

WESTERN  
DAKOTA

TECH

**COURSE CATALOG**

**2019-2020**

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RAPID CITY, SD 57703**

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**[WWW.WDT.EDU](http://WWW.WDT.EDU)**

**v 2.0**

- This publication and any addenda should not be considered a contract between Western Dakota Tech and any prospective student. As much as possible, program and course offerings will be offered as listed. However, Western Dakota Tech reserves the right to modify course offerings according to current conditions. Western Dakota Tech also retains the right to make changes in programs, policies, and graduation requirements without notice.
- Further, WDT reserves the right to modify requirements and curricula offerings and to add, alter, or delete courses and programs through appropriate procedures. While reasonable efforts are made to publicize such changes, a student is encouraged to seek current information from appropriate offices. WDT also reserves the right to make changes in tuition, fees, refunds, admission requirements, and regulations without notice or obligation. The official program curricula are those contained in the master curricula file maintained in the Vice President of Teaching and Learning's Office. For complete information, students need to refer to WDT policies, WDT Student Handbook, and WDT Course Catalog.
- The information contained in this catalog is the most accurate available at the time of publication, but changes may become effective before the next catalog is printed. It is ultimately the student's responsibility to stay abreast of current regulations, curricula, and the status of specific program offerings. Each student is responsible for compliance with the information appearing in the catalog, the current WDT Student Handbook, and any published addenda. The official catalog includes this catalog plus any published addenda.
- Students who begin their academic program in the spring or summer semester may be placed in the next year's academic catalog to best meet the program's technical and general education requirements. Students who sit out for a spring or fall semester or longer will return under a new catalog and may be required to repeat courses or successfully complete new or revised skills or competency assessments. Before readmittance, the program may need to determine if a student is eligible to continue in technical courses. Program sequencing and cohort size may prevent enrollment in technical courses.
- The WDT Student Handbook details the policies and contains beneficial information that can help students achieve their educational goals. It is designed to serve as a ready reference for student rights and responsibilities, academic procedures, graduation requirements, and other useful information. The WDT Student Handbook is available online at <http://www.wdt.edu/current-students/student-handbook/>.
- If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.
- **Notice of Non-Discrimination:** WDT will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDT for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, status as a veteran, or any other status protected under applicable federal, state or local law. WDT is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies: Student Success Director.
- The academic calendar is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, illness, accident, or death of an instructor, interruption of utility services, acts of God, civil disorder and war. In event of such occurrences, WDT will make every attempt to accommodate its students. It does not, however, guarantee that courses of instruction, extra-curricular activities or other WDT programs or events will be completed or rescheduled. Should such a condition occur, refunds will be made to eligible students as determined by the President in accordance with WDT policy.

In the event of a Western Dakota Tech campus closure, the institution will follow policy FDCR.B.10.010 from the Higher Learning Commission. WDT will provide equitable treatment of students by ensuring they are able to complete the educational program in which they are enrolled within a reasonable period of time. WDT will also provide prompt notification of additional changes to students, if any. In the event of the closure of Western Dakota Tech, all permanent records of current and former students will be maintained by and available from Career and Technical Education, 700 Governors Drive, Pierre, South Dakota 57501.

Each continuing program at WDT is subject to an annual internal review to gauge its performance over the prior three years in the areas of enrollment, retention, and placement plus any other areas deemed important to the program by the institute. The Division of Career & Technical Education will conduct a risk analysis of all programs in the areas of enrollment, retention, and placement. Standards and performance levels used to determine at risk programs will be established by DCTE and WDT. A program deemed as high risk may be required to move to a teach out status.

In the event of a program teach out status, the Program Director will notify any programmatic accreditor within 30 days of the occurrence. WDT will also notify the SD Board of Technical Education. WDT will provide written notification to students currently enrolled of the program's closure. WDT will provide equitable treatment of students by ensuring they are able to complete the educational program within a reasonable period of time. This will include working with the Program Director, academic advisor, and Student Success Center to finalize degree plans for completion of the program. WDT will also provide prompt notification of additional changes to students, if any.

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**Welcome** to Western Dakota Tech, the only technical institute that serves the western South Dakota region. WDT offers a wide variety of certificate, diploma, and associate of applied science degree programs including Business and Computers, Construction and Manufacturing, Energy and Environmental Technologies, Health Sciences, Public Services, and Transportation Technologies. In addition, a wide variety of non-credit classes, workshops, professional programs, and seminars are available through the Corporate Education Center.

WDT faculty, staff, and administration focus their efforts on helping students gain the skills and experiences they need to succeed. Through hands-on learning, internships, and industry partnerships, WDT students graduate ready to make real and immediate contributions to their employers and their communities.

**Mission:** Western Dakota Tech is a public institution of higher learning that embraces quality programs, expert faculty and staff, and a commitment to academic excellence to teach the knowledge, skills, and behaviors students need to be successful.

**Vision Statement:** Western Dakota Tech will be a leader in career and technical education that creates student, institutional, and community success through its practices, policies, and activities. WDT will embrace all students and provide the education they need to be successful. WDT will build a campus culture that inspires faculty and staff to reach their potential and ensures the future of the institution. WDT will build partnerships and undertake projects that strengthen the institution and the communities it serves. Finally, WDT will be a model for postsecondary education in our region and nation.

Western Dakota Tech is accredited by the [Higher Learning Commission](#) (HLC), at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604. The [HLC](#) has accredited Western Dakota Tech as a certificate-granting institution since 1983 and as an associate degree-granting institution since 1990. To obtain more information about Western Dakota Tech's **accreditation** or approval relationships, contact the Vice President for Institutional Effectiveness and Student Success, [Kelly Oehlerking](#).

## Objectives:

Students will demonstrate

1. The occupational skills necessary to obtain and retain successful employment in their field of training.
2. Proficiency in academic skills in the area of communications, mathematics, computer literacy, and social and behavioral sciences appropriate to their program of study.

WDT will:

1. Maintain efficient and effective facilities designed to serve the needs of the students.
2. Develop and retain a staff of technically-competent and highly trained individuals.
3. Secure adequate financial resources necessary to accomplish its mission.
4. Assure equal access to those who are disabled, economically or academically disadvantaged, in non-traditional programs of study, and/or of limited English proficiency.
5. Provide services to those requiring academic assistance, counseling, and career guidance.
6. Provide assistance in securing training-related employment to students and graduates.
7. Provide opportunities for higher learning to high school students.
8. Develop and implement short-term and customized training opportunities through the Corporate Education Center.
9. Promote lifelong learning.

**Program Accreditations and Approvals** by various professional organizations accredit or approve all or part of the following programs:

- Automotive Technology program is accredited by the National Automobile Technicians Education Foundation (NATEF)
- Medical Laboratory Technician program is accredited by the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS)
- Paramedic program is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) as recommended by the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP)
- Practical Nursing program is approved by the South Dakota Board of Nursing
- Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) as recommended by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

**Advisory Committees** from business and industry represent the strong partnership Western Dakota Tech enjoys with the region and the Rapid City community. The committees meet at least twice a year with program instructors to discuss current job market trends, recent developments in the industry, and task competencies for courses, equipment selection, and student performance. As resource persons, the committee members are the most direct and up-to-date sources for current trends in the industry. This education and business partnership ensures the validity of the task competencies and the effectiveness of WDT.

**Program and Course Information:** Course descriptions in the catalog are only summaries of the actual course content. Western Dakota Tech reserves the right to alter course content and curricula without notice. WDT also reserves the right to cancel any scheduled class and to combine class sections due to insufficient enrollment. In the event of a class cancellation, refunds will be issued. WDT reserves the right to make changes in courses and regulations published in this catalog and other publications without obligation or prior notice.

The **Corporate Education Center** offers non-credit training and certifications to WDT students as well as individuals and businesses in our local area. Regular offerings include Professional Truck Driving, continuing education and certifications for Dental Assistants (Dental Radiology and Nitrous Oxide Sedation Administration), AWS welding certifications, CPR, and EMT/Paramedic testing. We also customize training for local employers and organizations. Topics may include forklift certifications, computer skills, customer service, and everything in between.

The Corporate Education Center is dedicated to working with WDT programs to offer testing and certifications to our students whenever possible in the most cost effective manner. WDT is an official American Heart Association Training Center and provides CPR and First Aid Training. WDT is also authorized by the Department of Public Safety to conduct Third Party Skills Testing for Commercial Driver's Licenses in Class A/B/PS vehicles.

The Corporate Education Center also offers online courses in a variety of areas for adults to learn a new skill, upskill, or to participate in continuing education.

All applicants seeking admission to WDT must complete the following steps of the **application procedure:** (**EARLY APPLICATION IS RECOMMENDED FOR ALL PROGRAMS.**)

1. Submit a completed application for admissions online at [www.wdt.edu](http://www.wdt.edu).
2. Schedule to take the ACCUPLACER test. The ACCUPLACER test is a placement exam over Math, English, and Reading. There is a \$15.00 testing fee. The ACCUPLACER test will be waived if you have an ACT sub score of 18 or better in English, math, and reading, or a SAT sub score of at least 440 in Verbal and Math. The scores must be no more than five years old.
3. Complete an Admissions advising session - in person or by phone.
4. Request an official High School transcript or GED scores be sent to the Admissions Office. An official transcript from a postsecondary institution must be submitted if you want transfer credits to be considered.
5. Submit a certification from a licensed physician that you have received, or are in the process of receiving, the required two doses of immunization against measles, mumps, and rubella (MMR). This is required for all on-campus students.
6. Once you receive your acceptance letter, schedule a time to register for classes.

A **pre-enrollment assessment** is required of all individuals seeking admission into a program at WDT. The ACCUPLACER is administered during the initial stages of the application process. The ACCUPLACER test will be waived if you have an ACT sub score of 18 or better in English, math, and reading, or a SAT sub score of at least 440 in Verbal and Math. The scores must be no more than five years old.

The information from this assessment is used as a counseling tool to determine proper program placement for the applicant. Program placement may include regular acceptance or recommendations to receive additional assistance from the Student Success Center before or during enrollment. The result of the ACCUPLACER test may require the individual to complete remedial coursework.

Some students may be required, according to placement test scores, to complete **academic preparation courses** to help strengthen their skills and prepare them for success in diploma or degree courses. WDT is dedicated to helping students succeed in their chosen academic field. Upon completion and review of the ACCUPLACER exam, students may be required to enroll in classes designed to upgrade skills in math and writing. Academic preparation classes do not count toward the graduation requirements. Contact the Admissions or Registrar's Office for specific information.

1. Students pursuing a diploma or an AAS Degree with a low placement test score in algebra will be required to complete one or more of the following:
  - MATH 090 Basic Mathematics (2 credits) **before** entering MATH 100 Elementary Algebra, MATH 104 Technical Mathematics, or MATH 112 Business Mathematics.
  - MATH 100 Elementary Algebra (3 credits) **before** entering MATH 101 Intermediate Algebra.
  - MATH 101 Intermediate Algebra (3 credits) **before** entering MATH 114 College Algebra or MATH 120 Trigonometry.
2. Students pursuing a diploma or an AAS Degree with low placement test scores in writing will be required to complete:
  - ENGL 091 Basic Writing (2 credits) **before** entering ENGL 106 Workplace Communications I.
  - ENGL 091 Basic Writing (2 credits) or ENGL 106 Workplace Communications I (3 credits) **before** entering ENGL 101 Composition.

Western Dakota Tech welcomes applications from **home-schooled students** wishing to pursue a technical education. Home-schooled students must submit one of the following items:

1. A transcript of standardized instruction from a nationally recognized home-school organization.
2. A transcript of classes completed, along with a certificate of registration with the school district in which the student lives.
3. A GED as evidence of completing a commonly accepted body of secondary coursework.

Additionally, applicants must satisfactorily complete the standard admissions steps.

The following have **special program requirements**. Please see Admissions for this information.

- CAD - Architectural
- CAD - Mechanical
- Dental Assisting
- Electrical Trades
- EMT
- Criminal Justice - Law Enforcement Emphasis
- Medical Assisting
- Medical Laboratory Technician
- Paramedic
- Phlebotomy/Laboratory Assistant
- Practical Nursing
- Surgical Technology

Students who successfully complete the admissions process will receive a letter of **acceptance**. If there are more applicants than space available, acceptance will be based upon the date the admissions process is completed. Waiting lists are established as programs reach maximum enrollment. Individuals will be accepted from the waiting list based on the date assigned to the list.

Students are required to purchase their own **textbooks, tools, software, and supplies**. Textbooks are available through the WDT Bookstore. The refund policy for book purchases is posted at the campus bookstore.

Several programs require students to purchase tools. The student is provided a list of required tools. WDT does not endorse any particular brand of tool, and students are encouraged to shop for reasonably priced, quality tools after consulting with the program instructor(s).

All students are required to have a wireless **laptop computer**. Please refer to the spec sheets on the WDT website. This can be accessed at <http://www.wdt.edu/current-students/tech-support/>.

**Academics:** Students need to refer to the WDT Student Handbook which details the policies and contains beneficial information that can help students achieve their educational goals. It is designed to serve as a ready reference for student rights and responsibilities, academic procedures, graduation requirements, and other useful information. The handbook is available online at <http://www.wdt.edu/current-students/student-handbook/>.

Please refer to the WDT Student Handbook for all your **financial aid** questions or visit <http://www.wdt.edu/paying-for-school/financial-aid/>.

A transcript is an **academic record** of courses taken, credits received, grades earned, and the grade point average earned while attending WDT. Also listed on the transcript are credit hours transferred from other institutions. Transcripts are usually required when students are applying for scholarships, employment, or admission to other schools. Students are encouraged to review their official transcript and keep a record of courses, credit hours, and grades for work completed. Students may receive a copy of their transcript by completing a Transcript Request Form in person, paying a generation fee, and submitting it to the Registrar's Office. Students will be required to pay for subsequent transcripts. Official transcripts will not be issued to anyone with outstanding student account charges. Official transcripts can also be requested via <https://www.wdt.edu/foundation-alumni/request-transcripts>.

**General Education Philosophy:** General education courses promote and advance essential knowledge, skills, and values students need to succeed in an interdependent, diverse, and changing world. Students are provided a foundation for lifelong learning by gaining a broad knowledge of science, math, communication, technology, human behavior, and society.

Western Dakota Tech faculty designed the general education courses to emphasize a breadth of understanding to help learners succeed in college, on the job, and in daily life. Courses stress high-level intellectual and practical skills, critical thinking, analytical reasoning, and a sense of ethical and social responsibility. General Education at Western Dakota Tech stimulates a learner's ability to integrate and apply knowledge, skills, and values acquired in its courses to new settings and complex challenges.

## GENERAL EDUCATION LEARNING OUTCOMES

| GEO   | <i>Program Learning Outcomes</i>   |
|---|--|
| <i>Effective Communication</i>                  | <p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate effective communication by expressing purpose appropriately, expressing ideas in a clear and organized fashion, demonstrating use of detailed evidence, incorporating appropriate word choice, composing clear sentences and/or demonstrating effective speaking delivery.</li> </ul>                          |
| <i>Critical Thinking</i>                        | <p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate critical thinking by understanding the problem/question, applying logical reasoning when analyzing evidence/factors, and determining a conclusion fully supported by the evidence/factors.</li> </ul>  |
| <i>Quantitative Reasoning</i>                   | <p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate quantitative reasoning by explaining information presented in mathematical forms, converting information into various mathematical forms, performing calculations that solve problems, and making judgements as well as drawing appropriate conclusions based on the quantitative analysis of data.</li> </ul> |
| <i>Computer Literacy</i>                        | <p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate computer literacy by demonstrating competence in the use of word processing skills, presentation software skills, database software skills, and spreadsheet software skills.</li> </ul>  |
| <i>Understanding Behaviors and Interactions</i> | <p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate understanding of behavior and interactions by describing how social contexts affects people’s lives, illustrating behavior for successful human relations, demonstrating insight into behaviors, and applying effective self-management or self-improvement strategies.</li> </ul>                             |



**DIPLOMA PROGRAM REQUIREMENTS:** Students pursuing a diploma program are required to complete a minimum of 3\* general education credits in each of the following subject areas.

|                        |     |                                       |                            |
|------------------------|-----|---------------------------------------|----------------------------|
| <b>Communications</b>  |     |                                       | <b>3 Credits Required*</b> |
| ENGL                   | 101 | Composition                           | 3                          |
| ENGL                   | 106 | Workplace Communications I            | 3                          |
| SPCM                   | 101 | Fundamentals of Speech                | 3                          |
| <b>Computers</b>       |     |                                       | <b>3 Credits Required*</b> |
| CIS                    | 105 | Microcomputer Software Applications I | 3                          |
| <b>Mathematics</b>     |     |                                       | <b>3 Credits Required*</b> |
| MATH                   | 100 | Elementary Algebra                    | 3                          |
| MATH                   | 101 | Intermediate Algebra                  | 3                          |
| MATH                   | 104 | Technical Mathematics                 | 3                          |
| MATH                   | 112 | Business Mathematics                  | 3                          |
| MATH                   | 114 | College Algebra                       | 3                          |
| <b>Social Sciences</b> |     |                                       | <b>3 Credits Required*</b> |
| PSYC                   | 101 | General Psychology                    | 3                          |
| PSYC                   | 103 | Human Relations in the Workplace      | 3                          |

**AAS DEGREE REQUIREMENTS:** Students pursuing the associate of applied science degree are required to complete a minimum of 15\* general education credits from a minimum of 4 of the following subject areas.

|                            |          |   |                            |
|----------------------------|----------|---|----------------------------|
| <b>Arts and Humanities</b> |          |   | <b>3 Credits Required*</b> |
| <b>Communications</b>      |          |   | <b>3 Credits Required*</b> |
| ENGL                       | 101      | Composition                                     | 3                          |
| ENGL                       | 106      | Workplace Communications I                      | 3                          |
| ENGL                       | 108      | Workplace Communications II                     | 3                          |
| SPCM                       | 101      | Fundamentals of Speech                          | 3                          |
| <b>Computers</b>           |          |   | <b>3 Credits Required*</b> |
| CIS                        | 105      | Microcomputer Software Applications I           | 3                          |
| <b>Mathematics</b>         |          |   | <b>3 Credits Required*</b> |
| MATH                       | 100      | Elementary Algebra                              | 3                          |
| MATH                       | 101      | Intermediate Algebra                            | 3                          |
| MATH                       | 104      | Technical Mathematics                           | 3                          |
| MATH                       | 112      | Business Mathematics                            | 3                          |
| MATH                       | 114      | College Algebra                                 | 3                          |
| MATH                       | 120      | Trigonometry                                    | 3                          |
| <b>Natural Sciences</b>    |          |   | <b>4 Credits Required*</b> |
| BIOL                       | 101/101L | Biology Survey I / Biology Survey I Lab         | 4                          |
| BIOL                       | 231/231L | General Microbiology / General Microbiology Lab | 4                          |
| CHEM                       | 106/106L | Chemistry Survey / Chemistry Survey Lab         | 4                          |
| <b>Social Sciences</b>     |          |   | <b>3 Credits Required*</b> |
| CJUS                       | 201      | Introduction to Criminal Justice                | 3                          |
| ECON                       | 202      | Principles of Macroeconomics                    | 3                          |
| PSYC                       | 101      | General Psychology                              | 3                          |
| PSYC                       | 103      | Human Relations in the Workplace                | 3                          |
| SOC                        | 100      | Introduction to Sociology                       | 3                          |

\* Individual programs may require additional credits or higher-level courses

## ACCOUNTING

### Associate of Applied Science, 70-71-72 Credit Hours, 18-Month Program

The Accounting Program will prepare students for entry-level positions in accounting-related employment opportunities by providing them with technical and social skills.

Because accountants and bookkeepers are an organization's financial record-keepers and assistants to management, graduation from this two-year program with an AAS degree can lead to a number of good-paying employment opportunities. Students will learn the principles of accounting and the concepts behind the principles. Students receive up-to-date training on some of the latest software available. Payroll accounting, taxes, and managerial accounting are included in this program. With the general education and business courses required to obtain this degree, graduates are well equipped to compete for employment.

This degree is available 100% online or with a combination of classes on campus and online.

| Course                                | No. | Course Title                                | Credits         |
|---------------------------------------|-----|---|-----------------|
| <b>General Education Requirements</b> |     |   |                 |
| CIS                                   | 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I       | 3               |
| ECON                                  | 202 | PRINCIPLES OF MACROECONOMICS                | 3               |
| ENGL                                  | 101 | COMPOSITION*                                | 3               |
| MATH                                  | 101 | INTERMEDIATE ALGEBRA**                      | 3               |
| MATH                                  | 112 | BUSINESS MATHEMATICS**                      | 3               |
| PSYC                                  | 101 | GENERAL PSYCHOLOGY                          | 3               |
| SPCM                                  | 101 | FUNDAMENTALS OF SPEECH                      | 3               |
| <b>Total</b>                          |     |   | <b>21</b>       |
| <b>Technical Requirements</b>         |     |   |                 |
| ACCT                                  | 120 | PRINCIPLES OF ACCOUNTING I                  | 3               |
| ACCT                                  | 121 | PRINCIPLES OF ACCOUNTING II                 | 3               |
| ACCT                                  | 212 | INTERMEDIATE ACCOUNTING I                   | 4               |
| ACCT                                  | 213 | INTERMEDIATE ACCOUNTING II                  | 4               |
| ACCT                                  | 215 | PAYROLL ACCOUNTING                          | 3               |
| ACCT                                  | 218 | TAX ACCOUNTING I                            | 3               |
| ACCT                                  | 223 | MANAGERIAL ACCOUNTING                       | 3               |
| ACCT                                  | 227 | EXCEL FOR ACCOUNTING                        | 3               |
| ACCT                                  | 228 | QUICKBOOKS ACCOUNTING                       | 3               |
| ACCT                                  | 230 | TOPICS AND ISSUES IN ACCOUNTING             | 3               |
| ACCT                                  | 281 | ETHICS IN ACCOUNTING AND BUSINESS <i>or</i> | 2               |
| ACCT                                  | 285 | OPTIONAL INTERNSHIP                         | 0-1             |
| ACCT                                  | 290 | INTERNSHIP                                  | 2-3             |
| BUS                                   | 140 | BUSINESS LAW                                | 3               |
| BUS                                   | 141 | WRITTEN COMMUNICATIONS FOR BUSINESS         | 3               |
| BUS                                   | 210 | SUPERVISORY MANAGEMENT                      | 3               |
| BUS                                   | 224 | PERSONAL FINANCE                            | 3               |
| BUS                                   | 228 | PERSONAL INVESTMENTS                        | 3               |
| <b>Total</b>                          |     |   | <b>49-50-51</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math/Elementary Algebra.

Semester breakdown on next page

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## Semester Breakdown AAS

| <b>First Semester</b>     |                                       |              | <b>Second Semester</b>    |   |              |
|---------------------------|---------------------------------------|--------------|---------------------------|---|--------------|
|                           |                                       | <b>CR</b>    |                           |   | <b>CR</b>    |
| ACCT 120                  | Principles of Accounting I            | 3            | ACCT 121                  | Principles of Accounting II               | 3            |
| BUS 224                   | Personal Finance                      | 3            | ACCT 215                  | Payroll Accounting                        | 3            |
| CIS 105                   | Microcomputer Software Applications I | 3            | ACCT 228                  | QuickBooks Accounting                     | 3            |
| MATH 112                  | Business Mathematics                  | 3            | ACCT 230                  | Topics and Issues in Accounting           | 3            |
| PSYC 101                  | General Psychology                    | 3            | BUS 141                   | Written Communications for Business       | 3            |
| SPCM 101                  | Fundamentals of Speech                | 3            | BUS 228                   | Personal Investments                      | 3            |
| <b>Total Credit Hours</b> |                                       | <b>18</b>    | <b>Total Credit Hours</b> |   | <b>18</b>    |
| <b>Third Semester</b>     |                                       |              | <b>Fourth Semester</b>    |   |              |
|                           |                                       | <b>CR</b>    |                           |   | <b>CR</b>    |
| ACCT 212                  | Intermediate Accounting I             | 4            | ACCT 213                  | Intermediate Accounting II                | 4            |
| ACCT 218                  | Tax Accounting I                      | 3            | ACCT 223                  | Managerial Accounting                     | 3            |
| ACCT 227                  | Excel for Accounting                  | 3            | ACCT 281                  | Ethics in Accounting & Business <i>or</i> | 2            |
| ACCT 285                  | Optional Internship                   | 0-1          | ACCT 290                  | Internship (2-3 Credits Possible)         | 2-3          |
| BUS 210                   | Supervisory Management                | 3            | BUS 140                   | Business Law                              | 3            |
| ECON 202                  | Principles of Macroeconomics          | 3            | ENGL 101                  | Composition                               | 3            |
|                           |                                       |              | MATH 101                  | Intermediate Algebra                      | 3            |
| <b>Total Credit Hours</b> |                                       | <b>16-17</b> | <b>Total Credit Hours</b> |   | <b>18-19</b> |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

## ALLIED HEALTH

### Associate of Applied Science, 60-62 Credit Hours, 18-21 Month Program

The Allied Health Associate of Applied Science degree provides students an enhancement of health care and general education competencies and may allow for future educational and workplace advancement.

| Course                                      | No.  | Course Title  | Credits      |
|---|------|---|--------------|
| <b>General Education Requirements</b>       |      |   |              |
| CHEM  | 106  | CHEMISTRY SURVEY                                    | 3            |
| CHEM  | 106L | CHEMISTRY SURVEY LAB                                | 1            |
| CIS   | 105  | MICROCOMPUTER SOFTWARE APPLICATIONS I               | 3            |
| ENGL  | 101  | COMPOSITION*  | 3            |
| MATH  | 101  | INTERMEDIATE ALGEBRA** <i>or higher</i>             | 3            |
| PSYC  | 101  | GENERAL PSYCHOLOGY                                  | 3            |
| SOC   | 100  | INTRODUCTION TO SOCIOLOGY                           | 3            |
| <b>Total General Education Requirements</b> |      |   | <b>19</b>    |
| <b>Technical Requirements</b>               |      |   |              |
| HC  | 114  | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS     | 3            |
| HC  | 116  | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS LAB | 1            |
| HC  | 124  | INTRODUCTION TO PATIENT CARE                        | 1            |
| HC  | 126  | INTRODUCTION TO PATIENT CARE LAB AND CLINICAL       | 2            |
| HC  | 135  | MEDICAL LAW AND ETHICS                              | 2            |
| HC  | 200  | PHARMACOLOGY FOR HEALTHCARE <i>online</i>           | 3            |
| HC  | 202  | MEDICAL MICROBIOLOGY <i>online</i>                  | 3            |
| HC  | 205  | PROFESSIONALISM IN HEALTHCARE <i>online</i>         | 1            |
| HC  | 213  | MEDICAL TERMINOLOGY I                               | 3            |
| HC  | 225  | PATHOPHYSIOLOGY <i>online</i>                       | 3            |
| MDS   | 130  | MEDICAL COMPUTERIZED APPLICATIONS                   | 3            |
| <b>Total</b>                                |      |   | <b>25</b>    |
| <b>Electives (16-18 credits required)</b>   |      |   |              |
| ACCT  | 120  | PRINCIPLES OF ACCOUNTING I                          | 3            |
| ACCT  | 228  | QUICKBOOKS ACCOUNTING                               | 3            |
| BUS   | 162  | PROJECT MANAGEMENT                                  | 3            |
| BUS   | 175  | RECORDS MANAGEMENT                                  | 3            |
| BUS   | 210  | SUPERVISORY MANAGEMENT                              | 3            |
| ECON  | 202  | PRINCIPLES OF MACROECONOMICS                        | 3            |
| EMS   | 101  | EMERGENCY MEDICAL TECHNICIAN                        | 6            |
| MATH  | 114  | COLLEGE ALGEBRA***                                  | 3            |
| MATH  | 120  | TRIGONOMETRY  | 3            |
| PHGY  | 220  | HUMAN ANATOMY & PHYSIOLOGY I W/LAB****              | 4            |
| PHGY  | 230  | HUMAN ANATOMY & PHYSIOLOGY II W/LAB****             | 4            |
| SPCM  | 101  | FUNDAMENTALS OF SPEECH                              | 3            |
| <b>Total Requirements for AAS (minimum)</b> |      |   | <b>60-62</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Elementary Algebra.

\*\*\* Prerequisite: Acceptable ACCUPLACER score or Intermediate Algebra.

\*\*\*\* This course is not offered on the WDT Campus. At the time of publication, it is offered through the University of South Dakota.

Semester breakdown on next page

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## Semester Breakdown

| First Semester <sup>1</sup> |  |           | Second Semester           |   |           |
|-----------------------------|--|-----------|---------------------------|---|-----------|
|                             |  | CR        |                           |   | CR        |
| CIS 105                     | Microcomputer Software Applications I                    | 3         | HC 116                    | Anatomy & Physiology for the Health Professions Lab | 1         |
| ENGL 101                    | Composition  | 3         | HC 205                    | Professionalism in Healthcare <i>online</i>         | 1         |
| HC 114                      | Anatomy & Physiology for the Health Professions          | 3         | HC 213                    | Medical Terminology                                 | 3         |
| HC 124                      | Introduction to Patient Care <sup>2</sup>                | 1         | SOC 100                   | Introduction to Sociology                           | 3         |
| HC 126                      | Introduction to Patient Care Lab & Clinical <sup>2</sup> | 2         |                           | Elective (see list)                                 | 3         |
| MATH 101                    | Intermediate Algebra <i>or higher</i>                    | 3         |                           | Elective (see list)                                 | 3         |
| PSYC 101                    | General Psychology                                       | 3         |                           |   |           |
| <b>Total Credit Hours</b>   |  | <b>18</b> | <b>Total Credit Hours</b> |   | <b>14</b> |
| Third Semester              |  |           | Fourth Semester           |   |           |
|                             |  | CR        |                           |   | CR        |
| HC 135                      | Medical Law and Ethics                                   | 2         | CHEM 106                  | Chemistry Survey                                    | 3         |
| HC 202                      | Medical Microbiology <i>online</i>                       | 3         | CHEM106L                  | Chemistry Survey Lab                                | 1         |
| MDS 130                     | Medical Computerized Applications                        | 3         | HC 200                    | Pharmacology for Healthcare <i>online</i>           | 3         |
|                             | Elective (see list)                                      | 3         | HC 225                    | Pathophysiology <i>online</i>                       | 3         |
|                             | Elective (see list)                                      | 3         |                           | Elective (see list)                                 | 3         |
|                             | Elective (see list)                                      | 3         |                           | Elective (see list)                                 | 3         |
| <b>Total Credit Hours</b>   |  | <b>14</b> | <b>Total Credit Hours</b> |   | <b>16</b> |

<sup>1</sup>Note: All first semester classes are prerequisite requirements needed to apply to the LPN Program.

<sup>2</sup>Note: HC 124 and HC 126 or proof of current CNA certification

## ALLIED HEALTH - WITH EMPHASIS OPTION

Students entering or who have completed healthcare diploma programs such as Dental Assisting, Medical Assisting, Phlebotomy/Laboratory Assistant, Pharmacy Technician or Practical Nursing also have the option of pursuing an Associate of Science in Allied Health. Diploma program requirements must be met, along with Allied Health General Education Requirements and Emphasis Option Electives to meet a minimum of 60 credit hours.<sup>3</sup>

| Course                                      | No. | Course Title                                    | Credits   |
|---|-----|---|-----------|
| <b>Emphasis Option Electives</b>            |     |   |           |
| HC  | 114 | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3         |
| HC  | 124 | INTRODUCTION TO PATIENT CARE                    | 1         |
| HC  | 126 | INTRODUCTION TO PATIENT CARE LAB AND CLINICAL   | 2         |
| HC  | 135 | MEDICAL LAW AND ETHICS                          | 2         |
| HC  | 200 | PHARMACOLOGY FOR HEALTHCARE <i>online</i>       | 3         |
| HC  | 213 | MEDICAL TERMINOLOGY I                           | 3         |
| HC  | 225 | PATHOPHYSIOLOGY <i>online</i>                   | 3         |
| MATH  | 114 | COLLEGE ALGEBRA***                              | 3         |
| MDS   | 130 | MEDICAL COMPUTERIZED APPLICATIONS               | 3         |
| PHGY  | 220 | HUMAN ANATOMY & PHYSIOLOGY I W/LAB****          | 4         |
| PHGY  | 230 | HUMAN ANATOMY & PHYSIOLOGY II W/LAB****         | 4         |
| SPCM  | 101 | FUNDAMENTALS OF SPEECH                          | 3         |
|   |     | OTHER REGISTRAR APPROVED ELECTIVES              | #         |
| <b>Total Requirements for AAS (minimum)</b> |     |   | <b>60</b> |

<sup>3</sup>Note: See the Registrar's Office to determine the appropriate plan of study.

For information on Diploma program requirements, see:

**DENTAL ASSISTING  
 MEDICAL ASSISTING  
 PHLEBOTOMY/LABORATORY ASSISTANT  
 PRACTICAL NURSING  
 PHARMACY TECHNICIAN**

## **AUTOMOTIVE TECHNOLOGY**

### **Associate of Applied Science, 67-70 Credit Hours, 18-Month Program**

The Automotive Technology program will provide education in most types of vehicles.

| <b>Course</b>                         | <b>No.</b> | <b>Course Title</b>                              | <b>Credits</b> |
|---------------------------------------|------------|--|----------------|
| <b>General Education Requirements</b> |            |  |                |
| CIS                                   | 105        | MICROCOMPUTER SOFTWARE APPLICATIONS I            | 3              |
| ENGL                                  | 106        | WORKPLACE COMMUNICATIONS I*                      | 3              |
| MATH                                  | 100        | ELEMENTARY ALGEBRA** <i>or higher</i>            | 3              |
| PSYC                                  | 103        | HUMAN RELATIONS IN THE WORKPLACE                 | 3              |
| SOC                                   | 100        | INTRODUCTION TO SOCIOLOGY                        | 3              |
|                                       |            | <b>Total</b>                                     | <b>15</b>      |
| <b>Technical Requirements</b>         |            |  |                |
| AT                                    | 101        | UNDER-CAR DIAGNOSTICS                            | 3              |
| AT                                    | 105        | UNDER-CAR DIAGNOSTICS LAB                        | 5              |
| AT                                    | 110        | AUTOMOTIVE TECHNOLOGY HVAC                       | 3              |
| AT                                    | 115        | ENGINE CONSTRUCTION AND OPERATION                | 3              |
| AT                                    | 121        | INTRODUCTION TO HYBRIDS                          | 1              |
| AT                                    | 125        | LIGHT DUTY DRIVETRAINS                           | 4              |
| AT                                    | 130        | LIGHT DUTY DRIVETRAINS LAB                       | 6              |
| AT                                    | 210        | VEHICLE ELECTRICITY AND ELECTRONIC SYSTEMS       | 4              |
| AT                                    | 215        | VEHICLE ELECTRICITY AND ELECTRONIC SYSTEMS LAB   | 6              |
| AT                                    | 230        | ENGINE PERFORMANCE                               | 4              |
| AT                                    | 235        | ENGINE PERFORMANCE LAB                           | 6              |
| AT                                    | 240        | ENGINE OVERHAUL                                  | 4              |
| AT                                    | 250        | SHOP AND PARTS MANAGEMENT                        | 1              |
| INT                                   | 299        | INTERNSHIP (OPTIONAL)                            | 3              |
| WDM                                   | 100        | WELDING AND FABRICATION FOR GENERAL APPLICATIONS | 2              |
|                                       |            | <b>Total</b>                                     | <b>52-55</b>   |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Semester breakdown on next page

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## Semester Breakdown AAS

| First Semester            |  |           | Second Semester           |  |              |
|---------------------------|--|-----------|---------------------------|--|--------------|
|                           |  | CR        |                           |  | CR           |
| AT 101                    | Under-Car Diagnostics                          | 3         | AT 121                    | Introduction to Hybrids                          | 1            |
| AT 105                    | Under-Car Diagnostics Lab                      | 5         | AT 125                    | Light Duty Drivetrains                           | 4            |
| AT 110                    | Automotive Technology HVAC                     | 3         | AT 130                    | Light Duty Drivetrains Lab                       | 6            |
| CIS 105                   | Microcomputer Software Applications I          | 3         | MATH 100                  | Elementary Algebra <i>or higher</i>              | 3            |
| ENGL 106                  | Workplace Communications I                     | 3         | WDM 100                   | Welding and Fabrication for General Applications | 2            |
| <b>Total Credit Hours</b> |  | <b>17</b> | <b>Total Credit Hours</b> |  | <b>16</b>    |
| Third Semester            |  |           | Fourth Semester           |  |              |
|                           |  | CR        |                           |  | CR           |
| AT 115                    | Engine Construction and Operation              | 3         | AT 230                    | Engine Performance                               | 4            |
| AT 210                    | Vehicle Electricity and Electronic Systems     | 4         | AT 235                    | Engine Performance Lab                           | 6            |
| AT 215                    | Vehicle Electricity and Electronic Systems Lab | 6         | AT 240                    | Engine Overhaul                                  | 4            |
| SOC 100                   | Introduction to Sociology                      | 3         | AT 250                    | Shop and Parts Management                        | 1            |
|                           |  |           | INT 299                   | Internship <i>optional</i>                       | 3            |
|                           |  |           | PSYC 103                  | Human Relations in the Workplace                 | 3            |
| <b>Total Credit Hours</b> |  | <b>16</b> | <b>Total Credit Hours</b> |  | <b>18-21</b> |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

## BOOKKEEPING

### Diploma, 36 Credit Hours, 9-Month Program

The Bookkeeping program will provide students with technical understanding and skills development by integrating theory with practical experience. Through the program, students will develop skills in accounting principles, finance, payroll accounting, QuickBooks, and more. Students will learn how to complete the typical duties of someone working in the bookkeeping field.

This degree is available 100% online or with a combination of classes on campus and online.

| Course                                | No. | Course Title                          | Credits   |
|---------------------------------------|-----|---------------------------------------|-----------|
| <b>General Education Requirements</b> |     |                                       |           |
| CIS                                   | 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3         |
| MATH                                  | 112 | BUSINESS MATHEMATICS*                 | 3         |
| PSYC                                  | 101 | GENERAL PSYCHOLOGY                    | 3         |
| SPCM                                  | 101 | FUNDMENTALS OF SPEECH                 | 3         |
| <b>Total</b>                          |     |                                       | <b>12</b> |
| <b>Technical Requirements</b>         |     |                                       |           |
| ACCT                                  | 120 | PRINCIPLES OF ACCOUNTING I            | 3         |
| ACCT                                  | 121 | PRINCIPLES OF ACCOUNTING II           | 3         |
| ACCT                                  | 215 | PAYROLL ACCOUNTING                    | 3         |
| ACCT                                  | 228 | QUICKBOOKS ACCOUNTING                 | 3         |
| ACCT                                  | 230 | TOPICS AND ISSUES IN ACCOUNTING       | 3         |
| BUS                                   | 141 | WRITTEN COMMUNICATIONS FOR BUSINESS   | 3         |
| BUS                                   | 224 | PERSONAL FINANCE                      | 3         |
| BUS                                   | 228 | PERSONAL INVESTMENTS                  | 3         |
| <b>Total</b>                          |     |                                       | <b>24</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

### Semester Breakdown Diploma

| First Semester            |                                       |           | Second Semester           |                                     |           |
|---------------------------|---------------------------------------|-----------|---------------------------|-------------------------------------|-----------|
|                           |                                       | CR        |                           |                                     | CR        |
| ACCT 120                  | Principles of Accounting I            | 3         | ACCT 121                  | Principles of Accounting II         | 3         |
| BUS 224                   | Personal Finance                      | 3         | ACCT 215                  | Payroll Accounting                  | 3         |
| CIS 105                   | Microcomputer Software Applications I | 3         | ACCT 228                  | QuickBooks Accounting               | 3         |
| MATH 112                  | Business Mathematics                  | 3         | ACCT 230                  | Topics and Issues in Accounting     | 3         |
| PSYC 101                  | General Psychology                    | 3         | BUS 141                   | Written Communications for Business | 3         |
| SPCM 101                  | Fundamentals of Speech                | 3         | BUS 228                   | Personal Investments                | 3         |
| <b>Total Credit Hours</b> |                                       | <b>18</b> | <b>Total Credit Hours</b> |                                     | <b>18</b> |



## **BUSINESS - BUSINESS AND TECHNOLOGY**

### **Associate of Applied Science, 63 Credit Hours, 18-Month Program**

The Business and Technology program exposes students to key business disciplines with an innovative technology focus. Disciplines include industry leading creative software, social media marketing, accounting and entrepreneurship.

This degree is available through classes on campus, online, or a combination of both.

| <b>Course</b>                         | <b>No.</b> | <b>Course Title</b>                         | <b>Credits</b> |
|---------------------------------------|------------|---|----------------|
| <b>General Education Requirements</b> |            |   |                |
| CIS                                   | 105        | MICROCOMPUTER SOFTWARE APPLICATIONS I       | 3              |
| ECON                                  | 202        | PRINCIPLES OF MACROECONOMICS                | 3              |
| MATH                                  | 112        | BUSINESS MATHEMATICS*                       | 3              |
| PSYC                                  | 101        | GENERAL PSYCHOLOGY                          | 3              |
| SPCM                                  | 101        | FUNDAMENTALS OF SPEECH                      | 3              |
|                                       |            | <b>Total</b>                                | <b>15</b>      |
| <b>Technical Requirements</b>         |            |   |                |
| ACCT                                  | 120        | PRINCIPLES OF ACCOUNTING I                  | 3              |
| ACCT                                  | 228        | QUICKBOOKS ACCOUNTING                       | 3              |
| BUS                                   | 120        | PRINCIPLES OF MARKETING                     | 3              |
| BUS                                   | 140        | BUSINESS LAW                                | 3              |
| BUS                                   | 141        | WRITTEN COMMUNICATIONS FOR BUSINESS         | 3              |
| BUS                                   | 158        | WEB DESIGN FOR BUSINESS                     | 3              |
| BUS                                   | 162        | PROJECT MANAGEMENT                          | 3              |
| BUS                                   | 166        | DIGITAL IMAGE DESIGN FOR BUSINESS           | 3              |
| BUS                                   | 205        | SOCIAL MEDIA MARKETING                      | 3              |
| BUS                                   | 210        | SUPERVISORY MANAGEMENT                      | 3              |
| BUS                                   | 215        | SEARCH ENGINE MARKETING                     | 3              |
| BUS                                   | 218        | DESIGN ESSENTIALS                           | 3              |
| BUS                                   | 224        | PERSONAL FINANCE                            | 3              |
| BUS                                   | 233        | SMALL BUSINESS ENTREPRENEURSHIP             | 3              |
| BUS                                   | 241        | ADVANCED COMPUTER APPLICATIONS FOR BUSINESS | 3              |
| BUS                                   | 291        | INTERNSHIP <i>or</i>                        | 3              |
| BUS                                   | 228        | PERSONAL INVESTMENTS                        | 3              |
|                                       |            | <b>Total</b>                                | <b>48</b>      |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

### Semester Breakdown AAS – Fall Starts\*\*

| First Semester (Fall only) |                                       |           | Second Semester (Spring only) |                                    |           |
|----------------------------|---------------------------------------|-----------|-------------------------------|------------------------------------|-----------|
|                            |                                       | CR        |                               |                                    | CR        |
| BUS 120                    | Principles of Marketing***            | 3         | BUS 141                       | Written Communication for Business | 3         |
| BUS 210                    | Supervisory Management                | 3         | BUS 162                       | Project Management                 | 3         |
| BUS 224                    | Personal Finance                      | 3         | BUS 166                       | Digital Image Design for Business  | 3         |
| CIS 105                    | Microcomputer Software Applications I | 3         | BUS 205                       | Social Media Marketing             | 3         |
| MATH 112                   | Business Mathematics                  | 3         | SPCM 101                      | Fundamentals of Speech             | 3         |
| <b>Total Credit Hours</b>  |                                       | <b>15</b> | <b>Total Credit Hours</b>     |                                    | <b>15</b> |

  

| Third Semester (Fall only) |   |           | Fourth Semester (Spring only) |                                 |           |
|----------------------------|---|-----------|-------------------------------|---------------------------------|-----------|
|                            |   | CR        |                               |                                 | CR        |
| ACCT 120                   | Principles of Accounting I                  | 3         | ACCT 228                      | QuickBooks Accounting           | 3         |
| BUS 140                    | Business Law                                | 3         | BUS 158                       | Web Design for Business         | 3         |
| BUS 218                    | Design Essentials                           | 3         | BUS 215                       | Search Engine Marketing         | 3         |
| BUS 241                    | Advanced Computer Applications for Business | 3         | BUS 233                       | Small Business Entrepreneurship | 3         |
| ECON 202                   | Principles of Macroeconomics                | 3         | BUS 228                       | Personal Investments <i>or</i>  | 3         |
|                            |   |           | BUS 291                       | Internship***                   |           |
|                            |   |           | PSYC 101                      | General Psychology              | 3         |
| <b>Total Credit Hours</b>  |   | <b>15</b> | <b>Total Credit Hours</b>     |                                 | <b>18</b> |

\*\* Available through classes on campus, online, or a combination of both.

### Semester Breakdown AAS – Spring Starts\*\*

| First Semester (Spring only) |                                       |           | Second Semester (Fall only) |                            |           |
|------------------------------|---------------------------------------|-----------|-----------------------------|----------------------------|-----------|
|                              |                                       | CR        |                             |                            | CR        |
| BUS 162                      | Project Management                    | 3         | ACCT 120                    | Principles of Accounting I | 3         |
| BUS 166                      | Digital Image Design for Business     | 3         | BUS 120                     | Principles of Marketing*** | 3         |
| BUS 205                      | Social Media Marketing                | 3         | BUS 210                     | Supervisory Management     | 3         |
| CIS 105                      | Microcomputer Software Applications I | 3         | BUS 224                     | Personal Finance           | 3         |
| SPCM 101                     | Fundamentals of Speech                | 3         | MATH 112                    | Business Mathematics       | 3         |
| <b>Total Credit Hours</b>    |                                       | <b>15</b> | <b>Total Credit Hours</b>   |                            | <b>15</b> |

  

| Third Semester (Spring only) |                                    |           | Fourth Semester (Fall only) |   |           |
|------------------------------|------------------------------------|-----------|-----------------------------|---|-----------|
|                              |                                    | CR        |                             |   | CR        |
| ACCT 228                     | QuickBooks Accounting              | 3         | BUS 140                     | Business Law                                | 3         |
| BUS 141                      | Written Communication for Business | 3         | BUS 218                     | Design Essentials                           | 3         |
| BUS 158                      | Web Design for Business            | 3         | BUS 241                     | Advanced Computer Applications for Business | 3         |
| BUS 215                      | Search Engine Marketing            | 3         | ECON 202                    | Principles of Macroeconomics                | 3         |
| BUS 233                      | Small Business Entrepreneurship    | 3         | PSYC 101                    | General Psychology                          | 3         |
| BUS 228                      | Personal Investments <i>or</i>     | 3         |                             |   |           |
| BUS 291                      | Internship***                      |           |                             |   |           |
| <b>Total Credit Hours</b>    |                                    | <b>18</b> | <b>Total Credit Hours</b>   |   | <b>15</b> |

\*\* Available through classes on campus, online, or a combination of both.

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

\*\*\*Students who have completed the Social Media Marketing certificate and later decide to return for the Business and Technology AAS will have BUS 227 sub for BUS 120 and BUS 250 sub for BUS 228 or BUS 291.

