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For student rights and conduct policies and appeals see
www.mnwest.edu/current-students



2016-2018 CATALOG

Web Site: www.mnwest.edu

Toll Free: 800-658-2330

Campus Addresses and Phone Numbers

Canby Campus

1011 First Street West
Canby, MN 56220
FAX 507-223-5291

Jackson Campus

P.O. Box 269
401 West Street
Jackson, MN 56143
FAX 507-847-5389

Pipestone Campus

P.O. Box 250
1314 North Hiawatha Ave.
Pipestone, MN 56164
FAX 507-825-4656

**Luverne Educational Center
for Health Careers**

305 E. Luverne Street
Luverne, MN 56156

Granite Falls Campus

1593 11th Avenue
Granite Falls, MN 56241
FAX 320-564-4582

Marshall Center

1001 West Erie Road
Marshall, MN 56258
FAX 507-372-7081
www.mnwest.edu/training

Worthington Campus

1450 Collegeway
Worthington, MN 56187
FAX 507-372-5803

THE MINNESOTA STATE COLLEGES AND UNIVERSITIES SYSTEM

Minnesota West Community & Technical College is a member institution of the Minnesota State Colleges and Universities System. Minnesota State Colleges and Universities System is the largest single provider of higher education in the state of Minnesota. Minnesota State Colleges and Universities System has 31 public colleges and universities on 54 campuses and includes community colleges, technical colleges, comprehensive community and technical colleges, and universities.

"Minnesota West Community & Technical College is an open enrollment institution committed to equal opportunity. Students with limited English proficiency will have equal opportunity in the admissions process."

Minnesota State Colleges & Universities

Wells Fargo Place
30 7th St. E., Suite 350
St. Paul, MN 55101-7804
651-296-8012

History

Minnesota West Community & Technical College is a comprehensive community and technical college with five southwestern Minnesota campuses, located in Canby, Granite Falls, Jackson, Pipestone, and Worthington and two learning centers located in Marshall and Luverne. Minnesota West provides students with the opportunity to earn an Associate Degree, Diploma, or Certificate.

Minnesota West has a long standing tradition of providing quality liberal arts/transfer and technical education. On January 1, 1997, Worthington Community College and Southwestern Technical College merged as Minnesota West Community & Technical College.

The four campuses that comprised Southwestern Technical College began as local area vocational schools. The individual campuses have a history dating back more than 50 years. The campuses were originally under the jurisdiction of the local high school board of education and offered programs that served the local and regional economy. On July 1, 1985, the four area technical institutes at Canby, Granite Falls, Jackson, and Pipestone were officially merged to form Southwestern Technical Institute. The Minnesota State Legislature renamed all technical institutes as technical colleges on July 1, 1989. Southwestern Technical College was a member institution of the former Minnesota Technical College System and on July 1, 1995, became a member institution of the Minnesota State Colleges and Universities (MnSCU) system.

The former Worthington Community College was established in 1936 as an institution of higher education by and under the jurisdiction of the local school district to meet the post-secondary education needs of the community and surrounding area. The first campus was located in the Worthington High School, and in 1966 the College moved to its current 76 acre campus located to the north of Lake Okabena. In 1964 Worthington Junior College was transferred to the State Junior College Board and was named Worthington State Junior College. In 1973 the name was changed to Worthington Community College and the College was placed under the jurisdiction of the Minnesota Community College System. On July 1, 1995, Worthington Community College became a member institution of the Minnesota State Colleges and Universities system.

Two centers in Marshall and Luverne have been added to Minnesota West Community & Technical College to serve the students of those areas.

Mission Statement

Minnesota West Community & Technical College is dedicated to serving the varied educational needs of our diverse populations in affordable, accessible and supportive settings.

Mission Goals

1. To provide pre-professional and liberal arts courses which lead to Associate of Arts or Associate of Science degrees. The courses are designed to transfer to a four-year college or university and will apply toward a baccalaureate degree.
2. To provide certificate, diploma, and Associate of Applied Science degree courses for students working to develop and enhance occupational or technical competence leading toward employment or further education.
3. To provide learning opportunities for people of varying ages, backgrounds, and abilities with a particular focus and commitment to retraining and lifelong learning.
4. To provide continuing education, management education, and customized training for professions, businesses, and industries.
5. To provide facilities for programs, activities, conferences, teleconferences, and courses to meet community needs.
6. To provide extended educational opportunities by means of flexible scheduling and delivery.
7. To provide effective and efficient use of resources through partnerships with agencies, other educational institutions, businesses and industries.
8. To provide continuous improvement processes via assessment, evaluation and upgrading of programs and services, and to support the professional development of college personnel.
9. To provide the resources to meet the contemporary standards of facilities, informational resources, technology, and teaching strategies to ensure quality educational outcomes.
10. To provide comprehensive student services enabling academic and personal growth toward lifelong learning.

General Information

Affirmative Action/Nondiscrimination

It is the policy of Minnesota West Community & Technical College to undertake and maintain a program of equal opportunity and of non-discrimination as determined by MnSCU policy 1B.1 in educational opportunities and employment. No person shall be discriminated against in the terms and conditions of employment, personnel practices or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression or membership or activity in a local commission as defined by law. Contact Karen Miller, Affirmative Action Officer; 1011 First Street West; Canby, MN 56220. Phone 507-223-1335 or email karen.miller@mnwest.edu.

Individuals with Disabilities

It is the policy of the College to provide access to and encourage participation in programs, services, and activities to qualified individuals with known disabilities as required by Federal and State statutes.

Students with certain types of disabilities should be aware that some programs and courses require specific physical abilities. Please consult with the instructor and/or advisor for possible accommodations prior to enrollment.

College ADA Coordinator for employees is Karen Miller who can be reached at: karen.miller@mnwest.edu

College ADA Coordinator for students is Lynn VanderPlaats who can be reached at: lynn.vanderplaats@mnwest.edu

Consumer Information/Student Right to Know

Minnesota West Community & Technical College, in compliance with the Title VI of the Educational Amendments of 1976 to the Higher Education Act and subsequent Federal Legislation, will provide and disseminate consumer information to all prospective and enrolled students. This information shall include, but not be limited to the following: admission requirements, financial aid programs, costs, job placement, probation policy, campus crime statistics, student retention, refund policy, and transfer. Students who do not have a high school diploma or GED can obtain one while attending Minnesota West. The Campus Dean, Registrar, or the

Student Services staffs on each campus are designated as the persons available to all enrolled students and prospective students regarding consumer information. This information is made available upon request through publications and mailings.

Data Privacy

All actions concerned with data collected and filed or stored at the College shall be administered in compliance with the provisions of Minnesota Statutes, Section 13.01 to 13.87. The President or designee shall be the responsible authority concerning Directory Information or Public Data, Private Data, and Confidential Data. Requests to obtain data should be made under the Minnesota Government Data Practices Act and the College may require a fee to retrieve Public Data.

Under Section 13.04 of the MGDPA, individuals who are the subjects of government data have the right to access private data about themselves or to release this information to other individuals. The subject must make a request in writing and sign the required Minnesota West form for release of this data. There is no fee charged to the individual for accessing or releasing this data.

Accreditation and Approvals

Minnesota West Community & Technical College is a member of the Minnesota State Colleges and Universities System, which consists of 31 public colleges and universities on 54 campuses.

The College is accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Secondary Schools (NCA). View the institutional Self Study and the Request for Institutional Change for the Higher Learning Commission on our website in the "About Us" section.

NCA may be contacted at the following address:

The Higher Learning Commission

30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
800-621-7440

Minnesota State Colleges and Universities

500 Wells Fargo Place
30 East 7th Street
Saint Paul, MN 55101
888-667-2848

Additional Accrediting and Approval Organizations

American Dental Association

Commission of Dental Accreditation
211 East Chicago Avenue
Chicago, Illinois 60601-2678
312-440-2500

Commission on Accreditation of Allied Health Education Programs

25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33756
Phone: 727-210-2350
Fax: 727-210-2354

The Minnesota West Community & Technical College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: 727-210-2350
Fax: 727-210-2354

The Minnesota West Community & Technical College Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education (www.caahep.org) upon recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300

Minnesota Board of Nursing

2829 University Ave SE, #200
Minneapolis MN 55414-3253
612-317-3000
FAX: 612-617-2190

Minnesota Board of Peace Officer Standards and Training

1600 University Avenue, Suite 200
St. Paul, Minnesota 55104-3825
651-643-3060

Minnesota Department of Agriculture

90 West Plato Boulevard
Saint Paul, Minnesota 55107
651-297-2200

Minnesota Department of Commerce Board of Cosmetology

2829 University Ave SE, Suite 710
Minneapolis, MN 55414
651-201-2742

Minnesota Department of Rehabilitation Services

390 North Robert Street, 1st Floor
St. Paul, MN 55101
651-296-5616

Minnesota State Approving Agency for Veterans Education

MDVA-MN SAA
206 Veteran's Service Bldg
20 West 12th Street
St. Paul, MN 55155-2079
651-296-2562

National Accreditation Agency for Clinical Laboratory Sciences

8410 West Bryn Mawr Avenue, Suite 670
Chicago, Illinois 60631
773-714-8880

Accreditation Commission for Education in Nursing (ACEN), Inc.

3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000
FAX: 404-975-5020

United States Department of Education

400 Maryland Avenue, SW
Washington, DC 20202
800-872-5327

Disclaimer

Minnesota West reserves the right to cancel, postpone and re-schedule course offerings as necessary. This catalog is produced from materials available at the time of publication. The College also reserves the right to make changes in catalog information when necessary to correct errors. This document can be made available in alternative formats such as large print, Braille, or audio tape.

For the most recent information see www.mnwest.edu.

Minnesota Transfer Curriculum and General Education

Students who complete the Minnesota Transfer Curriculum (MnTC) and then transfer to any other Minnesota public baccalaureate degree-granting university will have fulfilled all lower division general education requirements. There are ten goals within the required credits. One course may fulfill a maximum of two goals; however, credits will only be counted once in total.

Minnesota West Community & Technical College adheres to the General Education definition embedded in the Minnesota General Education Transfer Curriculum guide. Its mission and goals resonate to those ideals.

The MnTC is a framework that integrates a body of knowledge and skills with a study of contemporary concerns – all essential to meeting an individual's social, personal and career challenges. Competencies needed are identified as common membership in the human community; personal responsibility for intellectual, lifelong learning; an awareness that we live in a diverse world; and the basic skills of discovery, integration, application, and communication.

Area 1. Communication

Goal: To develop writers and speakers who use the English language effectively and who read, write, speak, and listen critically. As a base, all students should complete introductory communication requirements early in their collegiate studies. Writing competency is an ongoing process to be reinforced through writing-intensive courses and writing across the curriculum. Speaking and listening skills need reinforcement through multiple opportunities for interpersonal communication, public speaking, and discussion.

Student Competencies: Students will be able to:

1. understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
3. locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
4. select appropriate communication choices for specific audiences.
5. construct logical and coherent arguments.
6. use authority, point-of-view, and individual voice and style in their writing and speaking.
7. employ syntax and usage appropriate to academic disciplines and the professional world.

Student Requirements: Students will fulfill this area by completing:

1. ENGL 1101 Composition I (3)
2. One of the following: ENGL 1102 Composition II (3), ENGL 2243 Creative Writing (3), or ENGL 2276 Technical Writing (3)
3. One of the following: SPCH 1101 Introduction to Speech (3), SPCH 1103 Interpersonal Communications (3)

Area 2. Critical Thinking

Goal: To develop thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought. Critical thinking skills will be taught and used throughout the general education curriculum in order to develop students' awareness of their own thinking and problem-solving procedures. To integrate new skills into their customary ways of thinking, students must be actively engaged in practicing thinking skills and applying them to open-ended problems.

Student Competencies: Students will be able to:

1. gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.
2. imagine and seek out a variety of possible goals, assumptions, interpretations, or perspectives which can give alternate meanings or solutions to given situations or problems.
3. analyze the logical connections among the facts, goals, and implicit assumptions relevant to a problem or claim; generate and evaluate implications that follow from them.
4. recognize and articulate the value assumptions which underlie and affect decisions, interpretations, analyses, and evaluations made by ourselves and others.

Student Requirements: Students will fulfill this area by completing:

40 or more credits of general education. Most courses teach one or more of the critical thinking student competency areas.

Area 3. Natural Sciences

Goal: To improve students' understanding of natural science principles and of the methods of scientific inquiry, i.e., the ways in which scientists investigate natural science phenomena. As a basis for lifelong learning, students need to know the vocabulary of science and to realize that while a set of principles has been developed through the work of previous scientists,

ongoing scientific inquiry and new knowledge will bring changes in some of the ways scientists view the world. By studying the problems that engage today's scientists, students learn to appreciate the importance of science in their lives and to understand the value of a scientific perspective. Students should be encouraged to study both the biological and physical sciences.

Student Competencies: Students will be able to:

1. demonstrate understanding of scientific theories.
2. formulate and test hypotheses by performing laboratory, simulation, or field experiments in at least two of the natural science disciplines. One of these experimental components should develop, in greater depth, students' laboratory experience in the collection of data, its statistical and graphical analysis, and an appreciation of its sources of error and uncertainty.
3. communicate their experimental findings, analyses, and interpretations both orally and in writing.
4. evaluate societal issues from a natural science perspective, ask questions about the evidence presented, and make informed judgments about science-related topics and policies.

Student Requirements: Students will fulfill this area by completing a minimum of two science courses:

1. One course must be from Biology:
BIOL 1100 Survey of Biology (3)
BIOL 1110 Principles of Biology I (4)
BIOL 1115 Human Biology (3)
BIOL 2100 Ecology (3)
BIOL 2201 Human Anatomy (4)
BIOL 2202 Human Physiology (4)
BIOL 2220 Animal Biology (4)
BIOL 2230 Plant Biology (4)
BIOL 2240 Genetics (3)
BIOL 2270 Microbiology (4)
2. One course must be from Chemistry or Physics:
CHEM 1100 Introduction to Chemistry (3)
CHEM 1101 General Inorganic Chemistry I (4)
CHEM 1150 Survey of Chemistry (4)
PHYS 1150 Survey of Astronomy (3)
PHYS 1100 Survey of Physics (3)
PHYS 1201 Fundamentals of Physics I (4)
PHYS 1202 Fundamentals of Physics II (4)
PHYS 2121 General Physics I (5)

Area 4. Mathematical/Logical Reasoning

Goal: To increase students' knowledge about mathematical and logical modes of thinking. This will enable students to appreciate the breadth of applications of mathematics, evaluate arguments, and detect fallacious reasoning. Students will learn to apply mathematics, logic, and/or statistics to help them make decisions in their lives and careers. Minnesota's public higher education systems have agreed that developmental mathematics includes the first three

years of a high school mathematics sequence through intermediate algebra. (Recommendation from the intersystem Mathematics Articulation Council. Adopted by all systems in February 1992.)

Student Competencies: Students will be able to:

1. illustrate historical and contemporary applications of mathematical/logical systems.
2. clearly express mathematical/logical ideas in writing.
3. explain what constitutes a valid mathematical/logical argument (proof).
4. apply higher-order problem-solving and/or modeling strategies.

Student Requirements: Students will fulfill this area by completing any one of the listed courses:

1. Any 3-5 credit Math course numbered MATH 1105 or higher:
MATH 1105 Intro to Probability and Statistics (4)
MATH 1107 Concepts in Math (3)
MATH 1111 College Algebra (3)
MATH 1113 Pre-Calculus (4)
MATH 1118 Applied Calculus (4)
MATH 1121 Calculus (4)
2. PHIL 1200, Logic (3)

Area 5. History and the Social and Behavioral Sciences:

Goal: To increase students' knowledge of how historians and social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

Student Competencies: Students will be able to:

1. employ the methods and data that historians and social and behavioral scientists use to investigate the human condition.
2. examine social institutions and processes across a range of historical periods and cultures.
3. use and critique alternative explanatory systems or theories.
4. develop and communicate alternative explanations or solutions for contemporary social issues.

Student Requirements: Students will fulfill this area by completing a minimum of 9 credits from three of the following areas:

Criminal Justice

CJS 1101 Introduction to Criminal Justice (3)

Economics

ECON 1101 Introduction to Economics (3)
No credit if ECON 2201 or 2202 has been previously completed

ECON 2201 Principles of Macroeconomics (3)
 ECON 2202 Principles of Microeconomics (3)

Geography
 GEOG 1100 Introduction to Geography (3)
 GEOG 1101 Introduction to Physical Geography (4)

History
 HIST 1101 American History I (4)
 HIST 1102 American History II (4)
 HIST 1105 Minnesota History (3)

Political Science
 PSCI 1101 Introduction to Political Science (3)
 PSCI 1201 American Government & Politics (3)
 PSCI 2202 State and Local Government (3)
 PSCI 2210 Environmental Politics (3)

Psychology
 PSYC 1101 Introduction to Psychology (4)
 PSYC 1150 Developmental Psychology (3)

Sociology
 SOC 1101 Introduction to Sociology (3)
 SOC 1102 Social Problems (3)
 SOC 2210 Marriage and the Family (3)
 SOC 2220 Family Life Dynamics (3)

Area 6. The Humanities and Fine Arts

Goal: To expand students' knowledge of the human condition and human cultures, especially in relation to behavior, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the fine arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society.

Student Competencies: Students will be able to:

1. demonstrate awareness of the scope and variety of works in the arts and humanities.
2. understand those works as expressions of individual and human values within an historical and social context.
3. respond critically to works in the arts and humanities.
4. engage in the creative process or interpretive performance.
5. articulate an informed personal reaction to works in the arts and humanities.

Student Requirements: Students will fulfill this area by completing a minimum of 9 credits from three of the following departments (note: a minimum of two credits must be taken from each of the three countable areas):

Art
 ART 1101 Beginning Drawing (3)
 ART 1103 Display and Exhibition (1)
 ART 1114 Watercolor (3)
 ART 1115 Beginning Painting (3)
 ART 1118 Arts and Crafts (3)
 ART 1120 Art Appreciation (3)

ART 1124 Introduction to Ceramics (3)
 ART 1224 Investigations in Raku (3)
 ART 2230 Computer Graphics (3)
 *ART 2235 Special Topics (1-3)
 ART 2240 Art History (3)
 ART 2245 Art History II (3)

English
 ENGL 1105 Introduction to Literature (3)
 ENGL 1141 Writing and Reading Poetry (2)
 ENGL 1143 Writing and Reading Fiction (2)
 ENGL 2201 American Literature I (3)
 ENGL 2202 American Literature II (3)
 ENGL 2221 British Literature I (3)
 ENGL 2222 British Literature II (3)
 ENGL 2203 Midwestern Literature (3)
 ENGL 2231 Classical Mythology (2)
 *ENGL 2235 Special Topics in Literature (1-3)

History

HIST 1111 Western Civilization I (3)
 HIST 1112 Western Civilization II (3)**

Humanities

HUM 2121 The Turbulent '60s (4)
 HUM 2201 The Many Faces of Mexico (2)

Music

MUSC 1101 Fundamentals of Music (3)
 MUSC 1102 Introduction to Music Technology (3)
 MUSC 1104 American Popular Music (3)
 MUSC 1105 Enjoying Music (3)
 MUSC 1110 Introduction to Rock Music (3)
 MUSC 1111, 1112, 2111, 2112 Chorale (1)
 MUSC 1131, 1132, 2131, 2132 Pop Singers (1)
 MUSC 1140, 1141, 2140, 2141 Piano Lessons (1)
 MUSC 1145, 1146, 2145, 2146 Vocal Lessons (1)

Philosophy

PHIL 1101 Introduction to Philosophy (3)
 PHIL 1102 Philosophy of Religion (2)
 PHIL 2101 Ethics Theory & Practices (3),
 PHIL 2201 Introduction to Ethical Theory (1)
 PHIL 2230 World Religions (3)
 One of the following three: PHIL 2202 General Applied Ethics (1) PHIL 2205 Business Ethics (2)
 PHIL 2222 Medical Ethics (1)

Speech

SPCH 2210 Oral Interpretation (3)

Spanish

SPAN 1101 Spanish I (4)
 SPAN 1102 Spanish II (4)
 SPAN 2201 Spanish III (4)
 SPAN 2202 Spanish IV (4)

Theater

THTR 1101 Introduction to Theater (3)
 THTR 1102 Acting Basics (2)
 THTR 1104 Survey of Musical Theater (3)
 THTR 1105, 1106, 2105, 2106 Theater Production (1-3)
 THTR 2122 Introduction to Film (3)
 *THTR 2235 Special Topics (1-3)

* Special topics classes are presented to the Curriculum Committee prior to being taught. They are accepted as credits in a transfer curriculum area only if it is satisfactorily documented to the Curriculum Committee that more than 50 percent of the student competencies listed for that area are accomplished.

Area 7. Human Diversity

Goal: To increase students' understanding of individual and group differences (e.g., race, gender, class) and their knowledge of the traditions and values of various groups in the United States. Students should be able to evaluate the United States' historical and contemporary responses to group differences.

Student Competencies: Students will be able to:

1. understand the development of and the changing meanings of group identities in the United States' history and culture.
2. demonstrate an awareness of the individual and institutional dynamics of unequal power relations between groups in contemporary society.
3. analyze their own attitudes, behaviors, concepts and beliefs regarding diversity, racism, and bigotry.
4. describe and discuss the experience and contributions (political, social, economic, etc.) of the many groups that shape American society and culture, in particular those groups that have suffered discrimination and exclusion.
5. demonstrate communication skills necessary for living and working effectively in a society with great population diversity.

Student Requirements: Students will fulfill this area by completing any one of the listed courses (2 credit minimum):

- ENGL 1105 Introduction to Literature (3)
- ENGL 2201 Survey of American Literature I (3)
- ENGL 2202 Survey of American Literature II (3)
- *ENGL 2235 Special Topics in Literature (2-3)
- HIST 1101 American History I (4)
- HIST 1102 American History II (4)
- HIST 1121 World History I (3)
- HIST 1122 World History II (3)
- HUM 2201 The Many Faces of Mexico (2)
- HUM 2121 The Turbulent 60's (4)
- *HUM 2235 Special Topics in Humanities (2-3)
- PSYC 1101 Introduction to Psychology (4)
- PSYC 1150 Developmental Psychology (3)
- SOC 1102 Social Problems (3)
- SOC 2210 Marriage and the Family (3)
- SOC 2224 Racial & Ethnic Minorities (3)
- *SOC 2235 Special Topics in Sociology (2-3)

* Special topics classes are presented to the Curriculum Committee prior to being taught. They are accepted as credits in a transfer curriculum area only if it is satisfactorily documented to the Curriculum Committee

that more than 50 percent of the student competencies listed for that area are accomplished.

Area 8. Global Perspective

Goal: To increase students' understanding of the growing interdependence of nations and peoples and develop their ability to apply a comparative perspective to cross-cultural social, economic and political experiences.

Student Competencies: Students will be able to:

1. describe and analyze political, economic, and cultural elements which influence relations of states and societies in their historical and contemporary dimensions.
2. demonstrate knowledge of cultural, social, religious and linguistic differences.
3. analyze specific international problems, illustrating the cultural, economic, and political differences that affect their solution.
4. understand the role of a world citizen and the responsibility world citizens share for their common global future.

Student Requirements: Students will fulfill this area by completing any one of the listed courses for a minimum of 2 credits:

- ART 2240 Art History I (3)
- ART 2245 Art History II (3)
- ENGL 2221 Survey of British Lit I (3)
- ENGL 2222 Survey of British Lit II (3)
- GEOG 1100 Intro to Geography (3)
- HIST 1111 Western Civilization I (3)
- HIST 1112 Western Civilization II (3)
- HIST 1121 World History I (3)
- HIST 1122 World History II (3)
- HIST 2202 Modern American Wars (3),
- NSCI 1100 Issues in the Environment (3)
- PHIL 2230 World Religions (3),
- PSCI 1101 Intro to Political Science (3)
- SPAN 1101 Spanish I (4)
- SPAN 1102 Spanish II (4)
- SPAN 2201 Spanish III (4)
- SPAN 2202 Spanish IV (4)

Area 9. Ethical and Civic Responsibility

Goal: To develop students' capacity to identify, discuss, and reflect upon the ethical dimensions of political, social, and personal life and to understand the ways in which they can exercise responsible and productive citizenship. While there are diverse views of social justice or the common good in a pluralistic society, students should learn that responsible citizenship requires them to develop skills to understand their own and others' positions, be part of the free exchange of ideas, and function as public-minded citizens.

Student Competencies: Students will be able to:

1. examine, articulate, and apply their own ethical views.
2. understand and apply core concepts (e.g., politics, rights and obligations, justice, liberty) to specific issues.
3. analyze and reflect on the ethical dimensions of legal, social, and scientific issues.
4. recognize the diversity of political motivations and interests of others.
5. identify ways to exercise the rights and responsibilities of citizenship.

Student Requirements: Students will fulfill this area by completing any one of the listed courses for a minimum of 2 credits:

HIST 2202 Modern American Wars (3),
PHIL 2101 Ethics Theory & Practices (3),
PHIL 2235 Environmental Ethics (2),
PHIL 2201 Introduction to Ethical Theory (1)
PHIL 2235 Environmental Ethics (2)

One of the following three: PHIL 2202 General Applied Ethics (1), PHIL 2205 Business Ethics (2), PHIL 2222 Medical Ethics (1),
PSCI 1201 American Government and Politics (3)
PSCI 2202 State and Local Government (3)

Area 10. People and the Environment

Goal: To improve students' understanding of today's complex environmental challenges. Students will examine the interrelatedness of human society and the natural environment. Knowledge of both biophysical principles and sociocultural systems is the foundation for integrative and critical thinking about environmental issues.

Student Competencies: Students will be able to:

1. explain the basic structure and function of various natural ecosystems and of human adaptive strategies within those systems.
2. discern patterns and interrelationships of biophysical and sociocultural systems.
3. describe the basic institutional arrangements (social, legal, political, economic, religious) that are evolving to deal with environmental and natural resource challenges.
4. evaluate critically environmental and natural resource issues in light of understandings about interrelationships, ecosystems, and institutions.
5. propose and assess alternative solutions to environmental problems.
6. articulate and defend the actions they would take on various environmental issues.

Student Requirements: Students will fulfill the area by completing any one of the listed courses (2 credit minimum):

NSCI 1100 Issues in the Environment (3)
PHIL 2235 Environmental Ethics (2)
PSCI 2210 Environmental Politics (3)
GEOG 1101 Intro to Physical Geography (3)

Transfer information

Preparing for Transfer

Students currently enrolled at Minnesota West Community & Technical College:

1. Discuss plans with the campus transfer specialist.
2. Review the information on the Minnesota Transfer Web site at <http://www.mntransfer.org/>
3. Call or visit intended transfer college.
4. Obtain the following materials and information: college catalog, transfer brochure, course syllabi, information on admissions criteria and on materials required for admission (e.g., portfolio, transcripts, test scores).
5. Review these materials and make an appointment to talk with an advisor. Bring a current college transcript for the admission counselor, transfer specialist and department advisor to review. Transcripts from any college that is part of the Minnesota State Colleges and Universities (MnSCU) system are available electronically for the advisors to view.

Understanding How Transfer Works

1. The receiving college or university decides which credits transfer and whether those credits meet its degree requirements. The accreditation of both the sending and the receiving institution can affect the transfer of the credits earned.
2. Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level. "Like" transfers to "like."
3. Not everything that transfers counts toward graduation. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses and prerequisites, and electives.
4. If there are changes in career goals or major, student may be able to complete all degree requirements within the usual number of graduation credits.
5. Apply for transfer admission as early as possible and prior to the deadline. Be sure to enclose application fees and other required documents.
6. If student has not heard from the intended college of transfer after one month, they should call or check on the application's status.
7. The transfer college will send a written evaluation of which courses transfer and which do not. How courses specifically meet degree requirements may

not be decided until orientation or a major is chosen.

8. For questions about evaluation, call the college and speak with the transfer specialist. If not satisfied, student may appeal.

Your Rights as a Transfer Student

1. A clear, understandable statement of an institution's transfer policy.
2. A fair credit review and an explanation of why credits were or were not accepted.
3. A copy of the formal appeals process.
4. A review, on request, of student eligibility for financial aid or scholarships.

Transferology

Transferology is a free web-based transfer information system that can be accessed by any Internet user (www.transferology.com).

Users have direct access to information on courses, course equivalencies, and program requirements among participating institutions across Minnesota and the United States. Transferology enables students to immediately see how courses will transfer and apply towards a degree at a Transferology institution.

Using Transferology, students can

- **view course equivalency guides** to see how courses transfer from one institution to another.
- **view degree program requirements** to see what is expected to complete a particular degree program.
- **maintain a list of courses** and grades for use in running a planning guide.
- **run an unofficial planning guide** (degree audit) to see how courses may transfer and apply to a degree program.
- **view course descriptions** directly from Transferology or from a Transferology institution's Web site.

Note:

Information obtained through Transferology should be considered unofficial and must be verified through the Records Department of the degree granting school.

Degree & Award Requirements

Degrees & Awards

The following degrees and awards are available through Minnesota West:

Associate of Arts (A.A.)
 Associate of Science (A.S.)
 Associate of Applied Science (A.A.S.)
 Diploma
 Certificate

Associate of Arts (A.A.) Degree Requirements

Minnesota West offers the first two years of course work that is designed to transfer to a baccalaureate degree at four year colleges and universities. Some examples of majors for which Minnesota West offers the first two years of preparation (A.A.) are listed below.

Art	Home Economics
Biology-Fish-Wildlife	Law Enforcement – Corrections
Business Administration	Law – PreLaw
Business Education	Liberal Arts
Business – PreBusiness	Management Information Systems
Chiropractic	Mathematics
Computer Information Science	Occupational Therapy
	Physical Education
Economics	Pre-Dental Hygiene
Education – Elementary, Secondary and Special	Psychology
Environmental Sciences	Recreational/Parks Administration
Health	Sociology

The Associate of Arts Degree can be used to fulfill the freshman-sophomore general education requirements at all state universities in Minnesota, at all colleges within the University of Minnesota and at most other four-year colleges and universities. The degree is the basic graduation award toward which most students will work if they intend to transfer. It emphasizes a broad general education.

To earn an A.A. degree, students must complete the following requirements:

1. A minimum of 60 credits, 15 of which must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.00 (“C”) or better.
3. A minimum of 40 credits of general education that fulfills the [Minnesota Transfer Curriculum](#). Students must meet credit requirements in each of the ten listed areas of emphasis. Courses may

count in no more than two of the areas of emphasis, but no individual course can count more than once in Areas 1-6. One-credit courses will apply to the MTC only if two or more one-credit courses are completed in the same discipline (i.e. two semesters of Chorale or two semesters of Theater Production).

4. STSK 1110 Freshman Seminar (1) Credit.
5. A minimum of four credits from two of the following areas, HLTH 1101, CSCI 1102, or any Physical Education course.
6. Electives sufficient to total 60 credits.

Associate of Science (A.S.) Degree Requirements

Minnesota West Community & Technical College offers the first two years of various majors leading to the baccalaureate or professional degree in several technical areas. This list is not all-inclusive. Students may work toward the Associate of Science (A.S.) degree with one or more of the following as their major field:

Agriculture	Individualized Studies
Agri. Business	Law Enforcement
Ag Production Management	Management and Supervision in Healthcare
Business Management	Network Specialist
Chemistry	Nursing
Child Development	Office Management
Computer Applied Technology	Plant Science, GIS/GPS
Computer Science	Pre-Optometry
Computer Science 2+2 with SMSU	Pre-Pharmacy
Dentistry – PreDental Science	Web Development
Engineering	
Food Science	
Forestry/Natural Resources	
Human Services	

Students planning to continue their education in engineering, medicine, medical technology, pharmacy, veterinary medicine and other such fields are advised to carefully plan their programs with an advisor. In such cases, students are encouraged to follow the requirements of the institution to which they will be transferring.

To earn an A.S. degree, students must complete the following requirements:

1. 60 semester credits of which at least 15 must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.0 ("C") or better.
3. A minimum of 30 credits selected from at least 6 of the 10 goal areas in the Minnesota Transfer Curriculum.
4. Fulfill at least a 30 credit core of technical courses unique to the program being completed.

Associate of Applied Science (A.A.S.) Degree Requirements

The Associate of Applied Science Degree is granted for successful completion of occupational programs. The A.A.S. career programs are designed to prepare students for entry into chosen occupations. An A.A.S. degree may be designed to transfer to a related baccalaureate major. Students planning to continue for a four-year degree should be aware that acceptance of degree/technical credits at the four-year institution is dependent upon the policies of the institution.

To earn an A.A.S. degree, students must complete the following requirements:

1. 60-72 semester credits, 15 of which must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.0 ("C") or better.
3. 30 semester credits shall be program related, occupational or technical credits.
4. Degrees and Awards must include a minimum of 15 credits in general education, selected from three of the ten goal areas of the Minnesota Transfer Curriculum.

Diploma Requirements

A diploma may be awarded for successful completion of a program intended to provide students with employment skills. The diploma programs are identified

in the Programs of Study section of the catalog and require:

1. Between 30-72 semester credits.
2. If diplomas are awarded for under 45 credits, general education courses may be required as part of the program and are established through consultation with the program advisory committee.
3. If diplomas are awarded for 45 credits or more, 15% of the credits must be in general education or seek advisory committee approval requesting a waiver to require a minimum of 6 general education credits.
4. At least 1/3 (33%) of the credits must be completed at Minnesota West.
5. A grade point average of 2.0 ("C") or better is required.

Certificate Requirements

1. 9 - 30 semester credits.
2. 0 general education courses required
3. 100% of credits shall be completed at Minnesota West for certificates 9-15 credits in length and at least 12 credits for certificates 16-30 credits in length.
4. A grade point average of 2.0 ("C") or better is required.

Honorary Degree

Honorary degrees may be awarded by Minnesota West Community & Technical College. The College may award an honorary degree based upon the intended recipient's field(s) of contributions, achievement, service, and distinction.

Programs of Study

Accountant, A.A.S.

Locations: Canby, Granite Falls, Jackson, Pipestone, Worthington and Online

Accountants examine, analyze and interpret accounting data for the purpose of giving advice and preparing financial statements. Accountants also post details of business transactions, such as receipts, disbursements and payroll.

ACCT	1104	Special Projects	1
ACCT	1110	Payroll Accounting	3
ACCT	1115	Computerized Acct Applications I	2
ACCT	1120	Spreadsheet Concepts & Applications	2
ACCT	1122	Database Concepts & Applications	2
ACCT	2100	Intermediate Accounting I	4
ACCT	2101	Intermediate Accounting II	2
ACCT	2110	Income Tax I	4
ACCT	2115	Cost Accounting I	4
ACCT	2120	Fund/Nonprofit Accounting	3
ACCT	2125	Computerized Acct Applications II	2
ACCT	2130	Intermediate Accounting III	2
		or	
ACCT	2135	Internship	2
BUS	2201	Principles of Accounting I	4
BUS	2202	Principles of Accounting II	4
BUS	1104	Business Math	3
CSCI	1102	Introduction to Microcomputers	3
		General Education	15
		Total Credits	60

Accountant, Diploma

Locations: Canby, Granite Falls, Jackson, Pipestone, Worthington and Online

Accountants examine, analyze and interpret accounting data for the purpose of giving advice and preparing financial statements. Accountants also post details of business transactions, such as receipts, disbursements and payroll.

ACCT	1104	Special Projects	1
ACCT	1110	Payroll Accounting	3
ACCT	1115	Computerized Acct Applications I	2
ACCT	1120	Spreadsheet Concepts & Applications	2
ACCT	1122	Database Concepts & Applications	2
ACCT	2100	Intermediate Accounting I	4
ACCT	2101	Intermediate Accounting II	2
ACCT	2110	Income Tax I	4
ACCT	2105	Auditing	3
ACCT	2115	Cost Accounting I	4
ACCT	2120	Fund/Nonprofit Accounting	3
ACCT	2125	Computerized Accounting Applications II	2
ACCT	2130	Intermediate Accounting III	2
		or	
ACCT	2135	Internship	2
		Electives	2
ADSA	1122	Word Processing I	2
ADSA	1132	10-Key Operations	1
BUS	2201	Principles of Accounting I	4
BUS	2202	Principles of Accounting II	4
BUS	2241	Business Law	3
BUS	1104	Business Math	3
CSCI	1102	Introduction to Microcomputers	3
GSCL	1105	Job Seeking Skills	1

General Education or Related Electives – 9 credits may include the following classes:

ENGL	1101	Composition I	3
		or	
BUS	2242	Business Communications	3
ADSA	1141	Customer Service	2
BUS	2221	Principles of Management	3

or the following General Education classes:

English, Biology, Chemistry, Math above 1000 level, Physics, Natural Science, Art, Foreign Language, Literature, Music, Philosophy, Theater, Western Civilization, Economics, Geography, History, Political Science, Psychology, and Sociology

Total Credits 64

Accounting Clerk, Diploma

Locations: Canby, Granite Falls, Jackson, Pipestone, Worthington and Online

An accounting clerk performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They also post details of business transactions, such as receipts, disbursements and payroll, reconcile bank statements, and type vouchers, invoices, and other records.

