# STI SOUTHEAST TECHNICAL INSTITUTE

cutting edge technology • streamlined education• wireless campus

Southeast Technical Institute • 2320 N. Career Ave. • Sioux Falls, SD • 57107 • Main: 605.367.7624 • 1.800.247.0789

## 2005-2006 CATALOG

get on the fast track..

to success!

www.southeasttech.com

# YOUR ENTIRE ASSOCIATE'S DEGREE

## is accepted at Bellevue University.

*STI associate's degrees are accepted in full in the Bellevue University bachelor's degree completion program.*

**YOUR STI ASSOCIATE'S DEGREE**
60+ Credit Hours
(A.A., A.S., or A.A.S.)

+

**BELLEVUE UNIVERSITY ACCELERATED BACHELOR'S DEGREE COMPLETION PROGRAM**
45 Credit Hours
(36 Credit Hour Major + 9 Credit Hour Signature Series)

+

**ADDITIONAL HOURS**
22 Credit Hours
(CLEP, DANTES, Online, or Other Flexible Options)

## Move up on the job or change careers with your bachelor's degree from Bellevue University - completed right here in Sioux Falls.

With Bellevue University's accelerated degree completion program, you can complete your bachelor's degree in as little as 15 months. Attend class just one night a week, interacting with other adults as interested in learning as you are.

For nearly forty years, Bellevue University has been helping adult students complete their degrees - and achieve their career and life goals. We're pleased to be able to serve our students right here in Sioux Falls at Southeast Technical Institute with caring, work-experienced faculty and staff.

**Contact Bellevue University today for more information on completing your bachelor's degree at STI in 15 months.**

**605-335-8010**
**bellevue.edu**

BELLEVUE UNIVERSITY

**Real Learning for Real Life.**

**BE MORE. BE YOU.**

# BE WHAT YOU WANT TO BE

*With your Bellevue University bachelor's degree.*

# STI SOUTHEAST TECHNICAL INSTITUTE

2320 N Career Ave • Sioux Falls, South Dakota 57107-1302
Phone: 605.367.7624 • Toll-Free: 1.800.247.0789
www.southeasttech.com

# 2005 - 2006 Catalog

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

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

This publication should not be considered a contract between STI and any prospective student. STI retains the right to make changes in programs,course offerings, policies, graduation requirements, tuition, fees and refunds without notice.

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

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

*This catalog is published by Southeast Technical Institute. STI reserves the right to make changes in courses and regulations published in this catalog without obligation or prior notice.*

STI SOUTHEAST TECHNICAL INSTITUTE

## Location

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

## Accreditation

The Higher Learning Commission
North Central Association
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504, (312) 263-0456

## Program Approval/Authorization

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

## Degrees, Diplomas & Certificates

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

## 2004 Fall Enrollments

Full Time: 1,922
Part Time: 451
Total: 2,373

## 2003-2004 Enrollment Data

Full Time Equivalent (FTE) Student: 1,994
Enrollment in Business & Industry Training: 1,803
Unduplicated Headcount (credit): 2,962

## 2004 6-Month Graduate Placement Report

96% of Graduates Seeking Employment were Employed
80% of Graduates were Employed in a Field Related to their Training
80% of Graduates were Employed in South Dakota

## Physical Facilities

Campus Site: 168 Acres
Buildings: (8) 500,000 Square Feet

# Table of Contents

# 2005-2006
## STUDENT/STAFF ACTIVITY CALENDAR

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

## FALL SEMESTER

*August*

15 ..... New instructor in-service
16-19 ..... Staff in-service days
22 ..... Fall semester classes begin
24 ..... Ice Cream Social
25 ..... Student Job Fair for part-time employment

*September*

1 ..... SGA Officers' meeting
2 ..... Last day to drop/add classes
5 ..... Labor Day – NO CLASSES
7 ..... Student Government meeting
Logo Day – free Southeats treat
8 ..... Student Organization Meetings* (R)
19 ..... Last day to make up incompletes
22 ..... Student Government Fall Picnic (R )
Bloodmobile Drive
Adopt-A-Campus
29 ..... SGA Officers' meeting
30 ..... Fee payment/financial aid delivery

*October*

3 ..... $25 Late Fee - unpaid accounts
4 ..... Student Advising – afternoon
5 ..... Student Government meeting
Logo Day – free Southeats treat
6 ..... Student Advising – morning
14 ..... Staff in-service day – NO CLASSES
18 ..... Student Organization Meetings* (T)
27 ..... SGA Officers' meeting
31 ..... $50 late fee for unpaid accounts

*November*

2 ..... Student Government meeting
Logo Day – free Southeats treat
11 ..... Veterans Day – NO CLASSES
14-18 ..... Spring Semester 2006 registration
14 ..... Student Organization meetings* (M)
17 ..... SGA Officers' meeting
23 ..... Last day for withdrawal from class
23 ..... NO EVENING CLASSES +
24-25 ..... Thanksgiving – NO CLASSES

*December*

7 ..... Student Government meeting
Logo Day – free Southeats treat
8 ..... Student Organization meetings* (R )
14 ..... Holiday Celebration Party* (W)
22 ..... SGA Officers' meeting
22 ..... Winter Graduation
23 ..... End of Fall Semester
26-30 ..... Winter break – NO CLASSES

# STUDENT/STAFF ACTIVITY CALENDAR

## SPRING SEMESTER

*January*

2-3 ..... Winter break – NO CLASSES
4-6 ..... Staff in-service – NO CLASSES
9..... Second Semester begins
11..... Student Government meeting
Logo Day – free Southeats treat
16..... Martin Luther King Day – NO CLASSES
18..... Student Organization meetings* (W)
23..... Last day to drop/add classes
26..... SGA Officers' meeting

*February*

1..... Student Government meeting
Logo Day – free Southeats treat
6..... Last day to make up incompletes
16..... Student Organization meetings* (R )
17..... Fee payment/financial aid delivery
20..... Presidents' Day – NO CLASSES
21..... $25 late fee for unpaid accounts
23..... SGA Officers' meeting
28..... Student Advising - afternoon

*March*

1..... Student Government meeting
Logo Day – free Southeats treat
2..... Student Advising – morning
14..... Student Organization meetings * (T)
16-17 ..... Spring Break – NO CLASSES
20..... $50 late fee for unpaid accounts
30..... SGA Officers' meeting

*April*

3-7 ..... Summer/Fall 2006 Semester registration
5..... Student Government meeting
Logo Day – free Southeats treat
10..... Student Organization meetings* (M)
13 ..... Last day for withdrawal from classes
14..... Student Break – NO CLASSES
18..... SGA Spring Picnic* (T)
Bloodmobile Drive
Adopt-A-Campus
27..... SGA Officers' meeting

*May*

3..... Student Government meeting
Logo Day – free Southeats treat
12..... End of second semester
*GRADUATION at Sioux Falls Arena*

***Interim –Summer Session I: May 16 – June 2***

*Summer Session II*

*June*

5..... Summer semester classes begin
9..... Last day to drop or add classes
23..... Fee payment/financial aid delivery
26..... $25 late fee for unpaid accounts

*July*

4..... Independence Day break – NO CLASSES
14..... Last day for withdrawal from classes
28..... End of Summer Session

# Facts & Information



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

## Welcome

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

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

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

## Vision

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

## Mission

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

This is achieved by providing

- quality accredited programs;
- customized training;
- continuing and adult education opportunities;
- an environment that fosters student centered learning.

## STI Core Values

- **Student Learning**
  STI provides an environment for student mastery of academic and technical skills.
- **Student Centered**
  Student satisfaction and success are valued by STI and have a high priority among all the stakeholders.
- **Diversity/Equity**
  STI values the dignity and worth of all persons and the diverse opportunities that are available to everyone.
- **Excellence**
  STI strives for excellence and quality in all of its endeavors.
- **Innovation**
  STI values creative solutions and continuously seeks new, flexible and responsive ways to achieve its mission and goals.
- **Collaboration**
  STI fosters collaboration with all stakeholders in the delivery of its mission and goals.
- **Accountability**
  Assessment and evaluation of student learning, programs and institutional effectiveness are systemic processes for assuring success and improvement.

## Goals

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

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

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

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

Goal 4: STI will provide customized training to meet the needs of industry, business, and community.

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

Goal 6: STI will provide comprehensive student services.

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

## General Education Mission

The mission of general education at STI is to complement 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 represents an integral part of the programs which lead to Associate in Applied Science degrees.

### Philosophy

Every learner has worth and possesses unique gifts. Learning is an active process best supported by dynamic, informed teaching.

The courses and programs at STI are designed to help learners become responsible employees in their

various fields. To accomplish that goal, courses are structured to deliver practice in four broad areas: technology/technical, problem solving and critical thinking, communication, and professionalism.

The general education courses:
- Prepare students for professional productivity and personal success.
- Help students acquire conceptual skills essential for effective workplace performance.
- Facilitate students' ability to communicate in a variety of mediums.
- Connect and transfer general knowledge and skills to the workplace.
- Encourage and reinforce the development and use of interpersonal skills, including teamwork.

Specific Competencies
1. Students will demonstrate proficiency in performing a variety of numerical reasoning tasks.
2. Students will provide evidence of critical thinking and effective problem solving.
3. Students will demonstrate writing proficiency appropriate to workplace tasks.
4. Students will develop and demonstrate foundational speaking skills and team strategies.
5. Students will provide evidence of increased understanding and awareness of self, others, interpersonal relations, societal and cultural issues.
6. Students will demonstrate proficient listening skills for a variety of situations.
7. Students will acquire learning strategies that will encourage self-directed learning during their education and throughout their lives.
8. Students will develop habits that contribute to professionalism: attendance, time management, and other responsible work behaviors.
9. Students will provide evidence of metacognitive thinking in each of their courses—thinking about their own thinking, reflecting upon the learning process, and identifying gaps in their knowledge and skills.

### Assessment
Course-embedded assessment projects measure the four broad student outcomes at the program and institutional level. As an integrated component of programs, general education concepts are taught and evaluated in essentially every course across the curriculum. Samples of student work are selected from general education and program courses are annually evaluated to determine level of student achievement. Results of these direct measures are compared with indirect measures such as employer surveys, graduate surveys, focus groups, licensures and student satisfaction surveys.

## Student Outcomes & Assessment
STI is committed to maintaining a campus culture focused on learning in which faculty, students and administration share a common understanding of the meaning, purpose and utility of assesment. STI recognizes that for the faculty to be successful in this endeavor, there must be meaningful input from students and strong support from the administration. STI characterizes "assessment of student learning" as a comprehensive process that is ongoing, systematic, structured and sustainable.

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

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

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

## History
STI has offered over 30 years of educational excellence to students in the Sioux Falls area and beyond. In May, 1965, Sioux Falls was designated by the State Board of Vocational Education to be one

of the four areas in South Dakota to provide post high vocational technical education. The amount of $365,000 was made available to the Sioux Falls School District to provide facilities for an area vocational technical school. In July, 1966, the Sioux Falls Board of Education voted to build an addition to the north side of Lincoln Senior High School. The addition was designated the Southeast Area Vocational Technical School. The school opened its doors in 1968.

That year, Southeast Area Vocational Technical School began operations offering the following programs: Practical Nursing, Major Appliance Repair, Industrial Electronics, Drafting, Data Processing, Diesel Mechanics, and Airplane Mechanics. The original enrollment was 118 students.

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

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

In 1970, the Sioux Falls School District purchased a building at 15th and Western which was constructed in the 1930's as a New Deal project. The building for many years was operated as an orphanage by the Presentation Sisters, and later operated by the South Dakota Children's Home Society. At the time of purchase by the school district, the building was renamed The Career Center and was the home of the central kitchen facility which prepared 4,000 lunches per day for the district's elementary schools. The building also accommodated junior high special education. Other district services which were based in this location included the APSAP program (Alternative Program for School Age Parents) and Indian Education. In 1975, the building's name was changed to the West Campus of STI to reflect the increased involvement of post-secondary vocational technical training.

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

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

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

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

All of the former facilities were sold and the proceeds of the sale were applied to the cost of construction for the new facilities.

The Scarbrough Child Care Center, named after Alva W. Scarbrough, an ardent education supporter and community leader, opened its doors in September of 1991 to provide infant, toddler, and preschool child care for students attending the institute.

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

In 1994, a fourth building opened its doors on campus to house the growing Health Department. At this time, names were assigned to the three classroom buildings. "Ed Wood Technical Center" was the name assigned to the building that housed the industrial and technical trades in honor of Ed

Wood's dedicated service to the school. The main building was given the name "George S. Mickelson Education Center," in honor of the late governor who made much of the development on the STI campus possible. Finally, the new health building was given the name "Health Science Center." The name was changed in 2001 to the Terrence M. Sullivan Health Science Center in honor of STI's third director.

In the Spring of 1998, an additional 112 acres of land were purchased to the west and south of the STI campus, allowing the potential to triple the size of the existing campus as needs dictate. This land acquisition, combined with strategic planning, will ensure STI will continue to meet the education needs of the Sioux Falls area and South Dakota. Faced with increasing storage needs due to double digit enrollment growth since first occupying the campus in 1990, the Institute added its fifth building in 1999. This is a cold storage facility and is located behind the Ed Wood Technical Center.

In the Spring of 2001, Southeast's Technology Center opened. In conjunction with the South Dakota university system, this facility offers both STI and several university programs.

STI's first student housing facility opened in Fall 2003 and accommodates up to one hundred students. An additional housing facility will be opened in 2005 to accommodate expected enrollment growth as technical education continues to play an integral role in our region's economic development.

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

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

## STI Foundation/Scholarships

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

- ***Annual Campaign*** – Named scholarships for gifts of $500 or more.
- ***Endowed Funds*** – Named scholarship funds for gifts of $10,000 or more.
- ***Memorial, Tribute and Honor Gifts*** – Gifts honoring the work or life of STI friends or a loved one.

### *Recognition*

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

### *How to Apply*

Stop in the STI Financial Aid office or call 605-367-7867 to request a scholarship application. Each November, a revised list of STI Foundation scholarships is available in the Financial Aid Office. These scholarships are offered exclusively to STI students. Each giver establishes criteria and eligibility. All enrolled and accepted students are notified by e-mail or postcard when scholarship applications become available. STI scholarship information is also sent to hundreds of high school counselor offices.

The deadline for completed application is the second Friday in January. A volunteer scholarship committee makes recommendations to the foundation board. Students are notified and funds are placed directly into their Business Office accounts in the fall. All students are strongly encouraged to also complete the FAFSA form when making application.

A list of scholarships open to STI students from other sources is also maintained with their eligibility criteria and deadlines. Applications for many of these are on file in the Financial Aid Office. New scholarships from outside sources are listed in the weekly student government e-mail newsletter as they become available.

### *Scholarship Awards*

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

### *Investment Policy*

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

### *Scholarship Promotion*

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

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

## STI Memberships

- American Association of Community Colleges
- American Technical Education Association
- Association for Career and Technical Education
- League for Innovation in the Community Colleges
- National Association of School Financial Aid Administrators
- National Council for Occupational Education
- North Central Association of Colleges and Schools
- South Dakota Chamber of Commerce and Industry
- Sioux Falls Chamber of Commerce
- Sioux Falls Development Foundation
- South Dakota Library Network

## Accreditation

STI is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (312) 263-0456.

The South Dakota Board of Education has approved STI to grant the Associate in Applied Science degree in all of its two-year programs.

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

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

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

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

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

## Equal Opportunity

It is the policy of STI not to discriminate in admission to or participation in its programs and activities on the basis of race, color, national origin, ancestry, creed, religion, family or medical leave, disability, age, sex, sexual orientation, arrest record or conviction record. For more information regarding compliance with the policy, contact the Assistant Superintendent-Human Resources/Administrative Services 201 East 38th Street, Sioux Falls, SD 57105-5898 (phone: 605/367-7816 TDD: 605/367-7948) or to the Regional Director at the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114. (816/268-0550, TTY: 816/823-1399, Fax: 816/823-1404)

## Advisory Committees

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



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

## Open Door Admissions Policy

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

## Admissions

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

- Submit a completed "Application for Admission" form to the Admissions Office.
- Request official high school/college transcripts or GED certificate be sent to STI.
  *For transfer purposes, an official transcript is required from* ***each*** *college or technical school previously attended. Students currently in high school may submit a partial transcript. Upon graduation and prior to beginning classes at STI, students must submit final transcripts to STI.*
- Complete any required assessments of the program (reading, writing, computation, etc).
  *Academic preparation courses are available for those who need to improve their skills. Applicants will be notified of assessment times after they have applied for admission.*

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

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

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

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

## Criminal Justice Law Enforcement Admission Requirements

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

- A driver's license. If your license is suspended, revoked or taken from you for any reason during training, your eligibility will be suspended until your driving privileges are reinstated.
- A satisfactory background check.
- A cumulative GPA of 2.5 or higher in the first year of coursework in the Criminal Justice program.
- An interview conducted by an instructor in the Criminal Justice program.
- A demonstrated willingness to comply with the program's appearance guidelines.
- Background check and Drug Testing.

## Background Checks & Drug Screenings

Background Checks and Drug Screenings are required in some programs, especially programs in the Health and Human Services area. The results of these checks and screenings may effect a student's admission into the program, ability to attend a clinical or internship site, take specific courses, or continue the student's enrollment in the program.

## Math & English Placement Testing

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

## Transfer of Credits to STI

STI will accept credits from any post secondary institution accredited by one of the major regional

accrediting associations, e.g., Higher Learning Commission, North Central Association of Colleges and Schools – Commission on Institutions of Higher Education (NCA-CIHE).

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

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

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

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

## Advanced Standing

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

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

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

### *Department Evaluation*

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

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

### *Credit by Examination*

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

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

Examinations are available for most courses at STI. They may be oral or written. In addition to the exam, a skill demonstration may be required. Persons who wish to obtain credit through a formal STI exam can obtain information by contacting the Special Populations Coordinator during the first two weeks of the semester. A nonrefundable fee of $10 per credit must be paid in the Business Office prior to testing. All testing must be completed within two weeks of payment.

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

Students may also be eligible for credit through the College Level Examination Program (CLEP) exams, either the General Exams or the Subject Exams. No grade is granted when an exam is passed. Students wishing to obtain credit through CLEP exams should meet with a Student Services advisor.

## Bachelor's Degree Transfer Options

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

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

Contact Student Services to get complete details on our articulation agreements with these fine colleges and universities and the additional benefits each may offer.

## Bellevue University

### *AAS to BS*

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

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

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

For more information about ***ONLINE*** accelerated degree programs call Bellevue University at 800.756.7920 Ext. 3769 from 8 am to 7:30 PM Monday through Thursday and until 5 PM on Friday. Our website (www.bellevue.edu) is always open and you can e-mail us at info@bellevue.edu or write: Information Center, Bellevue University. 1000 Galvin Road South, Bellevue, NE 68005-3098.

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

## Black Hills State University

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

## Dakota Wesleyan University

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

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

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

Dakota Wesleyan University… learning, leadership, faith and service. DWU is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools-Commission on Institutions of Higher Education (NCA-CIHE.)

## Mount Marty College

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

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

## Presentation College

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

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

For more information, call Presentation College at 1-800-437-6060 Ext. 492 or visit the website at www.presentation.edu.

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

## South Dakota State University

South Dakota State University offers a Bachelor of Applied Technical Science (BATS) Degree. This allows students with STI's Associate in Applied Science degree to build upon their technical skills and knowledge and earn a BATS degree from South Dakota State University in Sioux Falls.

## University of Sioux Falls

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

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

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

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

## High School Credit Transfer Agreements

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

High school and post-secondary instructors work together to develop articulation agreements. They develop the criteria for granting credit. Credit is awarded based on the competencies the student has mastered in high school courses, academic

performance, portfolio review, or the results of a written examination or skill test.

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

- All students enrolled under the articulation agreement shall meet the admissions standards as established by the post-secondary institute for that particular program.
- To receive articulated credit, the student must have completed the high school course within the last three years.
- For a student to articulate courses after the three (3) year time limit, an assessment of skill mastery will be required.
- A minimum of "B" average (3.0) in the course(s) to be articulated is required.
- No grade will be assigned for articulated credit. These courses will not be counted in determining the student's post-secondary grade point average.
- Credits articulated will count toward the total number needed for graduation from the program.
- Tuition is not charged for articulated credits.
- Articulation agreements will be reviewed on an annual basis as well as during the program review cycle at the post-secondary level.
- Articulated courses will be honored by all South Dakota technical institutes for those course(s) that have common numbers and titles.
- All articulation agreements between secondary schools and the technical institutes reflect only the transferability of credit between these agencies and not necessarily with state universities.
- Transferable general education courses must meet CLEP, dual credit or advanced placement requirements in order to be articulated to the technical institutes.

## Transfer of Credits Within STI

Courses are transferable from one program to another with associate degree courses generally transferable to other associate degree programs or to vocational diploma programs, and vocation-

| PAYMENT PLAN | | | |
|---|---|---|---|
| Fall<br>09/30/05 | Spring<br>02/17/06 | Summer<br>N/A | Last day to implement a payment plan. The Payment Plan is available to students who are NOT receiving financial aid through STI. |
| **PAYMENT OBLIGATION** | | | |
| Fall<br>09/30/05 | Spring<br>02/17/06 | Summer<br>06/23/06 | All Tuition and Fees are DUE unless a payment plan has been implemented. If Award Letters and Third Party authorizations have not been returned, the student is responsible for payment. Tuition and Fees **not** totally covered by Financial Aid and Third Parties are also DUE at this time. |
| 10/03/05 | 02/21/06 | 06/26/06 | Any student with TUITION AND FEES due will be charged a $25 late fee. |
| 10/31/05 | 03/20/06 | N/A | Any student with TUITION AND FEES due will be charged an additional $50 late fee. |
| 11/14/05 | 04/07/06 | 07/10/06 | **Any student with TUITION AND FEES due will be subject to TERMINATION at this time.** |

al diploma courses transferable to other diploma programs.

Students considering such credit transfer should consult a Student Services advisor to determine which credits will or will not transfer.

## Prerequisite/Corequisite Classes

The satisfactory completion of a prerequisite course, as defined by the curriculum sheet, or departmental approval, is required before the course with the prerequisite may be taken. Satisfactory completion may vary from course to course and among departments. A student auditing a prerequisite course must receive a "Pass" grade and departmental approval before the course with the prerequisite may be taken. Corequisite courses must be taken at the same time unless approval is obtained from the department.

## Auditing

Students may enroll on an audit basis in any course. In such cases, standard tuition and fees apply. The student's transcript will identify such courses as being audit courses (AU) with no credit awarded. Students must inform the instructor during the first two weeks of class when auditing a course. Audit status is not available in classes involving clinical assignments or laboratories where waiting lists are established. Audited courses do not count toward graduation requirements.
A student who has previously completed a course successfully but chooses to take the course again as an audit will be required to pay the required tuition fee only. Enrollment in the course is subject to room availability. Students taking the course for a letter grade will receive first priority.

In some situations, STI instructors and administration may require a student to audit a class the student successfully completed in the past. This generally occurs when students have discontinued their education for a period of time and need to brush up their skill levels. ***Financial aid is NOT available for audited classes.***

## Full-Time Students

A full-time student is someone registered for 12 or more credits during a seventeen-week semester. For summer session, a student must be enrolled in six credits during the eight-week session. A student wishing to enroll in 20 credit hours or more of instruction is required to receive approval from Student Services and the student's faculty advisor.

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

## Part-Time Students

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

## Tuition Payment Procedures & Obligations

The tuition fee per credit at STI is established by action of the South Dakota State Board of Education and is subject to revision at any time. In addition, many course offerings carry a separate consumable materials fee, lab fee, technology fee, and/or special fees such as certification or testing fees. Students should contact the Business Office to determine correct fees such as certification or testing fees.

Tuition is $64 per credit hour per semester. Lab fees of $11 per credit hour, administrative fees of $5.25 per credit hour, and technology fees of $10 per credit hour are charged each semester along with tuition. These fees are subject to revision at any time.

In addition to the above fees, a $152 per semester facility fee is charged to all full-time students regardless of the number of credits taken; part-time students pay a facility fee of $12.60 per credit hour. These facility fees are remitted to the State and are used to support construction of technical facilities and may be adjusted at any time.

A $2.50 per credit hour Student Activity fee is charged each semester to all students. This fee helps offset graduation and activities sponsored by Student Government and the Student Activities Office. Students in programs requiring the use of laptop computers are assessed a rental fee estimated at $450 per semester. Exact laptop fees will be determined by July, 2005.

Background checks and drug screenings are required in some programs. Additional fees are required for these services and vary by program.

## Payment of Tuition & Fees

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

## Student/Employer Tuition Assistance

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

## Cancellation of Classes

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

# Academic Information



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

## Schedule Changes – Drop/Add

Courses are not dropped by discontinuing attendance. The first step in dropping a course is to obtain a "Course Drop/Add Form" and instructions from the Registrar's Office. A drop is not considered official until it has been processed through the Registrar's Office. Students who discontinue a course without following official procedures will receive a grade of "F" and will be charged for the course. Courses dropped during the first ten days of a semester (five days of summer session) will not appear on the transcript. Courses may be added after the first two weeks only with the permission of the instructor. After two weeks (one week of summer session) and before the close of the twelfth week of the semester (sixth week of summer session), students may withdraw from a course and receive a grade of Withdraw without affecting their grade point average. No withdrawal will be permitted during the last four weeks of the semester (two weeks of the summer session). ***Students who do not drop late start classes during the add/drop period will be required to pay for these courses.***

## Student Withdrawal – Terminating Enrollment

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

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

## Tuition Refund Policy – Terminating Enrollment

STI realizes that students may find it necessary to terminate their education prior to the end of a given academic term. The institution is required to establish a fair and equitable refund policy. The following policy applies to all students who completely withdraw from school. The policy is effective for all terms (including summer school), and evening courses. The policy applies whether a student is a full-time student or a part-time student. STI follows a refund policy for ***Official Withdrawals*** and ***Unofficial Withdrawals***. ***To receive the maximum refund available, students should always follow the Official Withdrawal procedure.***

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

## Official Withdrawals

An Official Withdrawal occurs when the student completes a STI Termination Form and submits it to the Registrar's Office. ***The date the form is received by the Registrar's Office will be regarded as the student's last day of attendance, and refunds of tuition and fees will be calculated based on this date.*** See the Business Office in Room 204 of the Mickelson Building for a refund schedule. (See the Calculation of Refunds and Earned Financial Aid section for more information.)

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

## Unofficial Withdrawals

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

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

## Calculation of Refunds & Earned Financial Aid

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

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

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

## Changing Your Program of Study

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

## Repeating a Course to Raise the Grade

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

## Military Service Withdrawal Without Penalty

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

- the individual is a regularly enrolled student
- he/she belongs to a military unit called for duty, or is drafted (not eligible for deferment)
- class attendance will continue until the last practical day before reporting for duty as determined by the post-secondary technical institute in which he/she is enrolled

An eligible student who is required to report for military duty not earlier than four calendar weeks prior to the date a semester ends, or after completion of at least 75 percent of an extension enrollment, will be given full credit for all courses or lessons of which he/she has an average of "C" or better. An eligible student who receives credit for any course for which he/she is enrolled will not be entitled to any refund of tuition or fees paid for the privilege of pursuing such course. An eligible student who does not receive credit for a course or lesson in which he/she is enrolled will be entitled to a full refund of tuition and academic fees. Students who have applied and been accepted to STI but are unable to attend STI due to military service are required to submit a new application for admission for the following year and will be placed in the program or at the top of any wait list.

## Academic Records

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

Transcripts are usually required when students are applying for scholarships, jobs, or when applying for admission to another school. STI students are encouraged to review their transcripts and to keep their own records of courses, credits, and grades for work completed. Students may receive a copy of their STI transcript by completing a Transcript Request Form and submitting it to the Business Office with a $5.00 transcript fee.

All current and former students of STI are entitled to copies of transcripts of their work at STI, unless the student has an outstanding obligation to Southeast. Students may obtain a transcript of their academic record at STI by requesting the transcript in writing from the Business Office. The charge is $5.00 per each official transcript. Transcript information cannot be provided over the phone.

## Director's List

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

## Academic Probation

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

## Student Progress Reports for Advisors

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

## Grading System

Students will be graded for each course. A grade report will be issued at the end of each semester and placed on the student's transcript. If an incomplete (I) is received for the reporting period, all work must be made up within four weeks or the "I" will automatically become an "F" grade. No grade changes will be allowed after one year of the semester the course was offered. *Definition of letter and points assigned are as follows:*

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

***Grades cannot be provided over the phone.***

## Exempting a Course in Calculating Grade Point Average

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

## Transferring Credits & Compass Scores to Other Schools

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

STI courses are designed to prepare students to enter the work force. Acceptance of these courses for credit at other post-secondary institutions is strictly the function of the receiving institution. STI does not guarantee the transfer of credits earned to other post-secondary institutions. Students who wish to transfer credits to a South Dakota public university for programs other than the Bachelor of Applied Technical Science degree should contact the Admissions Office of the desired university for an evaluation of their program objectives and technical institute transcript. An individual evaluation of course credits will be made by the receiving public university in accordance with institutional and Board of Regents policy.

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

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

## Challenging a Grade

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

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

If the grade is found not to be a clerical error, the student must schedule a meeting with the faculty member to attempt to resolve the grade dispute. If the student is not satisfied with the disposition of his or her grade appeal, the student has the option to request a review of the grade by the Assistant Director of Curriculum and Instruction.

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

# General Education Core Curriculum

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

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

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

** This course will not transfer.*

# Graduation Information



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

## Application for Graduation

Students who plan to receive an Associate in Applied Science degree or a diploma must file an "Application for Graduation" form with the Student Services Office prior to registration of the student's final semester.

## Graduation Requirements

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

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

Students must fulfill all financial obligations to the school.

Evidence of high school completion through an official high school transcript or a GED certificate (Associate Degree Candidates) is required.

Some programs have additional specific graduation requirements. These are listed in the program information section of the catalog.

Graduation ceremonies for students are held in May and December of each year. Students are encouraged to attend graduation.

***Honor cords*** are available to all graduates whose grade point average is 3.5 or greater. Honor Cords are available for $5 in the Business Office in MC 204.

## Early-Out Policy

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

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

# Student Services



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

## Student Services

The function of Student Services occurs prior to, during, and after the student enrolls at the institution. These functions include a wide range of services including career development, diagnostic testing, prior learning evaluation for advanced standing, various types of educational placement assessments, admissions, orientation, housing assistance, ongoing support services, advisement, the graduation process, and records management. The Student Services Office is located at the front entrance of the Mickelson Center, Room 200.

## Counseling

***Career and Academic Counseling***

Because much of a person's lifetime is spent at work, career satisfaction is very important. Feeling challenged, satisfied, and rewarded in a job can mean that work and personal needs are being met which contributes to one's sense of well being.

Sound career decisions are based upon information and personal choice. Counselors/advisors are ready to assist prospective students with one of life's most important decisions.

***Personal Counseling***

STI offers professional counseling services to meet the different needs of students on campus. Free personal counseling is available when life's issues get in the way of academic success. This office is located in the Health/ Science Center, Room 223. A Nontraditional Student Advisor is also available to students, and is located in the Student Services Office of the Mickelson Center.

## Faculty Advisors

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

## Housing

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

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

Student Services provides housing information to help students find living facilities. STI does not attempt to approve these housing facilities. Students should begin their search early to find suitable accommodations. Students moving into local housing are advised to register the new address with the Student Services Office.

## Placement Services

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

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

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

For full or part-time placement assistance, students should contact the Placement Office located in the Health/Science Center, Room 223; direct number 605.367.4819.

## Tutoring Services

STI offers tutoring for students enrolled in STI classes. The service is free and is designed to give individualized attention to students who want to improve in their coursework.

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

## Adult Learning Center

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

## Special Needs Services

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

## Special Populations

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

*Contact the Special Populations Coordinator at 605.367.4450 for further information.*

## Services for Nontraditional Students

STI offers special supportive services for a wide variety of nontraditional students. Students considered nontraditional fit into one of the following categories:

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

An advisor is available to assist eligible individuals in selecting a program of study, applying for financial assistance, locating childcare, and networking with community resources. Support groups and workshops are also available. Students should contact Student Services for additional information and assistance.

# Student Information



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

## Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act provides the following:

### *I. Student Accessibility to Records*

A student has the right to access those educational records directly related to the student including all material incorporated into the student's cumulative records. A student does not have the right to access private notes or records kept by STI staff. The student has the right to challenge the information included in the educational record; however, a student's course grades are not included under the act. Valid identification is required. A written request must be made for a student to receive copies of their file. Students who desire to access their student educational records should contact the Supervisor of Student Services or designee.

### *II. STI Staff Accessibility to Records*

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

### *III. Third Party Accessibility to Records*

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

Parents/guardians of students under the age of 18 will also be granted access to these records. No information, other than the directory information listed below, shall be released to individuals or other organizations except by court order or through the written permission of the student. No information will be released to a parent/guardian, or spouse of students 18 years or older unless written and dated permission has been granted from the student. However, the Higher Education Act of 1998 added a provision which indicates that FERPA cannot prevent a school from releasing information to a parent or legal guardian regarding the use or possession of alcohol or a controlled substance by a student, if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession. Written permission for the view of student records is valid for one year. At no time shall information beyond directory information be given over the telephone since the caller's identification cannot be verified.

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

- Student's Name
- Major Field of Study
- Degrees and Awards Received
- Information Which Denotes Accomplishments or Achievements
- Individual and/or Group Photographs
- Dates of Enrollment
- Number of Credits in Which Enrolled

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

## Student Right to Know Campus Security Act

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

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

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

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

*The following statistics are provided for students' information:*
For the twelve-month period ending June 30, 2004, STI crime statistics indicated that there were three reported occurrences of the types of crimes listed as reportable by the Department of Education in the PL 101-542, the Student Right-to-Know and Campus Security Act.

Additionally, as part of the Security Act, students are advised that they can access information regarding registered sex offenders from the Sioux Falls Police Department, Records Division, 320 W 4th St, Sioux Falls, SD or call 605-367-7226 or go to www.minnehahacounty.org and click on "sheriff".

In addition to the above information covering campus security, the following is a report on the completion or graduation rate of full-time students at Southeast. As of September 2004, of the first-time students who started full-time course work at STI during the fall semester of 2001, 52% had graduated, 4.5% were still students, and 43.5% were no longer attending.

## Student Records/Transcripts

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

## Special Accommodations Notification

Students need to notify Student Services within 48 hours of any STI event if specific individual accommodations are requested call 605-367-7624. Students enrolling in classes need to notify STI sixty (60) days in advance for instructional accommodations or modifications.

## Emergency Health Information Cards

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

## Veterans' Regulations (Veterans & War Orphans)

Veterans must bring their Certificate of Eligibility to the Registrar's Office before they begin training. Veteran's Administration Claim Forms will be processed without delay after the claim forms are submitted by the veteran. VA students requesting advance pay must submit forms 4-6 weeks prior to the start of school. G. I. Bill benefits typically take 50 - 60 days to process.

## Student Insurance

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

## Laptop Program

During the 1998-99 school year, STI implemented the Laptop Tech program. Laptop Tech requires students in specific program areas to either rent-to-own a laptop through STI or provide their own laptop and software. Students then have 24-hour access to the laptop and on-campus access to Southeast's network through a wireless network system. This system allows students to connect to the network from most locations on campus, including the STI Library, STI student apartments and the Commons. Program areas use the laptops to improve instruction and provide the students with more hands-on opportunities to better meet and exceed the expectations of area and national employers.

The following programs require student laptops for the 2005-2006 year: Computer Information Systems programs (Computer Programming, Network Administrator, System Administrator, Internet Application Developer, Computer Network Technician, Computer Technician, and Software Support Specialist); Electronics programs (Electronics, Laser/Electro-Optics, and Bio-Medical Equipment); Engineering programs (Architectural, CAD and Civil); Graphic Communications; Criminal Justice and Business programs (Accounting, Business Administration, Financial Services, Office Systems and Marketing).

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

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

# Student Life



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

## Student Life

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

## Student Government Association (SGA)

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

## Student Organizations

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

## Association of Information Technology Professionals (AITP)

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

## Associated Landscape Contractor's of America (ALCA)

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

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

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

## Civil Engineering Technology

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

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

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

## Image Concept Network (ICON)

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

## Phi Beta Lambda (PBL)

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

## Society of Manufacturing Engineers (SME)

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

## Skills USA

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

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

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

## Intramural Sports

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

## Student Activities

Campus life wouldn't be complete without activities to share with others at school. For that reason, a variety of activities are held on campus for all students. Some activities in the past have included: speakers on campus, entertainment events, and informational seminars. Graduation is Southeast's biggest event of the year with a school-wide open house before commencement exercises.

A portion of enrollment fees is collected for student activities. The Student Activities Coordinator works with students to arrange entertainment on campus. In the past, this entertainment has included comedians, magicians, hypnotists, and musicians.

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

## Contests for Students

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

# Other Programs & Services



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

# Business & Industry Training (BIT)

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

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

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

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

Types of training include:

- Apprenticeship Training: Combining formal class room and clinical training with on-the-job experience.
- CPR training
- Customized Training: Specifically tailored to the needs of your company or organization.
- Continuing Education: Skills enhancement that includes training for career fields requiring licensure or certification.
- Commercial Drivers License/Truck Driving
- Customized Computer Application Training
- Heavy Equipment Operation
- Industrial training: Math for industry, GD&T, Blueprint reading, CAD, and many more.
- Retail Floral Design
- Welding; Training and Certification by the only American Welding Society approved testing facility in South Dakota
- Online Learning: Check our website for the many online offerings.
- Other services: Assessment and testing through our ACT Testing Center

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

For more information, contact the BIT Supervisor at 605.367.7284

# Bookstore

## *Bookstore Policies*

*Purchases*

1. Books may be purchased with cash, check, Visa, Mastercard, or Discover.
2. Payment for textbooks is due at the time of pick-up.
3. Written authorization must be on file to charge to any third party agency (VA, Voc Rehab, etc) including businesses or personal trust accounts.
4. STI Bookstore cannot accommodate personal charges for textbooks.
5. Students should have their schedule available when picking up textbooks.
6. Check amounts should not be written out until time of purchase.

## *Book/Required Supply Returns*

1. Textbooks may be returned as follows:
   Fall/Spring Semesters: Within 15 days from the beginning of the term with receipt.
   Interim/Summer Semesters: Within 3 days from the beginning of the term with receipt.
2. Returns will not be allowed without the original receipt.
3. Students should check with friends and the bulletin board BEFORE purchasing books from the Bookstore.
4. Books must be returned in original condition to receive a full refund.
5. Books purchased in shrink wrap must be returned with the shrink wrap intact.
6. Kits, software, medical supplies and special orders are not returnable.
7. Refunds will be paid by check which can be mailed or picked up. Books charged against credit cards or third party agencies will be credited back to the credit card or third party agency.

## *Buyback*

1. Students wishing to return books after the allotted return period may sell their textbooks back to a wholesale book company for the guide price determined by that company.
2. The Bookstore offers Textbook Buyback during finals week of each semester. Books needed for the following semester may be purchased by the Bookstore for 50% of the new retail price. Other books may be purchased by a whole sale book company for the guide price determined by that company.
3. Books with coffee, pop spills or water marks will not be accepted for buyback. Books must have all pages intact, and be in resalable condition. Books purchased with software or other materials should be sold at Buyback with

those materials in usable condition.
4. Some books may not qualify for Book Buyback due to new editions, textbook changes, or other variables beyond the Bookstore's control.

### *General Merchandise*
All returns for general merchandise items must be made within 15 days of purchase. A receipt is necessary for all returns. Merchandise must be in original condition—i.e. tags attached, unopened, unwashed, unworn, etc.

### *Bookstore Hours*
Monday-Thursday 7:30 am – 5:00 pm
Friday 7:30 am – 4:00 pm

### *Contact Information*
Visit us online at: bookstore.southeasttech.com
e-mail: bookstore@southeasttech.com
phone: 605.367.4448

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

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

### *Library Hours*
Monday – Thursday, 7:30 am to 8:30 PM
Friday, 7:30 am to 4 PM
Saturday, 10 am to 2 PM

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

The STI Library collection places emphasis not only on program related materials, books and technical journals, but also supports a fiction collection, current periodicals, electronic and online databases and indexes.

The library computer lab is a hands-on lab for library research, internet searches, word processing, etc. Tutors are available for assistance with computer essentials. *Student work at the terminals should be for educational purposes only. Downloading of inappropriate materials onto the desktops or printing of same may be monitored and expulsion from the library may result.*

Regular library, audiovisual services, and expanded reference services are offered through an affiliation with the South Dakota Library Network (SDLN). This statewide internet network links STI with all other member colleges, universities and public libraries in the state and across the nation. Students may use their STI identification card to check out materials from the University of Sioux Falls, Augustana College, Wegner Health Science Information Center, Avera McKennan Hospital Library, North American Baptist Seminary, and all Siouxland Public Libraries.

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

## Adult Basic Education
Adult Basic Education provides individualized and personalized instruction as well as group instruction to anyone 16 years of age or older and not currently enrolled in high school. This NO-COST education will assist students in building or refreshing their basic skills in reading, writing, spelling, listening, thinking, computations, etc. These services are designed to help the student:

- prepare for the high school equivalency exam (GED)
- improve self image and become more independent
- start at their own level and work at their own pace
- develop skills to allow further education
- improve communication skills when English is a second language

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

# Financial Aid Information



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

## STI Financial Aid Office

The Financial Aid Office is located in the Mickelson Center, Room 203.

## What is Financial Aid?

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

## Who is Eligible?

Students' eligibility for federal financial aid is calculated using formulas determined by Congress. These formulas determine the student's "expected family contribution", which is an estimate of the family's ability to pay for the cost of the student's education. The difference between the estimated cost of attending STI and this expected family contribution is the student's need for financial assistance.

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

## Who May Apply?

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

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

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

## When and How to Apply

Application must be filed on-line each year at www.fafsa.ed.gov or by completing the paper "Free Application for Federal Student Aid". This application may be obtained from high school guidance counselors or from the STI Financial Aid Office, Mickelson Center, Room 203. The application should be completed only after Federal Income Tax returns have been filed by parents/guardians and/or students.

## Federal Programs

***GRANTS*** . . . do not have to be repaid.

- 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 2005-2006 academic year, awards will range from $400 to $4,050. The Federal Pell Grant will not be awarded for course work that is repeated.
- Federal Supplemental Educational Opportunity Grant (FSEOG). This is a federally-funded grant for under-graduates who also qualify for a Federal Pell Grant. Awards are generally about $400 a year and are very limited.