## **BUSINESS - ENTREPRENEURSHIP**

### **Certificate, 18 Credit Hours, 9-Month Program**

An Entrepreneurship Certificate will prepare students who want to start and operate a successful business. Students will prepare a comprehensive business plan while also learning technical and professional skills through a variety of courses including accounting, project management, supervisory management, and small business entrepreneurship.

This certificate is available through classes on campus, online, or a combination of both.

| <b>Course</b> | <b>No.</b> | <b>Course Title</b>             | <b>Credits</b> |
|---------------|------------|---------------------------------|----------------|
|               |            | <b>Technical Requirements</b>   |                |
| ACCT          | 120        | PRINCIPLES OF ACCOUNTING I      | 3              |
| ACCT          | 228        | QUICKBOOKS ACCOUNTING           | 3              |
| BUS           | 120        | PRINCIPLES OF MARKETING         | 3              |
| BUS           | 162        | PROJECT MANAGEMENT              | 3              |
| BUS           | 210        | SUPERVISORY MANAGEMENT          | 3              |
| BUS           | 233        | SMALL BUSINESS ENTREPRENEURSHIP | 3              |
|               |            | <b>Total</b>                    | <b>18</b>      |

### **Semester Breakdown Certificate**

| <b>First Semester</b> |                            |           | <b>Second Semester</b> |                                 |           |
|-----------------------|----------------------------|-----------|------------------------|---------------------------------|-----------|
|                       |                            | <b>CR</b> |                        |                                 | <b>CR</b> |
| ACCT 120              | Principles of Accounting I | 3         | ACCT 228               | QuickBooks Accounting           | 3         |
| BUS 120               | Principles of Marketing    | 3         | BUS 162                | Project Management              | 3         |
| BUS 210               | Supervisory Management     | 3         | BUS 233                | Small Business Entrepreneurship | 3         |
|                       | <b>Total Credit Hours</b>  | <b>9</b>  |                        | <b>Total Credit Hours</b>       | <b>9</b>  |

## **BUSINESS - HOSPITALITY**

### **Diploma, 39 Credit Hours, 11-Month Program**

The Hospitality program will provide students with technical understanding and skills development in the hospitality field by integrating theory with practical experience. Through the program, students will develop skills in hospitality management principles, finance, and more. Students will learn about varying duties of someone working in the hospitality field and will complete a minimum of 240 internship hours.

This diploma is available through classes on campus, online or a combination of both.<sup>1</sup>

| <b>Course</b>                         | <b>No.</b> | <b>Course Title</b>                   | <b>Credits</b> |
|---------------------------------------|------------|---------------------------------------|----------------|
| <b>General Education Requirements</b> |            |                                       |                |
| CIS                                   | 105        | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3              |
| MATH                                  | 112        | BUSINESS MATHEMATICS*                 | 3              |
| PSYC                                  | 101        | GENERAL PSYCHOLOGY                    | 3              |
| <b>Total</b>                          |            |                                       | <b>9</b>       |
| <b>Technical Requirements</b>         |            |                                       |                |
| ACCT                                  | 120        | PRINCIPLES OF ACCOUNTING I            | 3              |
| BUS                                   | 120        | PRINCIPLES OF MARKETING               | 3              |
| BUS                                   | 141        | WRITTEN COMMUNICATION FOR BUSINESS**  | 3              |
| BUS                                   | 205        | SOCIAL MEDIA MARKETING                | 3              |
| BUS                                   | 210        | SUPERVISORY MANAGEMENT                | 3              |
| BUS                                   | 215        | SEARCH ENGINE MARKETING               | 3              |
| BUS                                   | 233        | SMALL BUSINESS ENTREPRENEURSHIP       | 3              |
| HOS                                   | 110        | HOSPITALITY PRINCIPLES                | 3              |
| HOS                                   | 120        | HOTEL & LODGING OPERATIONS INTERNSHIP | 3              |
| HOS                                   | 125        | FOOD & BEVERAGE OPERATIONS INTERNSHIP | 3              |
| <b>Total</b>                          |            |                                       | <b>30</b>      |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

\*\*Prerequisite: Acceptable AACUPLACER score or Basic Writing.

\*\*BUS 141 meets the diploma program requirement for 3 credits in communications.

<sup>1</sup>Students who complete this diploma and later decide to return for the Business and Technology AAS will have HOS 110 sub for BUS 140, HOS 120 sub for BUS 162, and HOS 125 sub for BUS 228 or BUS 291.

### **Semester Breakdown**

| <b>First Semester<br/>(Fall Only)</b> |                            |   | <b>CR</b> | <b>Second Semester<br/>(Spring Only)</b> |                                       |   | <b>CR</b> |
|---------------------------------------|----------------------------|---|-----------|--|---------------------------------------|---|-----------|
| ACCT 120                              | Principles of Accounting I | 3 |           | BUS 141                                  | Written Communication for Business    | 3 |           |
| BUS 120                               | Principles of Marketing    | 3 |           | BUS 205                                  | Social Media Marketing                | 3 |           |
| BUS 210                               | Supervisory Management     | 3 |           | BUS 215                                  | Search Engine Marketing               | 3 |           |
| HOS 110                               | Hospitality Principles     | 3 |           | BUS 233                                  | Small Business Entrepreneurship       | 3 |           |
| MATH 112                              | Business Mathematics       | 3 |           | CIS 105                                  | Microcomputer Software Applications I | 3 |           |
|                                       |                            |   |           | HOS 120                                  | Hotel & Lodging Operations Internship | 3 |           |
| <b>Total Credit Hours</b>             |                            |   | <b>15</b> | <b>Total Credit Hours</b>                |                                       |   | <b>18</b> |

| <b>Third Semester<br/>(Summer Only)</b> |  |   | <b>CR</b> |
|---|--|---|-----------|
| HOS 125                                 | Food & Beverage Operations<br>Internship | 3 |           |
| PSYC 101                                | General Psychology                       | 3 |           |
| <b>Total Credit Hours</b>               |  |   | <b>6</b>  |

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

## **BUSINESS - OFFICE PROFESSIONAL**

### **Diploma, 30 Credit Hours, 9-Month Program**

An Office Professional Diploma will prepare students for a career as an office manager or an executive assistant. Students will learn technical and professional skills through a variety of courses including written and oral communications, customer service, professional development, and project management. Students will also obtain computer skills with the latest software.

This diploma is available through classes on campus, online, or a combination of both.

| <b>Course</b>                         | <b>No.</b> | <b>Course Title</b>                         | <b>Credits</b> |
|---------------------------------------|------------|---|----------------|
| <b>General Education Requirements</b> |            |   |                |
| CIS                                   | 105        | MICROCOMPUTER SOFTWARE APPLICATIONS I       | 3              |
| MATH                                  | 112        | BUSINESS MATHEMATICS*                       | 3              |
| PSYC                                  | 101        | GENERAL PSYCHOLOGY                          | 3              |
| <b>Total</b>                          |            |   | <b>9</b>       |
| <b>Technical Requirements</b>         |            |   |                |
| ACCT                                  | 120        | PRINCIPLES OF ACCOUNTING I                  | 3              |
| ACCT                                  | 228        | QUICKBOOKS ACCOUNTING                       | 3              |
| BUS                                   | 141        | WRITTEN COMMUNICATIONS FOR BUSINESS**       | 3              |
| BUS                                   | 162        | PROJECT MANAGEMENT                          | 3              |
| BUS                                   | 210        | SUPERVISORY MANAGEMENT                      | 3              |
| BUS                                   | 224        | PERSONAL FINANCE                            | 3              |
| BUS                                   | 241        | ADVANCED COMPUTER APPLICATIONS FOR BUSINESS | 3              |
| <b>Total</b>                          |            |   | <b>21</b>      |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

\*\*BUS 141 meets the diploma program requirement for 3 credits in communications.

### **Semester Breakdown Diploma**

| <b>First Semester</b>     |                                       |           | <b>Second Semester</b>    |  |           |
|---------------------------|---------------------------------------|-----------|---------------------------|--|-----------|
|                           |                                       | <b>CR</b> |                           |  | <b>CR</b> |
| ACCT 120                  | Principles of Accounting I            | 3         | ACCT 228                  | QuickBooks Accounting  | 3         |
| BUS 210                   | Supervisory Management                | 3         | BUS 141                   | Written Communications for Business                            | 3         |
| BUS 224                   | Personal Finance                      | 3         | BUS 162                   | Project Management   | 3         |
| CIS 105                   | Microcomputer Software Applications I | 3         | BUS 241                   | Advanced Computer Applications for Business <i>online only</i> | 3         |
| MATH 112                  | Business Mathematics                  | 3         | PSYC 101                  | General Psychology   | 3         |
| <b>Total Credit Hours</b> |                                       | <b>15</b> | <b>Total Credit Hours</b> |  | <b>15</b> |

## **BUSINESS - SOCIAL MEDIA MARKETING**

### **Certificate, 18 Credit Hours, 9-Month Program**

A certificate in Social Media Marketing will prepare students for this specialized field to meet the needs of businesses who want to reach customers where they are by utilizing the most current social media platforms.

This certificate is available 100% online or with a combination of classes on campus and online.

| <b>Course</b>                 | <b>No.</b> | <b>Course Title</b>                 | <b>Credits</b> |
|-------------------------------|------------|-------------------------------------|----------------|
| <b>Technical Requirements</b> |            |                                     |                |
| BUS                           | 158        | WEB DESIGN FOR BUSINESS             | 3              |
| BUS                           | 166        | DIGITAL IMAGE DESIGN FOR BUSINESS   | 3              |
| BUS                           | 205        | SOCIAL MEDIA MARKETING              | 3              |
| BUS                           | 215        | SEARCH ENGINE MARKETING             | 3              |
| BUS                           | 227        | WRITING FOR SOCIAL MEDIA MARKETING* | 3              |
| BUS                           | 250        | SOCIAL MEDIA MARKETING CAMPAIGN*    | 3              |
| <b>Total</b>                  |            |                                     | <b>18</b>      |

### **Semester Breakdown Certificate**

| <b>First Semester</b>     |                                    |           | <b>Second Semester</b>    |                                   |           |
|---------------------------|------------------------------------|-----------|---------------------------|-----------------------------------|-----------|
|                           |                                    | <b>CR</b> |                           |                                   | <b>CR</b> |
| BUS 205                   | Social Media Marketing             | 3         | BUS 158                   | Web Design for Business           | 3         |
| BUS 227                   | Writing for Social Media Marketing | 3         | BUS 166                   | Digital Image Design for Business | 3         |
|                           |                                    |           | BUS 215                   | Search Engine Marketing           | 3         |
|                           |                                    |           | BUS 250                   | Social Media Marketing Campaign   | 3         |
| <b>Total Credit Hours</b> |                                    | <b>6</b>  | <b>Total Credit Hours</b> |                                   | <b>12</b> |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

\*Students who complete this certificate and later decide to return for the Business and Technology AAS will have BUS227 sub for BUS 120 and BUS 250 sub for BUS 228 or BUS 291.

## COMPUTER-AIDED DESIGN

### Associate of Applied Science, 71 Credit Hours, 18-Month Program

The Computer-Aided Design program at WDT equips students with the skills and knowledge necessary to work side-by-side with Architects and Engineers as they develop solutions for the Manufacturing and Construction industries.

Graduates of the program become experts in the full range of software and design concepts needed to succeed in as a CAD Technician. This degree is widely accepted as the industry standard in qualifying for an entry level position in the architectural, civil, and mechanical CAD fields.

Architectural designers work with architects to create 3D building models, technical plans and details showing the dimensions, construction materials, and processes used for residential and commercial building projects. Mechanical designers also develop 3D models which are then used to create detail and assembly drawings of a wide variety of machinery and mechanical devices, indicating dimensions, fastening methods, and other requirements. Civil designers create drawings that detail the construction related to land, roads, bridges, and other infrastructure. The Computer-Aided Design program at WDT provides students with a solid base of knowledge in all three of these fields, maximizing their versatility when entering the job market.

| Course No.   | Course Title   | Credits   |
|--|--|-----------|
| <b>General Education Requirements</b>                |  |           |
| CIS 105  | MICROCOMPUTER SOFTWARE APPLICATIONS I                        | 3         |
| ECON 202   | PRINCIPLES OF MACROECONOMICS                                 | 3         |
| ENGL 101   | COMPOSITION* <i>or</i>                                       | 3         |
| ENGL 106   | WORKPLACE COMMUNICATIONS I *                                 |           |
| MATH 101   | INTERMEDIATE ALGEBRA** <i>or</i>                             | 3         |
| MATH 114   | COLLEGE ALGEBRA***   |           |
| MATH 120   | TRIGONOMETRY****   | 3         |
| PSYC 101   | GENERAL PSYCHOLOGY <i>or</i>                                 | 3         |
| PSYC 103   | HUMAN RELATIONS IN THE WORKPLACE                             |           |
|  | <b>Total</b>   | <b>18</b> |
| <b>Technical Requirements</b>                        |  |           |
| CAD 101  | DRAFTING FUNDAMENTALS  | 3         |
| CAD 111  | ARCHITECTURAL DRAFTING I                                     | 3         |
| CAD 135  | ARCHITECTURAL CONSTRUCTION THEORY I                          | 3         |
| CAD 139  | 2D CAD   | 3         |
| CAD 141  | ARCHITECTURAL 3D CAD   | 3         |
| CAD 142  | MECHANICAL 3D CAD  | 3         |
| CAD 150  | ARCHITECTURAL PRINT READING                                  | 1         |
| CAD 202  | MECHANICAL DRAFTING  | 3         |
| CAD 203  | PRINCIPLES OF COMMERCIAL THEORY I                            | 3         |
| CAD 214  | INTRODUCTION TO CIVIL DRAFTING                               | 3         |
| CAD 232  | MECHANICAL PRINCIPLES  | 3         |
| CAD 234  | MECHANICAL PRINT READING                                     | 2         |
| CAD 237  | ARCHITECTURAL DRAFTING II                                    | 3         |
| CAD 250  | INTRODUCTION TO MAPPING/GPS                                  | 2         |
| CAD 252  | INTRODUCTION TO SURVEYING                                    | 3         |
|  | ELECTIVES  | 12        |
|  | <b>Total</b>   | <b>53</b> |
| <b>Technical Electives-Choose minimum 12 credits</b> |  |           |
| CAD 215  | LIGHT COMMERCIAL CONSTRUCTION WITH MECHANICAL AND ELECTRICAL | 3         |
| CAD 240  | 3D ARCHITECTURAL DESIGN                                      | 3         |
| CAD 244  | 3D ENGINEERING DESIGN  | 3         |
| CAD 247  | COMPUTER AUTOMATED MANUFACTURING                             | 3         |
| CAD 297  | INTERNSHIP   | 3         |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

\*\*\*Prerequisite: Acceptable ACCUPLACER score or Intermediate Algebra.

\*\*\*\*Prerequisite: Acceptable ACCUPLACER score, Intermediate Algebra, or College Algebra.

Semester breakdown on next page

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## Semester Breakdown AAS

| First Semester            |                                       |           | Second Semester           |                                  |           |
|---------------------------|---------------------------------------|-----------|---------------------------|----------------------------------|-----------|
|                           |                                       | CR        |                           |                                  | CR        |
| CAD 101                   | Drafting Fundamentals                 | 3         | CAD 111                   | Architectural Drafting I         | 3         |
| CAD 135                   | Architectural Construction Theory I   | 3         | CAD 141                   | Architectural 3D CAD             | 3         |
| CAD 139                   | 2D CAD                                | 3         | CAD 142                   | Mechanical 3D CAD                | 3         |
| CAD 250                   | Introduction to Mapping/GPS           | 2         | CAD 150                   | Architectural Print Reading      | 1         |
| CIS 105                   | Microcomputer Software Applications I | 3         | CAD 232                   | Mechanical Principles            | 3         |
| MATH 101                  | Intermediate Algebra <i>or</i>        | 3         | CAD 234                   | Mechanical Print Reading         | 2         |
| MATH 114                  | College Algebra                       |           | MATH 120                  | Trigonometry                     | 3         |
| <b>Total Credit Hours</b> |                                       | <b>17</b> | <b>Total Credit Hours</b> |                                  | <b>18</b> |
| Third Semester            |                                       |           | Fourth Semester           |                                  |           |
|                           |                                       | CR        |                           |                                  | CR        |
| CAD 202                   | Mechanical Drafting                   | 3         | ECON 202                  | Principles of Macroeconomics     | 3         |
| CAD 203                   | Principles of Commercial Theory I     | 3         | PSYC 101                  | General Psychology <i>or</i>     | 3         |
| CAD 214                   | Introduction to Civil Drafting        | 3         | PSYC 103                  | Human Relations in the Workplace |           |
| CAD 237                   | Architectural Drafting II             | 3         |                           | Technical Electives              | 12        |
| CAD 252                   | Introduction to Surveying             | 3         |                           |                                  |           |
| ENGL 101                  | Composition <i>or</i>                 | 3         |                           |                                  |           |
| ENGL 106                  | Workplace Communications I            |           |                           |                                  |           |
| <b>Total Credit Hours</b> |                                       | <b>18</b> | <b>Total Credit Hours</b> |                                  | <b>18</b> |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.



## **COMPUTER-AIDED DESIGN - ARCHITECTURAL CERTIFICATE**

### **Certificate, 19 Credit Hours, 18-Month Program**

The Computer-Aided Design program at WDT equips students with the skills and knowledge necessary to produce accurate technical drawings using industry standard CAD systems.

Graduates of this certificate receive training in only the technical architectural courses. It is designed for students who already have a related degree but wish to specialize in architectural design.

| <b>Course No.</b> | <b>Course Title</b>                 | <b>Credits</b> |
|-------------------|-------------------------------------|----------------|
| CAD 111           | ARCHITECTURAL DRAFTING I            | 3              |
| CAD 135           | ARCHITECTURAL CONSTRUCTION THEORY I | 3              |
| CAD 139           | 2D CAD                              | 3              |
| CAD 141           | ARCHITECTURAL 3D CAD                | 3              |
| CAD 150           | ARCHITECTURAL PRINT READING         | 1              |
| CAD 237           | ARCHITECTURAL DRAFTING II           | 3              |
| CAD 240           | 3D ARCHITECTURAL DESIGN             | 3              |
| <b>Total</b>      |                                     | <b>19</b>      |

**Some courses are offered only in certain semesters.  
Completion of the full certificate is not possible in two consecutive semesters.  
See Program Director for enrollment approval.**

### **Semester Breakdown Certificate**

| <b>First Semester</b>     |                                     |           | <b>Second Semester</b>    |                             |           |
|---------------------------|-------------------------------------|-----------|---------------------------|-----------------------------|-----------|
|                           |                                     | <b>CR</b> |                           |                             | <b>CR</b> |
| CAD 135                   | Architectural Construction Theory I | 3         | CAD 111                   | Architectural Drafting I    | 3         |
| CAD 139                   | 2D CAD                              | 3         | CAD 141                   | Architectural 3D CAD        | 3         |
|                           |                                     |           | CAD 150                   | Architectural Print Reading | 1         |
| <b>Total Credit Hours</b> |                                     | <b>6</b>  | <b>Total Credit Hours</b> |                             | <b>7</b>  |
| <b>Third Semester</b>     |                                     |           | <b>Fourth Semester</b>    |                             |           |
|                           |                                     | <b>CR</b> |                           |                             | <b>CR</b> |
| CAD 237                   | Architectural Drafting II           | 3         | CAD 240                   | 3D Architectural Design     | 3         |
| <b>Total Credit Hours</b> |                                     | <b>3</b>  | <b>Total Credit Hours</b> |                             | <b>3</b>  |

## **COMPUTER-AIDED DESIGN - MECHANICAL CERTIFICATE**

### **Certificate, 20 Credit Hours, 9-Month Program**

The Computer-Aided Design program at WDT equips students with the skills and knowledge necessary to produce accurate technical drawings using industry standard CAD systems.

Graduates of this certificate receive training in only the technical mechanical courses. It is designed for students who already have a related degree but wish to specialize in mechanical design.

| <b>Course No.</b> | <b>Course Title</b>              | <b>Credits</b> |
|-------------------|----------------------------------|----------------|
| CAD 101           | DRAFTING FUNDAMENTALS            | 3              |
| CAD 139           | 2D CAD                           | 3              |
| CAD 142           | MECHANICAL 3D CAD                | 3              |
| CAD 232           | MECHANICAL PRINCIPLES            | 3              |
| CAD 234           | MECHANICAL PRINT READING         | 2              |
| CAD 244           | 3D ENGINEERING DESIGN            | 3              |
| CAD 247           | COMPUTER AUTOMATED MANUFACTURING | 3              |
| <b>Total</b>      |                                  | <b>20</b>      |

**Some courses are offered only in certain semesters.**

***See Program Director for enrollment approval.***

### **Semester Breakdown Certificate**

| <b>First Semester</b>     |                       |           | <b>Second Semester</b>    |                                  |           |
|---------------------------|-----------------------|-----------|---------------------------|----------------------------------|-----------|
|                           |                       | <b>CR</b> |                           |                                  | <b>CR</b> |
| CAD 101                   | Drafting Fundamentals | 3         | CAD 232                   | Mechanical Principles            | 3         |
| CAD 139                   | 2D CAD                | 3         | CAD 234                   | Mechanical Print Reading         | 2         |
| CAD 142                   | Mechanical 3D CAD     | 3         | CAD 244                   | 3D Engineering Design            | 3         |
|                           |                       |           | CAD 247                   | Computer Automated Manufacturing | 3         |
| <b>Total Credit Hours</b> |                       | <b>9</b>  | <b>Total Credit Hours</b> |                                  | <b>11</b> |

## **COMPUTER SCIENCE – INFORMATION TECHNOLOGY SPECIALIST**

### **Associate of Applied Science, 69 Credit Hours, 18-Month Program**

The Computer Science - Information Technology Specialist program strikes a balance between theory and application. Students will learn about real-life networking and security environments, making them immediately productive upon graduation and prepared to take on a variety of information technology (IT) roles. The first year builds a solid foundation of basic hands-on computer skills and networking concepts. The second year challenges students to learn to adapt and react to the changing world of computers. Deeper networking concepts are introduced, including security, complex networks, and programming skills. The emphasis of coursework will be based on preparing students for Microsoft certification testing. Students also will be prepared to continue learning and advancing within the field, allowing them to work within an organization to apply networking to business strategy, tactics, and goals.

A typical job description for an information technology specialist would generally include working in an office environment. The job is often performed alone, and the IT Specialist must possess strong troubleshooting and technical skills, including strong math skills. Conversely, the IT Specialist must also work with users who are not comfortable with the system or who are experiencing difficulties, thus the requirement for strong communications skills. Configuring a network can require long hours of work in a short period of time. Maintaining the network can alternate between routine tasks to install, maintain, and update programs, as well as the hectic work of troubleshooting and fixing network problems. If a network crashes, the Information Technology Specialist must work quickly and purposefully to solve problems and restore the network operation. In addition, the task of updating and maintaining network services can require late hours and work on an irregular schedule. The IT worker must also be prepared to maintain related technology within an organization, including audio-visual equipment, televisions, phones, and cabling infrastructure. Physical duties may include climbing and working using ladders, installing cabling, moving computers and related equipment, and installing equipment.

| Course No.                            | Course Title                             | Credits   |
|---------------------------------------|--|-----------|
| <b>General Education Requirements</b> |  |           |
| CIS 105                               | MICROCOMPUTER SOFTWARE APPLICATIONS I    | 3         |
| ENGL 101                              | COMPOSITION*                             | 3         |
| ENGL 108                              | WORKPLACE COMMUNICATIONS II              | 3         |
| ECON 202                              | PRINCIPLES OF MACROECONOMICS <i>or</i>   | 3         |
| SOC 100                               | INTRODUCTION TO SOCIOLOGY                |           |
| MATH 114                              | COLLEGE ALGEBRA**                        | 3         |
| PSYC 101                              | GENERAL PSYCHOLOGY <i>or</i>             | 3         |
| PSYC 103                              | HUMAN RELATIONS IN THE WORKPLACE         |           |
|                                       | <b>Total</b>                             | <b>18</b> |
| <b>Technical Requirements</b>         |  |           |
| CIS 122                               | INFORMATION TECHNOLOGY HARDWARE/SOFTWARE | 6         |
| CIS 129                               | WINDOWS OPERATING SYSTEMS                | 3         |
| CIS 131                               | NETWORKING TECHNOLOGIES I                | 3         |
| CIS 132                               | NETWORKING TECHNOLOGIES II               | 3         |
| CIS 133                               | NETWORKING TECHNOLOGIES III              | 3         |
| CIS 134                               | NETWORKING TECHNOLOGIES IV               | 3         |
| CIS 201                               | LINUX TECHNOLOGIES                       | 3         |
| CIS 213                               | NETWORKING USING WINDOWS SERVER          | 3         |
| CIS 215                               | NETWORK DESIGN AND VIRTUALIZATION        | 3         |
| CIS 216                               | INTRODUCTION TO PROGRAMMING              | 3         |
| CIS 219                               | ADVANCED SERVER TECHNOLOGIES             | 3         |
| CIS 220                               | NETWORK SECURITY I                       | 3         |
| CIS 225                               | DATABASES                                | 3         |
| CIS 230                               | COMPUTER FORENSICS                       | 3         |
| CIS 235                               | NETWORK SECURITY II                      | 3         |
| INT 299                               | INTERNSHIP                               | 3         |
|                                       | <b>Total</b>                             | <b>51</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Intermediate Algebra.

## Semester Breakdown AAS

| <b>First Semester</b>     |  |           | <b>Second Semester</b>    |                                  |           |
|---------------------------|--|-----------|---------------------------|----------------------------------|-----------|
|                           |  | <b>CR</b> |                           |                                  | <b>CR</b> |
| CIS 122                   | Information Technology Hardware/Software | 6         | CIS 132                   | Networking Technologies II       | 3         |
| CIS 129                   | Windows Operating Systems                | 3         | CIS 201                   | Linux Technologies               | 3         |
| CIS 131                   | Networking Technologies I                | 3         | CIS 213                   | Networking Using Windows Server  | 3         |
| CIS 105                   | Microcomputer Software Applications I    | 3         | CIS 225                   | Databases                        | 3         |
| MATH 114                  | College Algebra                          | 3         | ENGL 101                  | Composition                      | 3         |
|                           |  |           | PSYC 101                  | General Psychology <i>or</i>     | 3         |
|                           |  |           | PSYC 103                  | Human Relations in the Workplace |           |
| <b>Total Credit Hours</b> |  | <b>18</b> | <b>Total Credit Hours</b> |                                  | <b>18</b> |
| <b>Third Semester</b>     |  |           | <b>Fourth Semester</b>    |                                  |           |
|                           |  | <b>CR</b> |                           |                                  | <b>CR</b> |
| CIS 133                   | Networking Technologies III              | 3         | CIS 134                   | Networking Technologies IV       | 3         |
| CIS 216                   | Introduction to Programming              | 3         | CIS 215                   | Network Design & Virtualization  | 3         |
| CIS 219                   | Advanced Server Technologies             | 3         | CIS 230                   | Computer Forensics               | 3         |
| CIS 220                   | Network Security I                       | 3         | CIS 235                   | Network Security II              | 3         |
| ECON 202                  | Principles of Macroeconomics             | 3         | ENGL 108                  | Workplace Communications II      | 3         |
|                           | <i>or</i>                                |           |                           |                                  |           |
| SOC 100                   | Introduction to Sociology                |           |                           |                                  |           |
| <b>Total Credit Hours</b> |  | <b>15</b> | <b>Total Credit Hours</b> |                                  | <b>15</b> |
| <b>Summer Semester *</b>  |  |           |                           |                                  |           |
|                           |  | <b>CR</b> |                           |                                  |           |
| INT 299                   | Internship                               | 3         |                           |                                  |           |
| <b>Total Credit Hours</b> |  | <b>3</b>  |                           |                                  |           |

*\*See Program Director for details.*

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

# COMPUTER SCIENCE – INFORMATION TECHNOLOGY SPECIALIST

## Diploma, 36 Credit Hours, 9-Month Program

The Computer Science - Information Technology Specialist program strikes a balance between theory and application. Students will learn about real-life networking and security environments, making them immediately productive upon graduation and prepared to take on a variety of information technology (IT) roles. The first year builds a solid foundation of basic hands-on computer skills and networking concepts. The second year challenges students to learn to adapt and react to the changing world of computers. Deeper networking concepts are introduced, including security, complex networks, and programming skills. The emphasis of coursework will be based on preparing students for Microsoft certification testing. Students also will be prepared to continue learning and advancing within the field, allowing them to work within an organization to apply networking to business strategy, tactics, and goals.

A typical job description for an information technology specialist would generally include working in an office environment. The job is often performed alone, and the IT Specialist must possess strong troubleshooting and technical skills, including strong math skills. Conversely, the IT Specialist must also work with users who are not comfortable with the system or who are experiencing difficulties, thus the requirement for strong communications skills. Configuring a network can require long hours of work in a short period of time. Maintaining the network can alternate between routine tasks to install, maintain, and update programs, as well as the hectic work of troubleshooting and fixing network problems. If a network crashes, the Information Technology Specialist must work quickly and purposefully to solve problems and restore the network operation. In addition, the task of updating and maintaining network services can require late hours and work on an irregular schedule. The IT worker must also be prepared to maintain related technology within an organization, including audio-visual equipment, televisions, phones, and cabling infrastructure. Physical duties may include climbing and working using ladders, installing cabling, moving computers and related equipment, and installing equipment.

| Course                                | No. | Course Title                             | Credits   |
|---------------------------------------|-----|--|-----------|
| <b>General Education Requirements</b> |     |  |           |
| CIS                                   | 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I    | 3         |
| ENGL                                  | 101 | COMPOSITION*                             | 3         |
| MATH                                  | 114 | COLLEGE ALGEBRA**                        | 3         |
| PSYC                                  | 101 | GENERAL PSYCHOLOGY <i>or</i>             | 3         |
| PSYC                                  | 103 | HUMAN RELATIONS IN THE WORKPLACE         |           |
| <b>Total</b>                          |     |  | <b>12</b> |
| <b>Technical Requirements</b>         |     |  |           |
| CIS                                   | 122 | INFORMATION TECHNOLOGY HARDWARE/SOFTWARE | 6         |
| CIS                                   | 129 | WINDOWS OPERATING SYSTEMS                | 3         |
| CIS                                   | 131 | NETWORKING TECHNOLOGIES I                | 3         |
| CIS                                   | 132 | NETWORKING TECHNOLOGIES II               | 3         |
| CIS                                   | 201 | LINUX TECHNOLOGIES                       | 3         |
| CIS                                   | 213 | NETWORKING USING WINDOWS SERVER          | 3         |
| CIS                                   | 225 | DATABASES                                | 3         |
| <b>Total</b>                          |     |  | <b>24</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Intermediate Algebra.

### Semester Breakdown Diploma

| First Semester            |  |           | Second Semester           |                                  |           |
|---------------------------|--|-----------|---------------------------|----------------------------------|-----------|
|                           |  | CR        |                           |                                  | CR        |
| CIS 122                   | Information Technology Hardware/Software | 6         | CIS 132                   | Networking Technologies II       | 3         |
| CIS 129                   | Windows Operating Systems                | 3         | CIS 201                   | Linux Technologies               | 3         |
| CIS 131                   | Networking Technologies I                | 3         | CIS 213                   | Networking Using Windows Server  | 3         |
| CIS 105                   | Microcomputer Software Applications I    | 3         | CIS 225                   | Databases                        | 3         |
| MATH 114                  | College Algebra                          | 3         | ENGL 101                  | Composition                      | 3         |
|                           |  |           | PSYC 101                  | General Psychology <i>or</i>     | 3         |
|                           |  |           | PSYC 103                  | Human Relations in the Workplace |           |
| <b>Total Credit Hours</b> |  | <b>18</b> | <b>Total Credit Hours</b> |                                  | <b>18</b> |

## CONSTRUCTION TECHNOLOGY

### Certificate, 30 Credit Hours, 9-Month Program

The Construction Technology program will prepare students who plan to enter the growing construction field. This program will include classroom theory, hands-on experience, and internship experiences that allow students to practice what they learn in the classroom. The program will prepare students for a challenging field that is full of opportunities.

Students in the Construction Technology program will acquire the skills necessary for employment in the areas of residential, commercial, industrial, and public works projects. Students will gain basic experience in the areas of framing, cabinet making, concrete and masonry work, steel frame construction, modular construction, architectural print reading, and welding. Students will also complete an internship to gain additional hands-on industry experience.

Students may be employed by residential contractors, building materials dealers, and commercial contractors. Possibilities for self-employment or business ownership may also exist.

| Course                                | No. | Course Title                                     | Credits   |
|---------------------------------------|-----|--|-----------|
| <b>General Education Requirements</b> |     |  |           |
| MATH                                  | 104 | TECHNICAL MATHEMATICS*                           | 3         |
| PSYC                                  | 101 | GENERAL PSYCHOLOGY <i>or</i>                     | 3         |
| PSYC                                  | 103 | HUMAN RELATIONS IN THE WORKPLACE                 |           |
| <b>Total</b>                          |     |  | <b>6</b>  |
| <b>Technical Requirements</b>         |     |  |           |
| CAD                                   | 150 | ARCHITECTURAL PRINT READING                      | 1         |
| CT                                    | 110 | CONSTRUCTION SAFETY / OSHA                       | 3         |
| CT                                    | 115 | CARPENTRY - FRAMING & FINISH WORK                | 3         |
| CT                                    | 120 | CONCRETE & MASONRY WORK                          | 3         |
| CT                                    | 125 | STEEL FRAME CONSTRUCTION                         | 3         |
| CT                                    | 130 | COMMERCIAL MODULAR CONSTRUCTION                  | 3         |
| CT                                    | 199 | CONSTRUCTION INTERNSHIP I                        | 6         |
| WDM                                   | 100 | WELDING AND FABRICATION FOR GENERAL APPLICATIONS | 2         |
| <b>Total</b>                          |     |  | <b>24</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

### Semester Breakdown Certificate

| First Semester            |  |           | Second Semester           |                                  |           |
|---------------------------|--|-----------|---------------------------|----------------------------------|-----------|
|                           |  | CR        |                           |                                  | CR        |
| CT 110                    | Construction Safety / OSHA                       | 3         | CAD 150                   | Architectural Print Reading      | 1         |
| CT 115                    | Carpentry – Framing & Finish Work                | 3         | CT 125                    | Steel Frame Construction         | 3         |
| CT 120                    | Concrete & Masonry Work                          | 3         | CT 130                    | Commercial Modular Construction  | 3         |
| MATH 104                  | Technical Mathematics                            | 3         | CT 199                    | Construction Internship I        | 6         |
| WDM 100                   | Welding and Fabrication for General Applications | 2         | PSYC 101                  | General Psychology <i>or</i>     | 3         |
|                           |  |           | PSYC 103                  | Human Relations in the Workplace |           |
| <b>Total Credit Hours</b> |  | <b>14</b> | <b>Total Credit Hours</b> |                                  | <b>16</b> |

## CONSTRUCTION TECHNOLOGY

### Diploma, 36 Credit Hours, 12-Month Program

The Construction Technology program will prepare students who plan to enter the growing construction field. This program will include classroom theory, hands-on experience, and internship experiences that allow students to practice what they learn in the classroom. The program will prepare students for a challenging field that is full of opportunities.

Students in the Construction Technology program will acquire the skills necessary for employment in the areas of residential, commercial, industrial, and public works projects. Students will gain basic experience in the areas of framing, cabinet making, concrete and masonry work, steel frame construction, modular construction, architectural print reading, and welding. Students will also complete an internship to gain additional hands-on industry experience.

Students may be employed by residential contractors, building materials dealers, and commercial contractors. Possibilities for self-employment or business ownership may also exist.

| Course                                | No. | Course Title                                     | Credits   |
|---------------------------------------|-----|--|-----------|
| <b>General Education Requirements</b> |     |  |           |
| CIS                                   | 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I            | 3         |
| ENGL                                  | 106 | WORKPLACE COMMUNICATIONS I*                      | 3         |
| MATH                                  | 104 | TECHNICAL MATHEMATICS**                          | 3         |
| PSYC                                  | 101 | GENERAL PSYCHOLOGY <i>or</i>                     | 3         |
| PSYC                                  | 103 | HUMAN RELATIONS IN THE WORKPLACE                 |           |
| <b>Total</b>                          |     |  | <b>12</b> |
| <b>Technical Requirements</b>         |     |  |           |
| CAD                                   | 150 | ARCHITECTURAL PRINT READING                      | 1         |
| CT                                    | 110 | CONSTRUCTION SAFETY / OSHA                       | 3         |
| CT                                    | 115 | CARPENTRY - FRAMING & FINISH WORK                | 3         |
| CT                                    | 120 | CONCRETE & MASONRY WORK                          | 3         |
| CT                                    | 125 | STEEL FRAME CONSTRUCTION                         | 3         |
| CT                                    | 130 | COMMERCIAL MODULAR CONSTRUCTION                  | 3         |
| CT                                    | 199 | CONSTRUCTION INTERNSHIP I                        | 6         |
| WDM                                   | 100 | WELDING AND FABRICATION FOR GENERAL APPLICATIONS | 2         |
| <b>Total</b>                          |     |  | <b>24</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

### Semester Breakdown Diploma

| First Semester            |  |           | Second Semester           |                                  |           |
|---------------------------|--|-----------|---------------------------|----------------------------------|-----------|
|                           |  | CR        |                           |                                  | CR        |
| CT 110                    | Construction Safety / OSHA                       | 3         | CAD 150                   | Architectural Print Reading      | 1         |
| CT 115                    | Carpentry – Framing & Finish Work                | 3         | CT 125                    | Steel Frame Construction         | 3         |
| CT 120                    | Concrete & Masonry Work                          | 3         | CT 130                    | Commercial Modular Construction  | 3         |
| MATH 104                  | Technical Mathematics                            | 3         | CT 199                    | Construction Internship I        | 6         |
| WDM 100                   | Welding and Fabrication for General Applications | 2         | PSYC 101                  | General Psychology <i>or</i>     | 3         |
|                           |  |           | PSYC 103                  | Human Relations in the Workplace |           |
| <b>Total Credit Hours</b> |  | <b>14</b> | <b>Total Credit Hours</b> |                                  | <b>16</b> |
| Third Semester            |  |           |                           |                                  |           |
|                           |  | CR        |                           |                                  |           |
| CIS 105                   | Microcomputer Software Applications I            | 3         |                           |                                  |           |
| ENGL 106                  | Workplace Communications I                       | 3         |                           |                                  |           |
| <b>Total Credit Hours</b> |  | <b>6</b>  |                           |                                  |           |

## CRIMINAL JUSTICE

### Associate of Applied Science, 64 Credit Hours, 18-Month Program

As the population grows, so does the need for trained workers in a variety of criminal justice fields. This program will graduate skilled technicians who are able to bring value to the criminal justice field in multiple ways because they will have a broad understanding of the criminal justice system and will be skilled to fill a variety of roles.

This program has been designed to be broad in nature and to include coursework in a wide variety of criminal justice topics. Students will complete classes in criminal justice, corrections, juvenile justice, criminal law, criminal investigation, ethics in criminal justice, forensics and crime scene investigation, probation and parole, security, terrorism and counterterrorism, domestic violence, and more.

| Course                                | No. | Course Title  | Credit    |
|---------------------------------------|-----|---|-----------|
| <b>General Education Requirements</b> |     |   |           |
| CIS                                   | 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I               | 3         |
| ENGL                                  | 101 | COMPOSITION*  | 3         |
| MATH                                  | 101 | INTERMEDIATE ALGEBRA** <i>or higher</i>             | 3         |
| PSYC                                  | 101 | GENERAL PSYCHOLOGY                                  | 3         |
| SOC                                   | 100 | INTRODUCTION TO SOCIOLOGY                           | 3         |
| <b>Total</b>                          |     |   | <b>15</b> |
| <b>Technical Requirements</b>         |     |   |           |
| CJUS                                  | 115 | CONSTITUTIONAL LAW FOR LAW ENFORCEMENT              | 3         |
| CJUS                                  | 119 | CRIMINAL LAW AND PROCEDURES                         | 3         |
| CJUS                                  | 121 | CRIMINAL INVESTIGATIONS                             | 4         |
| CJUS                                  | 124 | JUVENILE METHODS                                    | 3         |
| CJUS                                  | 200 | COMMUNITY CORRECTIONS                               | 3         |
| CJUS                                  | 201 | INTRODUCTION TO CRIMINAL JUSTICE                    | 3         |
| CJUS                                  | 205 | CRIMINAL JUSTICE FORENSICS                          | 3         |
| CJUS                                  | 210 | CONTEMPORARY SECURITY PRACTICES                     | 3         |
| CJUS                                  | 215 | ETHICS IN CRIMINAL JUSTICE                          | 3         |
| CJUS                                  | 220 | TERRORISM AND COUNTERTERRORISM                      | 3         |
| CJUS                                  | 225 | DOMESTIC VIOLENCE                                   | 3         |
| CJUS                                  | 229 | CORRECTIONS   | 3         |
| CJUS                                  | 230 | AGENCY ORGANIZATION AND MANAGEMENT                  | 3         |
| CJUS                                  | 235 | CRIMINOLOGY   | 3         |
| CJUS                                  | 240 | COURT SYSTEMS AND PRACTICES                         | 3         |
| CJUS                                  | 245 | LAW ENFORCEMENT OPERATIONS AND PROCEDURES <i>or</i> | 3         |
| INT                                   | 299 | INTERNSHIP  |           |
| <b>Total</b>                          |     |   | <b>49</b> |

\* Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Elementary Algebra.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

Semester breakdown on next page

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## Semester Breakdown AAS

| First Semester            |  |           | Second Semester           |   |           |
|---------------------------|--|-----------|---------------------------|---|-----------|
|                           |  | <b>CR</b> |                           |   | <b>CR</b> |
| CIS 105                   | Microcomputer Software Applications I  | 3         | CJUS 121                  | Criminal Investigations                             | 4         |
| CJUS 115                  | Constitutional Law for Law Enforcement | 3         | CJUS 124                  | Juvenile Methods                                    | 3         |
| CJUS 119                  | Criminal Law and Procedures            | 3         | CJUS 210                  | Contemporary Security Practices                     | 3         |
| CJUS 200                  | Community Corrections                  | 3         | ENGL 101                  | Composition   | 3         |
| CJUS 201                  | Introduction to Criminal Justice       | 3         | MATH 101                  | Intermediate Algebra <i>or higher</i>               | 3         |
| <b>Total Credit Hours</b> |  | <b>15</b> | <b>Total Credit Hours</b> |   | <b>16</b> |
|                           |  |           |                           |   |           |
| Third Semester            |  |           | Fourth Semester           |   |           |
|                           |  | <b>CR</b> |                           |   | <b>CR</b> |
| CJUS 205                  | Criminal Justice Forensics             | 3         | CJUS 229                  | Corrections   | 3         |
| CJUS 215                  | Ethics in Criminal Justice             | 3         | CJUS 230                  | Agency Organization and Management                  | 3         |
| CJUS 220                  | Terrorism and Counterterrorism         | 3         | CJUS 235                  | Criminology   | 3         |
| CJUS 225                  | Domestic Violence                      | 3         | CJUS 240                  | Court Systems and Practices                         | 3         |
| PSYC 101                  | General Psychology                     | 3         | CJUS 245                  | Law Enforcement Operations and Procedures <i>or</i> | 3         |
| SOC 100                   | Introduction to Sociology              | 3         | INT 299                   | Internship  |           |
| <b>Total Credit Hours</b> |  | <b>18</b> | <b>Total Credit Hours</b> |   | <b>15</b> |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

## CRIMINAL JUSTICE - LAW ENFORCEMENT EMPHASIS

### Associate of Applied Science, 63 Credit Hours, 18-Month Program

The mission of the Criminal Justice: Law Enforcement emphasis program is to prepare students with the knowledge and skills necessary for employment as entry-level law enforcement officers. This is not a strictly academic program. It has an extensive hands-on component to it.

A law enforcement officer is an official representative of government who is entrusted with a wide variety of duties. Regardless of the type and size of the organization they work for, law enforcement officers are expected to perform in a professional manner. The highly competitive nature of obtaining most law enforcement positions requires applicants to be prepared academically, be physically fit, and have the hands-on skills necessary to do the job. Many entry-level applicants for law enforcement positions are encouraged or required to have completed at least two years of formal postsecondary education. The WDT Law Enforcement program will help prepare students with these requirements.

| Course                                | No. | Course Title                            | Credits   |
|---------------------------------------|-----|---|-----------|
| <b>General Education Requirements</b> |     |   |           |
| CIS                                   | 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I   | 3         |
| ENGL                                  | 101 | COMPOSITION*                            | 3         |
| MATH                                  | 101 | INTERMEDIATE ALGEBRA** <i>or higher</i> | 3         |
| PSYC                                  | 101 | GENERAL PSYCHOLOGY                      | 3         |
| SOC                                   | 100 | INTRODUCTION TO SOCIOLOGY               | 3         |
| <b>Total</b>                          |     |   | <b>15</b> |
| <b>Technical Requirements</b>         |     |   |           |
| CJUS                                  | 115 | CONSTITUTIONAL LAW FOR LAW ENFORCEMENT  | 3         |
| CJUS                                  | 119 | CRIMINAL LAW AND PROCEDURES             | 3         |
| CJUS                                  | 121 | CRIMINAL INVESTIGATIONS                 | 4         |
| CJUS                                  | 124 | JUVENILE METHODS                        | 3         |
| CJUS                                  | 200 | COMMUNITY CORRECTIONS                   | 3         |
| CJUS                                  | 201 | INTRODUCTION TO CRIMINAL JUSTICE        | 3         |
| CJUS                                  | 205 | CRIMINAL JUSTICE FORENSICS              | 3         |
| CJUS                                  | 210 | CONTEMPORARY SECURITY PRACTICES         | 3         |
| CJUS                                  | 215 | ETHICS IN CRIMINAL JUSTICE              | 3         |
| CJUS                                  | 220 | TERRORISM AND COUNTERTERRORISM          | 3         |
| CJUS                                  | 225 | DOMESTIC VIOLENCE                       | 3         |
| CJUS                                  | 275 | LAW ENFORCEMENT ACADEMY                 | 14        |
| <b>Total</b>                          |     |   | <b>48</b> |

\* Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Elementary Algebra.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

In accordance with South Dakota Codified Law, and the South Dakota Law Enforcement Officers Standards and Training Commission, all individuals serving in the capacity of law enforcement officers in the State of South Dakota must be at least 21 years of age prior to appointment.