ACCT	1104	Special Projects	1
ACCT	1110	Payroll Accounting	3
ACCT	1115	Computerized Acct. Applications I	2
ACCT	1120	Spreadsheet Concepts & Applications	2
ACCT	1122	Database Concepts & Applications	2
ADSA	1122	Word Processing I	2
ADSA	1132	10-Key Operations	1
BUS	2201	Principles of Accounting I	4
BUS	2202	Principles of Accounting II	4
BUS	2241	Business Law	3
BUS	1104	Business Math	3
CSCI	1102	Introduction to Microcomputers	3
GSCL	1105	Job Seeking Skills	1
		Electives	1
		Total Credits	32

Accounting, Certificate

Location: Canby, Granite Falls, Jackson, Pipestone, Worthington, and Online

Students in the program will receive basic accounting knowledge which can be used immediately in the workplace or as part of a two year Accounting or Business degree. Students will focus on fundamental accounting principles and practices, payroll accounting and computerized accounting skills.

BUS	2201	Principles of Accounting I	4
BUS	2202	Principles of Accounting II	4
ACCT	1120	Spreadsheet Concepts	2
		Two Business or Accounting Courses	6
		Total Credits	16

Administrative Assistant, A.A.S.**Location: Canby, Granite Falls, Jackson, Pipestone, Worthington, and Online**

An Administrative Assistant's duties may include business communications, word processing and data entry, office machines operations and maintenance, office management, public relations, office accounting, filing systems, records management, and report preparation.

ACCT	1120	Spreadsheet Concepts & Applications	2
ACCT	1122	Database Concepts & Applications	2
ADSA	1100	College Keyboarding I	3
ADSA	1105	College Keyboarding II	3
ADSA	1111	Office Management	3
ADSA	1122	Word Processing I	2
ADSA	1123	Word Processing II	2
ADSA	1126	Advanced Office Applications	2
ADSA	1130	Office Accounting Concepts	3
ADSA	1131	Office Accounting Concepts II	2
ADSA	1136	Desktop Publishing	2
ADSA	1141	Customer Service for Office Profession	2
ADSA	1145	Supervisory Management	3
		or	
BUS	2221	Principles of Management	3
ADSA	1190	Presentation Graphics	2
BUS	1104	Business Math	3
BUS	2242	Business Communications	3
CSCI	1102	Introduction to Microcomputers	3
CST	2326	Web Page Concepts	2
GSCL	1105	Job Seeking Skills	1
ENGL	1101	Composition I	3
NSCI	1101	Issues in the Environment	3
		or	
		Area 3 or 4 (Science or Math)	3
		Area 5 History and Social Science	3
SPCH	1101	Speech	3
		Electives	3
		Total Credits	60

Administrative Assistant, Diploma**Locations: Canby, Granite Falls, Jackson, Pipestone, Worthington, and Online**

An Administrative Assistant's duties may include business communications, word processing and data entry, office machines operations and maintenance, office management, public relations, secretarial accounting, filing systems and records management, and report preparation.

ACCT	1120	Spreadsheet Concepts and Applications	2
ACCT	1122	Database Concepts and Applications	2
ADSA	1100	College Keyboarding I	3
ADSA	1105	College Keyboarding II	3
ADSA	1111	Office Management	3
ADSA	1122	Word Processing I	2
ADSA	1123	Word Processing II	2
ADSA	1126	Advanced Office Applications	2
ADSA	1130	Office Accounting Concepts	3
ADSA	1141	Customer Service for Office Prof	2
ADSA	1190	Presentation Graphics	2
BUS	2242	Business Communications	3
CSCI	1102	Introduction to Microcomputers	3
GSCL	1105	Job Seeking Skills	1
		Electives	2
		Total Credits	35

Receptionist, Certificate**Locations: Canby, Granite Falls, Jackson, Pipestone, Worthington, and Online**

Receptionists perform a wide variety of office tasks such as: keyboarding or typing business correspondences, reports, business forms, and other documents using word processing equipment. They also greet customers and other visitors, determine their needs and refer callers to the person who can help them. When not busy with callers, they may type, file, operate a switchboard, open and sort mail, schedule appointments, prepare travel vouchers and do simple bookkeeping.

ACCT	1120	Spreadsheet Concepts	2
ADSA	1100	College Keyboarding I	3
ADSA	1111	Office Management	3
ADSA	1122	Word Processing I	2
ADSA	1141	Customer Service for Office Profession	2
BUS	2242	Business Communications	3
		Choose one of the following electives:	
ADSA	1190	Presentation Graphics	2
ADSA	1136	Desktop Publishing	2
ACCT	1122	Database Concepts	2
		Total Credits	17

Agriculture, A.S.**Location: Worthington**

Students selecting this option can transfer to upper division institutions with majors in several broad agriculture areas. Students are encouraged to review the requirements of the College to which they intend to transfer and discuss their plans with an advisor or the instructors in that area. The following specific requirements are designed to help students attain the basic transfer requirements for most four-year institutions offering agriculture.

1. Successful completion of a minimum of 60 credits, 15 of which must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.00 ("C") or better.
3. Meet the minimum of 30 credits of general education as required by the A.S. degree.
4. Fulfill a minimum of 30 credits of core technical courses unique to the agriculture program in the transfer institution, including a minimum of 18 credits in agriculture.

Agriculture Business, A.S.**Location: Worthington**

This two-year program is designed to prepare students for employment in agri-business or for continuing their education at a four-year institution. Graduates of this program may find job opportunities in sales, services, and management positions in agriculture related firms and industries. Students who plan to transfer are encouraged to review the requirements of the transfer institutions and plan their programs accordingly. Students in this program will receive the A.S. degree upon successful completion of the following requirements and suggested courses:

1. Successful completion of a minimum of 60 credits, 15 of which must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.00 ("C") or better.

3. Meet the minimum of 30 credits of general education as required by the A.S. degree.
4. Fulfill a minimum of 30 credits of core technical courses in the areas of business and agriculture from the following:

Business Courses - a minimum of 12 credits including:

BUS	1101	Introduction to Business	4
BUS	2201	Principles of Accounting I	4
AGRI	2251	Principles of Farm & Ranch Mgmt	4

Agriculture Courses - a minimum of 18 credits including an Agri-business internship of at least 2 credits.

Agriculture credits may be chosen from the following:

AGRI	1101	Intro to Animal Science	3
AGRI	1102	Principles of Agronomy	3
AGRI	1103	Introduction to Soil Science	3
AGRI	1110	Introduction to Horticulture	3
AGRI	1121	Dairy Technician	2
AGRI	1125	Custom Application	2
AGRI	1151	Farm Records & Bus. Analysis	4
AGRI	1152	Ag Marketing & Pricing	3
AGRI	2201	Principles of Animal Nutrition	3
AGRI	2202	Weed Control	3
AGRI	2203	Soil Fertility & Fertilizers	3
AGRI	2204	Intro to GPS/GIS	3
AGRI	2212	Corn & Soybean Production	3
AGRI	2214	Machinery Principles & Mgt.	3
AGRI	2216	Introduction to Meat Science	3
AGRI	2235	Special Topics in Agriculture	1-3
AGRI	2251	Principles of Farm & Ranch Mgt.	4
AGRI	2299	AGRI-Business Internship	2-8

Agriculture Business Management and Marketing, A.A.S.

Location: Worthington

This program prepares students for employment in agri-business or for continuing their education at a four-year institution. Graduates may find job opportunities in sales, services, management and marketing positions in the agriculture related firms and industries.

ENGL	1101	Composition I	3
ECON	2202	Micro Economics	3
SPCH	1101	Introduction to Speech	3
NSCI	1100	Issues in the Environment	3
		Math Elective (Math 1105 or higher)	3
BUS	1101	Introduction to Business	4
BUS	2201	Principles of Accounting I	4
BUS	2221	Principles of Management	3
BUS	2230	Principles of Marketing	3
AGRI	1101	Introduction to Animal Science	3
AGRI	1102	Principles of Agronomy	3
AGRI	1103	Introduction to Soil Science	3
AGRI	1151	Farm Records & Business Mgt.	3
AGRI	1152	Marketing and Pricing	3
AGRI	2201	Principles of Animal Nutrition	3
AGRI	2202	Weed Control	3
AGRI	2203	Soil Fertility & Fertilizers	3
AGRI	2204	GPS/GIS	3
AGRI	2205	Intro to Precision Mgt. Software	3
AGRI	2212	Corn and Soybean Production	3
AGRI	2214	Machinery Principles & Management	3
AGRI	2235	Special Topics Ag Marketing	3
AGRI	2251	Farm and Ranch Management	3
AGRI	2299	Ag Business Internship	2-8
		Total Credits	72

Agriculture - Plant Science GIS/GPS, A.S.

Location: Worthington

The Plant Science GIS/GPS Associate of Science degree is designed to provide students with several options. One option is a career in the emerging field of Precision Agriculture. Examples of employment would include soil gridding, nutrient management planning and variable rate application. The second option allows the student to continue on to a Bachelor's degree in this field with an emphasis in Agronomy.

AGRI	1102	Principles of Agronomy	3
AGRI	1103	Introduction to Soil Science	3
AGRI	2202	Weed Control	3
AGRI	2203	Soil Fertility & Fertilizers	3
AGRI	2204	GIS/GPS	3
AGRI	2212	Corn & Soybean Production	3
BIOL	1110	Principles of Biology I	4
BIOL	2230	Plant Biology	4
ENGL	1101	Composition I	3
CHEM	1101	General Inorganic I	5
ECON	2201	Macroeconomics	3
GEOG	1100	Introduction to Geography	3
MATH	1111	College Algebra	3
PHIL	1101	Introduction to Philosophy	3
PHIL	2201	Introduction to Ethical Theory	1
PHIL	2202	General Applied Ethics	1
PHIL	2205	Business Ethics	2
SPCH	1101	Introduction to Speech	3
		Electives	7
		Total Credits	60

Agriculture - Precision Agriculture Application Technician, Certificate

Location: Worthington

AGRI	1102	Principles of Agronomy	3
AGRI	1103	Introduction to Soil Science	3
AGRI	1125	Custom Application	2
AGRI	2202	Weed Control	3
AGRI	2204	GIS/GPS	3
AGRI	2212	Corn & Soybean Production	3
AGRI	2297	Ag Production Management Intern	4
AUTO	1195	Commercial Driver's License.	2
HLTH	1115	First Aid	1
		Electives	2
		Total Credits	26

Agriculture - Production Agriculture, Diploma

Location: Worthington

This diploma allows the student to immediately enter the field of Production Agriculture. The students' primary focus with this diploma is two-fold. The learner will either enter the workforce in direct support of production agriculture such as seeking employment at an elevator or working as an employee or entrepreneur in livestock and/or crop production.

AGRI	1101	Introduction to Animal Science	3
AGRI	1102	Principles of Agronomy	3
AGRI	1103	Introduction to Soil Science	3
AGRI	1151	Farm Records & Bus. Analysis	4
AGRI	1152	Ag Marketing & Pricing	3
AGRI	2201	Principles of Animal Nutrition	3
AGRI	2203	Soil Fertility & Fertilizers	3
AGRI	2214	Machinery Principles & Management	3

AGRI	2251	Farm & Ranch Management	4
AGRI	2297	Ag Production Mgt. Intern	2-8
		General Education	10

Agricultural Electives, choose from the following to equal or exceed 64 credits required:

AUTO	1194	Commercial Driver's License Permit	1
AUTO	1195	Commercial Driver's License	2
AGRI	1110	Introduction to Horticulture	3
AGRI	1121	Dairy Technician	2
AGRI	1125	Custom Application	2
AGRI	2202	Weed Control	3
AGRI	2204	Introduction to GIS/GPS	3
AGRI	2212	Corn & Soybean Production	3
AGRI	2216	Introduction to Meat Science	3
FBMA	2120	Fundamentals of Financial Mgt/ Business Plan	3
FBMA	2134	Directed Study-Personnel Mgt.	3
		Total Credits	64

Agriculture Production, A.A.S.

Location: Worthington

This A.A.S. degree in Agriculture Production is designed for the student whose career is in production Agriculture. This degree has two options, one is an Agronomy emphasis and the other option is an emphasis in Animal Science. The student will focus on course and lab work closely aligned to prepare the student to enter this field. This program is composed of many courses in Agriculture leading to a graduate with extensive preparation in Production Agriculture.

ENGL	1101	Composition I	3
ECON	2201	Macro Economics	3
		or	
ECON	2202	Micro Economics	3
NSCI	1100	Issues in the Environment	3
SPCH	1101	Introduction to Speech	3
		Humanities Electives	3
		General Education Electives	5

Ag production core requirements with emphasis:

Agronomy or Animal Science

AGRI	1151	Farm Records & Bus. Analysis	4
AGRI	1152	Marketing & Pricing	3
AGRI	2251	Farm & Ranch Management	4
AGRI	2297	Internship	2-8

Students should choose (15 credits) from either Agronomy or Animal Science listed below:

Agronomy Emphasis

AGRI	1102	Principles of Agronomy	3
AGRI	1103	Introduction to Soil Science	3
AGRI	2202	Weed Control	3
AGRI	2203	Soil Fertility & Fertilizers	3
AGRI	2204	GIS/GPS	3
AGRI	2212	Corn & Soybean Production	3
AGRI	2214	Machinery Principles & Management	3
		Agriculture Mechanics Electives	3

Animal Science Emphasis

AGRI	1101	Livestock Production	3
AGRI	1102	Principles of Agronomy	3
AGRI	1103	Introduction to Soil Science	3
AGRI	1121	Dairy Technician	2
AGRI	2201	Principles of Animal Nutrition	3
AGRI	2216	Introduction to Meat Science	3
		Total Credits	72

Agriculture Production Management, A.S.

Location: Worthington

This two-year program is designed to prepare students for employment in production agriculture as farm operators or in fields of employment related to farm production or for continuing their education at a four-year institution.

Students who plan to transfer are encouraged to review the requirements of the transfer institution and plan their programs accordingly. Students in this program will receive the A.S. degree upon successful completion of the following requirements and suggested courses:

1. Successful completion of a minimum of 60 credits, 15 of which must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.00 ("C") or better.
3. Meet the minimum of 30 credits of general education as required by the A.S. degree.
4. Fulfill a minimum of 30 credits of core technical courses in Agriculture. An agriculture production management internship of at least 2 credits is required.

AGRI	1101	Intro to Animal Science	3
AGRI	1102	Principles of Agronomy	3
AGRI	1103	Introduction to Soil Science	3
AGRI	1110	Introduction to Horticulture	3
AGRI	1121	Dairy Technician	2
AGRI	1125	Custom Application	2
AGRI	1151	Farm Records & Bus. Analysis	4
AGRI	1152	Ag Marketing & Pricing	3
AGRI	2201	Principles of Animal Nutrition	3
AGRI	2202	Weed Control	3
AGRI	2203	Soil Fertility & Fertilizers	3
AGRI	2204	GPS/GIS	3
AGRI	2212	Corn & Soybean Production	3
AGRI	2214	Machinery Prin. & Management	3
AGRI	2216	Introduction to Meat Science	3
AGRI	2235	Special Topics in Agriculture	1-3
AGRI	2251	Principles of Farm & Ranch Mgt.	4
AGRI	2297	Ag Production Mgt. Intern	2-8

Art, A.A.

Location: Worthington

The following is a suggested Minnesota Transfer Curriculum (MnTC) program for students interested in obtaining a four-year degree in art.

ENGL	1101	Composition I	3
SPCH	1101	Introduction to Speech	3
		Choose one of the following:	3
ENGL	1102	Composition II	3
ENGL	2243	Composition: Creative Writing	3
ENGL	2276	Composition: Technical Writing	3
		Social Science Electives**	3-6
		Biology Electives	3-4
ART	1101	Beginning Drawing	3
ART	1115	Beginning Painting	3
ART	2240	Art History	3
ART	2245	Art History II	3
		Choose one of the following:	3-4
NSCI	1100	Issues in the Environment	3
PSCI	2210	Environmental Politics	3
GEOG	1101	**Intro to Physical Geography	4
		Chemistry or Physics Electives	3-5
		Math Electives	3

MUSC 1105	Enjoying Music	3
HIST 1111	Western Civilization I	3
HIST 1112	Western Civilization II	3
ART 1124	Introduction to Ceramics	3
ART 2215	*Intermediate Ceramics	3
ART 1103	*Display and Exhibition	1
PSYC 1101	Introduction to Psychology	4
	Total Credits	60

STSK 1110 – Freshman Seminar (1) credit - required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

* Consult an advisor

**If either PSCI 2210 or GEOG 1101 is taken to meet Areas 5 and 10, only three credits in SOC SCI is required.

Automotive Technology, A.A.S.

Locations: Jackson

The automotive technician inspects, tests, and diagnoses vehicles to determine necessary maintenance and repair. They drive vehicles analyzing specific systems such as: the brake system, suspension system, and transmission/driveline systems. They also analyze engines for cylinder compression and fuel consumption, while listening for sounds indicative of malfunctions. The automotive technician uses advanced diagnostic data to perform all maintenance and repairs. Using micrometers, calipers and thickness gauges, the technician can measure a component for excessive wear. Specific components are often disassembled for further inspection and evaluation; these components include the engine, transmission and differential.

AUTO 1100	Intro to Transportation	2
AUTO 1111	Electrical	4
AUTO 1120	Air Conditioning	2
AUTO 1121	Adv. Heating & Air Conditioning	2
AUTO 1126	Steering and Alignment	4
AUTO 1131	Brakes	4
AUTO 1136	Engine Technology & Lab	5
AUTO 1145	Engine Performance I	2
AUTO 2106	Automatic Transmissions	5
AUTO 2108	Intro to Hybrid Electric Vehicles	3
AUTO 2112	Manual Drive Train & Axles	5
AUTO 2121	Engine Performance II	5
AUTO 2122	Advance Engine Performance III	5
AUTO 2145	Body Computer Controlled Electrical Systems	5
AUTO 2190	Summer Internship (after 2nd Semester)	4 - 6
	*General Education	15
	Total Credits	72

* Note: General Education (15 credits) from 3 of the 10 goal areas.

Automotive Technician, Diploma

Locations: Jackson

The automotive technician inspects, tests and diagnoses vehicles to determine repairs required. Technicians start engines and listen for sounds indicative of malfunctions. They drive vehicles noting performance of parts such as clutch, gears and brakes. They also analyze the motor for cylinder compression, fuel consumption, wheel alignment, and steering using a variety of testing devices.

The automotive technician plans work procedures using charts, technical manuals and experience. A variety of lifting devices are used to gain access to the underside of vehicles. Disassembling units, such as engines, transmissions and differentials to inspect parts for wear is also done by technicians. Wear will be measured by using micrometers, calipers, and thickness gauges. Technicians may repair and replace parts. General auto service of vehicles may also be a part of the automotive technician's duties.

AUTO 1100	Intro to Transportation	2
AUTO 1111	Electrical	4
AUTO 1120	Air Conditioning	2
AUTO 1121	Adv. Heating & Air Conditioning	2
AUTO 1145	Engine Performance I	2
AUTO 1126	Steering/Suspension/Alignment	4
AUTO 1131	Brakes	4
AUTO 1136	Engine Technology & Lab	5
AUTO 2190	Summer Internship (after 2nd semester)	4
AUTO 2106	Automatic Transmissions	5
AUTO 2112	Manual Drive Train & Axles	5
AUTO 2121	Engine Performance II	5
AUTO 2122	Advance Engine Performance III	5
AUTO 2145	Body Computer Controlled Electrical Systems	5

General Education or Related Electives 10

credits would include the following classes: Human Relations GSSS 1100, Job Seeking Skills GSCL 1105, Technical Writing GSCM 1120 or the following General Education classes: English, Biology, Chemistry, Math above 1000 level, Physics, Natural Science, Art, Foreign Language, Literature, Music, Philosophy, Theater, Western Civilization, Economics, Geography, History, Political Science, Psychology, and Sociology.

Total Credits 64

Automotive Advanced Engine Performance & Electrical, Certificate

Locations: Jackson

AUTO 2121	Engine Performance II	5
AUTO 2122	Advance Engine Performance III	5
AUTO 2145	Body Computer Controlled Electrical Systems	5
AUTO 2190	Summer Internship (after 2nd semester)	4
	Total Credits	19

Automotive Drivetrain Systems, Certificate

Locations: Jackson

AUTO 1126	Steering and Alignment	4
AUTO 1131	Brakes	4
AUTO 2106	Automatic Transmissions	5
AUTO 2112	Manual Drive Train Axles	5
	Total Credits	18

Automotive Engine Repair & Electrical, Certificate

Locations: Jackson

AUTO 1100	Introduction to Transportation	2
AUTO 1111	Electrical	4
AUTO 1120	Air Conditioning	2
AUTO 1121	Adv. Heating & Air Conditioning	2
AUTO 1145	Engine Performance I	2

AUTO 1136	Engine Technology & Lab	5
	Total Credits	17

Biology - Fish - Wildlife, A.A.

Location: Worthington

The program listed below is only a suggested guide, and the specific courses required vary among the four year colleges. The student planning a degree in these areas should contact the Biology Department and the advisors at Minnesota West-Worthington campus for assistance with curriculum planning. This degree meets the Associate of Arts and MnTC requirements and will take five or six semesters to complete. Students desiring the Associate of Science degree may be able to complete the program in four semesters.

ENGL 1101	Composition I	3
SPCH 1101	Introduction to Speech	3
BIOL 1110	Principles of Biology I	4
CHEM 1101	General Inorganic Chemistry I	4
CHEM 1102	General Inorganic Chemistry II	4
PHYS 1201	Fundamentals of Physics I	4
PHYS 1202	Fundamentals of Physics II	4
BIOL 2220	Animal Biology	4
BIOL 2230	Plant Biology	4
BIOL 2270	*Microbiology	4

Choose two of the following: 7-9

MATH 1111	College Algebra	3
MATH 1113	Pre-Calculus	4
MATH 1121	*Calculus I	4

Choose one of the following: 3

ENGL 1102	Composition II	3
ENGL 2276	Composition: Technical Writing	3
ENGL 2243	Composition: Creative Writing	3

Social Science Electives 6-9**

Choose one or two:		
CHEM 2201	Organic Chemistry I	5
CHEM 2202	Organic Chemistry II	5

Choose one of the following:

NSCI 1100	Issues in the Environment	3
PSCI 2210	Environmental Politics	3
GEOG 1101	**Intro to Physical Geography	4
	Humanities Electives	9
	Total Credits	60

STSK 1110 Freshman Seminar (1) is required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

*Depends on high school preparation and transfer institution.

**If either PSCI 2210 or GEOG 1101 is taken to meet Areas 5 and 10, only six credits in SOC SCI is required. Some institutions require ECON 2201.

Business Administration, A.A.

Location: Worthington

Upon completion of the program listed below, the student may transfer to an upper division school of business and complete his/her requirements for the Bachelor of Arts or Bachelor of Science degree in Business. Students may also choose to delay the completion of their formal education and seek employment knowing that when they decide to return to school the credits they have earned at Minnesota West-Worthington

will allow them to enter an upper division program on either a full or part-time basis. This program meets the Associate of Arts and MnTC requirements.

ENGL 1101	Composition I	3
MATH 1111	College Algebra	3
	or	
SPCH 1101	Introduction to Speech	3
	Chemistry or Physics	3-4
PSYC 1101	Introduction to Psychology	4
BUS 1101	Introduction to Business	4
BUS 2201	Principles of Accounting I	4
BUS 2202	Principles of Accounting II	4
ECON 2201	Principles of Macroeconomics	3
ECON 2202	Principles of Microeconomics	3
MATH 1105	Intro to Probability and Statistics	4
	Biology Electives	3-4
	Social Science Elective***	3
	Humanities Electives	9

Choose one of the following:

ENGL 1102	Composition II	3
ENGL 2276	Composition: Technical Writing	3
ENGL 2243	Composition: Creative Writing	3

Choose one of the following:

NSCI 1100	Issues in the Environment	3
PSCI 2210	Environmental Politics	3
GEOG 1101**	Intro to Physical Geography	4
	Total Credits	60

STSK 1110 – Freshman Seminar (1) credit - required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

Note: See advisor for areas MnTC 8 and 9

**Depends on transfer institution

*** If either PSCI 2210 or GEOG 1101 is taken to meet Areas 5 and 10, the SOC SCI requirement is fulfilled.

Business Education, A.A.

Location: Worthington

This curriculum is designed for students who plan to teach Business Education courses in high school. The general education courses will vary depending upon the students interest and the requirements of the College or university to which the student intends to transfer. The student may take a somewhat reduced load from what is listed below. This program meets the Associate of Arts degree and MnTC requirements. It is based on the Board of Teaching approved major at Winona State University. All students who plan to enroll in education programs MUST complete the PPST (Pre-Professional Skills Test) before enrolling in junior level education courses. The PPST bulletin is available in the Student Services Office.

ENGL 1101	Composition I	3
MATH 1111	College Algebra	3
	or	
MATH 1113*	Pre-Calculus	4
	Biology	3-4
CSCI 1100	**Microcomputer Keyboarding	2
PSYC 1101	Introduction to Psychology	4
	Chemistry or Physics	3-4

Choose one of the following:

ENGL 1102	Composition II	3
ENGL 2276	Composition: Technical Writing	3

ENGL 2243	Composition: Creative Writing	3
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Choose one of the following:

BUS 2201	Principles of Accounting I	4
BUS 2202	Principles of Accounting II	4
ECON 2201	Principles of Macroeconomics	3
ECON 2202	Principles of Microeconomics	3
CSCI 1131	Word Processing I	2

Choose one of the following:

NSCI 1100	Issues in the Environment	3
PSCI 2210	Environmental Politics	3
GEOG 1101	**Intro to Physical Geography	4
BUS 1101	Introduction to Business	4
MATH 1105	*Intro to Probability and Statistics	4
SPCH 1101	Introduction to Speech	3
	Social Science Elective***	3
	Humanities Electives	9
	Total Credits	60

STSK 1110 – Freshman Seminar (1) credit - required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

* Placement depends on the students starting proficiency.

** Depends on transfer institution.

*** If either PSCI 2210 or GEOG 1101 is taken to meet areas 5 and 10, the SOC SCI requirement is completed.

Business Management, A.A.S.

Location: Worthington

This degree is designed for students who plan to enter the job market after completion of the program. It prepares students for entry-level positions in offices, private industry, the civil service, etc., and a variety of business fields. The following are the requirements for attaining a degree in this area:

1. General education requirements - sufficient to meet the minimum general education requirements of the general A.A.S. degree.
2. Career courses - to include the following:

NOTE: Keyboarding proficiency or a course in keyboarding is strongly recommended.

BUS 1101	Introduction to Business	4
*BUS 1104	Business Math	3
BUS 2201	Principles of Accounting I	4
BUS 2202	Principles of Accounting II	4
BUS 2221	Principles of Management	3
BUS 2230	Principles of Marketing	3
BUS 2241	Business Law	3
BUS 2242	Business Communications	3
CSCI 1102	Introduction to Microcomputers	3
CSCI 2100	Advance Microcomputer Application	3
	General Education Electives	15
	Electives	12
	Total Credits	60

* Course may be waived by petition

Business Management, A.S.

Locations: Worthington and Online

This degree is designed for students planning to enter the job market after completion of the program or to continue their education in four-year colleges. It prepares students for entry-level positions in offices, private industry, civil service, and a variety of business fields. The following are the requirements for attaining a degree in this area. (A course in keyboarding

and/or keyboarding proficiency is strongly recommended). To complete the degree students must fulfill the following requirements:

1. Successful completion of a minimum of 60 credits of which at least 15 must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.0 ("C") or better.
3. Meet the minimum of 30 credits of general education as required by the A.S. degree.

BUS 1101	Introduction to Business	4
BUS 2201	Principles of Accounting I	4
BUS 2202	Principles of Accounting II	4
*BUS 2221	Principles of Management	3
*BUS 2230	Principles of Marketing	3

Choose a minimum of twelve (12) elective credits from the following:

BUS 1104	Business Mathematics	3
BUS 2232	Professional Selling	3
BUS 2241	Business Law	3
BUS 2242	Business Communications	3
BUS 2275	Human Resource Mgmt.	3
ECON 2202	Principles of Microeconomics	3

*Transfer with validation by the receiving institutions:

Methods of validation:

- a. Institutions have the option of course validation or
- b. Students can "test out" by exam or may receive "deferred credit" by successful completion of one specified advanced course in the program at the receiving institution. The total number of program credits required shall not exceed that for students who entered the institution as first year students.

Business Management Computer Emphasis, A.S.

Location: Worthington

This Business Management Computer Science Emphasis Program is a cooperative effort between the Business Department and the Computer Science Department. The program is designed to prepare students academically with an interdisciplinary background in business decision-making and computer science. Students earn an A.S. Degree in Business Management Computer Emphasis upon successful completion of the following requirements:

1. Successful completion of a minimum of 60 credits, 15 of which must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.0 ("C") or better.
3. Meet the minimum of 30 credits of general education as required of the A.S. degree.
4. Business Management Computer Emphasis - a minimum of 30 credits including: (See below)

A. Required (Core) Courses

BUS 1101	Introduction to Business	4
BUS 1104	Business Mathematics	3

BUS	2201	Principles of Accounting I	4
BUS	2202	Principles of Accounting II	4
BUS	2221	Principles of Management	3
CSCI	1102	Introduction to Microcomputers	3
CSCI	2100	Advance Micro Applications	3
CSCI	2140	Elec. Spreadsheets/Graphics	3

B. Choose a minimum of 3 credits of electives from the following:

BUS	2200	Intro to Management Info Systems	3
BUS	2230	Principles of Marketing	3
BUS	2232	Professional Selling	3
BUS	2233	Advertising	3
BUS	2241	Business Law	3
BUS	2275	Human Resource Management	3
CSCI	2200	Visual Basic Programming	4
CSCI	2215	Web Programming I	3
CSCI	2240	Fundamentals of Programming I	4
CSCI	2250	Java Programming	4
CSCI	2290	Tech. Capstone Seminar	1

NOTE: Students who did not take two years of a world language in high school may need one year of college credit in a language to meet state university preparation requirements.

Business – PreBusiness Preparation, A.A.

Location: Worthington

The Associate of Arts degree is a liberal arts transfer degree. While an A.A. degree might include a core of courses appropriate to a major field at the baccalaureate level, its focus is on general education or the first two years of a four-year preparation. To complete the degree, students must fulfill the following requirements:

1. Successful completion of a minimum of 60 credits of which at least 15 must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.0 ("C") or better.
3. A minimum of 40 credits of General Education. This fulfills the MN Transfer Curriculum.

Recommended Areas:

- Area 1: Communications
- Area 2: Critical Thinking
- Area 3: Natural Science
- Area 4: Mathematical/Logical Reasoning - MATH 1111 College Algebra is the required math class.
- Area 5: History and the Social and Behavioral Sciences - ECON 2201 Macroeconomics and either Psychology or Sociology.
- Area 6: The Humanities and Fine Arts
- Area 7: Human Diversity
- Area 8: Global Perspective
- Area 9: Ethical and Civic Responsibility
- Area 10: People and the Environment

4. 18 credits selected from the list below.
5. STSK 1110 – Freshman Seminar (1) credit - required.
6. Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

BUS	2201	Principles of Accounting I	4
BUS	2202	Principles of Accounting II	4
ECON	2202	Principles of Microeconomics	3
MATH	1105	Intro to Probability & Statistics	4
		Total Required Credits	15

Elective in business chosen from the following: 3-4

BUS	1101	Introduction to Business	4
BUS	2221	Principles of Management	3
BUS	2230	Principles of Marketing	3
BUS	2241	Business Law	3
BUS	2242	Business Communications	3

Notes: World Language (Students who did not take two years of a world language in high school may need one year of college credits in a language to meet state university preparation requirements.)

Management, Certificate.

Location: Canby, Granite Falls, Jackson, Pipestone, Worthington, and Online

Students in the Management certificate program will receive basic business knowledge which can be used immediately in the workplace or as part of a 2 year business degree. Students will focus on the business environment, management practices and marketing principles.

BUS	1101	Introduction to Business	4
BUS	2221	Principles of Management	3
BUS	2230	Principles of Marketing	3
		Two Business or Accounting Courses	6
		Total Credits	16

Chemistry, A.S.

Location: Worthington

Students in chemistry will take the following courses at Minnesota West-Worthington campus. This program is patterned after the University of Minnesota and is an Associate of Science degree.

ENGL	1101	Composition I	3
MATH	1113	Pre-Calculus	4
MATH	1121	Calculus I	4
MATH	1122	Calculus II	4
MATH	2201	**Calculus III	4
CHEM	1101	General Inorganic Chemistry I	4
CHEM	1102	General Inorganic Chemistry II	4
		Humanities Electives	6
		Social Science Electives	6
CHEM	2201	Organic Chemistry I	5
CHEM	2202	Organic Chemistry II	5
PHYS	2121	General Physics I	5
PHYS	2122	General Physics II	5
		Choose one of the following:	3
ENGL	1102	Composition II	3
ENGL	2276	Composition: Technical Writing	3
ENGL	2243	Composition: Creative Writing	3

SPCH	1101	Introduction to Speech	3
		Total Credits	60

STSK 1110 – Freshman Seminar (1) credit required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

*Minimums only.

**Depending on high school preparation and placements. Students planning to teach should include HLTH 1100 and 2200.

Note: Some universities and liberal arts colleges require a year of a FOREIGN LANGUAGE, preferably German,

French. Check with the specific four-year college from which you intend to obtain your degree.

An additional semester is required to complete the A.A. degree and the MnTC requirements. Students should take three credits in HUMANITIES; three credits in SOC SCI (PSCI 2210 or GEOG 1101 are recommended); six-eight credits to complete Areas 7,8,9, and 10 unless completed with HUM and SOC SCI courses. This is a total of 10-18 credits.

Child Development, A.S.

Location: Granite Falls

This degree is designed for students planning to enter the job market after completion of the program or to continue their education. The program is designed to transfer for a Bachelor's degree in Early Childhood Education. Included in the course of study are a minimum of 30 transfer-level general education credits and 30 occupational credits. In conjunction with lab school and field experience, the course work prepares students as child development professionals for a variety of settings. The courses meet the Minnesota Department of Human Services requirements for child care professionals. The Minnesota Department of Human Services will check the background of each applicant to ensure that there is no record of child maltreatment.

1. Successful completion of 60 credits of which at least 15 must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.0 ("C") or better.
3. A minimum of 30 credits from at least 6 of the 10 goal areas in the Minnesota Transfer Curriculum. Required general education categories are listed below:
 - A. Communications - a minimum of 9 credits
ENGL 1101 Composition I, (3) required
ENGL 1102 Composition II, (3) required
SPCH 1101 Speech (3), required
 - B. Science/Math – a minimum of 3 credits.
MATH 1111 College Algebra (3) suggested
 - C. Behavior/Social Science – a minimum of 7 credits
PSYC 1101 Intro to Psychology (4) required or
PSYC 1150 Developmental Psychology (3)
SOC 1101 Intro to Sociology (3) required
 - D. Humanities – a minimum of 3 credits
4. Career courses: Fulfill a minimum of 30 credits in technical core courses including those listed below:

HSER 1266	Foundations of Child Development	2
CDEV 1266	Foundations of Child Dev. Lab	1
HSER 1268	Health, Nutrition & Safety	2
CDEV 1268	Health, Nutrition & Safety Lab	1
HSER 1269	Guidance	2
CDEV 1269	Guidance lab	1
CDEV 1262	Creative Activities w/lab	4
CDEV 1340	Planning & Implementing w/lab	4
CDEV 2200	Infant/Toddler Development w/lab	4
HSER 1267	Special Needs	2
HSER 1131	Autism	1

Choose 2 of the following courses

CDEV 1240	Family & Community Relations	3
EDUC 1100	Introduction to Education w/lab	3
CDEV 2560	Language & Lit. Learning for E.C.	3
Total Credits		30

(Suggested Electives: NSCI 1100 Issues in the Environment, ART 1120 Art Appreciation, MUSC 1105 Enjoying Music, HIST 1111 Western Civ. I, BIOL 1110 Principles of Biology, ART 2240 Art History, GEOG 1100 Geography)

Child Development, Certificate

Location: Granite Falls

Persons completing this program may work in a variety of settings related to child care and education such as a preschools, day cares, public schools, Head Start programs, and private homes (nannies). Students enrolled in the program receive instruction in safety, health, nutrition, guidance, child development, and the preparation and presentation of learning experiences to enhance all areas of a child's development. This course of study is designed to improve the quality of services children receive, to increase professionalism in graduates, and to promote the overall development of children. Lab school/and field experience in various settings provide opportunities for students to apply their knowledge and skills. The Minnesota Department of Human Services will check the background of each applicant to ensure that there is no record of child maltreatment. The curriculum shown here is designed to enhance a child development professional's opportunity to advance in the field.

CDEV 1240	Family & Community Relations	3
CDEV 1262	Creative Activities	4
CDEV 1266	Foundations of Child Develop I Lab	1
HSER 1266	Foundations of Child Development	2
CDEV 1268	Children's Health, Nutrition & Safety Lab	1
HSER 1268	Children's Health, Nutrition & Safety	2
CDEV 1269	Guidance, Managing the Physical & Social Environment Lab	1
HSER 1269	Guidance: Managing the Physical and Social Environments	2
Total Credits		16

Child Development, Diploma

Location: Granite Falls

Persons completing this program would work in a variety of settings related to child care and education such as a preschools, day cares, public schools, Head Start programs, and private homes (nannies). Students enrolled in the program receive instruction in safety, health, nutrition, guidance, child development, and the preparation and presentation of learning experiences to enhance all areas of a child's development. This course of study is designed to improve the quality of services children receive, to increase professionalism in graduates, and to promote the overall development of children. Lab school/and field experience in various settings provide opportunities for students to apply their knowledge and skills. The Minnesota Department of Human Services will check the background of each applicant to ensure that there is no record of child maltreatment. The curriculum shown here is designed to enhance a child development professional's opportunity to advance in the field.