***LOANS*** . . . must be repaid.

- Federal Subsidized Stafford Student Loan. This is the largest source of low interest loans administered by the Department of Education. Eligibility for Federal Stafford Loans is available to all undergraduate, graduate and professional students who complete the FAFSA. Additional paperwork bust 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 of your enrollment status.***

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

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

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

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

Effective for new loans made after July 1, 1994, the maximum interest rate is 8.25 percent. The actual rate is variable, and is determined according to a formula linked to the 91-day Treasury bill rate. For loans disbursed after July 1, 1998, the rate is capped at 8.25 percent. During in-school, grace and deferment periods, the variable rate is set each July 1. The rate from July 1, 2004 through June 30, 2005 was 2.77 percent. To offset the federal government's cost of the program, the lender is authorized to charge the borrower an up-front origination fee of up to 3 percent of the principal amount of the loan. Borrowers also pay an insurance premium which by law cannot exceed 1 percent of the principal amount of the loan. Repayment begins six months after graduation or termination of enrollment on at least half-time basis. Students may be allowed up to ten years to repay based on the amount they have borrowed.

- Federal Parent Loan Program (PLUS). The Federal PLUS program is a source of long-term loans for the parents of dependent undergraduate students. There is no established annual maximum a parent may borrow on behalf of each dependent child; however, the loan amount may not exceed the difference between the cost of attendance and other financial aid. There is no aggregate maximum. Interest rates on Federal PLUS loans are variable, linked to 52-week Treasury bill rates, but may not exceed 9 percent (beginning July 1, 1994). For the period beginning July 1, 2004, through June 30, 2005, the interest rate was 4.17 percent. There is no federal interest subsidy on Federal PLUS loans. However, the lender is authorized to charge the borrower an up-front origination fee of up to three percent to offset the federal government's cost of the program. Unless the parent borrower qualifies for a deferment, repayment of the principal and interest must begin 60 days after disbursement.

***WORK*** . . . means earning money.

- Federal Work-Study. Part-time employment can be provided to students who demonstrate financial need and show a desire to work. All positions are at the school and pay $7.50 per hour. As funding is limited, it is critical that you notify the Financial Aid Office if you want to be considered for this program.
- Part-time work. The institution does have a limited number of specialized part-time work experiences. Those opportunities are made known through individual departments.
- Off-campus work. STI is pleased to have an excellent working relationship with the Career One Stop Center of South Dakota. A Career One Stop Center representative is located in the Health/Science Center whose responsibilities include assisting students to locate part-time work while they are enrolled, and permanent work after graduation. All students are encouraged to visit with this representative regarding full and part-time work experiences.

## Scholarships

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

- ***Annual Campaign –*** Named scholarships for gifts of $500 or more.
- ***Endowed Funds –*** Named scholarship funds for gifts of $10,000 or more.
- ***Memorial, Tribute and Honor Gifts –*** Gifts honoring the work or life of STI friends or a loved one.

### *Recognition*

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

### *How to Apply*

Each November, a new list of STI Foundation scholarships is available in the Financial Aid office. These scholarships are offered exclusively to STI students. Each giver establishes criteria and eligibility. Enrolled and accepted students are notified by e-

mail or postcard when scholarship applications become available. STI scholarship information is also sent to hundreds of high school counselor offices.

The deadline for completed applications is the second Friday in January. A volunteer scholarship committee makes recommendations to the foundation board. Students are notified and funds are placed directly into the students' Business Office accounts in the fall. All students are strongly encouraged to also complete the FAFSA form when making application.

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

## Financial Aid Disbursement

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

No financial aid will be made available to students until after the drop/add period. During that ten-day period (five days of summer session), students' attendance will be monitored. At the end of the drop/add period, each student's enrollment status will be reviewed and their financial aid eligibility will be determined based on that enrollment. Grants, scholarships, and loans will then be transferred to the student's account. Once this has been done, "refund" checks will be issued during the financial aid disbursement dates, or students will be required to pay any outstanding bills. This will coincide with final fee payment. See Financial Aid chart. Every student must go through the fee payment process. The first funds to arrive will be used by the Business Office to pay students' tuition and fees. When students come to the Business Office to pick up their financial aid, the staff will verify that they are maintaining academic requirements to remain eligible for financial aid, and that they are carrying enough credit hours to continue their eligibility.

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

| FINANCIAL AID (Students receiving financial aid in the Fall of 2005 do not need to re-apply for the Spring of 2006. However, as a reminder, you will need to re-apply for financial aid for the Fall of 2006.) | | | |
|---|---|---|---|
| Fall | Spring | Summer | |
| 06/01/05 | 11/01/05 | 04/01/06 | The Free Application for Federal Student Aid (FAFSA) forms must be post marked to the Federal Processor by this date to ensure loan checks are available for disbursement. The FAFSA forms may be picked up in the Financial Aid Office next to Student Services. If eligible, students will receive an Award Letter and Promissory Note within five to seven weeks in the mail indicating the dollar amount of loans and grants that are available to you. Approximately one-third of all applicants are chosen for verification. This requires further financial information which needs to be returned as soon as possible or students may experience a delay in receiving an Award Letter and Promissory Note. |
| 08/22/05 | 01/09/06 | 05/16/06 | 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. |
| 08/22/05 | 01/09/06 | 05/16/06 | All first-time loan borrowers attending STI must complete their Entrance Counseling on-line at www.mapping-your-future.org. This is required even if students have previously completed the Entrance Counseling at a different institution or have previously terminated from STI. |
| 11/23/05 | 04/12/06 | 06/29/06 | Last day financial aid can be filed for the semester. |
| 09/30/05 | 02/17/06 | 06/23/06 | Day of financial aid disbursement. |
| **THIRD PARTY** | | | |
| Fall | Spring | Summer | |
| 09/30/05 | 02/17/06 | 06/23/06 | 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. |
| **DATES MAY BE SUBJECT TO CHANGE** | | | |

## Financial Aid Procedures & Obligations

With continued growth at STI, it has become very important to have financial aid procedures in place to protect the student as well as the institution. The diagram on the previous page indicates by date which steps must be completed for Financial Aid and Third Party Authorizations so we as an institution can better ensure that financial aid is available on a timely basis.

## VA Educational Assistance for Veterans

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

## Satisfactory Progress Policy

According to regulations governing the federal financial aid programs, a student must be enrolled in a program of study leading to a degree or certificate and must be making satisfactory academic progress according to the standards and practices of the institution in order to continue to be eligible for the federal programs (Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Stafford, Federal PLUS, and Federal Work-Study), as well as all state and institutional programs.

All students participating in federal aid programs must comply with the standards of Satisfactory Academic Progress as outlined in this policy for full-time/part-time status or regardless of program of study.

Satisfactory Academic Progress is defined as progressing in a positive manner toward fulfilling requirements for the degree or certificate in a given program of study.

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

- Students must satisfactorily complete 70% of credits attempted. Satisfactory completion of 50% of credit hours attempted is considered appropriate for the summer term. Grades of Incomplete (I), Failing (F), Official Withdraw (W), Audit (AU), No Credit (NC), or high school transfer (AR) do not count toward satisfactory completion. This review takes place after the end of each semester.
- A student cannot receive financial aid for more than 1.5 times the normal period required for the program (1.5 years for a 1 year program).
- A student must maintain a cumulative grade point average of at least 2.0. This review takes place after the end of each term.

*A student will be placed on Financial Aid Probation who:*

- Fails to maintain these standards at the end of the review period.
- Fails to remove himself/herself from Financial Aid Probation, but does complete a term of acceptable academic work. A term of acceptable academic work is defined as follows:
- If aid was received based on full time enrollment the previous semester, nine (9) credits (6 credits in summer) must be completed successfully with a semester GPA of 2.0 or higher. If aid was received based on part time enrollment the previous semester, six (6) credits (3 credits in summer) must be completed successfully with a semester GPA of 2.0 or higher.

*A student will be placed on Financial Aid Suspension who:*

- Does not satisfactorily remove himself/herself from Financial Aid Probation and does not complete a term of acceptable academic work.

*A student is eligible for Reinstatement of Aid after suspension who:*

- Has satisfactorily completed acceptable academic work (2.0 GPA) in a minimum of 6 credit hours taken in the same semester. This student cannot receive financial aid for the period during which eligibility is being reinstated.
- Has appealed the suspension for medical, legal, or emotional reasons. These are the only reasons that will warrant an appeal. Such appeals will be dealt with on a case-by-case basis by the Financial Aid Committee. Such appeal can be granted for a period not to exceed one semester. If a student changes programs after receiving financial aid for partial completion of one program, and if the new completion time will be more than 1.5 times the normal completion of the original

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

## Appeal of Financial Aid Suspension

Appeal of Financial Aid Suspension can be granted only in instances in which extenuating circumstances (i.e., medical, legal, emotional) can be clearly documented. When a student desires to appeal the Financial Aid Suspension due to extenuating circumstances, he/she must submit a formal appeal to the Financial Aid Officer prior to the established deadline. It is the student's responsibility to ensure that the letter is submitted prior to the deadline; failure to do so will result in the appeal not being heard. The meeting of the Financial Aid Committee for the purpose of hearing appeals will be held on an as-needed basis. Meetings will be held during the first week of school, if needed, but not after that week. The student may ask his/her academic advisor to accompany him/her to the meeting; however, the student must represent himself/herself. It is the responsibility of the student to arrange to have his/her academic advisor present if desired.

The student will be notified immediately of the decision of the Committee, including any stipulations or recommendations accompanying the reinstatement of aid. A letter reiterating the Committee's decision will be sent to the student and to the advisor within one working day.

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

# Student Conduct



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

## Study Habits

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

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

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

## Student Rights & Responsibilities

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

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

- Know what financial assistance is available, including information on all federal, state, and institutional financial aid programs.
- Know the deadlines for submitting applications for each of the financial aid programs available.
- Know the cost of attending the institution and the school's refund policy.
- Know the criteria used by the institution to select financial aid recipients.
- Know how the school determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
- Know what resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.
- Know how much of your financial need, as determined by the institution, has been met.
- Request from the Financial Aid Office an explanation of the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you.
- Know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayments are to begin.
- Know how the school determines whether you are making satisfactory progress, and what happens if you are not.

*It is your responsibility to:*

- Review and consider all information about the school's programs before you enroll.
- Complete all application forms accurately and submit them on time to the right place.
- Pay special attention to and accurately complete your application for student financial aid. Errors can result in long delays in your receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.

- Read and understand all forms that you are asked to sign and keep copies of them.
- Accept responsibility for all agreements you sign.
- If you have a loan, notify the lender of changes in your name, address, or school status.
- Perform the work that is agreed upon in accepting a College Work Study award.
- Know and comply with the deadlines for application or reapplication for aid.
- Know and comply with the school's refund procedures.

## Absences

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

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

Additional attendance requirements may be required in specific programs.

## Student Parking

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

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

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

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

## Handicapped Parking

Specifically designated parking areas have been reserved for disabled individuals. Parking in these areas is by special permit only and are monitored by STI and city police.

## Safety

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

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

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

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

*General Rules of Good Safety*

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

## Fire Drills & Emergency Evacuation of the Building

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

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

## Tornado Drills

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

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

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

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

## Inclement Weather

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

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

## Computer Usage Policy

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

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

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

STI does not guarantee that the network will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind.

The following guidelines apply to all users:

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

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

## Student Searches & Seizures

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

## Student Commons

The commons areas are for everyone and each student has the responsibility to maintain high standards of cleanliness and neatness in the commons. Food is to be consumed only in the commons. Beverages are allowed in designated classrooms

providing the beverage policy is followed. Classrooms are not to be considered lounge areas.

## Beverages in the Classroom

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

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

- All drinks will be stored in a closed container. Examples include: cups with lids, thermal mugs with lids, bottles with screw-on caps.
- The use of alcohol or other controlled substances on campus is forbidden at all times as outlined in this catalog.
- All food is prohibited in classrooms and labs. (Food consumption is limited to the commons areas only.)

## Restrictions of Animals on Campus

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

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

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

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

No information is allowed on the tabletops of the commons areas or lounge areas without prior approval from the Student Activities Coordinator or designated staff located in the Administrative Offices of the other STI campus buildings. Information may be submitted for placement in the campus newsletter, but publication is at the discretion of the editor. The bulletin board outside the STI Bookstore is available for students to advertise personal items for sale (i.e. car stereos, furniture, books, etc.).

## Personal Property

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

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

## Telephone Policies

STI does not take messages from students to let their instructors know they will not be in class unless it is for an extended/serious illness. Students should use their instructors' voice mail number or e-mail whenever possible. Only EMERGENCY messages will be taken for students. Students will be contacted during their class time. If the student is not in class when the emergency message is received, STI staff has no way of reaching the student until his/her next scheduled class. The STI staff member will explain that to the caller. If a school or daycare is trying to reach a student about a sick child, a STI staff member will attempt to find the student in the classroom.

The office and classroom telephones are for school use only and not for personal phone calls. The STI campus has pay telephones for student use.

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

## Student Dress & Deportment

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

Students are expected to dress in a manner acceptable to their trade. Appropriate dress for other instructional areas will be expected. At all times, personal grooming, appearance, actions and language need to be kept in good taste. Unsafe, inappropriate or unsanitary dress and clothes that are distracting or disruptive to the educational process will not be allowed.

Students not following these guidelines may face disciplinary action.

## Weapons Policy

To ensure the safety of all students, staff, and guests

of STI, a weapons policy has been established.

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

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

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

- Be suspended from school for a specified length of time.

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

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

## Visitor Policy

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

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

## Vandalism Policy

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

## Communicable Disease Policy

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

## Drug-Free Environment

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

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

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

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

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

Individuals with drug-related concerns will be referred to STI's personal counselor to discuss the availability of drug counseling and rehabilitation services.

STI complies with the Drug-Free Work Place Act of 1988. This institution adheres to the guidelines set forth by the United States Office of Management and Budget on January 31, 1989. These guidelines

require individuals receiving Federal Grants or working under Federal contracts to provide the school with a certified statement that their conduct will be drug free. Funds will be suspended for individuals found in violation.

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

## Drug & Alcohol Testing for Commercial Drivers/Students

All those meeting the Federal definition of drivers required to have a commercial driver's license and all students enrolled in a Truck Driving program at STI shall be subject to drug and alcohol testing. All drug and alcohol testing will be conducted in accordance with U.S. Department of Transportation guidelines and regulations. For more information, contact the Business and Industry Training Office at 605/367-7619.

## Use of Tobacco Products Policy

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

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

## Harassment

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

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

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

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

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

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

accompanied by implied or overt promises of preferential treatment with regard to a student's educational status.

## Hazing

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

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

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

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

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

## Student Discipline

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

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

- Oral reprimand by an instructor, department chairperson, or administrator.
- Written reprimand by an instructor, department chairperson, or administrator.
- Short-term suspension (not to exceed five (5) school days) by an administrator.
- Long-term suspension by the Director or Superintendent.
- Termination by the Director or Superintendent.

## Grounds for Suspension or Termination

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

- use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes;
- use of disrespectful or obscene language;
- willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property
- tampering with equipment;
- causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some person shall not constitute a violation of this rule;
- threatening or intimidating any student or school system employee;
- knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon on campus or at an institute function will result in a termination for not less than one semester.

- Student conduct deemed to be insubordinate by an administrator or designee;
- bomb threats, or false fire alarms involving Institute property or personnel;
- coming to campus or an institute function under the influence of, or using, dispensing, or possessing on campus or at an Institute function a controlled or mood altering substance, such as steroids, marijuana, inhalants, alcohol or other drugs;
- use of or possession of tobacco on campus by a minor or smoking in undesignated areas
- insubordination or being found to be habitually disobedient;
- on-campus participation in outside organizations or activities which constitute a danger to other students or interfere with school purposes;
- possession of pornographic materials;
- engaging in any activity forbidden by federal law, the laws of the State of South Dakota or the ordinances of the City of Sioux Falls, which activity constitutes a danger to other students or interferes with the Institute's purposes or policies.
- failure to maintain program academic requirements;
- acts of dishonesty, including cheating and plagiarism or other forms of dishonesty relating to academic achievement;
- forgery or misrepresentation or misuse of any document, record, or instrument or identification;
- wearing clothing depicting profane language, suggestive themes, messages related to drugs, alcohol, sex, gangs, racism, or violence, or any clothing items that may be disruptive or distractive to the educational process;
- situations in which the student's misconduct is of such a nature that continuation of the student at the Institute would clearly be detrimental to the physical safety of the student or would be clearly detrimental to the education, welfare, or safety of the student or other students;
- reckless or exhibition driving on campus parking lots or streets serving the campus.

## Appeal Procedure for Long-Term Suspension or Termination

The Director or Superintendent may long-term suspend a student for up to ninety (90) student contact days or the Director or Superintendent may terminate a student for an indefinite period of time. A student may be excluded from Institute classes, organizations, or activities by using short-term suspension while long-term suspension is pending. If a long-term suspension or termination is anticipated because of the student's misconduct, the Director shall inform the student or the student's parents or guardian, if the student is under 18, either orally or in writing within five (5) student contact days after receiving the administrator's written report of the alleged misconduct. The administrator's written report must be filed with the Director within five student contact days following the day of discovery of the alleged violation.

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

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

## Student Grievance Procedure

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

### *Level One*

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

### *Level Two*

If the issue is not resolved at Level One, the person may appeal the matter to the Assistant Director of Student Affairs by submitting a **written request** for review within **15 days** of the Level One meeting. The Assistant Director of Student Affairs shall conduct an investigation which may include a meeting with the student. If the Assistant Director of Student Affairs meets with the student as part of the investigation and a written record of the meet-

ing is kept, a copy will be provided to the student.

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

### *Level Three*

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

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

### *Level Four*

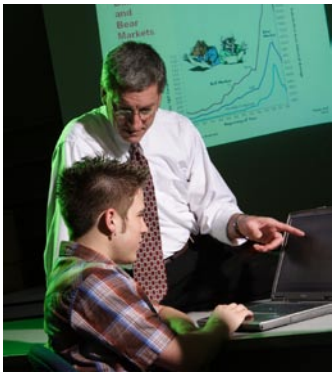
If the issue is still not resolved at Level Three, the student may appeal the action to the Sioux Falls School District Superintendent by submitting a **written request** for review within **10 days** of receipt of the Level Three written decision. The Superintendent (or designee) will conduct an investigation.

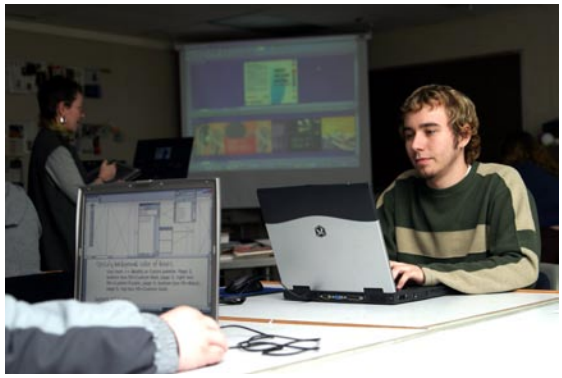
The investigation shall be completed within 20 working days of receipt of the written request for review. The Superintendent shall issue a written decision within 10 working days of the conclusion of the investigation. The written decision shall advise the student to their right to further appeal the matter to Level Five.

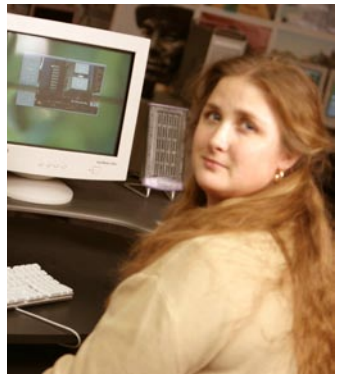
### *Level Five*

If the issue is still not resolved at Level Four, the student may appeal the action to the Sioux Falls School Board by submitting a ***written request for a hearing within 10 days of receipt of the Level Four written decision.*** The School Board shall conduct the hearing not sooner than fourteen (14) days nor later than forty-five (45) days after receipt of the written request for a hearing. The student will be provided no less than seven (7) days' notice of the time and place of the hearing. At the hearing, each party has the right to be represented by legal counsel and each party shall have the opportunity to present witnesses or evidence and to cross-examine those who have primary knowledge of the facts. The Board shall issue a written decision within 30 days of the hearing.

# Business & Communications









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

# Accounting

## Associate in Applied Science Degree

Accounting is the "language" of business. Whether accountants work for a large business or on personal accounts, they hold a strong appreciation for the intricacies of the business world. Accountants analyze and interpret financial information, prepare financial statements, conduct audits, design accounting systems, prepare special business and financial studies, prepare forecasts and budgets, and provide tax services.

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| BUS 101 | Introduction to Business | 3 | (3 - 0) |
| CIS 105 | Introduction to Computers | 3 | (2 - 2) |
| ACCT 210 | Principles of Accounting I | 4 | (3 - 2) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| MATH 101 | Intermediate Algebra (Preq Placement Assessment) | 4 | (4 - 0) |
| | | **17** | **(15 - 4)** |
| **Second** | | | |
| ACCT 211 | Principles of Accounting II (Preq ACCT 210) | 4 | (3 - 2) |
| BUS 140 | Business Law I | 3 | (3 - 0) |
| COMM | Communications Elective:<br>SPCM 101-Fundamentals of Speech,<br>or ENGL 201-Technical Writing (Preq ENGL101) | 3 | (3 - 0) |
| CIS 125 | Advanced Microcomputer Applications (Preq CIS 105) | 3 | (2 - 2) |
| BUS 130 | Business Communications | 4 | (3 - 2) |
| | | **17** | **(14 - 6)** |
| **Third** | | | |
| ECON 201 | Economics | 3 | (3 - 0) |
| ACCT 212 | Intermediate Accounting I (Preq ACCT 211) | 4 | (3 - 2) |
| ACCT 218 | Tax Accounting (Preq ACCT 210) | 4 | (3 - 2) |
| ACCT 238 | Government Non-profit Accounting (Preq ACCT 210) | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **17** | **(15 - 4)** |
| **Fourth** | | | |
| ACCT 237 | Payroll (Preq ACCT 210) | 2 | (2 - 0) |
| ACCT 214 | Cost Accounting (Preq ACCT 211) | 4 | (3 - 2) |
| ACCT 213 | Intermediate Accounting II (Preq ACCT 212) | 4 | (3 - 2) |
| ACCT 217 | Computerized Accounting (Preq ACCT 210) | 3 | (2 - 2) |
| | | **13** | **(10 - 6)** |
| | **TOTAL** | **64** | |

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

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

Following courses offered only one time per year:
Fall only: ACCT 212, ACT 218, ACT 238
Spring only: ACT 237, ACCT 214, ACCT 213, ACCT 217

# Business Administration

## Associate in Applied Science Degree

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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| BUS 101 | Introduction to Business | 3 | (3 - 0) |
| CIS 105 | Introduction to Computers | 3 | (2 - 2) |
| BUS 120 | Principles of Marketing | 3 | (3 - 0) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **15** | **(14 - 2)** |
| **Second** | | | |
| ACCT 210 | Principles of Accounting I | 4 | (3 - 2) |
| BUS 140 | Business Law | 3 | (3 - 0) |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| CIS 125 | Advanced Microcomputer Applications (Preq CIS 105) | 3 | (2 - 2) |
| BUS 130 | Business Communications | 4 | (3 - 2) |
| | | **17** | **(14 - 6)** |
| **Third** | | | |
| ACCT 211 | Principles of Accounting II (Preq ACCT 210) | 4 | (3 - 2) |
| BUS 160 | Principles of Selling | 3 | (3 - 0) |
| BUS 220 | Personal Finance | 3 | (3 - 0) |
| BUS 210 | Supervisory Management | 3 | (3 - 0) |
| ELECTIVE | Technical Elective | 3 | (3 - 0) |
| | | **16** | **(15 - 2)** |
| **Fourth** | | | |
| SOC | Social Science Elective:<br>ECON 201-Economics, or SOC 150-Social Problems<br>or SOC 250-Marriage & the Family | 3 | (3 - 0) |
| BUS 212 | Human Resource Management | 3 | (3 - 0) |
| BUS 230 | Small Business Entrepreneurship | 3 | (3 - 0) |
| COMM 208 | Job Seeking Skills II: Interviewing | 1 | (1 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| ELECTIVE | Technical Elective | 3 | (3 - 0) |
| | | **16** | **(16 - 0)** |
| | **TOTAL** | **64** | |

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

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

# Business Administration – Accelerated Learning

## Associate in Applied Science Degree

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

The Accelerated Learning program is designed for students who are unable to attend classes during day-time hours and are interested in completing their degree at night and some weekends.

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **Fall 2005** | | | |
| BUS 101 | Introduction to Business | 3 | (3 - 0) |
| BUS 120 | Principles of Marketing | 3 | (3 - 0) |
| ACCT 210 | Principles of Accounting I | 4 | (3 - 2) |
| | | **10** | **(9 - 2)** |
| **Spring 2006** | | | |
| CIS 105 | Introduction to Computers | 3 | (2 - 2) |
| BUS 140 | Business Law | 3 | (3 - 0) |
| ACCT 211 | Principles of Accounting II (Preq ACCT 210) | 4 | (3 - 2) |
| COMM 208 | Job Seeking Skills II: Interviewing | 1 | (1 - 0) |
| | | **11** | **(9 - 2)** |
| **Interim 2006** | | | |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| | | **3** | **(3 - 0)** |
| **Summer 2006** | | | |
| CIS 125 | Advanced Microcomputer Applications (Preq CIS 105) | 3 | (2 - 2) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **6** | **(5 - 2)** |
| **Fall 2006** | | | |
| BUS 130 | Business Communications | 4 | (3 - 2) |
| BUS 160 | Principles of Selling | 3 | (3 - 0) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **13** | **(12 - 2)** |
| **Spring 2007** | | | |
| BUS 210 | Supervisory Management | 3 | (3 - 0) |
| BUS 217 | Customer Service | 3 | (3 - 0) |
| BUS 219 | Organizational Management | 3 | (3 - 0) |
| BUS 220 | Personal Finance | 3 | (3 - 0) |
| | | **12** | **(12 - 0)** |
| **Interim 2007** | | | |
| SOC 150 | Social Problems | 3 | (3 - 0) |
| | | **3** | **(3 - 0)** |
| **Summer 2007** | | | |
| BUS 212 | Human Resource Management | 3 | (3 - 0) |
| BUS 230 | Small Business Entrepreneurship | 3 | (3 - 0) |
| | | **6** | **(6 - 0)** |
| | **TOTAL** | **64** | |

# Financial Services

## Associate in Applied Science 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, stockbrokers, and financial planners.

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| BUS 101 | Introduction to Business | 3 | (3 - 0) |
| CIS 105 | Introduction to Computers | 3 | (2 - 2) |
| ACCT 210 | Principles of Accounting I | 4 | (3 - 2) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| BUS 140 | Business Law I | 3 | (3 - 0) |
| | | **16** | **(14 - 4)** |
| **Second** | | | |
| ACCT 211 | Principles of Accounting II (Preq Acct 210) | 4 | (3 - 2) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| CIS 125 | Advanced Microcomputer Applications (Preq CIS 105) | 3 | (2 - 2) |
| BUS 130 | Business Communications | 4 | (3 - 2) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **17** | **(14 - 6)** |
| **Third** | | | |
| BUS 200 | Principles of Banking | 3 | (3 - 0) |
| BUS 160 | Principles of Selling | 3 | (3 - 0) |
| BUS 217 | Customer Service | 3 | (3 - 0) |
| BUS 220 | Personal Finance | 3 | (3 - 0) |
| BUS 209 | Principles of Insurance | 3 | (3 - 0) |
| SPCM101 | Fundamentals of Speech | 3 | (3 - 0) |
| | | **18** | **(18 - 0)** |
| **Fourth** | | | |
| ECON 201 | Principles of Economics | 3 | (3 - 0) |
| BUS 295 | Financial Services Internship (Dept. Approval & CGPA 2.0) | 3 | (0 - 12) |
| BUS 219 | Principles of Lending | 3 | (3 - 0) |
| BUS 232 | Real Estate Principles | 3 | (3 - 0) |
| BUS 235 | Principles of Investments | 3 | (2 - 2) |
| | | **15** | **(11 - 14)** |
| | **TOTAL** | **66** | |

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

Following courses offered only one time per year:
Fall only: BUS 200, BUS 209
Spring only: BUS 219, BUS 235, BUS 240

# Graphic Communications

## Associate in Applied Science Degree

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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First (Core)** | | | |
| GC 100 | Graphics Math | 2 | (2 - 0) |
| GC 110 | Macintosh Pre-Press I | 3 | (2 - 2) |
| GC 111 | Digital Layout I | 3 | (2 - 2) |
| | (Preq CIS 100 or 30 cwpm) | | |
| GC 112 | Design I | 3 | (2 - 2) |
| GC 114 | Web Development I | 3 | (2 - 2) |
| CIS 105 | Introduction to Computers | 3 | (2 - 2) |
| | | **17** | **(12 - 10)** |
| **Second** | | | |
| GC 120 | Macintosh Pre-Press II (Preq GC 110) | 3 | (2 - 2) |
| GC 121 | Digital Layout II (Preq GC 111 and CIS 105) | 3 | (2 - 2) |
| GC 122 | Design II (Preq GC 112) | 3 | (2 - 2) |
| GC 124 | Web Development II (Preq GC 114) | 3 | (2 - 2) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **15** | **(11 - 8)** |
| **Third** | | | |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| GC 210 | Macintosh Pre-Press III (Preq GC 120) | 2 | (2 - 0) |
| GC 211 | Digital Layout III (Preq GC 121) | 3 | (2 - 2) |
| GC 214 | Design III (Preq GC 122) | 2 | (2 - 0) |
| GC 215 | Web Development III (Preq GC 124) | 3 | (2 - 2) |
| SOC | Social Science Elective: ECON 201-Economics, | 3 | (3 - 0) |
| | SOC 150-Social Problems, or SOC 250-Marriage & the Family | **16** | **(14 - 4)** |
| **Fourth** | | | |
| ENGL 201 | Technical Writing (Preq ENGL 101) | 3 | (3 - 0) |
| GC 220 | Macintosh Pre-Press IV (Preq GC 210) | 3 | (2 - 2) |
| GC 221 | Digital Layout IV (Preq GC 211) | 2 | (2 - 0) |
| GC 222 | Design IV (Preq GC 214) | 3 | (2 - 2) |
| GC 227 | Web Development IV (Preq GC 215) | 2 | (2 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **16** | **(14 - 4)** |
| | **TOTAL** | **64** | |

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

Non-required electives:

| | | |
|---|---|---|
| GC 238 | Internship (Preq Approval by Instructor) | 3 |
| CAD 217 | Animation (Preq Approval by Instructor) | 3 |
| SPCM 101 | Fundamentals of Speech | 3 |

# Marketing

## Associate in Applied Science Degree

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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| BUS 101 | Introduction to Business | 3 | (3 - 0) |
| CIS 105 | Introduction to Computers | 3 | (2 - 2) |
| BUS 120 | Principles of Marketing | 3 | (3 - 0) |
| BUS 140 | Business Law | 3 | (3 - 0) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **15** | **(14 - 2)** |
| **Second** | | | |
| ACCT 210 | Principles of Accounting I | 4 | (3 - 2) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| CIS 125 | Advanced Microcomputer Applications (Preq CIS 105) | 3 | (2 - 2) |
| BUS 130 | Business Communications | 4 | (3 - 2) |
| | | **17** | **(14 - 6)** |
| **Third** | | | |
| BUS 160 | Principles of Selling | 3 | (3 - 0) |
| BUS 210 | Supervisory Management | 3 | (3 - 0) |
| BUS 152 | Desktop Publishing | 3 | (2 - 2) |
| BUS 150 | Advertising | 3 | (3 - 0) |
| BUS 220 | Personal Finance | 3 | (3 - 0) |
| ELECTIVE | Technical Elective | 3 | (3 - 0) |
| | | | **18** |
| **(17 - 2)** | | | |
| **Fourth** | | | |
| BUS 162 | Retailing | 3 | (2 - 2) |
| BUS 121 | Strategic Marketing (Preq BUS 120) | 3 | (3 - 0) |
| BUS 290 | Marketing Internship (Preq Dept Approval & CGPA 2.0) | 3 | (0 - 12) |
| SOC | Social Science Elective: ECON 201 - Economics, SOC 150 - Social Problems, or SOC 250 - Marriage & the Family | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **15** | **(11 - 14)** |
| | **TOTAL** | **65** | |

Lecture hours may also denote individualized and small group instruction.

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

Following courses offered only one time per year:

Fall only: BUS 280 - Promotional Strategies

Spring only: BUS 162 - Retailing

# Office Systems Specialist

## Vocational Diploma

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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| CIS 123 | Word Processing (Preq/Coreq CIS 105, CIS 100 or 30 cwam) | 4 | (2 - 4) |
| BUS 101 | Intro to Business | 3 | (3 - 0) |
| CIS 100 | Keyboarding (or 30 cwam) | 2 | (0 - 4) |
| CIS 105 | Introduction to Computers | 3 | (2 - 2) |
| COMM 105 | Writing Skills for the Office Professional | 2 | (1 - 2) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **17** | **(11-12)** |
| **Second** | | | |
| BUS 107 | Office Procedures (Preq/Coreq MATH 115, 40 cwam) | 4 | (2 - 4) |
| BUS 130 | Business Communications | 4 | (3 - 2) |
| BUS 217 | Customer Service | 3 | (3 - 0) |
| CIS 125 | Advanced Microcomputer Applications (Preq CIS 105) | 3 | (2 - 2) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| ENGL 101 | English Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **20** | **(16 - 8)** |
| | **TOTAL** | **37** | |

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

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

Students wishing to take a lighter spring course load may be able to move one course to the Interim or Summer Session.

# Computer Information Systems



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

# Computer Network Technician

## Associate in Applied Science Degree

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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| CIS 106 | Introduction to Computers/CIS | 3 | (2 - 2) |
| ET 112 | Basic Electronics (Coreq ET 113) | 3 | (3 - 0) |
| ET 113 | Basic Electronics Lab (Coreq ET 112) | 2 | (0 - 4) |
| CIS 151 | Microcomputer Hardware/DOS | 4 | (2 - 4) |
| CIS 180 | Windows Server OS | 4 | (2 - 4) |
| | | **16** | **(9 - 14)** |
| **Second** | | | |
| CIS 130 | Intro to Programming | 3 | (2 - 2) |
| CIS 160 | LINUX Administration | 3 | (2 - 2) |
| CIS 171 | Introduction to Networking | 4 | (2 - 4) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | | **16** |
| **(12 - 8)** | | | |
| **Third** | | | |
| CIS 187 | Routers & WANs I (Preq CIS 171) | 3 | (2 - 2) |
| CIS 274 | Advanced Windows Server OS (Preq CIS 180) | 4 | (2 - 4) |
| CIS 285 | Wireless Data Communications (Preq CIS 171) | 4 | (2 - 4) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| SOC | Social Science Elective: ECON 201 - Economics | 3 | (3 - 0) |
| | SOC 150 - Social Problems, or SOC 250 - Marriage & the Family | **17** | **(12-10)** |
| **Fourth** | | | |
| CST 130 | Peripheral Devices (Preq CIS 151) | 2 | (2 - 0) |
| CIS 273 | Network Services and Security (Preq CIS 180) | 4 | (2 - 4) |
| CST 280 | Microcomputer Servicing (Preq CIS 151, Coreq CST 281) | 2 | (2 - 0) |
| CST 281 | Microcomputer Servicing Lab (Coreq CST 280) | 3 | (0 - 9) |
| CIS 288 | Routers & WANs II (Preq CIS 187) | 3 | (2 - 2) |
| COMM | Communications Elective: ENGL 201 - Technical Writing | **3** | **(3 - 0)** |
| | (Preq ENGL 101) SPCM 101 - Fundamentals of Speech | **17** | **(11-15)** |
| | **TOTAL** | **66** | |

Lecture hours may also denote individualized and small group instruction.

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

# Computer Programming

## Associate in Applied Science Degree

Computer programmers or "software application developers" work with business users and other professionals to create applications that provide solutions. The applications may be structured, top-down computer code that is a sequence of instructions to be followed by the computer or they may be object-oriented programs which call other programming objects. The knowledgeable computer programmer learns a variety of languages to meet the diverse needs of businesses, including use of the Internet as a tool for interfacing with users, customers and other businesses. A basic understanding of operating systems (Linux, Windows and IBM OS/400) and networking is essential. Knowledge of databases such as Oracle, Microsoft SQL Server, DB2/400 and Microsoft Access is used in conjunction with the programming languages. This program includes training in enterprise level languages such as Oracle PL/SQL and IBM's RPG IV as well as other popular languages such as HTML, Java, and Visual Basic.NET.

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| CIS 106 | Introduction to Computers/CIS | 3 | (2 - 2) |
| CIS 130 | Introduction to Programming | 3 | (2 - 2) |
| CIS 169 | Network and OS Fundamentals | 4 | (2 - 4) |
| CIS 195 | Internet Programming Essentials | 4 | (3 - 2) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **17** | **(12-10)** |
| **Second** | | | |
| CIS 132 | Visual Basic.NET - Intro (Preq CIS 130) | 3 | (2 - 2) |
| CIS 149 | Java Intro (Preq CIS 130) | 3 | (2 - 2) |
| CIS 165 | iSeries/400 | 3 | (2 - 2) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **15** | **(12 - 6)** |
| **Third** | | | |
| CIS 235 | RPG Programming (Preq CIS 130 & CIS 165) | 4 | (2 - 4) |
| CIS 249 | OOP II Advanced (Java)(Preq CIS 149) | 3 | (2 - 2) |
| CIS 232 | Visual Basic.NET—Advanced (Preq CIS 132) | 3 | (2 - 2) |
| CIS 295 | Database Management & Design (Preq CIS 106) | 3 | (2 - 2) |
| SOC | Social Science Elective: ECON 201-Economics, SOC 150-Social Problems,or SOC 250-Marriage and the Family | 3 | (3 - 0) |
| | | **16** | **(11- 10)** |
| **Fourth** | | | |
| ACCT 210 | Principles of Accounting I | 4 | (3 - 2) |
| CIS 265 | Development Trends in iSeries/400 (Preq CIS 145, CIS 165) | 3 | (2 - 2) |
| CIS 298 | Oracle Development (Preq CIS 295 & CIS 130) | 3 | (2 - 2) |
| CIS 299 | Internship or CIS 248 Application Development - Advanced 3 or 4 (Preq CIS 130, Minimum 4 Credits in One Programming Language) | 3-4 | **(TBA)** |
| ENGL 201 | Technical Writing (Preq ENGL 101) | 3 | (3 - 0) |
| | | **16 or 17** | **(TBA)** |
| | **TOTAL** | **64 or 65** | |

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

# Computer Technician

## Vocational Diploma

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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| CIS 106 | Introduction to Computers/CIS | 3 | (2 - 2) |
| ET 112 | Basic Electronics (Coreq ET 113) | 3 | (3 - 0) |
| ET 113 | Basic Electronics Lab (Coreq ET 112) | 2 | (0 - 4) |
| CIS 151 | Microcomputer Hardware/DOS | 4 | (2 - 4) |
| CIS 180 | Windows Server OS | 4 | (2 - 4) |
| | | **16** | **(9 - 14)** |
| **Second** | | | |
| CIS 130 | Intro to Programming | 3 | (2 - 2) |
| CIS 160 | LINUX Administration | 3 | (2 - 2) |
| CIS 171 | Introduction to Networking | 4 | (2 - 4) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **16** | **(12 - 8)** |
| | **TOTAL** | **32** | |

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

# Internet Application Developer

## Associate in Applied Science Degree

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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| CIS 106 | Introduction to Computers/CIS | 3 | (2 - 2) |
| CIS 130 | Introduction to Programming | 3 | (2 - 2) |
| CIS 169 | Network and OS Fundamentals | 4 | (2 - 4) |
| CIS 195 | Internet Programming Essentials | 4 | (3 - 2) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **17** | **(12 -10)** |
| **Second** | | | |
| CIS 132 | Visual Basic.NET - Intro (Preq CIS 130) | 3 | (2 - 2) |
| CIS 149 | Java - Intro (Preq CIS 130) | 3 | (2 - 2) |
| CIS 165 | iSeries/400 | 3 | (2 - 2) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **15** | **(12 - 6)** |
| **Third** | | | |
| CIS 197 | Internet Applications (Preq CIS 130 & CIS 195) | 3 | (2 - 2) |
| CIS 232 | Visual Basic.NET-Advanced (Preq CIS 132) | 3 | (2 - 2) |
| CIS 249 | OOP II (Advanced Java) (Preq CIS 149) | 3 | (2 - 2) |
| CIS 295 | Database Management & Design (Preq CIS 106) | 3 | (2 - 2) |
| CIS 240 | Graphical Data Driven Web Development (CIS 130, CIS 195) | 3 | (2 - 2) |
| ENGL 201 | Technical Writing (Preq ENGL101) | 3 | (3 - 0) |
| | | **18** | **(13-10)** |
| **Fourth** | | | |
| CIS 296 | Microsoft Web Server Development (Preq CIS 169, CIS 132, CIS 195) | 3 | (2 - 2) |
| CIS 297 | UNIX/Linux Web Server Development (Preq CIS 130, CIS 169, CIS 195) | 3 | (2 - 2) |
| CIS 298 | Oracle Development (Preq CIS 130 & CIS 295) | 3 | (2 - 2) |
| CIS 299 | Internship or CIS 248 Application Development - Advanced (Preq CIS 130, Min. 4 Credits in One Programming Language) | 3-4 | (TBA) |
| SOC | Social Science Elective: ECON 201-Economics, SOC 150-Social Problems, or SOC 250-Marriage & the Family | 3 | (3 - 0) |
| | | **15 or 16** | **(TBA)** |
| | **TOTAL** | **65 - 66** | |

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

# Network Administrator

## Associate in Applied Science Degree

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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| CIS 106 | Introduction to Computers/CIS | 3 | (2 - 2) |
| ET 112 | Basic Electronics (Coreq ET 113) | 3 | (3 - 0) |
| ET 113 | Basic Electronics Lab (Coreq ET 112) | 2 | (0 - 4) |
| CIS 151 | Microcomputer Hardware/DOS | 4 | (2 - 4) |
| CIS 180 | Windows Server OS | 4 | (2 - 4) |
| | | **16** | **(9 - 14)** |
| **Second** | | | |
| CIS 130 | Introduction to Programming | 3 | (2 - 2) |
| CIS 160 | LINUX Administration | 3 | (2 - 2) |
| CIS 171 | Introduction to Networking | 4 | (2 - 4) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **16** | **(12 - 8)** |
| **Third** | | | |
| CIS 187 | Routers and WANs I (Preq CIS 171) | 3 | (2 - 2) |
| CIS 260 | Advanced LINUX (Preq CIS 160) | 4 | (2 - 4) |
| CIS 283 | Internet Systems Scripting (Preq CIS 130) | 3 | (2 - 2) |
| CIS 285 | Wireless Data Communications (Preq CIS 171) | 4 | (2 - 4) |
| COMM | Communications Elective: ENGL 201 - Technical Writing, | 3 | (3 - 0) |
| | or SPCM 101 - Fundamentals of Speech | **17** | **(11-12)** |
| **Fourth** | | | |
| CIS 275 | Novell Networking | 4 | (2 - 4) |
| CIS 281 | Networking Troubleshooting (Preq CIS 180 & CIS 187) | 4 | (2 - 4) |
| CIS 288 | Routers and WANs II (Preq CIS 187) | 3 | (2 - 2) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| SOC | Social Science Elective: ECON 201 - Economics, | 3 | (3 - 0) |
| | SOC 150 - Social Problems, or SOC 250 - Marriage & the Family | **17** | **(12 -10)** |
| | **TOTAL** | **66** | |

Lecture hours may also denote individualized and small group instruction.