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## Semester Breakdown AAS

| First Semester            |  |           | Second Semester           |                                       |           |
|---------------------------|--|-----------|---------------------------|---------------------------------------|-----------|
|                           |  | <b>CR</b> |                           |                                       | <b>CR</b> |
| CIS 105                   | Microcomputer Software Applications I  | 3         | CJUS 121                  | Criminal Investigations               | 4         |
| CJUS 115                  | Constitutional Law for Law Enforcement | 3         | CJUS 124                  | Juvenile Methods                      | 3         |
| CJUS 119                  | Criminal Law and Procedures            | 3         | CJUS 210                  | Contemporary Security Practices       | 3         |
| CJUS 200                  | Community Corrections                  | 3         | ENGL 101                  | Composition                           | 3         |
| CJUS 201                  | Introduction to Criminal Justice       | 3         | MATH 101                  | Intermediate Algebra <i>or higher</i> | 3         |
| <b>Total Credit Hours</b> |  | <b>15</b> | <b>Total Credit Hours</b> |                                       | <b>16</b> |
| Third Semester            |  |           | Fourth Semester           |                                       |           |
|                           |  | <b>CR</b> |                           |                                       | <b>CR</b> |
| CJUS 205                  | Criminal Justice Forensics             | 3         | CJUS 275                  | Law Enforcement Academy               | 14        |
| CJUS 215                  | Ethics in Criminal Justice             | 3         |                           |                                       |           |
| CJUS 220                  | Terrorism and Counterterrorism         | 3         |                           |                                       |           |
| CJUS 225                  | Domestic Violence                      | 3         |                           |                                       |           |
| PSYC 101                  | General Psychology                     | 3         |                           |                                       |           |
| SOC 100                   | Introduction to Sociology              | 3         |                           |                                       |           |
| <b>Total Credit Hours</b> |  | <b>18</b> | <b>Total Credit Hours</b> |                                       | <b>14</b> |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

In accordance with South Dakota Codified Law, and the South Dakota Law Enforcement Officers Standards and Training Commission, all individuals serving in the capacity of law enforcement officers in the State of South Dakota must be at least 21 years of age prior to appointment.

## DENTAL ASSISTING

### Diploma, 45 Credit Hours, 11-Month Program

The dental assistant is an integral, valued member of the dental team. Graduates of the diploma program will be highly trained dental assisting students who have the skills required to be competent members of a dental healthcare team, deliver quality dental healthcare to the public, and have the knowledge necessary to become a Registered Dental Assistant (RDA) in the state of South Dakota. Dental assisting tasks include providing direct patient care, assisting during a variety of dental procedures, obtaining medical/dental histories, vital signs, dental radiographs, and impressions for dental models, teaching patients appropriate oral hygiene strategies, applying preventive agents, placing pit and fissure sealants, developing, coordinating, and serving as an infection control officer, and performing office management tasks. The dental assistant may work in a private or group practice setting specializing in general dentistry, oral surgery, orthodontics, endodontics, periodontics, prosthodontics, or pedodontics. Dental sales and marketing of products is another career opportunity for the dental assistant. Dental assistants must have strong communication skills, a desire to work with their hands, and a passion for a challenging career with responsibilities that increase the efficiency and quality of oral health care delivery.

| Course                                | No. | Course Title                          | Credits   |
|---------------------------------------|-----|---------------------------------------|-----------|
| <b>General Education Requirements</b> |     |                                       |           |
| CIS                                   | 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3         |
| ENGL                                  | 101 | COMPOSITION <i>or</i>                 | 3         |
| ENGL                                  | 106 | WORKPLACE COMMUNICATIONS I*           |           |
| MATH                                  | 100 | ELEMENTARY ALGEBRA** <i>or higher</i> | 3         |
| PSYC                                  | 101 | GENERAL PSYCHOLOGY <i>or</i>          | 3         |
| PSYC                                  | 103 | HUMAN RELATIONS IN THE WORKPLACE      |           |
| <b>Total</b>                          |     |                                       | <b>12</b> |
| <b>Technical Requirements</b>         |     |                                       |           |
| DEN                                   | 105 | DENTAL SCIENCES AND ORAL HEALTH       | 3         |
| DEN                                   | 109 | CHAIRSIDE DENTAL ASSISTING LAB        | 4         |
| DEN                                   | 111 | PHARMACOLOGY AND MEDICAL EMERGENCIES  | 3         |
| DEN                                   | 112 | DENTAL PRACTICE MANAGEMENT            | 2         |
| DEN                                   | 120 | DENTAL RADIOGRAPHY                    | 2         |
| DEN                                   | 132 | DENTAL MATERIALS                      | 2         |
| DEN                                   | 135 | DENTAL RADIOGRAPHY LAB                | 2         |
| DEN                                   | 142 | EXPANDED FUNCTIONS LAB                | 4         |
| DEN                                   | 145 | INTRODUCTION TO DENTAL PRACTICES      | 3         |
| DEN                                   | 154 | DENTAL CLINICAL PRACTICE I***         | 2         |
| DEN                                   | 156 | DENTAL CLINICAL PRACTICE II           | 6         |
| <b>Total</b>                          |     |                                       | <b>33</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

\*\*\*Must provide evidence of a current American Heart Association CPR Card before DEN 154 Dental Clinical Practice I

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

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## Semester Breakdown Diploma

| First Semester            |                                      |           | Second Semester           |                                       |           |
|---------------------------|--------------------------------------|-----------|---------------------------|---------------------------------------|-----------|
|                           |                                      | CR        |                           |                                       | CR        |
| DEN 105                   | Dental Sciences and Oral Health      | 3         | CIS 105                   | Microcomputer Software Applications I | 3         |
| DEN 109                   | Chairside Dental Assisting Lab       | 4         | DEN 120                   | Dental Radiography                    | 2         |
| DEN 111                   | Pharmacology and Medical Emergencies | 3         | DEN 132                   | Dental Materials                      | 2         |
| DEN 112                   | Dental Practice Management           | 2         | DEN 135                   | Dental Radiography Lab                | 2         |
| DEN 145                   | Introduction to Dental Practices     | 3         | DEN 142                   | Expanded Functions Lab                | 4         |
| MATH 100                  | Elementary Algebra <i>or higher</i>  | 3         | DEN 154                   | Dental Clinical Practice I            | 2         |
|                           |                                      |           | PSYC 101                  | General Psychology <i>or</i>          | 3         |
|                           |                                      |           | PSYC 103                  | Human Relations in the Workplace      |           |
| <b>Total Credit Hours</b> |                                      | <b>18</b> | <b>Total Credit Hours</b> |                                       | <b>18</b> |
| Third Semester (Summer)   |                                      |           |                           |                                       |           |
|                           |                                      | CR        |                           |                                       |           |
| DEN 156                   | Dental Clinical Practices II         | 6         |                           |                                       |           |
| ENGL 101                  | Composition <i>or</i>                | 3         |                           |                                       |           |
| ENGL 106                  | Workplace Communications I           |           |                           |                                       |           |
| <b>Total Credit Hours</b> |                                      | <b>9</b>  |                           |                                       |           |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

## DIESEL TECHNOLOGY

### Associate of Applied Science, 66-69 Credit Hours, 18-Month Program

The Diesel Technology program will provide education in most types of land transportation, vehicles, and construction equipment to include trucks, tractors, construction equipment, and mining equipment. Students will be competent in the service and repair of diesel engines, hydraulic systems, fuel systems, electrical systems, manual and automatic transmissions, brake systems, and steering and suspension systems. Graduates will be student ASE certified and complete the United States Clean Air Act Section 609 Refrigerant Recycling and Recovery Certification Program. Students will be able to work safely and efficiently in a field or shop environment in accordance with OSHA and MSHA regulations.

| Course No.                            | Course Title                                     | Credits      |
|---------------------------------------|--|--------------|
| <b>General Education Requirements</b> |  |              |
| CIS 105                               | MICROCOMPUTER SOFTWARE APPLICATIONS I            | 3            |
| ENGL 106                              | WORKPLACE COMMUNICATIONS I*                      | 3            |
| MATH 100                              | ELEMENTARY ALGEBRA** <i>or higher</i>            | 3            |
| PSYC 103                              | HUMAN RELATIONS IN THE WORKPLACE                 | 3            |
| SOC 100                               | INTRODUCTION TO SOCIOLOGY                        | 3            |
|                                       | <b>Total</b>                                     | <b>15</b>    |
| <b>Technical Requirements</b>         |  |              |
| DT 105                                | DIESEL TECHNOLOGY HVAC                           | 3            |
| DT 110                                | HEAVY DUTY POWERTRAINS                           | 4            |
| DT 115                                | PREVENTATIVE MAINTENANCE                         | 3            |
| DT 120                                | DIESEL ENGINES I                                 | 5            |
| DT 125                                | UNDER-TRUCK DIAGNOSTICS                          | 3            |
| DT 130                                | UNDER-TRUCK DIAGNOSTICS LAB                      | 5            |
| DT 210                                | HYDRAULICS                                       | 3            |
| DT 215                                | VEHICLE ELECTRICITY AND ELECTRONIC SYSTEMS       | 4            |
| DT 220                                | VEHICLE ELECTRICITY AND ELECTRONIC SYSTEMS LAB   | 6            |
| DT 230                                | SHOP MANAGEMENT                                  | 3            |
| DT 240                                | DIESEL ENGINES II                                | 4            |
| DT 245                                | DIESEL ENGINES II LAB                            | 6            |
| INT 299                               | INTERNSHIP (OPTIONAL)                            | 3            |
| WDM 100                               | WELDING AND FABRICATION FOR GENERAL APPLICATIONS | 2            |
|                                       | <b>Total</b>                                     | <b>51-54</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

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## Semester Breakdown AAS

| First Semester            |  |           | Second Semester           |                                     |              |
|---------------------------|--|-----------|---------------------------|-------------------------------------|--------------|
|                           |  | CR        |                           |                                     | CR           |
| DT 105                    | Diesel Technology HVAC                           | 3         | DT 120                    | Diesel Engines I                    | 5            |
| DT 110                    | Heavy Duty Powertrains                           | 4         | DT 125                    | Under-Truck Diagnostics             | 3            |
| DT 115                    | Preventative Maintenance                         | 3         | DT 130                    | Under-Truck Diagnostics Lab         | 5            |
| CIS 105                   | Microcomputer Software Applications I            | 3         | MATH 100                  | Elementary Algebra <i>or higher</i> | 3            |
| ENGL 106                  | Workplace Communications I                       | 3         |                           |                                     |              |
| <b>Total Credit Hours</b> |  | <b>16</b> | <b>Total Credit Hours</b> |                                     | <b>16</b>    |
| Third Semester            |  |           | Fourth Semester           |                                     |              |
|                           |  | CR        |                           |                                     | CR           |
| DT 215                    | Vehicle Electricity & Electronic Systems         | 4         | DT 210                    | Hydraulics                          | 3            |
| DT 220                    | Vehicle Electricity & Electronic Systems Lab     | 6         | DT 240                    | Diesel Engines II                   | 4            |
| DT 230                    | Shop Management                                  | 3         | DT 245                    | Diesel Engines II Lab               | 6            |
| SOC 100                   | Introduction to Sociology                        | 3         | INT 299                   | Internship <i>optional</i>          | 3            |
| WDM 100                   | Welding and Fabrication for General Applications | 2         | PSYC 103                  | Human Relations in the Workplace    | 3            |
| <b>Total Credit Hours</b> |  | <b>18</b> | <b>Total Credit Hours</b> |                                     | <b>16-19</b> |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

# **DIESEL TECHNOLOGY – INDUSTRIAL MAINTENANCE TECH**

## **Associate of Applied Science, 67 Credit Hours, 18-Month Program**

Western Dakota Tech's Diesel Technology program has teamed up with local industry partners to enhance an educational opportunity in high demand mining production. This educational opportunity is based on already established courses in a combination of successful programs, providing students with knowledge and skills needed in a quickly emerging industry.

Graduates of this program will be able to seek employment in a variety of settings, including entry-level employment as a General Maintenance & Repair Technician, Machine Tender, and/or Maintenance Mechanic Supervisor.

| <b>Course</b>                         | <b>No.</b> | <b>Course Title</b>                              | <b>Credits</b> |
|---------------------------------------|------------|--|----------------|
| <b>General Education Requirements</b> |            |  |                |
| CIS                                   | 105        | MICROCOMPUTER SOFTWARE APPLICATIONS I            | 3              |
| ENGL                                  | 106        | WORKPLACE COMMUNICATIONS I*                      | 3              |
| MATH                                  | 100        | ELEMENTARY ALGEBRA <i>or higher</i> **           | 3              |
| PSYC                                  | 101        | GENERAL PSYCHOLOGY                               | 3              |
| SOC                                   | 100        | INTRODUCTION TO SOCIOLOGY                        | 3              |
| <b>Total</b>                          |            |  | <b>15</b>      |
| <b>Technical Requirements</b>         |            |  |                |
| DT                                    | 110        | HEAVY DUTY POWERTRAINS                           | 4              |
| DT                                    | 115        | PREVENTATIVE MAINTENANCE                         | 3              |
| DT                                    | 120        | DIESEL ENGINES I                                 | 5              |
| DT                                    | 210        | HYDRAULICS                                       | 3              |
| DT                                    | 215        | VEHICLE ELECTRICITY & ELECTRONIC SYSTEMS         | 4              |
| DT                                    | 220        | VEHICLE ELECTRICITY & ELECTRONIC SYSTEMS LAB     | 6              |
| DT                                    | 240        | DIESEL ENGINES II                                | 4              |
| DT                                    | 245        | DIESEL ENGINES II LAB                            | 6              |
| IEL                                   | 105        | INTRODUCTION TO INDUSTRIAL ELECTRONICS           | 4              |
| IEL                                   | 135        | BASIC ELECTRICAL MATERIALS AND DEVICES           | 1              |
| IEL                                   | 217        | SPECIAL SYSTEMS                                  | 4              |
| MACH                                  | 115        | TURNING THEORY AND OPERATIONS I                  | 3              |
| MACH                                  | 120        | MILLING THEORY AND OPERATIONS I                  | 3              |
| WDM                                   | 100        | WELDING AND FABRICATION FOR GENERAL APPLICATIONS | 2              |
| <b>Total</b>                          |            |  | <b>52</b>      |

\*Prerequisite: Acceptable AACUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

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## Semester Breakdown AAS

| <b>First Semester</b>     |  |           | <b>Second Semester</b>    |  |           |
|---------------------------|--|-----------|---------------------------|--|-----------|
|                           |  | <b>CR</b> |                           |  | <b>CR</b> |
| CIS 105                   | Microcomputer Software Applications          | 3         | DT 120                    | Diesel Engines I                                 | 5         |
| DT 110                    | Heavy Duty Powertrains                       | 4         | ENGL 106                  | Workplace Communications I                       | 3         |
| DT 115                    | Preventative Maintenance                     | 3         | IEL 105                   | Introduction to Industrial Electronics           | 4         |
| MACH 115                  | Turning Theory and Operations I              | 3         | IEL 135                   | Basic Electrical Materials and Devices           | 1         |
| MACH 120                  | Milling Theory and Operations I              | 3         | MATH 100                  | Elementary Algebra <i>or higher</i>              | 3         |
| <b>Total Credit Hours</b> |  | <b>16</b> | <b>Total Credit Hours</b> |  | <b>16</b> |
| <b>Third Semester</b>     |  |           | <b>Fourth Semester</b>    |  |           |
|                           |  | <b>CR</b> |                           |  | <b>CR</b> |
| DT 215                    | Vehicle Electricity & Electronic Systems     | 4         | DT 210                    | Hydraulics                                       | 3         |
| DT 220                    | Vehicle Electricity & Electronic Systems Lab | 6         | DT 240                    | Diesel Engines II                                | 4         |
| IEL 217                   | Special Systems                              | 4         | DT 245                    | Diesel Engines II Lab                            | 6         |
| PSYC 103                  | Human Relations in the Workplace             | 3         | SOC 100                   | Introduction to Sociology                        | 3         |
|                           |  |           | WDM 100                   | Welding and Fabrication for General Applications | 2         |
| <b>Total Credit Hours</b> |  | <b>17</b> | <b>Total Credit Hours</b> |  | <b>18</b> |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

## **DRAFTING AND MACHINING TECHNOLOGY**

### **Associate of Applied Science, 65-68 Credit Hours, 18-Month Program**

This program will graduate skilled technicians who are able to bring value to those employers in multiple ways because they will be skilled enough to participate in multiple areas of the business. These workers will be flexible and will be seen as a valuable asset by any of these employers.

In the drafting area, graduates will be able to meet the growing demand from industry for skilled technicians who can demonstrate skill and knowledge in 2D and 3D computer-aided drafting. In addition, graduates will leave the program prepared to apply the basic fundamentals of drafting and blueprint reading.

In the machining area, graduates will be able to set up and operate a variety of machine tools to produce precision metal parts, instruments, and tools. Machinists use machine tools that are either conventionally controlled or computer numerically controlled, such as lathes, milling machines, and grinders, to produce precision metal parts. Although they may produce large quantities of one part, precision machinists often produce small batches or one-of-a-kind items. The parts that machinists make range from simple bolts of steel or brass to titanium bone screws for orthopedic implants. Hydraulic parts, anti-lock brakes and automobile pistons are other widely known products that machinists make.

| <b>Course</b>                         | <b>No.</b> | <b>Course Title</b>                          | <b>Credits</b> |
|---------------------------------------|------------|--|----------------|
| <b>General Education Requirements</b> |            |  |                |
| CIS                                   | 105        | MICROCOMPUTER SOFTWARE APPLICATIONS I        | 3              |
| ECON                                  | 202        | PRINCIPLES OF MACROECONOMICS                 | 3              |
| ENGL                                  | 106        | WORKPLACE COMMUNICATIONS I*                  | 3              |
| MATH                                  | 100        | ELEMENTARY ALGEBRA** <i>or higher</i>        | 3              |
| MATH                                  | 101        | INTERMEDIATE ALGEBRA*** <i>or higher</i>     | 3              |
| MATH                                  | 120        | TRIGONOMETRY****                             | 3              |
| PSYC                                  | 103        | HUMAN RELATIONS IN THE WORKPLACE             | 3              |
| <b>Total</b>                          |            |  | <b>21</b>      |
| <b>Technical Requirements</b>         |            |  |                |
| CAD                                   | 101        | DRAFTING FUNDAMENTALS                        | 3              |
| CAD                                   | 139        | 2D CAD                                       | 3              |
| CAD                                   | 142        | MECHANICAL 3D CAD                            | 3              |
| CAD                                   | 232        | MECHANICAL PRINCIPLES                        | 3              |
| CAD                                   | 234        | MECHANICAL PRINT READING                     | 2              |
| CAD                                   | 244        | 3D ENGINEERING DESIGN                        | 3              |
| CAD                                   | 247        | COMPUTER AUTOMATED MANUFACTURING             | 3              |
| INT                                   | 299        | INTERNSHIP (OPTIONAL)                        | 3              |
| MACH                                  | 110        | MACHINE SHOP OPERATIONS                      | 3              |
| MACH                                  | 115        | TURNING THEORY AND OPERATIONS I              | 3              |
| MACH                                  | 120        | MILLING THEORY AND OPERATIONS I              | 3              |
| MACH                                  | 125        | MECHANICAL BLUEPRINT READING                 | 3              |
| MACH                                  | 130        | MATERIALS APPLICATIONS                       | 3              |
| MACH                                  | 135        | TURNING THEORY AND OPERATIONS II             | 3              |
| MACH                                  | 140        | MILLING THEORY AND OPERATIONS II             | 3              |
| MACH                                  | 145        | APPLIED COMPUTER AIDED DRAFTING FUNDAMENTALS | 3              |
| <b>Total</b>                          |            |  | <b>44-47</b>   |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

\*\*\*Prerequisite: Acceptable ACCUPLACER score or Elementary Algebra.

\*\*\*\*Prerequisite: Acceptable ACCUPLACER score, Intermediate Algebra, or College Algebra.

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### Semester Breakdown AAS

| First Semester            |                                       |           | Second Semester           |  |              |
|---------------------------|---------------------------------------|-----------|---------------------------|--|--------------|
|                           |                                       | CR        |                           |  | CR           |
| CIS 105                   | Microcomputer Software Applications I | 3         | ENGL 106                  | Workplace Communications I                   | 3            |
| MACH 110                  | Machine Shop Operations               | 3         | MACH 130                  | Materials Applications                       | 3            |
| MACH 115                  | Turning Theory & Operations I         | 3         | MACH 135                  | Turning Theory & Operations II               | 3            |
| MACH 120                  | Milling Theory & Operations I         | 3         | MACH 140                  | Milling Theory & Operations II               | 3            |
| MACH 125                  | Mechanical Blueprint Reading          | 3         | MACH 145                  | Applied Computer Aided Drafting Fundamentals | 3            |
| MATH 100                  | Elementary Algebra <i>or higher</i>   | 3         | PSYC 103                  | Human Relations in the Workplace             | 3            |
| <b>Total Credit Hours</b> |                                       | <b>18</b> | <b>Total Credit Hours</b> |  | <b>18</b>    |
| Third Semester            |                                       |           | Fourth Semester           |  |              |
|                           |                                       | CR        |                           |  | CR           |
| CAD 101                   | Drafting Fundamentals                 | 3         | CAD 232                   | Mechanical Principles                        | 3            |
| CAD 139                   | 2D CAD                                | 3         | CAD 234                   | Mechanical Print Reading                     | 2            |
| CAD 142                   | Mechanical 3D CAD                     | 3         | CAD 244                   | 3D Engineering Design                        | 3            |
| ECON 202                  | Principles of Macroeconomics          | 3         | CAD 247                   | Computer Automated Manufacturing             | 3            |
| MATH 101                  | Intermediate Algebra <i>or higher</i> | 3         | INT 299                   | Internship <i>optional</i>                   | 3            |
|                           |                                       |           | MATH 120                  | Trigonometry                                 | 3            |
| <b>Total Credit Hours</b> |                                       | <b>15</b> | <b>Total Credit Hours</b> |  | <b>14-17</b> |

## **ELECTRICAL TRADES**

### **Associate of Applied Science, 71-77 Credit Hours, 18-Month Program**

This program provides in-depth instruction in the theories and principles of electricity and electrical construction. Strong math skills are a requirement. Principles of operation for electrical devices/equipment and correct/safe operation of tools are covered. A typical job description for an electrician may include typically working 40 hours per week. However, some jobs may require working evenings or weekends. Electricians must be physically capable of climbing and working at heights and outside. Other physical work may be required.

Students will study and learn to interpret and apply the requirements of the National Electrical Code. A solid background in the theory and technology of the electrical field will give the knowledge and ability to install, maintain, troubleshoot, and repair electrical circuits and equipment. The training gives students the flexibility to pursue different areas of employment as entry-level electricians. Most of our lab experience mimics outside work-sites and allows students to have first-hand experience in a controlled environment. The Electrical Trades program prepares students for employment as an apprentice electrician in the construction, mining, and industrial manufacturing sectors of the Trades and Construction Industry.

The South Dakota Electrical Commission requires successful completion of First Aid/CPR training in order to graduate from an electrical trades program.

| <b>Course</b>                         | <b>No.</b> | <b>Course Title</b>                                   | <b>Credits</b> |
|---------------------------------------|------------|---|----------------|
| <b>General Education Requirements</b> |            |   |                |
| CIS                                   | 105        | MICROCOMPUTER SOFTWARE APPLICATIONS I                 | 3              |
| ECON                                  | 202        | PRINCIPLES OF MACROECONOMICS <i>or</i>                | 3              |
| SOC                                   | 100        | INTRODUCTION TO SOCIOLOGY                             |                |
| ENGL                                  | 106        | WORKPLACE COMMUNICATIONS I*                           | 3              |
| MATH                                  | 104        | TECHNICAL MATHEMATICS**                               | 3              |
| PSYC                                  | 103        | HUMAN RELATIONS IN THE WORKPLACE                      | 3              |
| <b>Total</b>                          |            |   | <b>15</b>      |
| <b>Technical Requirements***</b>      |            |   |                |
| IEL                                   | 122        | ELECTRICAL CODE STUDY I                               | 3              |
| IEL                                   | 123        | INDUSTRIAL DATA COMMUNICATION                         | 2              |
| IEL                                   | 129        | INTRODUCTION TO ELECTRICAL WIRING LAB                 | 1              |
| IEL                                   | 130        | INTRODUCTION TO ELECTRICAL WIRING                     | 2              |
| IEL                                   | 132        | ELECTRICAL FUNDAMENTALS                               | 5              |
| IEL                                   | 133        | ELECTRICAL FUNDAMENTALS LAB                           | 7              |
| IEL                                   | 135        | BASIC ELECTRICAL MATERIALS AND DEVICES                | 1              |
| IEL                                   | 211        | ELECTRICAL MOTOR CONTROL                              | 3              |
| IEL                                   | 213        | ELECTRICAL HEATING AND APPLIANCES                     | 2              |
| IEL                                   | 214        | ELECTRICAL CODE STUDY II                              | 2              |
| IEL                                   | 216        | ELECTRICAL MOTOR CONTROL LAB                          | 2              |
| IEL                                   | 217        | SPECIAL SYSTEMS                                       | 4              |
| IEL                                   | 218        | WIRING LAB I  | 3              |
| IEL                                   | 220        | WIRING LAB II   | 3              |
| IEL                                   | 221        | PROGRAMMABLE LOGIC CONTROLLERS                        | 2              |
| IEL                                   | 222        | PROGRAMMABLE LOGIC CONTROLLERS LAB                    | 3              |
| IEL                                   | 223        | ELECTRICAL MOTOR LAB                                  | 1              |
| IEL                                   | 224        | POWER DISTRIBUTION                                    | 2              |
| IEL                                   | 226        | ELECTRICAL MOTOR FUNDAMENTALS AND MAINTENANCE         | 2              |
| IEL                                   | 230        | BLUEPRINT READING, ELECTRICAL PLANNING AND ESTIMATING | 4              |
| IEL                                   | 299        | ELECTRICIAN INTERNSHIP/CO-OP (OPTIONAL)               | 6              |
| WDM                                   | 100        | WELDING AND FABRICATION FOR GENERAL APPLICATIONS      | 2              |
| <b>Total</b>                          |            |   | <b>56-62</b>   |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

\*\*\*CPR/First Aid must be completed before graduation.

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## Semester Breakdown AAS

| <b>First Semester</b>           |  |           | <b>Second Semester</b>    |  |           |
|---------------------------------|--|-----------|---------------------------|--|-----------|
|                                 |  | <b>CR</b> |                           |  | <b>CR</b> |
| CIS 105                         | Microcomputer Software Applications I                  | 3         | ENGL 106                  | Workplace Communications I                     | 3         |
| IEL 132                         | Electrical Fundamentals                                | 5         | IEL 123                   | Industrial Data Communication                  | 2         |
| IEL 133                         | Electrical Fundamentals Lab                            | 7         | IEL 129                   | Introduction to Electrical Wiring Lab          | 1         |
| MATH 104                        | Technical Mathematics                                  | 3         | IEL 130                   | Introduction to Electrical Wiring              | 2         |
|                                 |  |           | IEL 135                   | Basic Electrical Materials and Devices         | 1         |
|                                 |  |           | IEL 217                   | Special Systems                                | 4         |
|                                 |  |           | IEL 223                   | Electrical Motor Lab                           | 1         |
|                                 |  |           | IEL 226                   | Electrical Motor Fundamentals and Maintenance  | 2         |
|                                 |  |           | WDM 100                   | Welding & Fabrication for General Applications | 2         |
| <b>Total Credit Hours</b>       |  |           | <b>Total Credit Hours</b> |  |           |
|                                 |  | <b>18</b> |                           |  | <b>18</b> |
| <b>Third Semester</b>           |  |           | <b>Fourth Semester</b>    |  |           |
|                                 |  | <b>CR</b> |                           |  | <b>CR</b> |
| ECON 202                        | Principles of Macroeconomics                           | 3         | IEL 213                   | Electrical Heating & Appliances                | 2         |
|                                 | <i>or</i>  |           | IEL 214                   | Electrical Code Study II                       | 2         |
| SOC 100                         | Introduction to Sociology                              |           | IEL 220                   | Wiring Lab II                                  | 3         |
| IEL 122                         | Electrical Code Study I                                | 3         | IEL 221                   | Programmable Logic Controllers                 | 2         |
| IEL 211                         | Electrical Motor Control                               | 3         | IEL 222                   | PLC Lab  | 3         |
| IEL 216                         | Motor Control Lab                                      | 2         | IEL 224                   | Power Distribution                             | 2         |
| IEL 218                         | Wiring Lab I   | 3         | PSYC 103                  | Human Relations in the Workplace               | 3         |
| IEL 230                         | Blueprint Reading, Electrical Planning, and Estimating | 4         |                           |  |           |
| <b>Total Credit Hours</b>       |  |           | <b>Total Credit Hours</b> |  |           |
|                                 |  | <b>18</b> |                           |  | <b>17</b> |
| <b>Optional Summer Semester</b> |  |           |                           |  |           |
|                                 |  | <b>CR</b> |                           |  |           |
| IEL 299                         | Electrician Internship/CO-OP                           | 6         |                           |  |           |
| <b>Total Credit Hours</b>       |  |           |                           |  |           |
|                                 |  | <b>6</b>  |                           |  |           |

## ELECTRICAL TRADES – MECHANICIAN

### **Certificate, 24-30 Credit Hours, 9-Month Program**

The Electrical Trades - Mechanician certificate program provides in-depth instruction in the skills required to install, commission, and maintain electrical and mechanical systems relating to mining technology and provides an overview of general mining practices. The Mechanician will bridge the gap between basic mechanical systems and advanced IT systems in mining environments. Principles of electricity, networking, welding, and mechanical skill will provide a foundation for Caterpillar mining technology products including Cat MineStar Fleet, Terrain, and Command.

- Fleet provides real-time material tracking and assignment / productivity management and generates a comprehensive overview of all asset operations from anywhere in the world.
- Terrain enables high precision management of drilling, dragline, grading, and loading operations through the use of guidance technology. It increases machine productivity and provides real-time feedback for improved efficiency.
- Command utilizes a suite of technologies, wireless communications, and global position to automate select Caterpillar mining equipment. Advanced perception and sensing technologies enable autonomous machines to work safely and productively alongside manually operated equipment and personnel.

| <b>Course</b>                 | <b>No.</b> | <b>Course Title</b>                              | <b>Credits</b> |
|-------------------------------|------------|--|----------------|
| <b>Technical Requirements</b> |            |  |                |
| IEL                           | 105        | INTRODUCTION TO INDUSTRIAL ELECTRONICS           | 4              |
| MEC                           | 105        | FUNDAMENTALS OF THE MINING INDUSTRY              | 3              |
| MEC                           | 110        | BASIC NETWORKING-MINING                          | 3              |
| MEC                           | 120        | MINING SAFETY                                    | 2              |
| MEC                           | 130        | MECHANICAL BASICS                                | 4              |
| MEC                           | 150        | MINING TECHNOLOGY                                | 6              |
| MEC                           | 199        | INTERNSHIP (OPTIONAL)                            | 6              |
| WDM                           | 100        | WELDING AND FABRICATION FOR GENERAL APPLICATIONS | 2              |
| <b>Total</b>                  |            |  | <b>24-30</b>   |

### **Semester Breakdown Certificate**

| <b>First Semester</b>     |  |   | <b>CR</b> | <b>Second Semester</b>    |  |   | <b>CR</b>   |
|---------------------------|--|---|-----------|---------------------------|--|---|-------------|
| IEL 105                   | Introduction to Industrial Electronics           | 4 |           | MEC 150                   | Mining Technology (1 <sup>st</sup> 8 weeks)          | 6 |             |
| MEC 105                   | Fundamentals of the Mining Industry              | 3 |           | MEC 199                   | Internship (2 <sup>nd</sup> 8 weeks) <i>optional</i> | 6 |             |
| MEC 110                   | Basic Networking-Mining                          | 3 |           |                           |  |   |             |
| MEC 120                   | Mining Safety                                    | 2 |           |                           |  |   |             |
| MEC 130                   | Mechanical Basics                                | 4 |           |                           |  |   |             |
| WDM 100                   | Welding and Fabrication for General Applications | 2 |           |                           |  |   |             |
| <b>Total Credit Hours</b> |  |   | <b>18</b> | <b>Total Credit Hours</b> |  |   | <b>6-12</b> |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

## **EMERGENCY MEDICAL TECHNICIAN**

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### **Certificate, 6 Credit Hours, 4 Month Program**

Students will gain instruction and hands-on practice in providing emergency care including life-threatening conditions, non-life threatening situations, and transporting patients to the hospital by ambulance. Upon completion, eligible students are qualified to take the National Registry Exam or pursue an advanced degree in Paramedic. Students opting to become certified in the State of South Dakota will need to register and pay for the National Registry Exam separately.\*

| <b>Course</b> | <b>No.</b> | <b>Course Title</b>           | <b>Credits</b> |
|---------------|------------|-------------------------------|----------------|
|               |            | <b>Technical Requirements</b> |                |
| EMS           | 101        | EMERGENCY MEDICAL TECHNICIAN  | 6              |
|               |            | <b>Total</b>                  | <b>6</b>       |

\*Age Requirement: **You must be at least 18 years of age to be eligible to certify as an EMT.**

If you are not yet 18 years old, you may enroll in the course with the understanding that your certificate will be held until the age requirement is met.

*The EMT certificate program does **not** qualify for Federal Financial Aid.*

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

# ENVIRONMENTAL ENGINEERING TECHNICIAN

## Associate of Applied Science, 68-70 Credit Hours, 18-Month Program

The Environmental Engineering Technician program is designed to prepare students for work in an exciting and growing field. As our population grows, society puts an ever increasing demand on our natural resources. Program graduates primarily work outdoors in the field, collecting information used to assess how increased demand affects the quality and quantity of our nation's natural resources. Program graduates work in a broad range of jobs such as collecting and analyzing water and soil samples, measuring stream flow and groundwater levels, and conducting soils testing. The work can be physically demanding, requiring technicians to climb or hike long distances, carrying equipment to remote locations. Field work often entails working under varying climatic conditions such as hot summers or cold winters. Technicians may be required to drive off-road vehicles such as 4-wheelers and snowmobiles, or even ride on horses, boats or helicopters, to access some remote sampling sites.

Upon graduation, students can be employed with federal, state, county, and city environmental departments; water treatment facilities; or with private businesses such as consulting engineers, mining companies, and testing labs.

Students will gain experience in environmental sampling and monitoring throughout the program. Field Engineering courses provide students with an excellent balance of theory and hands-on experience that will enable them, upon graduation, to conduct environmental investigations under the supervision of professional Geologists, Engineers, or Hydrologists.

| Course                                | No.  | Course Title                                  | Credits      |
|---------------------------------------|------|---|--------------|
| <b>General Education Requirements</b> |      |   |              |
| CHEM                                  | 106  | CHEMISTRY SURVEY                              | 3            |
| CHEM                                  | 106L | CHEMISTRY SURVEY LAB                          | 1            |
| CIS                                   | 105  | MICROCOMPUTER SOFTWARE APPLICATIONS I         | 3            |
| ECON                                  | 202  | PRINCIPLES OF MACROECONOMICS                  | 3            |
| ENGL                                  | 101  | COMPOSITION* <i>or</i>                        | 3            |
| ENGL                                  | 106  | WORKPLACE COMMUNICATIONS I*                   |              |
| MATH                                  | 101  | INTERMEDIATE ALGEBRA <sup>1**</sup> <i>or</i> | 3            |
| MATH                                  | 114  | COLLEGE ALGEBRA <sup>1***</sup> <i>or</i>     | 3            |
| MATH                                  | 120  | TRIGONOMETRY <sup>1****</sup>                 |              |
| PSYC                                  | 101  | GENERAL PSYCHOLOGY                            | 3            |
| <b>Total</b>                          |      |   | <b>22</b>    |
| <b>Technical Requirements</b>         |      |   |              |
| CAD                                   | 250  | INTRODUCTION TO MAPPING/GPS                   | 2            |
| CAD                                   | 251  | INTRODUCTION TO GIS                           | 3            |
| CAD                                   | 252  | INTRODUCTION TO SURVEYING                     | 3            |
| EET                                   | 102  | INTRODUCTION TO ENVIRONMENTAL SCIENCES        | 4            |
| EET                                   | 103  | ENVIRONMENTAL INSTRUMENTATION                 | 4            |
| EET                                   | 106  | INTRODUCTORY FIELD METHODS                    | 3            |
| EET                                   | 202  | WATER QUALITY                                 | 3            |
| EET                                   | 203  | ENVIRONMENTAL HAZMAT AWARENESS                | 2            |
| EET                                   | 204  | ENVIRONMENTAL REGULATIONS                     | 2            |
| EET                                   | 222  | INTRODUCTION TO WASTEWATER TECHNOLOGIES       | 3            |
| <i>or</i>                             |      |   |              |
| EET                                   | 298  | TECHNICAL COOPERATIVE WORK EXPERIENCE         |              |
| EET                                   | 225  | AIR QUALITY                                   | 2            |
| EET                                   | 235  | CONSTRUCTION MATERIALS SAMPLING & TESTING     | 3            |
| EET                                   | 250  | SOILS TESTING                                 | 3            |
| EET                                   | 251  | ENVIRONMENTAL GEOLOGY                         | 3            |
| EET                                   | 253  | PRINCIPLES OF WATER RESOURCES                 | 3            |
| EET                                   | 255  | INTRODUCTION TO GEOMORPHOLOGY                 | 3            |
| EET                                   | 299  | FIELD INTERNSHIP (OPTIONAL)                   | 2            |
| <b>Total</b>                          |      |   | <b>46-48</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Elementary Algebra.

\*\*\*Prerequisite: Acceptable ACCUPLACER score or Intermediate Algebra.

\*\*\*\*Prerequisite: Acceptable ACCUPLACER score, Intermediate Algebra, or College Algebra.

<sup>1</sup>Choose two of the three math classes (taken in 1<sup>st</sup> and 2<sup>nd</sup> semester)

Semester breakdown on next page

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## Semester Breakdown AAS

| First Semester            |  |           | Second Semester           |   |           |
|---------------------------|--|-----------|---------------------------|---|-----------|
|                           |  | CR        |                           |   | CR        |
| CAD 250                   | Introduction to Mapping/GPS            | 2         | CAD 251                   | Introduction to GIS                               | 3         |
| CIS 105                   | Microcomputer Software Applications I  | 3         | CHEM 106                  | Chemistry Survey                                  | 3         |
| EET 102                   | Introduction to Environmental Sciences | 4         | CHEM 106L                 | Chemistry Survey Lab                              | 1         |
| EET 106                   | Introductory Field Methods             | 3         | EET 103                   | Environmental Instrumentation                     | 4         |
| ENGL 101                  | Composition <i>or</i>                  | 3         | MATH 114                  | College Algebra <i>or</i>                         | 3         |
| ENGL 106                  | Workplace Communications I             | 3         | MATH 120                  | Trigonometry                                      | 3         |
| MATH 101                  | Intermediate Algebra <i>or</i>         | 3         | PSYC 101                  | General Psychology                                | 3         |
| MATH 114                  | College Algebra                        |           |                           |   |           |
| <b>Total Credit Hours</b> |  | <b>18</b> | <b>Total Credit Hours</b> |   | <b>17</b> |
| Third Semester            |  |           | Fourth Semester           |   |           |
|                           |  | CR        |                           |   | CR        |
| CAD 252                   | Introduction to Surveying              | 3         | EET 222                   | Introduction to Wastewater Technologies <i>or</i> | 3         |
| ECON 202                  | Principles of Macroeconomics           | 3         | EET 298                   | Technical Cooperative Work Experience             |           |
| EET 202                   | Water Quality                          | 3         | EET 225                   | Air Quality                                       | 2         |
| EET 203                   | Environmental Hazmat Awareness         | 2         | EET 235                   | Construction Materials Sampling & Testing         | 3         |
| EET 204                   | Environmental Regulations              | 2         | EET 250                   | Soils Testing                                     | 3         |
| EET 251                   | Environmental Geology                  | 3         | EET 253                   | Principles of Water Resources                     | 3         |
|                           |  |           | EET 255                   | Introduction to Geomorphology                     | 3         |
| <b>Total Credit Hours</b> |  | <b>16</b> | <b>Total Credit Hours</b> |   | <b>17</b> |
| Optional Summer Semester  |  |           |                           |   |           |
|                           |  | CR        |                           |   |           |
| EET 299                   | Field Internship                       | 2         |                           |   |           |
| <b>Total Credit Hours</b> |  | <b>2</b>  |                           |   |           |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

## ENVIRONMENTAL ENGINEERING TECHNICIAN - AQUAPONICS

### **Associate of Applied Science, 70 Credit Hours, 21-Month Program**

The Environmental Engineering Technician - Aquaponics program is designed to prepare students for work in the exciting and growing field of controlled environment agriculture. Successful completion of this Associate of Applied Science Degree prepares students to become greenhouse professionals with skills that can be applied to home, farm, or commercial scale operations. With the expanded interest in farm-to-table, there are increased opportunities to apply the skills learned in this program in a variety of settings.

| <b>Course</b>                         | <b>No.</b> | <b>Course Title</b>                     | <b>Credits</b> |
|---------------------------------------|------------|---|----------------|
| <b>General Education Requirements</b> |            |   |                |
| BIOL                                  | 101        | BIOLOGY SURVEY I                        | 3              |
| BIOL                                  | 101L       | BIOLOGY SURVEY I LAB                    | 1              |
| BIOL                                  | 231        | GENERAL MICROBIOLOGY                    | 3              |
| BIOL                                  | 231L       | GENERAL MICROBIOLOGY LAB                | 1              |
| CHEM                                  | 106        | CHEMISTRY SURVEY                        | 3              |
| CHEM                                  | 106L       | CHEMISTRY SURVEY LAB                    | 1              |
| ECON                                  | 202        | PRINCIPLES OF MACROECONOMICS            | 3              |
| ENGL                                  | 101        | COMPOSITION* <i>or</i>                  | 3              |
| ENGL                                  | 106        | WORKPLACE COMMUNICATIONS I*             |                |
| MATH                                  | 114        | COLLEGE ALGEBRA ** <i>or higher</i>     | 3              |
| PSYC                                  | 101        | GENERAL PSYCHOLOGY <i>or</i>            | 3              |
| PSYC                                  | 103        | HUMAN RELATIONS IN THE WORKPLACE        |                |
|                                       |            | <b>Total</b>                            | <b>24</b>      |
| <b>Technical Requirements</b>         |            |   |                |
| AG                                    | 108        | AGRICULTURE INDUSTRY                    | 3              |
| AG                                    | 120        | AGRONOMY & FORAGE/PASTURE MANAGEMENT    | 3              |
| AQU                                   | 150        | AQUAPONICS/INDOOR GROWING               | 3              |
| AQU                                   | 205        | HORTICULTURE                            | 3              |
| AQU                                   | 250        | AQUACULTURE                             | 3              |
| AQU                                   | 255        | AQUAPONICS DESIGN                       | 3              |
| BUS                                   | 233        | BUSINESS ENTREPRENEURSHIP               | 3              |
| CAD                                   | 150        | ARCHITECTURAL PRINT READING             | 1              |
| EET                                   | 102        | INTRODUCTION TO ENVIRONMENTAL SCIENCES  | 4              |
| EET                                   | 106        | INTRODUCTORY FIELD METHODS              | 3              |
| EET                                   | 202        | WATER QUALITY                           | 3              |
| EET                                   | 222        | INTRODUCTION TO WASTEWATER TECHNOLOGIES | 3              |
| IEL                                   | 105        | INTRODUCTION TO INDUSTRIAL ELECTRONICS  | 4              |
| IEL                                   | 123        | INDUSTRIAL DATA COMMUNICATION           | 2              |
| IEL                                   | 221        | PROGRAMMABLE LOGIC CONTROLLERS          | 2              |
| IEL                                   | 222        | PROGRAMMABLE LOGIC CONTROLLERS LAB      | 3              |
|                                       |            | <b>Total</b>                            | <b>46</b>      |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Intermediate Algebra.