Prerequisite: Completed certificate program to enter the Diploma program.

CDEV 1340	Planning and Implementing with lab	4
CDEV 1510	Internship	2-4
CDEV 2200	Infant & Toddler Dev. with lab	4
CDEV 2560	Language & Literature Learning Experiences	3
HSER 1131	Autism Spectrum Disorders	1
HSER 1267	Special Needs	2
Total Credits		34

Chiropractic (pre-chiropractic), A.A.**Location: Worthington**

This profession has experienced a strong resurgence in the past decade. The profession stresses a holistic approach to health. Chiropractors advocate that most common ills can be prevented and/or alleviated through exercise, nutrition, adjustment, maintenance, and personal health counseling. Minnesota West-Worthington campus provides all of the academic courses for the first two years of the chiropractic program. The transfer institutions (primarily Northwestern School of Chiropractics) for continued study readily accept our Associate of Science degree graduates.

ENGL 1101	Composition I	3
Choose one of the following 2:		3-4
MATH 1111	College Algebra	3
MATH 1113	Pre-Calculus	4
CHEM 1101	General Inorganic Chemistry I	4
CHEM 1102	General Inorganic Chemistry II	4
BIOL 1115	Human Biology	3
Choose one of the following 3:		3
ENGL 1102	Composition II	3
ENGL 2276	Composition: Technical Writing	3
ENGL 2243	Composition: Creative Writing	3
PHYS 1201	Fundamentals of Physics I	4
PHYS 1202	Fundamentals of Physics II	4
Humanities Electives*		3
SPCH 1101	Introduction to Speech	3
Choose two of the following 3:		8-10
BIOL 2201	Human Anatomy	4
BIOL 2202	Human Physiology	4
BIOL 2245	**Medical Terminology	2
SOC 1101	Introduction to Sociology	3
PSYC 1101	Introduction to Psychology	4
Total Credits		60

STSK 1110 – Freshman Seminar (1) credit required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

* Minimum only

** Depends on transfer institution

Community Health Worker, Certificate**Location: Canby, Granite Falls, Jackson, Pipestone, Worthington, and Online**

The Community Health Worker (CHW) program will prepare you to obtain employment in a variety of organizations. Community Health Workers perform a broad range of health related functions and play an important role in bridging the gap between cultures and health care systems. A CHW will work with health care organizations to increase cultural competence, improve access to health care for racial and ethnic minorities, improve the quality of care for the chronically ill, promote healthy communities, and educate families about access to and use of health care coverage.

CMHW 1000	Advocacy and Outreach	3
CMHW 1100	Community, Capacity Building and Teaching	3
CMHW 1200	Communications, Competence and Legal Implications of the CHW	3
CMHW 1300	Health Promotion Competencies	3
CMHW 1400	Community Health Worker Internship	2

Select one of the following

CSCI 1102	Introduction to Microcomputers	3
SPCH 1101	Introduction to Speech	3

Computer Applied Technology, A.S.**Location: Worthington**

The completion of the Computer Applied Technology degree offers the student an opportunity to transfer into several articulated Baccalaureate programs. While students concentrate on an area of study in computer science, they are assured that after completion of this degree, they are employable in many technical and business settings, including manufacturing companies, data processing firms, software development companies, banks, insurance companies, government agencies, colleges and universities. The degree is heavily dependent upon technology based course offerings. To complete the degree, students must fulfill the following requirements:

- Successful completion of 60 credits of which at least 15 must be earned at Minnesota West Community & Technical College.
- A grade point average of 2.0 ("C") or better.
- Computer Division requirements: 9 credits
 - ENGL 1101 Composition I
 - CSCI 1102 Introduction to Microcomputers
 - MATH 1111 College Algebra
- A minimum of 24 credits from the four general education categories listed below:
 - Communications: ENGL 2276 or SPCH 1101
 - One or more credits from Science/Math
 - Four or more credits from Behavior/Social Science – PSYC 1101 or ECON 2201 or ECON 2202 required.
- Fulfill at least a 30 credit core of technical courses.
Note: 3 credits from Item #3. CSCI 1102 required and an additional 27 credits from the table below:

CSCI 2100	Adv Microcomputer Applications	3
CSCI 2140	Spreadsheets & Graphics	3
CSCI 2200	Visual Basic Programming	4
CSCI 2250	Java Programming	4
CSCI 2290	Technology Capstone Seminar	1
BUS 1101	Introduction to Business	4
BUS 2201	Principles of Accounting I	4
CSCI 2240	Fundamentals of Programming I or	4
CSCI 2255	Java Programming II	4

Computer Engineering Technology, A.A.S.**Location: Jackson**

The Computer Engineering Technology program prepares individuals to apply basic engineering principles and technical skills in designing and developing computer systems and installations. Includes instruction in computer electronics and programming, prototype development and testing, systems installation and testing, peripheral equipment and report preparation.

CSCI 1102	Introduction to Microcomputers	3
CST 1111	File Structures	2
ELCO 1100	Electrical Circuits Fundamentals	3
ELCO 1105	Electrical Circuits Fund Lab	3
CST 1190	Introduction to Networking	3
CST 1125	Operating Systems	3
CST 2224	Windows Client/Server Admin	4
CST 2110	PC Maintenance & Repair Hardware	3
CSCI 2200	Visual Basic Programming	4

CST	2215	PC Maintenance and Repair Software	3
CST	2310	Info Technology Customer Service	2
ENGL	1101	Composition I	3
		*General Education Electives	12
		*Technical Electives	12

*Notes:

General Education electives in three additional areas of the ten goal areas.

Technical electives approved by the advisor in one or more of the following areas: ACCT, ADSA, CSCI, CST, BUS, RNEW, ROBT.

Total Credits 60

Computer Engineering Technology, Diploma

Location: Jackson

The Computer Engineering Technology program prepares individuals to apply basic engineering principles and technical skills in designing and developing computer systems and installations. Includes instruction in computer electronics and programming, prototype development and testing, systems installation and testing, peripheral equipment and report preparation.

CSCI	1102	Introduction to Microcomputers	3
CST	1111	File Structures	3
CST	1190	Introduction to Networking	3
CST	2224	Windows Client/Server Admin	4
CST	1125	Operating Systems	3
ELCO	1100	Electrical Circuits Fundamentals	3
ELCO	1105	Electrical Circuits Fund Lab	3
CST	2110	PC Maintenance & Repair Hardware	3
CSCI	2200	Visual Basic Programming	4
CST	2215	PC Maintenance & Repair Software	3
ELTW	1104	Basic Digital Circuits	2
Total Credits			48

General Education or Related-10 credits would include the following classes:

GSSS	1100	Human Relations
GSCL	1105	Job Seeking Skills
English, Biology, Chemistry, Math above 1000 level, Physics, Natural Science, Art, Foreign Language, Literature, Music, Philosophy, Theater, Western Civilization, Economics, Geography, History, Political Science, Psychology, and Sociology		

For 4 credits of suggested Electives, choose from the following:

ADSA	1100	College Keyboarding I	3
ADSA	1122	Word Processing I	2
ADSA	1190	Presentation Graphics	2
CST	2326	Web Page Concept	2
ELTL	1101	Basic Telecommunications	3

Computer and Information Technology, A.A.S.

Location: Worthington

Although successful completion of the Computer and Information Technology (CIT) program prepares the student for employment within the dynamic computer, electronic information and technology areas, the program is specifically designed to maximize transferability into the Bachelor of Applied Science (BAS) at Minnesota State University, Mankato, MN. This degree also articulates to Minnesota State University, Moorhead, MN and Southwest Minnesota State University, Marshall, MN. Students are encouraged to consult with faculty

and/or advisors at Minnesota West and the transfer institution of their choice.

ENGL	1101	Composition I	3
MATH	1111	College Algebra	3
PHYS	1201	Fundamentals of Physics	4
SPCH	1101	Introduction to Speech	3

Select a minimum of 3 credits from the following:

HIST	1101	American History I	4
HIST	1102	American History II	4
GEOG	1100	Introduction to Geography	3
GEOG	1101	Introduction to Physical Geography	4
PSCI	1101	Introduction to Political Science	3
PSCI	1201	American Government and Politics	3
PSCI	2210	Environmental Politics	3
PSCI	2202	State and Local Government	3
PSYC	1101	Introduction to Psychology	4

Select a minimum of 3 credits from the following:

ART	2240	Art History	3
ART	2245	Art History II	3
HIST	1111	Western Civilization I	3
HIST	1112	Western Civilization II	3
ENGL	1105	Introduction to Literature	3
ENGL	2201	Survey of American Literature I	3
ENGL	2202	Survey of American Literature II	3
PHIL	2201	Introduction to Ethical Theory	1
PHIL	2202	General Applied Ethics	1

Required Core Courses

CST	1111	File Structures	3
CST	1190	Introduction to Networking	3
CST	2110	PC Maintenance & Repair Hardware	3
CST	2215	PC Maintenance & Repair Software	3
CST	2224	Windows Client Server	4
CST	2310	Info Technology Customer Service	2
CST	2199	Internship	1-8

or			
CSCI	2290	Technology Capstone Seminar	1
ENGL	2276	Composition: Technical Writing	3
CSCI	1102	Introduction to Microcomputers	3
CSCI	2200	Visual Basic Programming	4
CSCI	2250	Java Programming	4
CSCI	2255	Java Programming II	4

Select one of the following courses

CSCI	2240	Fundamentals of Programming I	4
MATH	1121	**Calculus I	4

Total Credits 60

*Baccalaureate admission requires a 2.50 or higher GPA in core courses; to include a recommended minimum of a "B" in CSCI 2250 and a minimum of a "C" in CSCI 2255.

**If not completed within A.A.S., additional mathematics will be required at Minnesota State University, Mankato.

Computer Information Science (CIS), A.A.

Location: Worthington

The Associate of Arts degree is a Liberal Arts transfer degree. While an Associate of Arts degree might include a core of courses appropriate to the transfer track to a major in Computer Information Science at the baccalaureate level, its focus is on general education.

To complete the degree students must fulfill the following requirements:

1. Successful completion of 60 credits of which at least 15 must be earned at Minnesota West Community & Technical College.

2. A grade point average of 2.0 ("C") or better.
3. A minimum of 40 credits of general education. This fulfills the Minnesota Transfer Curriculum.
 - A. Communications - required ENGL1101, ENGL2276 and SPCH1101.
 - B. Critical Thinking: Any student who completes the general education curriculum will have completed the requirements for this goal.
 - C. Natural Science
 - D. Mathematical/Logical Reasoning: required MATH1105 and MATH1111 or MATH1121.
 - E. History and the Social and Behavioral Sciences.
 - F. The Humanities and Fine Arts.
 - G. Human Diversity.
 - H. Global Perspective.
 - I. Ethical and Civic Responsibility.
 - J. People and the Environment.
4. Computer Information Science core: 19 (Baccalaureate admission requires a 2.50 or higher GPA in core courses, including a minimum of a "B" in CSCI2250 and a minimum of a "C" in CSCI2255) (listed below)

CSCI 1102	Intro to Microcomputers	3
CSCI 2250	Java Programming I	4
CSCI 2255	Java Programming II	4
CSCI 2280	Systems Analysis & Design	4

Choose one of the following courses

CSCI 2200	Visual Basic Programming	4
CSCI 2240	Fundamentals of Programming I	4

5. World Language: (Students who did not take two years of a world language in high school may need one year of college credits in a language to meet state university preparation requirements.)
6. One PHED activity course, 1 credit.
7. STSK 1110 – Freshman Seminar (1) credit required.

Computer Science, A.S.

Location: Worthington

The Computer Science A.S. program is designed to provide students the option to enter the computer related job market on completion or optionally transfer to Southwest Minnesota State University at Marshall, MN to complete the Bachelor of Science in the Computer Science degree.

ART 2230	Computer Graphics	3
CSCI 1102	Introduction to Microcomputers	3
CSCI 2200	Visual Basic Programming	4
	or	
CSCI 2240	Fundamentals of Programming I C++	4
CSCI 2250	Java Programming I	4
CSCI 2255	Java Programming II	4
CSCT 1135	UNIX Operating System	3
CST 1180	Data Security Awareness	1
CST 1190	Introduction to Networking	3
CST 2224	Windows Client/Server	4
ECON 2201	Principles of Macroeconomics	3
	or	
ECON 2202	Principles of Microeconomics	3
ENGL 1101	Composition I	3
ENGL 2276	Technical Writing	3
MATH 1105	Statistics	4
MATH 1121	Calculus I	4
NSCI 1100	Issues in the Environment	3
PHYS 1201	Fundamentals of Physics	4
PSYC 1101	Introduction to Psychology	4
SPCH 1101	Introduction to Speech	3
	Total Credits	60

Computer Specialist, A.A.S.

Location: Worthington

The Computer Specialist A.A.S. Degree provides the student with a career entry employment opportunity for a wide variety of employers including manufacturers, data processing companies, banks, insurance companies, bookkeeping companies and departments, medical facilities, and government agencies. The program is designed to be heavily dependent on technology as a method of course delivery, communications, and student learning.

To complete the degree students must fulfill the following requirements:

1. Successful completion of 60 credits, 15 of which must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.0 ("C") or better.
3. A minimum of 20 credits from the four general education categories listed below:
 - A. Communications
a minimum of 3 credits – required ENGL 1101
 - B. Science/Math
a minimum of 3 credits - required MATH 1105
or
MATH 1111 or PHIL 1200
 - C. Behavioral/Social Science
a minimum of 3 credits
 - D. Humanities
a minimum of 3 credits
4. A minimum of 30 credits in career courses (listed below)
5. Electives sufficient to total 60 credits.

Required Courses:

CSCI 1102	Introduction to Microcomputers	3
CSCI 1150	Presentation Development	3
CSCI 2100	Advanced Microcomputer Applications	3
CSCI 2140	Electronic Spreadsheets/Graphics	3
CSCI 2200	Visual BASIC Programming	4
CSCI 2290	Technology Capstone Seminar	1
13 credits of electives from the following:		
BUS 1101	Introduction to Business	4
BUS 2200	Intro Management Info Systems	3
BUS 2221	Principles of Management	3
CSCI 2215	Web Programming I	3
CSCI 2240	Fundamentals of Programming I	4
CSCI 2245	Fundamentals of Programming II	4
CSCI 2250	Java Programming I	4
CSCI 2255	Java Programming II	4

5. Electives sufficient to total 60 credits.

Computer Support Technician, A.A.S.

Location: Granite Falls

Computer support technicians solve software and hardware problems, set up computer systems, install new software and hardware, train users, and maintain networks. Support technicians may work directly with computer users in person or provide support over the phone through a help desk. This major provides hands-on training in computer operating system operation, the use of application software, network administration and installation, software installation and removal, computer maintenance and repair, hardware installation, and help desk skills. This

training provides the students with practical knowledge needed to solve computer problems.

CST	1112	Command Line	1
CST	1125	Operating Systems	3
CST	1135	Unix Operating System	3
CST	1180	Data Security Awareness	1
CST	1190	Introduction to Networking	3
CST	1200	Introduction to Information Security	3
CST	1500	Routers and Switches	3
CST	2110	PC Maintenance & Repair Hardware	3
CST	2215	PC Maintenance & Repair Software	3
CST	2224	Windows Client/Server Admin. I	4
CST	2310	Info Technology Customer Service	2
CST	2600	Fundamentals of Wireless Networking	3
CST	2900	Computer Technology Capstone	2
ENGL	1101	Composition I	3
		**Technical Electives	11
		*General Education Electives (MATH 0098 and ENGL 0090 if needed)	12
		Total Credits	60

* General Education electives in three additional areas of the curriculum.

**Electives in the areas of ACCT, ADSA, BUS, CSCI, CST, RNEW, ROBT with the approval of the advisor.

Computer Support Technician, Diploma

Location: Granite Falls

		*General Education Electives	7
CST	1112	Command Line	1
CST	1125	Operating Systems	3
CST	1135	Unix Operating System	3
CST	1180	Data Security Awareness	1
CST	1190	Introduction to Networking	3
CST	1200	Introduction to Information Security	3
CST	1500	Routers and Switches	3
CST	2110	PC Maintenance & Repair Hardware	3
CST	2215	PC Maintenance & Repair Software	3
CST	2224	Windows Client/Server Admin.	4
CST	2310	Info Technology Customer Service	2
CST	2900	Computer Technology Capstone	2
ENGL	1101	Composition I	3
CST	2600	Fundamentals of Wireless Networking	3
		**Technical Electives	16
		Total Credits	60

* Additional credits of electives in General Education areas with the approval of the advisor.

**Electives in the areas of CST, CSCI, ACCT, ADSA, BUS, RNEW with the approval of the advisor.

Computer Maintenance and Repair, Certificate

Location: Granite Falls, Jackson

Students in the Computer Maintenance and Repair certificate receive training in administrating, installing and configuring computers; installing, implementing and utilizing software; and upgrading and troubleshooting personal computer hardware. This program provides training in personal computer (PC) maintenance and repair, operating systems, including Windows and DOS, and help desk etiquette. This program is designed to prepare the students for CompTIA's A + certification. A successful graduate will be prepared to work in the fields of PC maintenance and repair, help desk and software support.

CSCI	1102	Introduction to Microcomputers	3
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CST	1112	Command Line	1
CST	1120	Desktop Virtualization	1
CST	1125	Operating Systems	3
CST	1135	Unix Operating Systems	3
CST	1180	Data Security Awareness	1
CST	1190	Introduction to Networking	3
CST	2110	PC Maintenance & Repair Hardware	3
CST	2215	PC Maintenance & Repair Software	3
CST	2310	Info Technology Customer Services	2
		Electives	7
		Total Credits	30

Choose electives from: ADSA, CST, ACCT, CSCI.

(Computer) Desktop Support Specialist, Certificate

Location: Canby, Granite Falls, Jackson, Pipestone, Worthington, and Online

Provides students with essential knowledge and understanding of common business productivity software. CSCI certificates recognize student achievement and encourage lifelong learning. CSCI Department Disclosure: Due to scheduling, the courses that satisfy this certificate are not guaranteed to be offered within one semester.

CSCI	1102	Introduction to Microcomputers	3
CSCI	2100	Advanced Microcomputer Applications	3
CSCI	2140	Electronic Spreadsheets and Graphics	3
CST	1125	Operating Systems	3
CST	2310	Information Tech Customer Service	2
		Additional CSCI and/or CST credits	2
		Total Credits	16

(Computer) Information Security and Assurance, A.A.S.

Location: Online

This program prepares students to assess, administer, and secure computer information systems and networks by performing technical security audits and implementing numerous technical information solutions to bring networks into compliance.

ENGL	1101	Composition I	3
CSCI	1102	Introduction to Microcomputers	3
CST	1112	Command Line	1
CST	1125	Operating Systems	3
CST	1135	Unix Operating Systems	3
CST	1180	Data Security Awareness	1
CST	1190	Introduction to Networking	3
CST	1200	Introduction to Information Security	3
CST	1220	Information Security Management	3
CST	1300	Computer Forensics	3
CST	1500	Routers and Switches	3
CST	2310	Information Technology	2
		Customer Service	2
CST	2224	Windows Client/Server Admin. I	4
CST	2520	Ethical Hacking	2
		Technical Electives	11
		General Education Electives	12
		Total Credits	60

* Additional credits of electives in 2 General Education areas with the approval of the advisor.

**Electives in the areas of ACCT, ADSA, CST, CSCI, RNEW with the approval of the advisor.

(Computer) Information Security Administration, Certificate

Location: Granite Falls

The Information Security Administration Certificate addresses the actual setup and maintenance of a secure environment designed in the Information Security Management Certificate courses. This certificate will include authentication and securing servers, workstations, and their file systems. Students will set up routers and firewalls and study computer forensics. This course is designed for the technician who will be responsible for the setup and maintenance of a secure environment.

CSCI	1111	File Structures	3
CST	1127	Windows Desktop Operating Syst.	3
		or	
CST	1125	Operating Systems	3
CST	1250	Information Security Administration	3
CST	1300	Computer Forensics	3
		Electives	3
		Total Credits	15

(Computer) Information Security Management, Certificate

Location: Online

Students in the Information Security Management Certificate learn to assess the need for security; examine ethical, legal and professional security issues; assess and control risks; design secure networks; examine disaster recovery plans; educate personnel; and maintain a security program. In addition, the students learn about the theory of authentication, encryption, attacks and malicious code, and the components of a secure network including web servers and remote access. This certificate is designed for the person responsible for the security direction of the organization, including managers, accounting personnel, administrative assistants, and computer technical support personnel. This certificate is offered in an online format and can be completed in two semesters.

CSCI	1102	Introduction to Microcomputers	3
CST	1190	Introduction to Networking	3
		or	
CST	1195	Network Basics	2
CST	1200	Introduction to Information Security	3
CST	1220	Information Security Management	3
		Electives	3
		Total Credits	14

(Computer) Information Technology, Certificate

Location: Online

CST	1101	Information Technology Concepts	2
CST	1112	Command Line	1
CST	1125	Operating Systems	3
CST	1180	Data Security Awareness	1
CST	1195	Network Basics	2
CST	2110	PC Maintenance and Repair Hardware	3
CST	2215	PC Maintenance and Repair Software	3
		Electives	1
		Total Credits	16

(Computer) Management Information Systems, A.A.

Location: Worthington

The Associate of Arts degree is a liberal arts transfer degree. While an Associate of Arts degree might include a core of courses appropriate to a transfer track in the major field of Management Information Systems at the baccalaureate level,

its focus is on general education. To complete the degree students must fulfill the following requirements:

1. Successful completion of 60 credits of which at least 15 must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.0 ("C") or better.
3. A minimum of 41 credits of general education. This fulfills the Minnesota Transfer Curriculum.
 - A. Communications ENGL 1101, ENGL 2276 and SPCH 1101 required.
 - B. Critical Thinking: Any student who completes the general education curriculum will have completed the requirements for this goal.
 - C. Natural Science.
 - D. Mathematical/Logical Reasoning: required MATH 1111 or higher.
 - E. History and the Social and Behavioral Sciences.
 - F. The Humanities and Fine Arts.
 - G. Human Diversity.
 - H. Global Perspective.
 - I. Ethical and Civic Responsibility.
 - J. People and the Environment.
4. Management Information Systems core: 19 (Baccalaureate admission requires a 2.50 or higher GPA in core courses, including a minimum of a "B" in CSCI2250, and a minimum of a "C" in CSCI2255) See required courses below.

CSCI	2250	Java Programming I	4
CSCI	2255	Java Programming II	4
BUS	2201	Principles of Accounting I	4
BUS	2202	Principles of Accounting II	4
5. World Language: (Students who did not take two years of a world language in high school may need one year of college credits in a language to meet state university preparation requirements.)
6. One Physical Education activity course.
7. STSK 1110 – Freshman Seminar (1) credit required.

(Computer) Networking Specialist, A.S.

Location: Worthington

The Networking Specialist AS program is designed to provide students with specialized skills in Microsoft technologies including preparedness for the MCSE Microsoft certification exams. Students will also gain knowledge in programming languages for local and wide area networking. Upon completion, students will be competitive candidates to enter the information technology (IT) job market or optionally transfer to Colorado Technical University, Sioux Falls, SD, to complete the Bachelor of Science in Information Technology (BSIT) degree.

To complete the degree students must fulfill the following requirements:

1. Successful completion of 60 credits, 15 must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.0 ("C") or better.
3. Computer Division requirements: 9 credits
 - A. ENGL 1101 Composition I
 - B. CSCI 1102 Introduction to Microcomputers
 - C. MATH 1111 College Algebra
4. A minimum of 24 credits from the four general education categories listed below:

- A. Communications: a minimum of 6 credits. ENGL 2276 or SPCH 1101 required.
 - B. Natural Science: A lab science course from either Chemistry or Physics required.
 - C. Social and Behavior Science – PSYC 1101 or ECON 2201 or ECON 2202 required.
 - D. Humanities and Fine Arts – ART 2230 and ART 2232 required.
5. Fulfill at least a 30 credit core of technical courses. Note: 3 credits from Item #3. CSCI 1102 required, and add 27 credits from the table below.
6. World Language (Students who did not take two years of world language in high school may need one year of college credit in a language to meet state university preparation requirements).

CST 2224	Windows Client/Server Administration	4
CST 2284	Microsoft Exchange Server	3
CST 2291	Windows Network Infrastructure I	3
CST 2293	Windows Network Infrastructure II	3
CST 2294	Windows Directory Service Infrastructure	3
CST 2298	Windows Network Security	3
CSCI 2200	Visual Basic Programming	4
CSCI 2250	Java Programming I	4
Total Credits		60

(Computer) Networking Specialist, A.A.S.

Location: Jackson

The Networking Specialist program prepares students to install, administer, and troubleshoot networks. The courses in this program will provide the student with the knowledge and skills necessary to provide support to a variety of network operating system platforms. Students are exposed to various aspects of data networking, data storage, computer hardware and operating systems software. An emphasis is placed on understanding Microsoft Windows server and client systems and virtualization technologies using VMware. Optionally, students can work to obtain industry certifications such as CompTIA A+, CompTIA Network + CISCO Certified Network Associate (CCNA), or Microsoft Certified Technology Specialist (MCTS)

CSCI 1102	Introduction to Microcomputers	3
CST 1111	File Structures	2
CST 1125	Operating Systems	3
CST 1135	Unix Operating Systems	3
CST 1190	Introduction to Networking	3
CST 1500	Rotor Administration	3
CST 2110	PC Maintenance & Repair Hardware	3
CST 2224	Window Client/Server Admin	4
CST 2291	Window Network Infrastructure	3
CST 2298	Windows Network Security	3
CST 2310	Information Technology Customer Service	2
CST 2340	Web Server Concepts	3
CST 2108	Structured Communication System	3
ENGL 1101	Composition I	3
	*General Education Electives	12
	*Technical Electives	7

***Notes:**

General Education electives in three additional areas of the ten goal areas.

Technical electives approved by the advisor in one or more of the following areas: ACCT, ADSA, CSCI, CST, BUS, RNEW, ROBT.

Total Credits	60
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(Computer) Networking Specialist, Diploma

Location: Jackson

ACCT 1120	Spreadsheet Concepts and Apps.	2
ACCT 1122	Database Concepts	2
CSCI 1102	Introduction to Microcomputers	3
CST 1111	File Structures	3
CST 1125	Operating Systems	3
CST 1190	Introduction to Networking	3
CST 2110	PC Maintenance & Repair Hardware	3
CST 2298	Windows Network Security Infrastructure	3
CST 2224	Windows Client/Server Admin.	4
CST 2310	Information Technology Customer Service	2
GSCS 1105	Job Seeking Skills	1
	*General Education Electives	10
	**Technical Electives	9

***From the Following:**

GSSS 1100-Human Relations, GSCM 1110-Composition, GSCM 1120-Technical Writing

or the following General Education Classes:

English, Biology, Chemistry, Math above 1000 level, Physics, Natural Science, Art, Foreign Language, Literature, Music, Philosophy, Theater, Western Civilization, Economics, Geography, History, Political Science, Psychology, and Sociology

****From the suggested following courses:**

ACCT 1120-Spreadsheets, ACCT 1122 - Database, ADSA 1100 - College Keyboarding I, ADSA 1122 - Word Processing I, ADSA 1190 - Presentation Graphics, CSCI 2200 - Visual Basic, CST 2215 - PC Maintenance & Repair Software

Total Credits	48
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(Computer) Web Development, A.S.

Location: Worthington

The completion of the Web Development Science A.S. degree prepares the student for the evolving Internet business settings including manufacturing, data processing, software development, banking, financing insurance companies, government agencies, colleges, and universities. Unique legal, hardware/software, security, financial and risk issues related to promoting an Internet presence are integrated with case studies designed to demonstrate the intricacies of related programming solutions.

To complete the degree, students must fulfill the following requirements:

1. Successful completion of 60 credits of which at least 15 must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.00 ("C") or better.
3. Computer Division requirements: 9 credits
 - A. ENGL 1101 Composition
 - B. CSCI 1102 Introduction to Microcomputers
 - C. MATH 1111 Concepts in Math or higher.
4. A minimum of 24 credits from the four general education categories listed below:
 1. Communications: ENGL 2276 or SPCH 1101 required.
 2. A lab science course from either Chemistry or Physics required.

3. Four or more credits from Behavior/Social Science – PSYC 1101 or ECON 2201 or ECON 2202 required.
4. Four or more credits from Humanities and Fine Arts.
5. Fulfill at least a 30 credit core of technical courses. Note: 3 credits from Item #3. CSCI 1102 required, and add 27 credits from the table below.
6. World Language (Students who did not take two years of world language in high school may need one year of college credit in a language to meet state university preparation requirements).

CSCI	2140	Electronic Spreadsheets & Graphics	3
CSCI	2150	Multimedia for the Web	3
CSCI	2215	Web Programming I	3
CSCI	2250	Java Programming	4
BUS	2230	Principles of Marketing	3
BUS	2201	Principles of Accounting I	4
BUS	2202	Principles of Accounting II	4

Secondary Programming Language: Select a minimum of one course from the following:

CSCI	2135	Advanced Web Techniques (ASP, VBScript/Java Script)	3
CSCI	2200	Visual Basic Programming	4
CSCI	2240	Fundamentals of Programming I C++	4
CSCI	2255	Java Programming II	4

(Computer) Webpage Design Assistant, Certificate

Location: Granite Falls, Worthington, and Online

Provides students with essential knowledge and understanding of common project management skills related to web design such as; create, update, implement and maintain web site content. CSCI certificates recognize student achievement and encourage lifelong learning. CSCI Department Disclosure: Due to scheduling the courses that satisfy this certificate are not guaranteed to be offered within one semester. CSCI1102 is a prerequisite for this certificate.

CSCI	2140	Electronic Spreadsheets & Graphics	3
CSCI	2150	Multimedia for the Web	3
CSCI	2215	Web Programming I	3
ART	1120	Art Appreciation	3
CSCI	2200	Visual Basic Programming	4
		or	
CSCI	2240	Fundamentals of Programming I C++	4
		Total Credits	16

(Computer) Applications Specialist, Certificate

Location: Granite Falls, Jackson, Pipestone, Worthington, and Online

Provides students with essential knowledge and understanding of common business productivity software. CSCI certificates recognize student achievement and encourage lifelong learning. CSCI Department Disclosure: Due to scheduling, the courses that satisfy this certificate are not guaranteed to be offered within one semester.

CSCI	1102	Intro to Microcomputers	3
CSCI	1150	Presentation Development	3
CSCI	2100	Adv. Microcomputer Applications	3
CSCI	2140	Electronic Spreadsheets/Graphics	3
CSCI	2290	Technology Capstone Seminar	1
		CSCI Electives	3
		Total Credits	16

(Computer) CISCO Networking, Certificate

Location: Granite Falls, Jackson, Pipestone, Worthington, and Online

The Cisco Networking Certificate includes four courses from the Cisco CCNA curriculum and aligns to Federal standards for networking job roles of system administrators and INFOSEC professionals. Graduates will be prepared to take the CCNA certification test. Cisco Certified Network Associate (CCNA®) validates the ability to install, configure, operate, and troubleshoot medium-size route and switched networks, including implementation and verification of connections to remote sites in a WAN. CCNA curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. The widely respected Cisco Career Certifications bring valuable, measurable rewards to network professionals, their managers, and the organizations that employ them.

CST	1101	Information Technology Concepts	2
CST	1190	Introduction to Networking	3
CST	1500	Routers and Switches	3
CST	2150	Advanced Routing Technology	4
CST	2600	Fundamentals of Wireless Networking	3
		Elective	1
		Total Credits	16

(Computer) Computer Specialist, Certificate

Location: Granite Falls, Jackson, Pipestone, Worthington, and Online

Provides students with a background in the specialized areas of Unix, coding and Web programming. CSCI certificates recognize student achievement and encourage lifelong learning. CSCI Department Disclosure: Due to scheduling, the courses that satisfy this certificate are not guaranteed to be offered within one semester.

CSCI	1102	Intro to Microcomputers	3
CSCI	1110	Concepts of Coding	2
CSCI	2200	Visual Basic Programming	4
CSCI	1135	UNIX Operating Systems	3
CSCI	2215	Web Programming	3
CSCI	2290	Technology Capstone Seminar	1
		Total Credits	16

(Computer) Technology Workplace Ready, Certificate

Location: Granite Falls, Jackson, Pipestone, Worthington, and Online

Defines an essential role in today's information producing industry with student abilities to accurately enter, manipulate and maintain digital data using computer documents and databases. CSCI certificates recognize student achievement and encourage lifelong learning. CSCI Department Disclosure: Due to scheduling, the courses that satisfy this certificate are not guaranteed to be offered within one semester.

CST	1180	Data Security Awareness	1
CSCI	1100	Microcomputer Keyboarding OR	2
CST	1195	Network Basics	2
CSCI	1102	Intro to Microcomputers	3
CSCI	1150	Presentation Development	3
CSCI	2100	Advance Microcomputer Applications	3
CSCI	2140	Electronic Spreadsheets & Graphics	3

CSCI	2290	Technology Capstone Seminar	1
Total Credits			16

(Computer) IT Workplace Specialist, Certificate

Location: Granite Falls, Jackson, Pipestone, Worthington, and Online

The student will have an entry level background in the most current, industry used, operating systems and some type of computer language experience like a visual basic background. CSCI certificates recognize student achievement and encourage lifelong learning. CSCI Department Disclosure: Due to scheduling, the courses that satisfy this certificate are not guaranteed to be offered within one semester.

CSCI	1102	Intro to Microcomputers	3
CSCI	1135	UNIX Operating Systems	3
CSCI	1190	Introduction to Networking	3
CSCI	2200	Visual Basic Programming	4
		CSCI or CST Electives	4
Total Credits			16

(Computer) IT Workplace Assistant, Certificate

Location: Granite Falls, Jackson, Pipestone, Worthington, and Online

Students will be able to set up entry level items on a network, conduct some basic troubleshooting of network problems and with an extensive background in the use of the Microsoft Office Suite of applications be able to assist users. CSCI certificates recognize student achievement and encourage lifelong learning. CSCI Department Disclosure: Due to scheduling, the courses that satisfy this certificate are not guaranteed to be offered within one semester.

CSCI	1102	Intro to Microcomputers	3
CSCI	1190	Introduction to Networking	3
CSCI	2100	Adv Microcomputer Applications	3
SCCI	2140	Electronic Spreadsheets/Graphics	3
CSCI	2290	Technology Capstone Seminar	1
		CSCI or CST Electives	4
Total Credits			16

(Computer) Programmer Specialist, Certificate

Location: Granite Falls, Jackson, Pipestone, Worthington, and Online

Ensures that students have a multiple computer language programming experience; logically and creatively designing concise code, executing and maintaining it. CSCI certificates recognize student achievement and encourage lifelong learning. CSCI Department Disclosure: Due to scheduling, the courses that satisfy this certificate are not guaranteed to be offered within one semester.

CSCI	1102	Intro to Microcomputers	3
CST	1180	Data Security Awareness	1
CSCI	2240	Fund of Programming C++	4
CSCI	2250	Java Programming I	4
CSCI	2255	Java Programming II	4
Total Credits			16

Cosmetology, Diploma

Locations: Jackson and Pipestone

Students receive theory as well as practical experience in hair, skin, and nail care through classroom study, demonstrations and practical experience in the campus clinic. Some areas of study include safety and sanitation, customer service, and job

seeking skills. Upon successful completion of hours and quota requirements mandated by the Minnesota Board of Cosmetologists Examiners, students must also take a written and a skills certification tests for licensure. Some of the opportunities include salon owner, salon manager, stylist, hair colorist, nail technician, esthetician, manufacturer's representative, state board inspector, just to name a few.

COSM	1100	Preclinic Introduction	4
COSM	1105	Preclinic Hair Care	4
COSM	1110	Preclinic Nail Care	4
COSM	1115	Preclinic Color & Texture	4
COSM	1120	Preclinic Skin Care	4
COSM	1135	Salon Preparation	3
COSM	1130	Advanced Hair Care	3
COSM	1140	Clinic I	4
COSM	1145	Clinic II	4
COSM	1150	Clinic III	4
COSM	1155	Clinic IV	3
COSM	1160	Clinic V	4
COSM	1165	Clinic VI	3
COSM	1170	Clinic VII	3
COSM	1175	Clinic VIII	3
COSM	1181	License Prep. for Cosmetology I	2
COSM	1182	License Prep. for Cosmetology II	2
Total Credits			58

Cosmetology, extended hours for other states

COSM	1230	Licensure Seminar	2
COSM	1220	Salon Operations VIII	1-18
Total Credits			66

Esthetician, Certificate

Locations: Jackson and Pipestone

Students will receive theory as well as practical experience in skin care through classroom study, demonstrations and clinical experience. Some areas of study include safety and disinfection control, customer service, and job seeking skills. Students will also develop the skills necessary to perform facials, facial massage, consultation, analysis and microdermabrasion. Upon successful completion of quota and hour requirements mandated by the Minnesota Board of Cosmetologists Examiners, students must take a skills certification and written exam for licensure. Esthetics is one of the fastest growing areas in the beauty industry.