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

# Software Support Specialist

## Vocational Diploma

A Software Support Specialist installs, modifies, and makes minor repairs to microcomputer hardware and software systems and provides technical assistance and training to system users. They also install or assist service personnel in installation of hardware and peripheral components, such as monitors, keyboards, printers, and disk drives. Specialists load software packages such as operating systems, word processors, or spreadsheet programs into a computer. They answer client inquiries in person and via telephone concerning systems operation; diagnose system hardware, software, and operator problems; and recommend or perform minor remedial actions to correct problems based on the knowledge of system operations.

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| CIS 106 | Introduction to Computers/CIS | 3 | (2 - 2) |
| CIS 130 | Introduction to Programming | 3 | (2 - 2) |
| CIS 169 | Network and OS Fundamentals | 4 | (2 - 4) |
| CIS 195 | Internet Programming Essentials | 4 | (3 - 2) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **17** | **(12 -10)** |
| **Second** | | | |
| CIS 132 | Visual Basic.NET - Intro (Preq CIS 130) | 3 | (2 - 2) |
| CIS 149 | Java - Intro (Preq CIS 130) | 3 | (2 - 2) |
| CIS 165 | iSeries/400 | 3 | (2 - 2) |
| COMM 102 | Communication in the Workplace (AAS, *ENGL 101) | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **15** | **(12 - 6)** |
| | **TOTAL** | **32** | |

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

Lecture hours may also denote individualized and small group instruction.

# System Administrator

## Associate in Applied Science Degree

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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| CIS 106 | Introduction to Computers/CIS | 3 | (2 - 2) |
| ET 112 | Basic Electronics (Coreq ET 113) | 3 | (3 - 0) |
| ET 113 | Basic Electronics Lab (Coreq ET 112) | 2 | (0 - 4) |
| CIS 151 | Microcomputer Hardware/DOS | 4 | (2 - 4) |
| CIS 180 | Windows Server OS | 4 | (2 - 4) |
| | | **16** | **(9 - 14)** |
| **Second** | | | |
| CIS 130 | Introduction to Programming | 3 | (2 - 2) |
| CIS 160 | LINUX Administration | 3 | (2 - 2) |
| CIS 171 | Introduction to Networking | 4 | (2 - 4) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **16** | **(12 - 8)** |
| **Third** | | | |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| CIS 260 | Advanced LINUX (Preq CIS 160) | 4 | (2 - 4) |
| CIS 274 | Advanced Windows Servers OS (Preq CIS 180) | 4 | (2 - 4) |
| CIS 283 | Internet Systems Scripting (Preq CIS130) | 3 | (2 - 2) |
| SOC | Social Science Elective: ECON 201 - Economics, | 3 | (3 - 0) |
| | SOC 150 - Social Problems, or SOC 250 - Marriage & the Family | **17** | **(12-10)** |
| **Fourth** | | | |
| CIS 273 | Network Services and Security (Preq CIS 180) | 4 | (2 - 4) |
| CIS 275 | Novell Networking | 4 | (2 - 4) |
| CIS 295 | Database Management & Design (Preq CIS 106) | 3 | (2 - 2) |
| CIS 286 | Information Security | 3 | (2 - 2) |
| COMM | Communication Elective: ENGL 201 - Technical Writing, | 3 | (3 - 0) |
| | or SPCM 101 - Fundamentals of Speech | **17** | **(11-12)** |
| | **TOTAL** | **66** | |

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

# Electronics Technology



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

# Biomedical Equipment Technology

## Associate in Applied Science Degree

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

Students must already have completed an associate degree or two-year diploma from a Higher Learning Commission, North Central Association accredited institution in Electronics or Laser/Electro-Optics Technology to be admitted to this program. **Background checks and drug screenings are required for this program.**

| Course # | Course Title | | Credits | Lec/Lab |
|---|---|---|---|---|
| **Summer Session** | | | | |
| CHEM 106 | Chemistry Survey | | 4 | (3 - 2) |
| BMET 200 | Biomedical Anatomy | | 4 | (4 - 0) |
| | | | **8** | **(7 - 2)** |
| **First** | | | | |
| BMET 210 | Patient Care Equipment (Preq BMET 200) | | 3 | (3 - 0) |
| BMET 211 | Patient Care Equipment Lab (Coreq BMET 210) | | 2 | (0 - 6) |
| BMET 220 | Neuro/Cardiac Care Instrumentation (Coreq BMET 210) | | 3 | (3 - 0) |
| BMET 221 | Neuro/Cardiac Care Instrumentation Lab (Coreq BMET 220) | | 2 | (0 - 6) |
| BMET 230 | Medical Safety & Standards | | 3 | (3 - 0) |
| | | | **13** | **(9 - 12)** |
| **Second** | | | | |
| BMET 250 | Clinical Instrumentation (Preq CHEM 106) | | 3 | (3 - 0) |
| BMET 251 | Clinical Instrumentation Lab (Coreq BMET 250) | | 3 | (0 - 6) |
| BMET 260 | Imaging Equipment (Preq ET 281) | | 3 | (3 - 0) |
| BMET 261 | Imaging Equipment Lab (Coreq BMET 260) | | 4 | (0 - 8) |
| ET 271 | Data Communications | | 3 | (2 - 2) |
| | | | **16** | **(8 - 16)** |
| **Summer Session** | | | | |
| BMET 270 | Biomedical Equipment Technology Internship | | **3** | **(0 - 14)** |
| | (Preq BMET Courses & Permission of Program Chair) | **TOTAL** | **40** | |

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

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

# Electronics Technology

## Associate in Applied Science Degree

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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| ET 116 | DC/AC Electronics Lab (Coreq ET118/119) | 3 | (0 - 6) |
| ET 118 | DC/AC Concepts (Coreq ET 116/119) | 3 | (3 - 0) |
| ET 119 | Electronic Applications (Coreq ET116/118) | 2 | (2 - 0) |
| ET 128 | Technical Physics | 3 | (1 - 4) |
| MATH 101 | Intermediate Algebra (Preq Placement Assessment) | 4 | (4 - 0) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| | | **17** | **(11 - 12)** |
| **Second** | | | |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| ET 130 | Solid State Devices (Preq ET 118/119) | 2 | (2 - 0) |
| ET 131 | Solid State Devices Lab (Coreq ET 130) | 2 | (0 - 4) |
| ET 242 | Logic Circuits (Preq ET 118/119) | 3 | (3 - 0) |
| ET 243 | Logic Circuits Lab (Coreq ET 242) | 3 | (0 - 6) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **16** | **(11 - 10)** |
| **Third** | | | |
| ET 201 | Labview Programming | 3 | (1 - 4) |
| ET 260 | Analog Circuits (Preq ET 130) | 3 | (3 - 0) |
| ET 261 | Analog Circuits Lab (Coreq ET 260) | 3 | (0 - 6) |
| ET 265 | Wireless Communications (Preq ET 130) | 3 | (3 - 0) |
| ET 266 | Wireless Communications Lab (Coreq ET 265) | 2 | (0 - 4) |
| ENGL 201 | Technical Writing (Preq ENGL101) | 3 | (3 - 0) |
| | | **17** | **(10 - 14)** |
| **Fourth** | | | |
| ET 211 | Data Acquisition & Control (Preq ET 201) | 4 | (2 - 4) |
| ET 271 | Data Communications (Preq ET 242) | 3 | (2 - 2) |
| ET 284 | Electronic Systems (Preq ET 265) | 3 | (3 - 0) |
| ET 285 | Electronic Systems Lab (Coreq ET 284) | 3 | (0 - 6) |
| SOC | Social Science Elective: ECON 201 - Economics, | 3 | (3 - 0) |
| | SOC 150 - Social Problems, or SOC 250 - Marriage and the Family | **16** | **(10 - 12)** |
| | **TOTAL** | **66** | |

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

# Laser/Electro-Optics Technology

## Associate in Applied Science Degree

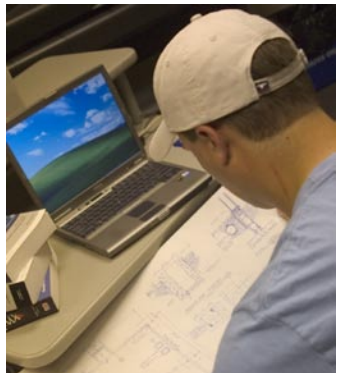
Laser/Electro-Optics Technicians provide companies with the expertise to repair and maintain lasers and laser systems. This includes work on lasers, power supplies, optics systems, and transport/fixturing systems. The laser technician may work for a laser/optics manufacturer or reseller, installing,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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| ET 116 | DC/AC Electronics Lab (Coreq ET 118/119) | 3 | (0 - 6) |
| ET 118 | DC/AC Concepts (CoReq ET 116/119) | 3 | (3 - 0) |
| ET 119 | Electronic Applications (Coreq ET 116/118) | 2 | (2 - 0) |
| ET 128 | Technical Physics | 3 | (1 - 4) |
| MATH 101 | Intermediate Algebra (Preq Placement Assessment) | 4 | (4 - 0) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| | | **17** | **(11 - 12)** |
| **Second** | | | |
| ET 130 | Solid State Devices (Preq ET 118/119) | 2 | (2 - 0) |
| ET 131 | Solid State Devices Lab (Coreq ET 130) | 2 | (0 - 4) |
| ET 242 | Logic Circuits (Preq ET 118/119) | 3 | (3 - 0) |
| ET 243 | Logic Circuits Lab (Coreq ET 242) | 3 | (0 - 6) |
| LEOT 101 | Introduction to Lasers | 3 | (2 - 2) |
| LEOT 201 | Manufacturing Basics | 2 | (1 - 2) |
| ENGL 101 | English Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **18** | **(11 - 14)** |
| **Third** | | | |
| ET 260 | Analog Circuits (Preq ET 130) | 3 | (3 - 0) |
| ET 261 | Analog Circuits Lab (Coreq ET 260) | 3 | (0 - 6) |
| LEOT 102 | Geometric Optics | 3 | (2 - 2) |
| LEOT 202 | Light Sources and Wave Optics | 3 | (2 - 2) |
| LEOT 208 | Laser Devices and Technology | 4 | (2 - 4) |
| SOC | Social Science Elective: ECON 201-Economics | 3 | (3 - 0) |
| | SOC 150-Social Problems, or SOC 250-Marriage & the Family | **19** | **(12 - 14)** |
| **Fourth** | | | |
| LEOT 250 | CAD/CNC | 4 | (2 - 4) |
| LEOT 206 | Laser Applications | 4 | (3 - 3) |
| LEOT 207 | Laser Systems & Troubleshooting (Preq LEOT 101, 102, 208) | 4 | (2 - 6) |
| ENGL 201 | Technical Writing (Preq ENGL 101) | 3 | (3 - 0) |
| PSYCH 101 | General Psychology | 3 | (3 - 0) |
| | | **18** | **(13 - 13)** |
| | **TOTAL** | **72** | |

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

# Engineering Technology







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

# Architectural/Construction Engineering Technology

## Associate in Applied Science Degree

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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| SOC | Social Science Elective: ECON 201 - Economics, SOC150 - Social Problems, or SOC 250 - Marriage and the Family | 3 | (3 - 0) |
| DT 101 | Engineering Drawing | 3 | (0 - 6) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| CET 101 | Engineering Technical Math | 4 | (4 - 0) |
| CAD 120 | Computer Assisted Design I (Coreq CIS 101 & DT 101 or Department Approval) | 4 | (2 - 4) |
| | | **16** | **(10-12)** |
| **Second** | | | |
| ACT 120 | Materials & Methods of Construction (Coreq ACT 121) | 3 | (3 - 0) |
| ACT 121 | Architectural Drawing I (Coreq ACT 120 Preq DT 101) | 3 | (0 - 6) |
| CAD 211 | Computer Assisted Design II (Preq CAD 120) | 4 | (2 - 4) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| MATH 120 | Trigonometry (Preq CET 101) | 3 | (3 - 0) |
| | | **16** | **(11-10)** |
| **Third** | | | |
| ACT 210 | Commercial Construction Techniques (Preq ACT 120 & Coreq ACT 212) | 3 | (3 - 0) |
| ACT 212 | Architectural Drawing II (Preq ACT 121 & Coreq ACT 210) | 3 | (0 - 6) |
| CET 213 | Statics (Preq MATH 120) | 3 | (3 - 0) |
| CAD 221 | Computer Assisted Design III/Arch (Preq CAD 211 & Coreq ACT 212) | 3 | (2 - 2) |
| ENGL 201 | Technical Writing (Preq ENGL 101) | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **18** | **(14 - 8)** |
| **Fourth** | | | |
| ACT 211 | Mechanical/Electrical Systems (Preq ACT 212) | 3 | (2 - 2) |
| ACT 221 | Construction Management (Preq ACT 210) | 3 | (3 - 0) |
| ACT 220 | Construction Estimating (Preq ACT 212) | 3 | (2 - 2) |
| ACT 222 | Strength of Materials (Preq CET 213) | 3 | (3 - 0) |
| CAD 215 | Computer Assisted Design Special Topics (Preq CAD 221) | 3 | (2 - 2) |
| | | **15** | **(12 - 6)** |
| | **TOTAL** | **65** | |

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

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

# CAD Engineering Technology

## Associate in Applied Science 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 craftsworkers as mechanics who will make the products. Course work develops competencies in manufacturing processes, computer-aided drafting, mechanical graphics, geometric tolerance, statics, machine tool design, and computer numerical control.

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| CIS 105 | Introduction to Computers | 3 | (2 - 2) |
| MT 115A | Machine Tool Operations | 3 | (1 - 4) |
| DT 101 | Engineering Drawing | 3 | (0 - 6) |
| CET 101 | Engineering Tech Math | 4 | (4 - 0) |
| CAD 120 | Computer Assisted Design I (Coreq CIS 105 & DT 101 | 4 | (2 - 4) |
| | or Dept. Approval) | **17** | **(9 - 16)** |
| **Second** | | | |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| ET 128 | Technical Physics | 2 | (1 - 2) |
| CAD 211 | Computer Assisted Design II (Preq CAD 120) | 4 | (2 - 4) |
| MATH 120 | Trigonometry (Preq CET 101) | 3 | (3 - 0) |
| MCT 122 | Materials and Methods (Preq MATH 106) | 3 | (2 - 3) |
| MCT 121 | Mechanical Drawing II (Preq DT 101 & CAD 120) | 3 | (1 - 4) |
| | | **18** | **(12-13)** |
| **Third** | | | |
| EM 228 | Mechanical Applications (Preq ET 128) | 3 | (2 - 2) |
| MCT 225 | Computer Numerical Control (Preq CAD 120) | 2 | (1 - 2) |
| CAD 222 | Computer Assisted Design III/Manufacturing | 4 | (2 - 4) |
| | (Preq CAD 211) | | |
| EM 227 | Design & Implementation of Programmable Controllers | 3 | (2 - 2) |
| ENGL 201 | Technical Writing (Preq ENGL 101) | 3 | (3 - 0) |
| SOC | Social Science Elective: ECON 201-Eonomics, | 3 | (3 - 0) |
| | SOC 150-Social Problems,or SOC 250-Marriage and the Family | **18** | **(13-10)** |
| **Fourth** | | | |
| MCT 210 | Operations Management | 3 | (3 - 0) |
| MCT 222 | Materials Analysis (Preq EM 228 & MCT 122) | 3 | (3 - 0) |
| MCT 231 | Fundamentals of Rapid Prototyping | 3 | (2 - 2) |
| | (Preq CAD 120, CAD 211, CAD 222)) | | |
| CAD 232 | Computer Assisted Design IV/Manufacturing (Preq CAD 222) | 4 | (2 - 4) |
| CAD 242 | 3-D Design (Preq CAD 222) | 3 | (2 - 2) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **19** | **(15 - 8)** |
| **(Does not include summer internship)** | **TOTAL** | **72** | |

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

Lecture hours may also denote individualized and small group instruction.

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

# Civil Engineering Technology

## Associate in Applied Science Degree

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

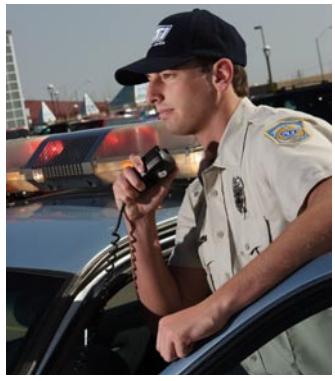
| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| CET 101 | Engineering Technical Math | 4 | (4 - 0) |
| CET 110 | Survey I (Coreq CET 101 & DT 101) | 3 | (2 - 4) |
| DT 101 | Engineering Drawing | 3 | (0 - 6) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| CAD 120 | Computer Assisted Design I (Coreq CIS 101 & DT 101 or Depart. Approval) | 4 | (2 - 4) |
| | | **16** | **(9 - 16)** |
| **Second** | | | |
| CET 120 | Survey II (Preq CET 110 & CAD 120) | 4 | (2 - 4) |
| CET 121 | Soils | 3 | (2 - 2) |
| CET 122 | Intro to Land Development Desktop (Preq CAD 120) | 2 | (1 - 2) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| MATH 120 | Trigonometry (Preq CET 101) | 3 | (3 - 0) |
| SOC | Social Science Elective – ECON 201-Economics, SOC 150-Social Problems, or SOC 250-Marrriage and the Family | 3 | (3 - 0) |
| | | **18** | **(14 - 8)** |
| **Summer** | | | |
| CET 130 | Civil Internship (Optional) | **2** | **(0 - 40)** |
| **Third** | | | |
| CET 210 | Survey III/Route Layout (Preq CET 120) | 4 | (2 - 4) |
| CET 211 | Construction Materials Testing (Preq CET 121) | 3 | (2 - 2) |
| CET 213 | Statics (Preq MATH 120) | 3 | (3 - 0) |
| CET 223 | Estimating & Office Practices | 3 | (2 - 2) |
| ENGL 201 | Technical Writing (Preq ENGL 101) | 3 | (3 - 0) |
| | | **16** | **(12 - 8)** |
| **Fourth** | | | |
| ACT 221 | Construction Management | 3 | (3 - 0)** |
| CET 220 | Survey IV/GPS (Preq CET 210) | 3 | (2 - 2)** |
| CAD 220 | Civil CAD III Geographical Information Systems (Preq CAD 211, CET 210 Coreq CET 220) | 3 | (2 - 2)** |
| CET 221 | Land Surveying Law | 3 | (3 - 0) |
| CET 224 | Water & Waste Water | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **15** | **TBD** |
| **(Does not include summer internship)** | **TOTAL** | **65** | |

****Indicates Elective Courses - must complete any two courses.**

All CAD and drawing classes must be passed with a grade of "C" or better.
Lecture hours may also denote individualized and small group instruction.
Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

# Health & Human Services Technology

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





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

# American Sign Language/English Interpreter

## Associate in Applied Science Degree

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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **Fall** | | | |
| ASL 101 | American Sign Language I | 2 | (1 - 2) |
| ASL 102 | American Sign Language II (Preq ASL 101) | 2 | (1 - 2) |
| IPP 112 | Intro to Interpreting | 4 | (4 - 0) |
| ASL 110 | Non-Manual Markers | 2 | (1 - 2) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| | | **16** | **(13 - 6)** |
| **Spring (Preq - successful completion of first semester)** | | | |
| ASL 103 | American Sign Language III (Preq ASL 102) | 3 | (2 - 2) |
| ASL 104 | American Sign Language IV (Preq ASL 103) | 3 | (2 - 2) |
| IPP 125 | Contrastive Cultural Analysis (Preq ASL 102) | 3 | (2 - 2) |
| IPP 124 | Interpreting for Special Needs Populations (Preq IPP 112) | 3 | (2 - 2) |
| IPP 122 | Interpreters at Work (Preq IPP 112) | 3 | (1 - 4) |
| | | **15** | **(9 - 12)** |
| **Summer (Preq - successful completion of first semester)** | | | |
| ASL 105 | American Sign Language V (Preq ASL 104) | 4 | (3 - 2) |
| ASL 115 | Finger Spelling (Preq ASL 104) | 2 | (1 - 2) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **9** | **(7 - 4)** |
| **Fall (Preq - successful completion of third semester)** | | | |
| IPP 127 | ASL to English Interpreting (Preq ASL 105 & 115) | 3 | (2 - 2) |
| IPP 221 | Contrastive Linguistic Analysis (Preq ASL 105 & 115) | 3 | (2 - 2) |
| IPP 223 | Interactive Interpreting (Preq IPP 2nd semester courses) | 3 | (2 - 2) |
| IPP 224 | Internship I (Preq IPP 122 2nd Sem. Courses & Concurrent with 3rd Sem. Courses | 2 | (0 - 4) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| MATH 100 | General Math | 3 | (3 - 0) |
| IPP 230 | Specialized Interpreting (Coreq IPP 224) | 2 | (0 - 4) |
| | | **16** | **(10-16)** |
| **Spring (Preq - successful completion of fourth semester)** | | | |
| IPP 225 | Internship II (Preq IPP 224 and Department Approval) | 10 | (0 - 40) |
| IPP 226 | Internship Closure (Coreq IPP 224) | 2 | (0 - 4) |
| | | **12** | **(2 - 40)** |
| **Summer (Preq - successful completion of fifth semester)** | | | |
| SOC 150 | Social Problems | **3** | **(3 - 0)** |
| | **TOTAL** | **73** | |

**Achievement of a "C" or better for all ASL & IPP courses is required to take next semester courses.**

Lecture hours may also denote individualized and small group instruction, and out of classroom for the social interactions in the deaf community. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

# Cardiac Ultrasound Technology

## Associate in Applied Science Degree

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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **Summer & First (Core) —Prerequisites to Cardiovascular** | | | |
| CHEM 106 | Chemistry Survey | 4 | (3 - 2) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| PHYS 100 | Applied Physics ("C" or higher required) | 3 | (2 - 2) |
| MATH 102 | College Algebra (Preq Placement Assessment) | 3 | (3 - 0) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| HC 111 | Anatomy/Physiology/Medical Terminology | 5 | (4 - 2) |
| HC 121 | Patient Care Techniques I | 3 | (2 - 2) |
| CV 101 | Cardiovascular Ultrasound | 2 | (2 - 0) |
| | | **25** | **(20 -10)** |
| **Second** | | | |
| CV 122 | Cardiovascular Principles & Arrhythmias (Preq Core) | 5 | (4 - 2) |
| HC 114 | Health Care/Human Relations | 3 | (3 - 0) |
| HC 124 | Basic Pharmacology | 2 | (2 - 0) |
| CVN 134 | Cardiac Ultrasound I (Preq Core) | 5 | (5 - 0) |
| CVN 134L | Cardiac Ultrasound I Lab (Coreq CVN 134) | 1 | (0 - 2) |
| CV 123 | Ultrasound Physics (Preq PHYS 100) | 3 | (3 - 0) |
| | | **19** | **(17 - 4)** |
| **Summer** | | | |
| CVN 124 | Cardiovascular Principles & Hemodynamics (Preq CVN 134, CV 122, CV 123) | 2 | (2 - 0) |
| CVN 124L | Cardiovascular Principles & Hemodynamics Lab (Coreq CVN 124) | 1 | (0 - 2) |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **9** | **(8 - 2)** |
| **Third** | | | |
| CVN 125 | Applied Cardiac Ultrasound Physics (Preq CVN 124 & CV 123) | 1 | (1 - 0) |
| CVN 125L | Applied Cardiac Ultrasound Physics Lab (Coreq CVN 125) | 1 | (0 - 2) |
| CV 131 | Cardiovascular Physiology (Preq CV 122, CVN 124) | 3 | (3 - 0) |
| CVN 212 | Cardiac Ultrasound II (Preq CVN 124, CV 123, CV 122) | 6 | (6 - 0) |
| CVN 212L | Cardia Ultrasound II Lab (Coreq CVN 212) | 1 | (0 - 2) |
| CV 202 | Cardiac Pathologies (Preq CV 122 & CVN 124) | 3 | (3 - 0) |
| SOC | Social Science Elective: ECON 201 - Economics, SOC 150 - Social Problems, or SOC 250 - Marriage & the Family | 3 | (3 - 0) |
| | | **18** | **(16 - 4)** |
| **Fourth** | | | |
| CVN 233 | Cardiac Ultrasound I Clinical (Preq CVN 212 & CVN 125 CV 202 & CV 131 & Permission of Program Chair) | 16 | (0 - 40) |
| | | **16** | **(0 - 40)** |
| **Summer** | | | |
| CVN 243 | Cardiac Ultrasound II Clinical (Preq CVN 233 & Permission of Program Chair) | 12 | (0 - 40) |
| | | **12** | **(0 - 40)** |
| | **TOTAL (includes summer prerequisites & core courses)** | **99** | |

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

Registry Requirement: In order to maintain CAAHEP accreditation, all Cardiovascular graduates must take a registry examination at the earliest possible date after completion of the Cardiovascular program. Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time. Please Note: The use of latex products is standard in this field. Southeast Technical Institute reserves the right to disclose information about student academic performance, background, and other personal information to potential clinical sites and/or potential employers. If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. You may also be prevented from taking required certification examinations, and you may be prevented from gaining employment in this field. Clinical Affiliation: The student will be placed in a clinical affiliation for 7 months in medical centers throughout the United States. If a student does not complete specialty Cardiovascular classes in three consecutive semesters, faculty and administration will determine whether courses must be repeated before enrolling in clinical.

# Invasive Cardiovascular Technology

## Associate in Applied Science Degree

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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **Summer & First (Core) — Prerequisites to Cardiovascular** | | | |
| CHEM 106 | Chemistry Survey | 4 | (3 - 2) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| PHYS 100 | Applied Physics ("C" or higher required) | 3 | (2 - 2) |
| MATH 102 | College Algebra (Preq Placement Assessment) | 3 | (3 - 0) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| HC 111 | Anatomy/Physiology/Medical Terminology | 5 | (4 - 2) |
| HC 121 | Patient Care Techniques I | 3 | (2 - 2) |
| CVI 101 | Intro to Invasive Cardiovascular | 1 | (1 - 0) |
| | | **24** | **(19 -10)** |
| **Second** | | | |
| CV 122 | Cardiovascular Principles & Arrhythmias (Preq Core) | 5 | (4 - 2) |
| HC 124 | Basic Pharmacology | 2 | (2 - 0) |
| CVI 134 | Invasive Cardio I (Preq Core & HC 121) | 4 | (3 - 2) |
| CVI 133 | Radiation Physics and Safety (Preq PHYS 100) | 3 | (2 - 2) |
| HC 114 | Health Care/Human Relations | 3 | (3 - 0) |
| HC 102 | Math for Medications | 1 | (1 - 0) |
| | | **18** | **(15 - 6)** |
| **Summer** | | | |
| CVI 210 | Emergency Cardiac Care (Preq CVI 133, CVI 134, CV 122) | 3 | (2 - 2) |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| CVI 201 | Invasive Special Procedures (Preq CVI 133, CVI 134) | 1 | (1 - 0) |
| | | **10** | **(9 - 2)** |
| **Third** | | | |
| SOC | Social Science Elective: ECON 201-Economics, SOC 150-Social Problems, or SOC 250-Marriage & the Family | 3 | (3 - 0) |
| CV 131 | Cardiovascular Physiology (Preq CV 122 & CVI 210) | 3 | (3 - 0) |
| CVI 212 | Invasive Cardio II (Preq CVI 210, CVI 133) | 7 | (6 - 2) |
| CV 202 | Cardiac Pathologies (Preq CV 122 & CVI 210) | 3 | (3 - 0) |
| CVI 200 | Asepsis & Cardiac Cath Related Surgical Procedures (Preq CVI 210) | 2 | (1 - 2) |
| | | **18** | **(16 - 4)** |
| **Fourth** | | | |
| CVI 233 | Invasive Cardio I Clinical (Preq CVI 212 & 200, CV 131 & 202 and Permission of Program Chair) | 16 | (0 - 40) |
| | | **16** | **(0 - 40)** |
| **Summer** | | | |
| CVI 243 | Invasive Cardio II Clinical (Preq CVI 233 & Permission of the Program Chair) | 12 | (0 - 40) |
| | | **12** | **(0 - 40)** |
| | **TOTAL (includes summer prereqs & core courses)** | **98** | |

• Requirements for Clinical Placement: Achievement of a grade of "C" or higher for PHYS 100 & all HC, CV and CVI courses. Clinical placement by Program Chair.
• Graduation Requirements: In order to maintain CAAHEP accreditation, all Cardiovascular graduates must take a registry examination at the earliest possible date after completion of the Cardiovascular program. Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.
• Please Note: The use of latex products is standard in this field.
•Southeast Technical Institute reserves the right to disclose information about student academic performance, background, and other personal information to potential clinical sites and/or potential employers. If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. You may also be prevented from taking required certification examinations, and you may be prevented from gaining employment in this field.
• Clinical Affiliation: The student will be placed in a clinical affiliation for 7 months in medical centers throughout the United States. If a student does not complete specialty Cardiovascular classes in three consecutive semesters, faculty and administration will determine whether courses must be repeated before enrolling in clinical.

# Vascular Ultrasound Technology

## Associate in Applied Science Degree

Vascular Technologists perform various diagnostic medical procedures through the use of high frequency sound waves to produce dynamic visual images of organs, tissues, or blood flow inside the body that are used by physicians to make a medical diagnosis. Evaluation and analysis of the hemodynamics (blood flow) of peripheral and abdominal blood vessels will be evaluated through the use of high-tech, non-imaging and imaging instrumentation. The vascular technologist must be able to obtain accurate patient history, perform high-tech diagnostic procedures, analyzing technical information and summarize technical findings to the physician, provide quality patient care and collaborating with physicians and other members of the health team. **Background check and drug screenings are required for this program.**

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **Summer & First (Core) — Prerequisites to Cardiovascular** | | | |
| CHEM 106 | Chemistry Survey | 4 | (3 - 2) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| PHYS 100 | Applied Physics ("C" or Higher Required) | 3 | (2 - 2) |
| MATH 102 | College Algebra (Preq Placement Assessment) | 3 | (3 - 0) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| HC 111 | Anatomy/Physiology/Medical Terminology | 5 | (4 - 2) |
| HC 121 | Patient Care Techniques I | 3 | (2 - 2) |
| CV 101 | Intro to Cardiovascular Ultrasound | 2 | (2 - 0) |
| | | **25** | **(20-10)** |
| **Second** | | | |
| CV 122 | Cardiovascular Principles & Arrhythmias (Preq Core) | 5 | (4 - 2) |
| CV 123 | Ultrasound Physics (Preq PHYS 100) | 3 | (3 - 0) |
| HC 114 | Health Care/Human Relations | 3 | (3 - 0) |
| HC 124 | Basic Pharmacology | 2 | (2 - 0) |
| CVP 134 | Vascular Anatomy (Preq Core) | 4 | (4 - 0) |
| CVP 134L | Vascular Anatomy Lab (Coreq CVP134) | 2 | (0 - 4) |
| | | **19** | **(16 - 6)** |
| **Summer** | | | |
| CVP 124 | Vascular Hemodynamics (Preq CVP 134, CVP 135, CV 122, CV 123, HC124) | 2 | (2 - 0) |
| CVP 124L | Vascular Hemodynamics Lab (Coreq CVP 124) | 1 | (0 - 2) |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **9** | **(8 - 2)** |
| **Third** | | | |
| CVP 125 | Applied Vascular Ultrasound Physics (Preq CVP 124) | 1 | (1 - 0) |
| CVP 125L | Applied Vascular Ultrasound Physics Lab (Coreq CVP 125) | 1 | (0 - 2) |
| CV 131 | Cardiovascular Physiology (Preq CVP 124, CVP 124L) | 3 | (3 - 0) |
| CVP 212 | Vascular Pathophysiology (Preq CVP 124, CVP 124L) | 6 | (6 - 0) |
| CVP 212L | Vascular Pathophysiology Lab (Coreq CV 212) | 1 | (0 - 2) |
| CV 202 | Cardiac Pathologies (Preq CVP 124, CVP 124L) | 3 | (3 - 0) |
| SOC | Social Science Elective: ECON 201 - Economics | 3 | (3 - 0) |
| | SOC 150 - Social Problems, or SOC 250 - Marriage & the Family | **18** | **(16 - 4)** |
| **Fourth** | | | |
| CVP 233 | Vascular Ultrasound I Clinical (All CV, HC, CVP, General Courses, | 16 | (0 - 40) |
| | and Permission of Program Chair) | **16** | **(0 - 40)** |
| **Summer** | | | |
| CVP 243 | Vascular Ultrasound II Clinical | 12 | (0 - 40) |
| | (Preq CVP 233 & Permission of Program Chair) | **12** | **(0 - 40)** |
| | **TOTAL (includes summer prerequisites & core courses)** | **99** | |

- Requirements: Achievement of a grade of "C" or higher for PHYS 100 & all HC, CV and CVP courses. Clinical placement by Program Chair.
- Registry Requirement: In order to maintain CAAHEP accreditation, all Cardiovascular graduates must take a registry examination at the earliest possible date after completion of the Cardiovascular program. Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.
- Please Note: The use of latex products is standard in this field.
- Southeast Technical Institute reserves the right to disclose information about student academic performance, background, and other personal information to potential clinical sites and/or potential employers. If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. You may also be prevented from taking required certification examinations, and you may be prevented from gaining employment in this field.
- Clinical Affiliation: The student will be placed in a clinical affiliation for 7 months in medical centers throughout the United States. If a student does not complete specialty Cardiovascular classes in three consecutive semesters, faculty and administration will determine whether courses must be repeated before enrolling in clinical.

# Criminal Justice – Corrections

## Associate in Applied Science Degree

The Criminal Justice Corrections Program prepares students for entry-level positions in the corrections field. Satisfactory attainment of the AAS degree in Criminal Justice Corrections entitles the student to take the Certified Correctional Officer examination administered by the American Correctional Association. Employment opportunities exist as Correctional Officers in federal and state penitentiaries and county jails. **Background checks and drug screens are required for this program.**

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **Criminal Justice Core Consists of Both First and Second Semesters** | | | |
| **First** | | | |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| CIS 105 | Introduction to Computers | 3 | (2 - 2) |
| CJ 105 | Introduction to Criminal Justice | 3 | (3 - 0) |
| CJ 106 | Crime in America | 3 | (3 - 0) |
| CJ 107 | Multiculturalism | 2 | (2 - 0) |
| | | **17** | **(16 - 2)** |
| **Second** | | | |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| SOC 150 | Social Problems | 3 | (3 - 0) |
| CJ 120 | Criminal Law (Preq CJ 105, CJ 106, CJ 107) | 3 | (3 - 0) |
| CJ 112 | Juvenile Law (Preq CJ 105, CJ 106, CJ 107) | 3 | (3 - 0) |
| CJ 113 | Constitutional Law (Preq CJ 105, CJ 106, CJ 107) | 3 | (3 - 0) |
| CJ 114 | Crime and Technology (Preq CJ 105, CJ 106, CJ 107) | 1 | (1 - 0) |
| | | **16** | **(16 - 0)** |
| **Criminal Justice Core is Required to Take the Following Courses** | | | |
| **Third** | | | |
| CJ 201 | Social Deviance | 3 | (3 - 0) |
| CJ 205 | Corrections Ethics | 1 | (1 - 0) |
| CJ 215 | Principles of Correctional Operations | 3 | (3 - 0) |
| CJ 230 | Institutional Treatment of the Offender | 3 | (3 - 0) |
| CJ 240 | Admin. of Correctional Programs for Juveniles | 3 | (3 - 0) |
| CJ 260 | Criminal Justice Practicum I | 2 | (0 - 8) |
| | | **15** | **(13 - 8)** |
| **Fourth** | | | |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| CJ 221 | Rehabilitation of the Offender | 3 | (3 - 0) |
| CJ 231 | The Law and Institutional Treatment | 3 | (3 - 0) |
| CJ 241 | Victimology | 3 | (3 - 0) |
| CJ 245 | Race, Class and Gender in Correctional Context | 1 | (1 - 0) |
| CJ 251 | Sex Offenders in the Criminal Justice System | 3 | (3 - 0) |
| CJ 261 | Criminal Justice Practicum II | 2 | (0 - 8) |
| | | **18** | **(16 - 8)** |
| | **TOTAL** | **66** | |

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

# Criminal Justice – Law Enforcement

## Associate in Applied Science Degree

Satisfactory completion of the Criminal Justice Law Enforcement Program rewards the student with an AAS degree and the opportunity to become a Certified Law Enforcement Officer in South Dakota. Students are expected to conduct themselves professionally on and off campus. Employment opportunities include entry-level positions in law enforcement and private security firms. The first year of study focuses on basic skills development and an overview of the criminal justice system. The second year of training is more specialized with students taking advanced law enforcement courses. **Background checks and drug screens are required for this program.**

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **Criminal Justice Core Consists of the First and Second Semesters** | | | |
| **First** | | | |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| CIS 105 | Introduction to Computers | 3 | (2 - 2) |
| CJ 105 | Introduction to Criminal Justice | 3 | (3 - 0) |
| CJ 106 | Crime in America | 3 | (3 - 0) |
| CJ 107 | Multiculturalism | 2 | (2 - 0) |
| | | **17** | **(16 - 2)** |
| **Second** | | | |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| SOC 150 | Social Problems | 3 | (3 - 0) |
| CJ 120 | Criminal Law (Preq CJ 105, CJ 106, CJ 107) | 3 | (3 - 0) |
| CJ 112 | Juvenile Law (Preq CJ 105, CJ 106, CJ 107) | 3 | (3 - 0) |
| CJ 113 | Constitutional Law (Preq CJ 105, CJ 106, CJ 107) | 3 | (3 - 0) |
| CJ 114 | Crime and Technology | 1 | (1 - 0) |
| | (Preq CJ 105, CJ 106, CJ 107) | **16** | **(16 - 0)** |
| **Criminal Justice Core is required to take the following courses.** | | | |
| **Third** | | | |
| CJ 225 | Civil Law and Procedure | 3 | (3 - 0) |
| CJ 203 | Occupation Sociology of Law Enforcement | 3 | (3 - 0) |
| CJ 209 | Law Enforcement Survival | 3 | (2 - 2) |
| CJ 210 | Crash and Critical Injury Management I | 3 | (2 - 2) |
| CJ 212 | Traffic Enforcement I | 2 | (1 - 2) |
| CJ 200 | Use of Force and PT | 1 | (0 - 2) |
| | | **15** | **(11 - 8)** |
| **Fourth** | | | |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| CJ 211 | Crash and Critical Injury Management II | 3 | (2 - 2) |
| CJ 290 | Firearms Training | 3 | (2 - 2) |
| CJ 220 | Criminal Investigation | 4 | (2 - 4) |
| CJ 213 | Traffic Enforcement II | 2 | (1 - 2) |
| CJ 260 | Criminal Justice Practicum I | 3 | (0 - 6) |
| | | **18** | **(10-16)** |
| | **TOTAL** | **66** | |

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

# Diagnostic Medical Sonography–Abdominal/OB/Gyn

## Associate in Applied Science Degree

Sonography is a diagnostic medical imaging specialty that uses high frequency sound waves to create images of organs, tissues, or blood flow inside the body. The Diagnostic Medical Sonographer will examine many areas of the body, such as the abdomen, breasts, male and female reproductive systems, thyroids, superficial tissues, and the fetus. Sonographers must be well versed in human anatomy, pathology, and the technical operation of ultrasound equipment, as well as interact compassionately and effectively with the sick or injured. Sonographers must have the capability to meet the technical standards of the profession which include the ability to: routinely lift more than 50 pounds, push and pull, bend and stoop, have full use of both hands, wrists and shoulders, stand on their feet 80% of the time, assist patients on and off exam tables, distinguish audible sounds, distinguish multiple shades of gray and colors, and communicate effectively via speech, reading, and writing. The Sonographer will work closely with physicians and other members of the health care team. Graduates of the program will find employment as Sonographers in hospitals, clinics, diagnostic imaging centers, mobile services, or physician offices. **Background checks and drug screenings are required for this program.**

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **Summer & First (Core) —Prerequisites to DMS** | | | |
| PHYS 100 | Applied Physics ("C" or higher required) | 3 | (2 - 2) |
| MATH 102 | College Algebra (Preq Placement Assessment) | 3 | (3 - 0) |
| HC 111 | Anatomy/Physiology/Medical Terminology | 5 | (4 - 2) |
| HC 121 | Patient Care Techniques I | 3 | (2 - 2) |
| DMS 100 | Introduction to DMS | 1 | (1 - 0) |
| DMS 101 | Cross Sectional Anatomy | 3 | (2 - 2) |
| | | **18** | **(14 - 8)** |
| **Second** | | | |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| SOC | Social Science Elective: ECON 201 - Economics, SOC150 - Social Problems, or SOC 250 - Marriage & the Family | 3 | (3 - 0) |
| CV 123 | Ultrasound Physics (Preq PHYS 100) | 3 | (3 - 0) |
| DMS 110 | Abdominal Sonography I (Preq DMS 100, DMS 101) | 3 | (2 - 2) |
| DMS 120 | Abdominal Sonography II (Preq DMS 110) | 3 | (2 - 2) |
| DMS 130 | Abdominal Sonography III (Preq DMS 120) | 3 | (2 - 2) |
| | | **18** | **(15 - 6)** |
| **Summer** | | | |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| DMS 200 | OB/Gyn Sonography I (Preq DMS 130) | 4 | (3 - 2) |
| | | **10** | **(9 - 2)** |
| **Third** | | | |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| HC 114 | Health Care/Human Relations | 3 | (3 - 0) |
| DMS 201 | Asepsis for the Sonographer | 2 | (1 - 2) |
| DMS 210 | Acoustical Physics & Instrumentation (Preq DMS 200, CV 123) | 2 | (1 - 2) |
| DMS 220 | OB/Gyn Sonography II (Preq DMS 200) | 4 | (3 - 2) |
| DMS 230 | Clinical Sonography I (Preq DMS 200) | 1 | (0 - 4) |
| DMS 240 | Abdominal Sonography IV (Preq DMS 200) | 3 | (2 - 2) |
| | | **17** | **(11-14)** |
| **Fourth** | | | |
| DMS 250 | Clinical Sonography II (Preq DMS 210, DMS 220, DMS 230, DMS 240 & Permission of Program Chair) | 16 | (0 - 40) |
| | | **16** | **(0 - 40)** |
| **Summer** | | | |
| DMS 260 | Clinical Sonography III (Preq DMS 250 & Permission of Program Chair) | 12 | (0 - 40) |
| | | **12** | **(0 - 40)** |
| | **Total** | **91** | |

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

# Health Unit Coordinator/Patient Care Technician

## Vocational Diploma

Health Unit Coordinators are part of the health care team. They work closely with other medical professionals to coordinate the care and activities of the patients. Health Unit Coordinators have a wide variety of medical duties and work in all areas of health care. Activities of the health unit coordinator include (but are not limited to) patient scheduling, coordination of patient and staff activities and schedules, record-keeping and information distribution. They utilize specialized skills in pharmacology, nursing procedures, basic sciences and therapies in transcribing physician's orders and coordinating patient and staff requests. They also prepare and maintain unit records. **Background checks and drug screenings required for this program.**

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **Fall** | | | |
| UC 101 | Health Unit Coordinator/Intro to | 2 | (2 - 0) |
| HC 114 | Health Care/Human Relations | 3 | (3 - 0) |
| HC 110 | Basic Anatomy** | 3 | (3 - 0) |
| HC 113 | Medical Terminology** | 2 | (2 - 0) |
| HC 121 | Patient Care Techniques I | 3 | (2 - 2) |
| COMM 102 | Communication in the Workplace | 3 | (3 - 0) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| | | **18** | **(16 - 4)** |
| **Second** | | | |
| **(Approximately first 6 weeks of the semester)** | | | |
| HC 221 | Patient Care Techniques II (Preq Core) | 2 | (1 - 2) |
| UC 121 | Unit Coordinator Techniques (Preq Core) | 2 | (1 - 2) |
| UC 123 | Transcription of Orders (Preq Core) | 4 | (3 - 2) |
| **(Approximately 8 weeks of the semester)** | | | |
| UC 122 | Clinical Practice (Preq UC 121, 123 & HC 221)* | 8 | (0 - 40) |
| | | **16** | **(5 - 46)** |
| | **TOTAL** | **34** | |

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

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

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

# Licensed Practical Nursing

## Vocational Diploma

Licensed Practical Nurses are integral members of the health care team who work closely with the patient. These well-educated and highly skilled health care providers must have the necessary knowledge and ability to ensure quality patient care. **Background checks and drug screens are required for this program.**

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **Summer and First** | | | |
| CPR* | CPR Certification | | |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| HC 102 | Math For Medications | 1 | (1 - 0) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **10** | **(10 - 0)** |
| **First** | | | |
| HC 114 | Health Care/Human Relations | 3 | (3 - 0) |
| LPN 101 | Introduction to Nursing | 5 | (4 - 2) |
| LPN 110 | Nursing Procedures (Preq LPN 101) | 5 | (2 - 6) |
| HC 112 | Applied Anatomy/Physiology/Medical Terminology | 4 | (4 - 0) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| | | **19** | **(14 -10)** |
| **Second** | | | |
| LPN 120 | Maternity & Pediatric Nursing (Preq all First Semester Coursework) | 5 | (3 - 4) |
| LPN 130 | Medical/Surgical Nursing (Preq all First Semester Coursework) | 5 | (3 - 4) |
| LPN 140 | Geriatric Nursing (Preq all First Semester Coursework) | 5 | (3 - 4) |
| LPN 150 | Responsibilities of the LPN (Preq all First Semester Coursework) | 1 | (1 - 0) |
| | | **16** | **(10 -12)** |
| **Summer** | | | |
| LPN 160 | Clinical Practice (Preq all 1st & 2nd Semester Coursework & Permission of Program Chair) | 6 | (0 - 40) |
| LPN 180 | NCLEX - PN Review Course (Preq all 1st & 2nd Semester Coursework & Permission of Program Chair) | 1 | (1 - 0) |
| | | **7** | **(1 - 40)** |
| | **Total** | **52** | |

* Incoming students are required to show current proof of certification in Basic Life Support (CPR) for Health Care Providers through the American Heart Association.