Planned Spring 2020 Start Pending HLC Approval

## Semester Breakdown AAS

| First Semester            |  |           | Second Semester           |  |           |
|---------------------------|--|-----------|---------------------------|--|-----------|
|                           |  | CR        |                           |  | CR        |
| BIOL 101                  | Biology Survey I                       | 3         | AQU 150                   | Aquaponics/Indoor Growing                  | 3         |
| BIOL 101L                 | Biology Survey Lab 1                   | 1         | CAD 150                   | Architectural Print Reading                | 1         |
| EET 102                   | Introduction to Environmental Sciences | 4         | CHEM 106                  | Chemistry Survey                           | 3         |
| EET 106                   | Introductory Field Methods I           | 3         | CHEM 106L                 | Chemistry Survey Lab                       | 1         |
| IEL 105                   | Introduction to Industrial Electronics | 4         | ENGL 101                  | Composition <i>or</i>                      | 3         |
| MATH 114                  | College Algebra <i>or higher</i>       | 3         | ENGL 106                  | Workplace Communications I                 |           |
|                           |  |           | IEL 123                   | Industrial Data Communication              | 2         |
|                           |  |           | IEL 221                   | Programmable Logic Controllers             | 2         |
|                           |  |           | IEL 222                   | PLC Lab                                    | 3         |
| <b>Total Credit Hours</b> |  | <b>18</b> | <b>Total Credit Hours</b> |  | <b>18</b> |
| Third Semester            |  |           | Fourth Semester           |  |           |
|                           |  | CR        |                           |  | CR        |
| AG 108                    | Agriculture Industry                   | 3         | AQU 250                   | Aquaculture                                | 3         |
| AG 120                    | Agronomy & Forage/Pasture Management   | 3         | AQU 255                   | Aquaponics Design                          | 3         |
| AQU 205                   | Horticulture                           | 3         | BUS 233                   | Business Entrepreneurship                  | 3         |
| EET 202                   | Water Quality                          | 3         | ECON 202                  | Principles of Macroeconomics               | 3         |
| BIOL 231                  | General Microbiology                   | 3         | EET 222                   | Introduction to Wastewater Technologies    | 3         |
| BIOL 231L                 | General Microbiology Lab               | 1         | PSYC 103                  | Human Relations in the Workplace <i>or</i> | 3         |
|                           |  |           | PSYC 101                  | General Psychology                         |           |
| <b>Total Credit Hours</b> |  | <b>16</b> | <b>Total Credit Hours</b> |  | <b>18</b> |

Planned Spring 2020 Start Pending HLC Approval

## **FARM AND RANCH MANAGEMENT**

### **Associate of Applied Science, 63 Credit Hours, 18-Month Program**

This four-semester Associate of Applied Science degree program will prepare students who plan to run family farms and ranches and those who wish to enter industries that support agriculture, including equipment sales and others. This program includes classroom theory and hands-on experience that allows students to practice what they learn in the classroom. Students will visit farm and ranch operations and support businesses to apply what they learn.

| <b>Course No.</b>                     | <b>Course Title</b>                            | <b>Credits</b> |
|---------------------------------------|--|----------------|
| <b>General Education Requirements</b> |  |                |
| CIS 105                               | MICROCOMPUTER SOFTWARE APPLICATIONS I          | 3              |
| ECON 202                              | PRINCIPLES OF MACROECONOMICS                   | 3              |
| ENGL 101                              | COMPOSITION* <i>or</i>                         | 3              |
| ENGL 106                              | WORKPLACE COMMUNICATIONS I                     |                |
| MATH 100                              | ELEMENTARY ALGEBRA** <i>or higher</i>          | 3              |
| PSYC 101                              | GENERAL PSYCHOLOGY <i>or</i>                   | 3              |
| PSYC 103                              | HUMAN RELATIONS IN THE WORKPLACE               |                |
| <b>Total</b>                          |  | <b>15</b>      |
| <b>Technical Requirements</b>         |  |                |
| ACCT 120                              | PRINCIPLES OF ACCOUNTING I                     | 3              |
| AG 108                                | AGRICULTURE INDUSTRY                           | 3              |
| AG 120                                | AGRONOMY & FORAGE/PASTURE MANAGEMENT           | 3              |
| AG 130                                | INTRODUCTION TO ANIMAL SCIENCE                 | 3              |
| AG 132                                | FARM AND RANCH MANAGEMENT                      | 3              |
| AG 134                                | COMPUTERS IN AGRICULTURE                       | 3              |
| AG 220                                | BEEF CATTLE PRODUCTION                         | 3              |
| AG 222                                | CATTLE REPRODUCTION                            | 3              |
| AG 228                                | AGRICULTURAL POWER UNITS                       | 3              |
| AG 230                                | ENTOMOLOGY                                     | 3              |
| AG 234                                | PRINCIPLES OF FEEDS AND FEEDING                | 3              |
| AG 299                                | INTERNSHIP                                     | 4              |
| BUS 140                               | BUSINESS LAW                                   | 3              |
| BUS 224                               | PERSONAL FINANCE                               | 3              |
| BUS 233                               | SMALL BUSINESS ENTREPRENEURSHIP                | 3              |
| WDM 100                               | WELDING & FABRICATION FOR GENERAL APPLICATIONS | 2              |
| <b>Total</b>                          |  | <b>48</b>      |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Semester breakdown on next page

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## Semester Breakdown AAS

| <b>First Semester</b>     |  |           | <b>Second Semester</b>    |                                     |           |
|---------------------------|--|-----------|---------------------------|-------------------------------------|-----------|
|                           |  | <b>CR</b> |                           |                                     | <b>CR</b> |
| ACCT 120                  | Principles of Accounting I                     | 3         | AG 130                    | Introduction to Animal Science      | 3         |
| AG 108                    | Agriculture Industry                           | 3         | AG 132                    | Farm and Ranch Management           | 3         |
| AG 120                    | Agronomy & Forage/Pasture Management           | 3         | AG 134                    | Computers in Agriculture            | 3         |
| CIS 105                   | Microcomputer Software Applications I          | 3         | MATH100                   | Elementary Algebra <i>or higher</i> | 3         |
| ENGL101                   | Composition <i>or</i>                          | 3         | PSYC 101                  | General Psychology <i>or</i>        | 3         |
| ENGL106                   | Workplace Communications I                     |           | PSYC 103                  | Human Relations in the Workplace    |           |
| <b>Total Credit Hours</b> |  | <b>15</b> | <b>Total Credit Hours</b> |                                     | <b>15</b> |
| <b>Third Semester</b>     |  |           | <b>Fourth Semester</b>    |                                     |           |
|                           |  | <b>CR</b> |                           |                                     | <b>CR</b> |
| AG 220                    | Beef Cattle Production                         | 3         | AG 230                    | Entomology                          | 3         |
| AG 222                    | Cattle Reproduction                            | 3         | AG 234                    | Principles of Feeds and Feeding     | 3         |
| AG 228                    | Agricultural Power Units                       | 3         | AG 299                    | Internship                          | 4         |
| BUS 140                   | Business Law                                   | 3         | BUS 233                   | Small Business Entrepreneurship     | 3         |
| BUS 224                   | Personal Finance                               | 3         | ECON 202                  | Principles of Macroeconomics        | 3         |
| WDM 100                   | Welding & Fabrication for General Applications | 2         |                           |                                     |           |
| <b>Total Credit Hours</b> |  | <b>17</b> | <b>Total Credit Hours</b> |                                     | <b>16</b> |

## HEALTH INFORMATION MANAGEMENT - CODING SPECIALTY

### Associate of Applied Science, 60 Credit Hours, 18-Month Program

The primary objective of the Health Information Management program is to prepare students with the necessary skills to work in the medical field maintaining a patient's health information. Students in both the diploma option and the degree option will take coursework in anatomy & physiology, medical terminology, medical office software, records management, electronic health records, and billing/reimbursement. This program will also provide education and training in soft skills such as communication, teamwork, interpersonal skills, and attention to detail.

| Course                                | No. | Course Title                                      | Credits   |
|---------------------------------------|-----|---|-----------|
| <b>General Education Requirements</b> |     |   |           |
| CIS                                   | 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I             | 3         |
| ECON                                  | 202 | PRINCIPLES OF MACROECONOMICS <i>or</i>            | 3         |
| SOC                                   | 100 | INTRODUCTION TO SOCIOLOGY                         |           |
| ENGL                                  | 101 | COMPOSITION*                                      | 3         |
| MATH                                  | 100 | ELEMENTARY ALGEBRA** <i>or higher</i>             | 3         |
| PSYC                                  | 101 | GENERAL PSYCHOLOGY <i>or</i>                      | 3         |
| PSYC                                  | 103 | HUMAN RELATIONS IN THE WORKPLACE                  |           |
| <b>Total</b>                          |     |   | <b>15</b> |
| <b>Technical Requirements</b>         |     |   |           |
| BUS                                   | 141 | WRITTEN COMMUNICATIONS FOR BUSINESS               | 3         |
| BUS                                   | 175 | RECORDS MANAGEMENT                                | 3         |
| BUS                                   | 210 | SUPERVISORY MANAGEMENT                            | 3         |
| BUS                                   | 241 | ADVANCED COMPUTER APPLICATIONS FOR BUSINESS       | 3         |
| HC                                    | 114 | ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3         |
| HC                                    | 135 | MEDICAL LAW AND ETHICS                            | 2         |
| HC                                    | 200 | PHARMACOLOGY FOR HEALTHCARE <i>online</i>         | 3         |
| HC                                    | 205 | PROFESSIONALISM IN HEALTHCARE <i>online</i>       | 1         |
| HC                                    | 213 | MEDICAL TERMINOLOGY I                             | 3         |
| HC                                    | 225 | PATHOPHYSIOLOGY <i>online</i>                     | 3         |
| INT                                   | 299 | INTERNSHIP <i>or</i> ELECTIVE                     | 3         |
| MDS                                   | 130 | MEDICAL COMPUTERIZED APPLICATIONS                 | 3         |
| MDS                                   | 210 | HEALTHCARE CODING I                               | 4         |
| MDS                                   | 211 | HEALTHCARE CODING II                              | 3         |
| MDS                                   | 212 | HEALTHCARE FUNDAMENTALS AND REIMBURSEMENT         | 3         |
| MDS                                   | 250 | ADVANCED CODING                                   | 2         |
| <b>Total</b>                          |     |   | <b>45</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Semester breakdown on next page

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## Semester Breakdown AAS

| First Semester            |   |           | Second Semester           |   |           |
|---------------------------|---|-----------|---------------------------|---|-----------|
|                           |   | CR        |                           |   | CR        |
| CIS 105                   | Microcomputer Software Applications I             | 3         | BUS 141                   | Written Communication for Business                        | 3         |
| HC 114                    | Anatomy and Physiology for the Health Professions | 3         | BUS 175                   | Records Management  | 3         |
| HC 135                    | Medical Law and Ethics                            | 2         | MDS 210                   | Healthcare Coding I                                       | 4         |
| HC 213                    | Medical Terminology I                             | 3         | MDS 212                   | Healthcare Fundamentals and Reimbursement                 | 3         |
| MATH100                   | Elementary Algebra <i>or higher</i>               | 3         | PSYC 101                  | General Psychology <i>or</i>                              | 3         |
| MDS 130                   | Medical Computerized Applications                 | 3         | PSYC 103                  | Human Relations in the Workplace                          |           |
| <b>Total Credit Hours</b> |   | <b>17</b> | <b>Total Credit Hours</b> |   | <b>16</b> |
| Third Semester            |   |           | Fourth Semester           |   |           |
|                           |   | CR        |                           |   | CR        |
| BUS 210                   | Supervisory Management                            | 3         | BUS 241                   | Advanced Computer Applications for Business <i>online</i> | 3         |
| ECON 202                  | Principles of Macroeconomics <i>or</i>            | 3         | HC 200                    | Pharmacology for Healthcare <i>online</i>                 | 3         |
| SOC 100                   | Introduction to Sociology                         |           | HC 205                    | Professionalism in Healthcare <i>online</i>               | 1         |
| ENGL 101                  | Composition                                       | 3         | HC 225                    | Pathophysiology <i>online</i>                             | 3         |
| MDS 211                   | Healthcare Coding II                              | 3         | INT 299                   | Internship or Elective                                    | 3         |
|                           |   |           | MDS 250                   | Advanced Coding   | 2         |
| <b>Total Credit Hours</b> |   | <b>12</b> | <b>Total Credit Hours</b> |   | <b>15</b> |

# HEALTH INFORMATION MANAGEMENT

## Diploma, 33 Credit Hours, 9-Month Program

The primary objective of the Health Information Management program is to prepare students with the necessary skills to work in the medical field maintaining a patient's health information. Students in both the diploma option and the degree option will take coursework in anatomy & physiology, medical terminology, medical office software, records management, electronic health records, and billing/reimbursement. This program will also provide education and training in soft skills such as communication, teamwork, interpersonal skills, and attention to detail.

| Course                                | No. | Course Title                                      | Credits   |
|---------------------------------------|-----|---|-----------|
| <b>General Education Requirements</b> |     |   |           |
| CIS                                   | 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I             | 3         |
| MATH                                  | 100 | ELEMENTARY ALGEBRA** <sup>1</sup> <i>or</i>       | 3         |
| MATH                                  | 112 | BUSINESS MATHEMATICS** <sup>2</sup>               |           |
| PSYC                                  | 101 | GENERAL PSYCHOLOGY <i>or</i>                      | 3         |
| PSYC                                  | 103 | HUMAN RELATIONS IN THE WORKPLACE                  |           |
| <b>Total</b>                          |     |   | <b>9</b>  |
| <b>Technical Requirements</b>         |     |   |           |
| BUS                                   | 141 | WRITTEN COMMUNICATIONS FOR BUSINESS***            | 3         |
| BUS                                   | 175 | RECORDS MANAGEMENT                                | 3         |
| HC                                    | 114 | ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3         |
| HC                                    | 135 | MEDICAL LAW AND ETHICS                            | 2         |
| HC                                    | 213 | MEDICAL TERMINOLOGY I                             | 3         |
| MDS                                   | 130 | MEDICAL COMPUTERIZED APPLICATIONS                 | 3         |
| MDS                                   | 210 | HEALTHCARE CODING I                               | 4         |
| MDS                                   | 212 | HEALTHCARE FUNDAMENTALS AND REIMBURSEMENT         | 3         |
| <b>Total</b>                          |     |   | <b>24</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

\*\*\*BUS 141 meets the diploma program requirement for 3 credits in communications.

<sup>1</sup>Elementary Algebra recommended for students planning to complete the HIM AAS degree in the future.

<sup>2</sup>Business Mathematics recommended for student planning to complete the HIM diploma only.

## Semester Breakdown Diploma

| First Semester            |   |           | Second Semester           |   |           |
|---------------------------|---|-----------|---------------------------|---|-----------|
|                           |   | CR        |                           |   | CR        |
| CIS 105                   | Microcomputer Software Applications I             | 3         | BUS 141                   | Written Communication for Business        | 3         |
| HC 114                    | Anatomy and Physiology for the Health Professions | 3         | BUS 175                   | Records Management                        | 3         |
| HC 135                    | Medical Law and Ethics                            | 2         | MDS 210                   | Healthcare Coding I                       | 4         |
| HC 213                    | Medical Terminology I                             | 3         | MDS 212                   | Healthcare Fundamentals and Reimbursement | 3         |
| MATH100                   | Elementary Algebra <i>or</i>                      | 3         | PSYC 101                  | General Psychology <i>or</i>              | 3         |
| MATH 112                  | Business Mathematics                              |           | PSYC 103                  | Human Relations in the Workplace          |           |
| MDS 130                   | Medical Computerized Applications                 | 3         |                           |   |           |
| <b>Total Credit Hours</b> |   | <b>17</b> | <b>Total Credit Hours</b> |   | <b>16</b> |



## **HVAC/REFRIGERATION TECHNOLOGY**

### **Associate of Applied Science, 61-64 Credit Hours, 18-Month Program**

The Heating, Ventilating, Air-Conditioning/Refrigeration (HVAC/R) program prepares students with the necessary skills to be successful in the career field. Students will take coursework in theory, HVAC electrical applications, installation practices, low, medium, and high temperature commercial refrigeration and other technical skills.

The HVAC graduate will be able to work on residential heating, air conditioning, heat pump, low, medium, and high temperature commercial refrigeration systems. Install, troubleshoot, and repair equipment using copper tubing, PVC, and other accepted materials. The graduate will install a wide range of gas and electric forced-air furnaces. Students will install, troubleshoot, test, and repair electrical components on heating, air conditioning, heat pump and refrigeration systems. Learn to troubleshoot and repair various types of commercial ice machines, water coolers and common domestic and commercial HVAC/R appliances. They will be introduced to commercial air conditioning, chilled water, hydronic heating, and numerous unique refrigeration systems found in the HVAC/R industry. Students will study indoor air quality, air distribution and balancing methods used in the field. In addition, basic Direct Digital Controls (DDC) and electronic control circuits will be explored. Many of the theory lessons will be applied in lab settings and scenarios commonly found in the HVAC/R field. This program also will provide education and training in soft skills such as communication and math.

| <b>Course</b>                         | <b>No.</b> | <b>Course Title</b>                      | <b>Credits</b> |
|---------------------------------------|------------|--|----------------|
| <b>General Education Requirements</b> |            |  |                |
| CIS                                   | 105        | MICROCOMPUTER SOFTWARE APPLICATIONS I    | 3              |
| ECON                                  | 202        | PRINCIPLES OF MACROECONOMICS             | 3              |
| ENGL                                  | 101        | COMPOSITION* <i>or</i>                   | 3              |
| ENGL                                  | 106        | WORKPLACE COMMUNICATIONS I*              |                |
| MATH                                  | 100        | ELEMENTARY ALGEBRA** <i>or higher</i>    | 3              |
| MATH                                  | 104        | TECHNICAL MATHEMATICS** <i>or higher</i> | 3              |
| PSYC                                  | 101        | GENERAL PSYCHOLOGY <i>or</i>             | 3              |
| PSYC                                  | 103        | HUMAN RELATIONS IN THE WORKPLACE         |                |
|                                       |            | <b>Total</b>                             | <b>18</b>      |
| <b>Technical Requirements</b>         |            |  |                |
| HVAC                                  | 121        | ELECTRICAL APPLICATIONS FOR HVAC I       | 4              |
| HVAC                                  | 125        | HVAC INSTALLATION I                      | 3              |
| HVAC                                  | 126        | HVAC INSTALLATION I LAB                  | 4              |
| HVAC                                  | 135        | ELECTRICAL APPLICATIONS FOR HVAC II      | 3              |
| HVAC                                  | 145        | HVAC INSTALLATION II                     | 3              |
| HVAC                                  | 146        | HVAC INSTALLATION II LAB                 | 4              |
| HVAC                                  | 222        | HVAC/R                                   | 3              |
| HVAC                                  | 223        | HVAC/R LAB                               | 4              |
| HVAC                                  | 225        | ELECTRICAL APPLICATIONS FOR HVAC/R III   | 3              |
| HVAC                                  | 232        | REFRIGERATION                            | 3              |
| HVAC                                  | 233        | REFRIGERATION LAB                        | 4              |
| HVAC                                  | 235        | ELECTRICAL APPLICATIONS FOR HVAC/R IV    | 3              |
| HVAC                                  | 240        | SPECIALIZED HVAC/R EQUIPMENT             | 2              |
| INT                                   | 299        | INTERNSHIP (OPTIONAL)                    | 3              |
|                                       |            | <b>Total</b>                             | <b>43-46</b>   |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

## Semester Breakdown AAS

| <b>First Semester</b>     |  |           | <b>Second Semester</b>    |                                       |              |
|---------------------------|--|-----------|---------------------------|---------------------------------------|--------------|
|                           |  | <b>CR</b> |                           |                                       | <b>CR</b>    |
| CIS 105                   | Microcomputer Software Applications I  | 3         | HVAC 135                  | Electrical Applications for HVAC II   | 3            |
| HVAC 121                  | Electrical Applications for HVAC I     | 4         | HVAC 145                  | HVAC Installation II                  | 3            |
| HVAC 125                  | HVAC Installation I                    | 3         | HVAC 146                  | HVAC Installation II Lab              | 4            |
| HVAC 126                  | HVAC Installation I Lab                | 4         | MATH 100                  | Elementary Algebra <i>or higher</i>   | 3            |
| MATH 104                  | Technical Mathematics <i>or higher</i> | 3         |                           |                                       |              |
| <b>Total Credit Hours</b> |  | <b>17</b> | <b>Total Credit Hours</b> |                                       | <b>13</b>    |
| <b>Third Semester</b>     |  |           | <b>Fourth Semester</b>    |                                       |              |
|                           |  | <b>CR</b> |                           |                                       | <b>CR</b>    |
| ENGL 101                  | Composition <i>or</i>                  | 3         | ECON 202                  | Principles of Macroeconomics          | 3            |
| ENGL 106                  | Workplace Communications I             |           | HVAC 232                  | Refrigeration                         | 3            |
| HVAC 222                  | HVAC/R                                 | 3         | HVAC 233                  | Refrigeration Lab                     | 4            |
| HVAC 223                  | HVAC/R Lab                             | 4         | HVAC 235                  | Electrical Applications for HVAC/R IV | 3            |
| HVAC 225                  | Electrical Applications for HVAC/R III | 3         | HVAC 240                  | Specialized HVAC/R Equipment          | 2            |
| PSYC 101                  | General Psychology <i>or</i>           | 3         | INT 299                   | Internship <i>optional</i>            | 3            |
| PSYC 103                  | Human Relations in the Workplace       |           |                           |                                       |              |
| <b>Total Credit Hours</b> |  | <b>16</b> | <b>Total Credit Hours</b> |                                       | <b>15-18</b> |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

## LIBRARY TECHNICIAN

### Associate of Applied Science, 60 Credit Hours, 18-Month Program

The primary objective of the Library Technician program is to prepare students with the necessary skills to work in a supportive capacity to librarians and patrons. The aim of this program is to provide a solid foundation in core library technical skills, and provide students with the skills and knowledge of new trends in technology including gaining the skills to manage library software. Through their education and experience in this program, students will learn how to catalogue, maintain, and retrieve print, digital, and audiovisual resources, and specialized media. They will also be introduced to research strategies for library catalogues, databases, and the Internet and learn skills in website development. In addition, this program will provide education and training in soft skills such as communication, teamwork, and interpersonal skills.

The Library Technician program is designed for students who are interested in working in a library and assisting patrons, supporting librarians, maintaining library databases, cataloguing and researching materials, and serving as a team member in a library setting. Library technicians are employed in settings such as public libraries, higher education libraries, K-12 libraries, and special libraries such as medical, law, corporate, and government facilities.

This degree is available 100% online or with a combination of classes on campus and online.

| Course No.                            | Course Title  | Credits   |
|---------------------------------------|---|-----------|
| <b>General Education Requirements</b> |   |           |
| CIS 105                               | MICROCOMPUTER SOFTWARE APPLICATIONS I                                     | 3         |
| ECON 202                              | PRINCIPLES OF MACROECONOMICS <i>or</i>                                    | 3         |
| SOC 100                               | INTRODUCTION TO SOCIOLOGY   |           |
| ENGL 101                              | COMPOSITION*  | 3         |
| MATH 100                              | ELEMENTARY ALGEBRA** <i>or higher or</i>                                  | 3         |
| MATH 112                              | BUSINESS MATHEMATICS**  |           |
| PSYC 101                              | GENERAL PSYCHOLOGY <i>or</i>  | 3         |
| PSYC 103                              | HUMAN RELATIONS IN THE WORKPLACE  |           |
|                                       | <b>Total</b>  | <b>15</b> |
| <b>Technical Requirements</b>         |   |           |
| BUS 158                               | WEB DESIGN FOR BUSINESS   | 3         |
| BUS 210                               | SUPERVISORY MANAGEMENT  | 3         |
| LIBR 100                              | INTRODUCTION TO LIBRARY SERVICES  | 3         |
| LIBR 102                              | INTRODUCTION TO LIBRARY CIRCULATION AND CUSTOMER SERVICE                  | 3         |
| LIBR 104                              | PUBLIC SERVICES FOR LIBRARY TECHNICIANS                                   | 3         |
| LIBR 122                              | CHILDREN'S AND YOUNG ADULT LITERATURE                                     | 3         |
| LIBR 125                              | LIBRARY OUTREACH FOR DIVERSE POPULATIONS                                  | 3         |
| LIBR 200                              | INTRODUCTION TO TECHNICAL SERVICES: ACQUISITIONS, SERIALS, AND PROCESSING | 3         |
| LIBR 202                              | CONTENT CREATION AND MOBILE LIBRARY SERVICES                              | 3         |
| LIBR 206                              | COLLECTION DEVELOPMENT AND MANAGEMENT                                     | 3         |
| LIBR 208                              | MANAGING A SMALL LIBRARY/MEDIA CENTER                                     | 3         |
| LIBR 220                              | INTRODUCTION TO CATALOGING AND CLASSIFICATION                             | 3         |
| LIBR 222                              | REFERENCE RESOURCES   | 3         |
| LIBR 224                              | TECHNOLOGY INFORMATION RESOURCES AND ONLINE SOCIAL NETWORKING             | 3         |
| LIBR 299                              | INTERNSHIP <i>or</i>  | 3         |
| BUS 241                               | ADVANCED COMPUTER APPLICATIONS FOR BUSINESS                               |           |
|                                       | <b>Total</b>  | <b>45</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

## Semester Breakdown AAS

| First Semester            |   |           | Second Semester           |   |           |
|---------------------------|---|-----------|---------------------------|---|-----------|
|                           |   | CR        |                           |   | CR        |
| CIS 105                   | Microcomputer Software Applications I                                     | 3         | BUS 158                   | Web Design for Business                                     | 3         |
| ENGL 101                  | Composition   | 3         | LIBR 104                  | Public Services for Library Technicians                     | 3         |
| LIBR 100                  | Introduction to Library Services  | 3         | LIBR 125                  | Library Outreach for Diverse Populations                    | 3         |
| LIBR 102                  | Introduction to Library Circulation and Customer Service                  | 3         | LIBR 122                  | Children's and Young Adult Literature                       | 3         |
| MATH 100                  | Elementary Algebra <i>or higher or</i>                                    | 3         | PSYC 101                  | General Psychology <i>or</i>                                |           |
| MATH 112                  | Business Mathematics  |           | PSYC 103                  | Human Relations in the Workplace                            | 3         |
| <b>Total Credit Hours</b> |   | <b>15</b> | <b>Total Credit Hours</b> |   | <b>15</b> |
| Third Semester            |   |           | Fourth Semester           |   |           |
|                           |   | CR        |                           |   | CR        |
| BUS 210                   | Supervisory Management  | 3         | ECON 202                  | Principles of Macroeconomics <i>or</i>                      | 3         |
| LIBR 200                  | Introduction to Technical Services: Acquisitions, Serials, and Processing | 3         | SOC 100                   | Introduction to Sociology                                   |           |
| LIBR 202                  | Content Creation and Mobile Library Services                              | 3         | LIBR 220                  | Introduction to Cataloging and Classification               | 3         |
| LIBR 206                  | Collection Development and Management                                     | 3         | LIBR 222                  | Reference Resources   | 3         |
| LIBR 208                  | Managing a Small Library/Media Center                                     | 3         | LIBR 224                  | Technology Information Resources & Online Social Networking | 3         |
| <b>Total Credit Hours</b> |   | <b>15</b> | LIBR 299                  | Internship <i>or</i>  | 3         |
|                           |   |           | BUS 241                   | Computer Applications for Business                          |           |
| <b>Total Credit Hours</b> |   | <b>15</b> | <b>Total Credit Hours</b> |   | <b>15</b> |

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## LIBRARY TECHNICIAN

### Diploma, 30 Credit Hours, 9-Month Program

The primary objective of the Library Technician program is to prepare students with the necessary skills to work in a supportive capacity to librarians and patrons. The aim of this program is to provide a solid foundation in core library technical skills, and provide students with the skills and knowledge of new trends in technology including gaining the skills to manage library software. Through their education and experience in this program, students will learn how to catalogue, maintain, and retrieve print, digital, and audiovisual resources, and specialized media. They will also be introduced to research strategies for library catalogues, databases, and the Internet and learn skills in website development. In addition, this program will provide education and training in soft skills such as communication, teamwork, and interpersonal skills.

The Library Technician program is designed for students who are interested in working in a library and assisting patrons, supporting librarians, maintaining library databases, cataloguing and researching materials, and serving as a team member in a library setting. Library technicians are employed in settings such as public libraries, higher education libraries, K-12 libraries, and special libraries such as medical, law, corporate, and government facilities.

This diploma is available through classes on campus, online, or a combination of both.

| Course                                | No. | Course Title   | Credits   |
|---------------------------------------|-----|--|-----------|
| <b>General Education Requirements</b> |     |  |           |
| CIS                                   | 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I                    | 3         |
| ENGL                                  | 101 | COMPOSITION*   | 3         |
| MATH                                  | 100 | ELEMENTARY ALGEBRA <i>or higher or</i>                   | 3         |
| MATH                                  | 112 | BUSINESS MATHEMATICS**                                   | 3         |
| PSYC                                  | 101 | GENERAL PSYCHOLOGY <i>or</i>                             | 3         |
| PSYC                                  | 103 | HUMAN RELATIONS IN THE WORKPLACE                         | 3         |
| <b>Total</b>                          |     |  | <b>12</b> |
| <b>Technical Requirements</b>         |     |  |           |
| BUS                                   | 158 | WEB DESIGN FOR BUSINESS                                  | 3         |
| LIBR                                  | 100 | INTRODUCTION TO LIBRARY SERVICES                         | 3         |
| LIBR                                  | 102 | INTRODUCTION TO LIBRARY CIRCULATION AND CUSTOMER SERVICE | 3         |
| LIBR                                  | 104 | PUBLIC SERVICES FOR LIBRARY TECHNICIANS                  | 3         |
| LIBR                                  | 125 | LIBRARY OUTREACH FOR DIVERSE POPULATIONS                 | 3         |
| LIBR                                  | 122 | CHILDREN'S AND YOUNG ADULT LITERATURE                    | 3         |
| <b>Total</b>                          |     |  | <b>18</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

### Semester Breakdown Diploma

| First Semester            |  |   | CR        | Second Semester           |  |   | CR        |
|---------------------------|--|---|-----------|---------------------------|--|---|-----------|
| CIS 105                   | Microcomputer Software Applications I                    | 3 |           | BUS 158                   | Web Design for Business                  | 3 |           |
| ENGL 101                  | Composition  | 3 |           | LIBR 104                  | Public Services for Library Technicians  | 3 |           |
| LIBR 100                  | Introduction to Library Services                         | 3 |           | LIBR 125                  | Library Outreach for Diverse Populations | 3 |           |
| LIBR 102                  | Introduction to Library Circulation and Customer Service | 3 |           | LIBR 122                  | Children's and Young Adult Literature    | 3 |           |
| MATH 100                  | Elementary Algebra <i>or higher or</i>                   | 3 |           | PSYC 101                  | General Psychology <i>or</i>             | 3 |           |
| MATH 112                  | Business Mathematics                                     | 3 |           | PSYC 103                  | Human Relations in the Workplace         | 3 |           |
| <b>Total Credit Hours</b> |  |   | <b>15</b> | <b>Total Credit Hours</b> |  |   | <b>15</b> |

## MEDICAL ASSISTING

### Certificate, 30 Credit Hours, 9-Month Program

The Medical Assisting program prepares students for a variety of careers in the medical profession. A Medical Assistant is a professional, multi-skilled person who assists in all aspects of medical care and is primarily employed in a medical office setting. Medical Assistants help physicians with patient care management. They also execute administrative and clinical procedures and perform managerial functions.

Administrative duties may include using computer applications, answering telephones, greeting patients, updating and filing patient medical records, coding and filling out insurance forms, scheduling appointments, arranging for hospital admissions and laboratory services, and handling correspondence, billing, and bookkeeping in a medical office setting.

Clinical duties may include taking medical histories, taking vital signs, explaining treatment procedures to patients, preparing patient for examination, assisting the physician during the exam, collecting and preparing laboratory specimens, performing basic laboratory tests, instructing patients about medication and special diets, preparing and administering medications as directed by a physician, and taking electrocardiograms. Medical Assisting is a rapidly growing and expanding career.

Age Requirement: **You must be at least 18 years of age to be eligible to register as a Medical Assistant in South Dakota.**

| Course No.                            | Course Title                                      | Credits   |
|---------------------------------------|---|-----------|
| <b>General Education Requirements</b> |   |           |
| CIS 105                               | MICROCOMPUTER SOFTWARE APPLICATIONS I             | 3         |
| <b>Total</b>                          |   | <b>3</b>  |
| <b>Technical Requirements</b>         |   |           |
| HC 114                                | ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3         |
| HC 135                                | MEDICAL LAW AND ETHICS                            | 2         |
| HC 200                                | PHARMACOLOGY FOR HEALTHCARE <i>online</i>         | 3         |
| HC 205                                | PROFESSIONALISM IN HEALTHCARE <i>online</i>       | 1         |
| HC 213                                | MEDICAL TERMINOLOGY I                             | 3         |
| HC 225                                | PATHOPHYSIOLOGY <i>online</i>                     | 3         |
| MA 210                                | MEDICAL ASSISTING I <i>online</i>                 | 3         |
| MA 214                                | MEDICAL ASSISTING I CLINICAL                      | 1         |
| MA 250                                | MEDICAL ASSISTING II <i>online</i>                | 3         |
| MA 253                                | MEDICAL ASSISTING II LAB & CLINICAL               | 5         |
| <b>Total</b>                          |   | <b>27</b> |

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

### Semester Breakdown Certificate

| First Semester            |   |           | Second Semester           |   |           |
|---------------------------|---|-----------|---------------------------|---|-----------|
|                           |   | CR        |                           |   | CR        |
| CIS 105                   | Microcomputer Software Applications I           | 3         | HC 200                    | Pharmacology for Healthcare <i>online</i>   | 3         |
| HC 114                    | Anatomy & Physiology for the Health Professions | 3         | HC 205                    | Professionalism in Healthcare <i>online</i> | 1         |
| HC 135                    | Medical Law and Ethics                          | 2         | HC 225                    | Pathophysiology <i>online</i>               | 3         |
| HC 213                    | Medical Terminology I                           | 3         | MA 250                    | Medical Assisting II <i>online</i>          | 3         |
| MA 210                    | Medical Assisting I <i>online</i>               | 3         | MA 253                    | Medical Assisting II Lab & Clinical         | 5         |
| MA 214                    | Medical Assisting I Clinical                    | 1         |                           |   |           |
| <b>Total Credit Hours</b> |   | <b>15</b> | <b>Total Credit Hours</b> |   | <b>15</b> |

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## MEDICAL ASSISTING

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### Diploma, 39 Credit Hours, 12-Month Program

The Medical Assisting program prepares students for a variety of careers in the medical profession. A Medical Assistant is a professional, multi-skilled person who assists in all aspects of medical care and is primarily employed in a medical office setting. Medical Assistants help physicians with patient care management. They also execute administrative and clinical procedures and perform managerial functions.

Administrative duties may include using computer applications, answering telephones, greeting patients, updating and filing patient medical records, coding and filling out insurance forms, scheduling appointments, arranging for hospital admissions and laboratory services, and handling correspondence, billing, and bookkeeping in a medical office setting.

Clinical duties may include taking medical histories, taking vital signs, explaining treatment procedures to patients, preparing patient for examination, assisting the physician during the exam, collecting and preparing laboratory specimens, performing basic laboratory tests, instructing patients about medication and special diets, preparing and administering medications as directed by a physician, and taking electrocardiograms. Medical Assisting is a rapidly growing and expanding career.

The Medical Assisting diploma enhances the skills a student obtains in the Medical Assisting certificate. In addition to medical office skills and skills to assist physicians with patient care management, students will expand their knowledge in English, mathematics, and psychology. These additional courses promote and advance essential knowledge, skills, and values students need to advance in a competitive workforce. Since the exact duties a Medical Assistant performs are unique to the setting in which she or he is employed, an enhanced skill set can only expand the possibilities for their career in the medical profession.

Age Requirement: **You must be at least 18 years of age to be eligible to register as a Medical Assistant in South Dakota.**

| Course No.                            | Course Title                                      | Credits   |
|---------------------------------------|---|-----------|
| <b>General Education Requirements</b> |   |           |
| CIS 105                               | MICROCOMPUTER SOFTWARE APPLICATIONS I             | 3         |
| ENGL 101                              | COMPOSITION* or                                   | 3         |
| ENGL 106                              | WORKPLACE COMMUNICATIONS I                        |           |
| MATH 100                              | ELEMENTARY ALGEBRA** <i>or higher</i>             | 3         |
| PSYC 101                              | GENERAL PSYCHOLOGY <i>or</i>                      | 3         |
| PSYC 103                              | HUMAN RELATIONS IN THE WORKPLACE                  |           |
|                                       | <b>Total</b>                                      | <b>12</b> |
| <b>Technical Requirements</b>         |   |           |
| HC 114                                | ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3         |
| HC 135                                | MEDICAL LAW AND ETHICS                            | 2         |
| HC 200                                | PHARMACOLOGY FOR HEALTHCARE <i>online</i>         | 3         |
| HC 205                                | PROFESSIONALISM IN HEALTHCARE <i>online</i>       | 1         |
| HC 213                                | MEDICAL TERMINOLOGY I                             | 3         |
| HC 225                                | PATHOPHYSIOLOGY <i>online</i>                     | 3         |
| MA 210                                | MEDICAL ASSISTING I <i>online</i>                 | 3         |
| MA 214                                | MEDICAL ASSISTING I CLINICAL                      | 1         |
| MA 250                                | MEDICAL ASSISTING II <i>online</i>                | 3         |
| MA 253                                | MEDICAL ASSISTING II LAB & CLINICAL               | 5         |
|                                       | <b>Total</b>                                      | <b>27</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

Semester breakdown on next page

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## Semester Breakdown Diploma

| First Semester            |   |           | Second Semester           |   |           |
|---------------------------|---|-----------|---------------------------|---|-----------|
|                           |   | CR        |                           |   | CR        |
| CIS 105                   | Microcomputer Software Applications I           | 3         | HC 200                    | Pharmacology for Healthcare <i>online</i>   | 3         |
| HC 114                    | Anatomy & Physiology for the Health Professions | 3         | HC 205                    | Professionalism in Healthcare <i>online</i> | 1         |
| HC 135                    | Medical Law and Ethics                          | 2         | HC 225                    | Pathophysiology <i>online</i>               | 3         |
| HC 213                    | Medical Terminology I                           | 3         | MA 250                    | Medical Assisting II <i>online</i>          | 3         |
| MA 210                    | Medical Assisting I <i>online</i>               | 3         | MA 253                    | Medical Assisting II Lab & Clinical         | 5         |
| MA 214                    | Medical Assisting I Clinical                    | 1         |                           |   |           |
| <b>Total Credit Hours</b> |   | <b>15</b> | <b>Total Credit Hours</b> |   | <b>15</b> |
| Third Semester            |   |           |                           |   |           |
|                           |   | CR        |                           |   |           |
| ENGL 101                  | Composition <i>or</i>                           | 3         |                           |   |           |
| ENGL 106                  | Workplace Communications I                      |           |                           |   |           |
| MATH 100                  | Elementary Algebra <i>or higher</i>             | 3         |                           |   |           |
| PSYC 101                  | General Psychology <i>or</i>                    | 3         |                           |   |           |
| PSYC 103                  | Human Relations in the Workplace                |           |                           |   |           |
| <b>Total Credit Hours</b> |   | <b>9</b>  |                           |   |           |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.



## **MEDICAL LABORATORY TECHNICIAN**

### **Associate of Applied Science, 69 Credit Hours, 18-Month Program**

The goal of the Medical Laboratory Technician Program at Western Dakota Tech is to educate and train students with a wide range of academic and clinical skills in order to gain employment as competent, entry-level Medical Laboratory Technicians. Students graduating from the MLT Program at WDT will possess psychomotor, cognitive, and affective skills necessary to sustain professional employment in a variety of clinical settings.

Medical Laboratory Technicians collect, process, and analyze blood, biological specimens, and other substances for laboratory analysis. They perform low-and high-complexity analytical testing of cells and body fluids, perform and monitor quality control within predetermined limits, relate laboratory findings to common disease processes, recognize factors that affect procedures and results, apply basic scientific principles in learning new techniques, and perform preventative maintenance on equipment and instruments. Medical laboratory technicians adhere to principles of safety and infection control and maintain continuing education as a function of growth and development in their profession. They play a vital role in the healthcare system by recognizing the responsibilities of other laboratory and health care personnel.

Medical laboratory technicians are employed in hospitals, medical clinics, physician offices, medical and industrial laboratories, blood bank centers, and public health facilities. Upon successful completion of the MLT Program and clinical rotations, students will sit for the American Society of Clinical Pathologists (ASCP) Board of Certification exam. Students entering this profession will find excellent employment opportunities.

| <b>Course No.</b>                     | <b>Course Title</b>  | <b>Credits</b> |
|---------------------------------------|--|----------------|
| <b>General Education Requirements</b> |  |                |
| CHEM 106                              | CHEMISTRY SURVEY   | 3              |
| CHEM 106L                             | CHEMISTRY SURVEY LAB   | 1              |
| CIS 105                               | MICROCOMPUTER SOFTWARE APPLICATIONS I                            | 3              |
| ENGL 101                              | COMPOSITION* <i>or</i>   | 3              |
| ENGL 106                              | WORKPLACE COMMUNICATIONS I*                                      |                |
| MATH 101                              | INTERMEDIATE ALGEBRA** <i>or higher</i>                          | 3              |
| PSYC 101                              | GENERAL PSYCHOLOGY <i>or</i>                                     | 3              |
| PSYC 103                              | HUMAN RELATIONS IN THE WORKPLACE                                 |                |
| SOC 100                               | INTRODUCTION TO SOCIOLOGY  | 3              |
|                                       | <b>Total</b>   | <b>19</b>      |
| <b>Technical Requirements</b>         |  |                |
| HC 114                                | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS                  | 3              |
| MLT 205                               | IMMUNOLOGY   | 3              |
| MLT 210                               | CLINICAL CHEMISTRY   | 4              |
| MLT 215                               | IMMUNOHEMATOLOGY   | 4              |
| MLT 222                               | URINALYSIS/BODY FLUIDS   | 2              |
| MLT 230                               | HEMATOLOGY/COAGULATION   | 4              |
| MLT 250                               | PARASITOLOGY/MYCOLOGY  | 1              |
| MLT 255                               | CLINICAL MICROBIOLOGY  | 4              |
| MLT 275                               | MEDICAL LABORATORY TECHNICIAN CLINICAL                           | 12             |
| MLT 280                               | MEDICAL LABORATORY TECHNICIAN CERTIFICATION REVIEW <i>online</i> | 1              |
| PH 104                                | PHLEBOTOMY PRINCIPLES AND PRACTICES                              | 2              |
| PH 110                                | INTRODUCTION TO LAB METHODS                                      | 2              |
| PH 111                                | INTRODUCTION TO LAB METHODS LAB                                  | 1              |
| PH 125                                | PHLEBOTOMY LAB   | 2              |
| PH 131                                | POINT OF CARE AND FUNDAMENTAL DIAGNOSTICS                        | 2              |
| PH 132                                | POINT OF CARE AND FUNDAMENTAL DIAGNOSTICS LAB                    | 1              |
| PH 165                                | PHLEBOTOMY CLINICAL  | 2              |
|                                       | <b>Total</b>   | <b>50</b>      |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

**NOTE: The MLT program requires applicants to meet minimum ACCUPLACER scores prior to being accepted into the program. Visit with Admissions to determine eligibility.**

Clinicals, practicums, and internships may include, but are not limited to differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. Clinicals may occur during summer semester depending on program enrollments. This may require travel outside the Rapid City area.

**Semester breakdown on next page**

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## Semester Breakdown AAS

| First Semester            |   |           | Second Semester           |  |           |
|---------------------------|---|-----------|---------------------------|--|-----------|
|                           |   | CR        |                           |  | CR        |
| CIS 105                   | Microcomputer Software Applications I           | 3         | CHEM 106                  | Chemistry Survey   | 3         |
| HC 114                    | Anatomy & Physiology for the Health Professions | 3         | CHEM 106L                 | Chemistry Survey Lab   | 1         |
| MATH101                   | Intermediate Algebra <i>or higher</i>           | 3         | MLT 205                   | Immunology   | 3         |
| PH 104                    | Phlebotomy Principles and Practices             | 2         | MLT 222                   | Urinalysis/Body Fluids   | 2         |
| PH 110                    | Introduction to Lab Methods                     | 2         | MLT 230                   | Hematology/Coagulation   | 4         |
| PH 111                    | Introduction to Lab Methods Lab                 | 1         | MLT 250                   | Parasitology/Mycology  | 1         |
| PH 125                    | Phlebotomy Principles and Practices Lab         | 2         | PH 131                    | Point of Care and Fundamentals Diagnostics                       | 2         |
| PH 165                    | Phlebotomy Clinical                             | 2         | PH 132                    | Point of Care and Fundamentals Diagnostics Lab                   | 1         |
| <b>Total Credit Hours</b> |   | <b>18</b> | <b>Total Credit Hours</b> |  | <b>17</b> |
| Third Semester            |   |           | Fourth Semester           |  |           |
|                           |   | CR        |                           |  | CR        |
| ENGL 101                  | Composition <i>or</i>                           | 3         | MLT 275                   | Medical Laboratory Technician Clinical                           | 12        |
| ENGL 106                  | Workplace Communications I                      |           | MLT 280                   | Medical Laboratory Technician Certification Review <i>online</i> | 1         |
| MLT 210                   | Clinical Chemistry                              | 4         | SOC 100                   | Introduction to Sociology <i>online</i>                          | 3         |
| MLT 215                   | Immunohematology                                | 4         |                           |  |           |
| MLT 255                   | Clinical Microbiology                           | 4         |                           |  |           |
| PSYC 101                  | General Psychology <i>or</i>                    | 3         |                           |  |           |
| PSYC 103                  | Human Relations in the Workplace                |           |                           |  |           |
| <b>Total Credit Hours</b> |   | <b>18</b> | <b>Total Credit Hours</b> |  | <b>16</b> |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

## PARAMEDIC

### Associate of Applied Science, 63 Credit Hours, 21-Month Program\*\*\*

Extraordinary circumstances call for extraordinary people to take the first step to lead others to safety. The Paramedic program at Western Dakota Tech produces this caliber of individual. The select few that answer the calling to help others will experience over one thousand hours of training here at Western Dakota Tech, and that training entails didactic experience and a vigorous and stringent clinical program that will produce a pre-hospital caregiver that will meet the demands of society.

Delivering high caliber medical care is taught to our students by instructors with years of experience providing pre-hospital care. Beyond paramedicine, emphasis is also placed on critical thinking skills, written and oral communication, and basic concepts in biology, mathematics, psychology, and sociology.

At the end of the paramedic program the successful candidate will have the following: American Heart Association (AHA) – Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS); National Association of Emergency Medical Technicians (NAEMT) – Pre-Hospital Trauma Life Support (PHTLS) as well as Advanced Medical Life Support (AMLS). These courses aid in the successful candidate’s approach to the national certification exam that will allow them to obtain the title of Paramedic.

| Course No.                            | Course Title                                    | Credits   |
|---------------------------------------|---|-----------|
| <b>General Education Requirements</b> |   |           |
| CIS 105                               | MICROCOMPUTER SOFTWARE APPLICATIONS I           | 3         |
| ENGL 101                              | COMPOSITION* <i>or</i>                          | 3         |
| ENGL 106                              | WORKPLACE COMMUNICATIONS I*                     |           |
| MATH 101                              | INTERMEDIATE ALGEBRA** <i>or higher</i>         | 3         |
| PSYC 101                              | GENERAL PSYCHOLOGY <i>or</i>                    | 3         |
| PSYC 103                              | HUMAN RELATIONS IN THE WORKPLACE                |           |
| SOC 100                               | INTRODUCTION TO SOCIOLOGY                       | 3         |
|                                       | <b>Total</b>                                    | <b>15</b> |
| <b>Technical Requirements</b>         |   |           |
| EMS 101                               | EMERGENCY MEDICAL TECHNICIAN                    | 6         |
| EMS 210                               | PARAMEDIC CARDIOLOGY                            | 4         |
| EMS 215                               | PARAMEDIC PREPARATORY I                         | 4         |
| EMS 220                               | PARAMEDIC MEDICAL                               | 4         |
| EMS 225                               | PARAMEDIC PREPARATORY II                        | 4         |
| EMS 230                               | PARAMEDIC SPECIAL OPERATIONS                    | 2         |
| EMS 250                               | PARAMEDIC CLINICAL I                            | 2         |
| EMS 255                               | PARAMEDIC CLINICAL II                           | 4         |
| EMS 275                               | PARAMEDIC INTERNSHIP                            | 10        |
| EMS 280                               | NREMT PREP                                      | 2         |
| HC 114                                | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3         |
| HC 213                                | MEDICAL TERMINOLOGY I                           | 3         |
|                                       | <b>Total</b>                                    | <b>48</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Elementary Algebra.

\*\*\*Students must successfully complete the program to sit for the National Registry Exam to become a Licensed Paramedic.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

Students may be subject to a background check for the South Dakota Medical and Osteopathic Examiners in order to receive the required “student status.” Student status is required to complete the clinical portions and some of the lab activities in the Paramedic program.

If you are not a resident in the state of South Dakota, please be aware that licensing requirements vary from state to state. It is your responsibility to determine if your Paramedic testing results and status are valid in your state of residence, or the state in which you plan to practice as a Paramedic.

Semester breakdown on next page

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## Semester Breakdown AAS

|                           |                                       |    |           |                           |   |   |           |
|---------------------------|---------------------------------------|----|-----------|---------------------------|---|---|-----------|
| <b>First Semester</b>     |                                       |    | <b>CR</b> | <b>Second Semester</b>    |   |   | <b>CR</b> |
| CIS 105                   | Microcomputer Software Applications I | 3  |           | HC 114                    | Anatomy & Physiology for the Health Professions | 3 |           |
| EMS 101                   | Emergency Medical Technician          | 6  |           | MATH 101                  | Intermediate Algebra <i>or higher</i>           | 3 |           |
| ENGL 101                  | Composition <i>or</i>                 | 3  |           | PSYC 101                  | General Psychology <i>or</i>                    | 3 |           |
| ENGL 106                  | Workplace Communications I            |    |           | PSYC 103                  | Human Relations in the Workplace                |   |           |
| HC 213                    | Medical Terminology I                 | 3  |           | SOC 100                   | Introduction to Sociology                       | 3 |           |
| <b>Total Credit Hours</b> |                                       |    | <b>15</b> | <b>Total Credit Hours</b> |   |   | <b>12</b> |
| <b>Third Semester</b>     |                                       |    | <b>CR</b> | <b>Fourth Semester</b>    |   |   | <b>CR</b> |
| EMS 210                   | Paramedic Cardiology                  | 4  |           | EMS 225                   | Paramedic Preparatory II                        | 4 |           |
| EMS 215                   | Paramedic Preparatory I               | 4  |           | EMS 230                   | Paramedic Special Operations                    | 2 |           |
| EMS 220                   | Paramedic Medical                     | 4  |           | EMS 250                   | Paramedic Clinical I                            | 2 |           |
| <b>Total Credit Hours</b> |                                       |    | <b>12</b> | <b>Total Credit Hours</b> |   |   | <b>12</b> |
| <b>Fifth Semester</b>     |                                       |    | <b>CR</b> |                           |   |   |           |
| EMS 275                   | Paramedic Internship                  | 10 |           |                           |   |   |           |
| EMS 280                   | NREMT Prep                            | 2  |           |                           |   |   |           |
| <b>Total Credit Hours</b> |                                       |    | <b>12</b> |                           |   |   |           |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

## PARAMEDIC

### Certificate, 42 Credit Hours, 18-Month Program\*

The Paramedic certificate at Western Dakota Tech is available to participants that are currently certified and/or licensed as Emergency Medical Technicians at the state or national level. The Paramedic certificate student will experience over one thousand hours of training that entails didactic experience and a vigorous and stringent clinical program that will produce a pre-hospital caregiver that will meet the demands of society.