COSM	1100	Preclinic Introduction	4
COSM	1120	Preclinic Skin Care	3
COSM	1135	Salon Preparation	4
COSM	1145	Clinic II	4
COSM	1155	Clinic IV	3
COSM	1165	Clinic VI	3
COSM	1182	License Prep. for Cosmetology II	2
Total Credits			23

Nail Technician, Certificate

Locations: Jackson and Pipestone

Students will receive theory as well as practical experience in nail care through classroom study, demonstrations and clinical experience. Some areas of study include safety and disinfection control, customer service, and job seeking skills. Students will also develop skills necessary to perform manicures, pedicures, artificial nail enhancements, massage techniques, and consultation. Upon successful completion of quota and hour requirements mandated by

the Minnesota Board of Cosmetologists Examiners, students must also take a skills certification and written exam for licensure. Skilled nail technicians are in very high demand.

COSM 1100	Preclinic Introduction	4
COSM 1110	Preclinic Nail Care	4
COSM 1160	Clinic V	4
COSM 1181	License Prep. for Cosmetology I	2
	Total Credits	14

Dental Assistant, A.A.S.

Location: Canby

The Dental Assistant program is designed to prepare individuals for a career in a variety of oral healthcare settings. This may be as a clinical chairside assistant to a dentist or dental hygienist or as a non-clinical practice management assistant. The program is accredited by the American Dental Association Commission on Dental Accreditation and upon completion the student will take national and state examinations leading to certification and licensure in dental assisting.

The course work includes content in general studies, bio-medical and dental sciences, clinical practices, and expanded functions allowed by the State of Minnesota.

Students will spend 10 weeks in extramural clinical experiences in area dental offices.

ENGL 1101	Composition I	3
PSYC 1101	Introduction to Psychology or	4
SOC 1101	Introduction to Sociology	3
SPCH 1101	Speech or	3
SPCH 1103	Interpersonal Communication	3
	Area 3 Electives	3
GSCL 1105	Job Seeking Skills	1
	General Education Electives	5-6
DEN 1100	Oral Radiology I	3
DEN 1105	Oral Radiology II	3
DEN 1110	Dental Science	3
DEN 1115	Dental Health	2
DEN 1120	Chairside Assisting I	2
DEN 1125	Chairside Assisting II	4
DEN 1130	Preclinical Dental Assisting	4
DEN 1135	Dental Practice Management	3
DEN 1140	Dental Materials	3
DEN 1145	Expanded Functions A	3
DEN 1150	Expanded Functions B	3
DEN 1155	Extramural Clinical Experience I	3
DEN 1160	Extramural Clinical Experience II	3
DEN 1180	Jurisprudence	1
DEN 1185	Nitrous Oxide Inhalation Admin	1
	Total Credits	60

Dental Assistant, Diploma

Location: Canby

ENGL 1101	Composition I	3
SPCH 1101	Speech or	3
SPCH 1103	Interpersonal Communication	3
GSCL 1105	Job Seeking Skills	1
DEN 1100	Oral Radiology I	3
DEN 1105	Oral Radiology II	3
DEN 1110	Dental Science	3
DEN 1115	Dental Health	2
DEN 1120	Chairside Assisting I	2

DEN 1125	Chairside Assisting II	4
DEN 1130	Preclinical Dental Assisting	4
DEN 1135	Dental Practice Management	3
DEN 1140	Dental Materials	3
DEN 1145	Expanded Functions A	3
DEN 1150	Expanded Functions B	3
DEN 1155	Extramural Clinical Experience I	3
DEN 1160	Extramural Clinical Experience II	3
DEN 1180	Jurisprudence	1
DEN 1185	Nitrous Oxide Inhalation Admin	1
	Total Credits	48

Dental Hygiene Science (pre-dental hygiene), A.A.

Location: Worthington

The pre-dental hygiene program at Minnesota West-Worthington Campus is designed to prepare a student for transfer into a dental hygiene program by fulfilling all of the major academic requirements of lower division dental hygiene programs at transfer universities. This program meets MnTC requirements.

BIOL 1110	Principles of Biology I	4
BIOL 2270	Microbiology	4
CHEM 1101	Inorganic Chemistry I*	4
CHEM 1102	Inorganic Chemistry II	4
ENGL 1101	Composition I	3
ENGL 2276	Composition: Technical Writing or	3
ENGL 1102	Composition II or	3
ENGL 2243	Composition: Creative Writing	3
HLTH 2240	Basic Nutrition	3
MATH 1105	Intro to Probability & Statistics	4
NSCI 1100	Issues in the Environment or	3
PSCI 2210	Environmental Politics or	3
GEOG 1101	Intro to Physical Geography****	4
PSYC 1101	Introduction to Psychology	4
	Humanities electives **	6
	Social Science electives***	3
SOC 1101	Introduction to Sociology	3
	Free Electives*****	5
	Total Credits	60

STSK 1110 – Freshman Seminar (1) credit required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

* Chemistry requirement varies. See an advisor for appropriate courses.

** Includes literature course for University of Minnesota. See an advisor for appropriate courses.

*** Includes a history course for University of Minnesota. See an advisor for appropriate courses.

**** If either PSCI 2210 or GEOG 1101 is taken the SOC SCI requirement is complete.

***** See an advisor for assistance in choosing appropriate courses to meet transfer institutions. and MnTC requirements. Proficiency in a second language (e.g., Spanish) is highly desired.

Dental Science (pre-dental science), A.S.**Location: Worthington**

The pre-dental course is a three-year program (as semester credits) that prepares a student for entrance to a school of dentistry. Two and one-half years of this program may be taken at Minnesota West-Worthington campus. The following program is patterned after the University of Minnesota and meets the Associate of Science degree requirements.

ART	1120	Art Appreciation	3
ART	1101	Beginning Drawing	3
		or	
ART	1115	Beginning Painting	3
BIOL	1110	Principles of Biology I	4
BIOL	2270	Microbiology*	4
CHEM	1101	General Inorganic Chemistry I	4
CHEM	1102	General Inorganic Chemistry II	4
CHEM	2201	Organic Chemistry I	4
CHEM	2202	Organic Chemistry II	4
ENGL	1101	Composition I	3
ENGL	1102	Composition II	3
		or	
ENGL	2276	Composition: Technical Writing	3
MATH	1113	Pre-Calculus	4
MATH	1121	Calculus I	4
MATH	1105	Intro to Probability & Statistics	4
MUSC	1105	Enjoying Music	3
PHYS	1201	Fundamentals of Physics I	4
PHYS	1202	Fundamentals of Physics II	4
		Total Credits	60
Third Year			
BIOL	2201	Human Anatomy	4
BIOL	2202	Human Physiology	4
PSYC	1101	Introduction to Psychology	4
SPCH	1101	Introduction to Speech	3
		Remaining MnTC Requirements	14-18
		Total **	29-33

An additional semester is required to complete the Associate of Arts degree and MnTC requirements. Students should take: three credits in HUM; five credits in SOC SCI (PSCI 2210 or GEOG 1101 recommended); two-six credits to meet areas 8, 9, and 10 if requirement is not met through HUM or SOC SCI courses; three credits HLTH 1101; one credit PHED Activity if not previously completed. The total is 14-18 additional credits.

* Depends on transfer institution.

** An overall GPA of 3.25 is highly recommended for an application to be considered as competitive. Additional courses in Biochemistry, Cell Biology and History are required as is volunteer experience in a one-on-one personal service agency. Note: Students are required to complete the DSAT (Dental School Admissions Test) prior to acceptance by dental schools.

Diesel Technology, A.A.S.**Location: Canby**

The Diesel Technology program provides individuals with the training needed for maintaining and repairing heavy-duty diesel powered equipment. Coursework emphasizes diesel engines, hydraulics, electrical, air conditioning, and diesel fuel injection systems. The program prepares students for careers in field services and as sales representatives and as managers of diesel service departments.

General Education

HIST	1105	Minnesota History	3
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NSCI	1100	Issues in the Environment	3
PSCI	2210	Environmental Politics	3
SOC	1101	Introduction to Sociology	3
SPCH	1101	Intro to Speech	3

Technical Electives

DSL	1100	Diesel Engine Theory	3
DSL	1105	Diesel Engine Lab	4
DSL	1110	Electrical Theory	2
DSL	1115	Electrical Lab	2
DSL	1120	Powertrain Principles	2
DSL	1125	Powertrain Lab	3
DSL	1130	Hydraulics Theory and Application	3
DSL	1135	Fuel Injection Principles	3
DSL	1150	Internship	4
DSL	2106	Advanced Powertrain Theory	3
DSL	2111	Advanced Powertrain Lab	4
DSL	2131	Service Department Operations and Procedures	3
DSL	2136	Fuel Systems Theory	5
DSL	2145	Advanced Diesel	4
DSL	2150	Advanced Engines Lab	5
DSL	2155	Diesel Engine Control Systems	3
DSL	2180	Computerized Diagnostics	2
DSL	2190	GPS Systems Operations	2
		Total Credits	72

Diesel Technician (Ag & Truck), Diploma**Location: Canby**

DSL	1150	Internship	4
DSL	2131	Service Department Operations and Procedures	3
DSL	2136	Fuel Systems Theory	5
DSL	2137	Fuel Lab	5
DSL	2145	Advanced Engines Theory	4
DSL	2150	Advanced Engines Lab	5
DSL	2155	Diesel Engine Control Systems	3
DSL	2180	Computerized Diagnostic System	2
DSL	2190	GPS Systems Operation	2
		General Education or	
		General Studies Electives	2
		Total Credits	35

Diesel Mechanics (Ag & Truck), Diploma**Location: Canby**

DSL	1100	Diesel Engine Theory	3
DSL	1105	Diesel Engine Lab	4
DSL	1110	Electrical Theory	2
DSL	1115	Electrical Lab	2
DSL	1120	Powertrain Principles	2
DSL	1125	Powertrain Lab	3
DSL	1130	Hydraulics Theory and Application	3
DSL	1135	Fuel Injection Principles	3
DSL	1142	Heating & Air Conditioning	3
DSL	2106	Advanced Powertrain Theory	3
DSL	2111	Advanced Powertrain Lab	4
		General Education or	
		General Studies Electives	3
		Total Credits	35

Advanced Diesel, Certificate**Location: Canby**

DSL	2131	Service Dept. Operations and Procedures	3
DSL	2136	Fuel Systems Theory	5

DSL	2137	Fuel Labs	5
DSL	2145	Advanced Engines Theory	4
DSL	2150	Advanced Engines Lab	5
DSL	2155	Diesel Engine Control Systems	3
DSL	2180	Computerized Diagnostic System	2
DSL	2190	GPS Systems Operation	2
		Total Credits	29

Basic Diesel, Certificate

Location: Canby

DSL	1100	Diesel Engine Theory	3
DSL	1105	Diesel Engine Lab	4
DSL	1110	Electrical Theory	2
DSL	1115	Electrical Lab	2
DSL	1135	Fuel Injection Principles	3
DSL	1142	Heating/Air Conditioning Systems	3
		Total Credits	17

Diesel Powertrain and Hydraulics, Certificate

Location: Canby

GSCL	1105	Job Seeking Skills	1
DSL	1120	Powertrain Principles	2
DSL	1125	Powertrain Lab	3
DSL	1130	Hydraulics Theory and Application	3
DSL	2106	Advanced Powertrain Theory	3
DSL	2111	Advanced Powertrain Lab	4
DSL	1150	Internship	4
		Total Credits	20

Economics, A.A.

Location: Worthington

Economics is an independent area of study. It is, therefore, not listed under the business section. Students planning to major in economics should obtain a catalog from the four-year school to which they intend to transfer and consult with the Worthington advisors to determine their exact program. This program meets the MnTC and the Associate of Arts requirements.

BIOL			3-4
BUS	1101	Introduction to Business	4
BUS	2201	Principles of Accounting I	4
BUS	2202	Principles of Accounting II	4
ENGL	1101	Composition I	3
ENGL	1102	Composition II	3
ECON	2201	Principles of Macroeconomics	3
ECON	2202	Principles of Microeconomics	3
MATH	1105	*Intro to Probability & Statistics	4
MATH	1113	*Pre-Calculus	4
		or	
MATH	1121	*Calculus I	4
NSCI	1100	Issues in the Environment	3
		or	
PSCI	2210	Environmental Politics	3
		or	
GEOG	1101	Physical Geography	4
PSCI	1201	American Government & Politics	3
PSYC	1101	Introduction to Psychology	4
SPCH	1101	Introduction to Speech	3

Chemistry or Physics Electives	3-4
Humanities Electives	6
Total Credits	60

STSK 1110 – Freshman Seminar (1) credit required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

* Depends on high school preparation and transfer institution.

Education, Elementary or Special, A.A.

Location: Worthington

Minnesota West-Worthington campus offers the first two years of courses for that program and, in addition, a number of supporting courses for those students planning the special education emphasis. Many colleges require a grade of B in composition as well as a GPA of 2.5 or better in all courses for admission into the Education Department. The program below meets the Associate of Arts degree and MnTC requirements for MnSCU, but can be adapted to meet the varied needs of other institutions.

ENGL	1101	Composition I	3
BIOL	1100	Survey of Biology	3
		or	
BIOL	1110	Principles of Biology I	4*
PHYS	1100	Survey of Physics	3
CHEM	1100	Introduction to Chemistry	4
ART	1120	Art Appreciation	3
		or	
ART	1118	Arts and Crafts	3
HIST	1101	American History I	4
HIST	1102	American History II	4
ENGL	1102	Composition II	3
		or	
ENGL	2243	Composition: Creative Writing	3
		or	
ENGL	2276	Composition: Technical Writing	3
HLTH	2220	Drugs, Society & the Individual	3
HLTH	1117	CPR for the Professional Rescuer & Community First Aid	1-3
		or	
HLTH	1120	Comprehensive CPR & other First Aid	1-3
PSYC	1101	Introduction to Psychology	4
		and	
PSYC	1150	Developmental Psychology	3
		or	
PSYC	1140	Child & Adolescent Psychology	3
HIST	1105	Minnesota History	3
GEOG	1100	Physical Geography	3
MUSC	1101	Fundamentals of Music	3
SPCH	1101	Introduction to Speech	3
		MATH	3
SOC	1101	Introduction to Sociology	3
NSCI	1100	Issues in the Environment	3
		or	
PSCI	2210	Environmental Politics	3
		or	
GEOG	1101	Intro to Physical Geography	4
THTR	2210	Oral Interpretation	3
		or	
		Humanities Elective*	3
PSCI	1201	American Government & Politics	3
		or	

PSCI 2202 State & Local Government 3

STSK 1110 – Freshman Seminar (1) credit required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

* Depends on transfer institution.

The State of Minnesota Board of Licensure is currently redefining the professional and pre-professional requirements for education majors. Consult your advisor for current information.

Note: The PPST exam is required before students can enroll in education courses at the junior level. See Student Services for more information and a test application.

Education, Secondary, A.A.

Location: Worthington

Minnesota West-Worthington campus offers the necessary courses for students who are planning to teach in secondary schools. The secondary education program for high school teaching prepares students for teaching in all of the various popular subject fields including English, social sciences, natural sciences, humanities, physical education, foreign language (Spanish), home economics, math, computer science, business and industrial technical. The education programs meet the AA degree and MnTC requirements at state universities. The following suggested program is to be used as a guideline only. Students preparing for teaching in secondary schools or colleges should earn about 10 credits in their major field with at least a 2.5 grade point average. Grades consisting of "B's" in composition courses are required by many colleges.

ENGL 1101	Composition I	3
PSYC 1101	Introduction to Psychology	4
PSYC 1150	Developmental Psychology	3
	Biology	3-4
	Humanities Electives	9
	Social Science Electives	3
HLTH 2220	Drugs, Society & the Individual	3
ENGL 1102	Composition II	3
	or	
ENGL 2243	Composition: Creative Writing	3
	or	
ENGL 2276	Technical Writing	3
	Electives in Field	6
MATH 1105	Intro to Probability & Statistics	4
	or	
MATH 1111	College Algebra	3
GEOG 1101	Intro to Physical Geography	4
SPCH 1101	Introduction to Speech	3
	Chemistry or Physics	3-5
NSCI 1100	Issues in the Environment	3
	or	
PSCI 210	Environmental Politics	3
	or	
GEOG 1101	Intro to Physical Geography	4
	General Education Electives	5
	Total Credits	60

STSK 1110 – Freshman Seminar (1) credit required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

Education Paraprofessional, Certificate

Location: Online

This certificate program prepares graduates for employment in a K-12 school district and provides a curriculum which meets the core competencies. The curriculum will provide a career pathway for paraprofessionals which will allow them to begin, continue, and enhance their education. The curriculum is organized to move the learner through the selected course work online and through the A.S. degree without unnecessary duplication of course work. The certificate is made up of four required and five elective online classes developed by incorporating the core competencies that have been produced for paraprofessionals by the Institute on Community Integration at the University of Minnesota. The coursework is designed to begin students with a 12-credit certificate which is also part of the Child Development, Diploma; Child Development A.S.; as well as the Child Development Track of the Human Services degree.

HSER 1132	Behavior Management	2
HSER 1266	Foundations of Child Development	2
HSER 1267	Special Needs of Young Child	2
HSER 1269	Guidance: Managing the Physical and Social Environments	2
	Electives (4 credits) from the following courses:	
CDEV 1240	Family and Community Relations	3
CSCI 1102	Introduction to Microcomputers	3
HSER 1121	American Sign Language	3
HSER 1131	Autism	1
HSER 1268	Health Nutrition and Safety	2
	Total Credit	12

Electric Utility Substation Technology, A.A.S.

Location: Jackson

Curriculum includes extensive hands-on practice and theory in single and three phase metering, overcurrent and complex relaying, single-and-three phase transformers, regulators, capacitors, generation, transmission, distribution and many other subjects. Career opportunities include installing and calibrating electrical watt-hour meters, planning and working in electrical substations, testing and installing high voltage and high current relays used in transmission and distribution lines, electrical dispatcher, or a power plant maintenance technician.

ENGL 1101	Composition I	3
MATH 1111	College Algebra or higher	3
CSCI 1102	Intro to Microcomputers	3
	Humanities Electives	3
	General Education Electives	7
ELCO 1100	Electric Circuit Fundamentals	3
ELCO 1105	Electric Circuit Fundamentals Lab	3
ELEC 1230	Safety Principles and OSHA	1
ELEC 2205	Electric Motor Control I	4
ELEC 2225	Electric Motor Control II	4
ELEC 2230	Programmable Logic Controllers	4
ELUT 1105	Blueprint, Schematics and Transit	3
ELUT 1110	Transformer Banking I	3
ELUT 1115	Generation, Transmission, Dist.	3
ELUT 1120	Specifications, Testing and Maintenance	2
ELUT 2121	Protective Relays I	2
ELUT 2116	Reclosures & Protective Equipment	2
ELUT 2110	Transformer Banking II	2
ELUT 2100	Metering I	3

ELUT	2126	Regulators and Capacitors	2
General Education Electives from:			
English, Biology, Chemistry, Philosophy, Theatre, Western Civilization, Economics, Geography, History, Political Science, Psychology, and Sociology			
Humanities Electives from the following:			
Art, Foreign Language, Literature, Music, Philosophy, Theatre, Western Civilization			
Total Credits			60

Electric Utility Substation Technician, Diploma

Location: Jackson

General Education and/or			
GSCL1105 Job Seeking Skills, GSCM1120 Technical			
Writing, GSSS1100 Human Relations			7

CSCI	1102	Intro to Microcomputers	3
ELCO	1100	Electric Circuit Fundamentals	3
ELCO	1105	Electric Circuit Fundamentals Lab	3
MATH	1100	Integrated Math or higher	3
ELEC	1230	Safety Principles and OSHA	1
ELEC	2205	Electric Motor Controls I	4
ELEC	2225	Electric Motor Control II	4
ELEC	2230	Programmable Logic Controllers	4
ELUT	1105	Blueprint, Schematics, and Transit	3
ELUT	1110	Transformer Banking I	3
ELUT	1115	Generation, Transmission and Distribution	3
ELUT	1120	Specifications, Testing and Maintenance	2
ELUT	2100	Metering I	3
ELUT	2110	Transformer Banking II	2
ELUT	2116	Reclosures and Protective Equipment	2
ELUT	2121	Protective Relays	2
ELUT	2126	Regulators and Capacitors	2
EMS	1112	AHA CPR Healthcare Provider, AED First Aid Certification	1
Electives			5
Total Credits			60

Electrician, A.A.S.

Locations: Canby and Jackson

The electrician program prepares individuals to apply their knowledge and skills to install, operate, maintain, and repair electrical apparatuses and systems such as residential, commercial, and industrial electric - power wiring, and D.C. and A.C. motors, controls, and electrical distribution panels. Also, included is instruction in the use of test equipment.

General Education requirements 15

These must be selected from 3 of the 10 goal areas of the Minnesota Transfer Curriculum (see page 5)

ELCO	1100	Electrical Circuits Fundamentals and	3
ELCO	1105	Electrical Circuits Fund. Lab	3
or			
ELCO	1110	AC/DC I and	3
ELCO	1120	AC/DC II	3
ELEC	1200	Residential Wiring I	5
ELEC	1205	National Electric Code I	2
ELEC	1210	Residential & Farm Wiring	5
ELEC	1215	National Electric Code II	2
ELEC	1220	Conduit Installation	4
ELEC	1225	Electric Motors	3
ELEC	1230	Safety Principles and OSHA	1

ELEC	1235	Applied Electrical Calculations	2
ELEC	1240	Commercial Wiring	5
ELEC	2200	Low Voltage	2
ELEC	2205	Electric Motor Controls I	4
ELEC	2210	National Electrical Code III	2
ELEC	2220	Industrial Wiring	3
ELEC	2225	Electric Motor Controls II	4
ELEC	2230	Programmable Logic Controllers	4
ELEC	2235	National Electric Code IV	2
ELUT	1110	Transformer Banking I	3
EMS	1112	AHA CPR Healthcare Provider	1
ELEC	2250	Heating and Air Cond. Controls	3
ELEC	2265	Introduction to Alternative Energy	3
Total Credits			81

Electrician, Diploma

Locations: Canby and Jackson

ELCO	1100	Electrical Circuits Fundamentals and	3
ELCO	1105	Electrical Circuits Fund. Lab	3
or			
ELCO	1110	AC/DC I and	3
ELCO	1120	AC/DC II	3
ELEC	1200	Residential Wiring I	5
ELEC	1205	National Electric Code I	2
ELEC	1210	Residential & Farm Wiring	5
ELEC	1215	National Electric Code II	2
ELEC	1220	Conduit Installation	4
ELEC	1225	Electric Motors	3
ELEC	1230	Safety Principles and OSHA	1
ELEC	1240	Commercial Wiring	5
ELEC	1235	Applied Electrical Calculations	2
ELEC	2200	Low Voltage	2
ELEC	2205	Electric Motor Controls I	4
ELEC	2210	National Electrical Code III	2
ELEC	2220	Industrial Wiring	3
ELEC	2225	Electric Motor Controls II	4
ELEC	2230	Programmable Logic Controllers	4
ELEC	2235	National Electric Code IV	2
ELUT	1110	Transformer Banking I	3
EMS	1112	AHA CPR Healthcare Provider	1
ELEC	2265	Introduction to Alternative Energy	3
ELEC	2250	Heating and Air Cond. Controls	3

General Education, or Related, of 8 credits would include the following courses:

GSSS 1100 Human Relations, GSCL 1105 Job Seeking Skills, GSCM 1120 Technical Writing

or

English, Biology, Chemistry, Math above 1000 level, Physics, Natural Science, Art, Foreign Language, Literature, Music, Philosophy, Theatre, Western Civilization, Economics, Geography, History, Political Science, Psychology, and Sociology

Total Credits 74

Emergency Medical Services, Certificate

Location: Jackson and Marshall Center Site

An instructional program that prepares individuals to perform initial medical diagnosis, treatment, and comprehensive care in medical crises under the general supervision of a coordinating physician. Includes instruction in all aspects of basic health care; disease, disorder, and injury symptomatology and diagnosis; emergency medical treatment procedures for various injuries and disease outbreaks; basic pharmacology; anesthetics; intravenous

and other drug administration procedures; obstetrics procedures; basic surgical techniques; emergency medical equipment operation and maintenance; special care of patients exposed to heat, cold, radiation, or contagious disease; and administrative aspects of emergency medicine. Programs may include emergency vehicle operation and patient transportation procedures, depending on level of training.

EMS	1101	Introduction to EMT	2.5
EMS	1102	EMT Completion/Bridge	4.5
HC	1180	Medical Terminology in Healthcare	2
HC	1151	Body Structures & Function	3
HC	1290	Health Care and Society	1
HC	2120	Disease Conditions	3
		Or	
ADSM	1120	Medical Office Procedures	3
		Total Credits	16

Emergency Medical Technician, Certificate

Location: Jackson and Marshall Center Site

This certificate meets the initial requirements of the EMS Regulatory Board and the National Registry for EMTs for direct employment with an Emergency Ambulance Service, basic transport service, and emergency room, law enforcement or fire department. Successful completion of this course, the practical skills exam and the designated readiness written exams allows the student eligibility to take the National Registry Exam.

EMS	1101	Introduction to EMT Basic	2.5
EMS	1102	EMT Basic Completion Course	4.5
		Total Credits	7

(Energy) Biofuels Technology, A.A.S.

Location: Granite Falls

Biofuel Technicians will be trained for entry into the agricultural processing plant industry, which converts crops such as corn, soybeans, alfalfa, and sugar beets into products and by-products such as ethanol, soy oil, corn syrup, starch, carbon dioxide, and bulk/bagged sugar.

Today's processing plants are highly technical and completely automated, and the Biofuel Technicians have an enormous amount of responsibility to ensure that the plant continues to operate in the most efficient and economical way possible. To do so, the technician needs to be conversant in mechanical and instrumentation basics, chemical and microbiological processes, safety fundamentals, and process optimization techniques.

BIOL	1110	Principles of Biology I	4
ENGL	1101	Composition I	3
MATH	1111	College Algebra	3
		Social Science Elective	3
FLPW	1100	Hydraulic Theory	4
RNEW	1100	Process Dynamics	3
RNEW	1101	Ethanol Process Fundamentals	2
RNEW	1102	Biodiesel Fundamentals	2
RNEW	1103	Biodiesel Fundamentals Lab	1
RNEW	1105	Introduction to OSHA	1
RNEW	1110	Boiler Systems	1
RNEW	1115	Mechanical Fundamentals for Process Controls	3
RNEW	1125	P & ID, PFD	1
RNEW	1130	Pollution Control Fundamentals	2
RNEW	1140	Process Chemistry	2
RNEW	1145	Seminar	1
RNEW	1155	Process Optimization Lab	2

RNEW	1160	Instrumentation & Control	3
RNEW	1170	Microbial Ecology	2
RNEW	1171	Microbial Ecology Lab	1
RNEW	1175	Industrial Water Treatment	2
RNEW	1185	Ethanol Process Fund. Lab	1
RNEW	1195	Biodiesel Technologies & Regulatory Issues	2
RNEW	2120	Ethanol Separation Technology	2
RNEW	2121	Distillation & Evaporation Theory Lab	2
RNEW	2165	Instrumentation Control Lab	1
		Technical Electives (must be approved by an Advisor)	3
		General Education Electives	3

Approved Technical Electives:

CSCI	1102	Introduction to Microcomputers	3
CST	1180	Data Security Awareness	1
ELWT	1100	Wind Energy Fundamentals	3
FLPW	1120	Pneumatics & Accessories Theory	3
ROBT	1135	Electromechanical Theory	2
RNEW	1300	Intro to Traditional and Renewable Energy	3
RNEW	1165	Company Internship	4
		Total Credits	60

(Energy) Biofuels Technology; Biodiesel, Certificate

Location: Granite Falls and Online

This 17-credit program is offered to students in an on-line format. The program courses provide foundational learning to support process plant technologies and operation with a concentration in biodiesel technologies.

RNEW	1100	Process Dynamics	3
RNEW	1102	Biodiesel Fundamentals	2
RNEW	1107	Industrial Safety	2
RNEW	1115	Mechanical Fundamentals for Process Controls	3
RNEW	1125	P & ID, PFD	1
RNEW	1160	Instrumentation & Control	3
RNEW	1175	Industrial Water Treatment	2
RNEW	1195	Biodiesel Technologies & Regulatory Issues	2
		Total Credits	18

(Energy) Biofuels Technology; Ethanol, Certificate

Location: Granite Falls and Online

The Biofuels Technology Ethanol program focuses on ethanol production. This certificate will enhance an individual's ability to enter and advance a career in the renewable energy industry, such as a process technician or in sales and marketing.

RNEW	1100	Process Dynamics	3
RNEW	1101	Ethanol Process Fundamentals	2
RNEW	1107	Industrial Safety	2
RNEW	1115	Mechanical Fundamentals for Process Controls	3
RNEW	1125	P & ID, PFD	1
RNEW	1160	Instrumentation & Control	3
RNEW	1175	Industrial Water Treatment	2
RNEW	2120	Ethanol Separation Technology	2
		Total Credits	18

Energy Technical Specialist, A.A.S.

Location: Canby, Granite Falls and Online

This degree, which can be completed online, will prepare students for work as technicians in energy technology and convey the skills and knowledge necessary to be successful in the traditional and renewable energy fields.

In addition to 15 General Education credits students enrolled in the Energy Technical Specialist program will study a 35 credit core curriculum providing a strong base in electrical, electronic and mechanical systems. Students will select 10 credits in an area of specialization to complete their program of study from the following: Wind Energy, Ethanol, Biodiesel, Fossil Fuels or Nuclear Power Generation.

The Energy Technical Specialist degree is offered through a partnership of multiple colleges in the Minnesota State Colleges and Universities system. Each of the partner colleges offer courses in their respective areas of expertise and the participating colleges accept transfer courses from each other.

Students entering into the Energy Technical Specialist program should realize that the energy industry is highly specialized and there are extraordinary employment characteristics associated in some areas of the power industry. Depending on the energy company, hiring managers may require a federal background check, drug and alcohol testing, and a physical if necessary for a position.

Required Courses

RNEW 1107	Industrial Safety	2
RNEW 1300	Intro to Traditional & Renewable Energy	3
ELCO 1110	AC/DC I and	3
ELCO 1120	AC/DC II	3
MECA 1210	Digital/Solid State Electronics	3
RNEW 1100	Process Dynamics	3
RNEW 1115	Mechanical Fundamentals for Process Control	3
ENTS 2550	Programmable Logic Control Fundamentals	3
	or	
FLPW 2136	Program Logic Controls	3
ENTS 2555	Pneumatics	3
	or	
FLPW 1120	Pneumatics Theory	3
FLPW 1103	Basic Hydraulics	3
RNEW 1160	Instrumentation & Control	3
ECAD 1020	Print Reading	3
	or	
RNEW 1125	P&ID and PFD Reading and	1
FLPW 1115	Auto CAD	2

Specialty Emphasis/Certificate Courses (select 10 credits)

Bio Fuel

RNEW 1101	Ethanol Process Fundamentals	2
RNEW 1102	Biodiesel Process Fundamentals	2
RNEW 1105	Introduction to OSHA	1
RNEW 1110	Low/High Pressure Boilers	1
RNEW 1130	Pollution Control Fundamentals	2
RNEW 1175	Industrial Water Treatment	2
RNEW 1195	Biodiesel Feedstocks, Technologies & Regulatory Issues	2
RNEW 2120	Ethanol Separation Technology	2

Wind Power

ELWT 1100	Wind Energy Fundamentals	3
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ELWT 1160	Environmental Health/Safety Wind Energy	1
ELWT 1170	OSHA Safety Climbing	2
General Education Requirements (15 credits)		
MATH 1111	College Algebra	3
ENGL 1101	Composition I	3
PHSY 1100	Survey of Physics	3
NSCI 1100	Issues in the Environment	3
	General Education Elective	3
Total Credits		60

(Energy) Solar Photovoltaic Technician, Certificate

Location: Canby and Jackson

The Solar Photovoltaic program combines lecture and hands on training to provide the skills necessary to install solar PV systems. Graduates will develop an understanding of where PV systems started, where they are now and where they will be in the future. Under minimal supervision graduates must be able to define the solar resource and complete a site assessment. They must also develop a comfort level with the capabilities, limitations, and basic construction of all major PV system pieces. Graduates must also be able to size systems to client's expectations, inspect, commission and maintain the systems.

ELPV 1100	Introduction to Solar Photovoltaic Systems	2
ELPV 1110	System Components and Module Fundamentals	3
ELPV 1120	Solar PV Systems Sizing and Design	3
ELPV 1130	Solar PV Systems Installation	3
ELPV 1140	Photovoltaic Systems Performance Analysis, Maintenance and Troubleshooting	3
ELCO 1100	Electrical Circuit Fundamentals and	3
ELCO 1105	Electrical Circuit Fundamentals Lab	3
	or	
ELCO 1110	AC/DC I and	3
ELCO 1120	AC/DC II	3
ELEC 1205	National Electric Code I	2
ELEC 1200	Residential Wiring I	5
ELEC 1230	Safety Principles and OSHA	1
ELEC 1235	Applied Electrical Calculations	2
Total Credits		30

(Energy) Wind Energy Technology, A.A.S.

Location: Canby

As energy costs continue to escalate, the demand for lower cost, more efficient, and renewable energy sources continue to be explored. The career of Wind Energy Technician includes everything from installation and repair to troubleshooting of wind energy towers. This technician will be capable of working closely with clients with an understanding of environmental issues and politics, written technical skills, and data interpretation.

General Education Electives 15 Total Credits

General Education Elective course selection for an A.A.S. Degree must include courses from Goal Area 1: Communications and from Goal Area 4: Mathematics, and from one other Goal Area of the Minnesota Transfer curriculum.

CSCI 1102	Introduction to Microcomputers	3
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ELCO	1110	AC/DC I and	3
ELCO	1120	AC/DC II	3
ELEC	1235	Applied Electrical Calculations	2
ELEC	2205	Electric Motor Control I	4
ELEC	2230	Programmable Logic Controllers	4
ELWT	1100	Wind Energy Fundamentals	3
ELWT	1110	Mechanical Systems	3
ELWT	1150	Wind Turbines	2
ELWT	1160	Wind Energy OSHA Standards	1
ELWT	1170	Environmental Health & Safety Wind Energy & Climb Lab	2
ELWT	1180	Wind Generation/Transmission/ Distribution	3
ELWT	1250	Fundamentals of Electric Motors	2
ELWT	2110	Turbine Siting & Construction	3
ELWT	2130	Data Acquisition & Communication	2
EMS	1112	AHA, CPR Healthcare Provider	1
FLPW	1103	Basic Hydraulics (Lecture)	3
FLPW	1104	Basic Hydraulics (Lab)	1
		Total Credits	60

(Energy) Wind Energy Mechanic, Diploma

Location: Canby

CSCI	1102	Introduction to Microcomputers	3
ELCO	1110	AC/CD I	3
ELCO	1120	AC/CD II	3
ELEC	1235	Applied Electrical Calculations	2
ELWT	1100	Wind Energy Fundamentals	3
ELWT	1110	Mechanical Systems	3
ELWT	1150	Wind Turbines	2
ELWT	1160	Wind Energy OSHA Standards	1
ELWT	1170	Environmental Health & Safety Wind Energy & Climb Lab	2
ELWT	1180	Wind Generation/Transmission/ Distribution	3
ELWT	1250	Fundamentals of Electric Motors	2
EMS	1112	AHA, CPR Healthcare Provider	1
FLPW	1103	Basic Hydraulics (Lecture)	3
FLPW	1104	Basic Hydraulics (Lab)	1
		Elective	2
		Total Credits	34

(Energy) Windsmith, Certificate

Location: Online

The Windsmith Certificate is designed as an introductory to the Wind Energy Industry. Individuals wanting to increase their working knowledge of this field are best suited for this course. However, students may be able to secure employment as a Technician by completing the Windsmith Certificate.

This certificate will introduce students to how the wind works, its reliability, and the related economic, environmental, and political issues. Students will also be introduced to the basic operating principles of wind energy systems and status of the industries past and future. OSHA safety regulations and standards that pertain to the construction and maintenance of wind turbines and the energy industry will also be covered. In addition, concepts of AC and DC circuits, as well as basic hydraulic applications are incorporated into the Windsmith certificate.

ELCO	1110	AC/DC I and	3
ELCO	1120	AC/DC II	3
ELWT	1100	Wind Energy Fundamentals	3
ELWT	1160	Wind Energy OSHA Standards	1
ELWT	1170	Environmental Health & Safety Wind Energy & Climb Lab	2

FLPW	1103	Basic Hydraulics (Lecture)	3
RNEW	1105	Intro to OSHA	1
		Total Credits	16

Engineering (pre-engineering), A.S.

Location: Worthington

Engineering programs prepare graduates to do research and to design and develop new technologies and devices. Engineering technology programs prepare graduates to apply engineering knowledge and methods along with technical skills. Engineering technologists often translate and apply engineering research in real world applications. The engineering program at Minnesota West-Worthington campus is designed to fulfill the major requirements of lower division engineering programs at transfer universities. This program meets the Associate of Science requirements but does not meet the Minnesota Transfer Curriculum.

For most fields of engineering, the first two years of the program provide students with a needed foundation in math and science. In addition, students begin fulfilling general education requirements for graduation. Actual specialization in such fields as computer, agricultural, aeronautical, chemical, civil, geological, material processing, electrical, mechanical, and industrial engineering generally begins in the junior year.