Requirements: Achievement of a "C" or higher for all LPN & HC courses. Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time. Please Note: The use of latex products is standard in this field. Southeast Technical Institute reserves the right to disclose information about student academic performance, background, and other personal information to potential clinical sites and/or potential employers. Travel outside the city limits may be required to complete clinical rotations/credits. If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. You may also be prevented from taking required certification examinations, and you may be prevented from gaining employment in this field.

# Medical Transcription/Coding

## Associate in Applied Science Degree

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

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| MTS 101 | Introduction to Medical Transcription (Preq CIS 100 or 30 cwam) | 3 | (3 - 0) |
| HC 111 | Anatomy/Physiology/Medical Terminology | 5 | (4 - 2) |
| MTS 121 | Introduction to Coding | 2 | (2 - 0) |
| MTS 122 | Medical Office Procedures | 3 | (3 - 0) |
| MTS 124 | Disease Processes I | 2 | (2 - 0) |
| CIS 105 | Introduction to Computers | 3 | (2 - 2) |
| | | **18** | **(16 - 4)** |
| **Second** | | | |
| MTS 127 | Coding I (ICD9-CM) | 3 | (3 - 0) |
| MTS 110 | Medical Transcription I Theory | 3 | (3 - 0) |
| MTS 111 | Medical Transcription I Lab (Coreq MTS 110) | 4 | (0 - 8) |
| MTS 224 | Disease Processes II (Preq MTS 124) | 4 | (4 - 0) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **17** | **(13 - 8)** |
| **Third** | | | |
| MTS 211 | Medical Transcription II Theory (Preq 40 cwam, MTS 101, MTS 110, Coreq MTS 212) | 2 | (2 - 0) |
| MTS 212 | Medical Transcription II Lab (Coreq MTS 211) | 4 | (0 - 8) |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| MTS 228 | Coding II (CPT-4) (Preq MTS 127) | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **18** | **(14 - 8)** |
| **Fourth** | | | |
| MTS 229 | Coding III (Preq MTS 127 & 228) | 4 | (2 - 4) |
| MTS 221 | Medical Transcription III Theory (Preq MTS 211) | 3 | (3 - 0) |
| MTS 222 | Medical Transcription III Lab (Coreq MTS 221) | 4 | (0 - 8) |
| MTS 225 | Medical Transcription/Coding Clinical (Preq MTS 221 and Department Approval) | 5 | (0 - 12) |
| SOC | Social Science Elective: ECON 201-Economics, SOC 150-Social Problems, or SOC 250-Marriage & the Family | 3 | (3 - 0) |
| | | **19** | **(8 - 24)** |
| | **TOTAL** | **72** | |

Prerequisite: Students will be tested for proper placement in keyboarding classes before entering the program. Medical Transcription students must achieve 55 CWAM to graduate. Requirements: Achievement of a grade "C" or higher for all HC & MTS courses. Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

Recommended student elective (not required):
HC103 Medical Grammar 3 credits (3 - 0)

# Nuclear Medicine Technology

## Associate in Applied Science Degree

Nuclear Medicine Technologists prepare, administer, and measure radioactive materials to perform body function studies, generate organ imaging, analyze biological specimens, and treat disease. They also utilize computers to acquire, store, and analyze data and assure that records, including images, procedures, and doses are complete and accurate. Organizational teamwork and time management skills are necessary for effective department dynamics as these technologists oversee hospital staff to inform and enforce radiation safety practices. Nuclear Medicine Technologists are responsible for the radiopharmaceuticals the department receives, stores, uses, and discards and typically work under the direction of physicians who are specialists in Nuclear Medicine. **Background checks and drug screenings are required for this program.**

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **Summer & First (Core) —Prerequisites to second semester** | | | |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| PHYS 100 | Applied Physics | 3 | (2 - 2) |
| MATH 102 | College Algebra (Preq Placement Assessment) | 3 | (3 - 0) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| NM 101 | Introduction to Nuclear Medicine & Imaging | 3 | (3 - 0) |
| HC 111 | Anatomy/Physiology/Medical Terminology | 5 | (4 - 2) |
| HC 124 | Basic Pharmacology | 2 | (2 - 0) |
| | | **21** | **(18 - 6)** |
| **Second** | | | |
| CHEM 106 | Chemistry Survey | 4 | (3 - 2) |
| HC 121 | Patient Care Techniques | 3 | (2 - 2) |
| HC 114 | Health Care/Human Relations | 3 | (3 - 0) |
| HC 231 | Cross-sectional Anatomy (Preq NM 101 & HC 111) | 3 | (3 - 0) |
| NM 120 | EKG Interpretation (Preq NM 101) | 2 | (1 - 2) |
| NM 124 | Nuc Med Math & Statistics (Preq NM 101, MATH 102, PHYS 100) | 3 | (3 - 0) |
| NM 123 | Pathophysiology (Preq NM 101, HC 111) | 4 | (4 - 0) |
| | | **22** | **(19 - 6)** |
| **Summer** | | | |
| NM 219 | Clinical Pet/CT (Preq NM 101, HC 111) | 3 | (3 - 0) |
| NM 220 | Radiation Safety & Biology (Preq HC 111, NM 124) | 3 | (3 - 0) |
| SOC | Social Science Elective: ECON 201 - Economics, SOC 150 - Social Problems, or SOC 250 - Marriage & the Family | 3 | (3 - 0) |
| | | **9** | **(9 - 0)** |
| **Third (All third semester courses must be taken concurrently)** | | | |
| NM 221 | Radiopharmacology & Immunoassays (Preq CHEM 106, HC 124, NM 124 & 219) | 3 | (3 - 0) |
| NM 222 | Nuc Med-Physics & Instrumentation (Preq PHYS 100 & NM 124 & 219) | 3 | (3 - 0) |
| NM 223 | In-Vivo/In-Vitro (Preq NM 123, 124 & 219) | 4 | (4 - 0) |
| NM 223L | In-Vivo/In-Vitro Lab (Coreq NM 223) | 1 | (0 - 2) |
| NM 224 | Nuc Med Injection Techniques (Preq HC 121 & 111) | 1 | (0 - 2) |
| NM 226 | Nuc Med Lab (Preq PHYS 100 & NM 124 & NM 219) | 1 | (0 - 2) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| | | **19** | **(16 - 6)** |
| **Fourth** | | | |
| NM 230 | Clinical I (Preq Permission of Program Chair) (Successful Completion of All Other Nuc Med Courses) | 14 | (0 - 40) |
| | | **14** | **(0 - 40)** |
| **Summer** | | | |
| NM 240 | Clinical II (Preq NM 230, Permission of Program Chair) | 14 | (0 - 40) |
| NM 241 | Registry Review | 2 | (2 - 0) |
| | | **16** | **(2 - 40)** |
| | **TOTAL (includes summer prerequisites and core courses)** | **101** | |

Requirements: Achievement of a grade "C" or higher for PHYS 100 and all HC and NM courses. A minimum of 1200 hours of consecutive clinical experience. Clinical placement by Program Chairperson. Registry Requirement: In order to maintain JRCNMT accreditation, all Nuclear Medicine graduates must take the NMTCB registry exam at the earliest possible date after completion of the Nuclear Medicine program. Lecture hours may also denote individualized and small group instruction. Students entering a program in any semester other than outlined may not graduate in the expected amount of time. Please Note: The use of latex products is standard in this field. STI reserves the right to disclose information about student academic performance, background, and other personal information to potential clinical sites and/or potential employers. If you have been convicted, pled guilty or no contest to, or received a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) you are advised that it may not be possible for you to participate in the internship or clinical portion of this program. You may also be prevented from taking required certification examinations, and you may be prevented from gaining employment in this field. Clinical Affiliation: Students will be placed in a clinical affiliation for 7 months in medical centers throughout the US. If a student does not complete specialty Nuclear Medicine classes in three consecutive semesters, faculty and administration will determine whether courses must be repeated before enrolling in clinical.

# Phlebotomy/Patient Care Technician

## Vocational Diploma

Phlebotomists draw blood from patients or donors in hospitals, blood banks, or similar facilities for analysis or other medical purposes. Phlebotomists verify or record identity of patient or donor and converse with patient or donor to ease fear of procedure. They apply tourniquets to arms, locate accessible veins, swab puncture areas with disinfectant, and insert needles into veins to draw blood into collection tubes or bags. Phlebotomists withdraw needles, apply treatment to puncture sites, and label and store blood containers for subsequent processing. They may prick fingers to draw blood, conduct interviews, take vital signs, and draw and test blood samples to screen donors at blood banks. **Background checks and drug screenings are required for this program.**

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

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

** **Students considering an Associate Degree option should complete HC 111 Anatomy/Physiology/Medical Terminology. Lecture hours may also denote individualized and small group instruction.**

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

# Surgical Technology

## Vocational Diploma

Surgical Technologists are integral members of the operating room team who work closely with the surgeon, anesthesiologist and registered nurse delivering direct patient care before, during, and immediately after surgery. Surgical Technologists act as primary scrub persons who handle the instruments, supplies, and equipment necessary for the completion of the surgical procedure. These well educated and highly skilled individuals must anticipate the needs of the surgeon and have the necessary knowledge and ability to ensure quality patient care. Some specific duties include passing instruments, sutures, sponges, and equipment during the operative procedure. Preparation of the operating room and equipment before surgery, plus cleanup of these items after surgery are also duties that Surgical Technologists perform. **Background checks and drug screenings are required for this program.**

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| ST 100 | Surgical Techniques (Coreq ST 110) | 3 | (3 - 0) |
| ST 110 | Surgical Techniques Lab | 2 | (0 - 4) |
| ST 121 | Surgical Asepsis (Coreq Health Core & ST 100) | 2 | (2 - 0) |
| HC 114 | Health Care/Human Relations | 3 | (3 - 0) |
| HC 112 | Applied Anatomy/Physiology/Med Terminology | 4 | (4 - 0) |
| HC 121 | Patient Care Techniques | 3 | (2 - 2) |
| | | **17** | **(14 - 6)** |
| **Second** | | | |
| ST 112 | Surgical Procedures (Preq ST 100) | 3 | (3 - 0) |
| ST 113 | Technology for Surgical Technologists | 1 | (1 - 0) |
| ST 114 | Clinical Practice I (Coreq ST 120) | 3 | (0 - 16) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| ST 119 | Responsibilities of the Surgical Technologist (Coreq ST 114) | 1 | (1 - 0) |
| ST 120 | Principles & Practice of Surg Tech (Coreq ST 112) | 2 | (1 - 2) |
| ST 122 | Surgical Procedures Lab (Coreq ST 112) | 2 | (0 - 4) |
| ST 123 | Surgical Pharmacology (Preq Health Core & ST 100) | 1 | (1 - 0) |
| COMM 102 | Communication in the Workplace | 3 | (3 - 0) |
| HC 102 | Math for Medications | 1 | (1 - 0) |
| | | **19** | **(12-24)** |
| **Third (Approximately 10 weeks)** | | | |
| ST 124 | Clinical Practice II (Preq ST 120, 114, 122, 123 & Permission of Program Chair) | 6 | (0 - 40) |
| ST 134 | Clinical Practice III (Preq ST 124 & Permission of Program Chair) | 6 | (0 - 40) |
| | | **12** | **(0 - 80)** |
| | **TOTAL** | **48** | |

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

# Horticulture Technology



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

# Horticulture Technology

## Associate in Applied Science Degree

Horticulture is both a science and an art. Horticultural careers can include propagation and cultivation, landscape plans, fruits, vegetables, annuals and perennials, as well as nursery stock for nurseries and garden centers. Careers in integrated pest management deal with proper plant care and the prevention and control of plant diseases and insects. Employment opportunities also exist in the areas of plant and fertilizer development. Grounds maintenance is a rapidly growing area of employment in the horticulture field. The Greenhouse industry employs horticulturists to propagate fresh flowers, cuttings, annuals, and foliage plants.

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| HT 111 | Introduction to Horticulture | 3 | (2 - 2) |
| HT 112 | Woody Plants | 4 | (2 - 4) |
| HT 113 | Turf Management | 3 | (2 - 2) |
| HT 234 | Pest Management | 3 | (2 - 2) |
| CIS 105 | Introduction to Computers | 3 | (2 - 2) |
| | | **16** | **(10-12)** |
| **Second** | | | |
| HT 121 | Perennials | 3 | (3 - 0) |
| HT 124 | Landscape Design I (Preq HT 112) | 4 | (2 - 4) |
| HT 125 | Greenhouse I | 3 | (2 - 2) |
| HT 131 | Internship (Preq Department Approval) | 1 | (0 - 16) |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **17** | **(13 - 22)** |
| **Third** | | | |
| HT 123 | Soils & Fertilizers | 3 | (2 - 2) |
| HT 211 | Landscape Construction (Preq HT 124) | 4 | (2 - 4) |
| HT 213 | Greenhouse II (Preq HT 125) | 4 | (2 - 4) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **17** | **(12-10)** |
| **Fourth** | | | |
| HT 223 | Garden Center Management | 3 | (3 - 0) |
| HT 231 | Arboriculture (Preq HT 123) | 3 | (2 - 2) |
| HT 232 | Interiorscaping/Fruits & Vegetables (Preq HT 124) | 3 | (2 - 2) |
| Elective | Technical Elective | 3 or 4 | (TBA) |
| SOC | Social Science Elective: ECON 201-Economics, | 3 | (3 - 0) |
| | SOC 150-Social Problems, or SOC 250-Marriage & the Family | **15 or 16** | **(TBA)** |
| | **TOTAL** | **65 or 66** | |

**Fourth Semester Electives:**

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

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

# Landscape Technology

## Associate in Applied Science Degree

Landscape Technology utilizes skills in design, plant identification and installation, as well as construction techniques. Career opportunities in the Landscape industry include: Landscape Designer, Landscape Crew Supervisor, Construction Supervisor, Landscape Project Coordinator and Human Resources Manager. Landscape Technology is utilized in many areas of the green industry: retail nurseries, design/build companies, golf courses, sports fields, amusement parks and government agencies.

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| HT 111 | Introduction to Horticulture | 3 | (2 - 2) |
| HT 112 | Woody Plants | 4 | (2 - 4) |
| HT 113 | Turf Management | 3 | (2 - 2) |
| HT 234 | Pest Management | 3 | (2 - 2) |
| CIS 105 | Introduction to Computers | 3 | (2 - 2) |
| | | **16** | **(10 - 12)** |
| **Second** | | | |
| HT 121 | Perennials | 3 | (3 - 0) |
| HT 124 | Landscape Design I (Preq HT 112) | 4 | (2 - 4) |
| HT 125 | Greenhouse I | 3 | (2 - 2) |
| HT 131 | Internship (Preq Department Approval) | 1 | (0 - 16) |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **17** | **(13 -22)** |
| **Third** | | | |
| HT 123 | Soils & Fertilizers | 3 | (2 - 2) |
| HT 211 | Landscape Construction (Preq HT 124) | 4 | (2 - 4) |
| HT 227 | Landscape CAD (Preq HT 124 & CIS 101) | 4 | (2 - 4) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **17** | **(12 -10)** |
| **Fourth** | | | |
| HT 221 | Landscape Design II (Preq HT 124) | 4 | (2 - 4) |
| HT 222 | Residential Irrigation/Equipment Operations | 3 | (2 - 2) |
| HT 231 | Arboriculture (Preq HT 123) | 3 | (2 - 2) |
| ELECTIVE | Technical Elective | 3 | ( TBA ) |
| SOC | Social Science Elective: ECON 201-Economics, SOC 150-Social Problems, or SOC 250-Marriage & the Family | 3 | (3 - 0) |
| | | **16** | **( TBA )** |
| | **TOTAL** | **66** | |
| **Fourth Semester Electives:** | | | |
| HT 223 | Garden Center Management | 3 | (3 - 0) |
| HT 225 | International Horticulture* | 3 | (3 - 0) |
| HT 232 | Interiorscaping/Fruits & Vegetables (Preq HT 124) | 3 | (2 - 2) |
| BUS 240 | Conversational Spanish | 3 | (3 - 0) |

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

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

# Turf Management Technology

## Associate in Applied Science Degree

Turf Management is an exciting field that blends the individual's love for the outdoors and the dynamics of creating and maintaining golf courses, sports facilities, and landscapes on a residential and commercial level. Turf managers work with a variety of specialized equipment to maintain the surrounding plant environment. This field is truly for those who enjoy outdoor activities.

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| HT 111 | Introduction to Horticulture | 3 | (2 - 2) |
| HT 112 | Woody Plants | 4 | (2 - 4) |
| HT 113 | Turf Management | 3 | (2 - 2) |
| HT 234 | Pest Management | 3 | (2 - 2) |
| CIS 105 | Introduction to Computers | 3 | (2 - 2) |
| | | **16** | **(10 -12)** |
| **Second** | | | |
| HT 121 | Perennials | 3 | (3 - 0) |
| HT 124 | Landscape Design I (Preq HT 112) | 4 | (2 - 4) |
| HT 126 | Irrigation Principles & Practices (Preq HT 113) | 3 | (2 - 2) |
| HT 141 | Spring Turf Management Practical | 1 | (0 - 16) |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **17** | **(13 - 22)** |
| **Third** | | | |
| HT 123 | Soils and Fertilizers | 3 | (2 - 2) |
| HT 211 | Landscape Construction (Preq HT 124) | 4 | (2 - 4) |
| HT 142 | Fall Turf Management Practical | 1 | (0 - 16) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| SOC | Social Science Elective: ECON 201-Economics, | 3 | (3 - 0) |
| | SOC 150-Social Problems, or SOC 250-Marriage & the Family | **17** | **(13 - 22)** |
| **Fourth** | | | |
| HT 215 | Foremanship Training (Preq HT 113) | 3 | (3 - 0) |
| HT 224 | Turf Management in Sports (Preq HT 113) | 3 | (2 - 2) |
| HT 231 | Arboriculture (Preq HT 123) | 3 | (2 - 2) |
| HT 226 | Equipment Operations & Maintenance (Preq HT 113) | 3 | (2 - 2) |
| BUS | Business Elective: BUS 230-Small Business Entrepreneurship, | 3 | (3 - 0) |
| | or BUS 240-Conversational Spanish | **15** | **(12 - 6)** |
| | **TOTAL** | **65** | |

Lecture hours may also denote individualized and small group instruction.

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

# Industrial Technology



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

# Heating/Ventilation/Air Conditioning & Refrigeration

## Associate in Applied Science Degree

HVAC/R technicians install, service, maintain, and repair a variety of air moving and air tempering equipment. They will work with blueprints to fabricate and install duct work, tubing, and/or piping circuits. The use of torches, various power tools, and numerous hand tools will be necessary to perform the specific task. These technicians will also use many pieces of electrical and mechanical test equipment to determine system problems. The technician will perform his or her job both indoors and outdoors based on the type

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| RA 110 | Basic Electricity | 5 | (4 - 3) |
| RA 111 | Basic Refrigeration (Coreq RA 110) | 4 | (2 - 6) |
| RA 112 | Basic Heating Systems (Coreq RA110) | 3 | (2 - 3) |
| RA 113 | Sheet Metal Layout & Fabrication | 2 | (1 - 2) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **17** | **(12 - 14)** |
| **Second** | | | |
| RA 120 | Heating/Troubleshooting (Preq RA 110 & 112) | 5 | (3 - 6) |
| RA 121 | Air Conditioning Installation (Preq RA 110, 111, 112) | 4 | (3 - 3) |
| RA 122 | Air Conditioning/Troubleshooting (Preq RA 121) | 3 | (2 - 3) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| | | **17** | **(12 - 14)** |
| **Third** | | | |
| RA 210 | Service & Repair Procedures (Preq RA122) | 4 | (2 - 4) |
| RA 211 | Design & Installation (Preq RA 122) | 4 | (2 - 4) |
| RA 212 | Water Cooled Equipment (Preq RA 122) | 2 | (1 - 2) |
| RA 213 | Special Equipment (Preq RA 122) | 2 | (1 - 2) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| ENGL 201 | Technical Writing (Preq ENGL 101) | 3 | (3 - 0) |
| | | **18** | **(12 - 12)** |
| **Fourth** | | | |
| RA 220 | Reclaim & Outdoor Equipment (Preq RA 210 & 211) | 2 | (1 - 2) |
| RA 221 | Split & Unitized Equipment (Preq RA 210 & 211) | 3 | (1 - 4) |
| RA 222 | High Pressure Chillers (Preq RA 210 & 212) | 3 | (1 - 4) |
| RA 223 | Troubleshooting & Maintenance (Preq RA 210 & 211) | 3 | (1 - 4) |
| RA 224 | Heat Pump Systems (Preq RA 212 & Coreq RA 221) | 3 | (2 - 2) |
| SOC | Social Science Elective: ECON 201 - Economics, | 3 | (3 - 0) |
| | SOC 150 - Social Problems, or SOC 250 - Marriage & the Family | **17** | **(9 - 16)** |
| | **TOTAL** | **69** | |

HVAC INSTRUCTORS
Timothy Hummel, M.Ed. AAS, BS: 14 years industry experience, 13 years teaching experience.

Paul Tunge, AAS: 9 years industry experience, 2 years teaching experience.

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

# Machine Tool Operations

## Vocational Diploma

Machinist, tool, die, and moldmakers use machine tools using either power-driven or hand tools to remove metal and shape it to some specified form and size. Machining equipment is stationary or power-driven. There are many jobs in machine tool operations such as CAD/CAM programmers, moldmakers, diemakers, production machinists, maintenance machinists, and machinists. Related occupations are gunsmiths, model makers, patternmakers, fixture makers, and layout workers.

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| MT 110 | Machinist Math I | 2 | (2 - 0) |
| MT 112 | Print Reading | 2 | (2 - 0) |
| MT 113 | Machine Tool Theory I (Coreq MT 114) | 2 | (2 - 0) |
| MT 114 | Machine Tool Lab I (Coreq MT 113) | 6 | (0 - 18) |
| | | **15** | **(9 - 18)** |
| **Second** | | | |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| ENGL 101 | Composition (Preq Placement Assessment) (DIP COMM 102) | 3 | (3 - 0) |
| MT 120 | Machinist Math II (Preq MT 110) | 2 | (2 - 0) |
| MT 123 | Machine Tool Theory II (Preq MT 113, Coreq MT 124) | 2 | (2 - 0) |
| MT 124 | Machine Tool Lab II (Preq MT 114, Coreq MT 123) | 6 | (0 -18) |
| MT 125 | Computer Numerical Control I (Preq CIS 101, MT 113 & 114) | 3 | (1 - 6) |
| | | **18** | **(9 - 26)** |
| | **TOTAL** | **33** | |

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

Lecture hours may also denote individualized and small group instruction.

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

# Machine Tool Technology

## Associate in Applied Science Degree

Machinists, tool, die, and moldmakers use machine tools using either power-driven or hand tools to remove metal and shape it to some specified form and size. Machining equipment is stationary or power-driven. There are many jobs in machine tool technology such as CAD/CAM programmers, moldmakers, diemakers, production machinists, maintenance machinists, and machinists. Related occupations are gunsmiths, model makers, patternmakers, fixture makers, and layout workers.

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| MT 110 | Machinist Math I | 2 | (2 - 0) |
| MT 112 | Print Reading | 2 | (2 - 0) |
| MT 113 | Machine Tool Theory I (Coreq MT 114) | 2 | (2 - 0) |
| MT 114 | Machine Tool Lab I (Coreq MT 113) | 6 | (0 - 18) |
| | | **15** | **(9 - 18)** |
| **Second** | | | |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| MT 120 | Machinist Math II (Preq MT 110) | 2 | (2 - 0) |
| MT 123 | Machine Tool Theory II (Preq MT 113, Coreq MT 124) | 2 | (2 - 0) |
| MT 124 | Machine Tool Lab II (Preq MT 114, Coreq MT 123) | 6 | (0 - 18) |
| MT 125 | Computer Numerical Control I (Preq CIS 101, MT 113 & 114) | 3 | (1 - 6) |
| | | **15** | **(6 - 26)** |
| **Third** | | | |
| MT 213 | Machine Tool Theory III (Preq MT 123, Coreq MT 214) | 3 | (3 - 0) |
| MT 214 | Machine Tool Lab III (Preq MT 124, Coreq MT 213) | 6 | (0 - 18) |
| MT 215 | Computer Numerical Control II (Preq MT 125) | 3 | (1 - 6) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **18** | **(10 - 24)** |
| **Fourth** | | | |
| ENGL 201 | Technical Writing (Preq ENGL 101) | 3 | (3 - 0) |
| MT 222 | Machine Tool Theory IV (Preq MT 213, Coreq MT 223) | 4 | (4 - 0) |
| MT 223 | Electrical Discharge Machines (Coreq MT 222) | 2 | (1 - 3) |
| MT 224 | Machine Tool Lab IV (Preq MT 214, Coreq MT 222) | 7 | (0 - 21) |
| SOC *** | Social Science Elective: ECON 201 - Economics, | 3 | (3 - 0) |
| | SOC 150 - Social Problems, or SOC 250 - Marriage & the Family | **19** | **(11 - 24)** |
| | **TOTAL** | **67** | |

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

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

# Residential Heating & Cooling

## Vocational Diploma

One-year residential technicians install, service, maintain, and repair a variety of air moving and air tempering equipment associated with residential systems. They will work with blueprints to fabricate and install duct work, tubing, and/or piping circuits. The use of torches, various power tools, and numerous hand tools will be necessary to perform the specific task. These technicians will also use many pieces of electrical and mechanical test equipment to determine system problems. The technician will perform his or her job both indoors and outdoors based on the type of equipment worked on.

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| RA 110 | Basic Electricity | 5 | (4 - 3) |
| RA 111 | Basic Refrigeration (Coreq RA 110) | 4 | (2 - 6) |
| RA 112 | Basic Heating Systems (Coreq RA110) | 3 | (2 - 3) |
| RA 113 | Sheet Metal Layout & Fabrication | 2 | (1 - 2) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **17** | **(12 - 14)** |
| **Second** | | | |
| RA 120 | Heating/Troubleshooting (Preq RA 110 & 112) | 5 | (3 - 6) |
| RA 121 | Air Conditioning Installation (Preq RA 110, 111 & 112) | 4 | (3 - 3) |
| RA 122 | Air Conditioning/Troubleshooting (Preq RA 121) | 3 | (2 - 3) |
| COMM 102* | Communication in the Workplace | 3 | (3 - 0) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| | | **17** | **(12 - 14)** |
| | **TOTAL** | **34** | |

HVAC/R Instructors:
Timothy Hummel, M.Ed. AAS, BS: 14 years industry experience, 13 years teaching experience.

Paul Tunge, AAS: 9 years industry experience, 2 years teaching experience.

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

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

# Transportation Technology



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

# Automotive Technology

## Associate in Applied Science Degree

The Automotive Service Industry is a highly-skilled service group with employment opportunities in every community and in many types of shops. The increasing complexity and usage of computers on today's cars has created a shortage of qualified automotive service and diagnostic technicians. Technicians may work on many types of vehicles and perform various types of repairs ranging from transmission overhaul to computer systems diagnosis. Some technicians may specialize in certain areas of repair such as drivability or engine repair; others prefer to work with customers, parts or sales. Southeast's Automotive Department trains technicians who have a thorough knowledge of vehicle operation and comprehensive repair. With an outstanding reputation, Southeast's Automotive Service Technology graduates are always in demand.

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| AT 110 | Manual Drive Train/Axles Theory | 2 | (2 - 0) |
| AT 111 | Manual Drive Train/Axles Lab (Coreq AT 110) | 2 | (0 - 6) |
| AT 112 | Automatic Transmissions Theory | 2 | (2 - 0) |
| AT 113 | Automatic Transmissions Lab (Coreq AT 112) | 3 | (0 - 9) |
| AT 122 | Brake Theory | 2 | (2 - 0) |
| AT 123 | Brake Lab (Coreq AT 122) | 2 | (0 - 6) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **16** | **(9 - 21)** |
| **Second** | | | |
| AT 130 | Engine Repair Theory | 2 | (2 - 0) |
| AT 131 | Engine Repair Lab (Coreq AT 130) | 3 | (0 - 9) |
| AT 120 | Suspension & Steering Theory | 2 | (2 - 0) |
| AT 121 | Suspension & Steering Lab (Coreq AT 120) | 3 | (0 - 9) |
| AB 121 | Auto Body Servicing | 2 | (1 - 2) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| ENGL/SPCM | ENGL 201 Technical Writing (Preq ENGL 101) | 3 | (3 - 0) |
| | or SPCM 101 Fundamentals of Speech | **17** | **(9 - 22)** |
| **Third** | | | |
| AT 213 | Heating/Air Conditioning Theory | 2 | (2 - 0) |
| AT 214 | Heating/Air Conditioning Lab (Coreq AT 213) | 2 | (0 - 6) |
| AT 210 | Electrical Systems Theory | 4 | (4 - 0) |
| AT 211 | Electrical Systems Lab (Coreq AT 210) | 4 | (0 - 12) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **15** | **(9 - 18)** |
| **Fourth** | | | |
| AT 230 | Engine Performance Theory (Preq AT 210) | 5 | (5 - 0) |
| AT 231 | Engine Performance Lab (Coreq AT 230) | 6 | (0 - 18) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| SOC | Social Science Elective: ECON 101 Economics | 3 | (3 - 0) |
| | or SOC 250 Marriage & the Family | 3 | (3 - 0) |
| | | **17** | **(11-18)** |
| | **TOTAL** | **65** | |

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

| | | | |
|---|---|---|---|
| COMM 102 | Communications in the Workplace (Replaces ENGL 101) | 3 | (3 - 0) |
| PSYC 103 | Pyschology at Work (Replaces PSYC 101) | 3 | (3 - 0) |
| SOC | Social Science Elective - Not Required | | |
| ENGL/SPCM | Technical Writing/Fundamentals of Speech - Not Required | | |

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

# Collision Repair & Refinish Technology

## Associate in Applied Science Degree

Collision Repair and Refinish technicians repair everything from a dented bumper to an almost total wreck. Technicians have the skills and knowledge necessary to determine what repairs are needed to repair vehicles. They may restore autobody parts to their original shape or replace whole sections of the autobody. Technicians may give estimates, repair auto bodies, refinish auto bodies, and align auto frames.

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| AB 110 | Auto Body Repair & Safety/Intro to | 5 | (5 - 0) |
| AB 111 | Auto Body Welding | 3 | (1 - 6) |
| AB 112 | Auto Body Lab | 5 | (0 - 15) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **16** | **(9 - 21)** |
| **Second** | | | |
| AB 120 | Stationary Panel/Frame/Unibody | 5 | (5 - 0) |
| AT 140 | Wheel Alignment | 2 | (1 - 3) |
| AB 122 | Auto Body Lab | 5 | (0 - 15) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| SPCM 101 | Fundamentals of Speech | 3 | (3 - 0) |
| | | **20** | **(13-20)** |
| **Third** | | | |
| AB 211 | Surface Preparation | 3 | (3 - 0) |
| AB 212 | Spray Equipment Operation | 1 | (1 - 0) |
| AB 213 | Refinishing Materials | 1 | (1 - 0) |
| AB 214 | Auto Refinish Lab | 6 | (0 - 20) |
| AB 210 | Auto Body Electrical Circuits/Air Conditioning | 2 | (1 - 2) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| | | **16** | **(9 - 22)** |
| **Fourth** | | | |
| AB 220 | Color Theory | 3 | (3 - 0) |
| AB 221 | Blending | 2 | (2 - 0) |
| AB 223 | Auto Refinish Lab II | 6 | (0 - 20) |
| AB 123 | Auto Collision Estimating | 3 | (2 - 2) |
| AB 225 | Internship (Preq Dept Approval) | 1 | (0 - 6) |
| SOC | Social Science Electrive: ECON 201 - Economics, | 3 | (3 - 0) |
| | SOC 150 - Social Problems, or SOC 250 - Marriage and the Family | **18** | **(10 - 28)** |
| | **TOTAL** | **70** | |

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

| | | | |
|---|---|---|---|
| COMM 102 | Communications in the Workplace (Replaces ENGL 101) | 3 | (3 - 0) |
| PSYC 103 | Pyschology at Work (Replaces PSYC 101) | 3 | (3 - 0) |
| SOC | Social Problems, Economics, Marriage in the Family - Not Required | | |
| SPCM 101 | Technical Writing - Not Required | | |

Lecture hours may also denote individualized and small group instruction.

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

# Diesel Technology

## Associate in Applied Science Degree

Diesel technicians use a variety of skills to prepare, diagnose, repair, and maintain diesel engines. To keep engines running smoothly, a diesel technician uses test equipment to evaluate and troubleshoot running engines. From there, they determine what adjustments are necessary or what parts need to be replaced to restore the engine to top performance. In addition to the engines, diesel technicians also need comprehensive knowledge of electrical systems, transmissions, and air conditioning.

| Course # | Course Title | Credits | Lec/Lab |
|---|---|---|---|
| **First** | | | |
| DM 114 | Preventive Maintenance Theory | 2 | (2 - 0) |
| DM 115 | Preventive Maintenance Lab (Coreq DM 114) | 2 | (0 - 6) |
| DM 116 | Basic Electrical Theory | 2 | (2 - 0) |
| DM 117 | Basic Electrical Lab (Coreq DM 116) | 2 | (0 - 6) |
| DM 118 | Truck Electrical System Theory | 2 | (2 - 0) |
| DM 119 | Truck Electrical System Lab (Coreq DM 118) | 2 | (0 - 6) |
| PSYC 101 | General Psychology | 3 | (3 - 0) |
| | | **15** | **(9 - 18)** |
| **Second** | | | |
| DM 224 | Hydraulic Theory | 2 | (2 - 0) |
| DM 225 | Hydraulic Lab (Coreq DM 224) | 2 | (0 - 6) |
| DM 120 | Air Conditioning Theory (Preq ASE Refrigerant Recovery Quiz) | 2 | (2 - 0) |
| DM 121 | Air Conditioning Lab (Coreq DM 120) | 2 | (0 - 6) |
| DM 214 | Electronic Fuel Theory | 2 | (2 - 0) |
| DM 215 | Electronic Fuel Lab (Coreq DM 214) | 2 | (0 - 6) |
| ENGL 101 | Composition (Preq Placement Assessment) | 3 | (3 - 0) |
| CIS 101 | Computer Essentials | 2 | (1 - 2) |
| | | **17** | **(10 -20)** |
| **Third** | | | |
| DM 210 | Diesel Theory | 4 | (4 - 0) |
| DM 211 | Diesel Lab (Coreq DM 210) | 4 | (0 - 12) |
| DM 220 | Fuel Theory | 2 | (2 - 0) |
| DM 221 | Fuel Lab (Coreq DM 220) | 2 | (0 - 6) |
| MATH 115 | College Math (Preq Placement Assessment) | 3 | (3 - 0) |
| ENGL/SPCM | SPCM101 - Fundamentals of Speech | 3 | (3 - 0) |
| | or ENGL 201 - Technical Writing | **18** | **(12 -18)** |
| **Fourth** | | | |
| DM 130 | Brakes Theory | 2 | (2 - 0) |
| DM 131 | Brakes Lab (Coreq DM 130) | 2 | (0 - 6) |
| DM 132 | Suspension Theory | 2 | (2 - 0) |
| DM 133 | Suspension Lab (Coreq DM 132) | 2 | (0 - 6) |
| DM 230 | Power Train Theory | 2 | (2 - 0) |
| DM 231 | Power Train Lab (Coreq DM 230) | 2 | (0 - 6) |
| SOC | Social Science Elective: ECON 201 - Economics, | 3 | (3 - 0) |
| | SOC 150 - Social Problems, or SOC 250 - Marriage & the Family | **15** | **(9 - 18)** |
| | **TOTAL** | **65** | |

**2-year Diploma option (instead of AAS):**

| | | | |
|---|---|---|---|
| COMM 102 | Communications in the Workplace (Replaces ENGL 101) | 3 | (3 - 0) |
| PSYC 103 | Pyschology at Work (Replaces PSYC 101) | 3 | (3 - 0) |
| ELECTIVE | Social Science - Not Required | | |
| ENGL/SPCM | Technical Writing/Fundamentals of Speech - Not Required | | |

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

# Course Descriptions

# Definitions

**Clinical:** A hands-on requirement in the field of study. Many health programs assign clinical sites to students off-campus for practical, professional experience. In most cases, reports are filed by the site coordinator or supervisor to the STI instructor regarding a clinical student's progress.

**Corequisite:** Courses required at the same time. For example, a corequisite of a lecture is a lab that enhances and covers the same material. Likewise, the lecture is a corequisite of the lab.

**CWAM:** Correct Words A Minute. This is a measurement of keyboarding abilities required as a prerequisite in several courses.

**Health Core:** A set of standard health-related courses required to proceed in a specialty area. For specific information on which health core courses are required, see the current curriculum sheet for the program of interest. A list of the health core courses follows:

| | |
|---|---|
| HC 111 | Anatomy/Physiology/Medical Terminology |
| HC 114 | Health Care/Human Relations |
| HC 121 | Patient Care Techniques |
| HC 124 | Basic Pharmacology |
| HC 221 | Patient Care Techniques II |

**Lab:** A hands-on learning environment at Southeast. Labs are an integral part of the curriculum and are required for satisfactory completion of a program of study. In some programs, labs are included in the lecture portion of the class. In others, labs are listed separately. Often, additional materials/tools are required for labs.

**Internship:** A hands-on requirement in the field of study. Internships are sought out by students, approved by their advisor/department, and can be paid or unpaid. STI instructors will make periodic visits to measure progress and may require a written report and/or portfolio at the end of the internship period.

**Placement Assessment:** Some general education courses require a pre-enrollment inventory through a placement assessment. This assessment is normally administered during orientation prior to the first semester of study.

**Prerequisite:** Courses that must be completed and passed satisfactorily before taking the desired course.

# Course Descriptions

*AB 110* **Intro to Auto Body Repair and Safety** *5 Credits*
An introduction to the major and minor parts of the car body. Students will learn how to safely use hand and power tools. They will learn the how, when, and where of using fillers for the removal of dents. It is also an introduction to the use of a pick and file used to make minor repairs on automobiles and will include all types of plastic and fiberglass repair.