At the end of the paramedic certificate training and education the successful candidate will have the following: American Heart Association (AHA) – Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS); National Association of Emergency Medical Technicians (NAEMT) – Pre-Hospital Trauma Life Support (PHTLS) as well as Advanced Medical Life Support (AMLS). These courses aid in the successful candidate’s approach to the national certification exam that will allow them to obtain the title of Paramedic.

| Course No. | Course Title                                      | Credits   |
|------------|---|-----------|
|            | <b>Technical Requirements</b>                     |           |
| EMS 210    | PARAMEDIC CARDIOLOGY                              | 4         |
| EMS 215    | PARAMEDIC PREPARATORY I                           | 4         |
| EMS 225    | PARAMEDIC PREPARATORY II                          | 4         |
| EMS 220    | PARAMEDIC MEDICAL                                 | 4         |
| EMS 230    | PARAMEDIC SPECIAL OPERATIONS                      | 2         |
| EMS 250    | PARAMEDIC CLINICAL I                              | 2         |
| EMS 255    | PARAMEDIC CLINICAL II                             | 4         |
| EMS 275    | PARAMEDIC INTERNSHIP                              | 10        |
| EMS 280    | NREMT PREP  | 2         |
| HC 114     | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS** | 3         |
| HC 213     | MEDICAL TERMINOLOGY I**                           | 3         |
|            | <b>Total</b>                                      | <b>42</b> |

\*Students must successfully complete the certificate requirements to sit for the National Registry Exam to become a Licensed Paramedic.

\*\*Students must have an approved 3 credit Anatomy & Physiology and 3 credit Medical Terminology course through an accredited post-secondary institute before advancing into EMS courses.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

Students may be subject to a background check for the South Dakota Medical and Osteopathic Examiners in order to receive the required “student status.” Student status is required to complete the clinical portions and some of the lab activities in the Paramedic program.

If you are not a resident in the state of South Dakota, please be aware that licensing requirements vary from state to state. It is your responsibility to determine if your Paramedic testing results and status are valid in your state of residence, or the state in which you plan to practice as a Paramedic.

## Semester Breakdown Certificate

|                           |                              |           | <b>First Semester</b>     |                         | <b>CR</b> |
|---------------------------|------------------------------|-----------|---------------------------|-------------------------|-----------|
|                           |                              |           | EMS 210                   | Paramedic Cardiology    | 4         |
|                           |                              |           | EMS 215                   | Paramedic Preparatory I | 4         |
|                           |                              |           | EMS 220                   | Paramedic Medical       | 4         |
|                           |                              |           | <b>Total Credit Hours</b> |                         | <b>12</b> |
|                           |                              |           | <b>Second Semester</b>    |                         | <b>CR</b> |
| EMS 225                   | Paramedic Preparatory II     | 4         |                           |                         |           |
| EMS 230                   | Paramedic Special Operations | 2         |                           |                         |           |
| EMS 250                   | Paramedic Clinical I         | 2         |                           |                         |           |
| EMS 255                   | Paramedic Clinical II        | 4         |                           |                         |           |
| <b>Total Credit Hours</b> |                              | <b>12</b> |                           |                         |           |
|                           |                              |           | <b>Third Semester</b>     |                         | <b>CR</b> |
|                           |                              |           | EMS 275                   | Paramedic Internship    | 10        |
|                           |                              |           | EMS 280                   | NREMT Prep              | 2         |
|                           |                              |           | <b>Total Credit Hours</b> |                         | <b>12</b> |

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## PHARMACY TECHNICIAN

### Diploma, 44 Credit Hours, 11-Month Program

The goal of the Pharmacy Technician program at WDT is to educate and train students for positions in hospitals, retail pharmacies, and other medical facilities working as pharmacy technicians assisting registered pharmacists in all aspects of pharmaceutical care.

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Pharmacy Technician duties include processing new orders and prescriptions, IV preparation, ordering, inventory, customer service, insurance billing, record retention, compounding, and storing incoming merchandise in proper locations. Technicians may also clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies. People entering this field will find excellent employment opportunities.

| Course                                | No. | Course Title  | Credits   |
|---------------------------------------|-----|---|-----------|
| <b>General Education Requirements</b> |     |   |           |
| CIS                                   | 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I                 | 3         |
| ENGL                                  | 101 | COMPOSITION* <i>or</i>                                | 3         |
| ENGL                                  | 106 | WORKPLACE COMMUNICATIONS I*                           |           |
| MATH                                  | 100 | ELEMENTARY ALGEBRA** <i>or higher</i>                 | 3         |
| PSYC                                  | 101 | GENERAL PSYCHOLOGY <i>or</i>                          | 3         |
| PSYC                                  | 103 | HUMAN RELATIONS IN THE WORKPLACE                      |           |
| <b>Total</b>                          |     |   | <b>12</b> |
| <b>Technical Requirements</b>         |     |   |           |
| HC                                    | 114 | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS       | 3         |
| HC                                    | 213 | MEDICAL TERMINOLOGY I                                 | 3         |
| PHR                                   | 110 | PHARMACOLOGY/PHARMACEUTICAL PRODUCTS I                | 3         |
| PHR                                   | 111 | PHARMACY I  | 3         |
| PHR                                   | 113 | PHARMACY OPERATIONS LAB                               | 2         |
| PHR                                   | 121 | PHARMACOLOGY/PHARMACEUTICAL PRODUCTS II <i>online</i> | 3         |
| PHR                                   | 122 | PHARMACY LAW & ETHICS <i>online</i>                   | 2         |
| PHR                                   | 127 | PHARMACY CALCULATIONS <i>online</i>                   | 2         |
| PHR                                   | 129 | PHARMACY II <i>online</i>                             | 2         |
| PHR                                   | 130 | PHARMACY PRACTICAL LAB                                | 1         |
| PHR                                   | 131 | CLINICAL ROTATIONS                                    | 8         |
| <b>Total</b>                          |     |   | <b>32</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

## Semester Breakdown Diploma

| First Semester            |   |           | Second Semester           |   |           |
|---------------------------|---|-----------|---------------------------|---|-----------|
|                           |   | CR        |                           |   | CR        |
| HC 114                    | Anatomy & Physiology for the Health Professions | 3         | PHR 113                   | Pharmacy Operations Lab                 | 2         |
| HC 213                    | Medical Terminology I                           | 3         | PHR 121                   | Pharmacology/Pharmaceutical Products II | 3         |
| PHR 110                   | Pharmacology/Pharmaceutical Products I          | 3         | PHR 127                   | Pharmacy Calculations <i>online</i>     | 2         |
| PHR 111                   | Pharmacy I                                      | 3         | PHR 129                   | Pharmacy II                             | 2         |
| PHR 122                   | Pharmacy Law & Ethics <i>online</i>             | 2         | CIS 105                   | Microcomputer Software Applications I   | 3         |
| PHR 130                   | Pharmacy Practical Lab                          | 1         | ENGL 101                  | Composition <i>or</i>                   | 3         |
| MATH 100                  | Elementary Algebra <i>or higher</i>             | 3         | ENGL 106                  | Workplace Communications I              | 3         |
|                           |   |           | PSYC 101                  | General Psychology <i>or</i>            | 3         |
|                           |   |           | PSYC 103                  | Human Relations in the Workplace        |           |
| <b>Total Credit Hours</b> |   | <b>18</b> | <b>Total Credit Hours</b> |   | <b>18</b> |
| Third Semester (Summer)   |   |           |                           |   |           |
|                           |   | CR        |                           |   |           |
| PHR 131                   | Clinical Rotations                              | 8         |                           |   |           |
| <b>Total Credit Hours</b> |   | <b>8</b>  |                           |   |           |

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## PHLEBOTOMY

### Certificate, 18 Credit Hours, 4-Month Program

The Phlebotomy program prepares students for employment as entry-level phlebotomy technicians.

Phlebotomists collect, transport, and process blood and other specimens for laboratory analysis. They identify and select equipment, supplies, and additives used in blood collection and understand factors that affect specimen collection procedures and test results. Recognizing the importance of specimen collection in the overall patient care system, phlebotomists adhere to infection control and safety policies and procedures. They monitor quality control within predetermined limits while demonstrating professional conduct, stress management, and communication skills with patients, peers, and other healthcare personnel as well as with the public.

Phlebotomists are employed in hospitals, physician offices and clinics, medical laboratories, and blood banks as blood procurement specialists.

| Course No.                            | Course Title                                    | Credits   |
|---------------------------------------|---|-----------|
| <b>General Education Requirements</b> |   |           |
| CIS 105                               | MICROCOMPUTER SOFTWARE APPLICATIONS I           | 3         |
| MATH 100                              | ELEMENTARY ALGEBRA** <i>or higher</i>           | 3         |
|                                       | <b>Total</b>                                    | <b>6</b>  |
| <b>Technical Requirements</b>         |   |           |
| HC 114                                | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3         |
| PH 104                                | PHLEBOTOMY PRINCIPLES AND PRACTICES             | 2         |
| PH 110                                | INTRODUCTION TO LAB METHODS                     | 2         |
| PH 111                                | INTRODUCTION TO LAB METHODS LAB                 | 1         |
| PH 125                                | PHLEBOTOMY PRINCIPLES AND PRACTICES LAB         | 2         |
| PH 165                                | PHLEBOTOMY CLINICAL                             | 2         |
|                                       | <b>Total</b>                                    | <b>12</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Clinicals, practicums, and internships may include, but are not limited to differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

### Semester Breakdown Certificate

|          | First Semester                                  | CR        |
|----------|---|-----------|
| CIS 105  | Microcomputer Software Applications I           | 3         |
| HC 114   | Anatomy & Physiology for the Health Professions | 3         |
| MATH 100 | Elementary Algebra <i>or higher</i>             | 3         |
| PH 104   | Phlebotomy Principles and Practices             | 2         |
| PH 110   | Introduction to Lab Methods                     | 2         |
| PH 111   | Introduction to Lab Methods Lab                 | 1         |
| PH 125   | Phlebotomy Principles and Practices Lab         | 2         |
| PH 165   | Phlebotomy Clinical                             | 2         |
|          | <b>Total Credit Hours</b>                       | <b>18</b> |

## PHLEBOTOMY/LABORATORY ASSISTANT

### Diploma, 31 Credit Hours, 9-10 Month Program

The Phlebotomy/Laboratory Assistant program prepares students for employment as entry-level phlebotomy technicians and clinical laboratory assistants.

Phlebotomists collect, transport, and process blood and other specimens for laboratory analysis. They identify and select equipment, supplies, and additives used in blood collection and understand factors that affect specimen collection procedures and test results. Recognizing the importance of specimen collection in the overall patient care system, phlebotomists adhere to infection control and safety policies and procedures. They monitor quality control within predetermined limits while demonstrating professional conduct, stress management, and communication skills with patients, peers, and other healthcare personnel as well as with the public.

Phlebotomists are employed in hospitals, physician offices and clinics, medical laboratories, and blood banks as blood procurement specialists.

| Course No.                            | Course Title                                    | Credits   |
|---------------------------------------|---|-----------|
| <b>General Education Requirements</b> |   |           |
| CIS 105                               | MICROCOMPUTER SOFTWARE APPLICATIONS I           | 3         |
| ENGL 101                              | COMPOSITION* <i>or</i>                          | 3         |
| ENGL 106                              | WORKPLACE COMMUNICATIONS I*                     |           |
| MATH 100                              | ELEMENTARY ALGEBRA** <i>or higher</i>           | 3         |
| PSYC 101                              | GENERAL PSYCHOLOGY <i>or</i>                    | 3         |
| PSYC 103                              | HUMAN RELATIONS IN THE WORKPLACE                |           |
| <b>Total</b>                          |   | <b>12</b> |
| <b>Technical Requirements</b>         |   |           |
| HC 114                                | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3         |
| PH 104                                | PHLEBOTOMY PRINCIPLES AND PRACTICES             | 2         |
| PH 110                                | INTRODUCTION TO LAB METHODS                     | 2         |
| PH 111                                | INTRODUCTION TO LAB METHODS LAB                 | 1         |
| PH 125                                | PHLEBOTOMY PRINCIPLES AND PRACTICES LAB         | 2         |
| PH 131                                | POINT OF CARE AND FUNDAMENTAL DIAGNOSTICS       | 2         |
| PH 132                                | POINT OF CARE AND FUNDAMENTAL DIAGNOSTICS LAB   | 1         |
| PH 165                                | PHLEBOTOMY CLINICAL                             | 2         |
| PH 175                                | MICRO SETUP AND LAB ASSISTANT CAPSTONE          | 4         |
| <b>Total</b>                          |   | <b>19</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Clinicals, practicums, and internships may include, but are not limited to differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

### Semester Breakdown Diploma

| First Semester            |   |    | Second Semester           |   |    |
|---------------------------|---|----|---------------------------|---|----|
| Course No.                | Course Title                                    | CR | Course No.                | Course Title                                  | CR |
| CIS 105                   | Microcomputer Software Applications I           | 3  | ENGL 101                  | Composition <i>or</i>                         | 3  |
| HC 114                    | Anatomy & Physiology for the Health Professions | 3  | ENGL 106                  | Workplace Communications I                    |    |
| MATH100                   | Elementary Algebra <i>or higher</i>             | 3  | PH 131                    | Point of Care and Fundamental Diagnostics     | 2  |
| PH 104                    | Phlebotomy Principles and Practices             | 2  | PH 132                    | Point of Care and Fundamental Diagnostics Lab | 1  |
| PH 110                    | Introduction to Lab Methods                     | 2  | PH 175                    | Micro Setup and Lab Assistant Capstone        | 4  |
| PH 111                    | Introduction to Lab Methods Lab                 | 1  | PSYC 101                  | General Psychology <i>or</i>                  | 3  |
| PH 125                    | Phlebotomy Principles and Practices Lab         | 2  | PSYC 103                  | Human Relations in the Workplace              |    |
| PH 165                    | Phlebotomy Clinical                             | 2  |                           |   |    |
| <b>Total Credit Hours</b> |   |    | <b>Total Credit Hours</b> |   |    |
| <b>18</b>                 |   |    | <b>13</b>                 |   |    |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

## PLUMBING TECHNOLOGY

### Certificate, 30 Credit Hours, 9-Month Program

The Plumbing Technology program prepares students to begin a career in plumbing. Coursework provides technical understanding and skills development and integrates theory with practical experience. Through the program, students develop skills in piping techniques and procedures, plumbing and piping systems, residential and commercial system installations, blueprint reading, and isometric interpretation. The successful graduate is eligible for one year's credit on his or her apprenticeship card and employment at an advanced apprenticeship level in a variety of businesses.

There are many career opportunities for graduates of the plumbing program. The plumbing trade offers challenging and interesting work in commercial and residential settings for those with the desire to work as designers, installers, and troubleshooters. Graduates may also choose to advance to master plumber status or start their own business.

The primary objective of the Plumbing Technology program is to prepare students to be successful in the plumbing field. Students will take coursework in plumbing theory, plumbing practices, plan and print reading, and other technical skills. Additionally, students will receive training in soft skills such as communication and math. The Plumbing program delivers a solid foundation in plumbing technology.

| Course No.                            | Course Title                      | Credits   |
|---------------------------------------|-----------------------------------|-----------|
| <b>General Education Requirements</b> |                                   |           |
| MATH 104                              | TECHNICAL MATHEMATICS*            | 3         |
| PSYC 103                              | HUMAN RELATIONS IN THE WORKPLACE  | 3         |
|                                       | <b>Total</b>                      | <b>6</b>  |
| <b>Technical Requirements</b>         |                                   |           |
| PLU 150                               | PLUMBING THEORY I                 | 3         |
| PLU 155                               | PLUMBING THEORY I LAB             | 4         |
| PLU 160                               | PLUMBING CODE                     | 3         |
| PLU 165                               | PLUMBING PRINT READING & DRAFTING | 2         |
| PLU 170                               | PLUMBING THEORY II                | 3         |
| PLU 175                               | PLUMBING THEORY II LAB            | 4         |
| PLU 180                               | PLUMBING FIXTURES & REPAIR        | 2         |
| PLU 185                               | PLUMBING FIXTURES & REPAIR LAB    | 3         |
|                                       | <b>Total</b>                      | <b>24</b> |

**All remedial coursework must be completed in the first semester.**

\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

### Semester Breakdown Certificate

| First Semester            |                                   |           | Second Semester           |                                  |           |
|---------------------------|-----------------------------------|-----------|---------------------------|----------------------------------|-----------|
|                           |                                   | CR        |                           |                                  | CR        |
| MATH 104                  | Technical Mathematics             | 3         | PLU 170                   | Plumbing Theory II               | 3         |
| PLU 150                   | Plumbing Theory I                 | 3         | PLU 175                   | Plumbing Theory II Lab           | 4         |
| PLU 155                   | Plumbing Theory I Lab             | 4         | PLU 180                   | Plumbing Fixtures & Repair       | 2         |
| PLU 160                   | Plumbing Code                     | 3         | PLU 185                   | Plumbing Fixtures & Repair Lab   | 3         |
| PLU 165                   | Plumbing Print Reading & Drafting | 2         | PSYC 103                  | Human Relations in the Workplace | 3         |
| <b>Total Credit Hours</b> |                                   | <b>15</b> | <b>Total Credit Hours</b> |                                  | <b>15</b> |

## PLUMBING TECHNOLOGY

### Diploma, 36 Credit Hours, 12-Month Program

The Plumbing Technology program prepares students to begin a career in plumbing. Coursework provides technical understanding and skills development and integrates theory with practical experience. Through the program, students develop skills in piping techniques and procedures, plumbing and piping systems, residential and commercial system installations, blueprint reading, and isometric interpretation. The successful graduate is eligible for one year's credit on his or her apprenticeship card and employment at an advanced apprenticeship level in a variety of businesses.

There are many career opportunities for graduates of the plumbing program. The plumbing trade offers challenging and interesting work in commercial and residential settings for those with the desire to work as designers, installers, and troubleshooters. Graduates may also choose to advance to master plumber status or start their own businesses.

The primary objective of the Plumbing Technology program is to prepare students to be successful in the plumbing field. Students will take coursework in plumbing theory, plumbing practices, plan and print reading, and other technical skills. Additionally, students will receive training in soft skills such as communication and math. The Plumbing program delivers a solid foundation in plumbing technology.

The Plumbing Technology diploma enhances the skills students obtain in the Plumbing Technology certificate. In addition to plumbing skills, students will expand their knowledge in English and Computer Information Systems. These additional courses promote and advance essential knowledge, skills, and values students need in the workforce.

| Course No.                            | Course Title                          | Credits   |
|---------------------------------------|---------------------------------------|-----------|
| <b>General Education Requirements</b> |                                       |           |
| CIS 105                               | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3         |
| ENGL 106                              | WORKPLACE COMMUNICATIONS I*           | 3         |
| MATH 104                              | TECHNICAL MATHEMATICS**               | 3         |
| PSYC 103                              | HUMAN RELATIONS IN THE WORKPLACE      | 3         |
| <b>Total</b>                          |                                       | <b>12</b> |
| <b>Technical Requirements</b>         |                                       |           |
| PLU 150                               | PLUMBING THEORY I                     | 3         |
| PLU 155                               | PLUMBING THEORY I LAB                 | 4         |
| PLU 160                               | PLUMBING CODE                         | 3         |
| PLU 165                               | PLUMBING PRINT READING & DRAFTING     | 2         |
| PLU 170                               | PLUMBING THEORY II                    | 3         |
| PLU 175                               | PLUMBING THEORY II LAB                | 4         |
| PLU 180                               | PLUMBING FIXTURES & REPAIR            | 2         |
| PLU 185                               | PLUMBING FIXTURES & REPAIR LAB        | 3         |
| <b>Total</b>                          |                                       | <b>24</b> |

**Remedial coursework must be completed in the first semester.**

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

### Semester Breakdown Diploma

| First Semester            |                                   |           | Second Semester           |                                  |           |
|---------------------------|-----------------------------------|-----------|---------------------------|----------------------------------|-----------|
|                           |                                   | CR        |                           |                                  | CR        |
| MATH 104                  | Technical Mathematics             | 3         | PLU 170                   | Plumbing Theory II               | 3         |
| PLU 150                   | Plumbing Theory I                 | 3         | PLU 175                   | Plumbing Theory II Lab           | 4         |
| PLU 155                   | Plumbing Theory I Lab             | 4         | PLU 180                   | Plumbing Fixtures & Repair       | 2         |
| PLU 160                   | Plumbing Code                     | 3         | PLU 185                   | Plumbing Fixtures & Repair Lab   | 3         |
| PLU 165                   | Plumbing Print Reading & Drafting | 2         | PSYC 103                  | Human Relations in the Workplace | 3         |
| <b>Total Credit Hours</b> |                                   | <b>15</b> | <b>Total Credit Hours</b> |                                  | <b>15</b> |

| Third Semester            |                                       |          |
|---------------------------|---------------------------------------|----------|
|                           |                                       | CR       |
| CIS 105                   | Microcomputer Software Applications I | 3        |
| ENGL 106                  | Workplace Communications I            | 3        |
| <b>Total Credit Hours</b> |                                       | <b>6</b> |

## PRACTICAL NURSING

### Diploma, 45 Credit Hours, 14-Month Program

The mission of the Practical Nursing program is to provide graduates with the knowledge, skills, attitude, and integrity to provide safe, prudent, and patient-centered care necessary to prepare them to successfully complete the National Council Licensure Examination for Practical Nursing (NCLEX-PN) and become employed as a Licensed Practical Nurse.

Licensed Practical Nurses (LPN's) are an important member of the healthcare team, and, in many settings, including long-term care, medical offices and transitional care, their role has expanded to include IV therapy and supervision. The Practical Nursing program stresses the importance of incorporating a variety of experiences including lecture, lab, and clinical hours to ensure graduates have the knowledge, skills, and experiences needed to be successful after graduation.

Students considering the Practical Nursing program are required to fulfill additional requirements before entering technical program courses. Students in the second semester technical courses of the Practical Nursing program must successfully meet benchmark scores on the required exit exam in order to graduate. Please refer to the Practical Nursing Application Process or contact the Practical Nursing Program Director.

| Course No.                            | Course Title                                    | Credits   |
|---------------------------------------|---|-----------|
| <b>General Education Requirements</b> |   |           |
| CIS 105                               | MICROCOMPUTER SOFTWARE APPLICATIONS I           | 3         |
| ENGL 101                              | COMPOSITION*                                    | 3         |
| HC 114                                | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3         |
| MATH 101                              | INTERMEDIATE ALGEBRA** <i>or higher</i>         | 3         |
| PSYC 101                              | GENERAL PSYCHOLOGY                              | 3         |
|                                       | <b>Total</b>                                    | <b>15</b> |
| <b>Technical Requirements</b>         |   |           |
| NRS 100                               | FUNDAMENTAL SKILLS LAB                          | 1         |
| NRS 105                               | FUNDAMENTAL NURSING PRACTICE I                  | 3         |
| NRS 110                               | FUNDAMENTAL NURSING PRACTICE II                 | 2         |
| NRS 115                               | FUNDAMENTAL NURSING PRACTICE III                | 2         |
| NRS 121                               | FUNDAMENTAL NURSING CLINICAL I & II             | 4         |
| NRS 130                               | FUNDAMENTAL NURSING CLINICAL III                | 1         |
| NRS 135                               | TRANSITIONAL NURSING                            | 2         |
| NRS 200                               | ADVANCED SKILLS LAB                             | 1         |
| NRS 205                               | ADVANCED NURSING PRACTICE I                     | 3         |
| NRS 210                               | ADVANCED NURSING PRACTICE II                    | 2         |
| NRS 215                               | ADVANCED NURSING PRACTICE III                   | 2         |
| NRS 221                               | ADVANCED NURSING CLINICAL I & II                | 4         |
| NRS 230                               | ADVANCED NURSING CLINICAL III                   | 1         |
| NRS 235                               | ADVANCED NURSING CLINICAL IV                    | 2         |
|                                       | <b>Total</b>                                    | <b>30</b> |

\* Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\* Prerequisite: Acceptable ACCUPLACER score or Basic Math/Elementary Algebra.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

## Semester Breakdown for Diploma Option 1

|  |   |           |                           |                                  |           |
|--|---|-----------|---------------------------|----------------------------------|-----------|
| <b>General Education Requirements must be completed before enrolling in NRS Technical Courses.</b><br><b>Required General Education courses are offered in the Fall, Spring, and Summer Semesters.</b><br><b>Students must hold a current CNA certification or receive a C or better in HC 124 and HC 126 before entering NRS Technical Courses.</b> |   |           |                           |                                  |           |
| CIS 105  | Microcomputer Software Applications I           |           | CR<br>3                   |                                  |           |
| ENGL 101   | Composition                                     |           | 3                         |                                  |           |
| HC 114   | Anatomy & Physiology for the Health Professions |           | 3                         |                                  |           |
| MATH 101   | Intermediate Algebra <i>or higher</i>           |           | 3                         |                                  |           |
| PSYC 101   | General Psychology                              |           | 3                         |                                  |           |
| <b>Total Credit Hours</b>  |   |           | <b>15</b>                 |                                  |           |
| <b>Fall Semester</b>   |   | <b>CR</b> | <b>Spring Semester</b>    |                                  | <b>CR</b> |
| NRS 100  | Fundamental Skills Lab                          | 1         | NRS 200                   | Advanced Skills Lab              | 1         |
| NRS 105  | Fundamental Nursing Practice I                  | 3         | NRS 205                   | Advanced Nursing Practice I      | 3         |
| NRS 110  | Fundamental Nursing Practice II                 | 2         | NRS 210                   | Advanced Nursing Practice II     | 2         |
| NRS 115  | Fundamental Nursing Practice III                | 2         | NRS 215                   | Advanced Nursing Practice III    | 2         |
| NRS 121  | Fundamental Nursing Clinical I & II             | 4         | NRS 221                   | Advanced Nursing Clinical I & II | 4         |
| NRS 130  | Fundamental Nursing Clinical III                | 1         | NRS 230                   | Advanced Nursing Clinical III    | 1         |
| NRS 135  | Transitional Nursing                            | 2         | NRS 235                   | Advanced Nursing Clinical IV     | 2         |
| <b>Total Credit Hours</b>  |   | <b>15</b> | <b>Total Credit Hours</b> |                                  | <b>15</b> |

## Semester Breakdown for Diploma Option 2

|  |   |           |                           |                                  |           |
|--|---|-----------|---------------------------|----------------------------------|-----------|
| <b>General Education Requirements must be completed before enrolling in NRS Technical Courses.</b><br><b>Required General Education courses are offered in the Fall, Spring, and Summer Semesters.</b><br><b>Students must hold a current CNA certification or receive a C or better in HC 124 and HC 126 before entering NRS Technical Courses.</b> |   |           |                           |                                  |           |
| CIS 105  | Microcomputer Software Applications I           |           | CR<br>3                   |                                  |           |
| ENGL 101   | Composition                                     |           | 3                         |                                  |           |
| HC 114   | Anatomy & Physiology for the Health Professions |           | 3                         |                                  |           |
| MATH 101   | Intermediate Algebra <i>or higher</i>           |           | 3                         |                                  |           |
| PSYC 101   | General Psychology                              |           | 3                         |                                  |           |
| <b>Total Credit Hours</b>  |   |           | <b>15</b>                 |                                  |           |
| <b>Spring Semester</b>   |   | <b>CR</b> | <b>Fall Semester</b>      |                                  | <b>CR</b> |
| NRS 100  | Fundamental Skills Lab                          | 1         | NRS 200                   | Advanced Skills Lab              | 1         |
| NRS 105  | Fundamental Nursing Practice I                  | 3         | NRS 205                   | Advanced Nursing Practice I      | 3         |
| NRS 110  | Fundamental Nursing Practice II                 | 2         | NRS 210                   | Advanced Nursing Practice II     | 2         |
| NRS 115  | Fundamental Nursing Practice III                | 2         | NRS 215                   | Advanced Nursing Practice III    | 2         |
| NRS 121  | Fundamental Nursing Clinical I & II             | 4         | NRS 221                   | Advanced Nursing Clinical I & II | 4         |
| NRS 130  | Fundamental Nursing Clinical III                | 1         | NRS 230                   | Advanced Nursing Clinical III    | 1         |
| NRS 135  | Transitional Nursing                            | 2         | NRS 235                   | Advanced Nursing Clinical IV     | 2         |
| <b>Total Credit Hours</b>  |   | <b>15</b> | <b>Total Credit Hours</b> |                                  | <b>15</b> |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

## PRECISION MACHINING TECHNOLOGY

### Diploma, 36 Credit Hours, 9-Month Program

The Precision Machining Technology graduate will be able to set up and operate a variety of machine tools to produce precision metal parts, instruments, and tools. Machinists use machine tools, such as lathes, milling machines, and grinders, to produce precision metal parts. Although they may produce large quantities of one part, precision machinists often produce small batches or one-of-a-kind items. The parts that machinists make range from simple bolts of steel or brass to titanium bone screws for orthopedic implants. Hydraulic parts, anti-lock brakes and automobile pistons are other widely known products that machinists make.

| Course No.                            | Course Title                                 | Credits   |
|---------------------------------------|--|-----------|
| <b>General Education Requirements</b> |  |           |
| CIS 105                               | MICROCOMPUTER SOFTWARE APPLICATIONS I        | 3         |
| ENGL 106                              | WORKPLACE COMMUNICATIONS I*                  | 3         |
| MATH 100                              | ELEMENTARY ALGEBRA** <i>or higher</i>        | 3         |
| PSYC 103                              | HUMAN RELATIONS IN THE WORKPLACE             | 3         |
| <b>Total</b>                          |  | <b>12</b> |
| <b>Technical Requirements</b>         |  |           |
| MACH 110                              | MACHINE SHOP OPERATIONS                      | 3         |
| MACH 115                              | TURNING THEORY AND OPERATIONS I              | 3         |
| MACH 120                              | MILLING THEORY AND OPERATIONS I              | 3         |
| MACH 125                              | MECHANICAL BLUEPRINT READING                 | 3         |
| MACH 130                              | MATERIALS APPLICATIONS                       | 3         |
| MACH 135                              | TURNING THEORY AND OPERATIONS II             | 3         |
| MACH 140                              | MILLING THEORY AND OPERATIONS II             | 3         |
| MACH 145                              | APPLIED COMPUTER AIDED DRAFTING FUNDAMENTALS | 3         |
| <b>Total</b>                          |  | <b>24</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

### Semester Breakdown Diploma

| First Semester            |                                       |           | Second Semester           |  |           |
|---------------------------|---------------------------------------|-----------|---------------------------|--|-----------|
|                           |                                       | CR        |                           |  | CR        |
| CIS 105                   | Microcomputer Software Applications I | 3         | ENGL 106                  | Workplace Communications I                   | 3         |
| MACH 110                  | Machine Shop Operations               | 3         | MACH 130                  | Materials Applications                       | 3         |
| MACH 115                  | Turning Theory and Operations I       | 3         | MACH 135                  | Turning Theory and Operations II             | 3         |
| MACH 120                  | Milling Theory and Operations I       | 3         | MACH 140                  | Milling Theory and Operations II             | 3         |
| MACH 125                  | Mechanical Blueprint Reading          | 3         | MACH 145                  | Applied Computer Aided Drafting Fundamentals | 3         |
| MATH 100                  | Elementary Algebra <i>or higher</i>   | 3         | PSYC 103                  | Human Relations in the Workplace             | 3         |
| <b>Total Credit Hours</b> |                                       | <b>18</b> | <b>Total Credit Hours</b> |  | <b>18</b> |

## REGISTERED NURSING

### Associate of Applied Science, 40 Credit Hours\*, 14-Month Program

This degree will provide a 1 + 1 bridge track for graduates of an LPN program who hold a current LPN license. This program is designed for students with a goal of advancing their nursing career which includes opportunities in hospital, long-term care, clinic, assisted living, and other settings. This program will allow individuals to expand on the technical and communication skills obtained through their LPN licensure. Students will be trained in the areas of science and technology, advanced nursing skills, problem solving and critical thinking, professionalism, and communication, as it relates to nursing.

Students in the second semester technical courses of the Registered Nursing program must successfully meet benchmark scores on the required exit exam in order to graduate. All students successfully completing the Registered Nurse program will earn an AAS degree in Registered Nursing and will be prepared to take the licensure exam to enter the workforce as registered nurses (RNs).

| Course No.                       | Course Title                                 | Credits   |
|----------------------------------|--|-----------|
| <b>Prerequisite Requirements</b> |  |           |
| CHEM 106                         | CHEMISTRY SURVEY                             | 3         |
| CHEM 106L                        | CHEMISTRY SURVEY LAB                         | 1         |
| MATH 114                         | COLLEGE ALGEBRA                              | 3         |
| HC 202                           | MEDICAL MICROBIOLOGY                         | 3         |
| SOC 100                          | INTRODUCTION TO SOCIOLOGY                    | 3         |
| SPCM 101                         | FUNDAMENTALS OF SPEECH                       | 3         |
| <b>Total</b>                     |  | <b>16</b> |
| <b>Technical Requirements</b>    |  |           |
| NURS 250                         | TRANSITION TO REGISTERED NURSING I           | 3         |
| NURS 255                         | PHARMACOLOGY FOR THE REGISTERED NURSE        | 3         |
| NURS 260                         | MEDICAL SURGICAL NURSING ACROSS THE LIFESPAN | 6         |
| NURS 270                         | MATERNAL CHILD NURSING                       | 3         |
| NURS 275                         | MENTAL HEALTH NURSING ACROSS THE LIFESPAN    | 3         |
| NURS 285                         | TRANSITION TO REGISTERED NURSING II          | 2         |
| NURS 299                         | REGISTERED NURSING PRACTICUM EXPERIENCE      | 4         |
| <b>Total</b>                     |  | <b>24</b> |

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

Upon proof of current LPN licensure, 20 credits will be granted. An additional 16 credits in General Education courses and 24 credits in RN technical courses will be needed to meet graduation requirements for the RN degree.

### Semester Breakdown AAS

| <b>Prerequisite Requirements must be completed before enrolling in NURS Technical Courses.</b> |                           |           |
|--|---------------------------|-----------|
| <b>Students must hold a current LPN license before entering NURS Technical Courses.</b>        |                           |           |
|  |                           | <b>CR</b> |
| CHEM 106   | Chemistry Survey          | 3         |
| CHEM 106L  | Chemistry Survey Lab      | 1         |
| MATH 114   | College Algebra           | 3         |
| HC 202   | Medical Microbiology      | 3         |
| SOC 100  | Introduction to Sociology | 3         |
| SPCM 101   | Fundamentals of Speech    | 3         |
| <b>Total Credit Hours</b>  |                           | <b>16</b> |

| <b>First Semester</b>     |  | <b>CR</b> | <b>Second Semester</b>    |   | <b>CR</b> |
|---------------------------|--|-----------|---------------------------|---|-----------|
| NURS 250                  | Transition to Registered Nursing I           | 3         | NURS 270                  | Maternal Child Nursing                    | 3         |
| NURS 255                  | Pharmacology for the Registered Nurse        | 3         | NURS 275                  | Mental Health Nursing Across the Lifespan | 3         |
| NURS 260                  | Medical Surgical Nursing Across the Lifespan | 6         | NURS 285                  | Transition to Registered Nursing II       | 2         |
|                           |  |           | NURS 299                  | Registered Nursing Practicum Experience   | 4         |
| <b>Total Credit Hours</b> |  | <b>12</b> | <b>Total Credit Hours</b> |   | <b>12</b> |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.



## **SURGICAL TECHNOLOGY**

### **Associate of Applied Science, 60 Credit Hours, 18-Month Program\*\*\***

The mission of the Surgical Technology program is to provide students with the knowledge, skills, and dedication necessary to become successful, valuable, and effective surgical technologists in the communities they serve.

Graduates of accredited surgical technology programs complete a comprehensive education in which they receive in-depth knowledge related to the operating room. This includes completion of a surgical rotation during a clinical experience. Throughout the educational experience, the surgical technology student learns the principles of asepsis and application of sterile technique. It is the position of The Association of Surgical Technologists (AST) that surgical technologists are subject matter experts in these principles. Other healthcare providers are recommended to draw upon the expertise of the surgical technologist to share their knowledge and skills in order to prevent the patient from acquiring an infection.

During the clinical portion of the program, students will complete a minimum of 120 cases of various specialties in the first or second scrub role. At the completion of all clinical requirements, students will sit for the Professional Certification of Surgical Technologist, (CST) Exam. Surgical technologists stand at the leading edge of advancements in surgical techniques and interventions using their professionalism, expertise, and abilities to make a difference.

| <b>Course No.</b>                     | <b>Course Title</b>                                    | <b>Credits</b> |
|---------------------------------------|--|----------------|
| <b>General Education Requirements</b> |  |                |
| CIS 105                               | MICROCOMPUTER SOFTWARE APPLICATIONS I                  | 3              |
| ENGL 101                              | COMPOSITION* <i>or</i>                                 | 3              |
| ENGL 106                              | WORKPLACE COMMUNICATIONS I*                            |                |
| MATH 100                              | ELEMENTARY ALGEBRA** <i>or higher</i>                  | 3              |
| PSYC 101                              | GENERAL PSYCHOLOGY <i>or</i>                           | 3              |
| PSYC 103                              | HUMAN RELATIONS IN THE WORKPLACE                       |                |
| SOC 100                               | INTRODUCTION TO SOCIOLOGY                              | 3              |
|                                       | <b>Total</b>   | <b>15</b>      |
| <b>Technical Requirements</b>         |  |                |
| HC 114                                | ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS        | 3              |
| HC 135                                | MEDICAL LAW AND ETHICS                                 | 2              |
| HC 213                                | MEDICAL TERMINOLOGY I                                  | 3              |
| HC 225                                | PATHOPHYSIOLOGY <i>online</i>                          | 3              |
| ST 102                                | INTRODUCTION TO SURGICAL TECHNOLOGY                    | 3              |
| ST 111                                | INTRODUCTION TO SURGICAL TECHNOLOGY LAB                | 3              |
| ST 128                                | SURGICAL PHARMACOLOGY <i>online</i>                    | 2              |
| ST 130                                | SURGICAL PROCEDURES I                                  | 3              |
| ST 131                                | PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY I      | 3              |
| ST 230                                | SURGICAL PROCEDURES II                                 | 3              |
| ST 231                                | PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY II     | 3              |
| ST 250                                | SURGICAL TECHNOLOGY CLINICALS                          | 13             |
| ST 251                                | SURGICAL TECHNOLOGY CERTIFICATION REVIEW <i>online</i> | 1              |
|                                       | <b>Total</b>   | <b>45</b>      |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

\*\*\*Graduation Requirement: Students must sit for the national certification exam conducted by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. Clinicals may occur during summer semester depending on program enrollments. This may require travel outside the Rapid City area.

Semester breakdown on next page

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## Semester Breakdown AAS

| <b>First Semester</b>     |  |           | <b>Second Semester</b>    |  |           |
|---------------------------|--|-----------|---------------------------|--|-----------|
|                           |  | <b>CR</b> |                           |  | <b>CR</b> |
| CIS 105                   | Microcomputer Software Applications I              | 3         | HC 225                    | Pathophysiology <i>online</i>                          | 3         |
| HC 114                    | Anatomy & Physiology for the Health Professions    | 3         | MATH 100                  | Elementary Algebra <i>or higher</i>                    | 3         |
| HC 135                    | Medical Law and Ethics                             | 2         | ST 128                    | Surgical Pharmacology <i>online</i>                    | 2         |
| HC 213                    | Medical Terminology I                              | 3         | ST 130                    | Surgical Procedures I                                  | 3         |
| ST 102                    | Introduction to Surgical Technology                | 3         | ST 131                    | Principles and Practices of Surgical Technology I      | 3         |
| ST 111                    | Introduction to Surgical Technology Lab            | 3         |                           |  |           |
| <b>Total Credit Hours</b> |  | <b>17</b> | <b>Total Credit Hours</b> |  | <b>14</b> |
| <b>Third Semester</b>     |  |           | <b>Fourth Semester</b>    |  |           |
|                           |  | <b>CR</b> |                           |  | <b>CR</b> |
| ENGL 101                  | Composition <i>or</i>                              | 3         | ST 250                    | Surgical Technology Clinicals                          | 13        |
| ENGL 106                  | Workplace Communications I                         |           | ST 251                    | Surgical Technology Certification Review <i>online</i> | 1         |
| PSYC 101                  | General Psychology <i>or</i>                       | 3         |                           |  |           |
| PSYC 103                  | Human Relations in the Workplace                   |           |                           |  |           |
| SOC 100                   | Introduction to Sociology                          | 3         |                           |  |           |
| ST 230                    | Surgical Procedures II                             | 3         |                           |  |           |
| ST 231                    | Principles and Practices of Surgical Technology II | 3         |                           |  |           |
| <b>Total Credit Hours</b> |  | <b>15</b> | <b>Total Credit Hours</b> |  | <b>14</b> |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

## **TECHNICAL STUDIES**

### **Associate of Applied Science, 60 Credit Hours, 18-Month Program**

The Technical Studies curriculum will differ for each student. Individualized plans of study will be developed to meet the student's career goals and be approved by the Registrar at WDT. The exact mix of courses will vary from student to student, as long as the minimum credit hour requirements are met and the courses counted toward the degree assist the student in meeting his or her career goal.

#### **Technical Courses**

**30 credit hours minimum**

Technical credits, as part of a required, earned certificate or diploma from an accredited institution, may be earned by a combination of technical courses and/or work experience demonstrated through documented and demonstrated assessments.

#### **General Education Courses**

**15 – 18 credit hours**

Students must meet the general education requirements for AAS degrees at the technical institute where they enroll in the Technical Studies program. Each Technical Institute may have different course requirements, depending on the student's individualized plan of study.

|                   |           |
|-------------------|-----------|
| Arts & Humanities | 3 credits |
| Communications    | 3 credits |
| Computers         | 3 credits |
| Mathematics       | 3 credits |
| Natural sciences  | 4 credits |
| Social sciences   | 3 credits |

#### **Elective Courses**

**12 - 15 credit hours**

The degree requires a minimum of 60 credits. Individualized plans of study will include the required 30 technical credits and 15-18 general education credits, and at least 12-15 additional credits – technical or general electives – to meet the students' career objectives.

## WELDING AND FABRICATION

### Associate of Applied Science, 66 Credit Hours, 18-Month Program

The Welding and Fabrication program prepares students for the growing number of career opportunities in the welding field. The combination of classroom theory, hands-on welding skills training, and practical application in labs allows students to attain skills for entry-level employment.

The Welding and Fabrication program is designed to prepare students as entry-level technicians in many areas including the construction and repair of ships, automobiles, and thousands of other manufactured products. Students will study multiple welding and fabrication techniques with various types of welding equipment. Welders require a wide variety of skills that will continue to increase due to the increase of sophisticated fabrication and repair work demanded by industry. This program advances the student's welding skills and increases their employment opportunities.

| Course                                | No. | Course Title                          | Credits   |
|---------------------------------------|-----|---------------------------------------|-----------|
| <b>General Education Requirements</b> |     |                                       |           |
| CIS                                   | 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3         |
| ENGL                                  | 106 | WORKPLACE COMMUNICATIONS I*           | 3         |
| MATH                                  | 100 | ELEMENTARY ALGEBRA**                  | 3         |
| MATH                                  | 101 | INTERMEDIATE ALGEBRA***               | 3         |
| PSYC                                  | 103 | HUMAN RELATIONS IN THE WORKPLACE      | 3         |
| SOC                                   | 100 | INTRODUCTION TO SOCIOLOGY             | 3         |
| <b>Total</b>                          |     |                                       | <b>18</b> |
| <b>Technical Requirements</b>         |     |                                       |           |
| WDM                                   | 102 | SHIELDED METAL ARC WELDING I          | 3         |
| WDM                                   | 103 | GAS METAL ARC WELDING I               | 3         |
| WDM                                   | 104 | FABRICATION I                         | 3         |
| WDM                                   | 105 | OXY FUEL WELDING/CUTTING              | 3         |
| WDM                                   | 150 | SHIELDED METAL ARC WELDING II         | 3         |
| WDM                                   | 151 | GAS METAL ARC WELDING II              | 3         |
| WDM                                   | 152 | FABRICATION II                        | 3         |
| WDM                                   | 153 | GAS TUNGSTEN ARC WELDING I            | 3         |
| WDM                                   | 201 | GAS TUNGSTEN ARC WELDING II           | 3         |
| WDM                                   | 202 | FABRICATION III                       | 3         |
| WDM                                   | 203 | GAS METAL ARC WELDING III             | 3         |
| WDM                                   | 204 | SHIELDED METAL ARC WELDING III        | 3         |
| WDM                                   | 252 | FABRICATION IV                        | 3         |
| WDM                                   | 253 | GAS METAL ARC WELDING IV              | 3         |
| WDM                                   | 254 | SHIELDED METAL ARC WELDING IV         | 3         |
| WDM                                   | 255 | WELDING CAPSTONE                      | 3         |
| <b>Total</b>                          |     |                                       | <b>48</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

\*\*\*Prerequisite: Acceptable ACCUPLACER score or Elementary Algebra.

## Semester Breakdown AAS

| <b>First Semester</b>     |                                       |           | <b>Second Semester</b>    |                                  |           |
|---------------------------|---------------------------------------|-----------|---------------------------|----------------------------------|-----------|
|                           |                                       | <b>CR</b> |                           |                                  | <b>CR</b> |
| CIS 105                   | Microcomputer Software Applications I | 3         | ENGL106                   | Workplace Communications I       | 3         |
| MATH 100                  | Elementary Algebra                    | 3         | PSYC 103                  | Human Relations in the Workplace | 3         |
| WDM 102                   | Shielded Metal Arc Welding I          | 3         | WDM 150                   | Shielded Metal Arc Welding II    | 3         |
| WDM 103                   | Gas Metal Arc Welding I               | 3         | WDM 151                   | Gas Metal Arc Welding II         | 3         |
| WDM 104                   | Fabrication I                         | 3         | WDM 152                   | Fabrication II                   | 3         |
| WDM 105                   | Oxy Fuel Welding/Cutting              | 3         | WDM 153                   | Gas Tungsten Arc Welding I       | 3         |
| <b>Total Credit Hours</b> |                                       | <b>18</b> | <b>Total Credit Hours</b> |                                  | <b>18</b> |
| <b>Third Semester</b>     |                                       |           | <b>Fourth Semester</b>    |                                  |           |
|                           |                                       | <b>CR</b> |                           |                                  | <b>CR</b> |
| MATH 101                  | Intermediate Algebra                  | 3         | SOC 100                   | Introduction to Sociology        | 3         |
| WDM 201                   | Gas Tungsten Arc Welding II           | 3         | WDM 252                   | Fabrication IV                   | 3         |
| WDM 202                   | Fabrication III                       | 3         | WDM 253                   | Gas Metal Arc Welding IV         | 3         |
| WDM 203                   | Gas Metal Arc Welding III             | 3         | WDM 254                   | Shielded Metal Arc Welding IV    | 3         |
| WDM 204                   | Shielded Metal Arc Welding III        | 3         | WDM 255                   | Welding Capstone                 | 3         |
| <b>Total Credit Hours</b> |                                       | <b>15</b> | <b>Total Credit Hours</b> |                                  | <b>15</b> |

## WELDING AND FABRICATION

### Diploma, 36 Credit Hours, 9-Month Program

The Welding and Fabrication program prepares students for the growing number of career opportunities in the welding field. The combination of classroom theory, hands-on welding skills training, and practical application in labs allows students to attain skills for entry-level employment.

