

online catalog User Guide



**SOUTHEAST
TECH**



The screenshot shows the website interface. On the left is a vertical navigation menu with various links. At the top right, there is a dropdown menu for the current catalog year. The main content area features a mission statement, a vision statement, and a section for online catalog features. Two callout boxes provide additional instructions.

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2014-2015 Catalog & Handbook

2014-2015 Catalog & Handbook

Welcome to Southeast Technical Institute's 14-15 Online Catalog and Handbook

MISSION:
 The mission of Southeast Technical Institute is to educate individuals for employment opportunities, professional growth and life long learning.

VISION:
 Creating Workforce Excellence

Online Catalog Features:
 There are many features that can help enhance your catalog experience with the online catalog, including the "My Portfolio" option that lets you track policy, program and course information that is specific to you. Please check out our [Online Catalog User Guide](#) for more tips.

Notice of Nondiscriminatory Policy:
 Southeast Tech does not discriminate on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic

Catalog Statement:
 This catalog is published by Southeast Technical Institute. Southeast Tech reserves the right to make changes to this catalog/handbook, its requirements, rules, regulations, policies, courses and programs without obligation or prior notice. The courses listed are believed to be accurate at the time of publication and are provided to facilitate academic planning. Published program costs are estimates. These provisions are subject to change without

Choose catalog of your choice from the dropdown menu.

Looking for a previous catalog? Check out our archived catalogs.






Use links to quickly access the information you need.

Use the navigation bar to go to specific section in the catalog.

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

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Welcome to Southeast Tech

education opportunities to residents of South Dakota and the surrounding

ed post secondary technical institutes in South Dakota. Over forty different

at Tech grants associate in applied science degrees, diplomas, and

individual program requirements.

Continuing Education (noncredit) classes, workshops, and seminars are offered

to assist area residents in expanding and augmenting their occupational skills or to assist in general improvement of

their chosen lifestyles.

Vision

Creating Workforce Excellence


Mission

The mission of Southeast Tech is to educate individuals for employ

life-long learning. This is achieved by providing

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

Southeast Tech Core Values





Catalog Search

Search Catalog

[Advanced Search](#)

Catalog Search Options

Choose search locations to narrow or expand your search.

Enter a keyword or phrase.

Find whole word or phrase only.

Search Locations

- Courses [\[Show prefix list.\]](#)
- Programs
- Hierarchy Items
- Other Content

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

Course Descriptions

Course Filter

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

Prefix: Code or Number: Type: Keyword or Phrase:

Find whole word or phrase only.

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





For academic programs click here.

Academic Programs

Advanced Technologies

- [Biomedical Equipment Technology, AAS](#)
- [Computer Network Security Technician, AAS](#)
- [Computer Programming, AAS](#)
- [Computer Technician, Diploma](#)
- [Electronics Technology, AAS](#)
- [Evening Electronics Technology, AAS](#)
- [Evening Network Administrator, AAS](#)
- [Evening/Hybrid Mechatronics Technology, AAS](#)
- [Mechatronics Technology, AAS](#)
- [Network Administrator, AAS](#)
- [Online Computer Programming, AAS](#)
- [Software Support Specialist, Diploma](#)
- [System Administrator, AAS](#)

Business & Communications

- [Accounting, AAS](#)
- [Administrative Assistant, AAS](#)
- [Business Administration, AAS](#)
- [Business Administration: Human Resources Emphasis, AAS](#)
- [Business Administration: Management Emphasis, AAS](#)
- [Business Administration: Online Human Resources Emphasis, AAS](#)
- [Business Administration: Online Management Emphasis, AAS](#)
- [Digital Media Production Technology, AAS](#)

Click on program to view specific program information.



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

Program Curriculum - Total Credits: 67

First Semester - Credits: 16

- [SSS 100 - Student Success Seminar](#) 2 cr hrs
- [BUS 101 - Introduction to Business](#) 3 cr hrs
- [CIS 105 - Introduction to Computers](#) 3 cr hrs
- [MATH 101 - Intermediate Algebra](#) 4 cr hrs
- [ACCT 210 - Principles of Accounting I](#) 4 cr hrs

Second Semester - Credits: 16

- [ACCT 211 - Principles of Accounting II](#) 4 cr hrs
- [ENGL 101T - Composition](#) 3 cr hrs
- [BUS 140 - Business Law I](#) 3 cr hrs
- [SPCM 101T - Fundamentals of Speech](#) 3 cr hrs
- [CIS 125 - Advanced Microcomputer Applications](#) 3 cr hrs

Third Semester - Credits: 17

- [SOC 150T - Social Problems](#) 3 cr hrs
- [ACCT 212 - Intermediate Accounting I](#) 4 cr hrs (Fall Only)
- [ACCT 218 - Income Tax I](#) 4 cr hrs
- [ACCT 223 - Financial Management](#) 3 cr hrs
- [PSYC 101T - General Psychology](#) 3 cr hrs

Fourth Semester - Credits: 18

- [BUS 130 - Business Communications](#) 4 cr hrs
- [ACCT 214 - Managerial Accounting](#) 4 cr hrs
- [ACCT 213 - Intermediate Accounting II](#) 4 cr hrs
- [ACCT 217 - Computerized Accounting](#) 3 cr hrs
- [ACCT 237 - Payroll](#) 3 cr hrs

Accounting, AAS



Return to: [Academic Programs](#)

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.

- *Southeast Tech Laptop Required*

[Also offered as an online program!](#)

Learning Outcomes

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

Science & Technology

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

Estimated total program fees

Tuition	\$ 6,633
Fees	\$ 5,685
Books & Supplies	\$ 2,172
Laptop	\$ 1,325
TOTAL	\$15,815

Return to: [Academic Programs](#)



Features

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


The screenshot shows the 'Registration' page of the Southeast Tech website. On the left is a navigation menu with categories like 'Catalog Search', 'Southeast At A Glance', 'Academic Programs', and 'My Portfolio'. The 'My Portfolio' link is highlighted. The main content area is titled 'Registration' and includes links for 'Prerequisite/Corequisite Courses' and 'Full-Time Students'. Below these links is a 'My Portfolio' section with a login form. The form has fields for 'E-mail Address' and 'Password', and buttons for 'Login' and 'Reset Password'. Text instructions explain how to log in, create an account, and reset a password. Below the form, it states 'The following courses have been added to your Portfolio:' followed by 'There are currently no courses in your Portfolio.' A footer note mentions that Southeast Tech recommends students obtain gainful employment.

1. Click "My Portfolio" to create a personalized account.

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



Catalog Search

Search Catalog 

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Registration

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Print-friendly icon on every page.

Prerequisite/Corequisite Courses

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


Auditing

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

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

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

Recommended Additional Program Coursework

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



9 Have questions? Need Help?

Click catalog home to get to the catalog homepage from any other page.

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- [Business Administration: Management](#)
- [Business Administration: Online](#)
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- [Digital Media Production Techn](#)

Click if questions for online catalog.

Online Help - Southeast Technical Institute - Acalog ACMS™ - Mozilla Firefox

catalog.southeasttech.edu/help.php?catoid=1

Acalog ACMS™ Online Help

This document contains help on the following topics:

1. [Selecting a Different Catalog](#)
2. [Searching the Catalog](#)
 1. [Search Options](#)
3. [Browsing the Catalog](#)
 1. [Printing Pages of the Catalog](#)

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

1. Selecting a Different Catalog [BACK TO TOP](#)

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

2. Searching the Catalog [BACK TO TOP](#)

Click for additional help or contact us.

