTN: ADMISSIONS OFFICE
2320 N CAREER AVE
SIOUX FALLS, SD 57107

_____

Applicant's Signature Date

## TRANSCRIPT INFORMATION:

_____

Name Used on High School and/or College Transcript

_____

Year Graduated or Last Attended

_____

Date of Birth

Social Security Number
(this information will be used only to verify the correct identity of the student)

_____

Parent's Signature (if under 18) Date

Note to school personnel: Send all transcripts to Southeast Technical Institute. Please copy this release and return it with the transcript. Keep the original release for your records.

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SOUTHEAST TECHNICAL INSTITUTE

FIND US!

YouTube

2320 N Career Avenue
Sioux Falls, SD 57107
Main: 605.367.6040
Toll Free: 800.247.0789
www.southeasttech.edu