The Welding and Fabrication program is designed to prepare students as entry-level technicians in many areas including the construction and repair of ships, automobiles, and thousands of other manufactured products. Students will study multiple welding and fabrication techniques with various types of welding equipment. Welders require a wide variety of skills that will continue to increase due to the increase of sophisticated fabrication and repair work demanded by industry. This program advances the student's welding skills and increases their employment opportunities.

| Course                                | No. | Course Title                          | Credits   |
|---------------------------------------|-----|---------------------------------------|-----------|
| <b>General Education Requirements</b> |     |                                       |           |
| CIS                                   | 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3         |
| ENGL                                  | 106 | WORKPLACE COMMUNICATIONS I*           | 3         |
| MATH                                  | 100 | ELEMENTARY ALGEBRA**                  | 3         |
| PSYC                                  | 103 | HUMAN RELATIONS IN THE WORKPLACE      | 3         |
| <b>Total</b>                          |     |                                       | <b>12</b> |
| <b>Technical Requirements</b>         |     |                                       |           |
| WDM                                   | 102 | SHIELDED METAL ARC WELDING I          | 3         |
| WDM                                   | 103 | GAS METAL ARC WELDING I               | 3         |
| WDM                                   | 104 | FABRICATION I                         | 3         |
| WDM                                   | 105 | OXY FUEL WELDING/CUTTING              | 3         |
| WDM                                   | 150 | SHIELDED METAL ARC WELDING II         | 3         |
| WDM                                   | 151 | GAS METAL ARC WELDING II              | 3         |
| WDM                                   | 152 | FABRICATION II                        | 3         |
| WDM                                   | 153 | GAS TUNGSTEN ARC WELDING I            | 3         |
| <b>Total</b>                          |     |                                       | <b>24</b> |

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

### Semester Breakdown Diploma

| First Semester            |                                       |           | Second Semester           |                                  |           |
|---------------------------|---------------------------------------|-----------|---------------------------|----------------------------------|-----------|
|                           |                                       | CR        |                           |                                  | CR        |
| CIS 105                   | Microcomputer Software Applications I | 3         | ENGL106                   | Workplace Communications I       | 3         |
| MATH 100                  | Elementary Algebra                    | 3         | PSYC 103                  | Human Relations in the Workplace | 3         |
| WDM 102                   | Shielded Metal Arc Welding I          | 3         | WDM 150                   | Shielded Metal Arc Welding II    | 3         |
| WDM 103                   | Gas Metal Arc Welding I               | 3         | WDM 151                   | Gas Metal Arc Welding II         | 3         |
| WDM 104                   | Fabrication I                         | 3         | WDM 152                   | Fabrication II                   | 3         |
| WDM 105                   | Oxy Fuel Welding/Cutting              | 3         | WDM 153                   | Gas Tungsten Arc Welding I       | 3         |
| <b>Total Credit Hours</b> |                                       | <b>18</b> | <b>Total Credit Hours</b> |                                  | <b>18</b> |

## **COURSE DESCRIPTIONS** *(in alphabetical order by course prefix)*

### **ACCT 120 PRINCIPLES OF ACCOUNTING I**

**CREDITS: 3**

This course is an introduction to fundamental accounting concepts. It focuses on understanding the steps in the accounting cycle, i.e., recording transactions, posting, preparing a trial balance, preparing the work sheet, financial statements, and the adjusting and closing process. Additionally, it includes the study of current and non-current assets, current and long-term liabilities, payroll accounting, and partnership accounting.

### **ACCT 121 PRINCIPLES OF ACCOUNTING II**

**CREDITS: 3**

This course continues the study of fundamental accounting concepts; however, it involves the students in the world of accounting as opposed to the recordkeeping function. The course includes the study of Generally Accepted Accounting Principles (GAAP) and the Conceptual Framework, the corporate form as the business entity, preparation of the Statement of Cash Flows, financial statement analysis, introduction to cost accounting, responsibility accounting, cost volume profit analysis, and budgeting. **PREREQUISITE:** ACCT 120.

### **ACCT 122 INTERMEDIATE ACCOUNTING I**

**CREDITS: 4**

This course is intended to develop each student's understanding of accounting by focusing on GAAP and the conceptual framework that provides the support for accounting information. It includes a review of the accounting cycle with advanced work in cash flow, inventory valuation methods, current and non-current assets and liabilities, their specific valuation, and balance sheet presentation. **PREREQUISITE:** ACCT 121.

### **ACCT 123 INTERMEDIATE ACCOUNTING II**

**CREDITS: 4**

This course is intended to develop each student's understanding of accounting information related to stockholders' equity, including: earnings per share calculations, accounting for investments in securities, revenue recognition, interperiod tax allocation, pensions, leases, and financial statement analysis. **PREREQUISITE:** ACCT 122.

### **ACCT 215 PAYROLL ACCOUNTING**

**CREDITS: 3**

The students will study payroll accounting, including the reporting formats for the various governments. Manual payroll applications are covered in the course to enhance the student's job skills. The governmental reporting will include monthly, quarterly, semi-annual, and year-end reports. **PREREQUISITE:** ACCT 120.

### **ACCT 218 TAX ACCOUNTING I**

**CREDITS: 3**

This course is the study of federal income tax including the principles of income recognition, the principles of business and non-business expense deductions, and the concept of capital gains and losses. Emphasis is placed on the individual non-business taxpayer. Case problems involve the preparation of individual tax returns and the various supporting schedules. **PREREQUISITE:** ACCT 120.

### **ACCT 223 MANAGERIAL ACCOUNTING**

**CREDITS: 3**

This course focuses on using accounting information by management as a competitive advantage in real-world situations. The student will be prepared to help management develop the internal financial reports needed for these situations. The use of basic cost accounting skills and basic communication skills to provide management with useful internal information will be stressed. **PREREQUISITE:** ACCT 121.

### **ACCT 227 EXCEL FOR ACCOUNTING**

**CREDITS: 3**

This course develops the use of electronic spreadsheets using Excel in accounting applications. It encourages students to develop spreadsheet formulas for problem solving. Students will create graphs and macros. This encourages the students to develop effective accounting formats in the presentation of financial information. **PREREQUISITES:** ACCT 120 and CIS105.

### **ACCT 228 QUICKBOOKS ACCOUNTING**

**CREDITS: 3**

This course focuses on the integration of computerized information into the basic accounting process. It provides the link between accounting in a traditional sense and its application in an automated environment. It is designed to develop a working knowledge of Windows-based software packages using QuickBooks or QuickBooks Pro commonly used by business. **PREREQUISITE:** ACCT 120 or APPROVAL OF INSTRUCTOR.

### **ACCT 230 TOPICS AND ISSUES IN ACCOUNTING**

**CREDITS: 3**

This course includes many topics and issues in the accounting and bookkeeping fields: mastery of 10-key machines, South Dakota Sales Tax, South Dakota Use Tax, South Dakota Excise Tax, South Dakota Unemployment Tax (SUTA), Federal Unemployment Tax (FUTA), Workers' Compensation guidelines, and other common bookkeeping and accounting topics.

### **ACCT 281 ETHICS IN ACCOUNTING AND BUSINESS**

**CREDITS: 2**

This course is a study of the ethical implications of accounting and managerial decisions. Topics covered include the responsibility of the organization to the individual and society, the role of the individual within the organization, and ethical systems for American business. The course provides an examination and assessment of current American accounting and business practices.

- ACCT 285 OPTIONAL INTERNSHIP** **CREDITS: 1**  
 The internship offers students the opportunity to gain experience in an accounting environment and apply what they have learned in the first three semesters of the accounting program. **PREREQUISITES: MUST HAVE SATISFACTORILY COMPLETED ALL THE REQUIRED TECHNICAL COURSES IN THE FIRST TWO SEMESTERS and HAVE A GPA OF 3.0.**
- ACCT 290 INTERNSHIP** **CREDITS: 2-3**  
 The internship offers students the opportunity to gain experience in an accounting environment and apply what they have learned in the first three semesters of the accounting program. **PREREQUISITE: ADVISOR APPROVAL.**
- AG 108 AGRICULTURE INDUSTRY** **CREDITS: 3**  
 Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing
- AG 120 AGRONOMY & FORAGE / PASTURE MANAGEMENT** **CREDITS: 3**  
 Principles and practices in the development, production, and management of field crops and range plants / forages, including plant breeding, plant diseases, soils, insect control, and weed control.
- AG 130 INTRODUCTION TO ANIMAL SCIENCE** **CREDITS: 3**  
 Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock.
- AG 132 FARM AND RANCH MANAGEMENT** **CREDITS: 3**  
 Basic concepts for successfully managing a farm and ranch, including management records, their analysis and use in making decisions and farm management concepts dealing with credit, land, machinery, capital, crops and livestock enterprises and labor. Instruction in contracts, leases, laws and regulations, estate planning, and applications of personnel and management principles.
- AG 134 COMPUTERS IN AGRICULTURE** **CREDITS: 3**  
 Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, agricultural software, GPS and GIS.
- AG 220 BEEF CATTLE PRODUCTION** **CREDITS: 3**  
 An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing.
- AG 222 CATTLE REPRODUCTION** **CREDITS: 3**  
 This is a training course in the reproductive management and artificial insemination of cattle. Students will become familiar with and learn the anatomy of the cow reproductive tract. This course is designed to acquaint students with the techniques of artificial insemination and pregnancy diagnosis in the cow, and to familiarize students with the collection, evaluation, processing, and handling of semen. The class will also participate in a mock embryo transfer in order to acquaint students with estrus synchronization, drug protocols, and the mechanics of uterine flushing.
- AG 228 AGRICULTURAL POWER UNITS** **CREDITS: 3**  
 Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems of agricultural power machinery.
- AG 230 ENTOMOLOGY** **CREDITS: 3**  
 Study of the morphology, physiology, and classification of the common insect orders and related arthropods with emphasis on species of economic or biological importance. Emphasis on integrated pest management concepts and proper use of pesticides.
- AG 234 PRINCIPLES OF FEEDS AND FEEDING** **CREDITS: 3**  
 Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimen.
- AG 299 INTERNSHIP** **CREDITS: 4**  
 This course is designed to provide the student an opportunity to apply the skills and knowledge acquired in the classroom through active participation in their field of study.
- AQU 150 AQUAPONICS / INDOOR GROWING** **CREDITS: 3**  
 This course covers the study of the aquaponics cycle and how it can be adapted to different growing conditions. It includes the application of indoor, controlled climate systems to achieve optimal production results. Emphasis is given to the 3 living organisms that make up an aquaponics system: plants, aquatic organisms, and bacteria. Students will utilize existing aquaponics systems to grow crops and fish throughout the course.
- AQU 205 HORTICULTURE** **CREDITS: 3**  
 This course introduces basic plant science and garden cultivation and management. Topics of plant taxonomy, environmental conditions for growth, soil management, and landscape and garden design will be addressed. **PREREQUISITE: AQU 150**



- AQU 250 AQUACULTURE** **CREDITS: 3**  
 This course introduces principles underlying aquatic productivity and management. The concepts covered include species selection, genetics, nutrition and health, reproduction, and creating optimal production environments. Students will utilize existing aquaponics systems to grow crops and fish throughout the course. PREREQUISITE: AQU 205
- AQU 255 AQUAPONICS DESIGN** **CREDITS: 3**  
 This course introduces environmental and engineering concepts that factor into efficient aquaponics system design. Throughout this course students will be researching and developing a system of their own design. PREREQUISITE: AQU 205
- AT 101 UNDER-CAR DIAGNOSTICS** **CREDITS: 3**  
 The theory of construction, operation, and repair of automotive brakes, steering, and suspension systems will be covered in this course. Vehicle alignment theory will also be taught during this course. CO-REQUISITE: AT 105
- AT 105 UNDER-CAR DIAGNOSTICS LAB** **CREDITS: 5**  
 The hands-on construction, operation, and repair of automotive brakes, steering, and suspension systems will be covered in this course. Vehicle alignment procedures will also be taught during this course. CO-REQUISITE: AT 101
- AT 110 AUTOMOTIVE TECHNOLOGY HVAC** **CREDITS: 3**  
 HVAC is a course designed to enable the students to understand the principles of mobile heating, ventilation, and air conditioning systems. The student will use modern equipment for testing and diagnosing related systems.
- AT 115 ENGINE CONSTRUCTION AND OPERATION** **CREDITS: 3**  
 This course is designed to instruct the student on the operation and diagnosis of engines. Particular attention will be paid to the techniques of analyzing internal failures of the compression, lubrication, and cooling systems.
- AT 121 INTRODUCTION TO HYBRIDS** **CREDITS: 1**  
 In this class, the students will learn the different types of hybrids, how hybrids work, and precautions and maintenance of hybrids.
- AT 125 LIGHT DUTY DRIVETRAINS** **CREDITS: 4**  
 This course will teach the theory of construction, operation, and repair of automatic and standard transmissions/transaxles, clutches, drivelines, and differentials of automobiles. The theories of hydraulics will also be introduced to get a better understanding of how the internals of an automatic transmission and slave cylinders work. CO-REQUISITE: AT 130
- AT 130 LIGHT DUTY DRIVETRAINS LAB** **CREDITS: 6**  
 This course will demonstrate the hands-on construction, operation, and repair of automatic and standard transmissions/transaxles, clutches, drivelines, and differentials of automobiles. The hands-on application of hydraulics will also be introduced to get a better understanding of how the internals of an automatic transmission and slave cylinders work. CO-REQUISITE: AT 125
- AT 210 VEHICLE ELECTRICITY AND ELECTRONIC SYSTEMS** **CREDITS: 4**  
 This course is designed to provide the students with knowledge of shop safety while learning the electronics background necessary to understand and diagnose the sophisticated electronic systems of the modern automobile. CO-REQUISITE: AT 215
- AT 215 VEHICLE ELECTRICITY AND ELECTRONIC SYSTEMS LAB** **CREDITS: 6**  
 This course is designed to provide the students with knowledge of shop safety while learning hands-on vehicle electrical systems. CO-REQUISITE: AT 210
- AT 230 ENGINE PERFORMANCE** **CREDITS: 4**  
 This course is designed to provide the student with the necessary instruction to diagnose and repair ignition-, fuel-, and emissions-related drivability problems. CO-REQUISITE: AT 235
- AT 235 ENGINE PERFORMANCE LAB** **CREDITS: 6**  
 This course is designed to provide the student with the necessary hands-on instruction to diagnose and repair ignition-, fuel-, and emissions-related drivability problems CO-REQUISITE: AT 230
- AT 240 ENGINE OVERHAUL** **CREDITS: 4**  
 The construction and repair of automotive engines will be covered.
- AT 250 SHOP AND PARTS MANAGEMENT** **CREDITS: 1**  
 The course is designed to instruct the student in the wholesale and retail automobile parts industry to assess the knowledge and the skills necessary to work competently as a parts specialist. The course will enable the student to possess knowledge about a wide range of vehicle component systems for all makes and models, as well as customer relations, sales, merchandising, vehicle identification, cataloging, and inventory management skills.
- BIOL 101 BIOLOGY SURVEY I** **CREDITS: 4**  
 Study of the nature, diversity, and classification of life, ecology, cells and cell cycle. Mendelian and modern genetics evolution and evolution theory. Intended for those not majoring in biology.
- BIOL 101L BIOLOGY SURVEY I LAB** **CREDITS: 1**  
 Laboratory experience that accompanies BIOL 101.

- BIOL 231 GENERAL MICROBIOLOGY** **CREDITS: 3**  
Principles of basic and applied microbiology. PREREQUISITE: CHEM 106, CHEM 106L
- BIOL 231L GENERAL MICROBIOLOGY LAB** **CREDITS: 1**  
Laboratory experience that accompanies BIOL 231. PREREQUISITE: CHEM 106, CHEM 106L
- BUS 120 PRINCIPLES OF MARKETING** **CREDITS: 3**  
This course introduces the student to the basic concepts and practices of modern marketing philosophies. Topics include marketing and how it relates to business, consumer behavior, marketing research, strategy and planning, product and pricing decisions, distributions and promotion decisions, for both consumer and industrial goods and services.
- BUS 140 BUSINESS LAW** **CREDITS: 3**  
This course involves a thorough study of the law of contracts, sales, product liability, agency, corporations, employment and other selected topics. Upon completion of this course, students will be better prepared to make sound business decisions while considering legal ramifications.
- BUS 141 WRITTEN COMMUNICATIONS FOR BUSINESS** **CREDITS: 3**  
This writing course is designed to assist students with the development and refinement of their written communication skills as it relates to business. It stresses the factors underlying the composition of managerial communications, reader analysis, and content quality for letters and memoranda, and informational and analytical reports. PREREQUISITE: ACHIEVED REQUIRED SCORE ON A NATIONAL or A WESTERN DAKOTA TECH QUALIFYING PLACEMENT TEST or A PASSING GRADE IN ENGL 091.
- BUS 158 WEB DESIGN FOR BUSINESS** **CREDITS: 3**  
This project-based course gives students the fundamental skills required to design responsive web sites based on current standards. Throughout the course students are introduced to planning and designing effective web pages; implementing web pages by writing HTML and CSS code; enhancing web pages with the use of page layout techniques, text formatting, graphics, images, and multimedia; and producing a functional, multi-page website.
- BUS 162 PROJECT MANAGEMENT** **CREDITS: 3**  
This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project.
- BUS 166 DIGITAL IMAGE DESIGN FOR BUSINESS** **CREDITS: 3**  
This course is an all-inclusive look into the tools and techniques used in image editing and manipulation. Students will learn how to create and manipulate graphics in order to create works of arts to be used in digital business communication.
- BUS 175 RECORDS MANAGEMENT** **CREDITS: 3**  
The student will learn and apply alphabetic, numeric, and subject filing according to the rules established by the Association of Records Managers and Administrators. This class also covers record storage and retrieval systems, equipment, file maintenance, and improvement of record control.
- BUS 205 SOCIAL MEDIA MARKETING** **CREDITS: 3**  
This course studies the ever-changing world of social media marketing, researches the history and the impact social media has on business and marketing. Students will identify and utilize various social media marketing tools and learn how to effectively integrate them into the marketing mix.
- BUS 210 SUPERVISORY MANAGEMENT** **CREDITS: 3**  
This course studies management functions of planning, organizing, staffing, leading and controlling. Students will learn about supervision and working with people to inspire, empower and develop them to become more effective in their working roles.
- BUS 215 SEARCH ENGINE MARKETING** **CREDITS: 3**  
Explore and apply search engine marketing fundamentals such as search engine optimization, pay-per-click, link development, and other tactics that can improve the search engine performance of any website. Create webpages that are search engine friendly and meet the needs of customers. Learn how to evaluate search engine marketing efforts and make tactical adjustments to improve results.
- BUS 218 DESIGN ESSENTIALS** **CREDITS: 3**  
Students will learn the art of desktop publishing including text style and graphic integration to create practical business documents such as posters, flyers, booklets, and brochures. The course also focuses on design principles such as consistency, proportion, balance, typography, and color theory.
- BUS 224 PERSONAL FINANCE** **CREDITS: 3**  
This course is a survey of individual investment and finance choices and opportunities. Topics include budgeting, cash-flow, use of credit, auto, life, and health insurance, home mortgages, and will and estate planning. Students will focus on the knowledge to provide themselves with a secure financial future.
- BUS 227 WRITING FOR SOCIAL MEDIA MARKETING** **CREDITS: 3**  
Effective social media marketing efforts require a unique copywriting approach. Discover why social media writing needs to be different and how effective writing changes how customers interact with businesses. Learn about appropriate writing tone and how

to achieve a writing style that increases engagement and return traffic. Use case studies, examples, and hands-on writing projects to understand and apply effective social media writing techniques.

**BUS 228 PERSONAL INVESTMENTS CREDITS: 3**  
This course is an intermediate course designed to give students a better understanding of the basic theories, instruments, environments, and practical techniques associated with personal and business investment decisions such as stocks, bonds, mutual funds, real estate, asset allocation and risk and return. Upon completion of this course, students will be better prepared to make sound investment decisions.

**BUS 233 SMALL BUSINESS ENTREPRENEURSHIP CREDITS: 3**  
This course is an introduction to the concepts, terminology, and process of new venture creation, operations and growth, as well as the introduction of entrepreneurial management practices into existing businesses. This course will assist in the identification of entrepreneurial opportunities and strategies. Feasibility, legal, management and ethical responsibilities are emphasized. Students will complete a capstone project of a comprehensive business plan and oral presentation.

**BUS 241 ADVANCED COMPUTER APPLICATIONS FOR BUSINESS CREDITS: 3**  
The primary focus of the class will be on expert proficiencies in word processing and spreadsheet software. The class is designed to meet all the required skills needed to take the Microsoft Office User Specialist Expert exams in word processing and spreadsheet software. The curriculum will also cover additional Windows-based programs and computer operations. PREREQUISITE: CIS 105.

**BUS 250 SOCIAL MEDIA MARKETING CAMPAIGN CREDITS: 3**  
In this capstone course, create and implement a social media marketing campaign for an actual business or organization. Use business, marketing, and social media principles and tactics to select a client, assess the client's needs, evaluate the market, and construct a sound social media campaign. During the campaign, use available metrics and data to evaluate the effectiveness of the campaign.

**BUS 291 INTERNSHIP CREDITS: 3**  
This course is designed to provide the student an opportunity to apply the skills and knowledge acquired in the classroom through active participation in a local business. This is a volunteer or paid supervised internship. PREREQUISITE: ADVISOR APPROVAL.

**CAD 101 DRAFTING FUNDAMENTALS CREDITS: 3**  
The student is introduced to the fundamentals of drafting for the architectural, civil, and mechanical fields. The course covers the principles of board drafting, use of equipment, orthographic drawings, shape description, isometric drawings, and basic design concepts. The course strives to develop good drafting habits, technical abilities, and communication and teamwork skills.

**CAD 111 ARCHITECTURAL DRAFTING I CREDITS: 3**  
This course is an introduction to architectural drafting and design. Students will build on their knowledge of residential construction and learn to apply that knowledge toward the development of residential construction documents which conform to code requirements, industry standards, and proper drafting techniques. PREREQUISITES: CAD 135 and CAD 139.

**CAD 135 ARCHITECTURAL CONSTRUCTION THEORY I CREDITS: 3**  
This course is an introduction to the concepts of architectural construction theory. The student is introduced to the fundamentals of construction practices and materials used in building foundations, floors, walls, roofs, and associated components.

**CAD 139 2D CAD CREDITS: 3**  
This course introduces the concept of 2D CAD using the latest release of AutoCAD, and covers skills ranging from basic to advanced. Basic Draw and Modify commands will be studied, as well as advanced concepts such as Layers, Blocks, Annotations, X-Referencing, and Document Creation. Students will also learn proper computer care, file manipulation, and storage.

**CAD 141 ARCHITECTURAL 3D CAD CREDITS: 3**  
This course introduces the industry standard 3D CAD application in the architectural field. The course covers the basics of parametric 3D modeling with BIM (Building Information Modeling) software.

**CAD 142 MECHANICAL 3D CAD CREDITS: 3**  
This course introduces industry standard 3D CAD applications for the mechanical field. The course covers the basics of parametric 3D modeling including the concepts of parts, assemblies, and drawings.

**CAD 150 ARCHITECTURAL PRINT READING CREDITS: 1**  
This course addresses the need to accurately read and interpret technical drawings. Students will become familiar with the various symbols, abbreviations and terms associated with a standard set of construction documents and learn to navigate these drawings to accurately determine design intent.

**CAD 202 MECHANICAL DRAFTING CREDITS: 3**  
This course covers mechanical drafting practices used to create engineering drawings with a focus on drawing accuracy, drafting conventions, dimensioning, and readability. PREREQUISITES: CAD 232 and CAD 234.

- CAD 203 PRINCIPLES OF COMMERCIAL THEORY I CREDITS: 3**  
 This course is an introduction to the concepts of commercial construction theory. Emphasis is placed on methods, materials, and terms that are used in the commercial construction industry including advanced concepts of foundation, wall, floor, and roof construction.
- CAD 214 INTRODUCTION TO CIVIL DRAFTING CREDITS: 3**  
 This course introduces students to practical concepts and drafting principles associated with civil engineering and design. Students learn to interpret maps and symbols, calculate surveying data, and develop drawings for common civil drafting functions. PREREQUISITE: CAD 139.
- CAD 215 LIGHT COMMERCIAL CONSTRUCTION WITH MECHANICAL AND ELECTRICAL CREDITS: 3**  
 This course is designed to introduce the student to the concepts, techniques, and safety practices of mechanical and electrical systems as they apply to the drafting environment. Course emphasis includes reading and drawing prints to show mechanical and electrical requirements, safe practices, introduction to the National Electrical Code (NEC), mechanical and electrical symbols, and basic concepts. PREREQUISITE: CAD 139.
- CAD 232 MECHANICAL PRINCIPLES CREDITS: 3**  
 This course equips the student with basic principles of mechanical operations, component interaction, and assembly procedure. PREREQUISITE: CAD 139 and PREREQUISITE or CO-REQUISITE CAD 142.
- CAD 234 MECHANICAL PRINT READING CREDITS: 2**  
 Students will learn to read a variety of prints from different industries and to extract important construction and design information from each drawing.
- CAD 237 ARCHITECTURAL DRAFTING II CREDITS: 3**  
 This course continues exploration into the concepts of architectural drafting and design. Students will become more proficient in designing and completing architectural drawings with increased independence from the instructor. Advanced techniques are introduced which make use of the student's growing skill with CAD software. PREREQUISITE: CAD 111.
- CAD 240 3D ARCHITECTURAL DESIGN CREDITS: 3**  
 This course continues the application of architectural design concepts and adapts them to the use of 3D Building Information Modeling (BIM). Students will apply their acquired skills and knowledge toward the development of functional designs and construction documents using the latest version of the appropriate 3D applications. PREREQUISITES: CAD 111 and CAD 141.
- CAD 244 3D ENGINEERING DESIGN CREDITS: 3**  
 This course covers advanced features of parametric solid modeling including the concepts of parts, assemblies, drawings, sheet metal design, and animation. PREREQUISITE: CAD 142.
- CAD 247 COMPUTER AUTOMATED MANUFACTURING CREDITS: 3**  
 This course covers a working knowledge and application of computer automated manufacturing. PREREQUISITE: CAD 142.
- CAD 250 INTRODUCTION TO MAPPING/GPS CREDITS: 2**  
 This course covers principles of reading and using maps with industry standard technologies including Global Positioning Systems (GPS). Proper techniques of gathering usable mapping coordinates for Geographical Information Systems (GIS) will be emphasized.
- CAD 251 INTRODUCTION TO GIS CREDITS: 3**  
 This course introduces principles and applications of Geographic Information Systems (GIS) using ArcGIS software. Students will develop skills in manipulating geographic data and representing this data through various informational mapping techniques. PREREQUISITE: CAD 250.
- CAD 252 INTRODUCTION TO SURVEYING CREDITS: 3**  
 This course exposes students to basic field surveying techniques and related office procedures. PREREQUISITES: CAD 250 and MATH 114 or MATH 120.
- CAD 297 INTERNSHIP CREDITS: 3**  
 Work in a professional office for a minimum of 120 hours to gain computer aided drafting experience. The internship will be directly related to the drafting field and approved by the instructor. PREREQUISITE: CAD 139.
- CHEM 106 CHEMISTRY SURVEY CREDITS: 3**  
 A one-semester survey of chemistry. Not intended for those needing an extensive chemistry background. Introduction to the properties of matter, atomic structure, bonding, stoichiometry, kinetics, equilibrium, states of matter, solutions, and acid-base concepts. PREREQUISITE: MATH 101 or HIGHER.
- CHEM 106L CHEMISTRY SURVEY LAB CREDITS: 1**  
 Laboratory designed to accompany CHEM 106.
- CIS 105 MICROCOMPUTER SOFTWARE APPLICATIONS I CREDITS: 3**  
 This course is an introductory course in software applications, which includes basic technical concepts, as well as hands-on experience. The utility of the computer is demonstrated by introducing Windows, word processing, spreadsheet, database and presentation software to the student.

- CIS 122 INFORMATION TECHNOLOGY HARDWARE/SOFTWARE CREDITS: 6**  
Information Technology Hardware/Software lays a foundation of the basic information required to assemble a computer and troubleshoot problems that occur. Students will learn how to properly install, configure, upgrade, troubleshoot, and repair PC hardware and software. The course will help prepare the student to become a computer service technician and pursue a future career in IT technology or simply be equipped with the knowledge of how a computer works. **GRADE REQUIREMENT: A MINIMUM GRADE OF C OR EQUIVALENT INDUSTRY CERTIFICATION MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE COMPUTER SCIENCE PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.**
- CIS 129 WINDOWS OPERATING SYSTEMS CREDITS: 3**  
This course covers the Windows operating system. Subject areas include installation, configuration, administration, and network setup. **GRADE REQUIREMENT: A MINIMUM GRADE OF C OR EQUIVALENT INDUSTRY CERTIFICATION MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE COMPUTER SCIENCE PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.**
- CIS 131 NETWORKING TECHNOLOGIES I CREDITS: 3**  
The course focuses on network terminology and protocols, Open System Interconnection (OSI) models, cabling, cabling tools, routers, Ethernet, Internet Protocol (IP) addressing, and network standards and design. Basic small office/home networks will be addressed, including wireless and security configurations. **GRADE REQUIREMENT: A MINIMUM GRADE OF C OR EQUIVALENT INDUSTRY CERTIFICATION MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE COMPUTER SCIENCE PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.**
- CIS 132 NETWORKING TECHNOLOGIES II CREDITS: 3**  
Students will develop skills on initial router configuration, software management, routing protocol configuration, TCP/IP, and security and disaster recovery. **PREREQUISITE: CIS 131. GRADE REQUIREMENT: A MINIMUM GRADE OF C OR EQUIVALENT INDUSTRY CERTIFICATION MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE COMPUTER SCIENCE PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.**
- CIS 133 NETWORKING TECHNOLOGIES III CREDITS: 3**  
In this course the student will assemble switching devices while using switching technology on the LAN side of a network. Students will also produce a wireless network using wireless technology points. **PREREQUISITE: CIS 132. GRADE REQUIREMENT: A MINIMUM GRADE OF C OR EQUIVALENT INDUSTRY CERTIFICATION MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE COMPUTER SCIENCE PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.**
- CIS 134 NETWORKING TECHNOLOGIES IV CREDITS: 3**  
In this course the student will evaluate current WAN technologies and network services that are required by enterprise networks. **PREREQUISITE: CIS 133. GRADE REQUIREMENT: A MINIMUM GRADE OF C OR EQUIVALENT INDUSTRY CERTIFICATION MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE COMPUTER SCIENCE PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.**
- CIS 201 LINUX TECHNOLOGIES CREDITS: 3**  
In this course, the student will learn about the Linux file system and use a Linux operating system as a standalone system and standalone server or as a domain server within an MS Windows-based network. **GRADE REQUIREMENT: A MINIMUM GRADE OF C OR EQUIVALENT INDUSTRY CERTIFICATION MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE COMPUTER SCIENCE PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.**
- CIS 213 NETWORKING USING WINDOWS SERVER CREDITS: 3**  
This course features Windows Server as the local area network operating system and provides hands-on tutorials for the student to plan and implement Windows Server. The study includes an introduction to configuring protocols such as TCP/IP and continues with how to configure name resolution and vital services such as DNS, WINS, DHCP, and IPSec. The course also emphasizes Active Directory configuration. **PREREQUISITE: CIS 129. GRADE REQUIREMENT: A MINIMUM GRADE OF C OR EQUIVALENT INDUSTRY CERTIFICATION MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE COMPUTER SCIENCE PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.**
- CIS 215 NETWORK DESIGN AND VIRTUALIZATION CREDITS: 3**  
Students will design a virtualized computer network to be integrated into a networked environment. **PREREQUISITES: CIS 132, CIS 201, and CIS 213. GRADE REQUIREMENT: A MINIMUM GRADE OF C OR EQUIVALENT INDUSTRY CERTIFICATION MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE COMPUTER SCIENCE PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.**
- CIS 216 INTRODUCTION TO PROGRAMMING CREDITS: 3**  
This course is intended to give students with no previous programming experience the tools needed to create real-world procedural applications. **GRADE REQUIREMENT: A MINIMUM GRADE OF C OR EQUIVALENT INDUSTRY CERTIFICATION MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE COMPUTER SCIENCE PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.**

**CIS 219      ADVANCED SERVER TECHNOLOGIES      CREDITS:    3**  
This course features Windows and Linux servers as the local area network operating system. Students will complete hand-on tutorials to plan and implement Windows and Linux servers. The course includes an introduction to configuring protocols such as TCP/IP. The course also includes how to configure DNS, vital services such as PowerShell, email collaborations, remote install, WSUS, WDS, and many other advanced tools. **PREREQUISITE:** CIS 213. **GRADE REQUIREMENT:** A MINIMUM GRADE OF C OR EQUIVALENT INDUSTRY CERTIFICATION MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE COMPUTER SCIENCE PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**CIS 220      NETWORK SECURITY I      CREDITS:    3**  
In this course, the student will analyze the security risks of a network and be able to design options to mitigate those vulnerabilities. **PREREQUISITES:** CIS 201 and CIS 213 or APPROVAL OF INSTRUCTOR. **GRADE REQUIREMENT:** A MINIMUM GRADE OF C OR EQUIVALENT INDUSTRY CERTIFICATION MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE COMPUTER SCIENCE PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**CIS 225      DATABASES      CREDITS:    3**  
This course introduces students to database creation, manipulation, and the Structured Query Language (SQL). **PREREQUISITE** or **CO-REQUISITE:** CIS 213. **GRADE REQUIREMENT:** A MINIMUM GRADE OF C OR EQUIVALENT INDUSTRY CERTIFICATION MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE COMPUTER SCIENCE PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**CIS 230      COMPUTER FORENSICS      CREDITS:    3**  
Students will inspect digital evidence, analyze the data, and validate the analysis. **PREREQUISITES:** CIS 133, CIS 201, and CIS 213. **GRADE REQUIREMENT:** A MINIMUM GRADE OF C OR EQUIVALENT INDUSTRY CERTIFICATION MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE COMPUTER SCIENCE PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**CIS 235      NETWORK SECURITY II      CREDITS:    3**  
Students will assemble switching devices while using switching technology on the LAN side of a network. Students will also produce a wireless network using wireless technology points. **PREREQUISITE:** CIS 220. **GRADE REQUIREMENT:** A MINIMUM GRADE OF C OR EQUIVALENT INDUSTRY CERTIFICATION MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE COMPUTER SCIENCE PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**CJUS 115      CONSTITUTIONAL LAW FOR LAW ENFORCEMENT      CREDITS:    3**  
This course presents the Constitution, Bill of Rights, and other amendments from a criminal justice perspective. Practical examples and court decisions will be used to illustrate how law enforcement officers and other members of the criminal justice system apply constitutional concepts in the course of their duties. Special emphasis is placed on the search and seizure requirements of the Fourth Amendment.

**CJUS 119      CRIMINAL LAW AND PROCEDURES      CREDITS:    3**  
Students will be taught the differences between the criminal and civil law process. They will understand how to interpret criminal statutes and apply those statutes to violations in a law enforcement application. The study of federal, state, and local governments and their respective courts will be covered. The criminal code and pretrial and post-trial procedures, from a constitutional basis as well as that found in South Dakota Codified Law Titles 22, 23, and 23A, will be covered. Students will become familiar with proper trial preparation, conduct, and demeanor as it relates to the law enforcement officer.

**CJUS 121      CRIMINAL INVESTIGATIONS      CREDITS:    4**  
Students will be taught the fundamentals of the crime scene and post-crime investigation as it relates to property crimes, crimes against persons, and white-collar crime. Specific instruction as it relates to South Dakota Codified Law will be covered as it relates to these crimes. Crimes committed in relation to cults, hate groups, explosives, and drugs and the culture that promotes them will be covered.

**CJUS 124      JUVENILE METHODS      CREDITS:    3**  
The course is designed to introduce students to the basics of the juvenile justice system. The course will begin with a history of juvenile crime and the social significance of trends being observed by professionals. Although a focus will be placed upon the role of law enforcement in dealing with juvenile issues from a preventative and enforcement aspect, several areas of the system will also be examined. Among these are terminologies pertaining to this area of the criminal justice system and the causes of delinquency, gangs, and child abuse. The workings of the schools, social services, detention facilities, prosecutors, diversion programs, the court, and correctional institutions (as they relate to the juvenile justice system) will be touched upon as well. All of the information will be presented in a manner such that the students will not only be able to become familiar with theory but also see how it applies to everyday law enforcement workings.

**CJUS 200      COMMUNITY CORRECTIONS      CREDITS:    3**  
This course will focus on alternative methodologies of corrections as opposed to traditional correctional institutions such as prisons and jails. The student will learn the philosophies and structures of alternative correctional programs in the criminal justice system and how they impact victims, offenders, and society.

- CJUS 201 INTRODUCTION TO CRIMINAL JUSTICE CREDITS: 3**  
The history and social significance of the law enforcement profession will be studied along with the role, responsibilities, and demands upon law enforcement officers in our society. The role of a law enforcement officer as it relates to the philosophy of community policing as well as the history of community policing will be explored. Topics concerning motivation, civil liability, job stress, and sociological concepts which are applicable in the practice of law enforcement will be covered. The student will learn about culture, socialization, social deviance, social stratification, gender and minority inequalities, marriage and family relationships, education, and social change in collective behavior.
- CJUS 205 CRIMINAL JUSTICE FORENSICS CREDITS: 3**  
This course explores how specific technologies are used by professionals in the criminal justice system to apprehend offenders, secure convictions on the guilty, exonerate the innocent, and make the criminal justice system more efficient. Views from the past and into the future will give student perspective on the ever-changing forensics in the criminal justice system and the demands for modernization and the cost impact to society.
- CJUS 210 CONTEMPORARY SECURITY PRACTICES CREDITS: 3**  
This course explores the practices of security professionals. Students will explore topics and tactics of security organizations and the personnel they employ. Specific tasks covered in this course include patrol, investigations, risk assessment, and emergency management. Also explored will be the technology and equipment used in the field to safeguard resources.
- CJUS 215 ETHICS IN CRIMINAL JUSTICE CREDITS: 3**  
The focus of this course is on the ethical decisions made in the criminal justice system and ethical predicaments placed on criminal justice professionals. Ethical theory from ancient Greece to contemporary western culture will be explored and applied in confronting ethical issues. Critical analysis regarding justice, duty, freedom, punishment, happiness, and other topics will give students an understanding of ethical issues, considerations and approaches in the field.
- CJUS 220 TERRORISM AND COUNTERTERRORISM CREDITS: 3**  
This course provides a global perspective of terrorism and the impact on societies. It will explore various analytical approaches to the study of terrorism: identifying terrorist groups, reviewing terrorist tactics, and examining police and governmental responses to reduce or control the incidence of terrorism.
- CJUS 225 DOMESTIC VIOLENCE CREDITS: 3**  
This course explores domestic and family violence. Students will examine relative perspectives such as feminist, psychological, sociological, historical, and legal. Specific course topics include patriarchy, marital rape, domestic assault, and child sexual abuse. Theories of violence, alternatives to violent interactions and the criminal justice system's response will give students an understanding of the impact of domestic violence crimes on society.
- CJUS 229 CORRECTIONS CREDITS: 3**  
Students will understand the U.S. system of corrections, parole, and probation. Students will also learn how these three parts of the criminal justice system interface with each other and with the law enforcement officer on the street. Students will be exposed to the duties and responsibilities of the personnel involved in each of these areas.
- CJUS 230 AGENCY ORGANIZATION AND MANAGEMENT CREDITS: 3**  
This course explores administrative practices of a multitude of law enforcement agencies. It will study types of agencies and command and control structure. Organizational theory and management will also be covered to include personnel management, policy and procedure, and operational methodologies.
- CJUS 235 CRIMINOLOGY CREDITS: 3**  
The focus of this course is on factors related to crime in America, including basic issues, scope, and economic impact. Students will examine the causes of criminal behavior, policy implications, and research. Explanations and measurements of crime, criminal law, characteristics of criminals and victims, white-collar, organized, and sexual crimes will also be studied.
- CJUS 240 COURT SYSTEMS AND PRACTICES CREDITS: 3**  
The focus of this course is the judicial system which makes up one third of the entire criminal justice system. Court Systems and Practices is an overview of the American judicial system. The course identifies the roles of judicial officers and other professionals responsible for judicial operations.
- CJUS 245 LAW ENFORCEMENT OPERATIONS AND PROCEDURES CREDITS: 3**  
This course introduces daily law enforcement activities and procedures. It examines law enforcement response to routine and emergency calls for service and various types of situations common to law enforcement officers. The course explores use of force, arrest procedures, field interviews, police reporting, and ethics. The class will identify gang activity, signs and indicators of drug abuse, and handling of civil disobedience. There will be an emphasis on courtroom testimony, occupational hazards, and communications.
- CJUS 275 LAW ENFORCEMENT ACADEMY CREDITS: 14**  
The WDT Law Enforcement Academy is 560 hours of training designed to prepare students for 21<sup>st</sup> century law enforcement. Course work is physically demanding, cogitatively challenging, and conducted under the instruction and supervision of credentialed professionals with industry experience. The academy will meet or exceed all standards established by the State of South Dakota Law Enforcement Training Commission to ready students for entry level law enforcement careers upon graduation.  
**PREREQUISITES: STUDENTS ENTERING THE WDT ACADEMY MUST HAVE SUCCESSFULLY COMPLETED MATH 100 OR HIGHER AND ENGL 101; OR ACQUIRE PROGRAM DIRECTOR APPROVAL. IN ADDITION, STUDENTS MUST**

BE AWARE OF AND ADHERE TO THE INDUSTRY AGE REQUIREMENTS AS OUTLINED IN THE COURSE CATALOG.

**CT 110 CONSTRUCTION SAFETY / OSHA CREDITS: 3**  
Upon the successful completion of this course, participants will be able to clearly identify, define and explain Construction Industry hazards and acceptable corrective measures in accordance with the 29th Code of Federal Regulations, Part 1926 (29 CFR 1926), Occupational Safety and Health Administration (OSHA) Construction Industry Regulations. The OSHA 10 certification will be a requirement for this course.

**CT 115 CARPENTRY – FRAMING & FINISH WORK CREDITS: 3**  
This course explains the different types of building materials, fasteners, adhesives, and tools used by carpenters in the construction industry. It will also cover reading plans and elevations to understand construction designs, building floor systems for residential and commercial properties, constructing wall and ceiling framing systems, and understanding the methodologies of roof framing. This course will also provide an introduction to finish carpentry and exteriors such as roofing, siding, and window installation.

**CT 120 CONCRETE & MASONRY WORK CREDITS: 3**  
This course covers basic characteristics of concrete structures, types of concrete, how to prepare and place concrete, concrete mix design, formwork systems, and finishes in concrete. Precast concrete and cast-in-situ concrete will also be discussed. The course also the history of masonry, tools and equipment, and measurements and drawings used by masons. It will also introduce basic masonry units such as clay bricks, concrete blocks and stone. Masonry tasks such as spreading of mortar, furrowing, buttering, and brick laying technique are discussed.

**CT 125 STEEL FRAME CONSTRUCTION CREDITS: 3**  
This course covers steel building construction in detail. Topics include light and heavy steel construction, residential steel construction, fire protection of steel structures, welding, bolting, and riveting steel, corrosion protection of steel, and finishes of steel structures.

**CT 130 COMMERCIAL MODULAR CONSTRUCTION CREDITS: 3**  
This course will discuss modular building processes compared to traditional site-built construction, terminology, and concepts of modular building including client needs, design, fabrication, transportation, and installation.

**CT 199 CONSTRUCTION INTERNSHIP I CREDITS: 6**  
This course consists of supervised work experience in an approved training situation. It is designed to provide practical experience in the construction industry. PREREQUISITES: CT 110, CT 115 and CT 120

**DEN 105 DENTAL SCIENCES AND ORAL HEALTH CREDITS: 3**  
This course will include the survey of human anatomy and physiology, the structure of the head and neck as applied to dental assisting, the function of the maxilla and mandible, processes, foramen, sutures, and major nerve and blood supply. It also provides fundamental instruction of the oral structures as they apply to oral histology, embryology, morphology and dental anatomy. The study of oral health and prevention of dental caries, periodontal disease and other pathologic conditions through patient education in plaque removal, good oral habits, fluoride therapy and nutritional counseling as it relates to oral health will be introduced. COREQUISITE: DEN 145.

**DEN 109 CHAIRSIDE DENTAL ASSISTING LAB CREDITS: 4**  
This course provides practical application and hands-on learning in basic dental assisting skills, including team and patient positioning, operatory light adjustment, instrument identification and transfer, preparation of dental anesthetic, HVE and air/water use, assembly of instruments for restorative procedures, handpiece identification, preparation, and bur and tooth identification.

**DEN 111 PHARMACOLOGY AND MEDICAL EMERGENCIES CREDITS: 3**  
Emphasizes prevention and treatment of the most common medical emergencies in the dental office. Covers the preparation of the office and staff to deal with these emergencies, including gathering patient information, such as a health history and vital signs. Discusses the use of emergency equipment and supplies. Emphasizes use of dental anesthesia and pharmacology and their role in medical emergency situations.

**DEN 112 DENTAL PRACTICE MANAGEMENT CREDITS: 2**  
Introduces management of the dental office, including business office procedures and techniques, written and electronic communications, computer use, dental insurance, inventory control, accounts receivable, recall systems, and staff and patient management. This course prepares students for successful employment by incorporating resume writing, completion of a job application, and interview techniques.

**DEN 120 DENTAL RADIOGRAPHY CREDITS: 2**  
Students learn the history and background of radiology and radiation physics. They are instructed in the components of dental x-ray machine, types of radiation, visual characteristics of the radiographic beam, radiation effects and measurement. They learn the purposes of x-rays as a diagnostic tool, with their risks and benefits. Detailed description of the effect of radiation exposure to the human body and the protocols for patient and dental assistant safety are stressed. They will learn common production errors, processing techniques, mounting procedures, identification of radiographic landmarks, the procedures and state policies required for dental offices to ensure quality radiographs, radiation safety, and the use of imaging systems for dental purposes. COREQUISITE: DEN 135.



**DEN 132 DENTAL MATERIALS****CREDITS: 2**

This course will introduce the student to various materials used in dentistry. These include gypsum, waxes, impression materials, cements (protective layers) and restorative materials. The student will learn identification, purposes and properties as well as the proper manipulation/preparation procedure for each. Laboratory equipment, safety measures and lab emergency protocol will be emphasized. This course will cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. PREREQUISITES: DEN 105

**DEN 135 DENTAL RADIOGRAPHY LAB****CREDITS: 2**

In this course, students will be provided the opportunity to begin developing clinical skills by obtaining dental radiographs in a variety of clinical assignments. Students will expose and process diagnostically acceptable intraoral and extraoral dental films, using both the paralleling and bisecting techniques while applying knowledge of safety protocols and state policies to ensure the highest quality radiographs. COREQUISITE: DEN 120.