*AB 111* **Auto Body Welding** *3 Credits*
A study of welding principles including the acetylene torch and wire feed welder. Basic fusion welds are taught along with brazing, cutting, arc welding and shop safety.

*AB 112* **Auto Body Lab** *5 Credits*
Students are provided hands-on experience in all phases of minor body repair, servicing of all glass work and use of all body fillers.

*AB 120* **Stationary Panel/Frame/Unibody** *5 Credits*
A study of all types of conventional auto frame repair, unibody frame repair and all types of stationary panel replacement.

*AB 121* **Auto Body Servicing** *2 Credits*
Teaches the alignments of hoods, fenders, bumpers, and doors. Also covered will be the servicing of all glass adjustments and replacements.

*AB 122* **Auto Body Lab** *5 Credits*
Students are provided with hands-on experience of all frame work and stationary panel replacement.

*AB 123* **Auto Collision Estimating** *3 Credits*
Students will learn to analyze, record, and estimate the time and materials involved with refinishing an auto. Use of popular crash estimating manuals in conjunction with auto collision estimating will help students learn methods of job costing a refinishing operation.

*AB 210* **Auto Body Electrical Circuits/Air Conditioning** *2 Credits*
This is a theory and laboratory course including the diagnosis and repair of electrical circuits, supplemental air bag restraint systems, and heating and air conditioning systems.

*AB 211* **Surface Preparation** *3 Credits*
Students will learn the skills needed to properly prepare an automobile surface for painting.

*AB 212* **Spray Equipment Operation** *1 Credit*
The skills needed to operate all the different types of spraying equipment will be covered in this course. Students will also learn how to design and set up an air supply system for a refinishing shop.

*AB 213* **Refinishing Materials** *1 Credit*
A study of modern auto refinishing materials and their uses. Students will learn to choose the proper refinishing materials.

*AB 214* **Auto Refinish Lab** *6 Credits*
Provides a hands-on study of the practical application of skills learned in related theory. Emphasis is placed on shop safety, surface preparation and spraying techniques. *Corequisites:* AB 211, AB 212, AB 213

*AB 220* **Color Theory** *3 Credits*
Provides an in-depth study of color theory and its application to auto refinishing. Students will be able to tint colors correctly and match colors properly.

*AB 221* **Blending** *2 Credits*
Students will be able to perform an acceptable blending operation in the different types of auto finishes.

*AB 223* **Auto Refinish Lab II** *6 Credits*
Provides a hands-on study of the practical application of skills learned in related theory. Emphasis is placed on refinishing materials handling safety, color matching, and blending. The lab also provides a hands-on study of the practical application of skills learned in related theory. Emphasis here is placed on job costing of refinishing operations, ordering materials, shop organization and control, and identifying and correcting paint defects and potential problems.

*AB 225* **Internship** *1 Credit*
Students will gain forty hours experience in a real-life, on-the-job position as an auto collision mechanic or an auto refinisher. *Prerequisite*: Department Approval

*ACCT 210* **Principles of Accounting** *4 Credits*
An introduction to the basic concepts of accounting. It teaches basic principles of accounting application to service and merchandising businesses in a sole proprietorship environment. This course also emphasizes the qualities of a properly designed accounting system including the principles of internal control and the use of special journals and subsidiary ledgers.

*ACCT 211* **Principles of Accounting II** *4 Credits*
A continuation of Accounting Principles I. It will include accounting for payroll, current liabilities, partnerships, corporations, and bonds.

Also covered are the statement of cash flows and an introduction to managerial accounting concepts, including job-order cost systems. *Prerequisite:* ACCT 210

*ACCT 212* **Intermediate Accounting I** *4 Credits*
Includes a comprehensive study of accounting theory and concepts relating to the income statement, balance sheet, statement of cash flows, revenue recognition, cash, current receivables, current liabilities, and inventories. *Prerequisite:* ACCT 211

*ACCT 213* **Intermediate Accounting II** *4 Credits*
A continuation of ACCT 212 (Intermediate Accounting I). It will include a comprehensive study of accounting concepts relating to acquisition, depreciation and disposition of plant assets and intangibles; investments in equity securities; accounting for debt securities; leases; stockholder's equity; accounting changes and errors; accounting for income taxes; and earnings per share. *Prerequisite:* ACCT 212

*ACCT 214* **Cost Accounting I** *4 Credits*
Designed to give students an introduction to cost accounting concepts, procedures, and managerial reporting processes. The major topics include cost concepts and behavior, cost system design, job costing, process costing, spoilage and quality management, allocating costs to departments, activity-based costing and management, and allocating joint costs. *Prerequisite:* ACCT 211

*ACCT 217* **Computerized Accounting** *3 Credits*
Course provides hands-on computer accounting projects to be completed on Peachtree Software. The student will set up a basic computerized accounting system for a company and will work with payroll,payables/ receivables, and general ledgers. *Prerequisite or Corequisite:* ACCT 210

*ACCT 218* **Tax Accounting** *4 Credits*
A comprehensive explanation of the Federal tax system and provides training in the application of the tax principles to specific problems. Turbo Tax Software is used in preparing tax returns for a variety of tax concepts. The main focus of the course is individual taxes. *Prerequisite:* ACCT 210

*ACCT 237* **Payroll** *2 Credits*
Presents the need for adequate and accurate payroll and personnel records, payroll calculations, payroll taxes, payroll tax reports, and the accounting for payroll and payroll taxes. Also included is a payroll project applying the knowledge acquired in the course. *Prerequisite:* ACCT 210

*ACCT 238* **Government Non-profit Accounting** *3 Credits*
Builds the students understandng of the basic concepts of governmental and non-profit accounting. Typical topics include preparing and recording budgets, as well as basic property tax concepts. The student is also introduced to analyzing and entering typical governmental transactions and developing non-profit financial statements. *Prerequisite:* ACCT 210

*ACT 120* **Materials and Methods of Construction** *3 Credits*
Building construction methods will be taught along with types of construction materials. Terminology, standard sizes, shapes, usage and building codes will be addressed as they apply to residential construction projects. *Corequisite*: ACT 121

*ACT 121* **Architectural Drawing I** *3 Credits*
Involves the task of drawing a complete set of working drawings for a private residence. The drawings will be generated on the computer and will consist of site, floor, framing, and foundation plans, as well as wall and building sections, elevations, and presentation drawings. *Prerequisite*: DT 101; *Corequisite:* ACT 120

*ACT 210* **Commercial Construction Techniques** *3 Credits*
Covers the overall process of commercial construction techniques and technology. A thorough understanding of construction documents will be incorporated into this course. Steel, concrete, laminated timber, masonry and precast concrete construction techniques will be studied. Field trips to various manufacturing plants and construction sites in and around the Sioux Falls area will be conducted upon availability. *Prerequisite*: ACT 120; *Corequisite:* ACT 212

*ACT 211* **Mechanical/Electrical Systems** *3 Credits*
Introduces students to the electrical, plumbing, and mechanical systems of a building. Students will incorporate their prior knowledge of floor plan layout and symbol usage to the support systems of a structure. Students will also be required to size an electrical panel, determine the heat loss/heat gain of a structure and layout the plumbing system of a structure. *Prerequisite:* ACT 212

*ACT 212* **Architectural Drawing II** *3 Credits*
This drawing lab will introduce students to the development of construction documents. Commercial floor plans, elevations, sections, details, and structural plans will be developed for a commercial structure. Students will have the opportunity to design and draw a small commercial building consisting of a steel frame, masonry, precast concrete, and laminated timber construction. *Prerequisite:* ACT 121; *Corequisite:* ACT 210

*ACT 220* **Construction Estimating** *3 Credits*
A study of the process of estimating in the construction industry, methods of estimating will be described and practiced with the use of working drawings and construction cost manuals. Students will utilize an estimating format to develop quantity surveys for determining construction costs. *Prerequisite*: ACT 212

*ACT 221* **Construction Management** *3 Credits*
Concentrates on the procedures and methods that are used by the construction contractor during the construction and post-construction phases of a project. Explains how the contractor systematically plans, organizes, manages, controls and documents jobsite activities. *Prerequisite*: ACT 210

*ACT 222* **Strength of Materials** *3 Credits*
An introduction to the strength of materials through calculation of problems and experiments in stress, strain, deflection of beams, joints, theory of columns, and fatigue in reinforced concrete, heavy timber, and structural steel. *Prerequisite*: CET 213

*ASL 101* **American Sign Language I** *2 Credits*
Enables students to develop basic sign language skills to communicate with Deaf and Hard of Hearing consumers. The course will provide basic vocabulary and conversational skills, and grammatical syntax and rules of sign language. Outside day and evening activities are required.

*ASL 102* **American Sign Language II** *2 Credits*
Second level of ASL training will help students develop more sign language skills to communicate with Deaf and Hard of Hearing consumers. Provides basic vocabulary, conversational skills, grammatical syntax, and rules of sign language. Outside day and evening activities are required. *Prerequisite*: ASL 101

*ASL 103* **American Sign Language III** *3 Credits*
Third level of ASL training is designed to develop an understanding of ASL sentence rules and structure, students will also improve their signing and conversational skills. The course will focus on aspects of basic vocabulary, grammar syntax, and rules. Hands-on experience provided by the Deaf and Hard of Hearing consumers. Outside day and evening activities are required. *Prerequisite*: ASL 102

*ASL 104* **American Sign Language IV** *3 Credits*
Students are expected to fine tune the signing and conversational skills in ASL. Grammar syntax and rules will be emphasized through

immersion into the Deaf culture and community as part of the hands-on learning experience. Outside day and evening activities are required. *Prerequisite*: ASL 103

*ASL 105* **American Sign Language V** *4 Credits*
A continuation in learning to understand the ASL sentence structure and syntax, designed to prepare students to enter the actual interpreting training program. Students are required to have strong expressive/receptive abilities in order to provide effective communication. *Prerequisite*: ASL 104

*ASL 110* **Non-Manual Markers** *2 Credits*
Designed to demonstrate and explain the use of face, eyes, and head movements to convey grammatical information such as questions and complex sentences when communicating with American Sign Language. Other topics will include the appropriate use of ASL 'Mouth Morphemes' that are used to demonstrate emotions and clarify meaning.

*ASL 115* **Finger Spelling** *2 Credits*
Designed to introduce and/or reinforce knowledge and understanding of the fundamentals of lexicalized fingerspelling. Includes enhancing number productions, as well as working with loan signs, letter blocks, and providing tips for improving both expressive and receptive skills. *Prerequisite*: ASL 104

*AT 110* **Manual Drive Train/Axles Theory** *2 Credits*
A study of the theory of operation of differentials, transfer cases, and manual transmissions on both front and rear wheel drive vehicles. *Corequisite*: AT 111

*AT 111* **Manual Drive Train/Axles Lab** *2 Credits*
Students will perform laboratory tasks including the diagnosis and repair of differentials, transfer cases, and manual transmissions on both front and rear wheel drive vehicles. *Corequisite*: AT 110

AT 112 **Automatic Transmissions Theory** *2 Credits*
A study of the theory of automatic transmissions on both front and rear wheel drive vehicles. *Corequisite*: AT 113

*AT 113* **Automatic Transmissions Lab** *3 Credits*
Students will perform laboratory tasks including the diagnosis and repair of automatic transmissions on both front and rear wheel drive vehicles. *Corequisite*: AT 112

*AT 120* **Suspension and Steering Theory** *2 Credits*
Covers the theory of operation of suspension and steering systems of both front and rear wheel drive vehicles. *Corequisite*: AT 121

*AT 121* **Suspension and Steering Lab** *3 Credits*
Students will perform laboratory tasks including the diagnosis of suspension and steering systems in both front and rear wheel drive vehicles. *Corequisite*: AT 120

*AT 122* **Brake Theory** *2 Credits*
Covers the theory of operation of brake systems on both front and rear wheel drive vehicles. *Corequisite*: AT 123

*AT 123* **Brake Lab** *2 Credits*
Students will perform laboratory tasks including the diagnosis of brake systems on both front and rear wheel drive vehicles. *Corequisite*: AT 122

*AT 130* **Engine Repair Theory** *2 Credits*
A study of the theory of operation of engine systems on both front and rear wheel drive vehicles. *Corequisite*: AT 131

*AT 131* **Engine Repair Lab** *3 Credits*
Students will perform laboratory tasks including the diagnosis of engines in both front and rear wheel drive vehicles. *Corequisite*: AT 130

*AT 140* **Wheel Alignment** *2 Credits*
The theory of operation of wheel alignment on both front and rear wheel drive vehicles is studied.

*AT 210* **Electrical Systems Theory** *4 Credits*
A study of the theory of operation of batteries, starting systems, charging systems, ignition systems, lighting systems, gauges, horn and wiper systems, accessories and miscellaneous items. *Corequisite*: AT 211

*AT 211* **Electrical Systems Lab** *4 Credits*
Students will perform laboratory tasks including the diagnosis and repair of batteries, charging systems, lighting systems, gauges, horn and wiper systems, accessories, and miscellaneous items. *Corequisite*: AT 210

*AT 213* **Heating/Air Conditioning Theory** *2 Credits*
A study of the theory of operation of refrigeration system components, heating and engine cooling systems, electrical and vacuum control units, and temperature controls. *Corequisite*: AT 214

*AT 214* **Heating/Air Conditioning Lab** *2 Credits*
Students will perform laboratory tasks including the diagnosis and repair of refrigeration system components, heating and engine cooling systems, electrical and vacuum control units and temperature controls. *Corequisite*: AT 213

*AT 230* **Engine Performance Theory** *5 Credits*
The theory of operation of computerized and non-computerized general engine performance, fuel and exhaust systems, emissions control systems, and engine related service are studied. *Prerequisite*: AT 210; *Corequisite*: AT 231

*AT 231* **Engine Performance Lab** *6 Credits*
This lab enables students to gain experience in computerized and non-computerized general engine diagnosis, fuel and exhaust systems, emission control systems, and engine related service. *Corequisite*: AT 230

*BMET 200* **Biomedical Anatomy** *4 Credits*
Develops the ability of the Biomedical Technician to communicate with the healthcare staff in a respectful and competent way. Students will be prepared to recognize the anatomical and physiological aspects of the human body. Will also define the structure and function of the human body in a way that will make the Biomedical Technician more proficient at repair, calibration and preventive maintenance of medical equipment.

*BMET 210* **Patient Care Equipment** *3 Credits*
Intended to provide the information and concepts necessary to develop a firm understanding of patient care equipment operation. Emphasis is placed on the theory of operation, calibration procedures, and troubleshooting techniques. Students will learn how to use various pieces of test equipment associated with patient care equipment. *Prerequisite*: BMET 200; *Corequisites:* BMET 211, BMET 220 and BMET 221

*BMET 211* **Patient Care Equipment Lab** *2 Credits*
Provides the hands-on experience of calibrating and troubleshooting patient care equipment. Instructor-inserted faults will enable the student to develop the necessary skills in repairing patient care equipment. *Corequisite*: BMET 210

*BMET 220* **Neuro/Cardiac Care Instrumentation** *3 Credits*
Intended to provide the information and concepts necessary to develop a firm understanding of neuro/cardiac care instrumentation. Emphasis is placed on the theory of operation, calibration procedures, and troubleshooting techniques. The student will learn how to use various pieces of test equipment associated with neuro/cardiac care instrumentation. *Corequisite*: BMET 210

*BMET 221* **Neuro/Cardiac Care Instrumentation Lab** *2 Credits*
Provides the hands-on experience of calibrating and troubleshooting neuro/cardiac care instrumentation. Instructor-inserted faults will enable the student to develop the necessary skills in repairing neuro/cardiac care instrumentation. *Corequisite*: BMET 220

*BMET 230* **Medical Safety Standards** *3 Credits*
Provides the fundamentals for safety in a health care facility. Emphasis is placed upon the safety of the operator and patient. The student will be introduced to electrical analysis of all medical instrumentation.

*BMET 250* **Clinical Instrumentation** *3 Credits*
Intended to provide the information and concepts necessary to develop a firm understanding of clinical instrumentation. Emphasis is placed on the theory of operation, calibration procedures, troubleshooting techniques, and safety precautions. The student will also become familiar with the usage of various pieces of test equipment associated with clinical instrumentation. *Prerequisite*: CHEM106; *Corequisite*: BMET 251

*BMET 251* **Clinical Instrumentation Lab** *3 Credits*
Provides hands-on experience of calibrating and troubleshooting clinical instrumentation. Instructor-inserted faults will enable the student to develop the necessary skills in repairing clinical instrumentation. Proper safety precautions will be followed. *Corequisite*: BMET 250

*BMET 260* **Imaging Equipment** *3 Credits*
Intended to provide the information and concepts necessary to develop a firm understanding of imaging equipment. Emphasis is placed on the theory of operation, calibration procedures, troubleshooting techniques, and safety precautions. The student will also become familiar with the usage of various pieces of test equipment associated with imaging equipment. *Prerequisite*: ET 281; *Corequisite*: BMET 261

*BMET 261* **Imaging Equipment Lab** *4 Credits*
Provides the hands-on experience of calibrating and troubleshooting imaging equipment. Instructor-inserted faults will enable the student to develop the necessary skills in repairing imaging equipment. Proper safety precautions will be followed. *Corequisite*: BMET 260

*BMET 270* **Biomedical Equipment Technology Internship** *3 Credits*
Provides the student with 240 hours of on-the-job training in a biomedical department of a health care facility, medical equipment manufacturer, medical equipment dealership, or an independent service organization. In addition, the student will become familiar with the subdivisions and functions of the facility. *Prerequisites*: All BMET required courses and permission of Program Chair.

*BUS 100* **Team Building** *3 Credits*
This course introduces the teamwork and team-building concept and movement throughout education, industry and communities. Students will read and discuss the various philosophies in self-directed teams as well as total quality management. Students will observe and compare working teams in education, industry, communities and families and will participate in team building activities and discussions.

*BUS 101* **Introduction to Business** *3 Credits*
An overview of the operating aspects of the business world and to provide the student with a solid foundation for future learning. Concentration on economics, business structure, management, and marketing technology will develop a philosophy for success in a dynamic business career.

*BUS 107* **Office Procedures** *4 Credits*
Students will learn the necessary office skills needed in the every day operation of an office. Skills in filing, record keeping, professional image, appointment making, mail processing, telephone usage, facsimiles, and personal development will be learned. Some time will also be spent developing the ten-key touch method for typical business calculations. *Prerequisites or corequisites:* Math 115, 40 cwam

*BUS 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.

*BUS 121* **Strategic Marketing** *3 Credits*
In an era marked by the challenges of global competition, rapidly changing technology, new consumer needs, and shifting demographics, the development of strategic marketing skills is essential if companies are to survive. Because unique strategic marketing moves are not often transparent to competitors and are nearly always difficult, a focus on marketing strategy often yields a significant advantage. Computer skills, teamwork, decision making, problem solving, and communication skills will be required. *Prerequisite*: BUS 120

*BUS 130* **Business Communications** *4 Credits*
Students will learn to write various types of business letters, memos, and reports. Correct English usage, spelling, punctuation, and proofreading will also be emphasized. Students will become aware of message types and appropriate business tones. Students will learn how to use Internet access for e-mail and research. All students will prepare a resumé.

*BUS 140* **Business Law** *3 Credits*
Students will gain basic knowledge of United States law and the judicial system and will study law as it pertains to contracts, warranties, and product liability, consumer protection, real property, landlord and tenant, employment, partnerships, and corporations.

*BUS 150* **Advertising** *3 Credits*
Students will explore how everyone living and working in the modern world today is influenced by advertising. In fact, at some time in their lives, most people become creators of advertising. Students will gain an understanding of how advertising is actually practiced.

*BUS 152* **Desktop Publishing** *3 Credits*
Creativity, design, and layout are expressed by students learning Aldus Pagemaker. A learn while doing approach will develop a great portfolio for careers requiring Desktop Publishing experience.

*BUS 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.

*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 how the Federal Reserve plays an important role between the two. Students will also learn about bank marketing techniques as well as future trends. Both consumers and banking professionals will enjoy this course offering.

*BUS 209* **Principles of Insurance** *3 Credits*
A basic study of life and health insurance available and the analysis of insurance coverage needs of an individual. The major areas covered include the types of term and permanent policies, annuities, how much insurance is needed, policy provisions, riders, and health insurance plans.

*BUS 210* **Supervisory Management** *3 Credits*
Perhaps at no other time in our history has the supervisor's traditional role undergone such a major overhaul by American organizations. Many organizational trends today- downsizing, cost cutting, quality enhancement, employee empowerment, and diversity issues (culture change) - have substantially complicated the supervisor's role, adding new challenges at the supervisory level. Students will understand all of these concepts. Supervisory management is working through people to maximize productivity while maintaining a positive work environment.

*BUS 212* **Human Resource Management** *3 Credits*
Students will understand how an organization's efficiency is impacted by the effectiveness of its human resource management. Human resource planning recruitment, selection, development, compensation and benefits, employee and labor relations, safety and health and researching human resources will be covered in the course.

*BUS 217* **Customer Service** *3 Credits*
Providing excellent customer service remains one of the most important ways for any business to differentiate itself from competitors. In this course, students will improve their service skills through a multi-faceted approach: by learning how to handle difficult customers, by improving communication skills, by appreciating diversity and by building loyalty.

*BUS 219* **Principles of Lending** *3 Credits*
Either as consumers or as professionals, virtually everyone has a need to understand the basics of consumer loans. In this course, students will be exposed to the various types of consumer loans, the credit approval process, loan structuring, and loan recovery. Students will also learn how the banking industry effectively manages the consumer credit business by responding to changing consumer needs and by continuously improving its processes and management tools.

*BUS 220* **Personal Finance** *3 Credits*
Designed to provide students with the tools to become financially self-sufficient. Budgeting, cash management, risk management, investments, and estate planning will be covered to help students gain a better understanding of what to do with their current and/or future income.

*BUS 230* **Small Business Entrepreneurship** *3 Credits*
Designed to help students gain the knowledge to start a small business. The instructor will help students explore the tools needed to begin a small business. The focus is on the development of a business plan, which will be the end result of the course.

*BUS 232* **Real Estate Principles** *3 Credits*
Real estate is viewed from four perspectives: the business perspective, the legal perspective, the economic perspective, and the financial perspective. These perspectives are the predominant points of view that real estate professionals take when analyzing and implementing decisions. This course is certified by the South Dakota Real Estate Commission and fulfills 60 of the 100 hours required for licensure.

*BUS 235* **Principles of Investments** *3 Credits*
Principles of Investments will establish the groundwork essential to the development of investment strategies and the management of financial resources. A very technical and fast-paced industry will be translated to layman's terms so that anyone taking this course can feel comfortable in going to a brokerage firm to do trading of their own as well as being prepared to make a career in the brokerage business.

*BUS 240* **Conversational Spanish** *3 Credits*
Students will learn the basic speaking and listening skills needed for various business transactions. Emphasis is placed on pronunciation, vocabulary acquisition, and basic grammatical concepts so students can function in simple communicative situations.

*BUS 280* **Promotional Strategies** *3 Credits*
Students will receive hands-on experience in marketing and research development through the implementation of a special promotional campaign (the STI "Value Card"). Sales promotion, advertising, personal selling, problem solving, teamwork, and communication skills are applied. Students will develop an exciting philosophy for success in a dynamic marketing/business environment.

*BUS 289* **Organizational Behavior** *3 Credits*
Integrates applied business tools with the social sciences of psychology, sociology, social psychology, anthropology, and political science. Current and future leaders, managers, and employees will be challenged to use this knowledge in an attempt to explain, predict, and control human behavior in dynamic organizations.

*BUS 290, BUS 291, BUS 295* **Internship** *3 Credits*
Students will enjoy a capstone experience by working 180 hours in the business world, utilizing the opportunity to put into practice all that they have learned. Students will be guided to achieve specific objectives as developed by the company, student, and supervising instructor. *Perequisites:* 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 draw, edit, text, zoom, print, blocks, and dimension. Word processing and spreadsheets will be used along with e-mail. The students will use these skills to produce small miscellaneous drawings. *Corequisites*: CIS 105, DT 101 or Department Approval

*CAD 211* **Computer Assisted Design II** *4 Credits*
A continuation of CAD I, emphasis is on block attributes and extractions, customizing the tablet, side, pull down, and button menus. Simple lisp routines will be covered along with introduction to 3D solid drawings and isometric drawings. Model and paper space will be covered. *Prerequisite*: CAD 120

*CAD 215* **Computer Assisted Design Special Topics** *3 Credits*
Designed for students with an interest in CAD Engineering Technology, Architectural Technology, or Civil Engineering Technology degrees. Students will create a project that is related to their field of study. Students will work toward a presentation video that demonstrates an animated series that will put together shapes and shadows while turning or rotating. Students will use the Autodesk 3D Studio Max program or Autodesk 3D VIZ program. *Prerequisite*: CAD 211

*CAD 217* **Introduction to Animation** *4 Credits*
This will be a hands-on exploratory class in using 3D Studio Max software. The students will become familiar with the Max interface and use it create 2D and 3D scenes. The created objects will then have materials and colors applied. Lights will be added and finally cameras will be placed so that an animation will be generated. This will then create output files in avi format.

*CAD 220* **Civil CAD III/Geographical Info Systems** *3 Credits*
An introduction to the theory and applications of Geographical Information Systems. Applications in queries of source maps, topology, thematic, digitizing, and many uses of raster images. Drawing objects representing real-world components are associated with data in the form of attributes, object data, and database-linked data, Advance projects in Land Development Desktop with emphasis in surveying and platting will be preformed. *Prerequisite:* CAD 211, CET 210; *Corequisite:* CET 220

*CAD 221* **Computer Assisted Design III/Arch.** *3 Credits*
Designed for students with an interest in Architectural Design Technology. Students will customize their AutoCAD menus, work on architectural drawings, and use the Auto Architect software to make drawings in 3D. Students will also use electrical, plumbing and HVAC programs by Softdesk software, and will make corrections to drawings that have been redlined. *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 Engineering Technology. Students will produce drawings by the use of reverse engineering and using measuring instruments to sketch out the parts that make-up a piece of machinery. A complete set of drawing plans will be generated by students who will use AutoDesk Inventor and Pro E software to make 3D drawings. Students will work in teams and share parts between the groups to verify fit. *Prerequisite*: CAD 222

*CAD 242* **3D Design** *3 Credits*
Designed for students in CAD Engineering Technology. Students will work with AutoDesk Inventor and Pro E software to run finite analysis calculations on models that have been created. This will show forces applied to parts and how changes to models will affect the stress calculations. 3D Studio Viz will be used to create 3D part models and apply color and material to make realistic looking parts. These parts will then animate to simulate motion of parts in an assembly. *Prerequisite*: CAD 222

*CET 101* **Engineering Technical Math** *4 Credits*
A practical working knowledge of mathematical ideas beginning with basic algebra, followed by intermediate algebra, geometry and concluding with right angle trigonometry. Topics include polynomials, factoring, rational expressions and complex numbers. It continues with linear equations and inequalities, graph functions, polynomial and rational function, exponential, logarithms and systems of equations. The course concludes with a review of geometry and right angle trigonometry. The course will focus on applying the knowledge to engineering situations. Special emphasis will be placed on critical thinking and problem solving using engineering formats.

*CET 110* **Survey I** *3 Credits*
An introduction to the science of surveying involving measurements and the computations of measurements. Error determinations, angles and bearing, traverse adjustments and area computations will be calculated. This course will focus on the hands-on use of various fundamental surveying instruments, along with their adjustments and accuracy's through field exercises. *Corequisites:* CET 101, DT 101

*CET 120* **Survey II** *4 Credits*
Electronic surveying equipment involving total station and data collection are introduced to the science of surveying, along with cogo and survey CAD software (each student will have their own laptop computer with LDD and an IPAQ hand-held computer with survey data collection modules). Surveying software and data collection/ transfers are the focus durign the first half of the semester then field projects using these technologies will be performed in traversing, and topography. Students then compile electronic field data and through cogo, and CAD software generate topographic maps. *Prerequisites:* CET 110, CAD 120

*CET 121* **Soils** *3 Credits*
Students have the opportunity to perform laboratory and field tests on soils used for building construction and civil engineering projects. This is primarily a hands-on activity where most of the course is devoted to actual laboratory testing procedures along with the necessary calculations and measurements required for an accurate soil analysis.

*CET 122* **Intro to Land Development Desktop** *2 Credits*
An introduction to the software and applications of Land Development Desktop with laboratory exercises to illustrate the practical uses of these concepts. *Prerequisite:* CAD 120

*CET 130* **Civil Internship** *2 Credits*
Designed to provide students with practical, on-the-job experience. It is normally taken during the summer semester because this is the busy time for the engineering/construction industry. This experience enables students to put into practice the many different skills, techniques and knowledge that are so important for success in the industry.

*CET 210* **Survey III/Route Layout** *4 Credits*
A series of field projects in construction staking, laying out horizontal curves house/bldg staking curb & gutter, storm & sanitary sewer and slope staking, will be performed by the use of total stations, data collectors and GPS (each student will have their own laptop computer with LDD and IPAQ hand-held computer with survey data collection modules). Computations in vertical curves and super elevations will be studied along with other factors affecting construction staking, route location and design. Plans, profiles and cross-sections will be produced for individual staking projects along with a complete set of road/street plans for a short road design project. *Prerequisite:* CET 120

*CET 211* **Construction Materials Testing** *3 Credits*
Gives students the opportunity to learn some of the fundamental properties of construction materials such as concrete and asphalt through lectures, assigned readings, and laboratory testing. Course concentrates on the use of concrete and asphalt in construction, will examine mixing, placing, finishing, reinforcing, jointing, and curing. Emphasis placed on field procedures and laboratory testing. Prepares students to take examination for an ACI Certified Concrete Testing Technician, Grade 1. *Prerequisite:* CET 121

*CET 213* **Statics** *3 Credits*
An introduction to the basic concept of mechanics emphasizes the action of forces on rigid bodies. Includes analysis of planar

force systems, friction, first moments and centroids, and moments of inertia. These concepts will be treated as they relate to the functions performed by technicians. *Prerequisite*: MATH 120

*CET 220* **Survey IV/GPS** *3 Credits*
A fundamental theory to practical applications of GPS; a study of GPS errors, accuracies, techniques in everyday practice, GPS technology, common hardware, surveying methods and planning and observation. Static field projects using the harn and cor stations will be performed along with RTK projects in data collections and stakeout. *Prerequisite:* CET 210

*CET 221* **Land Surveying Law** *3 Credits*
The study of laws, deeds and conveyances; legal principles of retracement surveys of lots and blocks; unwritten title laws and methods of property transfer in real property; the USPLS and legal principles of retracements in a complete section break-down; easements, systems of land descriptions, water laws, court-house research of land records and to become familiar with the codified laws of South Dakota.

*CET 223* **Estimating & Office Practices** *3 Credits*
Examination of construction cost extimating process. Both manual and computer estimation processes will be used. Course also provides an examination of structure and economics of a Construction/Architect/Engineer small business.

*CET 224* **Water & Waste Water** *3 Credits*
A fundamental course in hydraulics and water/waste water processes including water quality, water treatment systems, water distribution, storm drainage along with fundamentals of sewer system design, and physical sewage treatment methods and disposal.

*CHEM 106* **Chemistry Survey** *4 Credits*
Students who have had some chemistry and those who have had no chemistry background will acquire a basic understanding of the makeup of matter and the changes that it undergoes. Going from simple elements to complex compounds, this course will be concentrating on some observational facts and theoretical concepts involving problem solving, scientific reasoning, thinking and "wondering why".

*CIS 100* **Keyboarding** *2 Credits*
Students will develop touch control of the alphabetic keyboard and numeric keypad. Skill building activities make use of various presentation techniques, individualized goal setting, educational games, and diagnostic timed writings. Correct keyboarding technique and proper posture are emphasized.

*CIS 101* **Computer Essentials** *2 Credits*
Designed to enable students with little or no computer experience to acquire a basic understanding of the personal computer. This course involves the study of computer basics such as hardware, operating systems, and file management, using the Internet for research, word processing, and spreadsheets.

*CIS 105* **Introduction to Computers** *3 Credits*
Includes essential computer hardware and software concepts as well as an introduction to the Internet (basic navigation and searching), and the I-notes electronic mail program used at Southeast Tech. Students will gain a proficiency in working in a wireless local area network environment and with the Microsoft Windows Operating System. File management skills will be reinforced as students create documents, spreadsheets, presentations and databases using the applications included in the Office suite. The class will utilize a hands-on, exercise-oriented approach that allows students to learn by example. Students will complete a variety of projects focused toward the objectives of their given program of study.

*CIS 106* **Introduction to Computers/CIS** *3 Credits*
Includes essential computer hardware and software concepts as well as an introduction to the Internet, searching and email. Students will gain proficiency working with a LAN and Windows operating system. File management skills will be reinforced as students complete career research projects using word processing, spreadsheet and presentation applications. A majority of class time will be spent learning database essentials with Access.

*CIS 123* **Word Processing** *4 Credits*
Word processing concepts and document formatting are presented along with hands-on training using Word for Windows software on a microcomputer. Students will learn word processing skills through the advanced level. Students will develop skill in the creation and revision of many typical business documents, forms and templates using the proper layout, style and techniques. Document creation with speed, accuracy and appropriate English usage and punctuation practices will be emphasized. Keyboarding speed and accuracy will also be developed. *Prerequisites or Corequisites:* CIS 105, Keying Speed of 30 cwam or CIS 100

*CIS 125* **Advanced Microcomputer Applications** *3 Credits*
Expands upon the students' business computer applications skills through advanced learning in the Microsoft Office suite: Microsoft Word (documents), Microsoft Excel (spreadsheets), Microsoft Powerpoint (presentations) and Microsoft FrontPage (web sites). The students will learn by example, in teams and individually. Students will also use problem-solving skills to complete projects, exercises and case studies that use software as a tool in business. Peripherals, such as digital cameras, scanners and color deskjet printers can be utilized as tools to enhance student products. *Prerequisite:* CIS 105

*CIS 130* **Introduction to Programming** *3 Credits*
Introduces students to the terminology, fundamentals and application of a disciplined program development process. Basic programming concepts such as problem analysis, logic organization and design, and program development and testing will be implemented. Program design tools such as flowcharts and pseudocode will be incorporated into the development of beginning-level business applications using the Java programming language flow control statements, methods, and arrays.

*CIS 132* **Visual Basic.NET - Intro** *3 Credits*
Entry-level course in Microsoft Visual Basic. NET utilizes procedural and object-oriented programming techniques. Topics include: application analysis and design; structured programming techniques; VB controls and properties, events and methods; logic constructs; variable definitions and scope; debugging techniques; sub procedures and functions; sequential file access; database access; and error trapping. *Prerequisite:* CIS 130 or equivalent

*CIS 149* **Introduction to Java** *3 Credits*
Develops the knowledge necessary to understand, write and debug simple programs in the Java programming language. Topics covered include data types, operators, expressions, program flow control statements, methods, objects and classes, class inheritance, applets, applications, arrays, interfacing with databases using SQL statements in Java programs and graphical user interfaces. *Prerequisite*: CIS 130

*CIS 151* **Microcomputer Hardware/DOS** *4 Credits*
Designed to teach the architecture and inner workings of the IBM/IBM compatible personal computer and associated peripheral devices. The main emphasis is aimed at providing a thorough understanding of how hardware devices work and interact with each other. Students will build several types of microcomputers, load software, and become familiar with operating the personal computer system. Skills required to install upgrades will also be taught.

*CIS 160* **Linux Administration** *3 Credits*
Develops students' UNIX and NOS (Network Operating) skills using Red Hat Linux. Students install, configure, and maintain their own Linux server. Topics include the UNIX command line, installation,

networking configuration, software installation, enabling server services, firewall configuration, SAMBA and Windows connectivity, and configuring X-Windows.

*CIS 165* **iSeries/400** *3 Credits*
Introduces students to the IBM iSeries/400 midrange system environment. Basic skills required of programmers and system operators will be developed. Students learn to define data files and create simple menus. Use of iSeries utilities, control language commands, and the GUI interface (iSeries Navigator) are also covered.

*CIS 169* **Network and OS Fundamentals** *4 Credits*
Develops networking skills through learning what a LAN (Local Area Network) is, how it is used and works. Students will develop 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 be covered during the course.

*CIS 171* **Introduction to Networking** *4 Credits*
Teaches fundamental concepts used in computer networking, including discussion of the OSI model, how data flows through networked devices, network design, and network protocol configuration. Learn how physical and logical addresses are created and interpreted in a TCP/IP based network, and how to designate network and host addresses in an IP addressing scheme.

*CIS 180* **Windows Server OS** *4 Credits*
Covers the basic installation, configuration, security and maintenance of Windows 2003. Students should be able to add users, assign a shared disk space and install printers. System management skills, and concepts relating to the MCSE testing process, will also be covered. Additional study beyond the scope of this course is expected before taking the certification tests.

*CIS 187* **Routers and WANs I** *3 Credits*
Gives students exposure to the installation and configuration of CISCO routers. Topics will include a light review of the IOS 7 layer model, basic bridge and switch operation, identifying different routing and routed protocols, router components, router initialization, updating the OSI, installing TFTP servers, and general router IOS command structure. *Prerequisite:* CIS 171

*CIS 195* **Internet Programming Essentials** *4 Credits*
Develops students' Internet skills with Hypertext Markup Language (HTML). Students will each develop their own personal web page, providing them with a well-rounded understanding of the Internet. A simple text editor will be the main development tool for their web pages. Students will also be exposed to other web page development tools including Microsoft FrontPage and DreamWeaver.

*CIS 197* **Internet Applications** *3 Credits*
Students will develop their own web sites while working with some of the most popular web tools used today, including Adobe Photoshop, Microsoft, and Macromedia Flash. Extensive hands-on experience with images is gained when students learn how to create, edit, optimize and animate images, work with image mapping and slicing tools, and create rollover effects. Additional topics covered include Cascading Style Sheets, JavaScript, and DHTML. *Prerequsites:* CIS 130, CIS 195

*CIS 232* **Visual Basic.NET – Advanced** *3 Credits*
Students use Microsoft's Visual Basic.NET to develop a variety of Windows applications, including multi-tier programs that employ object-oriented programming techniques. Database applications for Windows and the Web explore connectivity to MS SQL Server and MS Access relational databases, ADO.NET, writing and executing SQL statements, and report writing with Crystal Reports. Students are also introduced to ASP.NET, Microsoft's Web development tool. *Prerequisite:* CIS 132

*CIS 235* **RPG Programming** *4 Credits*
Prepares students to be RPG IV programmers. Students will learn the specification forms required in RPG and how to use basic arithmetic operations as well as operations to write programs using a top-down, structured approach. Interactive programming to create screens and menus will be emphasized. Passing control to other programs and the use of arrays will be covered as well as accessing and defining data base files and free format calculations. The Report Program Generator language is commonly used on IBM iSeries/400 computer systems. *Prerequisites*: CIS 130, 165 or instructor consent

*CIS 240* **Graphical Data Driven Web Development** *3 Credits*
Addresses the rapid evolution of Internet web site development towards a high level of integration of graphics, programming, and dynamic data/information supplied by database management systems (DBMS). Includes integration of computer animation, audio, still images, client and server side scripting languages and data supplied by DBMS systems such as SQL Server, MySQL and Oracle. Macromedia's Dreamweaver MX will be used as the primary web site development, integration and management software. *Prerequisites:* CIS 130, CIS 195

*CIS 248* **Application Development - Advanced** *4 Credits*
Provides experience in computer information project management. The student or a small group of students working together will be responsible for a complete information systems project from start to finish. This will include the 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 test procedures. *Prerequisites*: CIS 130 and a minimum of four credits in one programming language

*CIS 249* **Object Oriented Programming II - Advanced** *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 embedded in Java clients and through HTML web pages using Java Servlets and JSPs (Java Server Pages). A three tier, database driven business application will be developed and deployed for use on a local area network and for use over the Internet. *Prerequisite*: CIS 149

*CIS 260* **Advanced Linux** *4 Credits*
Expands on the Introduction to Linux class. Much of the class will focus on Linux from the network administration side. It includes the following topics: Red Hat Workstaton/Server Linux installation and configuration, advanced command line utilization, bash script writing, CRON Scheduler, kernal recompiling, ipchains and iptables firewall, Apache web server, FTP server, Samaba file sharing server, Sendmail email server, BIND DNS server and NFS file sharing. *Prerequisite:* CIS 160

*CIS 265* **Development Trends in iSeries/400** *3 Credits* Provides an overview of current trends and techniques used within the iSeries/400 environment. Some topics apply to information systems in general, while others are specific to the iSeries/400 environment. Students will be exposed to a variety of standard tools available on the iSeries/400 such as iSeries Navigator, Client Access Express and Websphere Studio. Other development environments for e-business and application integration will be discussed and students will observe demonstration of sites that utilize these products. Students will also learn to use Internet resources for iSeries/400 support and information. *Prerequisites:* CIS 145, CIS 165 or instructor consent

*CIS 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 2003 and Microsoft ISA servers. The focus will cover installing network services such as web, e-mail, ftp, telnet, and other services, and ensuring internal and external network security. Other topics include firewalls, web server caching, and network monitoring. *Prerequisite:* CIS 180

*CIS 274* **Advanced Windows Server OS** *4 Credits*
Covers Microsoft 2003 Directory Services Administration. Students will gain experience configuring and implementing Active Directory, DNS, Group Policies, Remote Install Services, and Sites and Services AD Replication settings. Gives students good problem- solving skills by exposing them to numerous utilities and tools to effectively problem- solve Active Directory problems. *Prerequisite:* CIS 180

*CIS 275* **Novell Networking** *4 Credits*
Students will receive hands-on experience in creating Novell networks, as well as upgrading versions in this combined lecture-lab course. They will download and install services packs, implement ZEN Works, Group Wise, and NDPS printing. Designed to assist students in preparation for the Novell Certified Network Administrator exam.