In an effort to meet the needs of each student, Minnesota West-Worthington campus offers three engineering tracks, each allowing graduates to transfer as juniors.

CHEM	1101	General Inorganic Chemistry I	4
ECON	2201	Principles of Macroeconomics	3
ENGL	1101	Composition I	3
ENGL	2276	Technical Writing	3
ENGR	1101	Intro Engineering	1
ENGR	2214	Engineering Mechanics-Statics	3
ENGR	2215	Engineering Mechanics-Dynamics	3
GEOG	1101	Intro to Physical Geography	4
HIST	1111	Western Civilization	3
MATH	1121	Calculus I	4
MATH	1122	Calculus II	4
MATH	2201	Calculus III	4
MATH	2203	Differential Equations	3
PHIL	2101	Ethics Theory & Practices	3
PHIL	2205	Business Ethics	2
PHYS	2121	General Physics I and Laboratory	5
PHYS	2122	General Physics II and Lab	5
SPCH	1101	Fundamentals of Speech and Lab	3
		Total Credits	60

Environmental Sciences, A.A.

Location: Worthington

The study of the environment combines knowledge of biological, chemical and physical principles with the broad background of the liberal arts. Students will find a variety of fields in which to specialize at the BA/BS level. At Minnesota West-Worthington campus, students should concentrate on completing the MnTC and a broad science/math background.

BIOL	1110	Principles of Biology I	4
ENGL	1101	Composition I	3
ENGL	1102	Composition II	3
CHEM	1101	General Inorganic Chemistry I	4
CHEM	1102	General Inorganic Chemistry II	4

MATH	1111	College Algebra	3
NSCI	1100	Issues in the Environment	3
PSCI	1201	American Government & Politics	3
		or	
PSCI	2202	State and Local Government	3
		or	
PSCI	2210	**Environmental Politics	3-9
SPCH	1101	Introduction to Speech	3
		Humanities Electives	9
		Social Services Electives	6

Courses to fulfill remaining MnTC/AA Degree***			0-6
AGRI	1103	Introduction to Soil Science	3
AGRI	2204	Introduction to GPS/GIS	3
		Electives	2
Total Credits			60

STSK 1110 – Freshman Seminar (1) credit required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

** Depends on program emphasis

*** See an Advisor

Fluid Power Technology, A.A.S.

Location: Granite Falls

Fluid power is the technology of generating, controlling, and applying smooth, effective power of pumped or compressed fluid, either a liquid (hydraulics) or air (pneumatics) to push, pull, rotate, regulate, or drive virtually all of the mechanisms of modern industry. Fluid Power Technicians perform such tasks as:

- Designing fluid power systems
- Installing fluid, power systems and components, such as pumps, motors, compressors, valves, cylinders, and accessories.
- Troubleshooting and maintaining fluid power systems on such equipment as industrial machines, construction and agricultural machines, airplanes, ships, over-the-road vehicles and material handling devices.
- Testing and manufacturing fluid power systems and components.
- Conducting research on new concepts, applications, and improvements of fluid power systems
- Manufacturing components and systems.
- Marketing and selling fluid power systems, working closely with customers of fluid power manufacturers and distributors.

General Education Credits			18
FLPW	1100	Hydraulic Theory	4
FLPW	1105	Fluid Power Hydraulic Lab	3
FLPW	1110	Fluid Power Calculations	2
FLPW	1115	Auto CAD	2
FLPW	1120	Pneumatics Theory	3
FLPW	1131	Fluid Power Lab II	3
FLPW	2100	Advanced Systems Calculations	3
FLPW	2105	Advanced System Lab I	4
FLPW	2110	Circuit Design and Control Theory	3
FLPW	2126	Systems Analysis	4
FLPW	2130	Advanced Systems Lab II	4
FLPW	2136	Programmable Logic Controls	3
FLPW	2141	Proportional and Servo	
		Control Theory	2
FLPW	2170	Second Year Technical Projects	2
ROBT	1107	Electrical Theory I/Lab	3

ROBT	1122	Electrical Theory II	2
ROBT	1135	Electromechanical Theory	2
		Technical Elective	5
Total Credits			72

Fluid Power Technology, Diploma

Location: Granite Falls

General Education Credits			10
FLPW	1100	Hydraulic Theory	4
FLPW	1105	Fluid Power Hydraulic Lab	3
FLPW	1110	Fluid Power Calculations	2
FLPW	1115	Auto CAD	2
FLPW	1120	Pneumatics Theory	3
FLPW	1131	Fluid Power Lab II	3
		Technical Electives	8
FLPW	2100	Advanced Systems Calculations	3
FLPW	2105	Advanced System Lab I	4
FLPW	2110	Circuit Design and Control Theory	3
FLPW	2126	Systems Analysis	4
FLPW	2130	Advanced Systems Lab II	4
FLPW	2136	Programmable Logic Controls	3
FLPW	2141	Proportional and Servo Control Theory	2
FLPW	2170	Second Year Technical Project	2
ROBT	1107	Electrical Theory I/Lab	3
ROBT	1122	Electrical Theory II	2
ROBT	1135	Electromechanical Theory	2
Total Credits			67

Food Science, A.S.

Location: Worthington

Food Science degrees are limited almost exclusively to land grant universities, although some state universities do have Food Science Technology majors. The Associate of Science degree listed below would prepare students to complete the first two years of a bachelor's degree in a science option of a Food Science Degree program. The degree requirements listed below are based primarily on the requirements of the University of Minnesota and Minnesota State University, Mankato. The degree requirements for schools in Wisconsin (U of W-River Falls), North Dakota (NDSU), South Dakota (SDSU) and Iowa (Iowa State University) are very similar in the areas of communications and math/science. Calculus and Organic Chemistry requirements may vary, as well as social science, humanities, and physical education. This does not meet the MnTC requirements. Students planning to attend the University of Minnesota are advised to complete the Associate of Arts degree and the MnTC.

BIOL	1110	Principles of Biology I	4
BIOL	2201	Human Anatomy	4
BIOL	2202	Human Physiology	4
BIOL	2270	Microbiology	4
CHEM	1101	General Inorganic Chemistry I	4
CHEM	1102	General Inorganic Chemistry II	4
CHEM	2201	Chemistry I	5
CHEM	2202	Chemistry II	5
ENGL	1101	Composition I	3
ENGL	1102	Composition II	3
HLTH	2240	**Basic Nutrition	3
Choose two of the following:			
MATH	1111	College Algebra	3
MATH	1113	Pre-Calculus	4
MATH	1121	*Calculus	4
PHYS	1201	Fundamentals of Physics I	4
PHYS	1202	**Fundamentals of Physics II	4

PSYC 1101	Introduction to Psychology	4
SPCH 1101	Introduction to Speech	3
	Humanities Electives***	4
	Total Credits	60

* Depends on high school preparation

** Depends on transfer institution

*** Minimums only BIOL 2201 and 2202 are required at Minnesota State University, Mankato MATH 1121 and 1122 are required at the University of Minnesota

An additional semester is required to complete the AA degree and MnTC requirements. Students should take the following courses: five credits in SOC SCI; five credits in HUM; PSCI 2210, GEOG 1101 and ECON 2202 are strongly recommended; PHIL 2201 AND 2202, and HIST 1111 are strongly recommended; HLTH 1100 for three credits; two-six credits to meet Areas 8,9,10 if not met by HUM and SOC SCI requirements. This will total 13-20 additional credits.

Forestry/Natural Resources, A.S.

Location: Worthington

Four-year college graduates in the field of forestry are responsible for the management of approximately one-third of the land area of the United States. The educational program in the School of Natural Resources (University of Minnesota) prepares the student in forest resource development and forest science curricula in the art, science and business of managing forest lands for all their products (timber, water, wildlife, grazing, and recreation). Forest products, forest engineering and forest marketing graduates are directly involved in the harvesting, processing, distribution and marketing of forest products in the nation. The recreation resource management curriculum specializes in manufactured housing, marketing, pulp and paper, wood science and technology as well as the management and marketing of recreation areas.

The College of Natural Resources at the University of Minnesota has many options or areas of specialization within the broad area of forestry. All of these programs require a broad science background, and the following is only one possible two-year course of study. Upon completion of this program, the student earns the AS degree.

AGRI 1103	Introduction to Soil Science	3
BIOL 1110	Principles of Biology I	4
BIOL 2220	Animal Biology	4
BIOL 2230	Plant Biology	4
CHEM 1101	General Inorganic Chemistry I	4
CHEM 1102	General Inorganic Chemistry II	4
CHEM 2201	Organic Chemistry I	5
ECON 2201	Principles of Macroeconomics	3
ENGL 1101	Composition I	3
ENGL 1102	Composition II	3
MATH 1105	*Intro to Probability & Statistics	4
MATH 1121	****Calculus I	4
PHYS 1201	Fundamentals of Physics I	4
PHYS 1202	Fundamentals of Physics II	4
	Social Science Electives***	3
	Humanities Electives***	3
SPCH 1101	Introduction to Speech	3
	Total Credits	60

* Required for forest resources and forest science majors for the Itasca Biological Sciences Program

** Depends on the area of specialization

*** Minimums only.

**** Depends on high school preparation

An additional semester is required to complete the A.A. degree and MnTC requirements. Students should take six credits in HUM; two-six credits in SOC SCI (PSCI 2210 recommended); two-six credits to meet areas 7, 8 and 9 of MnTC if not complete as part of HUM/SOC SCI requirements. This will total 10-20 additional credits.

Health Information Technology, A.A.S

Location: Canby, Granite Falls, Jackson, Pipestone, Worthington, and Online

Minnesota West offers two program options related to Health Information Management careers: including a Diploma in Medical Coding Specialist, and an Associate of Applied Science degree in Health Information Technology. Health Information Technicians analyze, secure, and maintain patient health information. Health Information Technicians compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care industry. Other duties may include processing, maintaining, compiling and reporting patient information for health requirements and standards using the medical coding system. Medical Coding Specialists work closely with other health care professionals in coding diagnosis and procedures on patient medical records, analyzing medical records for completeness of documentation, working with insurance companies, and reimbursement procedures.

HC 1290	Health Care & Society	1
CSCI 1102	Introduction to Microcomputers	3
ADSM 1105	Medical Insurance & Reimbursement	3
HIMC 1100	CPT-4	3
HC 1151	Body Structure & Function	3
ADSM 1195	Pharmacology	3
HC 2120	Disease Conditions	3
HC 1180	Medical Terminology in Healthcare	2
HIMC 1110	ICD-10-CM	3
HIMC 1120	ICD-10-PCS	3
HIMC 1130	Advanced Coding	3
ADSM 1141	Intro to Health Information and Delivery Systems	3
MATH 1105	Intro to Probability and Statistics	4
ENGL 1101	Composition I	3
HIMC 2100	Computer Health Information	3
HIMC 2110	Mgt. and Supervision of Healthcare	3
SPCH 1101	Introduction to Speech	3
BIOL 1115	Human Biology	3
HIMC 2120	Quality Assurance & Health Statistics	3
HIMC 2130	Capstone	2
HIMC 2135	Board Review	1
	General Education Electives	2

Healthcare Supervision & Leadership, Certificate

Location: Online

This Internet-based certificate will provide the opportunity for the incumbent frontline leaders and supervisors/workers from all departments of healthcare facilities to pursue advanced training in the areas of Employment, Customer Services, Personnel Supervision, Leadership, Legal Compliance, Finance, Industry Trends and Marketing as these topics relate to the healthcare environment. The Internet platform will allow healthcare personnel to pursue advanced training without leaving their facility or placing undue hardships on their current positions and/or

employment status. The curriculum will provide for independent practice and virtual role-playing, and the student will be able to interact with college instructional staff via email.

SBMT 1400	Employment	2
SBMT 1405	Customer Service	2
SBMT 1410	Personnel Supervision	4
SBMT 1415	Leadership	4
SBMT 1420	Corporate Compliance	2
SBMT 1425	Finance for Healthcare	3
SBMT 1430	Healthcare Industry Trends	1
SBMT 1435	Marketing in Healthcare	1
	Total Credits	19

Management and Supervision in Healthcare, A.S.

Location: Online

The Management and Supervision in Healthcare A.S. program is designed to provide students with the education needed to enhance their management skills. This Internet based A.S. program will provide the opportunity for healthcare workers to gain advanced training in pursuing a management position in healthcare. Frontline leaders within healthcare facilities can also pursue advancement in their assigned areas. The Internet platform allows students to continue their education without leaving their facility and without placing undue hardships on their current positions and/or employment status. The curriculum will provide for independent practice and virtual role playing, and the student will be able to interact with college instruction staff via email and discussion groups. Students will have the option upon completing the A.S. degree to transfer to a university to complete a four-year degree.

To earn an A.S. degree students must complete the following requirements:

1. Successful completion of 60 semester credits of which at least 15 must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.00 ("C") or better.
3. A minimum of 30 credits selected from at least 6 of the 10 goal areas in the Minnesota Transfer Curriculum. (see page 5)

Students can ensure seamless transfer of course work at a receiving institution by contacting the institution of transfer for information relating to advanced course work or test out procedure.

Required Core:

SBMT 1310	Resolving Conflict	1
SBMT 1315	Principles of Supervisory Leadership	3
SBMT 1325	Problem Solving & Decision Making	2
SBMT 1330	Interpersonal Skills for Supervisors	1
SBMT 1335	Work Teams	1
SBMT 1345	Finance & Accounting for Non-Financial Managers	3
SBMT 1400	Employment	2
SBMT 1405	Customer Service	2
SBMT 1410	Personnel Supervision	4
SBMT 1415	Leadership	4
SBMT 1420	Corporate Compliance	2
SBMT 1425	Finance for Healthcare	3
SBMT 1430	Healthcare Industry Trends	1
SBMT 1435	Marketing in Healthcare	1

Also Required:

General Education Requirements	30
Total Credits	60

Home Economics (Human Ecology), A.A.

Location: Worthington

There are many programs available in the field of home economics: costume design, dietetics, fashion merchandising, food service, home management, textiles and clothing, foods in business, community nutrition, etc. Each has different requirements. Because of this diversity, it would be misleading to list absolute requirements for all home economics programs. At Worthington, it is possible to take at least one, and more often, two years of courses required for any of the home economics programs. Be sure to check with your advisor to ensure that you are getting the appropriate courses for your major and transfer institution.

You are strongly encouraged to earn the Associate of Arts degree and meet the MnTC requirement if attending the University of Minnesota or a state university. The two-year program outlined below meets these requirements.

ART 1120	Art Appreciation	3
	or	
MUSC 1105	Enjoying Music	3
	or	
THTR 1101	Introduction to Theater	3
BIOL 1110	Principles of Biology I	4
CHEM 1101	Inorganic Chemistry I	4
CHEM 1102	Inorganic Chemistry II	4
CHEM 2201	*Organic Chemistry I	5
CHEM 2202	*Organic Chemistry II	5
ECON 2201	Principles of Macroeconomics	3
ECON 2202	Principles of Microeconomics	3
ENGL 1101	Composition I	3
ENGL 1102	Composition II	3
	or	
ENGL 2276	Composition: Technical Writing	3
	or	
ENGL 2243	Composition: Creative Writing	3
HLTH 1110	Dimensions of Community/ Public Health	3
MATH 1111	College Algebra	3
MATH 1113	**Pre-Calculus	4
NSCI 1100	Issues in the Environment	3
	or	
GEOG 1101	Intro to Physical Geography	4
	or	
PSCI 2210	Environmental Politics	3
PHIL 2201	Introduction to Ethical Theory	1
PHIL 2202	General Applied Ethics	1
PHYS 1201	Fundamentals of Physics I	4
PHYS 1202	Fundamentals of Physics II	4
PSYC 1101	Introduction to Psychology	4
SOC 1101	Introduction to Sociology	
	or	
SOC 1102	Social Problems	3
	or	
SOC 2210	Marriage and the Family	3
	or	
SOC 2220	Family Life Dynamics	3
SPCH 1101	Introduction to Speech Humanities Electives	4
	Total Credits	60

STSK 1110 – Freshman Seminar (1) credit required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

* Depends on transfer institution and area of specialization

** Depend on high school preparation

Human Services, A.S.

Location: Worthington

The Human Services Program is designed for students interested in the helping professions. Academic and skills-oriented classes, agency visits, and supervised work experiences prepare students for employment in a variety of settings, or for continuing their education in four-year colleges. Human Services majors may choose one of two tracks:

1. Students selecting the Generalist track design their programs of study according to their areas of interest. While taking a core of foundation courses, students prepare for entry-level work or for later specialization in fields such as social welfare, special education, disabilities, family services, or counseling.
2. Students in the Child Development track prepare to work with young children in their own homes, in day care centers, preschools, or other specialized settings; or for future careers in education, child development and related fields. Courses and internship experiences are designed to help students work toward credentials as a child care professional.

Qualifications: To be admitted to internships, students must have an overall GPA of 2.00 (“C”); a 2.50 in career courses; complete outlined courses outlined in the first three terms; complete a four-hour seminar in the fall semester of the second year; complete a formal application process; and be approved following an interview with the Human Services Coordinator.

Students are awarded an A.S. degree in Human Services upon successful completion of the following requirements.

1. Successful completion of 60 semester credits of which at least 15 must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.0 (“C”) or better.
3. A minimum of 30 credits from six general education categories listed below.
 - A. Communications – Minimum of 9 credits
 - a. ENGL 1101
 - b. ENGL 2276
 - c. SPCH 1101
 - B. Science/Math – Minimum of 3 credits
 - a. BIOL 1115
 - C. Social/Behavioral Sciences – Minimum of 7 credits
 - a. PSYC 1101
 - b. SOC 1101
 - D. Humanities/Fine Arts – Minimum of 3 credits
 - E. Human Diversity – Minimum of 3 credits
 - a. SOC 2210
 - F. Ethic/Civic Responsibility – Minimum of credits
 - a. PHIL 2101

and 3 general education credits to equal 30 credits.

Recommended courses: SPAN 1101 or higher; PSCI 2202.

Generalist Track

HSER	1101	Introduction to Human Services	2
HSER	2297	Human Services Generalist Internship	6
PHIL	2223	Ethics for Human Services Workers	1
PSYC	1111	Psychology of Adjustment	3
PSYC	1150	Developmental Psychology	3
PSYC	2210	Basic Counseling Skills	3
PSYC	2221	Abnormal Psychology	3
PSYC	2230	Behavior Modification	3
SOC	1102	Social Problems	3
SOC	2224	Racial & Ethnic Minorities	3

Child Development Track

HSER	1101	Introduction to Human Services	2
HSER	1262	Creative Activities for Young Children	2
HSER	1266	Foundations of Child Development	2
HSER	1267	Special Needs of Children	2
HSER	1268	Child Health, Safety, & Nutrition	2
HSER	1269	Community & Guidance: Techniques for Young Child	2
HSER	2298	Human Services Child Development Internship	8
PHIL	2223	Ethics for Human Services Workers	1
PSYC	1111	Psychology of Adjustment	3
PSYC	1140	Child & Adolescent Psychology	3
PSYC	2230	Behavior Modification	3
Total Credits:			60

Individualized Studies A.S.

Location: Worthington and Online

This degree program is designed for working adults and/or students who have well-defined career goals. The program is intended to provide students with the opportunity to develop specific competencies and earn an Associate of Science degree in career fields that are not available through existing degree programs at Minnesota West Community & Technical College. This program is not intended to provide certification in any field.

The program requires submission of a written degree plan initiated by the student with assistance from an academic advisor/faculty member. The plan must also demonstrate transferability to at least one four-year accredited institution, even when it may not be the intention of the student to transfer immediately after completing this degree. Career-area credits may be earned in traditional courses, independent study projects and internships. Credits may be transferred from other institutions in accord with Minnesota State Colleges and Universities' residency requirement for earning the Associate of Science degree.

This list is not all-inclusive. Students may work toward the Associate of Science (A.S.) degree with one or more of the following as their major field:

Agriculture	Pre-Dentistry
Agricultural Business	Pre-Engineering
Ag Production Management	Pre-Medicine
Business	Pre-Medical Tech
Business Management	Pre-Occupational Therapy
Computer Science	Pre-Pharmacy
Fish/Wildlife Management	Pre-Physical Therapy
Human Services	Pre-Veterinary
Law Enforcement	Registered Nurse

To earn an A.S. degree, students must complete the following requirements:

1. Successful completion of 60 semester credits of which at least 15 must be earned at Minnesota West Community & Technical College.
2. A grade point average of 2.0 ("C") or better.
3. A minimum of 30 credits selected from at least 6 of the 10 goal areas in the Minnesota Transfer Curriculum.
4. Fulfill at least a 30 credit core of technical courses unique to the program being completed.

Industrial Technology, A.A.S.

Location: Granite Falls and Worthington

Industrial technology is a career for technical professionals designed to make industrial environments operate efficiently and with the highest quality using the latest equipment and manufacturing technologies. The industrial technology field has a variety of career options and employs professionals with expertise in mechanical, electrical, and automated systems.

CMAE 1514	Safety Awareness	2
CMAE 1518	Manufacturing Process & Production	2
CMAE 1522	Quality Practices	2
CMAE 1526	Maintenance Awareness	2
RNEW 1125	P & ID, PFD Reading	1
RNEW 1160	Instrumentation & Control	3
INDT 1102	Mechanical Power Transmission	2
FLPW 1103	Basic Hydraulics	3
FLPW 1120	Pneumatic Theory	3
INDT 1131	Hydraulic-Pneumatic Lab	3
INDT 1125	Electrical Controls	5
FLPW 2136	Programmable Logic Controls	3
FLPW 2141	Proportional & Servo Control Theory	2
INDT 2120	Automated Systems	5
MATH 1107	Concepts in Math	3

Choose two of the following courses depending on location and availability:

INDT 1105	Industrial Drafting and Design	2
INDT 1100	Welding Fundamentals	3
INDT 1115	Machining Fundamentals	3
HVAC 1100	Refrigeration Fundamentals	3
	General Education	13
	Total Credits	60

5. Unique to the program being completed.

Industrial Technology, Diploma

Location: Granite Falls and Worthington

CMAE 1514	Safety Awareness	2
CMAE 1518	Manufacturing Process & Production	2
CMAE 1522	Quality Practices	2
CMAE 1526	Maintenance Awareness	2
RNEW 1125	P & ID, PFD Reading	1
RNEW 1160	Instrumentation & Control	3
INDT 1102	Mechanical Power Transmission	2
FLPW 1103	Basic Hydraulics	3
FLPW 1120	Pneumatic Theory	3
INDT 1131	Hydraulic-Pneumatic Lab	3
INDT 1125	Electrical Controls	5
FLPW 2136	Programmable Logic Controls	3
FLPW 2141	Proportional & Servo Control Theory	2
INDT 2120	Automated Systems	5

Choose two of the following courses depending on location and availability:

INDT 1105	Industrial Drafting and Design	2
INDT 1100	Welding Fundamentals	3

INDT 1115	Machining Fundamentals	3
HVAC 1100	Refrigeration Fundamentals	3
	Total Credits	44

Law (pre-law), A.A.

Location: Worthington

Law schools in Minnesota do not require specific undergraduate major or courses as pre-law preparation. Rather, they recommend that students acquire a broad education such as is usually assured in a liberal arts program. Special emphasis is placed on the development of skills in oral and written expression. Pre-law students should choose a major and plan a program which is as broad as possible while still being consistent with degree requirements. The student is ultimately responsible of registering in courses that fulfill degree and transfer requirements. Professional advisement is available to the student while he/she pursues his/her course work. Many pre-law students major in history, political science and business administration, though other departmental majors provide good background for law study. Most law schools emphasize that students present a major demonstrating depth of knowledge of the particular field, accompanied by a wide variety of electives that meet the MnTC requirements. The program outlined below meets the AA degree and MnTC requirements. It is recommended that a pre-law student pursue a course of study leading to the Associate of Arts degree and that whatever the intended major, it include the following courses:

ENGL 1101	Composition I	3
ENGL 1102	Composition II	3
HIST 1101	American History I	4
HIST 1102	American History II	4
	Chemistry/Physic Electives	3-4
PSCI 1101	Introduction to Political Science	3
PSCI 1201	American Government and Politics	3
PSCI 2202	State and local Government	3
	Math/Logic Electives	3-5
	Humanities Electives*	9
	Choose one of the following:	3-4
NSCI 1100	Issues in the Environment	3
GEOG 1101	Physical Geography	4

PSCI 2210	Environmental Politics	3
SPCH 1101	Introduction to Speech	3
	Free Electives***	6-10
	Biology Electives	3-4
	Social Science Electives**	3
	Total Credits	60

STSK 1110 – Freshman Seminar (1) credit required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

* THTR 2210, HIST 1111 AND 1112, PHIL 2201 AND 2202 and proficiency in a second language are strongly recommended.

** SOC courses, PSYC 1101, 1150, 2221, ECON 2201, 2202, are strongly recommended.

***BUS 2201, 2202 and courses from HUM and SOC SCI areas listed above as well as foreign languages are strongly recommended.

Law Enforcement, A.S.**Location: Worthington**

The Law Enforcement program is designed with a set of core courses, which have been designed to be flexible and to assist students in preparing for a variety of careers in Law Enforcement. The Law Enforcement program being offered at Minnesota West will provide persons in southwest Minnesota the opportunity to complete a quality peace officer training program without having to leave the area. The curriculum has been designed in collaboration with the Minnesota Peace Officer Standards and Training (POST) Learning Objectives and is Minnesota POST Board approved. Students will have the option to pursue licensure and begin their career upon completing the Associate degree or transfer to a university to complete a four-year degree. There is an articulation agreement in place with Minnesota State University - Mankato for this major. The curriculum has been designed in collaboration with other programs to meet the Learning Objectives approved by the board and based on the following subject areas:

- A. History and overview of the criminal justice system
- B. Minnesota Statute law
- C. Criminal law and criminal procedures
- D. Juvenile justice system and procedures
- E. Patrol procedures
- F. Criminal investigation and testifying
- G. Human behavior and crisis intervention
- H. Defensive tactics and use of force
- I. Cultural awareness and response to crime victims

Program Requirements:

LAWE 1101	Introduction to Criminal Justice	3
LAWE 1111	Criminal/Constitutional Law	3
LAWE 1120	Physical Fitness for Law Enforcement/Criminal Justice	3
LAWE 1180	Juvenile Justice Procedures	3
LAWE 2202	Criminal Investigation/ Evidence Collection	4
LAWE 2223	Applied Writing: Law Enforcement	2
LAWE 2320	Police Leadership – Ethics	3

General Education Requirements:

ENGL 1101	Composition I	3
ENGL 2276	Composition: Technical Writing or	3
ENGL 1102	Composition II	3
MATH 1107	Concepts in Math	3
PHIL 2101	Ethics Theory and Practice	3
PSCI 2202	State and Local Government	3
PSYC 1150	Developmental Psychology	3
SOC 1101	Introduction to Sociology or	3
SOC 1102	Social Problems	3
SPCH 1103	Interpersonal Communications	3
EMS 1110	First Responder Basic	2
LAWE 2350	Peace Officer Skills	15
	General Education	6
	Total Credits	68

Law Enforcement - Corrections, A.A.**Location: Worthington**

Students planning to pursue the Associate of Arts degree option will attend Minnesota West for two years and upon completion of a liberal arts degree, transfer on to a four year college or university. Students who pursue the Associate of Arts degree do not participate in skills training. This degree option is suitable

for students who are not seeking immediate employment in the law enforcement field.

An Associate of Arts degree will prepare you for employment in the following career fields: FBI, ATF, DEA, or Criminal Justice. This program meets the MnTC and the Associate of Arts requirements.

ENGL 1101	Composition I	3
ENGL 2276	Composition: Technical Writing or	3
ENGL 1102	Composition II or	3
ENGL 2243	Composition: Creative Writing	3
SPCH 1101	Introduction to Speech	3
BIOL 1115	Human Biology or	3
BIOL 1110	Principles of Biology I CHEM/PHYS (choose one course) MATH 1105 or higher	4 3-4 3-4
PHIL 1200	Logic	3
SOC 1101	Introduction to Sociology or	3
SOC 1102	Social Problems	3
PSYC 1101	Introduction to Psychology	4
PSCI 1201	American Government and Politics or	3
PSCI 2202	State and Local Government	3
PHIL 2201	Introduction to Ethical Theory	1
PHIL 2202	General Applied Ethics	1
	Humanities Electives (chosen from 2 different areas)	7
PSYC 1150	Developmental Psychology	3
NSCI 1100	Issues in the Environment	3

Electives to total 60 credits. Suggested electives include:

EMS 1110	First Responder Basic	2
HLTH 2220	Drugs, Society, and the Individual	3
LAWE 1100	Law Enforcement Orientation/Pract	1
LAWE 1101	Introduction to Criminal Justice	3
LAWE 1110	Criminal Law	3
LAWE 1140	Cyber Crimes	2
LAWE 1150	Homeland Security and Terrorism	2
LAWE 1160	Minnesota Criminal Code	2
LAWE 1170	Minnesota Traffic Code	2
LAWE 1180	Juvenile Justice Procedures	3
LAWE 2215	CSI, MN (Basic Criminal Forensics)	3
LAWE 2251	Psychology of Law Enforcement	3
LAWE 2294	Community Leadership	2
SOC 2230	Juvenile Delinquency	3
SPAN 1150	Conversational Spanish of Law Enforcement Personnel	1
	Total Credits	60

STSK 1110 – Freshman Seminar (1) credit required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

Law Enforcement, A.A.S.**Location: Worthington**

The Law Enforcement program is designed with a set of core courses, which have been designed to be flexible and to assist students in preparing for a variety of careers in Law Enforcement. The Law Enforcement program being offered

at Minnesota West will provide persons in southwest Minnesota the opportunity to complete a quality peace officer training program without having to leave the area. The curriculum has been designed in collaboration with the Minnesota Peace Officer Standards and Training (POST) Learning Objectives and is Minnesota POST Board approved. Students will have the option to pursue licensure and begin their career upon completing the Associate of Applied Science degree. A separate application is required for admission into the Law Enforcement program.

The curriculum has been designed in collaboration with other programs to meet the (POST) Learning Objectives approved by the board and based on the following subject areas:

- A. History and overview of the criminal justice system
- B. Minnesota Statute law
- C. Criminal law and criminal procedures
- D. Juvenile justice system and procedures
- E. Patrol procedures
- F. Criminal investigation and testifying
- G. Human behavior and crisis intervention
- H. Defensive tactics and use of force
- I. Cultural awareness and response to crime victims

SOC	1101	Introduction to Sociology or	3
SOC	1102	Social Problems	3
PSYC	1101	Introduction to Psychology	4
LAWE	1160	Minnesota Criminal Code	3
EMS	1110	First Responder Basic	2
LAWE	1102	Intro to Criminal Justice – Basic Patrol Procedures	3
LAWE	1120	Physical Fitness for Law Enforcement	3
ENGL	1101	Composition I	3
SPAN	1150	Conversational Spanish	2
LAWE	2293	Diversity – Community Policing – Victimization	4
LAWE	1111	Criminal - Constitutional Law	3
LAWE	1181	Juvenile Justice Law	3
SPCH	1101	Introduction to Speech	3
LAWE	2224	Police Report Writing – Employment Prep	3
LAWE	2233	Firearms – Patrol Operations	4
LAWE	2202	Criminal Investigation – Evidence Collection	4
LAWE	2250	Accident Investigation – Radar/Radio/DUI Enforcement	4
LAWE	2260	Applied Procedures – Civil Process	3
LAWE	2300	Tactical Management	4
LAWE	2310	Use of Force	4
LAWE	2320	Police Leadership – Ethics	3
LAWE	2330	Communication – Relations	4
LAWE	2340	Traffic Law – Traffic Stops Emergency Vehicle Operations Course (EVOC)	0
		Total Credits	72

Law Enforcement Skills, Certificate

Location: Worthington

This 15 credit Certificate Course meets the required clinical hands-on Skills training required by the Minnesota Peace Officers Standard & Training Board (POST).

Prerequisite(s): Completion of the POST Boards approved Professional Peace Officers Education (PPOE) Academic

Program or the approval of a POST approved PPOE Coordinator.

LAWE	2350	Peace Officer Skills	15
		Total Credits	15

Liberal Arts, A.A.

Location: All Campuses and Online

The Liberal Arts Program leads to a Bachelor of Arts or Bachelor of Science degree. The following outline should be used as a guide for students seeking a broad and general foundation in the arts and sciences during the first two years. This program will provide the student an opportunity to test several occupational areas before making a final decision by acquainting him/her with all the basic fields of human knowledge. The program outlined will meet the requirements for the Associate of Arts Degree and Minnesota Transfer Curriculum. The Associate of Arts degree can be used to fulfill the freshman-sophomore general education requirements at all state universities and most four-year colleges and universities in other states. The degree is the basic graduation award toward which most students will work if they intend to transfer. It emphasizes a broad general education. A year of world languages may be required at some schools in some majors. In order to obtain an Associate of Arts degree, students must complete the following uniform requirements:

FRESHMAN

ENGL	1101	Composition	3
BIOL		Biology Lab Course	3-4
		Humanities Electives*	9
		Free Elective	4
		General Education Electives	7
ENGL	1102	Composition II	3
		or	
ENGL	2243	Composition: Creative Writing	3
		or	
ENGL	2276	Composition: Technical Writing	3
		Total Credits for First Year	32-33

SOPHOMORE

SPCH	1101	Introduction to Speech	3
MATH/PHIL	1200		3-5
		Social Science Electives*	9
CHEM/PHYS			3-5
		Free Electives**	6-10
		Total Credits for Second Year	32
		Total Credits	60

STSK 1110 – Freshman Seminar (1) credit required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

* Students should choose courses that will meet humanities and social sciences requirements as well as the "Themes" of Gender Education; Diversity; Global Perspective; Ethical and Civic Responsibility; and the Environment to maximize their electives.

** Students may select courses in business, agriculture, human services, computer science, health, or physical education.

Machine Tool Specialist, Certificate

Location: Granite Falls

This program will cover the use of drawings, hand tools, precision measuring tools, drilling machines, grinders, lathes, milling machines, and other machine tools to shape and finish metal and nonmetal parts. The program prepares individuals to operate a variety of manual and CNC (computer numerical control) machines to produce an end product to an exacting tolerance.

CMAE	1514	Safety Awareness	2
CMAE	1522	Quality Practices	2
MACH	1420	CNC Milling Machine Programming And Operation	3
MACH	1430	CNC Lathe Programing and Operation	3
MACH	1440	Vertical Milling I	2
MACH	1450	Lathe Turning	2
MACH	1470	Surface Grinding	2
		Total Credits	16

Mathematics, A.A.

Location: Worthington

The program for the mathematics major follows the Associate of Arts and MnTC requirements. Students should include the following in their program.

ENGL	1101	Composition I	3
ENGL	1102	Composition II	3
MATH	1105	Statistics	4
MATH	1113	**Pre-Calculus	4
MATH	1121	**Calculus I	4
MATH	1122	Calculus II	4
MATH	2201	Calculus III	4
MATH	2205	Ordinary Differential Equations and Linear Algebra	5
PSYC	1101	Introduction to Psychology	4
PHYS	2121	***General Physic I or ***General Physic II	5
SPCH	1101	Speech	3
BIOL		Biology Lab Course	3-4
		Humanities Electives	6
		Social Science Electives*	3-5
		Humanities Electives	3
		Choose one of the following:	3-4
NSCI	1100	Issues in the Environment	3
GEOG	1101	Physical Geography	4
PSCI	2210	Environmental Politics	3
		Total Credits	60

STSK 1110 – Freshman Seminar (1) credit required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

* If either PSCI 2210 or GEOG 1101 is taken to meet Areas 5 and 10, only three credits of SOC SCI electives are required.

** Depends on high school preparation and placement

*** Check with an advisor about the physics requirements at transfer institutions.

Medical Administrative Secretary, A.A.S.

Locations: Canby, Granite Falls, Jackson, Pipestone, Worthington, and Online

A medical secretary performs the confidential administrative and clerical work of a medical office. The variety of duties may include bookkeeping, billing, scheduling appointments, and processing insurance claims. Medical secretaries may be responsible for telephone, mail, transcription and typing duties. Other duties include ordering laboratory tests and supplies, as well as receiving, interviewing and instructing patients.

ADSA	1100	College Keyboarding I	3
ADSA	1105	College Keyboarding II	3
ADSA	1145	Supervisory Management	3
ADSM	1105	Medical Insurance and Coding	2
ADSM	1120	Medical Office Procedures I	3
ADSA	1122	Word Processing I	2
ADSA	1123	Word Processing II	2
ADSM	1125	Medical Office Procedures II	3
ADSM	1130	Medical Machine Transcription I	3
ADSM	1131	Voice Recognition	3
BUS	2242	Business Communications	3CSCI
	1102	Introduction to Microcomputers	3
HC	1151	Body Structure & Function	3
HC	1180	Medical Terminology in Healthcare	2
HC	2120	Disease Conditions	3
		Electives	3

General Education Requirements:	15	
ENGL 1101	Composition I	3
NSCI 1100	Issues in the Environment	3
SPCH 1101	Speech	3
	General Education Electives	5
	Total Credits	60

Medical Secretary, Diploma

Locations: Canby, Granite Falls, Jackson, Pipestone, Worthington, and Online

ADSM	1105	Medical Insurance & Reimbursement	3
ADSM	1120	Medical Office Procedures I	3
ADSM	1130	Medical Machine Transcription I	3
ADSA	1100	College Keyboarding I	3
ADSA	1122	Word Processing I	2
BUS	2242	Business Communications	3
ADSM	1125	Medical Office Procedures II	3
ADSM	1131	Voice Recognition	3
HC	1180	Medical Terminology in Healthcare	2
ADSA	1141	Customer Service for Office Prof	2
CSCI	1102	Introduction to Microcomputers	3
HC	1151	Body Structure & Function	3
HC	2120	Disease Conditions	3
		Total Credits	36

Medical Coding Specialist, Diploma

Location: Canby, Granite Falls, Jackson, Pipestone, Worthington and Online

Medical Coding Specialists work closely with other health care professionals in coding diagnosis and procedures on patient medical records, analysing medical records for completeness of documentation, working with insurance companies, and reimbursement procedures.