**DEN 142 EXPANDED FUNCTIONS LAB****CREDITS: 4**

This course is designed to provide student instruction in the advance clinical skills in the specialty areas of dentistry. Advance functions include coronal polishing, pit and fissure sealants, placement of rubber dams, fabrication of temporary crown and bridges, retraction cord, cementing of prosthesis, suture removal, and placement/removal of perio paks. This course will help the student obtain skills for their expanded functions dental certification. PREREQUISITES: DEN 105, DEN 109, and DEN 145

**DEN 145 INTRODUCTION TO DENTAL PRACTICES****CREDITS: 3**

This course will provide an overview of the dental profession. It begins with a look at dentistry through the ages, introduces the members of the dental healthcare team, and discusses the legal and ethical standards expected of the dental professional. This course will also include basic information concerning infection disease transmission in the dental office. Emphasis will be placed on the knowledge of microorganisms, aseptic techniques, sterilization, and hazardous communication management. COREQUISITE: DEN 105.

**DEN 154 DENTAL CLINICAL PRACTICE I****CREDITS: 2**

Students will have the opportunity to apply their skills and knowledge in select dental offices of varying specialties. Students will assist dentists in accomplishing necessary dental procedures for patients while rotating through the clinical areas to obtain maximum clinical exposures and experiences. All clinical procedures are performed with supervision of participating dentists and dental assistants while periodically evaluated by the preceptor. PREREQUISITES: DEN 111 and DEN 112. COREQUISITES: DEN 135, and DEN 142.

**DEN 156 DENTAL CLINICAL PRACTICE II****CREDITS: 6**

This course is a continuation of DEN 154 where students will have the opportunity to gain more time rotating through clinical areas to fulfill the required clinical hours. All clinical procedures are performed with supervision of participating dentists and dental assistants while periodically evaluated by the preceptor. PREREQUISITES: DEN 154

**DT 105 DIESEL TECHNOLOGY HVAC****CREDITS: 3**

Transportation HVAC is a course designed to enable the students to understand the principles of mobile heating, ventilation, and air conditioning systems. The student will use modern equipment for testing and diagnosing related systems.

**DT 110 HEAVY DUTY POWERTRAINS****CREDITS: 4**

This course introduces the basic principles of transmissions, differentials, and drivetrains. Students will understand the operation of all drivetrain components and the procedure for disassembly, repair, and the reassembling of each component. Included are how to perform failure analysis and how to troubleshoot drivetrain problems. Additional areas included are automatic transmissions, agriculture transmissions, and power shift transmissions.

**DT 115 PREVENTATIVE MAINTENANCE****CREDITS: 3**

This course encompasses the characteristics and benefits of a well-planned maintenance program. This course will cover the tools and procedures needed to perform a proper preventive maintenance inspection (PMI).

**DT 120 DIESEL ENGINES I****CREDITS: 5**

This course teaches the diagnostic and repair skills necessary for diesel engine work. All of the following areas are covered: diesel engine design, overhaul, tune-up, fuel systems, troubleshooting, and repair.

**DT 125 UNDER-TRUCK DIAGNOSIS****CREDITS: 3**

The theory of construction, operation, and repair of heavy-duty vehicle brakes, steering, and suspension systems will be covered in this course. Vehicle alignment theory will also be taught during this course. CO-REQUISITE: DT 130

**DT 130 UNDER-TRUCK DIAGNOSIS LAB****CREDITS: 5**

The hands-on construction, operation, and repair of heavy-duty vehicle brakes, steering, and suspension systems will be covered in this course. Vehicle alignment procedure will also be taught during this course. CO-REQUISITE: DT 125

**DT 210 HYDRAULICS****CREDITS: 3**

This course teaches fluids and how they are utilized to transmit energy and force. The maintenance and repair of pumps, actuators, valves, accumulators, cylinders, and motors are included. Students will learn how to maintain and service reservoirs, coolers, and filters. In addition to maintaining a hydraulic system, students will learn to read hydraulic schematics and troubleshoot hydraulic problems.

- DT 215 VEHICLE ELECTRICITY AND ELECTRONIC SYSTEMS CREDITS: 4**  
 This course is designed to provide the students with knowledge of shop safety while learning the electronics background necessary to understand and diagnose the sophisticated electronic systems of the modern automobile. CO-REQUISITE: DT 220
- DT 220 VEHICLE ELECTRICITY AND ELECTRONIC SYSTEMS LAB CREDITS: 6**  
 This course is designed to provide the students with knowledge of shop safety while learning hands-on vehicle electrical systems. CO-REQUISITE: DT 215
- DT 230 SHOP MANAGEMENT CREDITS: 3**  
 The theory of construction, operation, and repair of automotive brakes, steering, and suspension systems will be covered in this course. Vehicle alignment theory will also be taught during this course.
- DT 240 DIESEL ENGINES II CREDITS: 4**  
 This course is designed to provide the students with the necessary instructions to diagnose and repair ignition-, fuel-, and emissions-related drivability problems. PREREQUISITE: DT 120; CO-REQUISITE: DT 245
- DT 245 DIESEL ENGINES II LAB CREDITS: 6**  
 This course is designed to provide the student with the necessary hands-on instruction to diagnose and repair ignition-, fuel-, and emissions-related drivability problems. CO-REQUISITE: DT 240
- ECON 202 PRINCIPLES OF MACROECONOMICS CREDITS: 3**  
 The course is designed to provide students with a better understanding of macroeconomic issues that affect their daily lives. Economics is about making choices, i.e., how we use our limited "means" to satisfy our unlimited wants. Macroeconomics considers how the economy as a whole makes those decisions, both domestically and on the global scene.
- EET 102 INTRODUCTION TO ENVIRONMENTAL SCIENCES CREDITS: 4**  
 This course is a study of environmental interactions, including population and cultural problems, resource utilization, and impacts upon biotic systems. Material is presented to enable students to better understand and evaluate contemporary environmental problems and the application of science to their solutions.
- EET 103 ENVIRONMENTAL INSTRUMENTATION CREDITS: 4**  
 This course exposes the student to a variety of analytical techniques and instruments utilized in environmental chemical analysis. It is designed to couple theory of equipment operation with a basic understanding of the chemical principles involved. The laboratory time is divided between practical hands-on bench work and field experiences.
- EET 106 INTRODUCTORY FIELD METHODS CREDITS: 3**  
 This course introduces the field techniques used in environmental site assessment, groundwater monitoring, and groundwater testing and includes soil and surface water sampling, groundwater sampling, water quality testing, and water level monitoring. Students will explore topics of geophysical surveying, water well installation, piezometer installation, and techniques to determine the direction of groundwater flow.
- EET 202 WATER QUALITY CREDITS: 3**  
 Chemical and physical factors involved in evaluating water quality are examined with emphasis on water quality deterioration from landfills, underground storage tanks, and hazardous waste. Sampling techniques of groundwater, soil, surface water, quality assurance, quality control, and data processing techniques are included. Field exercises to acquire water quality data and to service data gathering equipment will be conducted. Safety procedures are stressed. PREREQUISITES: EET 102 or EET 106, CHEM 106 and CHEM 106L, and MATH 101 or HIGHER.
- EET 203 ENVIRONMENTAL HAZMAT AWARENESS CREDITS: 2**  
 Hazardous materials recognition, operations at incidents involving the release of hazardous materials and the role of environmental engineering technicians will be covered. This course will meet the EPA/OSHA requirements for awareness level certification.
- EET 204 ENVIRONMENTAL REGULATIONS CREDITS: 2**  
 This course presents an overview of the regulations that are related to environmental protection, including OSHA regulations, Clean Air Act, SARA, RCRA, and similar regulations. This course also provides an awareness of why the regulations exist, how they are enforced, penalties for noncompliance, and practical experience in interpretation of the regulations.
- EET 222 INTRODUCTION TO WASTEWATER TECHNOLOGIES CREDITS: 3**  
 This course provides an introduction to the causes of water pollution, the reasons for treating polluted waters, and the fundamentals of wastewater treatment. Students will study the basic principles of treatment plant operation and the processes commonly used in pollution control facilities. Investigation of terms, mathematics, and problem-solving techniques commonly used by wastewater treatment personnel will be included.
- EET 225 AIR QUALITY CREDITS: 2**  
 This course will introduce the student to the concepts and terms essential to understanding the major issues surrounding air pollution. Basic atmospheric processes will be presented as they affect delivery and dispersion of pollutants. Sampling and analysis methods will be discussed. The health effects of various pollutants and air toxics will be presented in order to understand the purpose of air pollution regulations. The increasing concerns regarding indoor air quality will be presented along with approaches to investigation and control. PREREQUISITES: EET 102 and EET 106.

- EET 235 CONSTRUCTION MATERIALS SAMPLING & TESTING CREDITS: 3**  
This course will cover the materials, proportioning, mixing, placing, finishing, curing, sampling, and laboratory/field testing techniques commonly used for Portland Cement Concrete. It will cover the testing and properties of asphalt cement and asphalt concrete. The course also will cover gradation, moisture control, and density of gravels. Students will evaluate the capacity of cement and concrete to withstand stress and strain. This course will prepare students for the certification exam from the American Concrete Institute.
- EET 250 SOILS TESTING CREDITS: 3**  
This course covers the actual hands-on performance of laboratory and field tests on soils used for the construction of civil engineering projects. Most of the course is devoted to the lab and field procedures along with the necessary measurements, calculations, and reports required for an accurate soil analysis. PREREQUISITE: EET 102.
- EET 251 ENVIRONMENTAL GEOLOGY CREDITS: 3**  
This course introduces geology as it relates to human activities and is designed for both non-science majors and students interested in environmental careers. The course emphasizes geologic hazards including earthquakes, volcanic eruptions, flooding, mass movements, and pollution of water and soil resources. It also examines waste disposal along with related topics in medical geology and environmental law.
- EET 253 PRINCIPLES OF WATER RESOURCES CREDITS: 3**  
This course will provide students a basic knowledge of the underlying principles of hydrology. In addition to an introduction to surface water hydrology, this course also introduces students to the basic concepts of groundwater hydrology. Other topics explored in some detail include the hydrologic cycle, dams, federal water agencies and their responsibilities, an introduction to drinking water and waste water treatment, water use conflicts, and emerging water issues. PREREQUISITES: EET 102, EET 103, and MATH 101 or HIGHER.
- EET 255 INTRODUCTION TO GEOMORPHOLOGY CREDITS: 3**  
In this introductory geomorphology course, students will study how stream processes shape landforms. Emphasis is placed on a basic understanding of geomorphic processes. Relationships between properties of earth materials and the forces applied to them by gravity, wind, ice, water, waves, and humans also will be explored. Lectures will address the conceptual basis of geomorphology, while the laboratory exercises will combine interpretation of aerial photographs and experiments on the water table with other hands-on activities that are both practical and empirical. PREREQUISITES: EET 103 and EET 106.
- EET 298 TECHNICAL COOPERATIVE WORK EXPERIENCE CREDITS: 3**  
The cooperative work experience involves an individually developed, contracted work experience under the guidance of an approved employer, combined with a structured series of on-campus meetings with a program coordinator. Students have an opportunity to develop and pursue challenging work experiences which relate directly to their individual career plan.
- EET 299 FIELD INTERNSHIP CREDITS: 2**  
Environmental or geotechnical work experience in business, industry, or government. PREREQUISITE: ADVISOR APPROVAL.
- EMS 101 EMERGENCY MEDICAL TECHNICIAN CREDITS: 6**  
This course consists of all aspects of emergency medical care at the Emergency Medical Technician level in accordance with the National Registry and the Department of Transportation guidelines. You must be at least 18 years of age to be eligible to certify as an EMT. If you are not yet 18 years old, you may enroll in the course with the understanding that your certificate will be held until the age requirement is met.
- EMS 210 PARAMEDIC CARDIOLOGY CREDITS: 4**  
This course consists of therapeutic communications, documentation, medical terminology, medication administration, airway management, ventilation, anatomy and physiology, geriatrics, patients with special challenges, acute interventions in chronic care, abuse, neurology, toxicology, hematology, cardiology, 12-lead EKG, advanced cardiac life support, and pediatric life support. PREREQUISITES: Current CPR Card, current EMT Certification, HC 114, and HC 213. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PARAMEDIC PROGRAM AND TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE. CO-REQUISITES: EMS 215 and EMS 220.
- EMS 215 PARAMEDIC PREPARATORY I CREDITS: 4**  
This course consists of introduction to pre-hospital care, EMS systems, role and responsibilities of the paramedic, illness and injury prevention, ethics in pre-hospital care, general principles of pharmacology, life span development, endocrinology, allergies and anaphylaxis, and behavioral/psychiatric emergencies. PREREQUISITES: CURRENT CPR CARD, CURRENT EMT CERTIFICATION, HC 114, and HC 213. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PARAMEDIC PROGRAM AND TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE. CO-REQUISITES: EMS 210 and EMS 220.
- EMS 220 PARAMEDIC MEDICAL CREDITS: 4**  
This course consists of well-being of the paramedic, research in EMS, general pathophysiology, IV administration, history taking, techniques of physical exam, patient assessment, pulmonology, gastroenterology, urology, infectious and communicable diseases, toxicology, gynecology, obstetrics, neonatology, and neonatal resuscitation. PREREQUISITES: CURRENT CPR CARD, CURRENT EMT CERTIFICATION, HC 114, and HC 213. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PARAMEDIC PROGRAM AND TO

PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE. CO-REQUISITES: EMS 210 and EMS 215.

**EMS 225 PARAMEDIC PREPARATORY II CREDITS: 4**  
This course consists of emergency vehicle operations, ambulance operations, trauma assessment, assault assessment, assessment-based management, advanced medical life support, and pre-hospital trauma life support. PREREQUISITES: CURRENT CPR CARD, CURRENT EMT CERTIFICATION, EMS 210, EMS 215, AND EMS 220. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PARAMEDIC PROGRAM AND TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE. CO-REQUISITE: EMS 230.

**EMS 230 PARAMEDIC SPECIAL OPERATIONS CREDITS: 2**  
This course consists of environmental emergency management, clinical decision making, and NREMT skill practice. PREREQUISITES: CURRENT CPR CARD, CURRENT EMT CERTIFICATION, CURRENT ACLS, EMS 210, EMS 215, and EMS 220. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PARAMEDIC PROGRAM AND TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE. CO-REQUISITE: EMS 225.

**EMS 250 PARAMEDIC CLINICAL I CREDITS: 2**  
The student's clinical rotations will include intensive care unit, operating room, IV lab, pediatric unit, and labor/delivery/newborn nursery/NICU. PREREQUISITES: CURRENT CPR CARD, CURRENT EMT CERTIFICATION, CURRENT ACLS, EMS 210, EMS 215, AND EMS 220. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PARAMEDIC PROGRAM AND TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE. PROGRESSION: PROGRESSION TO EMS 250 LIVE CLINICAL SITES REQUIRES THE STUDENT TO HAVE SUCCESSFULLY PASSED ACLS, AND DEMONSTRATE COMPETENCY AS INDICATED BY THE NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS PARAMEDIC PRACTICAL SKILL SHEETS IN THE AREAS OF PRACTICE TO BE PERFORMED DURING THE CLINICAL ROTATION.

**EMS 255 PARAMEDIC CLINICAL II CREDITS: 4**  
The student's clinical rotation will be in the emergency room. PREREQUISITES: CURRENT CPR CARD, CURRENT EMT CERTIFICATION, CURRENT ACLS, EMS 210, EMS 215, AND EMS 220. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PARAMEDIC PROGRAM AND TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE. PROGRESSION: PROGRESSION TO EMS 255 LIVE CLINICAL SITES REQUIRES THE STUDENT TO HAVE SUCCESSFULLY PASSED PHTLS AND AMLS, AND DEMONSTRATE COMPETENCY AS INDICATED BY THE NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS PARAMEDIC PRACTICAL SKILL SHEETS IN THE AREAS OF PRACTICE TO BE PERFORMED DURING THE CLINICAL ROTATION.

**EMS 275 PARAMEDIC INTERNSHIP CREDITS: 10**  
The student's clinical rotations will include ambulance field training. PREREQUISITES: CURRENT CPR CARD, CURRENT EMT CERTIFICATION, CURRENT PALS, CURRENT ACLS, CURRENT PHTLS, CURRENT AMLS, EMS 225, EMS 230, EMS 250 AND EMS 255. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PARAMEDIC PROGRAM. PROGRESSION: PROGRESSION TO EMS 275 LIVE CLINICAL SITES REQUIRES THE STUDENT TO DEMONSTRATE COMPETENCY AS INDICATED BY THE NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS PARAMEDIC PRACTICAL SKILL SHEETS IN THE AREAS OF PRACTICE TO BE PERFORMED DURING THE CLINICAL ROTATION.

**EMS 280 NREMT PREP CREDITS: 2**  
This course serves as a comprehensive review for the NREMT Paramedic exam. Students will assess their knowledge in required content areas of Paramedicine including medical emergencies, trauma emergencies, cardiac emergencies, airway, and operations. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PARAMEDIC PROGRAM.

**ENGL 091 BASIC WRITING CREDITS: 2**  
This course will provide the basic elements of grammar and the writing process. Students will learn to communicate effectively by clarifying messages, analyzing a reader's needs, and identifying different writing types.

**ENGL 091C BASIC WRITING CREDITS: 2**  
This course will provide the basic elements of grammar and the writing process. Students will learn to communicate effectively by clarifying messages, analyzing a reader's needs, and identifying different writing types. This course is a co-requisite section designed to be taken simultaneously with either ENGL 101, ENGL 106, or BUS 141. PREREQUISITE: ACHIEVED REQUIRED SCORE ON A NATIONAL or A WESTERN DAKOTA TECH QUALIFYING PLACEMENT TEST.

**ENGL 101 COMPOSITION CREDITS: 3**  
This course instructs students in reading critically and writing clearly, correctly, and persuasively. Students will study principles of grammar, rhetoric, and logic in order to analyze and compose text effectively. This includes work on personal, expository, and research essays. PREREQUISITE: ACHIEVED REQUIRED SCORE ON A NATIONAL or A WESTERN DAKOTA TECH QUALIFYING PLACEMENT TEST or A PASSING GRADE IN ENGL 091 or ENGL 106.

- ENGL 106 WORKPLACE COMMUNICATIONS I** **CREDITS: 3**  
This course presents the basic principles and forms of written communication in the workplace. Instruction leads students through the planning tasks, identifying audiences, and gathering information. More emphasis is on reports. **PREREQUISITE:** ACHIEVED REQUIRED SCORE ON A NATIONAL or A WESTERN DAKOTA TECH QUALIFYING PLACEMENT TEST or A PASSING GRADE IN ENGL 091.
- ENGL 108 WORKPLACE COMMUNICATIONS II** **CREDITS: 3**  
Students will prepare and deliver professional oral and written communications required in the workplace. **PREREQUISITE:** ENGL 101 or ENGL 106.
- HC 114 ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS** **CREDITS: 3**  
Students will gain an introductory understanding of the structure and function of the human body. This course emphasizes concepts essential for student success in health program curriculum as well as in practical, work-related environments.
- HC 116 ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS LAB** **CREDITS: 1**  
This is the study of the structure in relation to function of the human body at the cellular, tissue, and organ levels. Major systems studied will include the skeletal, nervous, circulatory, respiratory, digestive, endocrine, urinary, and reproductive systems. The laboratory will include use of dissections, human models, preserved specimens, slides, and the human skeleton.
- HC 124 INTRODUCTION TO PATIENT CARE** **CREDITS: 1**  
This course is designed to provide the student with the knowledge necessary to provide safe patient care at an introductory level. **CLINICAL PROGRESSION:** STUDENTS MUST BE MAINTAINING A "C" OR BETTER IN HC 124, HAVE COMPLETED HC 124 WITH A "C" OR BETTER WITHIN THE LAST 6 MONTHS, or HAVE NURSING DIRECTOR APPROVAL TO PARTICIPATE IN HC 126 CLINICALS. **GRADE REQUIREMENT:** A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM A WDT PROGRAM AND TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.
- HC 126 INTRODUCTION TO PATIENT CARE LAB AND CLINICAL** **CREDITS: 2**  
This course is designed to provide the student with the skills and clinical experience necessary to provide safe patient care at an introductory level. **CO-REQUISITE:** MUST BE CURRENTLY ENROLLED IN HC 124, PASSED HC 124 WITH A MINIMUM GRADE OF "C" IN THE PAST 6 MONTHS, or OBTAIN NURSING DIRECTOR APPROVAL. **CLINICAL PROGRESSION:** STUDENTS MUST MAINTAIN A "C" OR BETTER IN HC 124 and HC 126 TO PARTICIPATE IN HC 126 CLINICALS. **GRADE REQUIREMENT:** A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM A WDT PROGRAM AND TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.
- HC 135 MEDICAL LAW AND ETHICS** **CREDITS: 2**  
This course introduces the student to the legal principles and ethical issues affecting all healthcare professionals today.
- HC 200 PHARMACOLOGY FOR HEALTHCARE** **CREDITS: 3**  
This course will cover the knowledge of common medications, usage, and safety associated with them.
- HC 202 MEDICAL MICROBIOLOGY** **CREDITS: 3**  
An introduction to the study of microorganisms with emphasis on those affecting human health and the diseases they cause. The structure, metabolism, pathogenicity, disease prevention and cure of microorganisms including bacteria, fungi, parasites, and viruses will be emphasized. Topics of discussion will also include mechanisms for prevention of disease transmission. **PREREQUISITE:** HC 114
- HC 205 PROFESSIONALISM IN HEALTHCARE** **CREDITS: 1**  
Although hands-on technical skills remain a high priority in the healthcare field, good character, a strong work ethic, and personal/professional traits and behaviors are increasingly important. This course covers the professional standards that apply to all healthcare workers and the shared responsibility to provide the highest quality of healthcare services. Emphasis is placed on professionalism, communication, attitude, behaviors, expectations, and appearance.
- HC 213 MEDICAL TERMINOLOGY I** **CREDITS: 3**  
Students will be taught the basic techniques of medical word building. These techniques will be applied to acquire an extensive medical vocabulary. The course introduces students to medical terms relating to the anatomy and physiology of body systems, pathology, diagnosis, medical treatments, and procedures.
- HC 225 PATHOPHYSIOLOGY** **CREDITS: 3**  
This course includes the study of various diseases and disorders of each of the body systems. **PREREQUISITES:** HC 114 and HC 213.
- HOS 110 HOSPITALITY PRINCIPLES** **CREDITS: 3**  
This course introduces the hospitality industry and essential customer service and communication skills that ensure efficient delivery of quality services. Students are taught the skills necessary to effectively communicate, meet the service quality expectations of a diverse clientele, and appropriately represent their organizations.
- HOS 120 HOTEL & LODGING OPERATIONS INTERNSHIP** **CREDITS: 3**  
This course examines the management of hotel and lodging operations with an emphasis on customer service and improving profitability. Students are introduced to the basics of facilities management in core lodging segments, operational procedures,

guest relations, and the relationships between operational departments. Analysis of operational efficiencies to improve organizational outcomes is also addressed.

**HOS 125 FOOD & BEVERAGE OPERATIONS INTERNSHIP CREDITS: 3**

This course emphasizes the daily operations and management of food and beverage service within the hospitality industry. Students learn principles related to the hiring and training of service workers, food handling and sanitation, layout and equipment planning, and safety regulations and standards. Essential elements of the course include purchasing and cost control, menu management, and innovation in the food and beverage industry.

**HVAC 121 ELECTRICAL APPLICATIONS FOR HVAC I CREDITS: 4**

This course covers general knowledge of basic electrical applications used by industry. Use of basic electrical equipment including multimeters is stressed. Topics include current, voltage, resistance, symbols, and basic AC and DC circuits. Introduction to automatic component controls and motors in their typical applications are also included.

**HVAC 125 HVAC INSTALLATION I CREDITS: 3**

This course provides a comprehensive introduction to designing and installing heating, ventilating, and air-conditioning systems. Students learn basic principles of heat transfer and the basic refrigeration cycle applied to air conditioning.

**HVAC 126 HVAC INSTALLATION I LAB CREDITS: 4**

Laboratory designed to accompany HVAC 125.

**HVAC 135 ELECTRICAL APPLICATIONS FOR HVAC II CREDITS: 3**

This course continues the coverage of electrical applications used by heating, ventilating, air-conditioning installers. Students learn a more thorough explanation of voltage and current, including basic measuring techniques and safety concerns. PREREQUISITE: HVAC 121.

**HVAC 145 HVAC INSTALLATION II CREDITS: 3**

This course provides advanced instruction on designing and installing heating, ventilating, air-conditioning systems. Students also will go into more depth on topics such as refrigerant handling procedures, gas piping and sizing, chimney and vent calculations, and the uniform mechanical code. This course also includes preparation for and completion of the universal heating, ventilating, air-conditioning certification exam. The examination requires an additional fee. PREREQUISITE: HVAC 125.

**HVAC 146 HVAC INSTALLATION II LAB CREDITS: 4**

Laboratory designed to accompany HVAC 145. PREREQUISITE: HVAC 126.

**HVAC 222 HVAC/R CREDITS: 3**

Commercial air conditioning, chilled-water, hydronic heating, and geothermal heat pump systems will be introduced. Students will study indoor air quality, psychometrics, air distribution, and balancing. PREREQUISITES: ALL FIRST AND SECOND SEMESTER HVAC COURSES. CO-REQUISITE: HVAC 223.

**HVAC 223 HVAC/R LAB CREDITS: 4**

This course is designed to accompany HVAC 222. PREREQUISITES: ALL FIRST AND SECOND SEMESTER HVAC COURSES. CO-REQUISITE: HVAC 220.

**HVAC 225 ELECTRICAL APPLICATIONS FOR HVAC/R III CREDITS: 3**

This course provides a more in-depth knowledge on diagnosing problems in electrical components and electrical circuits that make up refrigeration, heating, and air-conditioning systems. Students will apply learned knowledge to troubleshoot HVAC systems. PREREQUISITES: ALL FIRST AND SECOND SEMESTER HVAC COURSES.

**HVAC 232 REFRIGERATION CREDITS: 3**

This course is designed to introduce the fundamentals of low, medium, and high temperature commercial refrigeration. This includes the study of commercial freezers, walk-in boxes, and commercial refrigeration equipment. PREREQUISITES: ALL FIRST AND SECOND SEMESTER HVAC COURSES. CO-REQUISITE: HVAC 233.

**HVAC 233 REFRIGERATION LAB CREDITS: 4**

This course is designed to accompany HVAC 232. PREREQUISITES: ALL FIRST AND SECOND SEMESTER HVAC COURSES. CO-REQUISITE: HVAC 232.

**HVAC 235 ELECTRICAL APPLICATIONS FOR HVAC/R IV CREDITS: 3**

This course is a continuation of previous HVAC electrical applications with emphasis on commercial and special refrigeration electrical equipment and components. Students will be introduced to basic direct digital controls, pneumatics, and electronic control circuits used in HVAC/R systems. PREREQUISITE: HVAC 225.

**HVAC 240 SPECIALIZED HVAC/R EQUIPMENT CREDITS: 2**

This course studies various types of commercial ice machines, water coolers, and common domestic HVAC/R appliances. Students will also be introduced to extra-low-temperature refrigeration, cascade systems, and mobile refrigeration equipment. PREREQUISITES: ALL FIRST THROUGH THIRD SEMESTER HVAC COURSES.

- IEL 105 INTRODUCTION TO INDUSTRIAL ELECTRONICS CREDITS: 4**  
This course introduces fundamental concepts of basic electricity—alternating and direct current properties. It includes basic circuit analysis of series circuits, parallel circuits, series-parallel circuits, and Ohms Law and a study of electrical quantities and their measurements using electrical metering. This course also covers how electrical properties can be used as signaling information and introduces troubleshooting techniques.
- IEL 122 ELECTRICAL CODE STUDY I CREDITS: 3**  
This course deals with commercial and industrial wiring standards with heavy emphasis on the National Electrical Code. Electrical services are studied in more depth, grounding and bonding are emphasized, and wiring methods for several types of locations are studied. PREREQUISITE: IEL 130.
- IEL 123 INDUSTRIAL DATA COMMUNICATION CREDITS: 2**  
This course will cover the operation and installation of data communication cabling systems. Students will be introduced to telephone and video system operation and cable installation. In addition, an introduction to networking is given with special emphasis on cabling and fiber optics. This course is designed to prepare the industrial electrician for the ever-increasing demand for installation of cabling systems in residential, commercial, and industrial projects. PREREQUISITES: IEL 132 and IEL 133.
- IEL 129 INTRODUCTION TO ELECTRICAL WIRING LAB CREDITS: 1**  
This is a lab course intended to accompany the IEL 130 – Introduction to Electrical Wiring course. Through actual hands-on experiments on developed trainers in the lab, the student will be able to reinforce the concepts learned in IEL 130. PREREQUISITES: IEL 132 and IEL 133.
- IEL 130 INTRODUCTION TO ELECTRICAL WIRING CREDITS: 2**  
This course is designed to emphasize the importance of safety and to provide a foundation for practical electrical wiring. Information included begins with a general introduction of the National Electrical Code and laws pertaining to electrical licensing and installation. Theory and lab experience are used in the study of residential wiring principles and common residential circuit hookups. PREREQUISITES: IEL 132 and IEL 133.
- IEL 132 ELECTRICAL FUNDAMENTALS CREDITS: 5**  
This course introduces the fundamental concepts of basic electricity-AC, DC, and solid state. It includes basic circuit analysis of series circuits, parallel circuits, series-parallel circuits, and OHMS law. A study of electrical quantities and measuring basic quantities using a VOM and the oscilloscope are included. This course covers the physical make up and characteristics of electrical components and how to analyze and troubleshoot circuits.
- IEL 133 ELECTRICAL FUNDAMENTALS LAB CREDITS: 7**  
This course addresses the lab study of AC, DC, solid state, series, parallel, series-parallel, inductance, and capacitance. Measuring basic quantities using a VOM and the oscilloscope and analyzing and troubleshooting circuits are included. Voltages and currents are measured to demonstrate circuit characteristics.
- IEL 135 BASIC ELECTRICAL MATERIALS AND DEVICES CREDITS: 1**  
This course is designed to cover essential electrical materials, identify the industry's commonly used materials, and understand its terminology.
- IEL 211 ELECTRICAL MOTOR CONTROL CREDITS: 3**  
This course is intended to familiarize the student with motor control theory from very basic concepts to much more complicated circuits. This course is intended to be taken concurrently with IEL 216 – Motor Control Lab. PREREQUISITES: IEL 223 and IEL 226.
- IEL 213 ELECTRICAL HEATING AND APPLIANCES CREDITS: 2**  
This course will provide the student with an understanding of electrical heat and electrical heating control circuits. Installation, maintenance, and troubleshooting of electrical heating systems are an important component of an industrial electrician's career. This course will also introduce the student to air conditioning and heat pump operation as well as the essentials needed to understand control systems on gas and oil heating systems. PREREQUISITES: IEL 132 and IEL 133.
- IEL 214 ELECTRICAL CODE STUDY II CREDITS: 2**  
This course deals with commercial and industrial wiring standards with heavy emphasis on the National Electrical Code. Electrical services are studied in more depth, grounding and bonding are emphasized, and wiring methods for several types of specific locations are studied. PREREQUISITE: IEL 122.
- IEL 216 ELECTRICAL MOTOR CONTROL LAB CREDITS: 2**  
This course utilizes a hands-on approach to learning motor control circuit wiring. The student will complete the control wiring of sample circuits using the developed trainers in the lab. This hands-on experience greatly helps the student in retaining the information that is presented in the IEL211-Electrical Motor Control course. PREREQUISITES: IEL 130, IEL 223, and IEL 226. CO-REQUISITE: IEL 211.
- IEL 217 SPECIAL SYSTEMS CREDITS: 4**  
This course will provide a basic understanding of how Special Electrical Systems work and provide an opportunity for students to obtain the knowledge and skills necessary to service these systems and supported peripherals. Upon conclusion of this course, students will be able to understand basic components of Special Systems as well as upgrading and troubleshooting. Special

Systems may include but not limited to: Computer systems, Electronic Access control, Security camera systems etc.  
PREREQUISITES: IEL 132 and IEL 133.

**IEL 218 WIRING LAB I CREDITS: 3**  
The purpose of this course is to provide the student with the basic skills and technical knowledge required to enter the electrical construction field as an inside wire person. The course activities provide varied applications of practical job and shop practices and experience in the use of an electrician's tools and equipment. Actual on-the-job training is obtained through the rough-in wiring of WDT projects. PREREQUISITES: IEL 129 and IEL 130.

**IEL 220 WIRING LAB II CREDITS: 3**  
This course is a study of the National Electrical Code in relation to commercial and industrial electrical installations. Actual electrical installations, compiling pertinent facts for bidding purposes, and on-the-job training through the wiring of WDT projects are included in this course. PREREQUISITE: IEL 218.

**IEL 221 PROGRAMMABLE LOGIC CONTROLLERS CREDITS: 2**  
This course introduces programmable logic controllers and the concepts and structure of programmable controllers and provides beginning programming skills. The student will have the basic knowledge to be able to do limited maintenance, programming, and installation of programmable controller systems in the industrial environment. The student will also have the background for more advanced training in programmable control. PREREQUISITES: IEL 211 and IEL 216.

**IEL 222 PROGRAMMABLE LOGIC CONTROLLERS LAB CREDITS: 3**  
This course will give the student hands-on experience in programming programmable controllers. The theory learned in previous coursework will be put into practice in a laboratory environment that includes simulated industrial applications. Programmable control is an area of ever-increasing industrial importance today. PREREQUISITES: IEL 211 and IEL 216. CO-REQUISITE: IEL 221.

**IEL 223 ELECTRICAL MOTOR LAB CREDITS: 1**  
This is a laboratory course intended to accompany the motor study course. Through actual hands-on experiments on developed trainers in the lab, the student will be able to reinforce the concepts learned in motor study. This course should be taken concurrently with IEL 226 Electric Motor Fundamentals and Maintenance. PREREQUISITES: IEL 132 and IEL 133.

**IEL 224 POWER DISTRIBUTION CREDITS: 2**  
Transformers are considered the most important type of equipment in the process of distribution of electrical power. Included in this course are transformer theory, code, and actual transformer connections. PREREQUISITES: IEL 132 and IEL 133.

**IEL 226 ELECTRICAL MOTOR FUNDAMENTALS AND MAINTENANCE CREDITS: 2**  
This course involves a study of the operational theory and construction of AC and DC motors. It is important for the electrician to have an understanding of motor principles and motor construction in order to facilitate proper motor installation and troubleshooting. This course should be taken concurrently with IEL 223 Electric Motor Lab. PREREQUISITES: IEL 132 and IEL 133.

**IEL 230 BLUEPRINT READING, ELECTRICAL PLANNING, AND ESTIMATING CREDITS: 4**  
This course will teach the basics of blueprint reading, planning, and estimating. A part of the course is devoted to construction topics other than that of the electrical trade. The students will plan and draw the actual electrical diagram on a blueprint and estimate the cost of the job. PREREQUISITES: IEL 129 and IEL 130.

**IEL 299 ELECTRICIAN INTERNSHIP/CO-OP CREDITS: 6**  
The Electrician Internship/CO-OP course is a hands-on course where students gain experience with an employer through on-the-job electrical related work at an approved job site. PREREQUISITE: ADVISOR APPROVAL REQUIRED.

**INT 299 INTERNSHIP CREDITS: 3**  
This course is designed to provide the student an opportunity to apply the skills and knowledge acquired in the classroom through active participation in their field of study. PREREQUISITE: INSTRUCTOR APPROVAL.

**LIBR 100 INTRODUCTION TO LIBRARY SERVICES CREDITS: 3**  
This course is an introduction to the history of libraries and the library technician's role in all different types of libraries. Emphasis is on the tools and terminology used, the library's relationship to the community, and the examination and implementation of new service trends.

**LIBR 102 INTRODUCTION TO LIBRARY CIRCULATION AND CUSTOMER SERVICE CREDITS: 3**  
This course covers research into and development of circulation policies, review of self-service technologies, readers' advisory, notification systems, and materials handling. The course also includes the investigation of integrated library systems and their impacts to user-friendly customer service, and discussion of current issues that impact library services.

**LIBR 104 PUBLIC SERVICES FOR LIBRARY TECHNICIANS CREDITS: 3**  
This course is an introduction to public catalogs, bibliographic instruction, reference interviews, inter-library loan practices, services to diverse populations, and development of library behavior policies.

**LIBR 122 CHILDREN'S AND YOUNG ADULT LITERATURE CREDITS: 3**  
This is an introductory course for both children's and young adult literature. Content will emphasize selection and evaluation of books according to levels, interest, special needs, and educational objectives. Readers' advisory for youth is also reviewed.



- LIBR 125 LIBRARY OUTREACH FOR DIVERSE POPULATIONS CREDITS: 3**  
This course is an introduction to planning and implementing library outreach for diverse populations. Emphasis is on developing services using current library trends, needs based assessment, evaluations and surveys, community collaborations, and basic marketing skills.
- LIBR 200 INTRODUCTION TO TECHNICAL SERVICES: ACQUISITIONS, SERIALS, AND PROCESSING CREDITS: 3**  
Principles of acquiring and processing library materials, including vendor selection, ordering, receiving, processing and outsourcing, and budget accounting will be covered in this course.
- LIBR 202 CONTENT CREATION AND MOBILE LIBRARY SERVICES CREDITS: 3**  
Principles of online content creation for customization and user-friendly access to library resources will be covered in this course. The course will also review and assess mobile library applications and tools that deliver library services to mobile devices.
- LIBR 206 COLLECTION DEVELOPMENT AND MANAGEMENT CREDITS: 3**  
Principles of collection development in all formats, including selection and evaluation of print and virtual resources will be covered in this course. Research into and development of collection development policies and assessment and weeding of collections will also be studied.
- LIBR 208 MANAGING A SMALL LIBRARY/MEDIA CENTER CREDITS: 3**  
Explores library management techniques related to the day-to-day operations of a both a school media center and a small public library. The course addresses issues relevant to strategic planning, budgeting, staffing, policy development, library advocacy, community building, and working with library governing agencies.
- LIBR 220 INTRODUCTION TO CATALOGING AND CLASSIFICATION CREDITS: 3**  
This course includes principles of cataloging systems to facilitate user-friendly patron access. It also discusses the implications of organization including subject headings and tagging and indexing practice upon patrons' information access.
- LIBR 222 REFERENCE RESOURCES CREDITS: 3**  
This course includes selection and use of e-formats, databases, and print resources appropriate for reference and information services. It presents an introduction to effective search strategies and critical analysis of reference tools.
- LIBR 224 TECHNOLOGY INFORMATION RESOURCES & ONLINE SOCIAL NETWORKING CREDITS: 3**  
This course introduces a variety of social media and social networking platforms and their use in providing library information and communications. It discusses trend-watching and implementation of new resources for evolving library services.
- LIBR 299 INTERNSHIP CREDITS: 3**  
This course is designed to provide students an opportunity to apply the skills and knowledge acquired in the classroom through active participation in a library. This is a supervised experience that may be volunteer-based or paid.
- MA 210 MEDICAL ASSISTING I CREDITS: 3**  
This course is designed to give the basic knowledge and understanding of the career of medical assisting and the administrative skills required to be employed as an entry-level medical assistant. CO-REQUISITE: MA 214.
- MA 214 MEDICAL ASSISTING I CLINICAL CREDITS: 1**  
This course provides medical assisting students the opportunity to apply their skills and knowledge in the medical office. Students are placed in medical facilities to gain hands-on experience in the administrative skills required of an entry-level medical assistant. Students are under the supervision of the facility and are periodically evaluated by the preceptor. PREREQUISITE: CURRENT CPR CARD. CO-REQUISITE: MA 210.
- MA 250 MEDICAL ASSISTING II CREDITS: 3**  
This course will teach students the clinical knowledge needed for an entry-level medical assistant. CO-REQUISITE: MA 253.
- MA 253 MEDICAL ASSISTING II LAB AND CLINICAL CREDITS: 5**  
This course provides the medical assisting students the opportunity to apply their clinical skills and knowledge in the clinical setting after completion of lab hours. Students are placed in medical facilities of Rapid City and surrounding areas to gain hands-on experience in the clinical skills required of an entry-level medical assistant. Students are under the supervision of the facility and are periodically evaluated by the preceptor. PREREQUISITES: CURRENT CPR CARD and ADVISOR APPROVAL. CO-REQUISITE: MA 250.
- MACH 110 MACHINE SHOP OPERATIONS CREDITS: 3**  
This course will cover the topics of machine shop safety, semi-precision and precision measurement, layout, inspection, bench work, band saw and drill press work, job planning, order of operations, tooling options, tool grinding, work holding devices and fixtures, and maintenance.
- MACH 115 TURNING THEORY AND OPERATIONS I CREDITS: 3**  
This course introduces the metal cutting lathe, its care, setup, and use as applied to current industry practices. Topics addressed will include lathe safety, machine setup, and carrying out the basic lathe operations of turning, drilling, boring, facing, and thread cutting.

- MACH 120 MILLING THEORY AND OPERATIONS I** **CREDITS: 3**  
The vertical milling machine and its set-up and operation are introduced in this course. Students will learn milling machine safety, tramping of the mill, and the use of edge finders and dial indicators to locate part features and align work. Use of the Cartesian coordinate system, drilling, surfacing, slotting, pocketing and contour milling procedures will be covered.
- MACH 125 MECHANICAL BLUEPRINT READING** **CREDITS: 3**  
This course addresses the interpretation of blueprints commonly encountered in the machine shop. Drawing layout, sectional views, auxiliary views, assembly drawings, conventional, baseline, and GT&D dimensioning conventions, bill of materials, and symbols used in the metal working industry are among the topics covered.
- MACH 130 MATERIALS APPLICATIONS** **CREDITS: 3**  
Training in this course includes metals composition and characteristics, material selection, heat treatment, hardness testing, machinability, and use of the surface grinder and other precision grinding equipment. PREREQUISITES: MACH 110, MACH 115, MACH 120, and MACH 125.
- MACH 135 TURNING THEORY AND OPERATIONS II** **CREDITS: 3**  
Expands on basic lathe skills by implementing the use of four-jaw chucks, collets, steady rests, follower rests, and face plate work. Taper turning, knurling, parting and machining between centers will be explored. Work will progress to include multi-part assemblies where fit, finish, and attention to detail need to be employed. Basics on operation of the CNC TRAK lathe will also be introduced. PREREQUISITES: MACH 110, MACH 115, and MACH 125.
- MACH 140 MILLING THEORY AND OPERATIONS II** **CREDITS: 3**  
Expands on basic milling machine skills. Additional work holding methods such as rotary tables, strap clamps, angle plates, and a variety of fixtures will be implemented. The use of sine bars, gauge blocks, boring heads, indexing heads, and special purpose cutters will be explored. Work will progress to include multi-part assemblies where fit, finish, and attention to detail need to be employed. Basics on operation of the two axis ProtoTrak mill will also be introduced. PREREQUISITES: MACH 110, MACH 120, and MACH 125.
- MACH 145 APPLIED COMPUTER AIDED DRAFTING FUNDAMENTALS** **CREDITS: 3**  
This course provides training in the use of SolidWorks to generate part geometry, shop drawings, and bills of materials for mechanical parts and assemblies. Design intent and strategies for using software to streamline work planning, fixturing, and finding set-up solutions in the machine shop are some of the topics covered. PREREQUISITE: MACH 125.
- MATH 090 BASIC MATHEMATICS** **CREDITS: 2**  
This course provides a mathematically sound and comprehensive coverage of basic computational skills and their applications. Certain topics from algebra are also included. The content and level of rigor of the text form the basis of a course that would properly serve as preparation for a traditional algebra course. The text has been developed to meet the needs of the traditional post-secondary student and the needs of the mature student whose mathematical proficiency may have declined during years away from formal schooling.
- MATH 100 ELEMENTARY ALGEBRA** **CREDITS: 3**  
This course prepares students for college-level mathematics. Topics generally include: basic properties of real numbers, exponents and radicals, rectangular coordinate geometry, solutions to linear equations, inequalities, and polynomials. PREREQUISITE: ACHIEVED REQUIRED SCORE ON A NATIONAL or A WESTERN DAKOTA TECH QUALIFYING PLACEMENT TEST or A PASSING GRADE IN MATH 090.
- MATH 101 INTERMEDIATE ALGEBRA** **CREDITS: 3**  
This course includes real numbers and variable expressions, first-degree equations, polynomials, factoring, rational expressions, rational exponents and radicals, and quadratic equations. PREREQUISITE: ACHIEVED REQUIRED SCORE ON A NATIONAL or A WESTERN DAKOTA TECH QUALIFYING PLACEMENT TEST or A PASSING GRADE IN MATH 100.
- MATH 104 TECHNICAL MATHEMATICS** **CREDITS: 3**  
This course includes real numbers and variable expressions, first-degree equations, polynomials, factoring, rational expressions, rational exponents and radicals, geometry, quadratic equations, and trigonometry. This course is designed for students who are preparing for technical careers. It stresses a working knowledge of applied mathematical concepts. The practice problems are applications from various technical fields but do not require prior knowledge of the technical applications. Problems are selected to help develop an understanding of where and how mathematics is used in the various fields of employment. PREREQUISITE: ACHIEVED REQUIRED SCORE ON A NATIONAL or A WESTERN DAKOTA TECH QUALIFYING PLACEMENT TEST or A PASSING GRADE IN MATH 090.
- MATH 112 BUSINESS MATHEMATICS** **CREDITS: 3**  
A practical, working knowledge of relevant mathematical ideas and computations is developed for preparation in many careers, as well as in daily and consumer life. PREREQUISITE: ACHIEVED REQUIRED SCORE ON A NATIONAL or A WESTERN DAKOTA TECH QUALIFYING PLACEMENT TEST or A PASSING GRADE IN MATH 090.
- MATH 114 COLLEGE ALGEBRA** **CREDITS: 3**  
This course involves equations and inequalities; polynomial functions and graphs; exponents, radicals, binomial theorem, and zeros of polynomials; systems of equations; exponential, logarithmic, inverse functions, and applications and graphs. Other topics selected from sequences, series, and complex numbers will be covered. PREREQUISITE: ACHIEVED REQUIRED SCORE ON A NATIONAL or A WESTERN DAKOTA TECH QUALIFYING PLACEMENT TEST or A PASSING GRADE IN MATH 101.