*CIS 281* **Network Troubleshooting** *4 Credits*
Covers Microsoft 2003 Network Administration. Students will gain experience trouble- shooting DNS, DHCP, Remote Access, WINS, IPSec, and Routing, students will work with advanced Routing protocols OSPF, EIGRP, AND ISIS, Gives students good problem solving skills by exposing them to numerous utilities and tools to effectively problem solve network issues. *Prerequisites:* CIS 180, CIS 187

*CIS 283* **Internet Systems Scripting** *3 Credits*
Designed to provide students with the knowledge necessary to configure, test and debug Internet 3-Tier networks using Internet scripting languages. It includes an overview of using a combination of client-side scripting languages, such as HTML and JavaScript, and server-side scripting languages, such as PHP, JSP and ASP, to test Internet 3-Tier network configurations. *Prerequisite:* CIS 130

*CIS 285* **Wireless Data Communications** *4 Credits*
Teaches the principles of installing and maintaining wireless local area networks. Students will be given the opportunity to learn about wireless technologies in computer networking. They will set 802.11 wireless networks from CISCO and Orinoco. In the lab, students will do site audits to best place the access points for better range and throughput. Wireless standards will be covered to better understand the technology. *Prerequisite:* CIS 171

*CIS 286* **Information Security** *3 Credits*
Sets the groundwork for protecting a company's number one asset, it's data. This class will cover information confidentiality, integrity, and availability. Students will learn how to find threats and vulnerabilities of operating systems and networks.

*CIS 288* **Routers and WANs II** *3 Credits*
Gives students exposure to the advanced installation and configuration of Cisco switches and routers. Topics will include router to router encapsulation, ISDN, frame relay, router ACL (Access Control Lists), PPP (Point to Point Protocol), and switch VLANs. *Prerequisite:* CIS 187

*CIS 295* **Database Management & Design** *3 Credits* Database modeling is introduced, using software such as Visio for implementation of entity relationship modeling. Structured query language (SQL) provides a basic foundation of data definition and data manipulation. Database software such as Access, Oracle, or SQL Server are used to demonstrate the features of SQL. ER modeling and normalization are also covered in the course. Includes an overview of client/server systems, internet database applications and database management. *Prerequisite:* CIS 106 or instructor consent

*CIS 296* **Microsoft Web Server Development** *3 Credits*
Assists students in creating dynamic Web applications that utilize server and client-side programming technologies. Microsoft's ASP.NET and Visual Basic.NET will be used to develop a variety of applications that include the following tasks: process form data from the client, and send out e-mail from a Web page; interact with other computer applications on the server; read and write information to a file on the server; interact with MS Access and SQL Server databases; and use stored procedures. *Prerequisites:* CIS 132, CIS 169, CIS 195

*CIS 297* **UNIX/Linux Web Server Development** *3 Credits*
Provides the knowledge necessary to understand, write and debug web server applications for use on UNIX/Linux platforms. Topics covered include CGI (Common Gateway Interface) protocol programming using Perl and interfacing with relational DBMS (Database Management Systems) such as Oracle, MySQL and Microsoft SQL Server using Perl, JSP (Java Server Pages), and PHP. Microsoft Windows will be used extensively for development and testing of the web applications on the student's laptop computer before the applications are transported to and tested on a Linux platform. *Prerequisites*: CIS 130, CIS 169 or CIS 171, CIS 195

*CIS 298* **Oracle Development** *3 Credits*
Introduces students to the use of Oracle PL/SQL for database and application development in a Client/Server environment. Students will learn to use SQL to create tables, insert and modify data, and create queries, forms, and reports. Students will also learn concepts of client and server-side application development used in conjunction with database connectivity. *Prerequisites*: CIS 130, CIS 295 or instructor approval

*CIS 299* **Internship – CIS** *3 Credits*
One semester, by instructor consent. Must be program-related experience and average 18 hours/week.

*CIS 298* **Oracle Development** *3 Credits*
Introduces students to the use of Oracle PL/SQL for database and application development in a Client/Server environment. Students will learn to use SQL to create tables, insert and modify data, and create queries, forms, and reports. They will also learn concepts of client and server-side application development used in conjunction with database connectivity. *Prerequisites*: CIS 130, CIS 295 or instructor consent

*CIS 299* **Internship – CIS** *3 Credits*
One semester, by instructor consent. Must be program-related experience, average 18 hours/week.

*CJ 105* **Introduction to Criminal Justice** *3 Credits*
An introduction to the history and philosophy of criminal justice systems with emphasis on law enforcement, courts, and corrections.

*CJ 106* **Crime in America** *3 Credits*
Course builds on select CJ 105 subjects, providing students with more detailed analyses of age-old and emerging criminal justice topics, including traditional versus community-oriented policing, principles and proportions of punishment, research, parole and probation, ethics and the administration, imposition and effect of the death penalty.

*CJ 107* **Multiculturalism** *2 Credits*
Explores the dynamics of living in a multicultural society. Attention will be given to contemporary issues of multiculturalism and an examination of the benefits and challenges of social diversity in a modern day society.

*CJ 112* **Juvenile Law** *3 Credits*
Explores federal and state laws governing abused and neglected

children, delinquent children, children in need of supervision and missing and exploited children. Introduces reporting requirements for the criminal-justice professional and covers the process children travel in the court system. *Prerequisites:* CJ 105, CJ 106, CJ 107

*CJ 113* **Constitutional Law** *3 Credits*
Begins with an examination of the United States Supreme Court's origins, its jurisdiction, its powers of judicial review and its adherence (or not) to precedent. Concentrates on the first ten amendments to the US Constitution (the Bill of Rights), with particular attention paid to which amendments impact, directly and circumstantially, the criminal justice system. Concludes with a survey of the SD Constitution, of the interplay between it and the US Constitution and of specific cases defining states' rights. *Prerequisites:* CJ 105, CJ 106, CJ 107

*CJ 114* **Crime and Technology** *1 Credit*
Begins with an examination of United States and South Dakota law regarding the use and apprehension of electronic media. Then concentrates on the different types of media and how each is or may be used to commit crimes such as identity theft, computer hacking, cyberstalking, embezzelment, child pornography and terrorism. *Prerequisites:* CJ 105, CJ 106, CJ 107

*CJ 120* **Criminal Law** *3 Credits*
An examination of the essential elements of criminal law as they relate to various types of crime. Emphasis on the elements of a crime, defenses, and criminal responsibility. *Prerequisites:* CJ 105, CJ 106, CJ 107

*CJ 200* **Use of Force and PT** *1 Credit*
Builds on knowledge learned in Law Enforcement Survival by granting students additional time to perform defensive tactics, mechanics of arrest and wellness exercises. *Prerequisite:* CJ Core

*CJ 201* **Social Deviance** *3 Credits*
Explores psychological and sociological theories and treatments for deviant behavior, examines deviance and social control and challenges students to formulate order-maintaining social policy. *Prerequisite:* CJ Core

*CJ 203* **Occupational Sociology of Law Enforcement** *3 Credits*
Identifies and discusses job-related and personal aspects of working as a law-enforcement professional. Course pays particular attenditon to stress and how it affects the professional, the community the professional serves and the professional's family. *Prerequisite:* CJ Core

*CJ 205* **Corrections Ethics** *1 Credit*
An application of traditional ethical theories to preventative detention, sentencing, punishment, prisoners' rights and parole. *Prerequisite:* CJ Core

*CJ 209* **Law Enforcement Survival** *3 Credits*
Involves students in wellness exercises, defensive and pressure-point-control tactics and proper building-search techniques. *Prerequisite:* CJ Core

*CJ 210* **Crash and Critical Injury Management I** *3 Credits*
Divided into two parts: first-responder and accident investigation. Identifies, defines and demonstrates techniques for proper first-aid, accident investigation, including identification, neutralization and disposal of hazardous materials, and inter-agency cooperation and report writing. *Prerequisite:* CJ Core

*CJ 211* **Crash and Critical Injury Management II** *3 Credits*
Following this course, the law enforcement student will be able to demonstrate techniques of operating a motor vehicle to avoid accidents despite the actions of others. *Prerequisite:* CJ Core

*CJ 212* **Traffic Enforcement I** *2 Credits*
Introduces South Dakota's Rules of the Road, supplements students' understanding of DWI laws and identifies, describes and demonstrates proper methods of traffic control, traffic-violation detection, accident-scene control, escorting vehicles, radio usage, vehicle pullover and approach and citation issuance. *Prerequisite:* CJ Core

*CJ 213* **Traffic Enforcement II** *2 Credits*
Pays particular attention to detection, investigation and apprehension of intoxicated drivers, vehicle searches, identification of drugs and other intoxicants and certifies students as a Basic Radar Operators. *Prerequisite:* CJ Core

*CJ 215* **Principles of Correctional Operations** *3 Credits*
An introduction to types of correctional institutions and an examiniation of a department of correction's organization, objectives, principles specific to the organization's effective conduct and relationships among the custodial force, treatment staff, clerical, culinary and maintenance staff. *Prerequisite:* CJ Core

*CJ 220* **Criminal Investigation** *4 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:* CJ Core

*CJ 221* **Rehabilitation of the Offender** *3 Credits*
Course examines the sociological and psychological literature to study community-based and detention-based rehabilitation programs. *Prerequisite:* CJ Core

*CJ 225* **Civil Law and Procedure** *3 Credits*
Examines the distinctions between civil and criminal law, delineates and describes civil-court processes, including statutes of limitation and service of process, and explores laws from varied sources covering, among other things, amercement, asset forfeiture, debt collection, court security, civil liability for criminal justice professionals and mental-illness-commitment procedures. *Prerequisite:* CJ Core

*CJ 230* **Institutional Treatment of the Offender** *3 Credits*
An introduction to a correctional institution's treatment offerings, practices and principles, with regard to the institution's custody, security and control procedures. *Prerequisite:* CJ Core

*CJ 231* **The Law and Institutional Treatment** *3 Credits*
Correctional principles and practices are applied to the study of legal process from arrest to release from confinement. *Prerequisite:* CJ Core

*CJ 240* **Admin. of Correctional Programs for Juveniles** *3 Credits*
A study of types of juvenile correctional facilities; of probation; of community services such as halfway houses and aftercare supervision; of specialized facilities for defective delinquents and juvenile substance abusers; and of the Borstal and "approved school" programs. *Prerequisite:* CJ Core

*CJ 241* **Victimology** *3 Credits*
Correctional principles and practices from victim's view and overview of victim's rights and compensation, responsibility and impact of victimization. *Prerequisite:* CJ Core

*CJ 245* **Race, Class and Gender in Correctional Context** *1 Credit*
An examination of the roles of race, class and gender and of the extent and effect of stratification in the institutional correctional community. *Prerequisite:* CJ Core

*CJ 251* **Sex Offenders in the Criminal Justice System** *3 Credits*
A study of sex-offender types, treatments offered, sex crimes, sex-crime policy and dynamic nature of legislation affecting sex-offenders. *Prerequisite:* CJ Core

*CJ 260* **Criminal Justice Practicum I** *3 Credits*
A supervised student occupational experience at an approved employment site commensurate with goals of student and program. *Prerequisite:* CJ Core

*CJ 261* **Criminal Justice Practicum II** *2 Credits*
A supervised student occupational experience at an approved employment site commensurate with goals of student and program. *Prerequisite:* CJ Core

*CJ 290* **Firearms Training** *3 Credits*
Course acclimates students to parts of single-action, double-action and semi-automatic handguns, and the Remington 870 shotgun, parts of ammunition for firearms and shooting techniques. Course meets all day for eight days; students fire at an outdoor range under a variety of conditions and students benefit from use of the Range 3000, a firearms simulator. *Prerequisite:* CJ Core

*COMM 096* **Student Success** *3 Credits*
Provides an opportunity for students to learn and adapt methods to promote their success in post-secondary classes. Topics are inclusive of learning styles, time management, memory skills, critical reading techniques, notetaking methods, test anxiety skills, money management, resourses and health factors all of which play a factor in promoting success.

*COMM 102* **Communications in the Workplace** *3 Credits*
Presents the elements of oral and written communication necessary to succeed in today's workplace. Emphasizes the written and oral skills needed for job search and employment. Hands-on activities and collaborative projects will provide students with comprehensive information addressing essential writing, speaking, and listening skills necessary to excel in today's workplace as well as the workplace of tomorrow.

*COMM 105* **Writing Skills for the Office Professional** *2 Credits*
Students will develop an in-depth and detailed skill in grammar, usage and other practices used in the mechanics of business writing.

*COMM 108* **Job Seeking Skills: Writing** *1 Credit*
Prepares students for a successful job search. Students will examine their skills, personality traits, and values and match these to job targets. A finished, professional resume and application letter are developed. Also, students will work on polished, concise word choices to focus on their employment strengths.

*COMM 208* **Job Seeking Skills: Interviewing** *1 Credit*
Prepares students for a successful job search. Students will study techniques for a successful job search and interview. They will role play and use videotaped interviews to hone interview skills. Finally, students will learn the importance of research and follow-up strategies.

*CST 130* **Peripheral Devices** *2 Credits*
Covers the principles of installing and maintaining computer peripherals. Students will learn about preventive maintenance and troubleshooting procedures of microcomputer peripherals. Gives students good problem solving skills by exposing them to numerous utilities and tools to effectively problem solve peripheral issues. *Prerequisite:* CIS 151

*CST 280* **Microcomputer Servicing** *2 Credits*
Teaches the principles of installation, trouble-shooting, and servicing microcomputers and peripherals with emphasis on hardware components, software, and problem-solving techniques required for computer repair. *Prerequisite:* CIS 151; *Corequisite:* CST 281

*CST 281* **Microcomputer Servicing Lab** *3 Credits*
Provides hands-on installation, troubleshooting, and servicing of microcomputers and peripherals. Students will build a microcomputer from various parts and load different types of software to examine their basic usage, both user and diagnostic. *Corequisite:* CST 280

*CV 101* **Intro to Cardiovascular Ultrasound** *2 Credits*
Introduces the field of cardiovascular ultrasound and looks 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 introduced.

*CV 122* **Cardiovascular Principles & Arrhythmias** *5 Credits*
An introduction to the role of the Cardiovascular Technologist includes an introductory study of cardiovascular terminology as it relates to general anatomy and physiology. Students will be introduced and trained to perform electrophysiology of the heart procedures and basic principles of EKG interpretation and tracings and the concepts essential in the recognition of cardiac arrhythmias, as well as become familiar with EKG, stress testing and Holter monitoring equipment. *Prerequisite*: Health Core

*CV 123* **Ultrasound Physics** *3 Credits*
Students will be introduced to the principles of ultrasound physics and instrumentation. Emphasis will be placed on parameters of sound waves, interaction of sound and media, transducers, artifacts, safety, and quality assurance. Students will also become familiar with metric units, sound beams, types of resolution, display modes and scan converters. *Prerequisite*: PHYS 100

*CV 131* **Cardiovascular Physiology** *3 Credits*
Intended to provide the core of information and concepts necessary to develop a firm understanding of how the cardiovascular system operates. Emphasis is placed on cardiac structure, cardiac electrical activity, cardiac pumping action and the clinical indices of ventricular function. Students will be introduced to coronary blood flow, fetal circulation, and pathophysiology of cardiovascular disease states. *Prerequisites*: CV 122, CVP 124 , CVN 124 or CVI 210

*CV 202* **Cardiac Pathologies** *3 Credits*
Introduces pathological, clinical and investigative aspects of heart disease. Students will be introduced to the following topics; heart sounds, diagnostic imaging and invasive procedures, electrocardiogram, atherosclerosis, ischemic heart disease, acute MI, valvular heart disease, heart failure, cardiomyopathies, hypertension, pericardial disease, peripheral vascular disease, congenital heart disease, and cardiovascular drugs. *Prerequisites*: CV 122, CVP 124, CVP 124L, CVN 124 or CVI 210

*CVI 101* **Intro to Invasive Cardiovascular** *1 Credit*
An introduction into the Invasive cardiovascular field. It will include but isn't limited to; the history, various procedures, the make-up of the team with various responsibilities and an introduction to angiography.

*CVI 133* **Radiation Physics & Safety** *3 Credits*
The fundamentals of x-rays and their imaging from the basics of how they occur to the more sophisticated imaging chain are focused on. Students will also study the specifications and physical characteristics of an x-ray beam, the different imaging modalities and receptors, the controlling factors of x-ray exposures and the effects they have on the beam as well as the resultant image. The different methods of storing that image and the role the computer plays in generating it will be covered. The importance of radiation safety and protection for the patient and the operator will also be addressed. *Prerequisite*: PHYS 100

*CVI 134* **Invasive Cardio I** *4 Credits*
A comprehensive study of the role of the Invasive Cardiovascular Technologist and introduction to the catheterization laboratory which will include indication for the procedure, contraindications, complications, and how the procedure is performed. Students will perfect their cardiac cath lab skills necessary to perform circulating, recording and scrubbing positions; as well as receive intensive training

in many of the various procedures including, but are not limited to: coronary angiography, coronary angioplasty, and thrombolytic therapy. *Prerequisites*: Health Core, HC 121

*CVI 200* **Asepsis & Cardiac Cath Related Surgical Procedures** *2 Credits*
Students will learn the different techniques, procedures, equipment and background information that supports these topics within the cath lab setting. *Prerequisite*: CVI 210

*CVI 201* **Invasive Special Procedures** *1 Credit*
Covers the study of the peripheral anatomy and related angiographic procedures. It will expand into special techniques including but not limited to: pericardiocentesis, transseptal catheterization, foreign body extraction and direct LV puncture. *Prerequisites*: CVI 133, CVI 134

*CVI 210* **Emergency Cardiac Care** *3 Credits*
Designed to prepare students for taking an ACLS certification course as well as help them anticipate what is needed and what might happen in an emergency situation in the cath lab environment. Topics covered will be, but are not limited to: airway management and access, IV procedures, and cardioversion, as well as an introduction to pharmacology in relation to the more utilized drugs in the cath lab and a continuation of arrhythmia recognition coupled with treatments. The lab will consist of practicing skills and applying them in simulated emergencies in a cath lab environment. *Prerequisites*: CVI 133, CVI 134, CV 122

*CVI 212* **Invasive Cardio II** *7 Credits*
Special emphasis is placed on hemodynamic and ECG data. Students work with protocols for left and right heart catheterizations, computations used with hemodynamic measurements for resistances, valve studies, and shunts. Blood gasses, their uses and normal values, and different methods of measuring cardiac output will also be explored along with understanding recording, monitoring and measuring equipment. There will be an introduction to quality assurance programs in the cath lab. Students shall perform, within the lab in simulated situations, the various positions that the CV tech is responsible for. *Prerequisites*: CVI 210, CVI 133

*CVI 233* **Invasive Cardio I Clinical** *16 Credits*
A full-time clinical internship completed at an affiliated local or out-of-town hospital. Students will broaden and perfect their cardiac cath lab skills. 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*: CVI 212, CVI 200, CV 131, CV 202, permission of Program Chair

*CVI 243* **Invasive Cardio II Clinical** *12 Credits*
A full-time clinical internship completed at an affiliated local or out-of-town hospital, emphasis of this course is placed in the clinical skills necessary to perform circulating, recording, and scrubbing positions in the cardiac cath lab. These will include, but not be limited to: coronary angiography, coronary angioplasty, pacemakers, Swan Ganz, intra-aortic balloon pumping, and thrombolytic therapy. Written reports, review of current professional literature, and attendance at conferences are required. *Prerequisites*: CVI 233, permission of Program Chair

*CVN 124* **Cardiovascular Principles & Hemodynamics** *2 Credits*
Introduces students to cardiac blood flow, and intracardiac pressures in the realm of cardiac pathology. A thorough discussion of Doppler principles and quantitative hemodynamic calculations will be included such as Continuity equation, pressure half-time, pulmonary pressure calculations, valve area calculations, Bernoulli equation, dP/dt index, etc. Pertinent concepts related to the cardiovascular principles and instrumentation portion of the Adult echo registry board exam will be reviewed. *Prerequisites:* CVN 134, CV 123, CV 122

*CVN 124L* **Cardiovascular Principles & Hemodynamics Lab** *1 Credit*
Provides opportunity for students to perform adult echo-cardiography ultrasound exams and execute quantitative hemodynamic calculations in a lab setting.

*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, ECG and ancillary cardiac diagnostic studies. *Prerequisites:* CV 123, CVN 124

*CVN 125L* **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 134L* **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 tecniques will be discussed. *Prerequisite:* Completion of Health Core

*CVN 212* **Cardiac Ultrasound II** *6 Credits*
A continuation of Cardiac Ultrasound I with a special emphasis on cardiac pathology. Students will gain knowledge in obtaining appropriate echocardiographic measurements and calculations in patients with specific cardiac disease. Pathologies include: Valvular disease, systolic and diastolic dysfunction, cardiomyopathies, pericardial disease, diseases of the great vessels, cardiac masses, endocarditis, prosthetic valves and adult congential heart disease. *Prerequisites*: CVN 124, CVN 123

*CVN 212L* **Cardiac Ultrasound II Lab** *1 Credit*
Students will perform advanced adult echocardiography exam techniques on cardiac ultrasound equipment. The focus of this lab is to prepare students for clinical rotation. Emphasis is placed on execution of thorough, pathology-suitable and time-appropriate adult echo exams. *Prerequisites*: CVN 124, CVN 123

*CVN 233* **Cardiac Ultrasound I Clinical** *16 Credits*
A full time internship completed at an affiliated local or out- of-town hospital or clinic. Students will broaden and perfect their echocardiographic skills through active hands-on participation in an echocardiography laboratory. Emphasis of this course is placed on the clinical skills necessary to perform a complete adult echocardiogram. Students may be exposed to transesophageal echocardiography, stress echocardiography, and/or pediatric echocardiography. Written reports, case studies, review of current professional literature, and attendance of conferences are required. *Prerequisites*: CVN 212, CVN 125, CV 131, CV 202 and Permission of Program Chair

*CVN 243* **Cardiac Ultrasound II Clinical** *12 Credits*
A full time clinical internship completed at an affiliated local or out-of-town hospital or clinic. Emphasis of course is building echocardiography lab skills to a level where the student can work with a degree of independance. 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 124* **Vascular Hemodynamics** *2 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's Number. *Prerequisites:* CVP134, CVP135, CV122, CV123, HC124

*CVP 124L* **Vascular Hemodynamics Lab** *1 Credit*
Lab focuses on the physiology and hemodynamics of blood flow within the arterial and venous systems throughout the body. The student will be introduced to spectral and color Doppler instrumentation while scanning the vascular anatomy and how it is used to evaluate blood flow. Students will practice on fellow students during and outside of lab for assigned lab projects. *Corequsite:* CVP124

*CVP 125* **Applied Vascular Ultrasound Physics** *1 Credit*
Applied vascular ultrasound physics will focus on the preparation for the vascular ultrasound physics portion of the national certification examination. Activities are designed to review ultrasound physic principles, vascular hemodynamics as they relate to vascular physics and other vascular physical principles. *Prerequsite:* CVP124

*CVP 125L* **Applied Vascular Ultrasound Physics Lab** *1 Credit*
Applied vascular ultrasound physics lab covers vascular testing involving the use of a variety of plethysmography techniques such as air plethysmography and photo plethysmography. Students will practice on fellow students during and outside of lab for assigned lab projects. *Corequsite:* CVP125

*CVP 134* **Vascular Anatomy** *4 Credits*
Comprehensive study of the role of the Vascular Ultrasound Technologist. A thorough knowledge of vascular anatomy to include the heart, microvascular anatomy, and the venous and arterial anatomy of the central, peripheral and cerebral systems. Course also covers how to obtain a patient's history and physical and what signs and symptoms to look for. *Prerequisite:* Health Core

*CVP 134L* **Vascular Anatomy Lab** *2 Credits*
Hands-on experience in the lab working with the ultrasound equipment to understand the knobology of the machines in acquiring images. Imaging of vascular anatomy and surrounding anatomical structures will be the focus of this lab. Students will practice on fellow students during and outside of lab for assigned lab projects. Non-imaging vascular equipment will also be introduced. *Corequsite:* CVP 134

*CVP 212* **Vascular Pathophysiology** *6 Credits*
Introduces vascular pathology that can be seen in the vascular circulation and how it affects the physiology of blood flow. Vascular pathology will be discussed and how it is seen on vascular testing, hemodynamics, and imaging. A look at non-invasive and invasive treatments will also be discussed. Critical thinking skills will be used to put information together from all CVP classes. *Prerequisite:* CVP 124, CVP 124L

*CVP 212L* **Vascular Pathophysiology Lab** *1 Credit*
During lab, students will continue to perfect their scanning skills in the various vascular tests. This lab will continue to further their scanning skills in preparing themselves for their clinical rotation. Students will practice on fellow students during and outside of lab for assigned lab projects. *Corequsite:* CV212

*CVP 233* **Vascular Ultrasound I Clinical** *16 Credits*
A full-time clinical internship completed at an affiliated local or out-of-town hospital or clinic. Students will broaden and perfect their peripheral vascular skills through active hands-on participation in a noninvasive cardiovascular laboratory. They will be exposed to and receive intensive training in many of the various procedures performed in the vascular lab. *Prerequisites*: All CV, HC, CVP, General Courses and Permission of Program Chair

*CVP 243* **Vascular Ultrasound II Clinical** *12 Credits*
A full-time clinical internship completed at an affiliated local or out-of-town hospital or clinic. Students will broaden and perfect their peripheral vascular skills through active hands-on participation in a noninvasive cardiovascular laboratory. They will be exposed to and receive intensive training in many of the various procedures performed in the vascular lab. *Prerequisites*: All CV, HC, CVP, General Courses and Permission of Program Chair

*DM 114* **Preventive Maintenance Theory** *2 Credits*
Covers entry level technician inspection tasks designed to introduce students to correct procedures and practices of vehicle inspection. Major areas to be covered include: engine system, cab and hood, electrical/electronics, frame and chassis, and the suspension and steering systems. *Corequisite:* DM 115

*DM 115* **Preventive Maintenance Lab** *2 Credits*
Hands-on experience in performing preventive maintenance inspections on live vehicles. *Corequisite:* DM 114

*DM 116* **Basic Electrical Theory** *2 Credits*
Covers the basics of electrical theory. Major areas to be covered include: proper multi-meter usage, electron and electrical theory, basic electrical component function and operation, series circuits, parallel circuits, diode and transistor operation, and construction of simple circuits. *Corequisite:* DM 117

*DM 117* **Basic Electrical Lab** *2 Credits*
Hands-on experience in use of the multi-meter, measuring current, resistance, and voltage. Students will also construct and study the operation of basic electrical circuits. *Corequisite:* DM 116

*DM 118* **Truck Electrical System Theory** *2 Credits*
Covers the operation and testing of heavy-duty starting and charging systems, control systems, 12 volt, and 12/24 volt systems, alternator and starter diagnosis and repair, schematic reading, proper use of test meters, tractor-trailer wiring systems, circuit operation of gauges, lights, and accessories. *Corequisite:* DM 119

*DM 119* **Truck Electrical System Lab** *2 Credits*
Hands-on experience using mock-ups and live work, working with and testing heavy duty starting and charging systems, control systems, 12 volt, and 12/24 volt systems, alternator and starter diagnosis and repair, schematic reading, proper use of test meters, tractor-trailer wiring systems, circuit operation of gauges, lights, and accessories. *Corequisite:* DM 118

*DM 120* **Air Conditioning Theory** *2 Credits*
Covers the basic air conditioning systems, components, operation and control systems used on automotive, truck and implement air conditioning systems. *Prerequisite:* must pass ASE-refrigerant recovery quiz; *Corequisite:* DM 121

*DM 121* **Air Conditioning Lab** *2 Credits*
Hands-on experience in refrigerant recovery, system diagnosis and repair and system charging. Covers cooling, cycle theory and system component diagnosis, adjustment and replacement. Includes proper procedures for charging, recovering and recycling refrigerants. *Corequisite:* DM 120

*DM 130* **Brakes Theory** *2 Credits*
Covers the design, construction, and operation of medium and heavy-duty truck hydraulic and air brake systems and components; including compressors, governors, air-lines, valves, controls, brake chambers, linkages, and foundation brakes. *Corequisite:* DM 131

*DM 131* **Brakes Lab** *2 Credits*
Covers the overhaul of medium and heavy-duty hydraulic and air brake systems. Students will test, remove, repair, and/or replace the separate system components on actual customer trucks or school training mock-ups. *Corequisite:* DM 130

*DM 132* **Suspension Theory** *2 Credits*
Covers truck steering systems, including manual and power steering gears, steering linkage and adjustment, alignment and overhaul of system components. Students will also study truck suspension systems, which will include single and multi-leaf springs, torsion bar, and air ride systems. *Corequisite:* DM 133

*DM 133* **Suspension Lab** *2 Credits*
Hands-on lab covering troubleshooting, testing, adjusting, and overhauling medium and heavy-duty truck steering and suspension systems. Students will test, remove, repair, and/or replace the separate system components. They will also perform complete tire alignment checks and adjustments. All work will be done on actual customer trucks or school training mock-ups. *Corequisite:* DM 132

*DM 210* **Diesel Theory** *4 Credits*
Covers the theory of diesel truck engine construction and operation, disassembly, component rebuilding, sleeve and piston installation, main and rod bearing installation, engine assembly, timing, priming, adjustments, starting, testing, and engine evaluation. *Corequisite:* DM 211

*DM 211* **Diesel Lab** *4 Credits*
Hands-on lab covers diesel truck engine overhaul, including complete disassembly, component inspection and repair or replacement, testing and measurements for parts re-use, re-assembly, and start-up. *Corequisite:* DM 210

*DM 214* **Electronic Fuel Theory** *2 Credits*
Covers the operational theory of electronically controlled fuel systems and the procedures for troubleshooting and reprogramming the engine onboard computer systems. *Corequisite:* DM 215

*DM 215* **Electronic Fuel Lab** *2 Credits*
Hands-on experience in testing and programming engine computer systems, fault diagnosis and adjustment. *Corequisite:* DM 214

*DM 220* **Fuel Theory** *2 Credits*
Covers the theory and operation of the various diesel fuel delivery systems used by the major engine companies. Covers the theory and operation of fuel injection pumps and nozzles as well as the tune-up procedures for Caterpillar, Cummins and Detroit Diesel engines. *Corequisite:* DM 221

*DM 221* **Fuel Lab** *2 Credits*
Hands-on study of the various diesel fuel delivery systems used by the major engine companies, as well as installing and timing injection pumps, testing and adjusting nozzles and learning and performing the recommended tune-up procedures for Caterpillar, Cummins, and Detroit Diesel engines. *Corequisite:* DM 220

*DM 224* **Hydraulic Theory** *2 Credits*
Covers hydraulic theory, fluids, filters, hose and piping, pumps, motors, valves, seals, testing and troubleshooting. *Corequisite:* DM 225

*DM 225* **Hydraulic Lab** *2 Credits*
Hands-on experience with hydraulic components including pumps, actuators, and control valves. Also introduces students to using pressure gauges and flow meters to observe system operation. *Corequisite:* DM 224

*DM 230* **Power Train Theory** *2 Credits*
Covers the theory of medium and heavy-duty truck transmissions, differentials, clutches, and drivelines. Students will study system troubleshooting and repair, component removal and installation, overhaul procedures, and adjustments. Also covers gear ratios, component power handling ratings, and proper driveline angles. *Corequisite:* DM 231

*DM 231* **Power Train Lab** *2 Credits*
Hands-on lab covers the removal, overhaul, and installation of medium and heavy-duty power train components. Students will work on single and double disc clutches, single and twin counter shaft transmissions, forward and rear differentials, axles, and drive lines. Work will be done on mock-up and live work according to the manufacturer's specifications. *Corequisite:* DM 230

*DMS 100* **Intro to Diagnostic Medical Sonography** *1 Credit*
An introduction into ultrasound including medical applications. Description of the roles, responsibilities and the rules of the Diagnostic Medical Sonographer will be introduced. Also the indication and applications of the diagnostic procedures, safety, protection and imaging processing will be covered.

*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.

*DMS 110* **Abdominal Sonography I** *3 Credits*
Study of anatomy, physiology, pathology and pathophysiology of the upper abdominal cavity, peritoneal cavity to include: aorta, celiac trunk, SMA, IVC, gastrointestinal, abdominal wall, peritoneum and diaphragm as visualized by ultrasound. Doppler and color Doppler applications will be applied to the anatomy. *Prerequisites:* DMS 100, DMS 101

*DMS 120* **Abdominal Sonography II** *3 Credits*
Study of anatomy, physiology, pathology and pathophysiology of the upper abdominal cavity, peritoneal cavity to include: liver, gallbladder and biliary system and pancreas 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 retroperitoreum 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*
Includes 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 of a fetal development. *Prerequisite:* DMS 130

*DMS 201* **Asepsis for the Sonographer** *2 Credits*
Covers a range of procedures from "clean" to "full" sterility and their application to the operating room, procedure room, to exam room

setting as associated with medical sonography. The student will also gain knowledge of aseptic techniques and procedural requirements in caring for patients with a variety of wounds.

*DMS 210* **Acoustical Physics & Instrumentation** *2 Credits*
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:* DMS 200, CV 123

*DMS 220* **OB/Gyn Sonography II** *4 Credits*
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*
A supervised clinical observation rotation in an OB/Gyn lab. Emphasis is placed on the professional interaction and observation of performance of sonographic procedures dealing with the OB/Gyn patient. *Prerequisite:* DMS 200

*DMS 240* **Abdominal Sonography IV** *3 Credits*
Study of anatomy, physiology, pathology and pathophysiology of the abdominal cavity and superficial structures/small parts to include but not limited to: thyroid, parathyroid, breast, prostate, scrotum and penis visualized by ultrasound. Includes the 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** *16 Credits*
A full time clinical internship (40 hours/week) 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 also complete courework and portfolios during the clinical internship. *Prerequisites:* DMS 210, DMS 220, DMS 230, DMS 240 and permission of Program Chair

*DMS 260* **Clinical Sonography III** *12 Credits*
A continuation of DMS 250 which is a full time clinical internship (40 hours/week) completed at the same location. 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 also complete coursework and portfolios during the clinical internship. *Prerequisite:* 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.

*ECON 201* **Principles of Economics** *3 Credits*
Focuses on the art and science of economic analysis and will serve as an introduction to the basics of microeconomic concepts and how they are used in the national and global economy. Topics covered include scarcity, opportunity cost, comparative advantage, supply and demand analysis, price analysis, consumer choice, elasticity, production curves, cost curves, revenue curves, and market structure.

*EM 227* **Design and Implementation of Programmable Controllers** *3 Credits*
A text introduction and workbook application of programmable controllers designed to provide an understanding of the PLC's role in modern day control systems. The course will progress to a hands-on application, using solid state sensing, and a multitude of loads. Student-written "ladder logic" programs will be implemented into the control of the various applications. *Prerequisite*: EM 225 or Department Approval

*EM 228* **Mechanical Applications** *3 Credits*
A text introduction to trigonometry-based calculations of vectors, angles, and forces. *Prerequisite:* EM 128

*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 101* **Composition** *3 Credits*
English Composition will help develop proficiency in writing concise, coherent essays, and in using correct English. Several modes of discourse will be explored and good grammar skills are required. This course will improve the student's critical thinking skills as it provides students with practice in all stages of the writing process: planning, supporting, rewriting, analyzing, proofreading, and editing. This course will also require critical reading and writing. Prerequisite: Placement Assessment

*ENGL 201* **Technical Writing** *3 Credits*
This course is designed around workplace writing tasks. Students will learn to evaluate audience, solve problems, and develop strategies for writing collaboratively. They will write instructions, reports, memos and letters. The course emphasizes techniques for correct mechanics and clear style; using format effectively to improve document readability; choosing and designing visuals for audience; and managing time and multiple projects. *Prerequisite*: ENGL 101

*ET 112* **Basic Electronics** *3 Credits*
Provides an introduction to electronic components, their diagrams, writing 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 resonace will be covered. *Corequisite*: ET 112

*ET 116* **DC/AC Electronics Lab** *3 Credits*
Provides hands-on experience in breadboarding circuits, reading schematics, soldering, and operation of test equipment to measure voltage, current, and resistance. Ohm's Law, Watt's Law, and Kirchoff's Laws are studied. AC concepts and theory are also studied. The

practical aspects of using meters, oscilloscopes, and function generators to evaluate and troubleshoot reactive, resonant, and transformer circuits are practiced. *Corequisites*: ET 118, ET 119

*ET 118* **DC/AC Concepts** *3 Credits*
An introduction to electronic components, their diagrams, wiring methods and electrical safety. Voltage sources, current properties, resistance characteristics, and their relationships using Ohm's law, Watt's law, and Kirchoff's laws will be studied. *Corequisites:* ET 116, ET 119

*ET 119* **Electronic Applications** *2 Credits*
An introduction to the mathematical approach to analyze electronic circuits. Basic algebra, exponents, metric prefixes, and trigonometry will be covered as it pertains to electronic circuits. *Corequisites:* ET 116, ET 118

*ET 128* **Technical Physics** *3 Credits*
An introduction to the world of physics with emphasis placed on the physics required to support material presented in electronics and laser technology classes. Through discussion and application exercises, an understanding of force, motion, friction, work, energy, electromagnetic waves and their interrelationships will be presented.

*ET 130* **Solid State Devices** *2 Credits*
An introduction to the characteristics of semiconductor devices such as PN junction, zener, varactor, diodes, bipolar, unijunction, and field effect transistors, SCRs, TRIACS, and DIACs. Power supply topics include half-wave and full-wave rectifiers, filtering, zener regulation. *Prerequisites*: ET 118, ET 119

*ET 131* **Solid State Devices Lab** *2 Credits*
Provides students with the practical experience of assembling and testing each of the circuits studied in ET 130. Emphasis is placed on proper breadboarding techniques, use of test equipment, troubleshooting and shop procedures. *Corequisite:* ET 130

*ET 200 CET* **Exam Preparation** *1 Credit*
This course prepares students to take the Electronic Technician Association certification exam.

*ET 201* **Labview Programming** *3 Credits*
Teaches an introduction to G programming (LabVIEW) and the principles of interfacing the microcomputer for data acquisition and control using devices such as temperature probes, sensors, relays, analog-to-digital converters, digital-to-analog converters, timers, counters, and the software to operate these devices.

*ET 211* **Data Acquisition & Control** *4 Credits*
Uses the information learned in ET 201 to apply the principles of interfacing the microcomputer for data acquisition and control using devices such as temperature probes, sensors, relays, analog-to-digital converters, digital-to-analog converters, timers, counters, and the software to operate these devices. *Prerequisite:* ET 201

*ET 242* **Logic Circuits** *3 Credits*
Introduces students to the fundamentals of digital circuits which includes diode gating, inverters, and all basic logic functions. The student advances to a study of the operation and application of the R-S, D-type, and J-K flip-flop, counters, shift registers, adders, clock circuits, code converters, multiplexers, ROMs, RAMs, PLAs, read/write circuits, analog-to-digital, and digital-to-analog conversion. *Prerequisites*: ET 118, ET 119

*ET 243* **Logic Circuits Lab** *3 Credits*
Introduces students to the fundamentals of digital circuits which includes inverters and all basic digital functions. Students advance to a study of the operation and application of the R-S, D-type, and J-K flip-flop, counters, shift registers, adders, clock circuits, code converters, multiplexers, ROMs, RAMs, PLAs, read/write circuits, analog-to-digital, and digital-to-analog conversion. *Corequisite*: ET 242

*ET 260* **Analog Circuits** *3 Credits*
Provides an in-depth study of various types of discrete component amplifier configurations, multi-stage amplifiers, power amplifiers, operational amps, oscillators and voltage regulators. Emphasis is placed on circuit troubleshooting. *Prerequisite*: ET 130; *Corequisite*: ET 261

*ET 261* **Analog Circuits Lab** *3 Credits*
Provides students with the practical experience of assembling and testing each of the circuits studied in ET 260. Emphasis is placed on proper breadboarding techniques, use of test equipment, troubleshooting and shop procedures. *Corequisite*: ET 260

*ET 265* **Wireless Communications** *3 Credits*
A study of the principles of tuned amplifiers, filtering, modulation, radio transmitters and receivers. Other topics include multiplexing, antennas, microwaves, and satellites. *Prerequisite*: ET 260; *Corequisite*: ET 266

*ET 266* **Wireless Communications Lab** *3 Credits*
Gives students hands-on experience working with receiver and transmitter circuits. A systematic approach to isolating the fault to the lowest repairable component is taught. *Prerequisite*: ET 261; *Corequisite*: ET 265

*ET 271* **Data Communications** *3 Credits*
Introduces students to the concepts, terminology, equipment, and techniques that form data communications systems. Introduces modulation, multiplexing, telephone networking, protocols, software and the principles of fiber optics. *Prerequisite*: ET 242

*ET 284* **Electronic Systems** *3 Credits*
A study of the basic principles of troubleshooting as it applies to various systems including power supplies, audio, radio, television, VCRs, compact disc and DVDs. Also included is surface mount soldering and desoldering techniques. *Prerequisite*: ET 265; *Corequisite*: ET 285

*ET 285* **Electronic Systems Lab** *3 Credits*
Gives students hands-on experience working with receiver and transmitter circuits. Students are taught a systematic approach to isolating the fault to the lowest repairable component. *Corequisite*: ET 284

*GC100* **Graphics Math** *2 Credits*
Reviews and builds on student's entry level computation skills in the Graphics area. Focus is on measuring, percentage scaling, resolution, calculating fractions, other measuring systems used in the industry (pixels, picas) and estimating procedures.

*GC 110* **Macintosh Pre-Press I** *3 Credits*
An introduction to the various types of print production and an overview of the procedures involved in preparing files for production. Students will also develop their skills on Macintosh computers. Proofreading, computer pre-press, digital printing, bindery and finishing techniques will also be introduced.

*GC 111* **Digital Layout I** *3 Credits*
Explores basics of page layout for print media. Adobe and Quark software are used. Cross-platform strategies and file management are introduced. Output is primarily one color to laser printers. Scanning procedures and Acrobat software are introduced. Applied math and English language skills are reviewed. Keyboarding proficiency is important. *Prerequisite:* Keyboarding speed of 30 CWAM

*GC 112* **Design I** *3 Credits*
Introduction to the elements and principles of graphic design involving exercises in page composition, letterform and grid systems. Emphasis on developing skills in handling of tools, materials, and technical terms. Mastery of a visual language is developed from ideas to completed comprehensives. Students will keep a resource file to develop a familiarity with the basics of design.

*GC 114* **Web Development I** *3 Credits*
An introduction to basic Internet concepts such as browsers, search engines, e-mail, HTML tags, file management, File Transfer Protocol, Cascading Style Sheets, scripts, and image editing. Students will design and develop a personal web site as a final project.