Prior knowledge of the basic elements of word processing, spreadsheets, databases and document integration, along

with the basic concepts of graphics, telecommunications, and the Internet are recommended.

(Recommend taking this degree with the Medical Secretary Diploma or the Medical Secretary A.A.S.)

ADSM	1105	Medical Insurance & Reimbursement	3
CSCI	1102	Introduction to Microcomputers	3
HC	1151	Body Structure & Function	3
HC	1180	Medical Terminology in Healthcare	2
HC	1290	Healthcare and Society	1
HC	2120	Disease Conditions	3
HIMC	1100	CPT-4	3
HIMC	1110	ICD 10- CM	3
HIMC	1120	ICD 10 – PCS	3
HIMC	1130	Advanced Coding	3
HIMC	1140	Intro to Health Information & Delivery	3
HIMC	2125	Board Review	3
MEDA	2135	Pharmacology	3
Total Credits			34

Medical Assistant, A.A.S.

Location: Luverne

Medical Assistants help physicians examine and treat patients, as well as perform routine tasks needed to keep an office running efficiently. In small practices, medical assistants handle both clerical and clinical duties and report directly to the office manager or physician. Those employed in large practices tend to specialize in a particular area under the supervision of department administrators. Clerical duties may include patient scheduling, receptionist duties, medical record management, office correspondence, medical insurance procedures, and management of office accounts, fees, and collections. Clinical duties may include interviewing patients, patient education, taking vital signs, preparing patients for examination and assisting the physician during exams, performing routine laboratory testing and electrocardiography, sterilizing instruments, and administering medications. Students enrolling in the medical assistant program must possess a high school diploma or GED. Prior to participating in the clinical practicum, students must submit health information and evidence of valid CPR/First Aid certification. Successful completion of all required program courses and general education courses with a grade of "C" or better is necessary to graduate.

Students in the medical assistant program will undergo a background study as required by Minnesota law. Graduates of the Minnesota West Medical Assistant program are eligible to earn certification by taking the American Association of Medical Assistant's Certification Exam.

ADSM	1105	Medical Insurance & Reimbursement	3
ADSM	1120	Medical Office Procedures I	3
ADSM	1125	Medical Office Procedures II	3
BIOL	2245	Medical Terminology	2
or			
HC	1180	Medical Terminology Healthcare	2
BIOL	1110	Principles of Biology I	4
or			
BIOL	1115	Human Biology	3
ENGL	1101	Composition I	3
HC	1151	Body Structure and Function	3
HC	2120	Disease Conditions	3
EMS	1112	CPR/AED for the Professional Rescuer	1
MDLT	1100	Intro to Med Lab Science	3
MEDA	1105	Clinical Procedures I	3

MEDA	1135	Laboratory Skills	3	
MEDA	2110	Clinical Procedures II	4	
MEDA	2135	Pharmacology	3	
MEDA	2140	Practicum	7	
PSYC	1150	Developmental Psychology	3	
SOC	1101	Introduction to Sociology	3	
Humanities Elective				3
General Education Electives				3-4
STSK	0091	Basic Math (if needed)		
Total Credits			60	

Medical Assistant, Diploma

Location: Luverne

ADSM	1105	Medical Insurance & Reimbursement	3
ADSM	1120	Medical Office Procedures I	3
ADSM	1125	Medical Office Procedures II	3
BIOL	2245	Medical Terminology	2
or			
HC	1180	Medical Terminology Healthcare	2
ENGL	1101	Composition I	3
HC	1151	Body Structure & Function	3
HC	2120	Disease Conditions	3
EMS	1112	CPR/AED for the Professional Rescuer	1
MDLT	1100	Intro to Lab Science	3
MEDA	1105	Clinical Procedures I	3
MEDA	1135	Laboratory Skills	3
MEDA	2110	Clinical Procedures II	4
MEDA	2135	Pharmacology	3
MEDA	2140	Practicum	7
STSK	0091	Basic Math (if needed)	(1)
Total Credits			44

Medical Laboratory Technician, A.A.S.

Location: Luverne

The Medical Laboratory Technician (MLT) program at Minnesota West is designed to prepare students for employment in the medical, clinical, research and public health laboratories. A MLT collects and/or receives patient specimens and performs general laboratory tests to aid physicians in the diagnosis and treatment of disease. The MLT program combines academic general education with a concentration in the basic sciences, didactic studies in medical laboratory science and clinical training (externship) in a hospital laboratory. It is recommended that students enrolling in the Medical Laboratory Technician program have a science and math background. Prior to participating in the clinical externship, student must submit health vaccination and undergo a background study as required by Minnesota law. Successful completion of all required course with a grade of C (75%) or better is necessary to graduate. Student must test into MATH 0098 level.

Accredited by: The National Accrediting Agency for Clinical Laboratory Science (NAACLS); 8410 West Bryn Mawr Avenue – Suite 670; Chicago, IL 60631: (773) 714-8880

BIOL	1115	Human Biology	3	
BIOL	2245	Medical Terminology	2	
CHEM	1150	Survey of Chemistry	4	
ENGL	1101	Composition I	3	
Behavioral/Social Science Elective				3
Humanities Electives				3
General Electives				2-3
MDLT	1100	Introduction to Laboratory Science	3	

MDLT 1105	Microbiology I	3
MDLT 1110	Medical Lab Calculations	2
MDLT 1115	Biological Fluids	3
MDLT 1120	Immunology	3
MDLT 1125	Clinical Chemistry I	3
MDLT 1130	Hematology I	3
MDLT 2101	Microbiology II	3
MDLT 2106	Immunoematology	3
MDLT 2110	Clinical Chemistry II	2
MDLT 2120	Hematology II	3
MDLT 2125	Externship I	12
MDLT 2131	Externship II	7
MDLT 2145	Electrocardiogram	1
	Total Credits	72

Phlebotomy, Certificate

Location: Luverne

The curriculum prepares the student for employment as a Phlebotomist/Laboratory Assistant in a hospital, laboratory, or clinic. The training is designed to prepare students to collect specimens, perform venipunctures and dermal punctures, prepare and transport specimens, and perform laboratory computer operations. Full-time students can complete the academic portions of the program in two semesters. The clinical portion of the program is by arrangement, and completion may vary by student. Successful completion of all required program courses and general education courses with a grade of C (75%) or better is necessary to graduate. Enrollment notes: A physical exam; hepatitis immunization; entrance assessment; application fee; and a copy of high school transcript, diploma or GED are all needed for enrollment. Students in the Phlebotomy Technician program will undergo a background study as required by Minnesota law.

BIOL 2245	Medical Terminology	2
	or	
HC 1180	Medical Terminology Healthcare	2
HC 1151	Body Structure and Function	3
HC 1290	Healthcare and Society	1
MDLT 1100	Introduction to Laboratory Science	3
MDLT 2200	Externship	4
MEDA 1135	Laboratory Skills	3
	Total Credits	16

Nursing – Practical Nursing, Diploma

Location: Pipestone, Worthington and Distance

Practical Nursing is designed to create upward mobility nursing education opportunities. After successful completion of the Practical Nursing Program, students will receive the Practical Nursing Diploma and be eligible to take the NCLEX-PN examination. Students may exit at this point or continue in the program to receive the Associate Degree in Nursing and are then eligible to take the RN licensing examination.

Prerequisites: These must be taken prior to starting the nursing program: BIOL 1115 Human Biology or equivalent biology course is required before taking Anatomy, Nursing Assistant course, AHA CPR for Healthcare Provider, or equivalent certification course. (Certification must be the American heart Association-Basic Life Support or American Red Cross-CPR for Professional Rescuer). You must remain CPR certified through the completion of the program.

The following course sequence is required for completion of this program. Only students who have been accepted into the Nursing program are allowed to take the nursing courses. The

non-nursing courses listed may be taken either before or during the program, with the exception of the prerequisite courses which must be taken before the beginning of the program. Recommended courses for Practical Nursing Program: MATH 1111 College Algebra, BIOL 2245 Medical Terminology, and CSCI 1102 Introduction to Microcomputers.

Prerequisites

BIOL 1115	Human Biology	3
	or	
BIOL 1110	Principles of Biology I	4
	Total Prerequisites	3
BIOL 2201	Anatomy	4
PSYC 1150	Developmental Psychology	3
NURS 1100	Principles & Practices of Nursing	4
NURS 1120	Nursing of the Adult I	3
NURS 1130	Pharmacology	2
NURS 1140	Nursing Skills Lab	2
NURS 1180	*Clinical Applications I	2
NURS 1220	Nursing of the Adult II	5
NURS 1230	Pharmacology II	1
NURS 1250	Family Nursing	2
NURS 1280	*Clinical Applications II	6
NURS 1295	PN Integration	2
	Total Credits	39

Notes: Practical nursing students are required to participate in the Kaplan Integrated Testing Program.

Required end of program assessment will include:

- Completion of a Kaplan Integrated predictor exam prior to graduation
- Completion of a Kaplan Review course prior to authorization to test for NCLEX-PN exam.

Clinical experiences are a part of the program and are done locally in area healthcare facilities. On-campus and online learning students need to be prepared to travel to local clinical sites as part of the program.

Nursing A.S. – Registered Nurse

Location: Worthington and Online

Nursing A.S. is designed for Licensed Practical Nurses who wish to obtain the Associate of Science Nursing Degree. It is an entrance point for mobility students who have graduated from another nursing program or have completed Minnesota West's Practical Nursing Program. After successful completion of the Nursing A.S. Program, students are awarded the Associate of Science (AS) Nursing Degree and are then eligible to take the NCLEX-RN examination. At this point, students are also eligible to articulate to a BSN/BAN program in the MnSCU system.

Admission requirements include: a minimum decision score of 80 on the NLN exam (required for licensed LPN's who have been practicing as an LPN for more than one year or graduated from another nursing program), a grade of C or higher in all required coursework, a minimum GPA of 2.5, and completion of the courses described below.

**Note: Associate of Science program admission criteria will be changing for 2015-2016 AS program applicants.

NURS 2000, Transition into Professional Nursing Education

(1 credit), is required prior to entrance into Fall Semester nursing classes for students who have graduated from another nursing program or are returning to Minnesota West's Nursing Program.

LPN Licensure is required prior to taking any NURS courses in the A.S. Nursing Program.

The following course sequence is required for completion of this program. Only students who have been accepted into the Nursing program are allowed to take the nursing courses. The non-NURS courses shown may be taken either before or during the program..

Prerequisites

Practical Nursing Diploma

or

Completion of practical nursing program (Advanced Standing) 10

BIOL 2201 Anatomy 4

BIOL 2202 Physiology 4

ENGL 1101 Composition I 3

PSYC 1150 Developmental Psychology 3

Co-requisite courses: The following General Education courses may be taken prior to beginning or during AS program. Must be completed prior to graduation.

SPCH 1101 Introduction to Speech 3

or

SPCH 1103 Interpersonal Communications 3

Sociology Elective 3

PHIL 2101 Ethics Theory and Practices (medical focus) 3

Electives (Composition II and College Math recommended) 7

NURS 2125 Patient Centered Care I 4

NURS 2130 Pharmacology: A Pathophysiological Approach 2

NURS 2145 Professional Nursing I 2

NURS 2150 Skills Lab 2

NURS 2190 Acute Care Clinical I 2

NURS 2225 Patient Centered Care II 3

NURS 2245 Professional Nursing II 2

NURS 2260 Patient & Family Centered Care for Special Populations 3

NURS 2290 Acute Care Clinical II 2

NURS 2390 Clinical in Alternate Settings 2

Total Credits 64

Notes: A nursing preceptorship NURS 2275 (1-2 credits) is optional upon completion of all nursing course work. Recommended electives include: ENGL 1102, humanities, social sciences (HIST 1101, HIST 1102, geography, political science or economics), chemistry, BIOL 1115, PSYC 1101, college math or statistics.

Humanities: choose from the areas of art, literature, theatre, HIST 1111, HIST 1112, music, or any course with HUM designator.

AS nursing students are required to participate in the Kaplan Integrated Testing Program.

Required end of program assessment will include:

- Completion of a Kaplan Integrated predictor exam prior to graduation

- Completion of a Kaplan Review course prior to authorization to test for NCLEX-RN exam.

Clinical experiences are a part of the program and are completed locally in area healthcare facilities. On-campus and distance learning students need to be prepared to travel to local clinical sites as a program requirement.

Occupational Therapy, (pre-occupational therapy) A.A.

Location: Worthington

Occupational therapy is treatment by means of mental and physical activities, including arts and crafts. The ultimate objective of the occupational therapist is to help individuals restore themselves to their highest level of independence through improvement of their physical, emotional and social well-being. You may complete the Associate of Arts or the Associate of Science degree depending on the transfer institution. The program listed meets MnTC and is an Associate of Arts program.

ART 1118	Arts and Crafts	3
BIOL 1110	Principles of Biology I	4
BIOL 2201	Human Anatomy	4
BIOL 2202	Human Physiology	4
CHEM 1101	General Inorganic Chemistry I	5
ENGL 1101	Composition I	3
ENGL 1102	Composition II	3
GEOG 1101	Introduction to Geography	4
MATH 1111	College Algebra	3
PHIL 2201	Introduction to Ethical Theory	1
PHIL 2222	Medical Ethics	1
PHYS 1201	Fundamentals of Physics I	4
PSYC 1101	Introduction to Psychology	4
PSYC 1150	Developmental Psychology	3
SOC 1101	Introduction to Sociology	3
SPCH 1101	Introduction to Speech	3
THTR 1101	Introduction to Theater	3
NSCI 1100	Issues in the Environment	3
	or	
PSCI 2210	Environmental Politics	3
	Social Science Course*	3
	Total Credits	60

STSK 1110 – Freshman Seminar (1) credit required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

* If either PSCI 2210 or GEOG 1101 is taken to meet Areas 5 and 10, only three credits of Social Science electives are required.

Optometry (pre-optometry), A.S.

Location: Worthington

Students planning to pursue the pre-optometry program at Minnesota West-Worthington campus are advised to determine quite early in their program where they plan to complete the degree requirements. The lower division courses are similar for pre-optometry programs, but in most cases the applicant must complete a prescribed set of courses if he/she is not accepted for study. These courses are available at Minnesota West-Worthington campus for the pre-optometry major. We will assist you in gaining acceptance for further training. Students planning to study as optometrists are expected to perform in the "B" range

and above. The following program is patterned after the University of Minnesota. Students are encouraged to complete the Associate of Arts degree or the Minnesota Transfer Curriculum requirements. **THIS WILL TAKE ONE ADDITIONAL SEMESTER.** To complete the Associate of Arts degree and MnTC requirements, students should add: five credits of HUM courses; five credits of SOC SCI courses; two-nine credits to meet Areas 8, 9, 10 (if not met through HUM or SOC SCI courses); three credits of PSYC 1150; This is a total of 15-26 additional credits

FRESHMAN

ENGL 1101	Composition I	3
MATH 1121	**Calculus I	4
CHEM 1101	General Inorganic Chemistry I	4
CHEM 1102	General Inorganic Chemistry II	4
BIOL 1110	Principles of Biology I	4
	*Humanities Electives	3
ENGL 1102	Composition II	3
SPCH 1101	Introduction to Speech	3

SOPHOMORE

CHEM 2201	Organic Chemistry I	5
PHYS 1201	Fundamentals of Physics I	4
PSYC 1101	Introduction to Psychology	4
BIOL 2201	Human Anatomy	4
BIOL 2202	Human Physiology	4
BIOL 2270	Microbiology	4
	Math Electives	3
	**Social Science Electives	3
	Total Credits	60

** Depends on high school preparation and placement. Check with an advisor about the requirements at transfer institutions. Proficiency in a second language is highly desired.

Pharmacy Technology , Diploma

Location: Canby, Granite Falls, Jackson, Pipestone, Worthington, and Online

The Pharmacy Technician Diploma Program prepares graduates for entry level careers working under the direction of a trained and licensed Pharmacist in retail, clinic or hospital settings. A pharmacy technician assists the pharmacist in all aspects of prescription processing, customer services, and administrative duties in accordance with the standard written procedures and guidelines under the supervision of a professional pharmacist. Pharmacy technicians will perform different duties depending on the practice setting in which they are employed. In general, a pharmacy technician may perform the following duties: receive and verify prescriptions, and prepare medications for customers/patients through mixing, counting and labeling prescriptions. Pharmacy technicians also consult with doctors, nurses, and other healthcare professionals regarding patient information, allergies, and lab results to determine optimal patient care. This program prepares graduates for the Pharmacy Technician Certification Board exam which is necessary for certification.

HC 1180	Medical Terminology in Healthcare	2
	Or	
BIOL 2245	Medical Terminology	2
HC 1151	Body Structure & Function	3
HC 1290	Health Care and Society	1
PHRM 1100	Pharmacy Principles and Practices I	5
PHRM 1115	Chemistry for Pharmacy Techs	4
PHRM 2120	Disease Conditions	3
PHRM 1105	Pharmacy Principles and Practices II	5

PHRM 1110	Pharmacy Calculations	3
PHRM 1120	Drug Properties and Distribution	3
PHRM 1130	Externship I/Hospital	3
PHRM 1135	Externship II/Retail	3
	Total Credits	35

Pharmacy (pre- pharmacy), A.S.

Location: Worthington

The Colleges of Pharmacy at the University of Minnesota, South Dakota State University, and North Dakota State University have Pharm-D (Doctor of Pharmacy) degrees. The completion of two years of college work is required for admission to the Colleges in the university. The following courses offered at Minnesota West meet the requirements for entrance to the College of Pharmacy at the University of Minnesota. The program can be adjusted to meet the requirements at other Colleges of Pharmacy. This meets the Associate of Science degree requirements. Students are encouraged to complete the Associate of Arts degree and the MnTC if they plan to attend the University of Minnesota. A year of college-level world language or second language proficiency may be required by some schools and is highly desired when seeking employment.

BIOL 1110	Principles of Biology I	4
BIOL 2220	Animal Biology	4
BIOL 2201	Human Anatomy	4
BIOL 2202	Human Physiology	4
BIOL 2270	Microbiology	4
CHEM 1101	General Inorganic Chemistry I	4
CHEM 1102	General Inorganic Chemistry II	4
CHEM 2201	Organic Chemistry I	4
CHEM 2202	Organic Chemistry II	4
ECON 2201	Principles of Macroeconomics	3
	or	
ECON 2202	Principles of Microeconomics	3
ENGL 1101	Composition I	3
ENGL 1102	Composition II	3
MATH 1113	Pre-Calculus	4
MATH 1121	***Calculus I	4
PHYS 1201	Fundamentals of Physics I	4
PHYS 1202	Fundamentals of Physics II	4
SPCH 1101	Introduction to Speech	3
PSYC 1101	Introduction to Psychology	4
SOC 1101	Introduction to Sociology	3
	Humanities Elective**	
	Total Credits	60

* Depends on transfer institution

** Minimums only

*** Depends on high school preparation and placement.

To complete the Associate of Arts degree in one additional semester, students should take: five credits HUM; three credits HLTH 1101; three credits PSCI 2210, NSCI 1100 or GEOG 1101; one credit PHED Activity (if not previously completed); three credits SOC SCI; four-six credits to meet MnTC Areas 8 and 9 if not previously met by HUM/SOC SCI courses. three credits of HLTH 1110 is strongly recommended. This totals 11-24 additional credits.

NOTE: The transfer institution of all applicants requires the Pharmacy College Admission Test (PCAT). Applications for the PCAT are available in the counseling office.

Physical Education, Health, Recreation/Parks Administration, A.A.

Location: Worthington

The lower division courses for these three areas of concentration are basically the same. Therefore, we have listed them under a common heading in the program of study. The student is advised to check with Minnesota West-Worthington campus counseling staff for the exact requirements for the four-year college he/she intends to attend.

Recreation/Parks Administration majors may specialize in one of several areas of concentration. The area desired should be determined while in attendance at Minnesota West in order to meet the transfer requirements. Additional credits in business courses may be in order for some receiving colleges. The curriculum requirements below meet the MnTC requirements.

BIOL	2201	Human Anatomy	4
BIOL	2202	Human Physiology	4
ENGL	1101	Composition I	3
		Math Elective	3
PHED	1101	Foundations of Health, Physical Education & Recreation	3
PHED	2101	History of Physical Education & Sports	2
HLTH	2220	Drugs, Society and the Individual	3
NSCI	1100	Issues in the Environment or	3
PSCI	2210	Environmental Politics or	3
GEOG	1101	Intro to Physical Geography	4
ENGL	1102	Composition II	3
PHED	1110	Care & Prevention of Athletic Injuries I	3
		Biology Elective	3
		Physics Electives	3
		Humanities Electives	9
		Social Science Electives**	9
		Total Credits	60

STSK 1110 – Freshman Seminar (1) credit required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

* If either PSCI 2210 or GEOG 1101 is taken to meet Areas 5 and 10, deduct three credits from SOC SCI requirements.

Power Sports Technology, Diploma

Location: Jackson

This program is designed to prepare students for employment at motorcycle, snowmobile or ATV dealerships, distributorships and manufacturers. The primary focus of the program involves diagnosis, service, and repair. Students entering this program should have good mechanical aptitude, communication skills, and the ability to comprehend service literature.

TRPS	1100	Engine Technology	4
TRPS	1105	Fuel Systems I	3
TRPS	1110	Fuel Systems II	3
TRPS	1115	Power Train	3
TRPS	1112	Electrical Systems	3
TRPS	1120	Shop Operations	2
TRPS	1125	Onboard Computers	3
TRPS	1130	Ignition Systems	3
TRPS	1135	Brakes	2

TRPS	1140	Business Operations	1
TRPS	1145	Steering and Suspension	3
TRPS	1150	Special Topics	1-3
		Total Credits	32

Powerline Technology, A.A.S.

Location: Jackson

The Powerline Technician major is designed to train students to become apprentices in powerline construction and maintenance. Students learn basic skills and applications in transmission and distribution. Persons trained in this field work for power companies installing and maintaining overhead and underground powerlines. They install equipment such as overvoltage and overcurrent protective devices, transformers, capacitors, and regulators. Powerline technicians are employed by investor owned power companies, consumer owned power companies, municipalities, and by electrical contractors.

The 15 credits of General Education required are:

ENGL	1101	Composition I	3
MATH	1111	College Algebra	3
		Humanities Electives	3
		General Education Electives	6
ELCO	1100	Electrical Circuits Fundamentals	3
ELPL	1100	Pole Climbing & Equip. Operation	3
ELPL	1102	Pole Climbing & Equip. Operations I	4
ELPL	1106	Electrical Distribution of Powerlines I	4
ELPL	1121	Electrical Distribution of Powerlines III	4
ELUT	1101	Electrical and Rigging Safety	3
ELUT	1105	Blueprint, Schematics and Transit	3
ELUT	1110	Transformer Banking I	3
ELUT	1115	Generation Transmission & Distribution	3
ELPL	1116	Electrical Distribution of Powerlines II	4
ELUT	2110	Transformer Banking II	2
ELUT	2116	Reclosures & Protective Equipment	2
ELUT	2121	Protective Relays I	2
ELUT	2100	Metering I	3
ELUT	2126	Regulators and Capacitors	2

Humanities Electives:

Art, Foreign Language, Literature, Music, Philosophy, Theater, Western Civilization.

General Education Electives:

English, Biology, Chemistry, Math, Physics, Natural Science, Art, Foreign Language, Literature, Music, Philosophy, Theater, Western Civilization, Economics, Geography, History, Political Science, Psychology, and Sociology.

Total Credits 60

Powerline Technician, Diploma

Location: Jackson

		General Education or Related Electives	4
CSCI	1102	Introduction to Microcomputers	3
MATH	1100	Integrated Math or higher	3
ELCO	1100	Electrical Circuits Fundamentals	3
ELPL	1100	Pole Climbing and Equipment Operations	3

ELPL	1102	Pole Climbing and Equipment Operations II	4
ELPL	1106	Electric Distribution of Powerlines I	4
ELPL	1116	Electric Distribution of Powerlines II	4
ELPL	1121	Electric Distribution of Powerlines III	4
ELUT	1101	Electrical Rigging and Safety	3
ELUT	1105	Blueprint, Schematics and Transit	3
ELUT	1110	Transformer Banking I	3
ELUT	1115	Generation, Transmission and Distribution	3
ELUT	2116	Reclosures and Protective Equipment	2
ELUT	2100	Metering I	3
ELUT	2110	Transformer Banking II	2
ELUT	2121	Protective Relays	2
ELUT	2126	Regulators and Capacitors	2
EMS	1112	1st Aid/CPR Electives	1 5
		Total Credits	61

Powerline, Diploma

Location: Jackson

ELCO	1100	Electrical Circuits Fundamentals	3
ELEC	1235	Electrical Calculations	2
ELPL	1100	Pole Climbing & Equip. Operation	3
ELPL	1102	Pole Climbing & Equip. Operation	4
ELPL	1106	Electrical Distribution of Powerlines I	4
ELPL	1116	Electrical Distribution of Powerlines II	4
ELPL	1121	Electrical Distribution of Powerlines III	4
ELUT	1101	Electrical and Rigging Safety	3
ELUT	1105	Blueprint, Schematics and Transit	3
ELUT	1110	Transformer Banking I	3
ELUT	1115	Generation, Transmission and Distribution	3
EMS	1112	AHA CPR Healthcare Provider, AED First Aid Certification Electives	1 1
		Total Credits	38

Precision Machining, A.A.S.

Location: Granite Falls

The Precision Machining program will provide hands-on, practical experience with lathes and mills, computer-aided-drafting and design software, precision machinery, and other computerized equipment.

CMAE	1514	Safety Awareness	2
CMAE	1522	Quality Practices and Measurement	2
MACH	1440	Vertical Milling I	2
MACH	1450	Lathe Turning I	2
MACH	1470	Surface Grinding	2
MACH	1400	Metal Composition and Classification	1
MATH	1107	Concepts in Math	3
CMAE	1518	Manufacturing Process & Production	2
CMAE	1526	Maintenance Awareness	2
MACH	1410	Precision Measurement	2
MACH	1460	Print Reading for Machinist	2
MACH	1420	CNC Milling Machine Programming And Operation I	3
MACH	1430	CNC Lathe Programming and Operation I	3
GSCL	1105	Job Seeking Skills	1
MACH	1455	Lathe Turning II	2
MACH	1445	Vertical Milling II	2
MACH	1425	CNC Milling Machine Programming And Operation II	3

MACH	1435	CNC Lathe Programming and Operation II	3
MACH	1465	CAM Software and Programming	2
FLPW	1115	Auto CAD	2
MACH	1480	Internship	3
MATH	1111	College Algebra	3
ENGL	1101	Composition I	3
SPCH	1101	Introduction to Speech Or	3
SPCH	1103	Interpersonal Communication	3
ENGR	1101	Introduction to Engineering	1
		General Education Electives	4
		Total Credits	60

Precision Machining, Certificate

Location: Granite Falls

MACH	1410	Precision Measurement	2
MACH	1420	CNC Milling Machine Programming And Operation I	3
MACH	1430	CNC Lathe Programming and Operation I	3
MACH	1440	Vertical Milling I	2
MACH	1450	Lathe Turning I	2
MACH	1470	Surface Grinding	2
MACH	1400	Metal Composition and Classification	1
GSCL	1105	Job Seeking Skills	1
		Total Credits	16

Psychology and Sociology, A.A.

Location: Worthington

This program prepares students for entrance into four-year social work, psychology, or sociology programs. It can be altered to meet individual college and student needs. The program below meets MnTC and Associate of Arts degree requirements.

ENGL	1101	Composition I	3
ENGL	1102	Composition II	3
HLTH	2220	Drugs, Society and the Individual	3
HSER	1101	Introduction to Human Services	2
MATH	1105	Intro to Probability & Statistics	4
NSCI	1100	Issues in the Environment or	3
PSCI	2210	Environmental Politics or	3
GEOG	1101	Intro to Physical Geography	4
PSCI	2202	State and Local Government or	3
		**Social Science Electives	3
PSYC	2230	Behavior Modification or	3
PSYC	1150	Developmental Psychology	3
PSYC	1101	Introduction to Psychology	4
PSYC	2221	Abnormal Psychology	3
SPCH	1101	Introduction to Speech	3
SOC	1101	Introduction to Sociology	3
SOC	2220	Family Life Dynamics	3
		Biology Electives	3-4
		Chemistry/Physics Electives	3-5
		Humanities Electives	9
		Total Credits	60

STSK 1110 – Freshman Seminar (1) credit required.

Fulfill a minimum of 4 credits from two of the three areas. HLTH 1101, CSCI 1102, or any Physical Education course.

Dependent on transfer institution. See an advisor for assistance in choosing electives.

** If either PSCI 2210 or GEOG 1101 is taken to meet Areas 5 and 10 of MnTC, the SOC SCI requirement is complete. Proficiency in a second language is highly recommended when seeking employment.

Radiologic Technology , A.A.S.

Location: Luverne

The Radiologic Technology program prepares students to gain knowledge and skills necessary to perform various radiologic procedures through didactic, laboratory, and clinical experiences and carries out these functions under the supervision of a Registered Radiologic Technologist. Instruction in x-ray procedures; equipment operation; patient care; and CT imaging included.

Prerequisites

BIOL	1115	Human Biology	3
		or	
BIOL	1110	Principles of Biology I	4
BIOL	2245	Medical Terminology	2
BIOL	2201	Anatomy	4
		Total Prerequisites	9
BIOL	2202	Physiology	4
PSYC	1150	Developmental Psychology	3
MATH	1111	Algebra	3
ENGL	1101	Composition	3
HC	1290	Healthcare and Society	1
RADT	1100	Intro Radiography & Patient Care	3
RADT	1110	Radiological Procedures I	3
RADT	1130	Radiological Exposures I	3
RADT	1150	Clinical Radiography I	7
RADT	1120	Radiological Procedures II	3
RADT	1160	Clinical Radiography II	8
RADT	1140	Radiological Exposures II	3
RADT	2210	Radiological Procedures III	3
RADT	2250	Clinical Radiography III	8
RADT	2220	Radiological Equipment	5
RADT	2240	Principles of Radiobiology	3
RADT	2230	Radiological Pathology	2
RADT	2260	Clinical Radiography IV	8
RADT	2280	Board Review	2
		Total Credits	84

Supervisory Leadership in Management, Certificate

Location: Online

The Supervisory Leadership in Management certificate program will help the incumbent student prepare for career growth opportunities. This certificate program will enhance career success through sound leadership skills and management practices. The Internet platform will allow students to pursue their education without leaving their facility or placing undue hardships on their current positions and/or employment status. The curriculum will provide for independent practice and virtual role-playing, and the student will be able to interact with college instruction staff via e-mail and discussion groups.

SBMT	1310	Resolving Conflict	1
SBMT	1315	Principles of Supervisory Leadership	3
SBMT	1320	Creativity and Innovation	1

SBMT	1325	Problem Solving & Decision Making	2
SBMT	1330	Interpersonal skills for Supervisors	1
SBMT	1335	Work Teams	1
SBMT	1340	Time Management	1
SBMT	1345	Finance & Accounting for Non-Financial Managers	3

Additional 10 Credits chosen from Management and

Supervision in Healthcare:

SBMT	1400	Employment	2
SBMT	1405	Customer Service	2
SBMT	1410	Personnel Supervision	4
SBMT	1415	Leadership	4
SBMT	1420	Corporate Compliance	2
SBMT	1425	Finance for Healthcare	3
SBMT	1430	Healthcare Industry Trends	1
SBMT	1435	Marketing in Healthcare	1
		Total Credits	23

Surgical Technology , A.A.S.

Location: Luverne

The Surgical Technology program prepares students to perform general technical support tasks in the operating room before, during and after surgery. Includes instruction in pre-operation patient and preparing surgical team, handling surgical instruments at the table side, maintaining supply inventory before and during operations, sterilization and cleaning of equipment, maintaining clean and sealed environments, following operating room safety procedures, record-keeping, and working with the surgical team. Students in the Surgical Technology program will undergo a background study as required by Minnesota law.

EMS 1112 or AHA CPR Health Care Provider must be taken prior to the start of spring clinical and is not counted toward the total program credits.

BIOL	1115	Human Biology	3
ENGL	1101	Composition I	3
HC	1151	Body Structure & Function	3
HC	1180	Medical Terminology	2
HC	1290	Health Care and Society	1
HC	2120	Disease Conditions	3
PSYC	1150	Developmental Psychology	3
SPCH	1103	Interpersonal Communication	3
SURG	1110	Surgical Microbiology	2
SURG	1120	Surgical Pharmacology	2
SURG	1130	Operating Room Theory	4
SURG	1140	Operating Room Practices	4
SURG	1150	Operating Room Procedures	4
SURG	1151	Operating Room Procedures II	4
SURG	1160	Clinical I	2
SURG	1170	Clinical II	12
SURG	1181	Board Review	2
		General Education Electives	3
		Total Credits	60

Telecommunications, A.A.S.

Location: Granite Falls and Jackson

The Telecommunications AAS degree includes all of the course work of the Telecommunications Certificate. This degree expands on the knowledge learned in the Telecom certificate program and is designed to be completed in four semesters. It covers advanced routing and wide area network concepts and advanced Telecommunication concepts and field experience. In addition, students will

complete 15 credits of general education in the Minnesota Transfer Curriculum and will be awarded an AAS or Associate of Applied Science degree. Telecommunications Technicians are responsible for high-speed communication networks and digital communication through fiber optic cables and wireless network access. Telecommunications Technicians install, maintain and repair telecommunications equipment.

CST	1101	Information Technology Concepts	2
CST	1180	Data Security Awareness	1
CST	1112	Command Line Interface (CLI)	1
CST	1125	Operating Systems	3
CST	1190	Introduction to Networking	3
CST	1400	Telecommunications I	3
CST	1410	Broadband Technology	3
CST	1420	Convergence Technologies	3
CST	1440	Advanced Telecommunications	3
CST	1500	Routers and Switches	3
CST	2108	Structured Communications Systems	3
CST	2110	PC Maintenance & Repair Hardware	3
CST	2150	Advanced Routing	4
CST	2310	Info Technology Customer Service	2
CST	2350	Virtual Computing	2
CST	2600	Fundamentals of Wireless Networking	3
ROBT	1107	Electrical Theory I/Lab	3
ENGL	1101	Composition	3
		General Education (Advisor Approval Needed)	12
Total Credits			60

Telecommunications, Certificate

Location: Granite Falls and Jackson

The Telecommunications certificate includes the basic course work to become a telecommunications technician. This certificate is 30 credits and is designed to be completed in two semesters. It covers the basics of computer networking, AC and DC circuits, telecommunications, broadband technology, router communications and wireless networking. Telecommunications Technicians are responsible for high-speed communication networks and digital communication through fiber optic cables and wireless network access. Telecommunications Technicians install, maintain and repair telecommunications equipment.

CST	1112	Command Line Interface (CLI)	1
CST	1125	Operating Systems	3
CST	1190	Introduction to Networking	3
CST	1400	Telecommunications I	3
CST	1410	Broadband Technology	3
CST	1420	Convergence Technology	3
CST	1500	Routers and Switches	3
CST	2110	PC Maintenance & Repair Hardware	3
CST	2310	Info Technology Customer Service	2
CST	2600	Fundamentals of Wireless Networking	3

ROBT	1107	Electrical Theory I/Lab	3
Total Credits			30

Welding, Diploma

Location: Jackson

This two semester program prepares students to perform production, maintenance, and repair welding for construction and manufacturing. Students will learn about safety, blueprints, welding processes and equipment settings. They will have the ability to follow instructions, visualize finished product based upon blueprints and then work independently. The second semester of the program students will select an area of interest such as Shielded Metal Arc, Gas Metal Arc or Gas Tungsten Arc.

WELD	1190	Welding Principles	3
WELD	1200	Blueprint Reading for Welders	3
WELD	1210	Oxy-Fuel/Plasma Arc Cutting	2
WELD	1220	Shielded Metal Arc Welding	3
WELD	1230	Gas Metal Arc Welding	3
WELD	1240	Gas Tungsten Arc Welding	3
WELD	1260	Metallurgy and Materials	2
WELD	1270	Testing/Codes and Inspection	2
WELD	1340	Welding Qualification Lab	3
		Electives	8
Total Credits			32

Welding, Certificate

Location: Jackson

The Welding Certificate consists of technical courses designed to develop skills in welding processes common to industry. Areas of study include: blueprint reading, metallurgy, shielded metal arc welding (SMAW or Stick), gas metal arc welding (GMAW or MIG), gas tungsten arc welding (GTAW or TIG), oxyacetylene and plasma arc cutting.