- MATH 120 TRIGONOMETRY** **CREDITS: 3**  
 Topics include: trigonometric functions, equations, and identities; inverse trigonometric functions; exponential and logarithmic functions, and applications of these functions. **PREREQUISITE:** ACHIEVED REQUIRED SCORE ON A NATIONAL OR A WESTERN DAKOTA TECH QUALIFYING PLACEMENT TEST or A PASSING GRADE IN MATH 101 or MATH 114.
- MEC 105 FUNDAMENTALS OF THE MINING INDUSTRY** **CREDITS: 3**  
 This course is intended to provide the fundamental concepts and processes of the mineral industry, especially those processes employed in mining engineering. Topics will include industry overview, geology and exploration, mine planning and feasibility, health and safety, permitting, surface and underground mining operations, ground control, mineral processing, mineral economics, sustainability, and future of mining.
- MEC 110 BASIC NETWORKING – MINING** **CREDITS: 3**  
 This course focuses on networking basics including cabling, cabling tools, routers, Ethernet, Internet Protocol (IP) addressing, and network standards and design as well as network troubleshooting as it pertains to the mining industry.
- MEC 120 MINING SAFETY** **CREDITS: 2**  
 This course provides instruction in safety aspects of mining and on mine hazard identification and mitigation.
- MEC 130 MECHANICAL BASICS** **CREDITS: 4**  
 This course focuses on the development of basic mechanical skills for the installation of hardware related to mining technology, preventive maintenance of affected hardware and related equipment, and an overview of how mechanical systems influence data pertinent to the operation of mining technology systems.
- MEC 150 MINING TECHNOLOGY** **CREDITS: 6**  
 This course provides Caterpillar-specific content related to MineStar technology. Course content will include installing, commissioning, troubleshooting, and maintaining Cat MineStar products including Fleet, Terrain, and Command.  
**PREREQUISITES:** IEL 105, MEC 105, MEC 110, MEC 120, MEC 130
- MEC 199 MINING INTERNSHIP** **CREDITS: 6**  
 This course consists of supervised work experience in an approved training situation. It is designed to provide practical experience in the mining industry. **PREREQUISITES:** IEL 105, MEC 105, MEC 110, MEC 120, MEC 130
- MDS 130 MEDICAL COMPUTERIZED APPLICATIONS** **CREDITS: 3**  
 This course is designed to teach the student how to manage the medical office in a computerized setting. The student will learn to build databases and use them in many different ways. Once the databases are set up, the student will learn other office management skills such as entering patient data, arranging appointments, keeping track of charges and payments, filing insurance electronically, etc.
- MDS 210 HEALTHCARE CODING I** **CREDITS: 4**  
 This is an introductory course to the statistical classification system of the International Classification of Diseases, Ninth and Tenth Revision, Clinical Modification (ICD-9-CM and ICD-10-CM and PCS), the system in use in hospitals and private medical practices for the classification and reporting of morbidity and mortality in the United States. Many third-party payment systems are based on the ICD-9-CM and/or the ICD-10-CM and PCS classification and coding system. The course also introduces Current Procedural Terminology (CPT). **PREREQUISITES:** HC 114 and HC 213 or PERMISSION FROM INSTRUCTOR.
- MDS 211 HEALTHCARE CODING II** **CREDITS: 3**  
 This course is a continuation of Health Care Coding I with the introduction of DRG and APC systems of reimbursement. ICD-9-CM, ICD-10-CM and PCS, CPT and HCPCS manuals will be utilized. HCPCS coding system will be investigated. Additionally, this course includes an overview and education of electronic coding systems. **PREREQUISITE:** MDS 210 or PROGRAM APPROVAL.
- MDS 212 HEALTHCARE FUNDAMENTALS AND REIMBURSEMENT** **CREDITS: 3**  
 This course will cover financial reimbursement and third-party payers including government programs. HIPAA regulations and clinical and hospital corporate compliance issues will be reviewed.
- MDS 250 ADVANCED CODING** **CREDITS: 2**  
 Advanced level of coding focusing on surgical procedural coding. Utilization and coding of templates is reviewed. Diagnostic Related Groups (DRG's) in the inpatient hospital setting are analyzed. Surgical instrumentation and operating room processes and coding are evaluated in more depth. The importance of utilizing coding resources is emphasized and utilized for a broader view of the coding arena. **PREREQUISITES:** HC 213 and MDS 210.
- MLT 205 IMMUNOLOGY** **CREDITS: 3**  
 This course covers the basic theory and principles of the immune system including antigens, antibodies, origin, stimulation, and body response and rejection. Immunoglobulins, complement, and classification of immunity will be presented. Serological techniques and procedures will be performed. **PREREQUISITES:** MATH 101, HC 114, PH 110, PH 111, and PH 125. **GRADE REQUIREMENT:** A MINIMUM GRADE OF C MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE MEDICAL LABORATORY TECHNICIAN PROGRAM AND TO PROGRESS TO MLT CLINICAL PRACTICUM.

**MLT 210 CLINICAL CHEMISTRY****CREDITS: 4**

This course will cover basic laboratory instrumentation, math, standardization, pipetting, laboratory glassware, methodologies of chemistry testing, safety in the laboratory, and quality control concepts. It will introduce advanced clinical chemistry theory, organ functions, and disease correlations. PREREQUISITE: MATH 101 or HIGHER. PREREQUISITE or CO-REQUISITE: CHEM 106 and CHEM 106L. GRADE REQUIREMENT: A MINIMUM GRADE OF C MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE MEDICAL LABORATORY TECHNICIAN PROGRAM AND TO PROGRESS TO MLT CLINICAL PRACTICUM.

**MLT 215 IMMUNOHEMATOLOGY****CREDITS: 4**

The Immunohematology course is an extension of theory presented in the Immunology Course and will transition into the major concepts and principles of Blood Banking. This course will explore basic genetics, blood group systems, and antibodies, with emphasis on ABO grouping, Rh typing, antibody screening and identification, Coombs, compatibility testing, transfusion of blood components, component therapy, and donor selection. PREREQUISITE: MLT 205. GRADE REQUIREMENT: A MINIMUM GRADE OF C MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE MEDICAL LABORATORY TECHNICIAN PROGRAM AND TO PROGRESS TO MLT CLINICAL PRACTICUM.

**MLT 222 URINALYSIS/BODY FLUIDS****CREDITS: 2**

This course examines the basic principles of urinalysis and kidney function. It will discuss the anatomy, physiology, and pathology of the urinary system. Physical, chemical, and microscopic examination will be performed using urinalysis procedures on both normal and abnormal specimens. Body fluid analysis will also be examined. PREREQUISITES: MATH 101, HC 114, PH 104, PH 110, PH 111, PH 125, and PH 165. GRADE REQUIREMENT: A MINIMUM GRADE OF C MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE MEDICAL LABORATORY TECHNICIAN PROGRAM AND TO PROGRESS TO MLT CLINICAL PRACTICUM.

**MLT 230 HEMATOLOGY/COAGULATION****CREDITS: 4**

This course will present basic and advanced hematology theory and disease correlations. Differentials, cell morphology, and hematological measurements will be discussed. Hemostasis theory and application of the coagulation pathway including factors will be presented. Microscope work, automated hematological instrumentation, and coagulation testing will be emphasized. PREREQUISITES: MATH 101, HC 114, PH 104, PH 110, PH 111, PH 125, and PH 165. GRADE REQUIREMENT: A MINIMUM GRADE OF C MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE MEDICAL LABORATORY TECHNICIAN PROGRAM AND TO PROGRESS TO MLT CLINICAL PRACTICUM.

**MLT 250 PARASITOLOGY/MYCOLOGY****CREDITS: 1**

Introduces the fields of Medical Mycology and Medical Parasitology. This course will emphasize and cover specimen processing and diagnostic procedures of medically significant pathogens. Identifies characteristics, life cycles, pathogenicity, and diagnostic testing for medically significant parasites. PREREQUISITES: MATH 101, HC 114, PH 104, PH 110, PH 111, PH 125, and PH 165. GRADE REQUIREMENT: A MINIMUM GRADE OF C MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE MEDICAL LABORATORY TECHNICIAN PROGRAM AND TO PROGRESS TO MLT CLINICAL PRACTICUM

**MLT 255 CLINICAL MICROBIOLOGY****CREDITS: 4**

This course provides an introduction to the classification, morphology, identification, and sensitivity testing of microorganisms. More technical aspects of clinical microbiology including differential staining and testing for the detection, identification, and disease correlation of bacteria, parasites, and fungus will also be covered. PREREQUISITE: HC 114. GRADE REQUIREMENT: A MINIMUM GRADE OF C MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE MEDICAL LABORATORY TECHNICIAN PROGRAM AND TO PROGRESS TO MLT CLINICAL PRACTICUM.

**MLT 275 MEDICAL LABORATORY TECHNICIAN CLINICAL****CREDITS: 12**

The clinical practicum is designed to give the medical laboratory technician student experience in a clinical setting. Affiliated medical laboratories will provide students with observation, practice, and performance of laboratory tests and procedures. Students will rotate through phlebotomy, hematology, hemostasis, urinalysis and body fluids, chemistry, serology, microbiology, and immunohematology. PREREQUISITE: SUCCESSFUL COMPLETION OF THE FIRST THREE SEMESTERS OF MLT COURSES. CO-REQUISITE: MLT 280. GRADE REQUIREMENT: A MINIMUM GRADE OF C MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE MEDICAL LABORATORY TECHNICIAN PROGRAM.

**MLT 280 MEDICAL LABORATORY TECHNICIAN CERTIFICATION REVIEW****CREDITS: 1**

This course will be taken concurrently with the Medical Laboratory Technician Clinical. It is intended to serve as a comprehensive review in preparation for the Board of Certification (BOC) examination for Medical Laboratory Technicians (MLT) offered by the American Society of Clinical Pathology (ASCP). PREREQUISITE: SUCCESSFUL COMPLETION OF THE FIRST THREE SEMESTERS OF MLT COURSES. CO-REQUISITE: MLT 275. GRADE REQUIREMENT: A MINIMUM GRADE OF C MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE MEDICAL LABORATORY TECHNICIAN PROGRAM.

**NRS 100 FUNDAMENTAL SKILLS LAB****CREDITS: 1**

This lab course offers an introduction to the fundamental skills required to safely and effectively care for patients in today's healthcare environment. The focus of this course is the development of fundamental skills that incorporates information on anatomy and physiology, microbiology, geriatric nursing, and basic concepts of clinical judgment related to the nursing process. This course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs and the skills necessary for maintaining microbial, physical, and psychological safety along with skills needed in therapeutic interventions. PREREQUISITES: CURRENT CNA CERTIFICATION or A "C" OR BETTER IN HC 124 AND HC 126 and COMPLETION OF ALL GENERAL EDUCATION COURSES. CO-REQUISITE: NRS 105. GRADE REQUIREMENT: A MINIMUM GRADE

OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NRS 105 FUNDAMENTAL NURSING PRACTICE I CREDITS: 3**

This course establishes the foundation for nursing practice by providing the fundamental concepts and skills needed to meet basic human physiological needs in a safe, legal, and ethical manner. An introduction to the nursing process and critical thinking is presented along with anatomy and physiology, microbiology, geriatric nursing, and basic concepts of clinical judgment related to the nursing process. Students will learn concepts and theories basic to the art and science of nursing. PREREQUISITES: CURRENT CNA CERTIFICATION or A "C" OR BETTER IN HC 124 AND HC 126 and COMPLETION OF ALL GENERAL EDUCATION COURSES. CO-REQUISITE: NRS 100. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NRS 110 FUNDAMENTAL NURSING PRACTICE II CREDITS: 2**

This course provides opportunities to develop comprehension of the nursing process necessary to meet the needs of individuals in a safe, legal, and ethical manner. This course will emphasize the areas of pharmacology, medical terminology, and nutritional needs of individuals and integrates these components into the overall fundamental concepts and skills needed to meet basic human physiological needs. PREREQUISITES: CURRENT CNA CERTIFICATION or A "C" OR BETTER IN HC 124 AND HC 126 and COMPLETION OF ALL GENERAL EDUCATION COURSES. CO-REQUISITES: NRS 100 and NRS 105. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NRS 115 FUNDAMENTAL NURSING PRACTICE III CREDITS: 2**

This course presents basic concepts of mental health issues and care for individuals with mental health illnesses. Categories of mental health illness are discussed along with common therapies to treat them. The course addresses issues nurses will incorporate into their work environment to assist them in caring for individuals with special mental and emotional needs. The course will identify behavioral science concepts that relate to interpersonal relationships, communication, and cultural diversity. PREREQUISITES: CURRENT CNA CERTIFICATION or A "C" OR BETTER IN HC 124 AND HC 126 and COMPLETION OF ALL GENERAL EDUCATION COURSES. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NRS 121 FUNDAMENTAL NURSING CLINICAL I & II CREDITS: 4**

This course will focus on clinical experiences that include interpretation, medical terminology, nutrition, and pharmacology with an emphasis on how it integrates into the nursing process. This course involves direct care for adults including communication assessment, and professional documentation as well as passing medications, identifying signs and symptoms of different diseases, and learning the importance of diet and nutrition in adults. PREREQUISITES: CURRENT CNA CERTIFICATION or A "C" OR BETTER IN HC 124 AND HC 126 and COMPLETION OF ALL GENERAL EDUCATION COURSES. PRE- or CO-REQUISITES: NRS 100 and NRS 105. CLINICAL PROGRESSION: STUDENTS MUST MAINTAIN A "C" OR BETTER IN NRS 100 AND NRS 105 TO PARTICIPATE IN NRS 121 LIVE CLINICALS. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NRS 130 FUNDAMENTAL NURSING CLINICAL III CREDITS: 1**

This course will apply the nursing process and mental health nursing theory in the care of adults with mental illnesses. This course will stress the importance of milieu in the treatment of mental illnesses and the various contributions of the mental health treatment team. The course will focus on interpersonal relations, communication, and cultural diversity. PREREQUISITES: CURRENT CNA CERTIFICATION or A "C" OR BETTER IN HC 124 AND HC 126 and COMPLETION OF ALL GENERAL EDUCATION COURSES. PRE- or CO-REQUISITE: NRS 115. CLINICAL PROGRESSION: STUDENTS MUST MAINTAIN A "C" OR BETTER IN NRS 115 TO PARTICIPATE IN NRS 130 LIVE CLINICALS. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NRS 135 TRANSITIONAL NURSING CREDITS: 2**

This course will provide students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. This course will focus on the scope of practice for LPN's, legal and ethical basis of nursing practice, nursing history, and trends in nursing and healthcare delivery. PREREQUISITES: CURRENT CNA CERTIFICATION or A "C" OR BETTER IN HC 124 AND HC 126 AND COMPLETION OF ALL GENERAL EDUCATION COURSES. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NRS 200 ADVANCED SKILLS LAB CREDITS: 1**

This lab course focuses on nursing skills that emphasize care of patients with disease/disorders that include the following systems: nervous, respiratory, sensory, circulatory, urinary, gastrointestinal, endocrine, musculoskeletal, integumentary, and hematological. The lab will incorporate additional skills related to pharmacology and nutrition. PREREQUISITES: CURRENT CNA CERTIFICATION or A "C" OR BETTER IN HC 124 AND HC 126, COMPLETION OF ALL GENERAL EDUCATION COURSES, and NRS 100, NRS 105, NRS 110, and NRS 115. CLINICAL CO-REQUISITE: NRS 205. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NRS 205      ADVANCED NURSING PRACTICE I      CREDITS:    3**  
This course will provide opportunities to develop competencies necessary to meet the needs of individuals in a safe, legal, and ethical manner using the nursing process. This course includes nursing theory with an emphasis on care of patients with disease/disorders of the following systems: nervous, sensory, respiratory, circulatory, urinary, gastrointestinal, endocrine, musculoskeletal, integumentary, and hematological. The nursing process is integrated into the study of each disease process. PREREQUISITES: CURRENT CNA CERTIFICATION or A "C" OR BETTER IN HC 124 AND HC 126, COMPLETION OF ALL GENERAL EDUCATION COURSES, and COMPLETION OF NRS 100, NRS 105, NRS 110, and NRS 115. CO-REQUISITE: NRS 200. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NRS 210      ADVANCED NURSING PRACTICE II      CREDITS:    2**  
This course includes nursing theory and the care of patients with a variety of disease/disorders with an emphasis on how pharmacology impacts the treatment outcomes, how medical terminology assists with disease identification, and the importance of nutrition on the recovery process. PREREQUISITES: CURRENT CNA CERTIFICATION or A "C" OR BETTER IN HC 124 AND HC 126, COMPLETION OF ALL GENERAL EDUCATION COURSES, and COMPLETION OF NRS 100, NRS 105, NRS 110, and NRS 115. CO-REQUISITES: NRS 200 and NRS 205. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NRS 215      ADVANCED NURSING PRACTICE III      CREDITS:    2**  
This course emphasizes the physiological, psychosocial, cultural, and developmental needs of the maternal and child clients. This course will introduce the student to family-centered care, wellness, health promotion, illness prevention, and the growth and development of the child from conception to adolescence. PREREQUISITES: CURRENT CNA CERTIFICATION or A "C" OR BETTER IN HC 124 AND HC 126, COMPLETION OF ALL GENERAL EDUCATION COURSES, and COMPLETION OF NRS 100, NRS 105, NRS 110, and NRS 115. CO-REQUISITES: NRS 200, NRS 205, and NRS 210. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NRS 221      ADVANCED NURSING CLINICAL I & II      CREDITS:    4**  
This course is the clinical component of adult health nursing in which the students provide direct care to patients in a variety of acute, inpatient settings. The students utilize various components of the nursing process to design appropriate care for patients. The student is expected to assess, utilize, and apply the concepts of critical thinking, communication, and promotion of safety to the care of patients in the acute care setting. This course will focus on basic phlebotomy, IV infusion skills, and advanced practical nursing skills. PREREQUISITES: CURRENT CNA CERTIFICATION or A "C" OR BETTER IN HC 124 AND HC 126, COMPLETION OF ALL GENERAL EDUCATION COURSES, and COMPLETION OF NRS 100, NRS 105, NRS 110, NRS 115, NRS 121, and NRS 130. PRE- or CO-REQUISITES: NRS 200, NRS 205, and NRS 210. CLINICAL PROGRESSION: STUDENTS MUST MAINTAIN A "C" OR BETTER IN NRS 200, NRS 205, and NRS 210 TO PARTICIPATE IN NRS 221 LIVE CLINICALS. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NRS 230      ADVANCED NURSING CLINICAL III      CREDITS:    1**  
This course includes maternal and child health care experiences. The clinical settings will vary but may include hospitals, clinics, and physician offices. Students will be able to utilize their knowledge base regarding growth and development, medications and vaccines, terminology, and nutritional aspects associated with maternal and pediatric clients. PREREQUISITES: CURRENT CNA CERTIFICATION or A "C" OR BETTER IN HC 124 AND HC 126, COMPLETION OF ALL GENERAL EDUCATION COURSES, and COMPLETION OF NRS 100, NRS 105, NRS 110, NRS 115, NRS 121, and NRS 130. PRE- or CO-REQUISITES: NRS 200, NRS 205, NRS 210, and NRS 215. CLINICAL PROGRESSION: STUDENTS MUST MAINTAIN A "C" OR BETTER IN NRS 200, NRS 205, NRS 210, and NRS 215 TO PARTICIPATE IN NRS 230 LIVE CLINICALS. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NRS 235      ADVANCED NURSING CLINICAL IV      CREDITS:    2**  
This course builds on previous course concepts of leadership and management. The student is expected to demonstrate ability to apply the concepts of critical thinking, communication, and promotion of safety with patients in the clinical setting. This course provides the opportunity for students to apply concepts of leadership and management while under the supervision of an RN instructor or RN/LPN preceptor. PREREQUISITES: CURRENT CNA CERTIFICATION or A "C" OR BETTER IN HC 124 AND HC 126, COMPLETION OF ALL GENERAL EDUCATION COURSES, and COMPLETION OF NRS 100, NRS 105, NRS 110, NRS 115, NRS 121, and NRS 130. PRE- or CO-REQUISITES: NRS 200, NRS 205, NRS 210, NRS 215, NRS 221, and NRS 230. CLINICAL PROGRESSION: STUDENTS MUST MAINTAIN A "C" OR BETTER IN NRS 200, NRS 205, NRS 210, NRS 215, NRS 221, and NRS 230 TO PARTICIPATE IN NRS 235 LIVE CLINICALS. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NURS 250      TRANSITION TO REGISTERED NURSING      CREDITS:    3**  
Transition to Registered Nursing I assists with the student's transition from Licensed Practical Nursing into an Associate Degree nursing program with the emphasis on the RN scope of practice. Students will focus on the RN skills and roles of the professional

nurse. This course provides strategies for learners to succeed in a learner-centered educational environment. Opportunities are available for students to analyze self-behaviors that reflect the values and professional identity of the registered nurse. There is a lab component to the course. PREREQUISITES: HC 202, CHEM 106, CHEM 106L, SPCM 101, SOC 100, and MATH 114. CLINICAL PROGRESSION: STUDENTS MUST MAINTAIN A “C” OR BETTER IN ALL NURSING COURSES TO PARTICIPATE IN LIVE CLINICALS. GRADE REQUIREMENT: A MINIMUM GRADE OF “C” MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NURS 255 PHARMACOLOGY FOR THE REGISTERED NURSE CREDITS: 3**

Pharmacology for the Registered Nurse focuses on the science of pharmacology and considers the role of the registered nurse in the preparation, management, and administration of medications. An emphasis on understanding the action of medications, safe administration practices and competence in drug calculations is made. Evidence-based practice and quality improvement initiatives are incorporated to maximize safety to clients throughout the lifespan. PREREQUISITES: HC 202, CHEM 106, CHEM 106L, SPCM 101, SOC 100, and MATH 114. CLINICAL PROGRESSION: STUDENTS MUST MAINTAIN A “C” OR BETTER IN ALL NURSING COURSES TO PARTICIPATE IN LIVE CLINICALS. GRADE REQUIREMENT: A MINIMUM GRADE OF “C” MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NURS 260 MEDICAL SURGICAL NURSING ACROSS THE LIFESPAN CREDITS: 6**

Medical Surgical Nursing Across the Lifespan focuses on nursing care of the client in the acute care setting. Emphasis is on the use of critical thinking skills, placing attention on a holistic understanding of the cultural, psychosocial, and spiritual needs of the individual and family. Application of the nursing process, evidence-based practice, quality improvement initiatives and the art of caring behaviors are integrated throughout the course. There is a clinical component to this course. PREREQUISITES: HC 202, CHEM 106, CHEM 106L, SPCM 101, SOC 100, and MATH 114. CLINICAL PROGRESSION: STUDENTS MUST MAINTAIN A “C” OR BETTER IN ALL NURSING COURSES TO PARTICIPATE IN LIVE CLINICALS. GRADE REQUIREMENT: A MINIMUM GRADE OF “C” MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NURS 270 MATERNAL CHILD NURSING CREDITS: 3**

Maternal/Child Nursing focuses on the nursing needs of individuals as they relate to childbearing and children. Students will utilize critical thinking skills through the nursing process, evidence-based practice, and quality improvement to implement preventative, supportive, and therapeutic plans of care. There is an emphasis on the physiological, cultural, and developmental needs of the clients. There is a clinical component to this course. PREREQUISITES: NURS 250, NURS 255, and NURS 260. CLINICAL PROGRESSION: STUDENTS MUST MAINTAIN A “C” OR BETTER IN ALL NURSING COURSES TO PARTICIPATE IN LIVE CLINICALS. GRADE REQUIREMENT: A MINIMUM GRADE OF “C” MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NURS 275 MENTAL HEALTH NURSING ACROSS THE LIFESPAN CREDITS: 3**

Mental Health Nursing Across the Lifespan focuses on nursing care of the client with mental health and psychiatric disorders. Emphasis is on the use of critical thinking skills, with attention on a holistic understanding of the cultural, psychosocial, and spiritual needs of the individual and family. Application of the nursing process, evidence-based practice, quality improvement initiatives and the art of caring behaviors are integrated throughout the course. There is a clinical component to this course. PREREQUISITES: NURS 250, NURS 255, and NURS 260. CLINICAL PROGRESSION: STUDENTS MUST MAINTAIN A “C” OR BETTER IN ALL NURSING COURSES TO PARTICIPATE IN LIVE CLINICALS. GRADE REQUIREMENT: A MINIMUM GRADE OF “C” MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NURS 285 TRANSITION TO REGISTERED NURSING II CREDITS: 2**

Transition to Registered Nursing II facilitates the transition from the role of Practical Nurse to that of a Registered Nurse. This course provides both a comprehensive content review and test taking strategies for students preparing to graduate from the LPN to RN program and take the NCLEX-RN exam. Opportunities are available for students to analyze self-behaviors that reflect the values and professional identity of the Registered Nurse. PREREQUISITES: NURS 250, NURS 255, and NURS 260. CLINICAL PROGRESSION: STUDENTS MUST MAINTAIN A “C” OR BETTER IN ALL NURSING COURSES TO PARTICIPATE IN LIVE CLINICALS. GRADE REQUIREMENT: A MINIMUM GRADE OF “C” MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**NURS 299 REGISTERED NURSING PRACTICUM EXPERIENCE CREDITS: 4**

The Practicum is the capstone course for the program. This faculty and preceptor guided practicum experience focuses on providing students with the opportunity to comprehensively apply and integrate synthesized theoretical and clinical experiences from previous nursing courses into a capstone experience. This course is designed to prepare students for professional nursing while demonstrating an ability to achieve all program student learning outcomes to the care of diverse patient populations. The nursing process, evidence-based practice, and quality improvement initiatives are applied while emphasizing patient-centered care, teamwork, safety, and informatics. PREREQUISITES: NURS 250, NURS 255, and NURS 260. GRADE REQUIREMENT: A MINIMUM GRADE OF “C” MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE NURSING PROGRAM OR PROGRESS INTO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

- PH 104 PHLEBOTOMY PRINCIPLES AND PRACTICES CREDITS: 2**  
 This course introduces students to the practice of phlebotomy and the role of the phlebotomist as part of the healthcare team. Students will become familiar with phlebotomy equipment and learn about basic blood collection procedures. Special blood collection procedures, safety procedures, quality management, and legal issues are discussed. The importance of professionalism and good communication skills in the patient care environment are stressed. CO-REQUISITE: PH 125 and PH 165.
- PH 110 INTRODUCTION TO LAB METHODS CREDITS: 2**  
 This course introduces the field of CLS. Includes an introduction to the use and care of the laboratory equipment and supplies. Provides basic concepts and technical skills in the clinical laboratory field including safety, quality assurance practices, laboratory math, basic lab techniques, and communication. CO-REQUISITE: PH 111
- PH 111 INTRODUCTION TO LAB METHODS LAB CREDITS: 1**  
 This course provides active learning experiences and hands on training for basic laboratory practices including safety, quality assurance, laboratory math, basic lab operations and techniques, and communication and technical skill development. CO-REQUISITE: PH 110.
- PH 125 PHLEBOTOMY PRINCIPLES AND PRACTICES LAB CREDITS: 2**  
 This course provides the student with active-learning experiences and hands-on training necessary to develop the skills of an entry-level phlebotomist. The student will learn the procedures performed by a phlebotomist and will become familiar with different types of equipment and techniques applied. Emphasis will be placed on professional behavior, communication skills, personal and patient safety, and technical skill development. PREREQUISITE: HEPATITIS B VACCINATION (MINIMUM FIRST VACCINE OF THE SERIES). CO-REQUISITE: PH 104 and PH 165.
- PH 131 POINT OF CARE AND FUNDAMENTAL DIAGNOSTICS CREDITS: 2**  
 This course provides training for the clinical lab assistant including lab safety, laboratory procedures, CLIA waived point of care testing and equipment, quality assurance, client services, and specimen collection and processing. PREREQUISITES: HC 114, PH 104, PH 125, PH 165. CO-REQUISITE: PH 132.
- PH 132 POINT OF CARE AND FUNDAMENTAL DIAGNOSTICS LAB CREDITS: 1**  
 This course provides active learning experiences and hands on training for the clinical lab assistant including lab safety, laboratory procedures, CLIA waived point of care testing and equipment, quality assurance, client services, and specimen collection and processing. PREREQUISITES: HC 114, PH 104, PH 125, PH 165. CO-REQUISITE: PH 131.
- PH 165 PHLEBOTOMY CLINICAL CREDITS: 2**  
 The clinical section consists of clinical practice in phlebotomy and laboratory assistant training at various healthcare institutions and laboratories. The program director will coordinate clinical schedules and evaluations. CO-REQUISITES: PH104 and PH125.
- PH 175 MICRO SETUP AND LAB ASSISTANT CAPSTONE CREDITS: 4**  
 This course provides an introduction to basic microbiology specimen collection, processing, and handling. The capstone course provides opportunity for an integration of program coursework, knowledge, skills and experiential learning enabling the student to demonstrate achievement of skills learned from PH104, PH110, PH111, and PH125. PREREQUISITES: HC 114, PH 104, PH 110, PH 111, PH 125, and PH 165. CO-REQUISITE: PH 131 and PH 132.
- PHGY 220 HUMAN ANATOMY & PHYSIOLOGY I W/LAB (Offered through USD) CREDITS: 4**  
 This course is the first part in the study of the physiology and anatomical structure of the human body. We will explore basic concepts of biochemistry, cell structure, tissues, histology, metabolism, and the different systems, integument, skeletal, muscular and nervous. Integration of anatomical structure as it relates to physiology will also be incorporated. The course is designed for students interested in health care careers.
- PHGY 230 HUMAN ANATOMY & PHYSIOLOGY II W/LAB (Offered through USD) CREDITS: 4**  
 This course is the second part in the study of the physiology and anatomical structure of the human body. We will explore basic concepts of multiple body systems/areas to include endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, and reproductive systems. Other areas of study will include the blood anatomy and physiology, nutrition and metabolism, and fluid and electrolytes. Integration of anatomical structure as it relates to physiology will also be incorporated. The course is designed for students interested in healthcare careers. PREREQUISITE: PHGY 220
- PHR 110 PHARMACOLOGY/PHARMACEUTICAL PRODUCTS I CREDITS: 3**  
 This course is designed to present material to the pharmacy technician as it applies to the preparation and dispensing of pharmacologic agents. Drugs are discussed according to their classification, trade and generic name, drug action (mechanism), side effects, toxicity, and contraindications. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PHARMACY TECHNICIAN PROGRAM, TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE, AND TO PARTICIPATE IN PHR 131 CLINICAL ROTATIONS.
- PHR 111 PHARMACY I CREDITS: 3**  
 This course is designed to present material to the pharmacy technician as an introduction to the field of pharmacy. The course will introduce the student to all aspects of the pharmacy from the relationship between the pharmacist and the pharmacy technician to the details necessary to be a successful pharmacy technician. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PHARMACY TECHNICIAN PROGRAM, TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE, AND TO PARTICIPATE IN PHR 131 CLINICAL ROTATIONS.



- PHR 113 PHARMACY OPERATIONS LAB CREDITS: 2**  
This course is designed to provide the pharmacy technician student with hands-on experience in institutional and retail pharmacies. All aspects of institutional and retail pharmacies will be covered to include organization and function of pharmacists and technicians, institutional medication distribution systems, and prescription filling in retail pharmacies. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PHARMACY TECHNICIAN PROGRAM, TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE, AND TO PARTICIPATE IN PHR 131 CLINICAL ROTATIONS.
- PHR 121 PHARMACOLOGY/PHARMACEUTICAL PRODUCTS II CREDITS: 3**  
This course is designed to present material to the pharmacy technician as it applies to the preparation and dispensing of pharmacologic agents. Drugs are discussed according to their classification, trade and generic name, drug action (mechanism), side effects, toxicity, and contraindications. Drugs will include review of prescriptions as well as non-prescription (over-the-counter) products. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PHARMACY TECHNICIAN PROGRAM, TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE, AND TO PARTICIPATE IN PHR 131 CLINICAL ROTATIONS.
- PHR 122 PHARMACY LAW AND ETHICS CREDITS: 2**  
This course is designed to present material to the pharmacy technician on professional ethics and the philosophy, requirements, administration, and enforcement of local, state, and federal laws related to the practice of the profession of pharmacy. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PHARMACY TECHNICIAN PROGRAM, TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE, AND TO PARTICIPATE IN PHR 131 CLINICAL ROTATIONS.
- PHR 127 PHARMACY CALCULATIONS CREDITS: 2**  
This course is designed to present material to the pharmacy technician in the areas of pharmacy math. All aspects of pharmacy math will be covered including metric and household measurements, special calculations for compounding, understanding the apothecary system, pharmacy business math, and preparing injectable medications. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PHARMACY TECHNICIAN PROGRAM, TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE, AND TO PARTICIPATE IN PHR 131 CLINICAL ROTATIONS.
- PHR 129 PHARMACY II CREDITS: 2**  
This course is designed to introduce the student to all aspects of pharmacy to include pharmacy manufacturing, pharmacy repackaging, purchasing and inventory control, drug categories, medication errors, and drug interactions. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PHARMACY TECHNICIAN PROGRAM, TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE, AND TO PARTICIPATE IN PHR 131 CLINICAL ROTATIONS.
- PHR 130 PHARMACY PRACTICAL LAB CREDITS: 1**  
This course is designed to provide the pharmacy technician with the practical hands-on experience with all aspects of pharmacy preparation and dispensing of sterile and non-sterile pharmaceuticals. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PHARMACY TECHNICIAN PROGRAM, TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE, AND TO PARTICIPATE IN PHR 131 CLINICAL ROTATIONS.
- PHR 131 CLINICAL ROTATIONS CREDITS: 8**  
This course emphasizes the basics of pharmacy practice and exposes the student to the practical aspects of dispensing, compounding, and inventory control at an on-the-job training site in an institutional, retail, or alternative pharmacy setting. PREREQUISITE: SUCCESSFUL COMPLETION OF ALL TECHNICAL COURSE REQUIREMENTS. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE PHARMACY TECHNICIAN PROGRAM.
- PLU 150 PLUMBING THEORY I CREDITS: 3**  
This course is designed to provide a foundation in plumbing materials, tools, methods and construction. Safety is highly emphasized as is the importance and practice of work records and daily reports. COREQUISITE: PLU 155
- PLU 155 PLUMBING THEORY I LAB CREDITS: 4**  
This lab course is intended to accompany the PLU 150 Plumbing Theory I course. Hands-on introductions to tool use, materials and joining methods will progress towards individual and group application projects. COREQUISITE: PLU 150
- PLU 160 PLUMBING CODE CREDITS: 3**  
This course will prepare students for the state Journeyman's plumbing exam that is required after their fourth year of apprenticeship. The Journeyman's plumbing exam helps determine a student's ability to acquire a Contractor's license (South Dakota's Master license). Students will read and interpret current local plumbing and fuel gas codes. The ability to understand and apply the code is invaluable for an individual employed in the plumbing industry.
- PLU 165 PLUMBING PRINT READING & DRAFTING CREDITS: 2**  
This course is designed to prepare student to review blue prints, recognize common industry symbols, take scale measurements, and identify locations of plumbing fixtures. Students will complete sketches of scale and isometric drawings to be used for

estimating or construction. They will also compare different plan views of multiple trades to identify possible conflicts of location of materials.

**PLU 170 PLUMBING THEORY II CREDITS: 3**  
This course will build upon the foundational concepts and content introduced in Plumbing Theory I. Advanced applications regarding plumbing materials, tools, methods and construction will be explored. In addition, testing pressures and procedures will be introduced. PREREQUISITE: PLU 150 COREQUISITE: PLU 175

**PLU 175 PLUMBING THEORY II LAB CREDITS: 4**  
Lab is designed to accompany the Plumbing Theory II course and will include the manual installation of plumbing materials in real world simulations of new construction. PREREQUISITE: PLU 155 COREQUISITE: PLU 170

**PLU 180 PLUMBING FIXTURES & REPAIR CREDITS: 2**  
Students will create and write up work orders keeping track of materials and time and, summarizing what they repair. Students will leave the course able to recognize plumbing fixtures and differentiate residential and commercial applications. Basic service principles and troubleshooting will be discussed. PREREQUISITE: PLU 150 COREQUISITE: PLU 185

**PLU 185 PLUMBING FIXTURES & REPAIR LAB CREDITS: 3**  
This lab course is intended to accompany the PLU 180 Plumbing Fixtures and Repair course. The lab will offer students the opportunity to install several common plumbing fixtures. Students will be able to handle multiple fixtures in varying degrees of disrepair. PREREQUISITE: PLU 155 COREQUISITE: PLU 180

**PSYC 101 GENERAL PSYCHOLOGY CREDITS: 3**  
This course is an introduction survey of the field of psychology with consideration of the biological bases of behavior, sensory and perceptual processes, learning and memory, human growth and development, social behavior, and normal and abnormal behavior.

**PSYC 103 HUMAN RELATIONS IN THE WORKPLACE CREDITS: 3**  
Success in the world of work requires not only the ability to perform according to the requirements of the position, but also the ability to adjust and get along with others. The purpose of this course is to help students grasp the importance of human relations skills in both their personal and career lives. It will introduce students to the skills necessary to create and maintain positive relationships and interactions in the workplace.

**SOC 100 INTRODUCTION TO SOCIOLOGY CREDITS: 3**  
Comprehensive study of society with analysis of group life and other forces shaping human behavior.

**SPCM 101 FUNDAMENTALS OF SPEECH CREDITS: 3**  
Introduces the study of speech fundamentals and critical thinking through frequent public speaking practice, including setting, purpose, audience, and subject.

**ST 102 INTRODUCTION TO SURGICAL TECHNOLOGY CREDITS: 3**  
This course is an introduction to concepts and practices of surgical technology. It encompasses the role of the surgical technologist, a basic history of surgery, the surgical patient, medical-legal issues, safety, infection control, disinfection and sterilization, and concepts of wound closure and wound healing. CO-REQUISITE: ST111. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE SURGICAL TECHNOLOGY PRORGAM AND TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**ST 111 INTRODUCTION TO SURGICAL TECHNOLOGY LAB CREDITS: 3**  
This course is an introduction to surgical technology in a lab setting and clinical setting. Students will learn and apply the principles of aseptic technique, care of the perioperative patient, duties of the circulator, and principles of safety as they apply to the perioperative environment. Students will learn basic surgical instrumentation, equipment, and supplies. CO-REQUISITE: ST102. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE SURGICAL TECHNOLOGY PRORGAM AND TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**ST 128 SURGICAL PHARMACOLOGY CREDITS: 2**  
In this course, students will learn the concepts and practices of pharmacology and anesthesia care in the perioperative environment. *Online only.* PREREQUISITES: HC 114, HC 213, ST 102, and ST 111. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE SURGICAL TECHNOLOGY PRORGAM AND TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**ST 130 SURGICAL PROCEDURES I CREDITS: 3**  
This course is designed to introduce the students to diagnostic procedures and minor and major procedures in all surgical areas. PREREQUISITES: HC 114, HC 213, ST 102, and ST 111. CO-REQUISITE: ST 131. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE SURGICAL TECHNOLOGY PRORGAM AND TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**ST 131 PRINCIPLES AND PRACTICE OF SURGICAL TECHNOLOGY I CREDITS: 3**  
Student will apply techniques and concepts mastered in the first semester. Students will continue to learn surgical instrumentation, basic instrument setups, patient draping, safe handing/handling of surgical instrumentation, sharps, medications, and the proper performance of surgical counts. Students will also participate and demonstrate competence in a variety of simulated procedure-

based scenarios and interventions in the lab performing both the scrub and circulator role. PREREQUISITES: HC 114, HC 213, ST 102, and ST 111. CO-REQUISITE: ST 130. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE SURGICAL TECHNOLOGY PRORGAM AND TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**ST 230 SURGICAL PROCEDURES II CREDITS: 3**

This course is a continuation of Surgical Procedures I and introduces the student to diagnostic procedures and minor and major procedures in all surgical areas. PREREQUISITES: ST 130 and ST 131. CO-REQUISITE: ST 231. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE SURGICAL TECHNOLOGY PRORGAM AND TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**ST 231 PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY II CREDITS: 3**

Students will apply techniques and concepts mastered in the second semester. Students will continue to learn surgical instrumentation, basic instrument setups, patient draping, safe handling/handling of surgical instrumentation, sharps, medications, and the proper performance of surgical counts. Students will also participate and demonstrate competence in a variety of simulated procedure-based scenarios and interventions in the lab performing both the scrub and circulator role. PREREQUISITES: ST 130 and ST 131. CO-REQUISITE: ST 230. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE SURGICAL TECHNOLOGY PRORGAM AND TO PROGRESS TO COURSES THAT REQUIRE THIS COURSE AS A PREREQUISITE.

**ST 250 SURGICAL TECHNOLOGY CLINICALS CREDITS: 13**

Surgical Technology Clinicals take place at a healthcare facility. It consists of work experience in the perioperative environment. Students will participate in a minimum of 120 surgical procedures in the scrub role. The procedures will be completed in a variety of areas and must meet ARC/STSA requirements. Students will perform and develop to entry-level competency as a surgical technologist. At the completion of the course students will return to main campus to take the Certified Surgical Technologist exam required of accreditation. PREREQUISITE: SUCCESSFUL COMPLETION OF ALL FIRST THROUGH THIRD SEMESTER ST TECHNICAL COURSES. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE SURGICAL TECHNOLOGY PRORGAM. CLINICAL PROGRESSION: ALL REQUIRED SURGICAL TECHNOLOGY COURSERS, OTHER THAN ST 251, MUST BE SUCCESSFULLY COMPLETED PRIOR TO ENTERING THE CLINICAL PHASE OF THE PROGRAM.

**ST 251 SURGICAL TECHNOLOGY CERTIFICATION REVIEW CREDITS: 1**

This course serves as a comprehensive review for the national certification exam in surgical technology. Students will assess their knowledge in required content areas of surgical technology including perioperative case management and basic sciences of anatomy and physiology, pharmacology, pathophysiology and microbiology. *Online only.* PREREQUISITES: ST 230 and ST 231. GRADE REQUIREMENT: A MINIMUM GRADE OF "C" MUST BE EARNED IN THIS COURSE TO BE ELIGIBLE TO GRADUATE FROM THE SURGICAL TECHNOLOGY PRORGAM.

**WDM 100 WELDING AND FABRICATION FOR GENERAL APPLICATIONS CREDITS: 2**

This course teaches the student safety procedures and familiarization with MIG set-up operations and welding in flat, horizontal, vertical, and overhead positions. In addition, the use and care of oxyacetylene welding and the cutting torch are covered.

**WDM 102 SHIELDED METAL ARC WELDING I CREDITS: 3**

Shielded Metal Arc Welding theory and skills training will allow the student to attain an acceptable level of welding skills. Equipment safety, setup, operation, and maintenance and electrode identification, application, and metallurgy are covered for the welding of ferrous metals. Surface and fillet welds in all positions, along with carbon arc gouging and cutting, will be the main focus in this course.

**WDM 103 GAS METAL ARC WELDING I CREDITS: 3**

Gas Metal Arc Welding classroom theory and skills training in the lab will allow the student to attain an acceptable level of welding skills. This course is designed to provide the student with a technical understanding of wire welding processes, equipment set up, metal transfers, and shielding gases. The development of welding procedures to successfully weld various types and thickness of structural steels are stressed. Students will perform fillet welds in all positions.

**WDM 104 FABRICATION I CREDITS: 3**

This course is an introduction to fabrication concepts. It focuses on safety fundamentals, basic skills of measurement, industry math practices, hand tools, pattern development, beginning metal forming, joint design, and an introduction to metallurgy. Projects will be designated by the instructor.

**WDM 105 OXY FUEL WELDING/CUTTING CREDITS: 3**

This course is the study of welding and cutting using oxygen and acetylene gases. Students will learn the proper setup, shut down, and safety associated with this process. Shop work will cover manual cutting, semi-automated cutting, filler and autogenous welding.

**WDM 150 SHIELDED METAL ARC WELDING II CREDITS: 3**

Shielded Metal Arc Welding classroom theory and skills training in the lab enables the student to attain an acceptable level of welding skills. Students will weld on grooved plate with backing and open root, in and out of position. These welds will be completed on 3/8" – 1" thickness metal using E7018 and E6010 electrodes. PREREQUISITE: WDM 102.

- WDM 151 GAS METAL ARC WELDING II** **CREDITS: 3**  
This course is designed to provide the student with a technical understanding of wire welding processes, equipment set-up, metal transfers, and shielding gases including solid and flux core wires. Students will practice developing their welding skills in and out of positions using differing processes to successfully weld various types and thickness of structural metal. Students will weld grooved plate with backing in all positions. PREREQUISITE: WDM 103.
- WDM 152 FABRICATION II** **CREDITS: 3**  
This course continues the study of fabrication concepts with a focus on material selection, blueprint reading, fastener selection, weld symbols, and application of joint design with proper part fitment. It will also cover material preparation, part assemblies, and welding procedure. Projects will be designated by instructor. PREREQUISITE: WDM 104.
- WDM 153 GAS TUNGSTEN ARC WELDING I** **CREDITS: 3**  
This course is an introduction to GTAW theory and skills training. Students will learn and apply proper equipment setup and safety related to this process. Fundamentals will be taught on light gauge ferrous material and be joined autogenously and with filler. PREREQUISITE: WDM 102 and WDM 105.
- WDM 201 GAS TUNGSTEN ARC WELDING II** **CREDITS: 3**  
This course continues the study of GTAW theory and skills training. Students will apply fundamental skills to weld in and out of position on light gauge material, tubing, and open root pipe. Ferrous and nonferrous materials will be used. PREREQUISITE: WDM 153.
- WDM 202 FABRICATION III** **CREDITS: 3**  
This course continues the study of fabrication concepts with a focus on preliminary manufacturing modules. The course will cover an introduction to project design and layout, manufacturing implementation, jigs and fixtures, and quality control. It will also cover the use of manufacturing techniques, welding economics, and application of a BOM (bill of materials). Projects will be designated by instructor. PREREQUISITE: WDM 152.
- WDM 203 GAS METAL ARC WELDING III** **CREDITS: 3**  
This course is designed to give students the ability to use their fundamental MIG welding skills and apply them to various real-world applications. Fillet welding techniques will be expanded to encompass welding parameter settings on light gauge through unlimited thickness. Emphasis will be placed on operator understanding and selection of solid-wire (mild steel), metal-core (mild steel, and or low-alloy steels), and flux-cored (mild, steel, and or low-alloy steels) for the correct application. Equipment understanding, setup, and variations will be explored. PREREQUISITE: WDM 151.
- WDM 204 SHIELDED METAL ARC WELDING III** **CREDITS: 3**  
This course continues the study of SMAW theory and skills training with a focus on open root welding in the 3G and 4G positions as well as 1G pipe. Students will complete these tasks using E7018 and E6010 electrodes. PREREQUISITE: WDM 150.
- WDM 252 FABRICATION IV** **CREDITS: 3**  
This course will encompass all concepts and techniques used in Fabrication I, II and III to design and develop a final project in a complete manufacturing module process. Final project will be designated by instructor. PREREQUISITE: WDM 202.
- WDM 253 GAS METAL ARC WELDING IV** **CREDITS: 3**  
Advanced semi-automated wire fed processes will be explored with ferrous, non-ferrous, and alloyed materials. Newest industry technologies will be studied as appropriate. PREREQUISITE: WDM 203.
- WDM 254 SHIELDED METAL ARC WELDING IV** **CREDITS: 3**  
This course continues the study of SMAW theory and skills training with a focus on 2G, 5G and 6G pipe. Students will complete these tasks using E7018 and E6010 electrodes. PREREQUISITE: WDM 204.
- WDM 255 WELDING CAPSTONE** **CREDITS: 3**  
This class will provide the graduating student skills to prepare them for management, supervisor, and foreman positions in the welding industry. This will be accomplished by taking a critical look at the economics behind successful weld production and manufacturing. Topics covered during theory will be, but not limited to, expenditures, productivity, AWS code, research and development, team building, specialized welding processes, and industry trends. Skills training in the lab will be based on the industry that the student has chosen as a career path and, when applicable, the student will work with standards set by a future employer or by industry. PREREQUISITE: SUCCESSFUL COMPLETION OF ALL FIRST THROUGH THIRD SEMESTER WDM TECHNICAL COURSES.

01 May 2019