*GC 120* **Macintosh Pre-Press II** *3 Credits*
Students will continue to develop and expand skills in proofreading and computer file preparation using Macintosh computers. Halftone scanning will be studied as it relates to print production. Uses of color modes, file formats, trapping and file preflighting will be introduced. Cross-platform material will be introduced. *Prerequisite:* GC110

*GC 121* **Digital Layout II** *3 Credits*
Builds computer-based skills for print media and digital production. Page layouts are prepared and refined with master pages, style sheets, templates and layout grids. Raster-and vector-based images are adapted for production. Personal organization – through file and time management – is stressed. *Prerequisites*: CIS 105, GC 111

*GC 122* **Design II** *3 Credits*
Covers typography and its application in design. Students use letterforms in all assignments to demonstrate an understanding of typography in design. Format is computer lab exercises and critiques. To be more familiar with a number of typefaces, students will be required to keep a type journal. *Prerequisite*: GC 112

*GC 124* **Web Development II** *3 Credits*
Concepts learned in Web Development 1 will be applied to development tools such as Macromedia Dreamweaver and Adobe Photoshop/ImageReady. Learn to develop and maintain web content more efficiently through the use of industry standard tools. A final project will be completed with students working in teams to construct a multi-page Web site. *Prerequisite*: GC 114

*GC 210* **Macintosh Pre-Press III** *2 Credits*
Emphasis is on quality standards for print production. Students will produce actual print jobs using black and white, and color printers. Knowledge of file preparation will be expanded and will include troubleshooting for professional print production. Time management and recordkeeping are stressed. *Prerequisite*: GC120

*GC 211* **Digital Layout III** *3 Credits*
Professional layout software is used in greater depth (from Quark and Adobe). Proficiency and effective use of tools is stressed over completing many projects. Students regularly prepare for and transfer files between Macs and PCs. Some projects may be completed in groups. Time logs are kept and PDF file format is used extensively. *Prerequisite*: GC 121

*GC 214* **Design III** *2 Credits*
Detailed and accurate information providing the details to complete the process necessary to design will be covered. Emphasis is placed on both practical and theoretical issues in the development of new approaches to design problems. Through demonstration and exercise, students will learn to draw and design electronically using the basic tools of the software. *Prerequisite*: GC 122

*GC 215* **Web Development III** *3 Credits*
Focus is in creating vector-based content using Macromedia Flash. Students will study the Flash interface, work environment, capabilities, limitations, and delivery methods. A portion of the course will be spent reviewing concepts and tools learned in the first year web development courses. *Prerequisite:* GC 124

*GC 220* **Macintosh Pre-Press IV** *3 Credits*
Students will learn advanced production and preflighting skills, and build a more thorough understanding of file and font management. Printing production costs and bidding will also be studied. Electronic pre-press skills will be expanded overall. *Prerequisite:* GC 210

*GC 221* **Digital Layout IV** *2 Credits*
A capstone course building on skills and competencies in preparation for the job search. Students' primary project is a technical journal documenting their knowledge of print media, professional software and advanced page layout concepts (libraries, long-document features, trouble-shooting strategies). Most-used features of page layout software are reveiwed. Fonts are converted for Mac and PC use. Font management is explored. *Prerequisite*: GC 211

*GC 222* **Design IV** *3 Credits*
Students learn to organize an idea to effectively achieve communication through different projects. Through demonstration and exercises, they will learn to utilize advanced tools and processes to create print, multimedia, and artwork and discover advanced design techniques and features used by professional designers. *Prerequisite*: GC 214

*GC 227* **Web Development IV** *2 Credits*
The focus of this course is design and development of multimedia content for a variety of deliveries. We will use a variety of technologies and applications to provide the best solutions for reaching a target audience. Each project will start with careful planning, research, sketching, building prototypes, and eventually creating a master. Delivery methods we will explore include internet, web, CD-ROM, DVD, and Video CD. *Prerequisite:* GC 215

*GC 238* **Graphic Communications Internship** *3 Credits*
The Graphic Communications internship will be obtained in actual work experience at a place of business involved in graphic communications. This would include any one or all of the courses of study in the Graphic Communications program. *Prerequisite*: Department Approval

*HC 102* **Math for Medications** *1 Credit*
Designed to teach students the calculation skills needed to safely practice in the healthcare profession.

*HC103* **Medical Grammar** *3 Credits*
The HIPAA regulations and guidelines for Health Care professionals has made the need for medically correct documents more vital than ever. Students must be able to produce and interpret documents for grammar, punctuation, consistency, usage, and spelling.

*HC 110* **Basic Anatomy** *3 Credits*
Designed for students beginning a health/science education and are 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 multi-skilled practitioners in Phlebotomy and Health Unit Coordinator will recognize the normal anatomy and be able to apply it to their respective fields.

*HC 111* **Anatomy/Physiology/Medical Terminology** *5 Credits*
The study of the structure and function of the human body forms the foundation for course work in health-related professions. Students will be prepared to recognize normal anatomy and physiology while noting anatomical as well as physiologic deviations in patients. This course includes a rigorous study of medical terms/abbreviations, correlating with each body system, thus assisting the development of a vocabulary which is necessary for a successful career in allied health.

*HC 112* **Applied Anatomy/Physiology/Medical Terminology** *4 Credits*
Forms the foundation for Licensed Practical Nursing and Surgical Technology programs. In addition to studying the structure and function of the human body, medical terminology and disease processes that correlate with each body system will be covered.

*HC 113* **Medical Terminology** *2 Credits*
Designed to provide basic principles of medical word building. These principles, once learned, can readily be applied to develop an extensive medical vocabulary. Audiocassette tapes are included and benefit students in pronunciation and definition of each word. Once satisfactorily completed, students will be able to adequately communicate in the health care industry.

*HC 114* **Health Care/Human Relations** *3 Credits*
The primary theme for this course is respect and discussions and activities will center around it. Introduces students to health care issues and assists them in developing personal and employability success skills. Issues discussed include, but are not limited to: accountability, professionalism, communication, confidentiality, patient rights, cultural bias and discrimination, effective interpersonal skills, dealing with difficult patients of all ages, and death and dying issues.

*HC 121* **Patient Care Techniques I** *3 Credits*
Designed to assist students in developing the necessary skills to directly deal with patients. Skills acquired will help protect themselves, as well as the patient, and includes infection control body mechanics, vital signs, CPR/ First Aid, dealing with tubes and equipment, safety and security as well as other topics.

*HC 123* **Health and Wellness** *3 Credits*
Provides students with a knowledge base to promote better understanding of their personal wellness strengths and weaknesses, and how they can assimilate wellness-living into their daily lives. Realizing the direct correlation between positive lifestyle habits and well-being, this course will use a two-fold approach to educate students: (1) a theory base covering a variety of wellness topics; (2) laboratory activity sessions/personal exercise regimen.

*HC 124* **Basic Pharmacology** *2 Credits*
Observing, testing, treating and administering to the countless requirements and demands that constitute effective and responsible patient care; this course introduces pharmaceuticals according to their therapeutic applications and pertinent physiology, and related diseases. Emphasis is placed on pharmaceutical classification concentrating on the mechanism of action, main therapeutic effects, and the adverse reactions produced.

*HC 221* **Patient Care Techniques II** *2 Credits*
Consists of multiple skills instruction needed for employment in facilities which utilize patient-focused care. *Prerequisite*: Health Core

*HC231* **Cross-Sectional Anatomy** *3 Credits*
The primary study of interest is to take the human anatomy and slice it in anatomical sections. The student will then compare these slices to Computer Tomography and differentiate the anatomy. *Prerequisites:* NM 101, HC 111

*HT 111* **Introduction to Horticulture** *3 Credits*
Exposes students to the horticultural industry and related associations. Plant morphology, physiology, and the environment in which plants exist will be covered. Emphasis will be on career planning and goal setting.

*HT 112* **Woody Plants** *4 Credits*
The identification, adaptation, cultural requirements, and the use of trees, shrubs, evergreens, vines, and common plants suitable to South Dakota are covered in this course.

*HT 113* **Turf Management** *3 Credits*
Students are introduced to the theory and practical application of turfgrass management; including turfgrasses, turfgrass environment and turfgrass cultural practices.

*HT 121* **Perennials** *3 Credits*
Identification, description, uses, cultural requirements, propagation, and adaptability of herbaceous perennials and bulbs are the concepts taught in this course.

*HT 123* **Soils and Fertilizers** *3 Credits*
Designed to expose students to the chemical and physical characteristics of soil, water, and fertilizers. Testing and amending soils, water, and fertilizers will be emphasized.

*HT 124* **Landscape Design I** *4 Credits*
Fundamentals of landscape design principles, basic drawing skills, and site analysis will be covered in this course. *Prerequisite*: HT 112

*HT 125* **Greenhouse I** *3 Credits*
Exposes students to the greenhouse industry, greenhouse equipment, greenhouse equipment operations, and bedding plant production. Emphasis will be placed on bedding plant production work experiences.

*HT 126* **Irrigation Principles & Practices** *3 Credits*
Exposes students to the principles of irrigation, installation techniques, and troubleshooting. Students will perform procedures used in the installation and repair of an irrigation system. *Prerequisite:* HT 113

*HT 131* **Internship** *1 Credit*
A portion of the second semester will be spent completing an internship in a greenhouse, nursery, garden center, park system, or golf course. Students will apply the knowledge they have learned in the classroom to practical real-life situations on the job. *Prerequisite*: Department Approval

*HT 141* **Spring Turf Management Practical** *1 Credit*
Turf students will apply turf management practices in a specific industry discipline. This practical gives students a working knowledge of an entire growing season.

*HT 142* **Fall Turf Management Practical** *1 Credit*
Turf students will apply turf management practices in a specific industry discipline. This practical gives students a working knowledge of an entire growing season.

*HT 211* **Landscape Construction** *4 Credits*
Details of landscape construction techniques and estimating will be studied in the classroom. An emphasis will be placed on the implementation of actual landscape projects involving but not limited to: soil preparation, plantings, walls, paving materials, natural stone, wood, edging materials, and mulches. *Prerequisite*: HT 124

*HT 213* **Greenhouse II** *4 Credits*
The success of a greenhouse operation is based upon a grower's ability to balance the financial and cultural strategies related to greenhouse production. Students who complete this course will be able to demonstrate their own ability to produce, manage, and market their own crop. Emphasis will be placed on the student's ability to grow and manage a greenhouse crop. *Prerequisite:* HT 125

*HT 215* **Foremanship Training** *3 Credits*
Exposes students to employee and team management skills, total

quality management, and financial responsibility will be covered. *Prerequisite:* HT 113

*HT 221* **Landscape Design II** *4 Credits*
Develops intermediate skills in graphics, site planning, and design principles for residential and commercial landscapes. Bid preparation and sales techniques will be discussed. *Prerequisite*: HT 124

*HT 222* **Residential Irrigation/Equipment Operations** *3 Credits*
Exposes students to residential irrigation systems, design theory, water conservation considerations, irrigation system maintenance and trouble-shooting. The equipment operations portion of this class exposes students to the proper operations and maintenance of power landscape equipment.

*HT 223* **Garden Center Management** *3 Credits*
Gives students the opportunity to explore the necessary elements to setup and plan a business. Students will experience setting up all of the essential needs for conducting business.

*HT 224* **Turf Management in Sports** *3 Credits*
Exposes students to the world of turf management in recreational areas. Students will explore maintenance and operations of baseball/softball complexes, soccer complexes, football fields and golf courses. *Prerequisite:* HT 113

*HT 226* **Equipment Operations & Maintenance** *3 Credits*
Exposes students to the proper operations and maintenance techniques dealing with turf equipment. Students will maintain and operate mowing equipment, utility vehicles, and motorized tools. *Prerequisite:* HT 113

*HT 227* **Landscape CAD** *4 Credits*
The landscape design industry is evolving and becoming more technical. One of these technical advancements is the use of the computer as a landscape design tool. This course exposes students to the two software packages that local industry has determined to be the present and future for computer assisted landscape design. Emphasis will be placed on the student's ability to use these software packages as a design, estimating, and presentation tool. *Prerequisites:* HT 124, CIS 101

*HT 231* **Arboriculture** *3 Credits*
Examines the integrated management of trees and shrubs. Emphasis will be placed on valuation, pruning, equipment operation, pest management, repair, and fertilization of trees and shrubs. *Prerequisite*: HT 123

*HT 232* **Interiorscaping/Fruits and Vegetables** *3 Credits*
Fundamentals of interior plantscape design emphasizing commercial applications will be covered in this course. Students will learn identification by common and scientific names of foliage plants, their cultural requirements, and environmental requirements. This course is also designed to expose students to the cultural practices of commercial fruit and vegetable production. Emphasis will be placed on cultural practices of fruit, small fruit and vegetables, design of orchards and vegetable gardens, and identification of fruit, small fruit, and vegetables. *Prerequisite:* HT 124

*HT 234* **Pest Management** *3 Credits*
Designed to expose students to pests, pest control strategies, and safe chemical application using a variety of equipment used in the horticulture industry. Emphasis will be placed on pesticide laws and practical plant health care strategies. Students will have the opportunity to apply for their commercial applicator's license if they have met all requirements.

*IPP 112* **Intro to Interpreting** *4 Credits*
Designed to expose students to all aspects related to the field of interpreting and familiarize them with a career that will require them to learn a new language and culture of the deaf and hard of hearing. Provides students with an introduction to the history of interpreting and other areas such as: basic terminology used in interpreting; role, ethics, and etiquette of interpreting; specific settings for interpretation; special communication techniques required of interpreters; and important laws and certification that govern our state as well as the surrounding states. *Corequisite*: ASL 104

*IPP 122* **Interpreters at Work** *3 Credits*
Prepares individuals to enter the field of interpreting for Deaf and Hard of Hearing people, by providing students with more hands-on activities in order to further develop and reinforce their interpreting English to ASL skills. Outside activities day and evening are required. *Prerequisite*: IPP 112

*IPP 124* **Interpreting for Special Needs Populations** *3 Credits*
Develops skills that facilitate effective communication with Deaf and Hard of Hearing consumers, Deaf and blind consumers, and Deaf and Hard of Hearing consumers with severe disabilities. Provides communication strategies and approaches on how to interpret effectively for special needs populations. *Prerequisite*: IPP 112

*IPP 125* **Contrastive Cultural Analysis** *3 Credits*
Designed to provide the skills to compare and contrast the cultural differences between Deaf and non-deaf culture, allowing students to explore their own culture in new ways to accommodate other cultures. *Prerequisite*: ASL 102

*IPP 127* **ASL to English Interpreting** *3 Credits*
Designed to prepare students to enter the field of interpreting for Deaf and Hard of Hearing. Purpose is to build sign to voice abilities through daily exposure from classroom activities as well as hands-on experiences from volunteers in the Deaf Community. *Prerequisites*: ASL 105, ASL 115

*IPP 221* **Contrastive Linguistic Analysis** *3 Credits*
Designed to increase students' understanding and awareness of the linguistical differences and characteristics between the Deaf and non-deaf culture. Provides students with the necessary instruction needed to effectively interpret from one language to another such as ASL to English or English to ASL. Students will analyze the various parts of ASL such as hand shape, movement, location, orientation, and non-manual signs for the purpose of strengthening and developing their interpreting skills. *Prerequisites*: ASL 105, ASL 115

*IPP 223* **Interactive Interpreting** *3 Credits*
Provides the practical application students need in various interpreting situations such as: educational, vocational, medical, legal, one on one, group discussions, and phone conversations. Students have received previous instruction and training from the Introduction to Interpreting course that taught them the proper role, ethics, and etiquette required of sign language interpreters. This provides them with the opportunity to apply what they learned to actual simulated experiences that will be set up within the protective environment of the classroom. *Prerequisites*: IPP 2nd Semester Courses

*IPP 224* **Internship I** *2 Credits*
Helps prepare students for their internship that will follow and also help them attain future employment in the field of interpreting. Students will send out introductory letters to various sites for the purpose of establishing their weekly observations with a certified interpreter. They will receive extensive instructions regarding their role and the responsibilities expected of them at these sites and will be required to complete 50 observational hours by the end of the course. Students will be required to adhere to the RID/NAD

Code of Ethics at all times when they are at the observation sites. Confidentiality will be maintained at all times. *Prerequisites*: 2nd Semester Courses; *Corequisites*: 3rd Semester Courses

*IPP 225* **Internship II** *10 Credits*
Internship supplements classroom instruction by allowing students to work as interpreting interns at approved sites for a designated period of time. Must have completed three semesters in their major or have departmental approval before being placed. *Prerequisites*: Department Approval, IPP 224

*IPP 226* **Internship Closure** *2 Credits*
Students will be required to return to the lab and classroom upon completing their 'on-site' internship hours. The final 20 hours will focus on handing in all written documentation, reports, and evaluations required by their instructor. This is also an important time when the instructor strives to provide "internship closure" through classroom and personal interaction in regard to their learning experiences. Confidentiality and professionalism will be maintained at all times throughout the closure process. *Prerequisite*: IPP 225

*IPP 230* **Specialized Interpreting** *2 Credits*
Designed to identify and define various terminology, as well as the principles and protocol, associated within technical settings such as medical and legal. An interpreter's role and responsibilities will be defined in this course as well. "Hands-on" experiences will be provided through various "mock" situations for the purpose of demonstrating appropriate placement and skill application in each of these settings. *Corequisite:* IPP 224

*LEOT 101* **Introduction to Lasers** *3 Credits*
This entry-level course explores the nature of laser light as well as the components included in an optical cavity. Laser safety and measurement of laser power/energy are also introduced in order to prepare the student for future courses in the Laser/Electro-Optics program.

*LEOT 102* **Geometric Optics** *3 Credits*
Designed to teach students how light reacts at material interfaces from a geometrical perspective. The laws of reflection and refraction are investigated using mathematical, graphical, and experimental methods. Computer software will be introduced as a means of analyzing and designing optical systems.

*LEOT 201* **Manufacturing Basics** *2 Credits*
Deals with the application of lasers in a manufacturing setting. Topics include the in-depth study of laser safety, materials processing, statistical process control, and progammable logic controllers.

*LEOT 202* **Light Sources & Wave Optics** *3 Credits*
Compliments the Geometric Optics course to investigate light in wave form. Topics of study include radiometry, photometry, reflection, refraction, interference, diffraction and polarization. In addition, holography is introduced as ground work for later study and experimentation.

*LEOT 206* **Laser Applications** *4 Credits*
Enables students to have exposure to various industrial, medical, and military laser applications. They will also work in a team environment demonstrating at least one of the applications hands-on. *Prerequisite:* All previous required laser coursework

*LEOT 207* **Laser Systems & Troubleshooting** *4 Credits* Deals with a variety of laser measuring systems. Studies will include interfermometers, monochromators, laser beam analyzers, vision systems and spectrophotometers. Students will also choose, design, and construct a laser-based project thoughout the semester. *Prerequisites:* LEOT 101, LEOT 102, LEOT 208

*LEOT 208* **Laser Devices & Technology** *4 Credits*
Explores the operating theory and application of various types of lasers. Students gain valuable hands-on experience learning the operating characteristics and potential applications of lasers they will encounter in the working world. Lasers to be emphasized include CO2, Nd: Yag, diode, and Argon-ion.

*LEOT 250* **CAD/CNC** *4 Credits*
Provides students with knowledge of AutoCad and CNC programming languages. Primarily covers the use of AutoCad commands such as draw, edit, dimension, text, saving and plotting drawings. In addition to these items, basic CNC programming and drawing conversion will be covered using AutoCad drawings and third-party software. The converted code will then be used on CNC mills and lathes to produce parts.

*LPN 101* **Introduction to Nursing** *5 Credits*
Introduces students to the foundations of nursing that can be used throughout their careers. Students will be introduced to the nature of nursing, personal and environmental health, developmental stages of the life cycle, nutrition, the nursing process, safety in the health care setting and client care. Also provides an overview of basic pharmacology. Students will learn the administration of medication with concern for safety and precision and attention to important physiologic factors. Emphasizes understanding of drug action at the physiologic level. The pharmacology content will be integrated with knowledge of anatomy, physiology, and disease processes. The nursing process, as well as patient teaching, is also stressed in this course to maximize the potential of reaching the therapeutic goal. The Introduction to Nursing lab is a vital part of the LPN student's education in which skills are demonstrated, practiced, and tested (performed).

*LPN 110* **Nursing Procedures** *5 Credits*
Students will understand the concepts of assessing health status, diagnostic tests and specimen collection, as well as meeting basic physiologic needs of patients through management of fluid and electrolyte balance, meeting basic nutrition needs through diet therapy and assisted feedings, assisting with respiration and oxygen delivery, promoting urinary elimination, promoting bowel elimination and promoting sleep and comfort. Students will continue to master medication administration and IV therapy as introduced in Pharmacology for Nursing. Students will be introduced to care of the surgical and immobile patient, providing wound care and treating pressure ulcers, and promoting musculoskeletal function. During the lab portion of the course, students will learn more advanced patient care techniques. Students will also spend 8 hours per week in clinical experiences as part of the lab portion. *Prerequisite:* LPN 101

*LPN 120* **Maternity & Pediatric Nursing** *5 Credits*
Introduces students to perspectives in maternal and child health nursing. Course focuses upon the nursing care throughout the childbearing process including emphasis on pregnancy, labor and birth, postpartum, and the newborn. In addition, the study of child health and childhood diseases from infancy through adolescence along with the child with special needs will be incorporated into the course. Students will spend clinical hours at health care facilities for the lab portion of this course. *Prerequisite:* first semester coursework

*LPN 130* **Medical/Surgical Nursing** *5 Credits*
Introduces students to the basic concept of Medical-Surgical Nursing: oxygenation and perfusion, body defenses, control, mobility, coordination and regulation, digestion and elimination, reproductive and sexual disorders, physical and mental integrity, special areas, and integration of body systems. Students will spend clinical hours at health care facilities for the lab portion of this course. *Prerequisite:* first semester coursework

*LPN 140* **Geriatric Nursing** *5 Credits*
Designed to provide a knowledge base for licensed practical nursing students in the care of geriatric patients. The content is based on nursing diagnoses, outcomes and interventions for elderly

persons. Topics related to older adults that are covered include health management, nutrition, elimination, activity and rest, cognitive patterns, self-concept, role relationships, sexuality, coping and value systems. Classroom lecture will be enhanced with clinical experiences related to nursing care of the older adult. *Prerequisite:* first semester coursework

*LPN 150* **Responsibilities of the LPN** *1 Credit*
Designed to discuss professional issues that will affect the Licensed Practical Nurse proceeding into the workplace. Covers such topics as the history of nursing as a profession, legal and ethical issues in the workplace, communication in the workplace and resumé and interviewing tips for success in getting a desired job. Discusses various health care settings, as well as the leadership and management roles of the Licensed Practical Nurse within those settings. *Prerequisite:* first semester coursework

*LPN 160* **Clinical Practice** *6 Credits*
Students work with a preceptor at a clinical site and work with an LPN or RN. Clinical hours are a required part of the clinical experience prior to receiving the diploma for completion of the program. *Prerequisites:* all first and second semester coursework and permission of Program Chair

*LPN 180* **NCLEX-PN Review Course** *1 Credit*
A review course to prepare students to take the board examination required to practice as an LPN. Students will review all previous course contents, as well as practice test-taking skills. *Prerequisites:* all first and second semester coursework and permission of Program Chair

*MATH 090* **Basic Mathematics** *2 Credits*
A pre-academic class designed to give basic math review of whole numbers, decimals, fractions, percents, measurements, graphs, formulas, and basic geometry.

*MATH 098* **Basic Algebra** *3 Credits*
A pre-academic class designed to give an understanding of basic algebraic concepts in signed numbers, expressions, equations, inequalities, polynomials, factoring, algebraic fractions, graphing, exponents, radicals, and quadratic equations.

*MATH 101* **Intermediate Algebra** *4 Credits*
This algebra course begins with real numbers, absolute values, exponents, polynomials, and the factoring of trinomials. Then, first and second-degree equations and applications are studied. Skills in simplifying arithmetic expressions and calculating and solving rational expressions are covered. Exponents, radicals, complex numbers, second-degree equations, graphing, and systems of linear equations will be included. *Prerequisite:* Placement Assessment.

*MATH 102* **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 120* **Trigonometry** *3 Credits*
Designed to teach the trigonometric skills necessary for physics and other science, technology, pre-engineering, and mathematics. The course covers a brief review of algebra, the trigonometric functions with applications, degree and radian angle measure, and graphing —both rectangular and polar coordinates. A review of exponential and logarithmic functions and a thorough coverage of analytic geometry will also be included. Translation and rotation of axes will be discussed. The course will conclude with a discussion of trigonometric identities and equations. *Prerequisite*: MATH 101 or equivalent

*MCT 121* **Mechanical Drawing II** *3 Credits*
Students learn to use the AutoCAD program as a tool to create mechanical prints. Various aspects of mechanical drawing will be studied such as: orthographic views, sectional views, auxiliary views, dimensioning, tolerancing, geometric tolerancing, and working drawings. *Prerequisites:* DT 101, CAD 120

*MCT 122* **Materials and Methods** *3 Credits*
This is a hands-on course that allows students to experience some of the methods and materials used in manufacturing processes. Some of these processes include heat treating of tool steel, case hardening, plastic blow molding, and casting. *Prerequisite:* CET 101

*MCT 123* **Welding Processes** *2 Credits*
Welding Processes is designed to introduce welding, its applications and processes to someone working in a manufacturing environment. Students study many of the welding processes, such as stick, gas, MIG, and TIG. In addition to the study of the processes and applications, students will also have a chance for hands-on experience with some of the welding equipment.

*MCT 210* **Operations Management** *3 Credits*
A broad introduction to the field of operations management and a state-of-the-art view of the activities of the operations function. Operations management is an area that has a profound effect on manufacturing, services, and productivity. *Prerequisite:* MT 115A

*MCT 222* **Materials Analysis** *3 Credits*
Provides students with the knowledge and understanding of a variety of measuring systems and methods through the text knowledge of the need for measurement, historical basis of measurement, and the various types of measurement methods used. The use of a variety of measurement equipment such as hand measurement tools, optical comparators, vision systems, and coordinate measurement machines (CMM) will also be covered. *Prerequisites:* EM 228, MCT 122

*MCT 225* **Computer Numerical Control** *2 Credits*
Provides students with knowledge of AutoCad and CNC programming languages. The course will primarily cover the use of AutoCad commands such as draw, edit, dimension, text, and saving and plotting drawings. In addition, basic CNC programming and drawing conversion will be covered using AutoCad drawings and third party software. The converted code will then be used on CNC mills and lathes to produce parts. *Prerequisite:* CAD 120

*MCT 230* **Computer Integrated Manufacturing** *4 Credits*
This portfolio class brings together several of the topics studied throughout the prior semesters. A class project will be selected that will fairly represent a good selection of skills learned. *Prerequisite:* MCT 210

*MCT 231* **Fundamentals of Rapid Prototyping** *3 Credits*
Prototypes are models to demonstrate proposed items for manu-

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

*MT 110* **Machinist Math I** *2 Credits*
A beginning math course for those employed or considering employment in the manufacturing and trades, particularly machinists and welders. Starts with basic functions of whole numbers, fractions, decimals, powers, roots, and English and metric units of measure. Covers related math for calculating tolerance, clearance, and interference fits as well as related math for calculating readings for vernier settings and other measuring devices including English and metric. Beginning algebra including signed numbers, algebraic operations, and solution to equations will be introduced.

*MT 112* **Print Reading** *2 Credits*
A basic course in blueprint reading designed for those working as welders and machinists. View arrangements, angles, necks, grooves, slots, keyways, keyseats, flats, bosses, pads, symbols, print recognition, and some classification will be covered.

*MT 113* **Machine Tool Theory I** *2 Credits*
A study of general shop safety: basic measurement, layout tools, hand tools, thread cutting tools, metal saws, drilling machines, drilling operation, lathe parts and their functions, lathe safety, lathe cutting tools, basic lathe setup and procedures, threads, thread cutting, tapers, taper turning, and special lathe operations. *Corequisite*: MT 114

*MT 114* **Machine Tool Lab I** *6 Credits*
Covers benchwork fundamentals progressing to the care of the lathe, basic turning, thread cutting, and taper turning. The milling machine will also be introduced. *Corequisite*: MT 113

*MT 115A* **Machine Tool Operations** *3 Credits*
A study of general shop safety: basic measurement, layout tools, hand tools, thread cutting tools, metal saws, drilling machines, drilling operations, lathe parts and their functions, lathe safety, lathe cutting tools, basic lathe setup and procedures, threads, thread cutting and tapers. The use of milling machines, including milling cutters, cutting speeds, feeds, and depth of cut, machine setups, and milling operation will also be covered.

*MT 120* **Machinist Math II** *2 Credits*
Includes the solution of equations, ratio and proportion, and application of formulas that are used in the machine tool industry. Also included will be the introduction to geometric figures, angles, polygons, circles, arcs, and triangles. Fundamental geometric constructions, basic trigonometric functions, calculations of angles and sides of right triangles will also be covered. The use of trigonometry as applied to simple practical machine applications will be used. *Prerequisite*: MT 110

*MT 123* **Machine Tool Theory II** *2 Credits*
Milling machine and grinders will be introduced in this course. Students will study cutting-tool materials, cutting fluids, gears, gear cutting, special milling operations, basic metallurgy, heat treatment processes, jig grinder, computer assisted manufacturing, production lathe, special processes, and use of reference materials. *Prerequisite*: MT 113; *Corequisite*: MT 124

*MT 124* **Machine Tool Lab II** *6 Credits*
A continuation of work on machines that have been previously introduced. Precision grinders, production and special machines will be introduced. Heat treatment of steels and metallurgy will be used in lab exercises. *Prerequisite:* MT 114 *Corequisite*: MT 123

*MT 125* **Computer Numerical Control I** *3 Credits*
Computer Numerical Control (CNC) is a basic course that includes the Cartesian coordinate system, incremental and absolute programming, machine systems, canned cycles, Computer Aided Manufacturing (CAM), job plans, edit functions, tooling, simulation/verification, and part production. *Prerequisites*: CIS 101, MT 113

*MT 213* **Machine Tool Theory III** *3 Credits*
Students will review principles of machinability of metals, tool geometry, and speeds and feeds and cover the types and usage of grinding wheels for surface and form grinding, basic principles of heat treating tool steels, basics of Jig and Fixture design and build, and basics of Die. *Prerequisite*: MT 123; *Corequisite*: MT 214

*MT 214* **Machine Tool Lab III** *6 Credits*
Students will continue to develop skills on setup and operation of manual and CNC turning and milling machines. Emphasis will be on learning how to operate machines and fixtures used in the Die industry. Students will build a blanking die, piercing die as their first projects. *Prerequisite*: MT 124; *Corequisite:* MT 213

*MT 215* **Computer Numerical Control II** *3 Credits*
Students will study numerical control languages and their application. Projects will be assigned to practice intermediate programming techniques used on vertical milling and turning machines. Individual projects will require design of fixtures to fabricate components on milling centers. *Prerequisite*: MT 125

*MT 222* **Machine Tool Theory IV** *4 Credits*
Students will study the basics of Geometric Dimensioning and Tolerancing, the basics of three view drawings on CAD (Computer Aided Drafting), review design principles for fixturing needed to support CIM/CAM workshops, and continue the basics of Die theory. Students will continue to study the relationship between machine shop math, blue print reading, and shop inspection procedures. *Prerequisite*: MT 213; *Corequisite*: MT 223

*MT 223* **Electrical Discharge Machines** *2 Credits*
Students will study the fundamentals of Wire EDM and Ram EDM processes. Covers the basic principles, parameters, and setup procedures of electrical discharge machines. Students will produce an end product from a wire EDM machine. *Corequisite:* MT 222

*MT 224* **Machine Tool Lab IV** *7 Credits*
Students will continue to develop skills on setup and operation of manual and CNC turning and milling machines. They will be required to build components using EDM technologies. Emphasis will be on learning how to operate machines and fixtures used in Manufacturing, Die industries. *Prerequisite:* MT 214; *Corequisite:* MT 222

*MTS 101* **Introduction to Medical Transcription** *3 Credits*
Students will be introduced to the profession and the skills required of a professional medical transcriptionist. Focuses on keyboarding techniques and procedures as they apply to medicine, medical terminology, and utilization of actual medical dictation. *Prerequisite*: Key 30 cwam or CIS 100

*MTS 110* **Medical Transcription I Theory** *3 Credits*
Introduces students to the medical transcription profession. As a medical language specialist, student transcriptionists will be exposed to the broad scope of medicine and the need for accurate documentation. Students will learn the different dictation systems and machines, appropriate use of reference books, and to the standards of style for the profession. *Prerequisite:* MTS 101

*MTS 111* **Medical Transcription I Lab** *4 Credits*
Introduces students to the medical transcription profession through hands-on, practical applications typing simulated dictation.

Students will transcribe in the field of general medicine while honing their English and medical terminology skills. *Corequisite:* MTS 110

*MTS 121* **Introduction to Coding** *2 Credits*
Provides the opportunity for entry level students to explore the world of coding and how it affects billing and reimbursement procedures within the health care facility. The student will be introduced to ICD-9 and CPT/HCPCS coding and insurance practices.

*MTS 122* **Medical Office Procedures** *3 Credits*
Includes office communications as well as specific procedures for the medical office such as: insurance company requirements, reports or statistics on health information requirements, reimbursements, introduction to medical records, filing and retrieving charts from various filing systems and interacting with office and health professionals.

*MTS 124* **Disease Processes I** *2 Credits*
Initiates students into clinical medicine through the study of common human diseases and conditions that affect the body as a whole as well as individual organs and systems. The following factors will be included: prevention, etiology, signs and symptoms, diagnostic and treatment measures, prognosis and the use of medical references for research and verification.

*MTS 127* **Coding I** *3 Credits*
Introduces students to the medical coding guidelines and regulations for reimbursement as they apply to the medical profession. Knowledge of ICD-9CM coding guidelines, conventions, and format will be acquired.

*MTS 211* **Medical Transcription II Theory** *2 Credits*
Progresses students in the medical transcription process. As a medical language specialist, student transcriptionists will continue to be exposed to the broad scope of medicine and the need for accurate documentation. Students will be introduced to the different dictation systems and machines, the appropriate use of reference books, and to the standards of style for the profession. *Prerequisites*: MTS 101, MTS 110, 40 cwam; *Corequisite:* MTS 212

*MTS 212* **Medical Transcription II Lab** *4 Credits*
Students will use skills taught in the MTS 211 theory class to continue to learn the medical transcription process. Student transcriptionists will type dictation from several specialty areas including Obstetrics, Pediatrics, Radiology, and Surgery. *Corequisite*: MTS 211

*MTS 221* **Medical Transcription III Theory** *3 Credits*
Introduces students to advanced medical transcription materials emphasizing the skills necessary to transcribe in the areas of radiation, cardiology, gastrointestinal, orthopedics, psychology, and pathology. *Prerequisite*: MTS 211

*MTS 222* **Medical Transcription III Lab** *5 Credits*
Students will utilize the skills taught in MTS 221 to continue to learn the medical transcription process in specialized areas of radiation, cardiology, gastrointestinal, orthopedics, psychology, and pathology. *Corequisite*: MTS 221

*MTS 224* **Disease Processes II** *4 Credits*
Provides a continued study of clinical medicine which concentrates on the dynamic aspects of disease processes, related to the study of disordered or altered functions in major organ systems. The following factors will be included: prevention, etiology, signs and symptoms, diagnostic and treatment measures, prognosis and the use of medical references for research and verification. *Prerequisite*: MTS 124

*MTS 225* **Medical Transcription/Coding Clinical** *5 Credits*
A capstone course, students will train in hospitals and clinics chosen to match their skills and interests in order to provide a quality educational experience. They will develop an understanding of workflow and on-the-job responsibility to prepare them for employment. *Prerequisites*: MTS 221 and Department Approval

*MTS 228* **Coding II** *3 Credits*
Coding II is the study of current procedural terminology (CPT/HCPCS) system. The student will apply medical coding guidelines for office visits, services and procedures performed in a medical office setting. *Prerequisite*: MTS 127

*MTS 229* **Coding III** *4 Credits*
Coding III focuses on applying student's knowledge of ICD-9 CM, CPT/HCPCS coding. Students will demonstrate coding proficiency and reimbursement guidelines by coding medical record cases. They will have an opportunity to perform a clinical rotation in coding. *Prerequisites*: MTS 127, MTS 228

*NM 101* **Intro to Nuclear Medicine & Imaging** *3 Credits*
Designed to allow students time and observation along with basic application of theory in Nuclear Medicine Technology and Imaging. Students will apply anatomical, physiological, and mathematical theory to industry and gain an understanding of their chosen field.

*NM 120* **EKG Interpretation** *2 Credits*
Introduces the Nuclear Medicine student to electrophysiology of the heart and basic principles of EKG interpretation and the concepts essential in the recognition of cardiac arrhythmias. Students will become familiar with EKG, stress testing and Holter monitoring equipment. *Prerequisites:* Health Core, NM 101

*NM 123* **Pathophysiology** *4 Credits*
Builds upon the existing knowledge of anatomy and physiology and enhance this by investigating the signs, symptoms and disruption of normal physiology. The study of pathophysiology is essential to understanding the rationale for medical, surgical and diagnostic intervention and prevention. *Prerequisites*: HC 111, NM 101

*NM 124* **Nuc Med Math & Statistics** *3 Credits*
A practical, working knowledge of fundamental mathematics is developed for a thorough understanding of nuclear medicine applications. Topics include algebra, plane geometry, analytic geometry, trigonometry, probability, statistics, and basic calculus. *Prerequisites*: MATH 102, PHYS 100, NM 101

*NM 219* **Clinical Pet / CT** *3 Credits*
This course will introduce the Nuclear Medicine student to PET/CT and its applications. Students will be taught the principles of PET FDG, the fundamental operation of dedicated PET scanners, acquisition of a PET image, the process of storing information and how to troubleshoot problems. *Prerequisites:* HC 111, NM 101

*NM 220* **Radiation Safety & Biology** *3 Credits*
Students will enhance their knowledge in the safe use of radionuclides and their handling. This will also encompass the legal requirements set for by the NRC and other governing agencies to benefit both the patient, the technologist, and the public in the clinical environment. *Prerequisites:* HC 111, NM 124

*NM 221* **Radiopharmacology & Immunoassays** *3 Credits*
Students will be exposed to the fundamentals of radioactive kit compounding, radiopharmaceutical preparation, and dose calculation. Quality control, radiation safety, aseptic technique, and regulatory guidelines applicable to radiopharmacy will be discussed. *Prerequisites*: CHEM 106, HC 124, NM 124, NM 219

*NM 222* **Nuc Med Physics & Instrumentation** *3 Credits*
Exposes students to the physics of nuclear medicine instrumentation as well as the fundamentals of nuclear physics. Students will also acquire experience with the function of equipment used in the daily practice of nuclear medicine. *Prerequisites*: NM 219, NM 124, PHYS 100

*NM 223* **In-Vivo/In-vitro** *4 Credits*
Designed to instruct students in basic imaging techniques including radiopharmaceutical of choice, positioning, indications, contraindications and results. Prepares students to manipulate radioactivity in the laboratory setting, perform in-vitro studies, image radioactive patients, and work with radionuclide therapy in a safe manner. *Prerequisites*: NM 123, NM 124, NM 219

*NM223L* **In-Vivo/In-Vitro Lab** *1 Credit*
Perform hands-on procedure to learn how to position for most common Nuclear Medicine scans that we perform. The student will take what they have learned in "in-Vivo/In-Vitro" class and apply it in lab. *Corequsite: NM223*

*NM 224* **Nuc Med Injection Techniques** *1 Credit*
Designed to instruct the students in basic injection techniques including radiopharmaceutical of choice, vein selection and injection method. Includes the study of asepsis and prepares students to manipulate radioactivity in the laboratory, perform injections and work with radionuclide doses safely. *Prerequisites*: HC 111, HC 121

*NM 226* **Nuclear Medicine Lab** *1 Credit*
Consists of performing camera set-up, patient positioning, stress testing, scanning, interviewing, trouble shooting and other technologist duties. *Prerequisites:* PHYS 100, NM124, NM219

*NM 230* **Clinical I** *14 Credits*
Designed for second year Nuclear Medicine students to integrate didactic knowledge into the clinical setting. Students will observe, assist, and perform Nuclear Medicine Technologist duties during the supervised assigned clinical rotation. *Prerequisites:* Permission of Program Chair and successful completion of all other Nuclear Medicine courses

*NM 240* **Clinical II** *14 Credits*
Designed for second year Nuclear Medicine students to integrate didactic knowledge and perform Nuclear Medicine Technologist duties during the supervised assigned second clinical rotation. A portfolio of acquired skills and knowledge will be developed and compiled by students during this rotation. *Prerequisites*: NM 230, Permission of Program Chair

*NM 241* **Registry Review** *2 Credits*
Designed to review and prepare the Nuclear Medicine students to sit for the national registries – ARRT (N) or NMTCB. *Prerequisite*: Successful completion of all other Nuclear Medicine courses

*PH 101* **Introduction to Phlebotomy** *1 Credit*
The primary theme for this course is attitude, attendance and professionalism. Discussions and activities will center around this theme. This course helps students prepare for their eight week clinical rotation and realize the jobs and tasks that are expected of a Phlebotomist. Issues discussed include: specimen processing, attendance, dress, confidentiality, professionalism, having a backup plan (when kids are sick, car problems etc.), dealing with difficult patients, and drawing blood from patients in a variety of clinical or home environments.

*PH 121* **Principles and Practices** *2 Credits*
Consists of lecture and laboratory sessions covering phlebotomy equipment and techniques. Emphasis on infection control and safety is covered early in the course to prepare students for practical experience. Students must maintain a "C" average, successfully complete laboratory practical, and receive department approval to be scheduled for clinical practice. *Prerequisite*: Completion of Health Core

*PH 122* **Clinical Practice** *8 Credits*
This component of the Phlebotomy program consists of 288-320 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.

*PHYS 100* **Applied Physics** *3 Credits*
A foundation to understanding physical processes in technical applications. A thorough overview of measurement systems, practices, and notations is presented. Energy transformation and transfer processes are developed using a "systems model." Physical processes are then described using the systems approach in a "micro-to-macro" sequence, including atomic/nuclear, molecular, electrical/magnetic, mechanical, thermal, fluid, wave/radiating, and optional astronomic/cosmic effects. Definitions and descriptions of the mass/energy interactions involved are given for each type of system, leading toward diagnosis and troubleshooting methods in technical applications.

*PSYC 101* **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 amd nervous system, the characteristics of sensation, perception and altered states of consciousness, learning and memory, the nature of thinking skills and intelligence, theories of motivation, emotion and personality, a survey of psychological disorders and approaches to therapy, social/interpersonal relations, and practical applications.

*PSYC 103* **Psychology at Work** *3 Credits*
Explores how behavioral principles and practices of psychology can be applied in the workplace to help students understand situational as well as individual factors that contribute to workplace behavior. Helps students develop critical thinking skills as well as providing students opportunities for personal reflection in order to prepare them for the realities of the work world. Emphasizes the practical implications of issues such as customer and interpersonal relations, motivation, leadership, learning, development and problem-solving, and stress, attitudes and productivity. The course is designed to help students be successful in today's world of work.