WELD	1190	Welding Principles	3
WELD	1210	Oxy-Fuel/Plasma Arc Cutting	2
WELD	1220	Shielded Metal Arc Welding	3
WELD	1230	Gas Metal Arc Welding	3
WELD	1240	Gas Tungsten Arc Welding	3
WELD	1260	Metallurgy & Materials	2
Total Credits			16

Management Programs

More information on Minnesota Management programs is available at <http://www.mnwest.edu/training-management>

Computerizing Small Business Management, Diploma

Locations: Canby, Granite Falls, Jackson, Pipestone, Worthington

Computerizing Small Business is a program designed to assist the small business owner in maximizing the effectiveness of office computerization and accounting applications. Good management requires a sound knowledge of economic principles because they are the framework for small business operation and organization. Management must understand various alternatives that can be used in decision making. This program strives to develop an entrepreneur's knowledge of economic principles and enable entrepreneurs to meet their business and family goals. A structured program is used to analyze current systems, evaluate business applications for the computer, identify the advantages of computerized systems, and examine software & hardware currently available. This program may use a combination of individualized instruction, tailored to the specific business needs, and classroom delivery. The mission of the Computerizing Small Business program is to encourage more businesses to take advantage of the cost savings and productivity improvement opportunities available through efficient office automation. This is accomplished through instruction that helps the business owner better understand and thus simplify the computerization process and use of application software.

Prerequisites:

To be eligible for enrollment in Computerized Small Business Management courses, the student must be a small business operator or must secure the consent of the instructor.

CSBM 1100	Disk Operating Systems	1
CSCM 1110	General Ledger	3
CSBM 1120	Bank Reconciliation	2
CSBM 1130	Accounts Receivable	3
CSBM 1140	Accounts Payable	3
CSBM 1150	Payroll	3
CSBM 1160	Government Payroll Reporting	2
	Electives	15
	Total Credits	32

Farm Business Management, Diploma

Locations: Canby, Granite Falls, Jackson, Pipestone, Worthington, and southwestern Minnesota

This diploma program is designed to provide education to farm owners and operators or persons interested in farming. The purpose of the program is to assist students in meeting their business and personal goals. This is best accomplished through the use of quality records and sound business decisions. Effective financial management in the business is the best way for the business to maintain that competitive edge. Instructors in Minnesota's Farm Business Management Education Programs deliver the program using a variety of methods. The primary delivery method is through individualized instruction at the student's business. Instructors meet with the students on a regular basis to evaluate the business and develop individual educational plans. Instruction is also delivered via the traditional classroom, small group meetings, field trips, and tours.

Prerequisites: To be eligible for enrollment in Farm Business Management courses, the student must be a farm business operator or manager or must secure the consent of the instructor.

General Education and/or General Studies		10
FBMT 1112	Foundation for FBM	4
FBMT 1121	Preparation for Farm Business Analysis	4
FBMT 1122	Implementing the System Management Plan	4
FBMT 1131	Managing & Modifying Farm System Data	4
FBMT 1132	Interpreting & Using Farm System Data	4
FBMT 1211	Introduction to FBM	4
FBMT 1223	Using System Analysis in Total Farm Planning	2
FBMT 2141	Interpreting & Evaluating Financial Data	4
FBMT 2142	Interpreting Trends	4
FBMT 2151	Strategies Data Management	4
FBMT 2152	Financial Planning	4
FBMT 2161	Examination of the Context of Farm System Management	4
FBMT 2162	Refining Farm System Mgt.	4
	Total Credits	60

Advanced Farm Business Management, Certificate

Locations: Canby, Granite Falls, Jackson, Pipestone, Worthington, and southwestern Minnesota

This certificate program is designed to provide instruction for students who have completed the other programs in the Farm Business Management curriculum. Students in this program will learn about key factors in business management for the long term: Risk Management, Strategic Planning, and Business Plan development. Prior instruction in Farm Business Management lays the groundwork for continued enhancement of financial management skills for the students in this program. Students will focus on using financial trends in their business to fine-tune the focus and strategize opportunities for the long-term profitability of their business.

FBMA 2100	Fundamentals of Financial Management as it relates to Risk Management	3
FBMA 2101	Applied Financial Management as it Relates to Risk Management	3
FBMA 2110	Fundamentals of Financial Management/Strategic Planning Emphasis	3
FBMA 2111	Applied Financial Management/Strategic Planning Emphasis	3
FBMA 2120	Fundamentals of Financial Management/Business Plan Emphasis	3
FBMA 2121	Applications in Financial Management/Business Plans	3
FBMA 2130	Directed Study-Decision Making	2
FBMA 2131	Directed Study-Communications	2

FBMA	2132	Directed Studies in Modern Agricultural Technology	2
FBMA	2133	Directed Studies in Farm Business and/or Family Transition	2
FBMA	2134	Directed Study-Personnel Management	2
FBMA	2135	Directed Study-Enterprise Alternatives	2
		Total Credits	30

Applications in Farm Business Management, Certificate

Locations: Canby, Granite Falls, Jackson, Pipestone, Worthington, and southwestern Minnesota

This certificate program is designed to provide instruction that will expand on the foundation for financial management which was learned in the Essentials of Farm Business Management certificate. Students in this program will use accounting skills to record and evaluate data related to the profitability and longevity of their business. Education is primarily delivered in an individualized setting at the student's business or the student's preferred location. Students will use data management, planning strategies, and a business analysis to successfully manage their farm business.

FBMT	2141	Interpreting and Evaluating Financial Data	4
FBMT	2151	Strategies in Farm System Data Management	4
FBMT	2161	Examination of the Context of Farm System Management	4
FBMT	2142	Interpreting Trends in Business Planning	4
FBMT	2152	Integrating System Information for Financial Planning	4
FBMT	2162	Refining Farm System Management Suggested Farm Business Management Electives	6
		Total Credits	30

Essentials of Farm Business Management, Certificate

Locations: Canby, Granite Falls, Jackson, Pipestone, Worthington, and southwestern Minnesota

This certificate program is designed to provide instruction that will help to build a foundation for successful financial management of the farm business. Students in this program will use basic accounting practices and goal setting to provide benchmarking information and a direction for the business. Education is primarily delivered in an individualized setting at the student's business or the students preferred location. Students use business records to provide information for completing a business analysis and initiate a financial trend analysis for sound decision-making.

FBMT	1211	Introduction to Farm Business Management	4
FBMT	1112	Foundations for Farm Business Management	4
FBMT	1121	Preparation for Farm Business Analysis	4
FBMT	1122	Implementing the System Management Plan	4
FBMT	1131	Managing and Modifying Farm System Data	4

FBMT	1132	Interpreting and Using Farm System Data	4
		Suggested Farm Business Management Electives	6
		Total Credits	30

Lamb and Wool Management, Diploma

Location: Pipestone

The Lamb and Wool Management Program is concerned with developing the sheep enterprise operator's ability to organize and manage resources to meet family and business goals. Good management requires a sound knowledge of economic and scientific principles because they are the framework for a profitable sheep enterprise. Good management provides a perspective that considers the relationship of all parts to the whole farm business. Good sheep management requires knowledge of sheep production practices and animal science, as well as new technology developments in the field. The Lamb and Wool Management Program is concerned with the development of a person's knowledge of economic, management, and scientific principles and using them in a profit oriented decision making process that enables them to meet their goals.

Prerequisites: To be eligible for enrollment in Lamb and Wool Management courses, a student must be a sheep producer or must secure the consent of the instructor.

Program Delivery: Curriculum is delivered through a combination of classroom, lab, on-farm instruction and individual instruction. This option is available only for students within 125 miles of Pipestone, Minnesota or through permission of the instructor.

LWMP	1001	Introduction to Sheep Management	1
LWMP	1002	Sheep Management Concepts	2
LWMP	1003	Pasture & Grazing Management	1
LWMP	1004	Predator Control Methods	2
LWMP	1101	Sheep Genetic Concepts	2
LWMP	1102	Genetic Selection Methods	1
LWMP	1201	Sheep Behavior & Handling Methods	1
LWMP	1202	Equipment and Facilities	2
LWMP	1301	Sheep Diseases	3
LWMP	1302	Preventative Health Programs	1
LWMP	1304	Basic Lamb Care Skills	1
LWMP	1305	Basic Sheep Care Skills	1
LWMP	1401	Lamb Marketing	2
LWMP	1402	Sheep Quality Assurance	1
LWMP	1501	Nutrition Requirements	2
LWMP	1502	Ewe Ration Formulation	1
LWMP	1601	Sheep Reproduction	2
LWMP	1602	Reproductive Management	1
LWMP	1701	Wool Characteristics	2
LWMP	1702	Wool Harvesting, Marketing, and Processing	1
		Total Credits	30

Small Business Management, Diploma

Locations: Canby, Granite Falls, Jackson, Pipestone, Worthington, and southwestern Minnesota

The Minnesota Small Business Management education program is concerned with the organization of an entrepreneur's resources in such a way as to assist the family in meeting their family and business goals. Often these goals involve generating new profit. Good management requires a sound knowledge of economic principles because they are the framework for small business operation and organization. Good management ties all perspective, showing the relationship of all parts to one another, and to the whole small business. Management must understand various alternatives that can be used in decision making. Small business management instruction is concerned with the development of an entrepreneur's knowledge of economic principles and with the decision-making process.

Prerequisites: To be eligible for enrollment in Small Business Management courses, the student must be a small business operator or must secure the consent of the instructor.

SBMT 1110	Organization Planning	2
SBMT 1120	Business Systems	3
SBMT 1210	Financial Systems	3
SBMT 1220	Financial Management	3
SBMT 1230	Financial Analysis	3
SBMT 1312	Marketing Systems	3
SBMT 1321	Marketing Management	2
	Electives	20
	Total Credits	39

Customized Training Services

CUSTOMIZED TRAINING SERVICES

provides workplace training solutions for individuals, businesses, non-profit and government organizations to enhance workplace skills, improve performance, and maintain competitiveness in a global economy.

We offer:

- Comprehensive training and curriculum development
- Continuing Education & Customized Training Programs
- Credit and Non-credit courses
- Convenient locations & flexible scheduling
- Cost effective training delivery

Programs and courses are provided days, evenings, and weekends and are delivered on-site, on any Minnesota West Community & Technical College campus, online, at the Minnesota West Marshall Center or at a convenient off-site meeting location. Mobile training simulators are available for hands-on skills training.

Types of training/education provided:

- Training for new employees
- Retraining for existing employees
- Technical assistance
- Research and development for new training programs
- Continuing education for individuals

Customized Training Services Program Areas include:

- Community Development & Lifelong Learning
- Health Care
- Management and Professional Development
- Manufacturing and Trades
- Public Safety
- Transportation
- Workplace Safety

HEALTHCARE:

Today's health care personnel are challenged by increased technology and expanded levels of accountability. Programs are customized to meet the training and continuing education needs of all members of the health care team to assist in meeting these challenges.

Healthcare Continuing Education and Training offers professional healthcare skills training and continuing education programming for all members of the healthcare team to maintain compliance with Minnesota State and Federal licensing and regulatory agencies. Minnesota West CTC is an approved test site for the MN State Registry Test for Nursing Assistant and/or Home Health Aide.

Dental Continuing Education provides continuing dental education for Dentists, Hygienists and Dental Assistants. Minnesota West is an approved sponsor for dental continuing education for the Minnesota Board of Dentistry and Dental Assisting National Board.

COMMUNITY DEVELOPMENT & LIFELONG LEARNING:

Minnesota West is a valued education partner in the numerous communities we serve throughout the region. The goals of our community development and lifelong learning activities are to provide education and training opportunities for under-served communities contributing to individual and social well-being, organizing resources to meet local needs, and providing a framework for future development. Customized Training Services enhances community development by providing opportunities and partnering to keep mind and body engaged through the active pursuit of knowledge and experience. Minnesota West contributes to artistic, cultural, and civic engagement opportunities for life-long learning.

Program offerings include:

- Computer Classes for the Mature Adult
- Dementia Simulation Tour
- Farmer Spring Break Conference
- Hatha Yoga
- Creating a Professional Image
- Pinterest Live!
- Pioneer Public TV Screening Events
- Social Media Breakfasts

MANAGEMENT AND PROFESSIONAL DEVELOPMENT:

Developing the capacity to enhance the performance of others through personal and professional growth is essential to effective leadership for managers, management trainees, and skilled employees. Enhancing computer skills enables an organization to maximize productivity through the use of computers and technology.

Customized Training Services provides the training foundation for:

- Leadership and Workforce Development
- Supervisory and Human Resource Management
- EEOC Compliance Certified Harassment Training
- Customer Service
- Organizational Development
- Performance Management
- Computer & Technology Training

TRANSPORTATION:

The transportation industry is one of the largest industries in the State impacting all industry sectors and individuals while employing a diverse workforce. Safety and proper training is critical for everyone involved. Customized Training Services provides driver training, safety, and certifications including:

- Commercial Driver License Training & Test Preparation
- Pilot Car Certification
- Commercial Vehicle Recertification
- Motorcycle Safety Training

MANUFACTURING AND TRADES:

Today's manufacturing industry is a fast paced environment requiring efficient operations and a highly skilled workforce. Customized Training Services offers specialized skills training by industry professionals designed to meet the needs of the manufacturer's operation and workforce needs. Manufacturing process and skills training topics include:

- Automation Skills
- APICS Training and Certified Testing Site
- Process Improvement/Lean Manufacturing
- Industrial Maintenance
- Machine Tool Technology Credit & Non-Credit
- Mechanical Power Transmission
- Six Sigma Certification
- Steam & Hot Water Boiler Training
- Welding Credit & Non-Credit

PUBLIC SAFETY:

Public safety is vital to safe and healthy communities. Customized Training Services specializes in training fire and rescue professionals, law enforcement officers and personnel, and emergency response professionals within the service area.

- **Fire Safety and Rescue** training provides National Fire Protection Association 1001 Fire Fighter I & II and Haz-Mat Operations and Fire Fighter continuing education courses to the fire departments and fire safety professionals in the region. Training courses and curriculum meet the NFPA and Minnesota Fire Service Certification Board standards and are provided by instructors certified through the Minnesota Fire Service Certification Board meeting the qualifications of the NFPA 1041. Training delivery is highly mobile supported by classroom and hands-on learning using mobile training simulators including Confined Space, Live Burn, and Ventilation and is designed to meet specific needs of each department.
- **Law Enforcement and Personal Safety:** Minnesota West is a POST Board accredited educational institution for Law Enforcement continuing education. We take training seriously because we know training can make the difference between life and death. Law Enforcement training programs are flexible and designed to assist peace officers and other law enforcement personnel with their work. The courses

and curriculum are developed in collaboration with the Minnesota POST learning objectives, are Minnesota POST Board approved and delivered by POST Board approved instructors. Training may be customized for Law Enforcement Agencies, Security Organizations, and Business and Industry.

WORKPLACE SAFETY:

Maintaining a safe workplace is important for every business. Workplace safety education and training programs are an integral part of assuring safe practices in the workplace by minimizing the possibility of injury occurrence and limiting the exposure to liabilities. Training is provided by OSHA authorized, National Safety Council Advanced Safety Certified, and American Heart Association certified instructors. Courses meet the standards of the American Heart Association and Occupational Safety & Health Administration. Real-world safety and compliance training areas include:

- Construction Safety
- OSHA Safety for Business & General Industry
- Industrial Safety
- Hazardous Materials Emergency Response
- Electrical Safety
- First Aid/CPR/AED/Blood Borne Pathogens
- Employee Right to Know
- Industrial Truck (Fork Lift)
- Cosmetology

MINNESOTA WEST MARSHALL CENTER/MERIT CENTER:

Minnesota Emergency Response & Industrial Training Center is located at 1001 Erie Road, Marshall, MN. Minnesota West partners with the City of Marshall to provide highly specialized skills training and continuing education at the MERIT Center.

The MERIT Center provides a site and state of the art equipment for training emergency responders including fire fighters, city and county law enforcement personnel, emergency medical service personnel, regional emergency managers, and business and industry personnel. The MERIT Center is fully staffed with Minnesota West personnel for convenient programming delivery. For more information about the training possibilities offered through Minnesota West Customized Training Services, call the Marshall Center at 507-537-7531 or 1-800-658-2330. **Check out our web site at:**

www.mnwest.edu/training

COURSE DESCRIPTIONS

ACCOUNTANT (ACCT)

ACCT 1110 Payroll Accounting	3
Covers the various state and federal laws pertaining to the computation of payment of salaries and wages.	
ACCT 1120 Spreadsheet Concepts and Applications	2
Uses a computerized spreadsheet system for business applications. Topics include document creation, storage and retrieval, editing, printing, and file distribution.	
ACCT 1122 Database Concepts and Applications	2
Uses a database system for business applications. Topics include electronic files, file creation and flexible stored procedures.	
ACCT 2100 Intermediate Accounting I	4
Explores accounting theory and concepts with an analysis of the influence on financial accounting by various boards, associations, and governmental agencies. Prerequisite: BUS 2202.	
ACCT 2115 Cost Accounting I	4
Studies cost accounting as a management tool for planning, organizing, and controlling costs associated with the manufacturing process, whether using job costing or process accounting. Prerequisite: BUS 2202.	
ACCT 2130 Intermediate Accounting III	2
Studies accounting theory and concepts. Prerequisite: ACCT 2101.	
ACCT 1115 Computerized Accounting Applications I	2
Introduces the use of computers and related software used in the accounting function of the business environment. Topics include the accounting function of the business environment. Topics include general ledger accounting, payroll procedures, accounts receivable, and accounts payable. Prerequisite: BUS 2201 or high school/college bookkeeping or accounting coursework.	
ACCT 2101 Intermediate Accounting II	2
Continues the comprehensive study of accounting theory and concepts. Prerequisite: ACCT 2100.	
ACCT 2105 Auditing	3
Studies the methods and procedures used to verify the completeness and accuracy of accounting records. Topics include professional ethics, the audit process, nature of evidence, internal control, audit sampling techniques, the audit examination, and audit reports.	
ACCT 2120 Fund/Nonprofit Accounting	3
Focuses on the application of generally accepted accounting principles for state and local governmental units. Prerequisite: BUS 2202.	
ACCT 2110 Income Tax I	4
Explains and interprets the Internal Revenue Code as applied to individual and business returns. Computerized software will be used to prepare actual income tax returns.	
ACCT 2125	2
Computerized Accounting Applications II Continues the use of computers and related software used in the accounting function of a business. Prerequisite: BUS 2202.	

ACCT 2135 Internship	2
Provides practical experience with a business utilizing skills/knowledge learned in accounting programs.	
ACCT 1104 Special Projects	1
Encourages students to identify, analyze and record transactions by the completion of a business simulation project. Topics covered include the accounting cycle, accounting for a merchandising business, accounting system design, special journals, subsidiary ledgers and work ethics. Concurrent enrollment in BUS 2201.	

ADMINISTRATIVE ASSISTANT (ADSA)

ADSA 1180 Records Management	2
Covers the flow of records utilized for client/customer information processing.	
ADSA 1122 Word Processing I	2
Covers using a computer system with word processing software to perform basic word processing applications. Topics covered include preparing and managing documents, formatting and enhancing documents, and customizing documents.	
ADSA 1123 Word Processing II	2
Continues Word Processing I with a focus on increased proficiency in operating word processing software. Topics covered include enhancing and organizing text along with realistic word processing projects. Prerequisite: ADSA 1122.	
ADSA 1145 Supervisory Management	3
Introduces the skills required to effectively direct the work of others in the business world by working through people to develop and empower them. Important supervisory management concepts are stressed as well as how to apply the principles of management in the real world.	
ADSA 1130 Office Accounting Concepts	3
Provides students with a basic knowledge of accounting concepts and procedures. The accounting cycle for service and merchandising businesses will be covered by analyzing business transactions, recording transactions in a variety of journals, preparing financial reports, and accounting for cash and payroll.	
ADSA 1190 Presentation Graphics	2
Covers the concepts of developing electronic slide shows using a computer application program. The keys to effective presentations are covered along with various printing techniques. This course covers more advanced presentation techniques including animation and sound. The basics of scanning and manipulation graphics are also covered.	
ADSA 1132 10-Key Operations	1
Introduces the touch system on 10-key number pad for speed development and accuracy applicable to business situations.	
ADSA 1136 Desktop Publishing	2
Introduces students to the concepts, terminology, techniques, and applications of desktop publishing. The student will integrate text and graphics to produce professional-quality publications.	

ADSA 1176 3
Business Communications
Covers oral and written communication skills needed in the professional workforce.

ADSA 1111 3
Office Management
Covers general office principles, practices, and procedures in theory with practical applications. Various topics will be covered including: office equipment, computer skills, communication skills, administrative duties, 'typical' office duties, and personal and professional development.

ADSA 1100 3
College Keyboarding I
Covers basic skill development and the use of a computer keyboard to produce various business documents including letters, envelopes, reports, memos, tables, and employment documents. In addition to formatting business documents, focus will be placed on keyboarding speed, accuracy, and proofreading skills.

ADSA 1105 3
College Keyboarding II
Covers production keyboarding using a computer to complete a variety of business applications. Business documents will be produced including letters, envelopes, reports, memos, tables, and forms. Also included is the continued development of keyboarding speed, accuracy, and proofreading skills. Prerequisite: ADSA 1100.

ADSA 1200
Special Projects
Involves shadowing various employees at business sites. Approximately three visits will be involved and reports will be done on each.

ADSA 1126 2
Advanced Office Applications
Designed as a capstone course to integrate and reinforce the skills and knowledge learned in previous business courses in the Administrative Assistant program. Computer applications will be utilized in projects that simulate those used in an office environment. Projects will emphasize quality and meeting deadlines. Prerequisites: ADSA 1100, ADSA 1122 or instructor approval and successful completion of, or concurrent enrollment in, ACCT 1120 and ACCT 1122.

ADSA 1141 2
Customer Service for the Office Professional
Covers the basic skills necessary to work effectively with customers. Basic customer service communication skills including telephone, technology and writing are covered. Also included are customer retention, motivation, leadership and problem solving strategies.

MEDICAL ADMINISTRATIVE ASSISTANT (ADSM)

ADSM 1117 4
Anatomy & Physiology/Disease Conditions
Covers the relevant structures, functions, and diseases of body systems. It emphasizes clinical applications and medical terminology. Emphasis will be placed on the signs, symptoms, diagnostic measures, and treatment regimens of diseases.

ADSM 1137 1
Medical Machine Transcription III
Provides advanced medical transcription training in various medical and surgical specialty units.

ADSM 1100 2
Medical Terminology I
Introduces word analysis, spelling, and usage of word roots, prefixes, suffixes, and abbreviations common to the medical profession. Emphasis on understanding, pronouncing, and spelling diagnostic terms.

ADSM 1110 2
Anatomy & Physiology/Disease Conditions I
Introduces human anatomy and systems with emphasis on terminology, abbreviations, and diagnostic tests for the human body through study of diseases by anatomical systems. The emphasis is on terminology, abbreviations, and symptomatic, diagnostic, and operative terms.

ADSM 1115 2
Anatomy & Physiology/Disease Conditions II
Continues human anatomy and disease with emphasis on terminology, abbreviations, and disease process. The study of diseases follows anatomical systems. Prerequisite: ADSM 1110.

ADSM 2297
Internship
Designed to provide the student with occupational experience in the Medical Administrative Secretarial field. It is designed to provide on-the-job experience in an approved health setting as the training site. Prerequisite: Instructor approval.

ADSM 1120 3
Medical Office Procedures I
Provides medical office career information, with emphasis upon medical ethics and professional liability. Additional topics covered include: medical receptionist tasks, working with patient files, medical records, word processing, and billing.

ADSM 1125 3
Medical Office Procedures II
Continues Medical Office Procedures I. Medical topics covered include: medical insurance, DRGS, HMOs, CPT and HCPCS coding. This also covers the integration of medical office tasks: basics of computer operation, mail handling, medical document production, insurance forms completion, and making meeting and travel arrangements. Prerequisite: ADSM 1120.

ADSM 1130 3
Medical Machine Transcription I
Teaches transcription of dictated medical material into a variety of usable medical documents. The emphasis is on authentic forms and material; building typing speed and accuracy; and proofreading and correcting errors. Must be taken concurrently with ADSA 1100.

ADSM 1165 3
ICD-9-CM
Provides students with an understanding of ICD-9-CM diagnostic coding, a statistical classification system for selecting diagnoses in healthcare settings. Students will learn how to apply official guidelines to provide the most accurate codes for billing and statistical analysis.

ADSM 1105 3
Medical Insurance and Reimbursement
Provides an introduction to medical claim forms preparation and processing. It will focus on coded data and health information reimbursement and payment systems appropriate to health care settings and managed care. It will cover prospective payment systems and key health plans, charge master maintenance, and evaluation of fraudulent billing practices.

ADSM 1131 3
Voice Recognition Technology
Describes the basics of voice technology and the incorporation of computer-aided software that will enable the students to caption on the Web. The student will build his/her voice profile and learn how to use voice commands to create, edit, and print documents. Student will be taught time saving macros and templates will be created. Stored documents will be retrieved by the student and edited by voice. Prerequisite: ADSM 1130.

AGRICULTURE (AGRI)

AGRI 1101 3
Introduction to Animal Science
Provides students with an introduction to animal science with an emphasis on the fundamental concepts of physiology, nutrition, animal breeding and management as applied to beef cattle, dairy cattle, poultry, sheep and swine production.

AGRI 1102 3
Principles of Agronomy
Explores the principles and practices of plant and related sciences as applied to increasing productivity and improvement of field crops. Emphasis is on crop selection and improvement through the breeding of crop varieties, seeds and seedlings, crop growth and development, crop production hazards, and the harvest and storage of field crops.

AGRI 1103 Introduction to Soil Science Introduces students to the origin, formation, and classification of soils. This includes the physical, chemical, and biological properties of soils, soils as a medium for plant growth, elements, water, air, organic matter, and plant and animal life in the soil.	3	AGRI 2204 Intro to GPS/GIS Intended to serve as an introduction to GPS (Global Positioning Systems) and GIS (Geographical Information Systems) with an emphasis on agricultural uses and precision farming.	3
AGRI 1110 Introduction to Horticulture Emphasizes the growth process in production of fruits, vegetables, flowers, lawns, trees, and shrubs. Studies include planning, preparation and care of home grounds. Fundamental concepts in plant identification, growth, culture, landscape and design are also studied.	3	AGRI 2214 Machinery Principles and Management Covers the utilization of farm equipment from the purchasing of equipment and managing the costs to the operation and maintenance of agricultural equipment.	3
AGRI 1152 Agricultural Marketing and Prices Explores the economics of agricultural marketing, organization of markets and marketing enterprises, marketing policy, and price trends of agricultural commodities.	3	AGRI 2297 Agriculture Production Management Internship Places students on a farm operation to gain further experience in agricultural production management under the supervision of the agriculture department staff.	3
AGRI 2201 Principles of Animal Nutrition Covers the classification and function of nutrients, digestion, and utilization of feeds. This includes nutrient requirements for livestock and poultry, nutrient composition, and feeding standards. Prerequisite: AGRI 1101 or consent of instructor.	3	AGRI 1121 Dairy Technician Provides for introduction to the Dairy Industry as a technician. The emphasis will be on employment skills and milking skills.	2
AGRI 2203 Soil Fertility and Fertilizers Explores the chemical elements in the soil and plants, soil testing and tissue testing, fertilizer and lime recommendations, and fertilizer nutrients.	3	AGRI 1125 Custom Application Designed for the student pursuing a career in crop production or agronomy services area. The student will receive hands-on instruction in the safe operation and calibration of custom sprayers and spreaders. The student will be prepared for and issued the Minnesota State Custom Application exams for categories A, C, & D, leading to licensure in those areas.	2
AGRI 2212 Corn and Soybean Production Explores practices used in corn and soybean production, variety and hybrid selection, seed bed preparation and planting, fertilizer programs, water management, weed control, harvesting, storage and marketing.	3	AGRI 1151 Farm Records & Business Analysis Emphasizes the maintenance and analysis of farm records. Special attention is given to the use of the Minnesota Farm Account Book and the analysis procedure. Topics include calculation of earnings, efficiency factors, total business and enterprise analysis.	4
AGRI 2216 Introduction to Meat Science Evaluates the principles of conformation, quality, and finish of animal carcasses. A comprehensive look at the meat industry. Studies include composition of meat animals, product identification, nutrient values, pricing and marketing.	3	AGRI 2205 Introduction to Precision Management Software Intended to serve as an introduction to several precision management software packages that are used to manage farming decisions and implement site specific crop management.	3
AGRI 2251 Principles of Farm and Ranch Management Emphasizes utilization of land, labor, capital and management in the organization and operation of a farm. Includes the organization of a farm and the decision-making processes involved in establishing a farm business. Analyzing, budgeting, and using principles of economics are considered in the decision making process.	4		
AGRI 2298 Agriculture Lab Tech Internship Places students in area businesses or industries specializing in the appropriate technology to gain practical experience. Students may select an emphasis area in food technology, soil and water, or plant science.			
AGRI 2299 Agri-Business Internship Places students in an area agri-business for one semester to gain practical experience in agricultural sales and service and agricultural business management.			
AGRI 2202 Weed Control Surveys the principles and methods of weed control and the modes of action of herbicides.	3		
AGRI 2235 Special Topics in Agriculture Covers a wide range of issues of current interest. Topics will be chosen to meet the needs of students. The class may be retaken for credit if the topic varies.			
		ART (ART)	
		ART 1101 Beginning Drawing Combines work in various drawing mediums. This includes experimentation with traditional and contemporary styles, problems in perspective, composition, and imagination.	3
		ART 1103 Display and Exhibition Exposes the student to organization, management and the design and hanging of gallery displays. Students will be responsible for the pre-organization and arrangement of displays. The course will cover both theory and practical experience with gallery management.	1
		ART 1114 Watercolor Introduces traditional and contemporary techniques of transparent watercolor with practical experiences in solving painting problems in various styles.	3
		ART 1115 Beginning Painting Introduces traditional and contemporary painting techniques. Students will explore their own visual communication style. Students will learn processes for canvas preparation.	3
		ART 1118 Arts and Crafts Teaches basic skills using art materials and supplies. Encourages a creative approach to the application of these skills through a variety of techniques.	3

Students will learn appropriate methods of presenting art experiences to individuals with various learning levels and/or disabilities. A resource book containing step by step methods and procedures of instructing others will be produced by each student.
Prerequisite: STSK 0090 or evidence of college level reading ability through assessment test or prior college coursework.

ART 1120 **3**
Art Appreciation

Art Appreciation offers an investigation into the creative process as it exists for the artist, the art historian, and the art viewer. Students will be exposed to the history of art, the technical aspects of art, and to the creative mental process which takes place in both the making and viewing of art. This course is also offered on demand. Prerequisite: STSK 0090 or evidence of college level reading ability through assessment test or prior college coursework.

ART 1124 **3**
Introduction to Ceramics

Creating clay objects using the potter's wheel and hand building techniques. Students also learn to operate a kiln and apply glaze finishes.

ART 2201 **3**
Intermediate Drawing

Uses materials from ART 1101 with increased emphasis on individual creativity and artistic development. Prerequisite: ART 1101.

ART 2215 **3**
Intermediate Painting

Emphasizes technical and creative application of paint. Students will be encouraged to explore the creative process using a wide variety of painting surfaces, techniques and subject matter. Prerequisite: ART 1115.

ART 2224 **3**
Intermediate Ceramics

Reinforces beginning design experiences by combining methods of construction. Greater emphasis will be placed on glazing and finishing. Prerequisite: ART 1124.

ART 2230 **3**
Computer Graphics

Exposes students to photographic manipulation and applied illustrative techniques using Photoshop. Some topics to be covered are: raster vs. vector images, scanning and editing photographs, using a digital camera, designing and manipulating text to communicate ideas, and drawing basic objects for the purposes of illustration.

ART 2235 **3**
Special Topics

Covers a wide range of art topics and media. Topics will be chosen to meet the needs of art students. The class may be retaken for credit if the topic varies.

ART 2240 **3**
Art History

Art History includes the study of painting, sculpture and architecture from the Paleolithic (Stone Age) period through the Early Renaissance.

ART 2245 **3**
Art History II

Art History II includes the study of painting, sculpture and architecture from Renaissance through the Post Modern Era: Art since 1980.

ART 2232 **3**
Advanced Computer Graphics

Explores the creative Photoshop techniques of image blending, shadows, image enhancement, type, and background effects. We will also focus on Web applications such as: interface design, slicing, rollovers, animations and optimization.

AUTOMOTIVE TECHNOLOGY (AUTO)

AUTO 2135 **3**
Ford Computer Controls and Fuel Injection

Covers the theory and operation of the Ford Electronic Engine Controls (EEC) and Ford CFI, EFI, and SEFI fuel injections systems. Diagnosis and repair will include EEC I, II, III, IV, and MCU systems with main emphasis on the EEC IV system, including self-test, pin-point testing and intermittent diagnosis.

AUTO 2150 **2**
Special Problems II

Intended to provide training in service and maintaining of vehicles. The class will stress shop safety and the proper use of personal safety equipment. The student will work on a number of specialized projects relating to the automotive industry.

AUTO 2160 **6**
Special Projects

Intended to provide training in servicing and maintaining of vehicles. The class will stress shop safety and the proper use of personal safety equipment. The student will work on a number of specialized projects relating to the auto industry.

AUTO 1140 **1**
Special Projects

Encourages students to identify, develop, explain, and complete their own automotive projects. The special projects course must receive the approval of the instructor prior to implementing the project. Special projects must challenge the student's current level of technical skills.

AUTO 1195 **2**
Commercial Drivers License

Allows students to learn the proper driving techniques associated with interstate, highway and city driving along with parking and DOT requirements. Prerequisite: Students must have a current Minnesota Class A permit.

AUTO 1111 **4**
Electrical

Presents the basic fundamentals of electricity and electronics, sources of electricity, circuits, magnetism, resistance, coils, capacitance, instruments, diodes, and solid-state devices. Emphasis is placed on the testing and repair of the electrical systems, starter motors, alternators and regulators. Students will identify parts, operation, testing, and overhaul procedures.

AUTO 1126 **4**
Steering and Alignment

Prepares students with the necessary skills to diagnose and repair steering and suspension systems. This course teaches suspension systems using leaf springs, coil springs, MacPherson struts, torsion bars and wheel balance. It also covers the principles of operation, disassembly, checks and adjustments of power and manual steering gears, and manual and power rack and pinion systems. Also taught are the procedures required for checking and adjusting wheel alignment.

AUTO 1136 **5**
Engine Technology & Lab

Covers the fundamentals of internal combustion engine operation, repair, and maintenance, the procedures for removal, replacement, diagnosing, rebuilding, and assembly. Proper tool and equipment application and failure diagnosis are emphasized in this course.

AUTO 2106 **5**
Automatic Transmissions

Prepares students with the necessary skills to diagnose and repair automatic transmissions and transaxles. This course teaches the theory of operation of automatic transmissions and transaxles and the related components. The fundamentals of service of the components of the transmissions will be introduced and practiced in this course.

AUTO 2122 **5**
Engine Performance III

Prepares students with the necessary skills to diagnose and repair all systems related to engine performance. It teaches the theory and repair of automotive engine systems. It includes ignition systems, emission controls, electronic engine controls, and engine performance diagnosis.

AUTO 1120 **2**
Air Conditioning

Covers the theory, principles, diagnosis, testing, and repairs of the air conditioning systems operations.

AUTO 1121 **2**
Advanced Heating & Air Conditioning

Covers the theory, principles, diagnosis, testing, and repairs of the air conditioning and heater systems. Also covered is the automatic temperature control systems and operations.

AUTO 1131 4
Brakes
Covers the basic principles of brakes, hydraulic systems, disc and drum brakes, parking brakes and power assist units. Emphasis will be placed on operation, diagnosis, and repair of various types of braking systems.

AUTO 1145 2
Engine Performance I
Enables students to master the proper techniques necessary to diagnose and repair computer systems by using diagnostic computer systems and scanners. This course will also cover emission control components testing and repair.

AUTO 2112 5
Manual Drive Train & Axles
Prepares students with the necessary skills to diagnose and repair manual driveline components. This course covers standard automotive and light truck clutches, drivelines, differential/4x4 and manual transmissions/transaxles. The clutch section includes design, adjustment, overhaul, diagnosis and repair of mechanical and hydraulic systems. The driveline section includes phasing alignment and balance. The manual transmission/transaxle section teaches the operation theory and repair.

AUTO 2121 5
Engine Performance II
Prepares students with the necessary skills to diagnose and repair all systems related to engine performance. It teaches the theory and repair of automotive engine systems. It includes ignition systems, emission controls, electronic engine controls, and engine performance diagnosis.

AUTO 1100 2
Introduction to Transportation
Covers the correct procedures for servicing and maintaining vehicles. Shop safety, use of service manuals and bulletins, writing repair orders, and parts requisitions will be addressed.

AUTO 2145 5
Body Computer Controlled Electrical Systems
Covers the advanced theory of operation, diagnosing and repair of electrical components such as power windows, power seats, ABS brakes, power steering, automatic computer control transmission, A/C climate control, theft deterrent systems, and chassis electronics control systems. Prerequisite: AUTO 1145.

AUTO 1194 1
Commercial Drivers License Permit
Prepares students with the necessary content to pass the required test for the State of Minnesota to receive a Class A permit. The tests the State requires are: General Knowledge, Air Brakes, Combination and Pre-trip Inspection.