*RA 110* **Basic Electricity** *5 Credits*
Covers the concepts of electricity as they apply to the HVAC/R industry. Electron theory and basic circuit electrical laws dealing with volts, amps, resistance, and power will enable students to solve circuit calculations on series, parallel, and series/parallel circuits. Students will learn how to correctly use electrical test instruments and apply these skills to perform actual circuit measurements. Resistive, inductive, and capacitive components and circuits will be introduced. Lab sessions provide hands-on experience necessary to support electrical concepts.

*RA 111* **Basic Refrigeration** *4 Credits*
Covers general safety, heat transfer, temperature/pressure relationships, and the operation of the basic refrigeration system. Residential air conditioning equipment, tubing and piping operations, and electrical controls will also be covered. Lab activities will allow hands-on experience in the basics of refrigerant recovery, recycling, sealed system servicing, and troubleshooting. *Corequisite*: RA 110

*RA 112* **Basic Heating Systems** *3 Credits*
Covers basic theory for the combustion of fossil fuel burning heating

systems. The sizing and installation of gas/fuel piping and the venting necessary to install the heating system will also be covered. Lab activities will provide hands on experience on a variety of forced air furnace installations. *Corequisite:* RA 110

*RA 113* **Sheet Metal Layout and Fabrication** *2 Credits*
A study of the sheet metal field as it pertains to the HVAC industry. In this course, students will identify and understand the proper use of tools used in the trade. Sheet metal fastening techniques and assembly procedures will be included in all lab activities. Students will layout and fabricate sheet metal fittings that are commonly found in the HVAC industry. Lab activities include pattern development, fitting fabrication and assembly based on shop drawings from text books and/or lab activities.

*RA 120* **Heating/Troubleshooting** *5 Credits*
Covers the components and controls of residential conventional, mid efficiency, high efficiency, fuel oil, and electric furnaces, as well as low pressure boilers. Electrical wiring diagrams, specialized test equipment, and efficiency testing will also be included. Emphasis will be placed on proper balancing techniques needed to insure peak efficiency and the maximum life span of heating equipment. Lab activities provide students with balancing and troubleshooting skills. *Prerequisites*: RA 110, RA 112

*RA 121* **Air Conditioning Installation** *4 Credits*
Students will learn how to select and install the proper air conditioning system and controls to economically meet the comfort needs of the consumer. Motor and motor controls are also covered in this course. Lab activities allow the students hands-on experience in the selection and installation of residential split system air conditioning. *Prerequisites*: RA 110, RA 111, RA 112

*RA 122* **Air Conditioning/Troubleshooting** *3 Credits*
Deals with the updates in technology found in A/C systems today. Safety issues, electrical controls, service procedures, and testing/balancing will be included in the classroom and the lab. Procedures for handling alternative refrigerants used in A/C systems will be an integral part of this course. Lab activities will include system startup, cleanup, and troubleshooting commonly found in the field. *Prerequisite*: RA 121

*RA 210* **Service and Repair Procedures** *4 Credits*
Service and repair procedures involve students in a study of unit components, start up, testing, and adjustment procedures of commercial refrigeration. Lab activities include operational testing, component adjustment, tear-down, and basic repair procedures. *Prerequisite:* RA 122

*RA 211* **Design and Installation** *4 Credits*
A study of design and installation of the mechanical and electrical systems for commercial refrigeration. Equipment calculations and specification sheets will be used for load estimating and balancing. Lab activities will include the installation of piping and electrical components for medium and low temperature equipment. *Prerequisite:* RA 122

*RA 212* **Water Cooled Equipment** *2 Credits*
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*
Includes a study of the methods used for heat reclaim. Students will study pipe and wire heat reclaim and outdoor systems. Operational testing and troubleshooting will be performed on heat reclaim and outdoor equipment. *Prerequisites:* RA 210, RA 211

*RA 221* **Split and Unitized Equipment** *3 Credits*
Split and Unitized Equipment is a study of the mechanical, electrical, and airside of this type of equipment. Students will interpret wiring diagrams and identify the electrical components required for this type of equipment. Students will also perform testing, setup, and adjustment of split and unitized equipment. *Prerequisites:* RA 210, RA 211

*RA 222* **High Pressure Chillers** *3 Credits*
High pressure chillers is the study of the refrigeration, water, air, and electrical side of the high pressure chiller system. Students will study the operation of pneumatic and electrical controls necessary to operate the chiller. Students will troubleshoot the waterside, airside and electrical systems of the high pressure chiller system. *Prerequisites:* RA 210, RA 212

*RA 223* **Troubleshooting and Maintenance** *3 Credits*
A study of troubleshooting and maintenance procedures for air conditioning, refrigeration, and heating systems. Troubleshooting and maintenance practices will be developed and performed. Lab activities will include electrical and mechanical troubleshooting and maintenance on refrigeration, air conditioning, and heating equipment. *Prerequisites:* RA 210, RA 211

*RA 224* **Heat Pump Systems** *3 Credits*
A study of component identification of heat pump systems. Troubleshooting and maintenance procedures for air to air heat pumps and water to air heat pumps will be identified and performed. Charging and performance testing will be performed on several types of heat pump systems. *Prerequisite:* RA 212; *Corequisite:* RA 221

*SOC 150* **Social Problems** *3 Credits*
A sociological analysis of the causes and proposed solutions of contemporary social problems confronting society today. The class promotes student involvement in discussing the subject matter. It is designed to encourage debate and to get students to consider different positions or viewpoints with regard to social issues.

*SOC 250* **Marriage and the Family** *3 Credits*
Designed for all students, the purpose of the course is to develop an understanding of the social role of marriage and family living. Topics covered include courtship and preparation for marriage, conflict situations and adjustments between spouses, parent-child relationships, the family in the community, and disintegration of the family unit.

*SPCM 101* **Fundamentals of Speech** *3 Credits*
Based on the study of communication theory as applied to public speaking. The goals are to improve the student's public speaking and listening skills. Experiences in the class range from developing speech outlines, researching topics, and practicing delivery techniques for an informative, persuasive, interviewing techniques and panel discussion assignment.

*ST 100* **Surgical Techniques** *3 Credits*
An introduction to Surgical Technology. It includes operating room (OR) environment, instrumentation, surgical techniques, OR team members, sponge, sharp and instrument counts, legal and ethical responsibilities and abdominal incisions and their uses. *Corequisite*: ST 110

*ST 110* **Surgical Techniques Lab** *2 Credits*
A "hands-on" introduction to Surgical Technology. It includes

operating room (OR) environment, instrumentation, sterile technique, basic suture knowledge and sponge, sharp and instrument counts. Students use this basic information to practice skills and techniques in the lab setting.

*ST 112* **Surgical Procedures** *3 Credits*
Designed to introduce students to surgical procedures in general surgery, OB/GYN, Genitourinary, Orthopedics, Neurosurgical, Cardiothoracic, Peripheral Vascular, Plastic and Reconstructive, Ophthalmology, Oral and Maxillofacial, and Otorhinolaryngology. *Prerequisite:* ST 100

*ST 113* **Technology for Surgical Technologists** *1 Credit*
Designed to introduce students to technology utilized in today's operating rooms. Addresses basic technological science requirements for current and future surgical practice: electricity, physics, robotics and computers.

*ST 114* **Clinical Practice I** *3 Credits*
Consists of 248 hours (31 days) of surgical technology practice in operating rooms at local hospitals. Students will gain essential skills in preparation of the patient, instrumentation and supplies necessary for surgery. Students will be directly involved with numerous surgical procedures. *Corequisite:* ST 120

*ST 119* **Responsibilities of the Surgical Technologist** *1 Credit*
Designed to discuss professional issues that will affect the Surgical Technologist proceeding into the workplace. Covers such topics as the history of Surgical Technology as a profession, legal, and ethical issues in the work-place, communication in the work-place, scope of practice for the Surgical Technologist, and resume and interviewing tips for success in getting a desired job. Discusses various health care settings, as well as the leadership and management roles of the Surgical Technologist within those settings. *Corequisite*: ST 114

*ST 120* **Principles & Practice of Surg Tech** *2 Credits*
Designed to assist the student in gaining essential skills in the preparation of patient, instrumentation and supplies used in surgery. Takes place in a mock operating room setting at STI. 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*
An introduction to the various microorganisms, their classifications and methods of control, the infection process and how the human body reacts, and how to fight off different infections. Also included in this course is how sterility and sanitation are achieved. *Corequisites*: ST 100, Health Core

*ST 122* **Surgical Procedures Lab** *2 Credits*
Designed to allow the student to practice concepts related to all core and specialty surgical procedures. This course will take place in a mock operating room setting at Southeast Technical Institute, one day per week / four hours per class. *Corequisite*: ST 112

*ST 123* **Surgical Pharmacology** *1 Credits*
Students study the use of drugs and solutions administered to the surgical patient, anesthesia, and medical abbreviations. *Prerequisites*: ST 100, Health Core

*ST 124* **Clinical Practice II** *6 Credits*
Consists of 176 hours of surgical technology practice in the operating room setting at a hospital in the Midwest region. This class may also consist of an emergency room and labor and delivery rotation (if the hospital and/or time allows). Students will apply their knowledge of surgical techniques and procedures, equipment, instruments, and supplies and increasingly develop their skills to more complex procedures. *Prerequisites*: ST 120, ST 114, ST 122, ST 123, Permission of Program Chair

*ST 134* **Clinical Practice III** *6 Credits*
A continuation of ST 124. It consists of 176 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 surgical technology skills. *Prerequisites:* ST 124, Permission of Program Chair

*UC 101* **Introduction to Health Unit Coordinator** *2 Credits*
The primary theme for this course is attitude, attendance and professionalism. Some of the topics discussed will be; How did the career originate? What are the primary responsibilities? What health care settings are best suited for this type of medical secretary? Toward the end of the course the student will be exploring how to construct and maintain a medical record, transcription of doctor's orders, and the responsibilities of admission and discharge for various medical facilities.

*UC 121* **Unit Coordinator Techniques** *2 Credits*
Introduces students to the techniques, procedures, equipment, and basic skills needed to perform non-patient care activities in a nursing unit. *Prerequisite*: Health Core

*UC 122* **Clinical Practice** *8 Credits*
Consists of approximately 288 hours of health unit coordinator practice at an affiliated institution where students will be supervised by an assigned health unit coordinator. The program coordinator will coordinate clinical schedules and evaluations. *Prerequisites*: UC 121, UC 123, HC 221

*UC 123* **Transcription of Orders** *4 Credits*
Provides opportunities for students to identify and transcribe physician orders involving numerous departments. Laboratory experience accompanies this course. *Prerequisite*: Health Core

## Sioux Falls School Board

**President:** Sheri Meister
**Vice President:** Kevin Lampe
Sam Amato
Debra Hoffman
Joy Smolinsky

## Superintendent, Sioux Falls School District

Dr. Pam Homan, EdD, University of South Dakota, MS, Augustana College; BA, Augustana College

## STI Administration

**Director:** Jeffrey R. Holcomb, MPA, University of South Dakota; BA, University of South Dakota
**Assistant Director/Chief Academic Officer:** Debra Hunking, MA, South Dakota State University; BA, South Dakota State University
**Assistant Director/Finance & Operations:** Rich Kluin, MBA, University of South Dakota; BS, University of South Dakota
**Assistant Director/Student Affairs & Institutional Research :** Tracy Noldner, MS, South Dakota State University; BS, South Dakota State University; BA, South Dakota State University
**Supervisor Business & Industry Training:** Lon Hird, MBA, University of Sioux Falls; BS, DeVry Institute of Technology
**Foundation Director:** Joel Hathaway, BS, Wayne State College; National Planned Giving Institute; College of Williams & Mary Certificate
**Supervisor Information Systems:** Brian Beck, BA, Augustana College

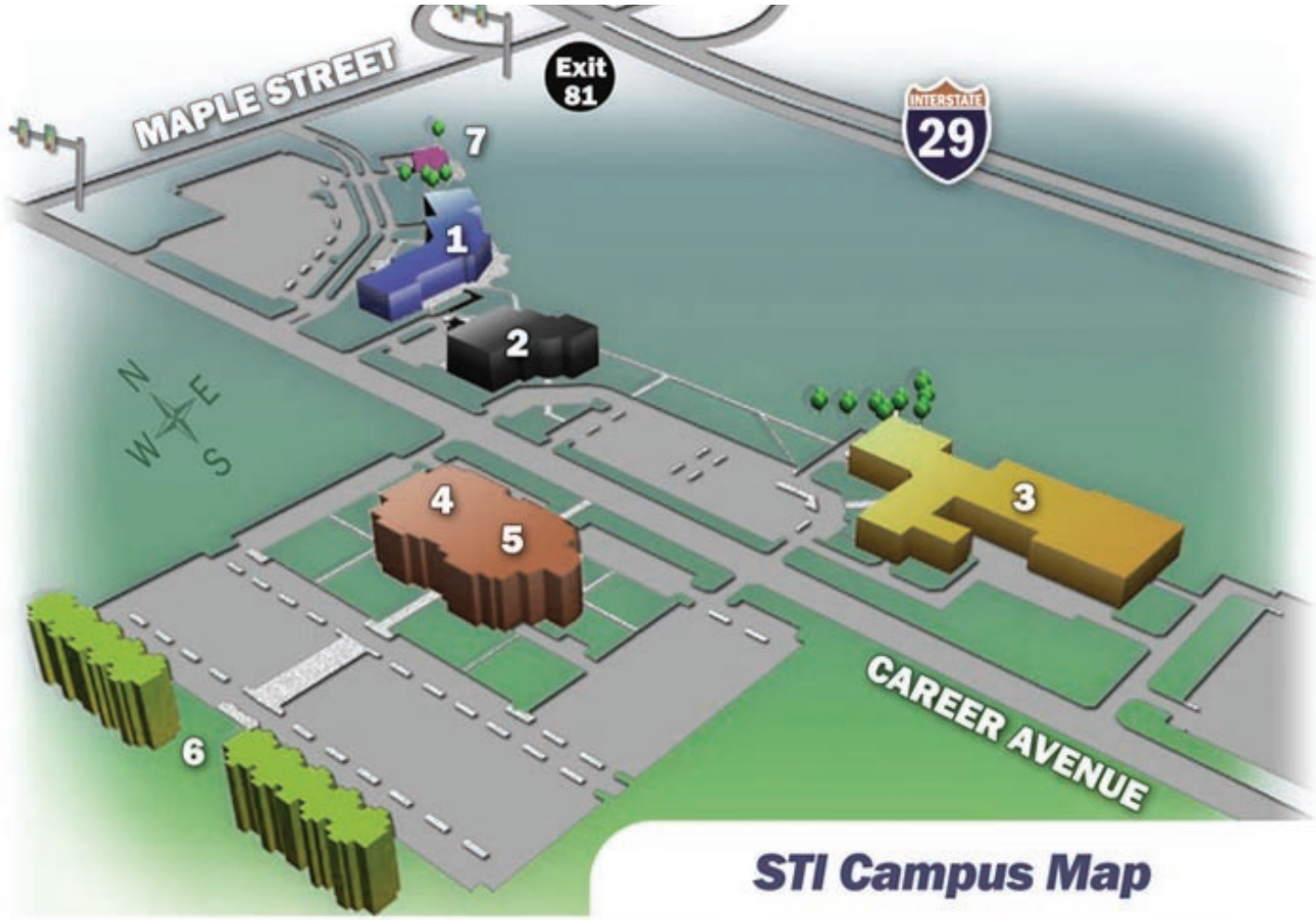
## Faculty

**Karol Aeschlimann,** EdD, University of South Dakota; MA, University of South Dakota; BA Luther College
**Gary Barlow,** MA, South Dakota State University; BS, Dakota State University
**Cory Borgen,** BS, South Dakota State University
**Janet Bortnem,** BS, Bellevue University; RT(R), Sioux Valley Hospital School of Radiologic Technology; Registered Diagnostic Medical Sonographer
**Pat Bortnem,** RN, MEd, South Dakota State University; BSN, South Dakota State University
**Pam Boyd,** BS, Bellevue University; Registered Vascular Technologist; Registered Diagnostic Cardiac Sonographer
**Rod Breitling,** MEd, South Dakota State University; BS, South Dakota State University; AAS, University of South Dakota/Springfield; Professional Land Surveyor
**Jim Brunz,** BS, University of South Dakota/Springfield; AAS University of South Dakota/Springfield
**Ruby Castardo,** BSW, Dakota Wesleyan University; Diploma, Southeast Technical Institute
**Jon Clausen,** Diploma, Dunwoody Industrial Institute
**Ed Dennis,** BA, University of Sioux Falls; AAS, Southeast Technical Institute; Certified Novell Administrator; CCNA; Computer Networking – 25 years; Electronics – 36 years
**Dr. Bruce Dickinson,** EdD, University of South Dakota; MBA, University of Sioux Falls; BS, University of Northern Colorado
**Michael Diehl,** AAS, Hawkeye Institute of Technology; Department of Labor Tool & Die Making Journeyman's Card; 25 years industry experience
**Jim Eng,** Heavy Equipment Operator – 34 years
**Bridget Flannery,** BA, South Dakota State University
**Nancy Gacke,** BA, University of Sioux Falls
**Allen Gibson,** BS, South Dakota State University
**Dr. Mike Grevlos,** NCC, EdD, University of South Dakota; MA, University of South Dakota; BA, Augustana College
**Mary Griffith,** AAS, Southeast Technical Institute
**JoEllen Hagemeyer,** RT(R) RDMS, Sioux Valley Hospital School of Radiologic Technology, American Registry of Radiologic Technologists, American Registry of Diagnostic Medical Sonographers
**Julie Hansen,** RN, MA, University of South Dakota; BS, South Dakota State University; Diploma, Sioux Valley Hospital School of Nursing
**Gene Heeren,** BS, University of South Dakota/Springfield; AAS, University of South Dakota/Springfield
**James Heine,** MBA, University of South Dakota; MBT, University of Minnesota; BA, Mount Marty College
**Mary Hennings-Frank,** BS, CNMT, Nuclear Medicine Program Director; BS, University of Iowa; Certified Nuclear Medicine Technologist
**Bob Hoffmann,** BS, Jamestown College; AA, Bismark State College; Certified Electronic Technician; CET Certification Administrator; Lifetime FCC General Radiotelephone License
**Timothy Hummel,** MEd, College of St. Catherine's; BS, South Dakota State University; AAS, University of South Dakota
**Kari Jennings,** CRRN, AA, University of South Dakota; Certificate, Southeast Technical Institute
**Cynthia Jensen,** MA, University of South Dakota; BA, University of South Dakota
**Linda Johnson,** MA, University of Kentucky; BA, Augustana College
**Lois Jonker,** AAS, Presentation College
**Gary Kappenman,** BS, South Dakota School of Mines and Technology

**David Kavanagh,** MA, University of South Dakota; BS, University of South Dakota
**Andrew Kibbe,** CNMT, ARRT (N,R); BS, South Dakota State University
**Peggy Kimmel,** MEd, South Dakota State University; BS, Northern State University
**Romy Klessen,** BA, University of Sioux Falls
**Merrill Larson,** BA, South Dakota State University
**Jay W Lucas,** RT(R), RCIS, St. Cloud Hospital School of Radiologic Technology; Registered Cardiovascular Invasive Specialist – 10 years invasive cardiovascular experience; Radiological Technology Radiographer
**Lloyd Lunde,** MBA, University of Sioux Falls; BA, University of Sioux Falls; AAS, University of South Dakota/Springfield
**Mitch Marcotte,** BS, South Dakota State University
**Jim Martin,** Certificate, Anoka Technical Institute Tool & Die; TIS Vocational License, University of Minnesota
**Pat McGee,** MBA, University of Sioux Falls; BS, South Dakota State University
**Bill McGeough,** BS, Northern State University; Certified "Fast Track" Entrepreneurial Instructor
**Cathy Miller,** BS, Bellevue University; LPN, Worthington Community College; Registered Vascular Technologist by the American Registry of Diagnostic Medical Sonographers
**Roger Morris,** BSCS, Missouri Institute of Technology
**Curtis Olson,** BS, South Dakota State University
**Randall Ostraat,** MA, Pepperdine University; BS, South Dakota State University
**Kate Parkinson,** BS, South Dakota State University; Certified South Dakota Nurseryman; Certified Commercial Chemical Applicator; Licensed Arborist
**Merrel Pepper,** MPE, University of Nebraska; BA, Augustana
**Dr. Craig Peters,** EdD, University of South Dakota; MS, South Dakota State University; BS, South Dakota State University
**Jackie Pommer,** MBA, University of South Dakota; BS, Southwest State University; AS, Southwest State University
**Kristin Possehl,** MEd, South Dakota State University; BSN, Vanderbilt University
**Ed Richter,** MBA, University of Montana; MS, Air Force Institute of Technology; BSBA, University of North Dakota
**Cynthia Roller,** BS, Dakota State University; AS, Dakota State University
**Jean Rose,** MA, Augustana College; BS, Huron University
**Jeanette Saugstad,** RN, BAN, Augustana College
**Jeff Schlepp,** BArch, North Dakota State University, BA, North Dakota State University
**Terry Schneider,** Diploma, Mitchell Technical Institute; AWS Certified Welding Inspector; AWS Certified Welding Educator; FAA A&P Airframe and Power Mechanic (LATI); Welder - 27 years
**Trudee Schur,** MA, University of South Dakota; BS, Dakota State University; BS, Northern State University
**William Short,** MS, Bemidji State University; BS, University of South Dakota
**Ron Sorensen,** MEd, South Dakota State University; BS, Moorhead State University
**Daniel Sorenson,** BS, Grace University; AAS, Indian Hills Community College
**Debbie Stene,** BA, University of Sioux Falls; AAS, Southeast Technical Institute
**Pam Sullivan,** AAS, Phoenix College
**Tom Sylvester,** AA, Duluth Technical College; Licensed Master Electrician – 22 Years
**Paul Syverson,** Diploma, Biomedical Equipment Technology Detroit Lakes Tech, 14 years industry experience
**Roberta (Bobbie) Talcott,** BS, Minot State University, certified trainer for Lou Tice Motivational seminars, certified supervisory management trainer, 14-years industry experience
**Michael B. Thompson,** JD, University of South Dakota; BS, South Dakota State University
**Paul Tunge,** AAS, Southeast Technical Institute, nine-years industry experience
**Judy Tyler,** RN, MEd, South Dakota State University, BSN, South Dakota State University
**Amy Valdes,** BSN, Mount Marty College; BA Dakota Wesleyan University
**Jeffrey Van Overbeke,** MS, South Dakota State University; BS, South Dakota State University;
**Dennis Vickerman,** AAS, Southeast Technial Institute; 14-years industry experience
**Rick Warkenthien,** BS, South Dakota State University
**Doug Warner,** CNMT, AAS, Southeast Technical Institute
**Janice Weber,** MS, University of Southern Mississippi; BS, Dakota State University
**Kim Weihe,** MBA, University of Sioux Falls; BS, Mankato State University
**Mike Wendell,** BS, Dakota State University; AAS, Southeast Technical Institute
**Brian K. Williams,** MBA, University of Wyoming; BS, University of South Dakota
**Todd Wohlwend,** MS, South Dakota State University; BS, South Dakota State University; Red Hat certified technician, Network+, certified Novell Administrator
**Dana Wolff,** MSAS, University of South Dakota; BS, Black Hills State University; Certified Phi Theta Kappa Leadership Development Studies Instructor

# Index

# STI Campus Map




1. George S. Mickelson Center - Student Services
2. Sullivan Health/Science Center
3. Ed Wood Technical Center
4. USDSU Classrooms
5. Southeast Technology Center
6. Student Apartment Buildings
7. Scarbrough Daycare Center

# Mickelson Education Center Map

**Upper Level**

200 Student Services
- A Registrar
- B Registrar Officer
- C Admissions Specialist
- D Student Activities/Nontrad. Student Advisor
- E Marketing Coordinator
- F Tech Prep
- G Admissions Specialist
- H Admissions Specialist
- I Supervisor Student Services
- J Admissions Specialist

201 Financial Aid
202 Storage
203 Financial Aid
204 Administrative/Business Office
- A Business Officer
- B Staff
- C Staff
- D Director
- E Conference Room
- F Assistant Director/Finance
- G Men's Restroom (staff)
- H Women's Restroom (staff)
- I Storage Room
- J Storage Room

205 Special Needs Services
206 Women's Restroom
207 Foundation
208 Custodian
209 Classroom
210 Men's Restroom
211 Graphic Communications
- A Artograph Room/Storage
- B Office

212 Classroom
216 Graphic Communications
- A Office

250 Learning Resource Center
- A Workroom
- B AV Storage
- C Computer Study Room

251 Bookstore
252 Adult Learning Center
- A Classroom

253 Bookstore
- A Office

254 Women's Restroom
255 Bookstore
256 Custodian
257 Bookstore
258 Men's Restroom
259 Classroom
260 Civil Engineering Lab
261 Computer lab/CAD
262 Architectural Design Lab
263 General Education Office
264 Classroom
265 General Education Office
267 Engineering Office

**Lower Level**

100 Commons
- A Staff Lounge
- B Women's Restroom
- C Men's Restroom

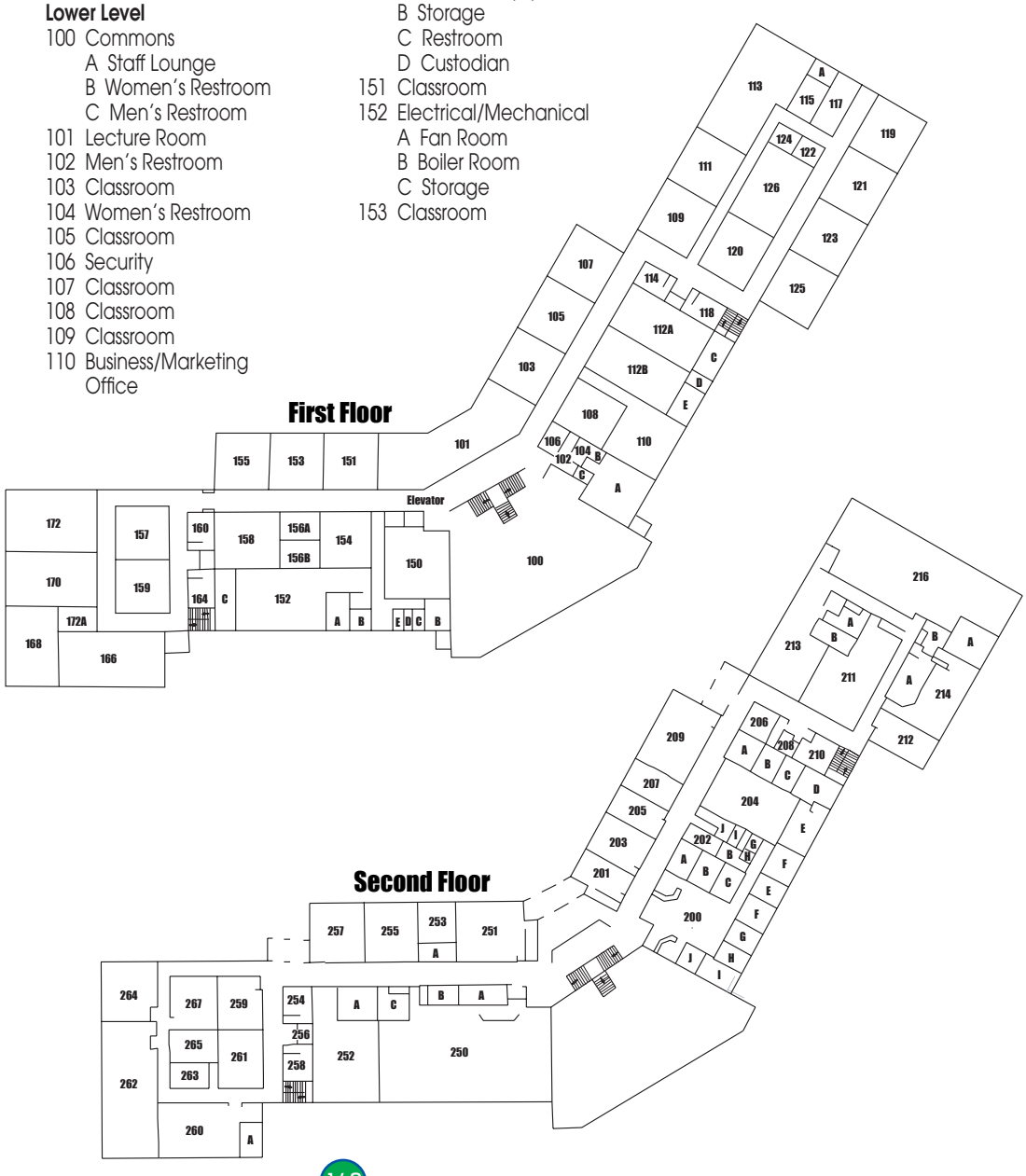
101 Lecture Room
102 Men's Restroom
103 Classroom
104 Women's Restroom
105 Classroom
106 Security
107 Classroom
108 Classroom
109 Classroom
110 Business/Marketing Office
111 Classroom
112 A Classroom
- B Classroom
- C Accounting/Business Office
- D Network Equipment
- E Conference Room

113 ACT Center
114 Women's Restroom
115 Office
116 Custodian
117 Storage Room
118 Men's Restroom
119 Classroom
120 Computer Lab
121 Classroom
123 Classroom
125 Classroom
126 Computer Lab
150 Food Service
- A Elevator Equipment
- B Storage
- C Restroom
- D Custodian

151 Classroom
152 Electrical/Mechanical
- A Fan Room
- B Boiler Room
- C Storage

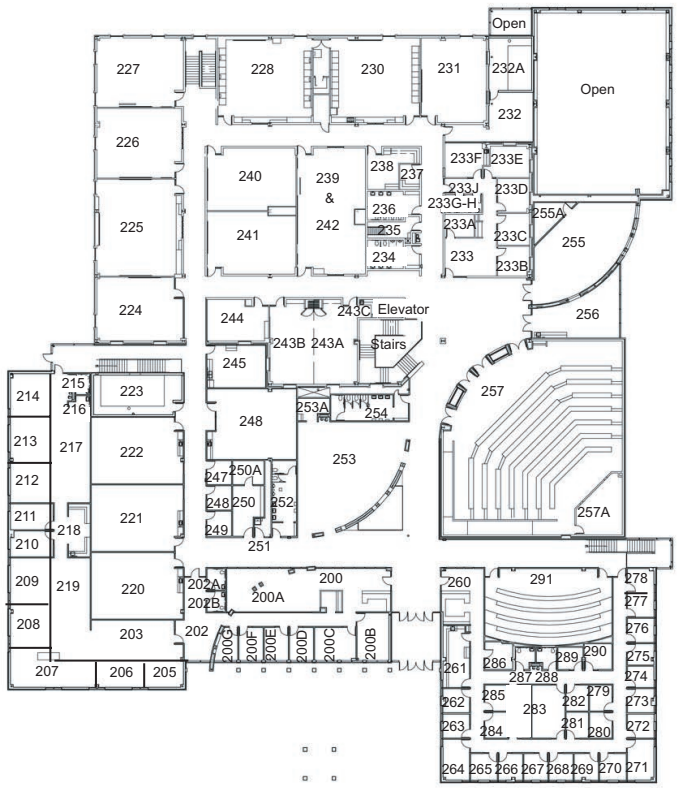
153 Classroom
154 Central Services
155 Classroom
156 Custodial
- A Office
- B Office/Storage

157 Classroom
158 Storage
159 Classroom
160 Women's Restroom
162 Custodial
164 Men's Restroom
166 CAD Lab
168 Computer Lab
170 Classroom
172 Classroom
- A Parts Room
- B Computer Literacy Office



# Sullivan Health/Science Center Map

100 Classroom
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 Mech
123 Classroom
124 Classroom
125 Classroom
126 Storage
126A Electrical
127 Classroom
128 Classroom
129 CJ 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
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 Office
233C Office
233D Office
233E Office
233F Conference
233G Staff Only
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 Seminar Room
243B Seminar Room
243C Prep ARF
244 Conf. 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

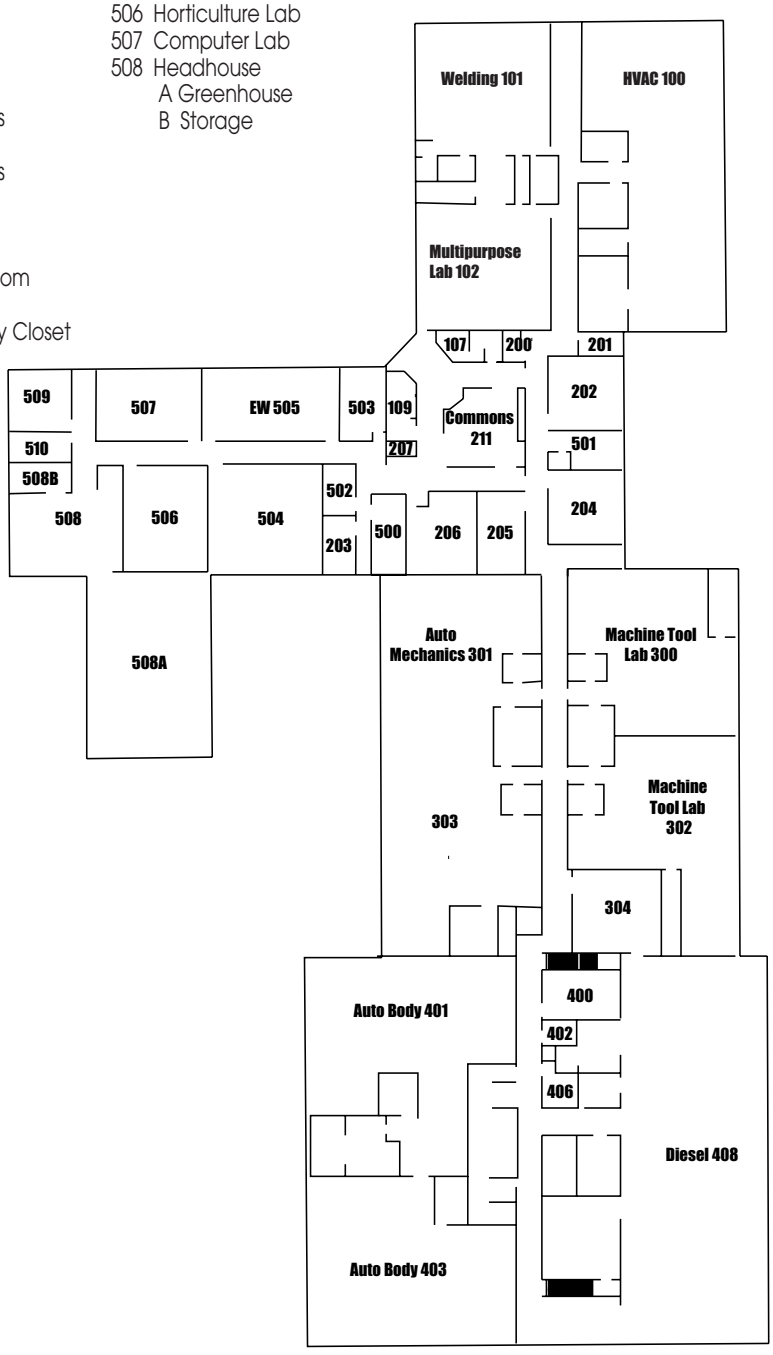



# Ed Wood Center Map

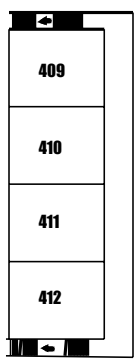
100 Heating/Ventilation/Air Con/Refrig Lab
101 Welding Lab
102 Multipurpose Lab
107 Men's Restroom
109 Women's Restroom
200 Custodial Supply Closet
201 Copy Center
202 Classroom
203 Office
204 Classroom
205 Classroom
206 Classroom
207 Storage
300 Machine Tool
301 Auto Mechanics
302 Machine Tool
303 Auto Mechanics
304 Classroom
400 Classroom
401 Auto Body
402 Women's Restroom
403 Auto Body
404 Custodial Supply Closet
406 Men's Restroom

408 Diesel
409 Conference Room
410 Classroom
411 Classroom
412 Classroom
500 Mechanical Room
501 Conference Room
502 Faculty Lounge
503 Classroom
504 Horticulture Shop
505 Classroom
506 Horticulture Lab
507 Computer Lab
508 Headhouse
A Greenhouse
B Storage

## First Floor



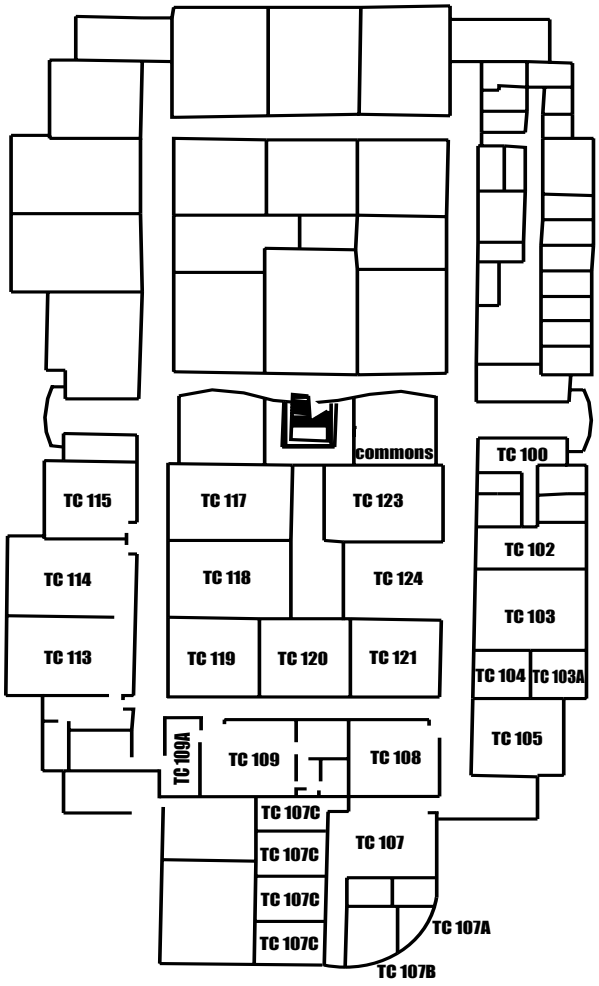

## Second Floor

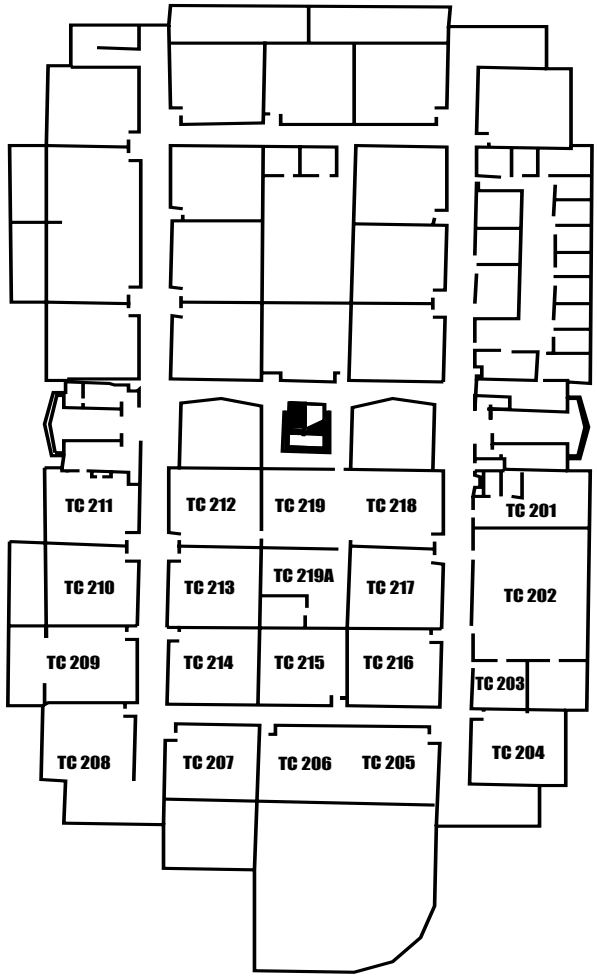


# Technology Center Map

**First Floor**
100 Administrative Offices
102 Conference Room
103 Faculty Offices
105 Classroom
107 Laser/Electro-optics Lab
108 Classroom
109 Classroom
113 Electronics Technology Lab
114 Electronics Technology Lab
115 Electronics Technology Lab
117 Electronics Technology Lab
118 Classroom
119 Classroom
120 CIS Lab
121 Networking Lab
123 Electronics Technology Lab

**Second Floor**
201 Breakroom
202 Faculty Offices
204 Classroom
205 Classroom
206 Classroom
207 Classroom
208 CIS Programming
209 CIS Programming
210 CIS Programming
211 Classroom
212 CIS Networking
213 CIS Networking
214 CIS Networking
215 Help Desk
216 CIS Networking
217 CIS Networking
218 CIS Networking
219 Help Desk



Presentation COLLEGE

PC VIRTUAL

In Partnership With Southeast Technical Institute

Online Courses and Video Conference Sites Avalable at:

**Aberdeen, SD**
**Sioux Falls, SD**
**Mitchell, SD**
**Rapid City, SD**
**Watertown, SD**
**Fairmont, MN**

Unlimited Opportunitites and Endless Possibilities

This opportunity provides you a flexible, convenient way to enhance your career while remaining in your area of residence.

A Catholic Baccalaureate College specializing in Health Care!

## PC Virtual Degree Programs:

- Bachelor of Science in Business:
  (Degree Completion available to all Associate Degree graduates regardless of major)
- Bachelor of Science in Nursing:
  LPN - BSN Degree Completion
- Associate of Science in Medical Transcription
- Certificate in Medical Transcription

Check us out @ www.presentation.edu For more information call 1-800-437-6060 ext. 492

# Catch the Spirit

## Traditional 4-year Programs

- 31 majors to choose from
- STI graduates are granted Junior status (If full-time day student)
- Acceptance of 64 STI credits with completed A.A.S. degree
- $3,000 transfer grant for STI graduates

## Degree Completion Program (DCP)

- 17-months, one night per week
- Designed to fit the schedules of working adults
- Cohorts begin in September, January, & June
- Degree in Management
- STI graduates are granted immediate entry into the program

UNIVERSITY OF SIOUX FALLS

A Christian Liberal Arts University

Admissions Office: (605) 331-6600
DCP Office: (605) 331-6735
Toll-Free: (800) 888-1047
www.usiouxfalls.edu