AUTO 2190
Summer Internship
Provides a good overview of what has been covered in the classroom by seeing the way these principles are put to work in the dealership. Hands-on experiences allow the student to disassemble, inspect, evaluate, repair and adjust, and reassemble key elements of the automobile systems.

AUTO 2108 3
Introduction to Hybrid Electric Vehicle
Provides basic hybrid electric vehicle safety procedures, common hybrid electric component fundamentals, current hybrid vehicle design, an introduction to hybrid electric vehicle maintenance and troubleshooting, and an introduction to hybrid electric vehicle test equipment and procedures. Prerequisite(s): AUTO 1100 and AUTO 1111.

BIOLOGY (BIOL)

BIOL 1100 3
Survey of Biological Science
Biology 1100 is intended for non-majors. This course introduces major concepts of biology which include cell biology, patterns of inheritance, classification, evolution, and diversity of life. Special emphasis will be placed upon understanding of the science of biology and its significance to everyday life.

BIOL 1110 4
Principles of Biology I
Investigates fundamental principles of biology with special emphasis on the composition of living things and living systems, the chemistry of living things, natural selection, cell biology, metabolism emphasizing bioenergetics and biosynthesis, the cell cycle, and genetics. Prerequisite: STSK 0090 or evidence of college level reading ability through assessment test or prior college coursework.

BIOL 2220 4
Animal Biology
Investigates animal taxonomy, morphology, physiology, evolution and ecology. Laboratory exercises emphasize the structure and function of animals representing the major animal phyla. Prerequisite: BIOL 1110.

BIOL 2230 4
Plant Biology
Covers the fundamental concepts of plant biology, including plant diversity, taxonomy, morphology, physiology, development, and reproduction. Other topics which will be covered include: viruses, bacteria, and fungi. Laboratory exercises deal with plant, bacteria, and fungi structure and function. Prerequisite: BIOL 1110.

BIOL 2240 3
Genetics
Covers the fundamentals of plant and animal genetics and includes the study of modes of inheritance, mechanisms of gene action, human genetics, and the behavior of genes in populations. Lecture and lab included. Prerequisite: BIOL 1110.

BIOL 2245 2
Medical Terminology
Biology 2245 provides students in any of the health science disciplines or pre-professional studies with working knowledge of the terminology used in the health professions and/or biology. Prerequisite: STSK 0090 or evidence of college level reading ability through assessment test or prior college coursework.

BIOL 2270 4
Microbiology
Covers the fundamentals of the science of microbiology, microscopy, structure and function of cells, metabolism, microbial growth and control, genetics, and recombinant DNA technology. Also covered is a survey of the microbial world including bacteria, viruses, and pathogenic fungi, protozoa and multi-cellular organisms. The interaction between the microbe and its host is covered as well as environmental and applied or industrial microbiology. Laboratory exercises are designed to reinforce lecture material and provide an opportunity for students to (1) master microbiological techniques, (2) develop critical thinking skills, and (3) learn to analyze and present data. Prerequisite: One of these courses: BIOL 1110, CHEM 1101 or CHEM 1150 is recommended.

BIOL 2235
Special Topics in Biology
Covers a wide range of issues of current interest. Topics will be chosen to meet the needs of students. The class may be retaken for credit if the topic varies.

BIOL 1115 3
Human Biology
Covers some of the fundamental topics in biology, emphasizing the human. Students will explore the structure and function of healthy human body systems and investigate numerous abnormalities and disease states. Additional topics will include human development, aging, human genetics, DNA technology, genetic engineering, biotechnology, and ecological interactions. Prerequisite: STSK 0090 or evidence of college level reading ability through assessment test or prior college coursework.

BIOL 2201 4
Human Anatomy
Biology 2201 covers structures of the human body from the cellular to organ system level. This course includes study of the biology of human body organization, tissues and organ systems: integumentary, skeletal, muscular, nervous, endocrine, circulatory, lymphatic, respiratory, urinary, digestive, and reproductive. Laboratory exercises support the lecture and include hands-on dissections that coincide with the organ systems covered in the lecture topics. Prerequisite: Biology 1110 or Biology 1115.

BIOL 2202 4
Human Physiology
Biology 2202 covers through an applied and systematic approach, the biology of the cells, tissues, organs, and organ systems of the human body. Laboratory exercises support the lecture and include hands-on dissections that coincide with the systems covered in the lecture topics. Prerequisite: Biology 2201.

BIOL 1111 4
Principles of Biology II
Examines biological diversity and the basic mechanisms and concepts in organismal biology including a survey of life forms (viruses, bacteria, protozoans, fungi, plants and animals.) Additional topics will include taxonomy, classification, structure and function of the major groups of plants and animals. Prerequisite: BIOL 1110.

BIOL 2100 3
Ecology
Introduces the student to the study of inter-relationships between organisms and their environment. Topics include fundamental principles of ecology at the levels of individual, population, community, and ecosystem, as well as flow of energy, organism-level interactions, and community ecology with an emphasis on applied ecology. Field and laboratory activities will support selected lecture topics. Prerequisite: BIOL 1110.

BUSINESS (BUS)

BUS 1101 4
Introduction to Business
Introduction to Business provides students with vital exposure to the major business functions in a dynamic free enterprise environment. Introduction to Business offers students relevant exposure to background information necessary to execute decision-making in a multitude of business specialties. Fundamentals of business are emphasized in an introduction to such areas as management, marketing, financing and information systems.

BUS 1104 3
Business Mathematics
Business Mathematics emphasizes mathematical concepts of business through practical applications in business situations covering Business Mathematics concepts such as percentages in business (mark-ups, discounts), payroll and taxes, finance charges, inventory and depreciation.

BUS 1105 2
Introduction to Entrepreneurship
Presents information on starting a new business, developing a business plan, buying an existing business, and understanding the realities of the entrepreneurial lifestyle. Entrepreneurial issues involved in managing and growing an entrepreneurial venture will be covered in a separate class. This course is intended for all students at Minnesota West regardless of their major.

BUS 2105 2
Introduction to Entrepreneurship
Presents information on starting a new business, developing a business plan, buying an existing business, and understanding the realities of the entrepreneurial lifestyle. Entrepreneurial issues involved in managing and growing an entrepreneurial venture will be covered in a separate class. This course is intended for all students at Minnesota West regardless of their major.

BUS 2200 3
Introduction to Management Information Systems
Develops a broad understanding of MIS concepts by studying the basic principles and techniques of developing computer-based information systems for management decision-making and problem solving. The fundamental concepts of organization, management information and decision systems will be presented and discussed in class. Advanced spreadsheet commands and functions will be used for case studies. Prerequisite: CSCI 1102. Recommend CSCI 2220 or consent of instructor.

BUS 2201 4
Principles of Accounting I
Principles of Accounting I Includes an introduction to the accounting principles and system; the processing of accounting data, the purpose and construction of financial statements, and the development of accounting theory and techniques. Principles of Accounting I is a prerequisite to all other courses in accounting.

BUS 2202 4
Principles of Accounting II
Principles of Accounting II is a continuation of Principles of Accounting I. Transactions advance from sole proprietorship to partnership and corporate account practices in Principles of Accounting II. Examines corporations' and stockholders' equity. Includes accounting as a planning, analysis, and control tool facilitating the decision-making process of management. In Principles of Accounting II, the analysis and comparison of financial statements are emphasized. Prerequisite: BUS 2201.

BUS 2221 3
Principles of Management
Principles of Management studies the general principles of management planning, organizing, staffing, directing and controlling the establishment. In Principles of Management, emphasis is placed on the development and management of goals, policies, and systems necessary to coordinate all resources of an organization to achieve objectives. The importance of adequate management of communication and motivation in accomplishing specific purposes, and the decision-making and problem-solving process are emphasized.

BUS 2230 3
Principles of Marketing
Principles of Marketing analyzes the role and importance of marketing as a directing force in a business organization and its relationship to our society. In Principles of Marketing, emphasis is placed on principles, methods, and problems involved in the marketing operations of the firm, including development, pricing, marketing channels, and promotion.

BUS 2232 3
Professional Selling
Emphasizes the role and nature of professional selling and the total marketing and promotional effort in accomplishing the objectives of a business enterprise. The principles, practices, and psychology of salesmanship are stressed with a study of customer buying/behavior/motivational theories.

BUS 2233 3
Advertising
Studies the role of advertising and its relationship to the total promotional and marketing efforts of any organization selling goods/services/ideas. Emphasis is placed on selecting the right appeals, layout, and media in reaching the target market. The total communication process is studied in light of various consumer psychology/behavioral theories.

BUS 2241 3
Business Law
Business Law involves the study of the law and practical aspects of contracts, negotiable instruments, agency, and other legal matters of importance to business men and women. In Business Law, the proper procedures in connection with adequate evidence in cases of legal proceedings will be considered. Business ethics are an integral part of every aspect of law.

BUS 2242 3
Business Communications
Business Communications covers theory and offers practice in the fundamentals of good business communications. Emphasis is placed on the construction of effective (and positive) communications in business letter writing. Resume writing, cover letters, interviewing techniques, memos and reports are also integral parts of the Business Communications course.

BUS 2275 3
Human Resource Management
Human Resource Management provides an analysis of the importance of personnel management in accomplishing the established objectives of a business. Utilization of human resources is emphasized. Management's proper relationship with labor unions, governmental authorities, and the total community is studied in Human Resource Management.

BUS 2297
Internship
Offers students paid or unpaid work experience closely related to their academic and career pursuits. Activities are closely supervised by college instructors and on-the-job supervisors.

CHILD DEVELOPMENT (CDEV)

CDEV 1200 3 Professional Relations

Explores career opportunities for working with children in a variety of child development programs. This course also examines job requirements, duties, regulations, and issues, skills, and personal characteristics for becoming successful professionals in early childhood settings.

CDEV 1240 3 Family and Community Relations

Guides students in learning how to develop positive relationships with families of varied racial, economic, and cultural backgrounds. Students will examine the importance of the family/early childhood staff relationship and study methods of effective communication. Community organizations and networks which support families will be studied.

CDEV 1262 4 Creative Activities

Explore means of developing children's creativity in art, music, drama. Students learn to design age-appropriate activities with paints, paper, sculpture, wood, chalk, recyclables, song, dance, instruments, puppets, and related materials. The course includes lab and field experience.

CDEV 1266 1 Foundations of Child Development I Lab

Provides an overview of typical and atypical child development across cultures, from prenatal to school age including physical, social, emotional, language, cognitive, aesthetic, and identity development. It integrates developmental theory with appropriate practices in a variety of early childhood and education settings. Emphasis is on application of theory in a variety of Early Childhood settings. It must be taken concurrently with HSER 1266.

CDEV 1268 1 Children's Health, Nutrition and Safety Lab

Examines how to provide a healthy and safe environment while providing proper nutrition to young children. It sets high-quality expectations regarding policies, procedures, healthful environments, sanitation standards, and preventative care. The emphasis is on application of theory in a variety of early childhood settings. This course also examines the responsibilities of a mandated reporter of child abuse and neglect. Must be taken concurrently with HSER 1268.

CDEV 1269 1 Guidance, Managing the Physical & Social Environment Lab

Provides an exploration of the physical and social environments that promote learning and development for young children. It includes child guidance techniques for individual and group situations. Emphasis is placed on problem-prevention strategies, positive child guidance methods, and strategies to help children develop self-control. Emphasis is on the application of child guidance methods in a variety of early childhood settings. Must be taken concurrently with HSER 1269.

CDEV 1340 4 Planning and Implementing

Examines the role of the teacher in early childhood settings for children ages 3-7. It applies knowledge of child development as it relates to individual children, communities, curriculum, and communication activities. The course work includes lab and field experience.

CDEV 1266 1 Foundations of Child Development I Lab

Provides an overview of typical and atypical child development across cultures, from prenatal to school age including physical, social, emotional, language, cognitive, aesthetic, and identity development. It integrates developmental theory with appropriate practices in a variety of early childhood and education settings. Emphasis is on application of theory in a variety of Early Childhood settings. It must be taken concurrently with HSER 1266.

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Examines the role of the teacher in early childhood settings for children ages 3-7. It applies knowledge of child development as it relates to individual children, communities, curriculum, and communication activities. The course work includes lab and field experience.

CDEV 1510 4 Internship

Provides an opportunity to apply knowledge and skills in a child development setting. Students will observe and assess children's development and behavior, implement a variety of learning experiences that are developmentally appropriate, and maintain professional relationships.

CDEV 2200 4 Infant and Toddler Development and Learning Experiences

Provides an overview of infant and toddler development (ages birth to three years). Students will integrate knowledge of developmental needs, developmentally appropriate environments, effective observations/assessments, and planning and teaching strategies. The course work includes lab and field experience. Prerequisite: Department of Human Services background study will be conducted.

CDEV 2235 3 Special Topics in Child Development

Explores specific areas of the Child Development field to meet specialized student needs or interests. This class may be retaken for credit if the topic varies.

CDEV 2300 3 Childhood Poverty, Exploring the Issues

Enhances understanding of the impact poverty has on children and families, examines unique inherent issues, and promotes respect for family strengths. Emphasis is upon providing tools to work productively and in partnership with children and families.

CDEV 2560 3 Language & Literature Learning Experiences

Provides an overview of language and literacy learning experiences in either home or center-based settings. Students integrate knowledge of child development, learning environments, and teaching methods to promote whole language, conversation, literature, literacy, and bi-lingualism.

CHEMISTRY (CHEM)

CHEM 1100 (Meets Goal Area: 3) 3 Introduction to Chemistry

Covers the metric system, atomic structure, periodic law, formulas, nomenclature, chemical bonding, chemical equations, solutions, acids, bases, and a little nuclear chemistry. This course is designed for students who are not planning to major in the science field. It can be used as a stepping stone to get ready for CHEM 1101.

CHEM 1101 (Meets Goal Area: 3) 4 General Inorganic Chemistry I

Introduces students to fundamental concepts of chemistry, equations and reactions, stoichiometry, the periodic table and properties, atomic structure, molecular orbitals, hybridization, gas laws, solutions, colloids and active metals. Prerequisite: High school Algebra or MATH 0099; STSK 0095; and high school Chemistry.

CHEM 1102 4 General Inorganic Chemistry II

Continues CHEM 1101 with emphasis on chemical kinetics, equilibrium, acids and bases, ionic equilibria, solubility products, electrochemistry (Redox), coordination compounds, transition elements and nuclear chemistry. Prerequisite: CHEM 1101.

CHEM 1150 (Meets Goal Area: 3) **4**
Survey of Chemistry
Provides the student with an adequate background in the fundamentals of chemistry. This course covers the basic language and quantitative relationships of chemistry, including atomic structure, chemical bonding, structure-property relationships, chemical reactions, carbon compound families and important biologic macromolecules, such as proteins, lipids and carbohydrates. Can serve as an introductory course in preparation to take Chemistry 1101/1102 and/or can serve to meet MnTC in goal area 3.

CHEM 2201 **5**
Organic Chemistry I
Studies the chemistry of carbon and its compounds with emphasis on structure, properties, reactions of alkanes, alkenes, dienes, alkynes, alkyl halides, alcohols, cyclic hydrocarbons. Includes mechanisms and stereochemistry. Prerequisite: CHEM 1101.

CHEM 2202 **5**
Organic Chemistry II
Continues CHEM 2201 with emphasis on benzene, aromatic substitution reactions, aldehydes, ketones, carboxylic acids, amines, phenol, carbohydrates, amino acids and proteins. Prerequisite: CHEM 2201.

COMMUNITY HEALTH WORKER (CMHW)

CMHW 1300 **3**
Health Promotion Competencies
Explores healthy lifestyles, heart disease and stroke, maternal, child and teen health issues, diabetes, cancer, oral health and mental health issues and focuses on the knowledge and skills a CHW needs to successfully assist clients in managing and incorporating health into their daily living. Prerequisite: Student should have experience and trust within diverse communities.

CMHW 1000 **3**
Advocacy and Outreach
Focuses on the Community Health Worker's (CHW) personal safety, self-care and personal wellness. Course also includes the promotion of health and disease prevention for clients. Prerequisite: Student should have experience and trust within diverse communities.

CMHW 1100 **3**
Community, Capacity Building, and Teaching
Focuses on the Community Health Worker's (CHW) knowledge of the community and the ability to prioritize and organize work. Emphasis will be on the use of and critical analysis of resources and problem solving. This course also focuses on the CHW's role as a teacher in order to increase the capacity of the community and the client to access the health care system. Course materials will emphasize establishing healthy lifestyles as well as empowering clients to take responsibility for achieving personal health goals. Students learn about and practice methods for planning, developing and implementing plans with clients to promote wellness. Prerequisite: Student should have experience and trust within diverse communities.

CMHW 1400 **2**
Community Health Worker Internship
Supervised practical experience (72-80 hours) allowing the CHW student to explore opportunities for independent work in the Community Health Worker role. The student may choose to do all internship hours at one organization (All sites and supervisors must be approved by the instructor prior to student participation). Prerequisite: Students should have experience and trust within diverse communities.

CMHW 1200 **3**
Communication, Competence, and Legal/Ethical Implications of the CHW
Focuses on the legal and ethical dimensions of the Community Health Worker's (CHW) role. Included are boundaries of the CHW position, agency policies, confidentiality, liability, mandatory reporting and cultural issues that can influence legal and ethical responsibilities. This course also focuses on the importance and ability of the CHW to gather, document and report on client visits and other activities. The emphasis is on appropriate, accurate, and clear documentation with consideration of legal and agency requirements. This course will concentrate on the verbal and non-verbal communication skills required for the CHW in effectively interacting with clients, their families and a range of healthcare providers. Students learn about skills such as active listening, interviewing, networking, rapport building and team work. Students practice communication skills in the context of a community's culture and the

cultural implications that can affect client communication. Prerequisite: Students should have experience and trust within diverse communities.

COSMETOLOGY (COSM)

COSM 1100 **4**
Preclinic Introduction
Examine the field of Cosmetology which includes hair, nail and skin care. Areas of study will include professional image, Minnesota laws and rules, safety, cleaning and disinfection, anatomy, electricity, and chemistry as related to the profession. This course will contribute 96 hours towards licensure. Prerequisite: Completion of, or concurrent enrollment of COSM 1105, 1110, 1115, 1120, for Cosmetologist; COSM 1110 for Nail techs; COSM 1120 for Estheticians.

COSM 1105 **4**
Preclinic Hair Care
Examine the basics elements of all hair care services. Topics will include trichology, shampooing, conditioning, cutting, and hair design. Students will demonstrate hairstyling skills that meet the needs of a varied clientele. This course will contribute 96 hours towards licensure. Prerequisite: Completion of, or concurrent enrollment of COSM 1100, 1110, 1115, 1120.

COSM 1110 **4**
Preclinic Nail Care
Examine nail care theory and practical experiences involving manicures, pedicures, and artificial enhancements. This course will contribute 112 hours towards licensure. Prerequisite: Completion of, or concurrent enrollment of COSM 1110, 1160, 1181 for Nail techs and COSM 1100, 1105, 1115, 1120 for Cosmetologist.

COSM 1115 **4**
Preclinic Color and Texture
Examine coloring and chemical texture services. Provides an understanding of temporary, semi-permanent, demi-permanent, and permanent color as well as lightening and corrective coloring techniques. Texture services, such as permanent waving, soft-curl perm, and hair relaxing will also be performed. This course will contribute 112 hours towards licensure. Prerequisite: Completion of, or concurrent enrollment in COSM 1100, 1105, 1110, and 1120.

COSM 1120 **4**
Preclinic Skin Care
Examine dermatology and skin care services which include skin analysis, facial massage, makeup application, and waxing. This course will contribute 112 hours towards licensure. Prerequisite: Completion of, or concurrent enrollment in COSM 1100.

COSM 1130 **3**
Advanced Hair Care
Examine opportunities to develop the practical skills necessary for entry-level salon work concentrating on chemical hair control, safety procedures and sanitation, hair shaping, hairstyling, hair coloring, thermal curling, shampooing, scalp and hair conditioning, manicuring, artificial nails and skin care facials and makeup. This course will also provide lecture hours concentrating on salon management, Minnesota Cosmetology Laws and Rules, communications skills and retail operations. This course will contribute 80 hours toward licensure. The State of Minnesota mandates the hours to go toward the hour requirements. Prerequisites: Successful completion of, or concurrent enrollment in preclinic courses.

COSM 1135 **3**
Salon Preparation
Develop practical skills necessary for entry-level salon work concentrating on safety procedures and sanitation, retail operations and the required skill readiness to perform salon services. This course will contribute 80 hours toward licensure. Prerequisites: Successful completion of, or concurrent enrollment in preclinic courses.

COSM 1140 **4**
Clinic I
Develop the practical skills necessary for entry-level salon work concentrating on chemical hair control, safety procedures and sanitation, hair shaping, hairstyling, hair coloring, thermal curling, shampooing, scalp and hair conditioning, manicuring, artificial nails and skin care facials and makeup. This course will also provide lecture hours concentrating on salon management, Minnesota Cosmetology Laws and Rules, communications skills and retail operations. This course will contribute 112 hours toward licensure. The State of Minnesota mandates the hours to go toward the hour requirements.

Prerequisite: Successful completion of, or concurrent enrollment in Preclinic courses.

COSM 1145 4
Clinic II

Develop practical skills necessary for entry-level salon work. This course will also provide lecture hours concentrating on salon management, Minnesota Cosmetology Laws and Rules, communications skills and retail operations. This course will contribute 112 hours towards licensure. Prerequisite: Successful completion of, or concurrent enrollment in Preclinic courses.

COSM 1150 4
Clinic III

Develop the practical skills necessary for entry-level salon work concentrating on chemical hair control, safety procedures and sanitation, hair shaping, hairstyling, hair coloring, thermal curling, shampooing, scalp and hair conditioning, manicuring, artificial nails and skin care facials and makeup. This course will also provide lecture hours concentrating on salon management, Minnesota Cosmetology Laws and Rules, communications skills and retail operations. This course will contribute 112 hours toward licensure. The State of Minnesota mandates the hours to go toward the hour requirements. Prerequisite: Successful completion of, or concurrent enrollment in Preclinic courses.

COSM 1155 3
Clinic IV

Apply practical skills necessary for entry-level salon work. Cosmetologists will concentrate on chemical hair control, safety procedures and sanitation, hair shaping, hairstyling, hair coloring, thermal curling, shampooing, scalp and hair conditioning, manicuring, artificial nails and skin care facials and makeup. Estheticians will focus on the completion of the quotas needed to complete their MN requirements. Also review for the esthetician's state board written and practical exam. This course will contribute 80 hours toward licensure. Prerequisite: Successful completion of, or concurrent enrollment in Preclinic courses.

COSM 1160 4
Clinic V

Develop practical skills necessary for entry-level salon work concentrating on manicuring, pedicuring, artificial nails, safety procedures and sanitation. This course will also provide lecture hours concentrating on nail theory and salon management, Minnesota Cosmetology Laws and Rules, communications skills and retail operations. This course will contribute 96 hours toward licensure. Prerequisite: Successful completion of, or concurrent enrollment in Preclinic courses.

COSM 1165 3
Clinic VI

Develop the practical skills necessary for entry-level salon work. This course will also provide lecture hours concentrating on salon management, Minnesota Cosmetology Laws and Rules, communications skills and retail operations. This course will contribute 80 hours toward licensure. Prerequisites: Successful completion of, or concurrent enrollment in Preclinic courses.

COSM 1170 3
Clinic VII

Develop the practical skills necessary for entry-level salon work concentrating on chemical hair control, safety procedures and sanitation, hair shaping, hairstyling, hair coloring, thermal curling, shampooing, scalp and hair conditioning, manicuring, artificial nails and skin care facials and makeup. This course will also provide lecture hours concentrating on salon management, Minnesota Cosmetology Laws and Rules, communications skills and retail operations. This course will contribute 96 hours toward licensure. The State of Minnesota mandates the hours to go toward the hour requirements. Prerequisites: Successful completion of, or concurrent enrollment in preclinic courses.

COSM 1175 3
Clinic VIII

Develop the practical skills necessary for entry-level salon work concentrating on chemical hair control, safety procedures and sanitation, hair coloring, hair shaping, hairstyling, thermal curling, shampooing, scalp and hair conditioning, manicuring, artificial nails and skin care facials and makeup. This course will also provide lecture hours concentrating on salon management, Minnesota Cosmetology Laws and Rules, communications skills and retail operations. This course will contribute 80 hours toward licensure. The State of Minnesota mandates the hours to go toward the hour requirements. Prerequisite: Successful completion of, or concurrent enrollment in Preclinic courses.

COSM 1181 2
License Preparation for Cosmetology I

Prepares the student for both their MN State Board Written and Practical exams. Students will review MN Statutes and Rules in preparation for the required skills readiness test and salon experience. Lecture hours will also concentrate on salon management and retail operations. This course will contribute 48 hours toward licensure. Prerequisite: Successful completion of, or concurrent enrollment in Preclinic courses.

COSM 1182 2
License Preparation for Cosmetology II

Prepares the student for both their MN state board written and practical exams. Students will review MN Statutes and Rules in preparation for the required skills readiness tests and salon experience. This course will provide students with an opportunity to develop the practical skills necessary for entry-level salon work concentrating on safety procedures and sanitation. This course will also provide lecture hours concentrating on salon management, communications skills and retail operations. This course will contribute 48 hours toward licensure. Prerequisite: Successful completion of, or concurrent enrollment in Preclinic courses.

COSM 1185 1
Salon Operations I

This course gives students additional time to complete the required services and/or hours for licensure. (prerequisite: completion of concurrently enrolled in COSM1180, ESTH1000, NAIL1000.

COSM 1190 2
Salon Operations II

This course gives the students additional time to complete the required services and/or hours for licensure. (prerequisite: completion of concurrently enrolled in COSM1180)

COSM 1195 3
Salon Operations III

This course gives students additional time to complete the required services and/or hours for licensure. (prerequisite: completion or concurrently enrolled on COSM1180, ESTH1000, NAIL1000.

COSM 1200 4
Salon Operations IV

This course gives students additional time to complete the required services and/or hours for licensure. (prerequisite: completion of concurrently enrolled in COSM1180, ESTH1100, Nails1100.

COSM 1205 5
Salon Operations V

This course gives students additional time to complete the required services and/or hours for licensure. (prerequisite: completion of concurrently enrolled in COSM1180, ESTH1100, NAIL1100.

COSM 1210 6
Salon Operations VI

This course gives the students additional time to complete the required services and/or hours for licensure. (prerequisite: completion or concurrently enrolled in COSM1180, ESTH1100, NAIL1100)

COSM 1215 7
Salon Operations VII

This course provides the additional hours needed to complete licensure in states which require more lecture hours. (prerequisite: completion or concurrently enrolled in COSM1180)

COSM 1220
Salon Operations VIII

Provides additional hours for licensure in other states. Students will apply and practice safety/sanitation procedures such as implements, salon equipment, fixtures, and operational requirements. Students will have an opportunity to develop the practical skills necessary for entry level salon work concentrating on chemical hair control, hair shaping, hairstyling, hair coloring, shampooing, scalp and hair conditioning, manicuring/pedicuring, artificial nails and skin care. This course will assist the student with retail sales and client retention.

COSM 1230 **2**
Licensure Seminar
 Prepares students to apply for South Dakota licensure. Students will put into practice sanitation procedures for various salon fixtures and implements. Students will study, practice, and demonstrate safety/sanitation procedure such as implements, salon equipment, fixtures, and operational requirements. The study of each license and renewal will be explored. The student will discuss and describe laws and rules, organization and duties of the Cosmetology Commission, school requirements and instructor education. This course will assist the student with receptionist duties, chart retail sales /client retention, and developing a portfolio. The student will also review and prepare for the written examination and demonstrate a practice skills test.

COSR 1100 **2**
40 Hour Refresher Course
 Provides students with the Minnesota 40 hour refresher course requirements needed for license renewal. Prerequisites: Previous Minnesota cosmetology license.

COSR 1105 **4**
155 Hour Reactivation Course Theory
 Provides students with the theory portion of the Minnesota 155 hour reactivation course requirements for reactivating a license. Prerequisite: Previous Minnesota cosmetology license.

COSR 1110 **3**
155 Hour Reactivation Course Practical
 Provides students with the practical portion of the Minnesota 155 hour reactivation course requirements for reactivation of a license. Prerequisites: Previous Minnesota cosmetology license.

COSR 1115 **1**
155 Hour Reactivation Course License Preparation
 Prepares students for their written and practical examinations required for reactivating a license. Prerequisite: Previous Minnesota cosmetology license.

COMPUTER SCIENCE (CSCI)

CSCI 1100 **2**
Microcomputer Keyboarding
 Provides basic instruction on the use of the electronic keyboard. Basic touch keying is taught to develop the student's skill in rapidly and efficiently entering information into a microcomputer via the keyboard. Includes both alphabetic and numeric entries. The course also teaches basic document formatting for various styles of personal and business documents such as letters, memorandums and compositions.

CSCI 1102 **3**
Introduction to Microcomputers
 Computer Science 1102 provides an overview of computer information processing with the primary emphasis on the microcomputer. Students learn and apply the basic elements of word processing, spreadsheets, databases and document integration. Also introduces the basic concepts of graphics, telecommunications, the Internet and computer programming. Prerequisite: CSCI 1100 or prior keyboarding experience and evidence of college level reading ability through assessment test or prior college coursework.

CSCI 1110 **2**
Concepts of Coding
 Exposes the student to computer science foundation logic within a friendly, game-like, coding environment using JavaScript to generate immediate interactive results.

CSCI 1131 **2**
Word Processing I
 Discusses the uses of electronic word processing. Covers basic line and text editing. Primary emphasis is on preparing and managing documents as well as formatting and enhancing. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

CSCI 1150 **3**
Presentation Development
 Discusses and demonstrates the processes of designing, developing and producing a professional electronic presentation using automated presentation graphics software. The slide show production includes outlines,

speaker notes, handouts, animation, audio resources, and coordination between overhead and video sources. Prerequisite: CSCI 1102.

CSCI 2100 **3**
Advanced Microcomputer Applications
 Provides a comprehensive and advanced look at the use of microcomputers in today's society. Emphasis is placed upon the integrated nature of many of today's major applications. Explores the advanced uses of and integration features of word processing documents, database files, spreadsheets and graphic presentations. Prerequisite: CSCI 1102.

CSCI 2135 **3**
Advanced Web Techniques
 Introduces advanced web programming techniques using JavaScript. JavaScript is used in web pages to validate forms, to enhance the design, to communicate with the server, and to create interactive web pages. The scripting capabilities of JavaScript results in the construction of dynamic web pages as is expected in today's internet standards. Prior JavaScript programming experience is not required. Prerequisite: CSCI 2215.

CSCI 2140 **3**
Electronic Spreadsheets and Graphics
 Explores topics of statistical applications, managing database systems, and various graphical capabilities using integrated business simulations. Internal and external program utilities to aid in scanning, importing graphics and combining files will be introduced. Competency in statistical and logical formulas, charting techniques, database manipulation and macro design is expected. Prerequisite: CSCI 1102.

CSCI 2150 **3**
Multimedia for the Web
 Explores emerging standards and futuristic trends for web site development and maintenance of text, graphics, scanned images, audio, video, dynamic and interactive elements to enhance web pages. Objects of scrolling messages, pop-up windows, applets, reaction to the state of the browser and event/response to user interventions provide dynamic content. Additional actions of the web site hierarchy, security, management and maintenance are employed through the development of a media-enhanced web site. Prerequisite: CSCI 1102 or CSCI 2215.

CSCI 2200 **4**
Visual Basic Programming
 Creates graphical user interface applications through programming in Visual Basic. Topics covered are arithmetic statements, conditional statements, looping structures, data structures, sequential files, random files, design and graphics. Uses DDE, Dynamic Data Exchange, as a way of sharing electronic data between Windows applications and emphasizes problem solving using an OOED, Object-Oriented Event-Driven, approach. Prerequisite: CSCI 1102.

CSCI 2215 **3**
Web Programming I
 Discusses fundamentals of web servers, web sites and web programming in the context of using the technology to craft a conveying message to an Internet audience. An overview of the history and origins of web programming continues with the robust creation of HTML source code that supports and sustains the use of internal and external linking, multiple media elements, tables, image mapping, frames and input forms. The primary objective is to create and manage a multiple page website using HTML, DHTML, CGI and JavaScript programming code. Prerequisite: CSCI 1102.

CSCI 2235
Special Topics in Computer Science
 Introduces students to specialized areas of computer science and computer usage. The class may be retaken for credit if the topic varies. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

CSCI 2240 **4**
Fundamentals of Programming I
 Emphasizes concepts that provide a fundamental background for continued study in the area of computer science. Involves high-level language programming and the use of abstraction in program design. Prerequisite: CSCI 1102.

CSCI 2245 **4**
Fundamentals of Programming II

Discusses topics including object-oriented programming techniques, essential data structures such as stacks, queues, trees, sorting, and searching algorithms using a high-level programming language. Prerequisite: CSCI 2240.

CSCI 2250 **4**
Java Programming

Provides an overview of the Java programming language and special features of control structures, input/output streams, data structures, and abstraction mechanisms. Concepts include creating complete Java classes, derive new classes with effective use of inheritance, and use Java to create applets. Prerequisite: CSCI 2200.

CSCI 2255 **4**
Java Programming II

Continues with an intermediate to advanced study of Java as an object oriented programming language. Concepts include abstract data type with a Class, constructors, overloaded constructors, instance variable, final, superclasses, subclasses, inheritance, String class, constructors and methods, StringBuffer class, constructors and methods, Graphic Objects, Swing Components, Event Handling, Layout Managers, Exception Handling, Multithreading, Files and Streams. Prerequisite: CSCI 2250.

CSCI 2280 **4**
System Analysis and Design

Explores both structures and object oriented systems analysis and design methodologies and provides an understanding of the role of the systems analyst. Prerequisite: CSCI 2240 or CSCI 2250.

CSCI 2290 **1**
Technology Capstone Seminar

Studies a variety of current technology dependent business implementations. Examines ethical behavior and consequences related to issues of Internet use, copyright, security, ergonomics, and safety and health. Discusses state-of-the art and futuristic trends within technology development. Prerequisite: CSCI 1102 and either one CSCI application course or one CSCI programming course.

CSCI 2297
Internship

Offers students paid or unpaid work experience closely related to their academic and career pursuits. Activities are closely supervised by college instructors and on-the-job supervisors. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

COMPUTER SUPPORT TECHNICIAN (CST)

CST 1101 **2**
Information Technology Concepts

Gain prerequisite knowledge necessary for a career in the field of information technology. Students will be exposed to opportunities and skills needed for a career in Information Technology. Concepts covered include current business software, internet research, data security concepts, virtualization, networking and social media.

CST 1111 **2**
File Structures

Teaches students to use the command line to operate a file server and work with scripts. The class will use the Windows PowerShell to work with and manipulate the file system.

CST 1112 **1**
Command Line Interface

Covers the fundamentals of the computer file system including the command line interface. Students will use (D)isk (O)perating (S)ystem commands to perform operations such as managing hard disks, creating, editing, moving, and deleting files. The student will also create, modify, and understand the directory structure. Prerequisites: STSK 0090 and STSK 0091 or placement by assessment test score.

CST 1115 **1**
Desktop Virtualization

Offers students, as well as professionals, the background in virtualization technology needed to advance in today's technology workplace. It provides an overview of virtualization technology with the latest virtualization products: focus is on using virtualization software in the desktop environment. The student will install and configure virtual operating system software in addition to loading operating systems in a virtual environment. The information presented in this course will be used in most other courses in the Computer Technology programs at the college.

CST 1125 **3**
Operating Systems

Explores various operating systems including Unix, Mac and the various versions of Microsoft Windows. Specific concepts will include installing, configuring, troubleshooting and maintaining efficiency of the operating system to meet end-user needs in a production environment.

CST 1127 **3**
Windows Desktop Operating Systems

Uses the current Windows operating system. Specific concepts will include installing, configuring, troubleshooting and maintaining efficiency of the operating systems to meet end-user needs in a production environment.

CST 1135 **3**
Unix Operating Systems

Designed to familiarize students with Unix-based operating systems. The student will use the Linux operating system for this course. Basic UNIX system concepts, architecture and administration are covered. Students have the opportunity to use fundamental UNIX commands, explore the UNIX file system, use text editors, process and manipulate files, and use the UNIX shell as a programming language.

CST 1180 **1**
Data Security Awareness

Introduces the student to the need for information security, including the ethical, legal and professional security issues. The student will develop an awareness of the types of attacks on data, who would perform such attacks, and how to defend against data loss. The student will learn how to protect their home and office computer from misuse and viruses. The student will also be presented with corporate security strategies, including policies, incident response and disaster recovery.

CST 1182 **1**
Computer Ethics

Covers the ethical issues relating to computers and technology including social networking, cell phone use, digital copyrights, and legal issues. Current events and topics related to technology and how it has changed our society will be discussed. Policies that address ethical technology issues will be developed.

CST 1190 **3**
Introduction to Networking

Covers the fundamentals of current networking technology. A general introduction to networking including local and wide area network technology will be presented to students. This course is designed to help candidates prepare to successfully pass the Comp TIA Network + examination.

CST 1195 **2**
Network Basics

Introduces the student to networking basics, media, topologies, protocols, architectures, software and the Open Systems Interconnection (OSI) Reference Model. In addition, wide area network (WAN) technologies, security issues, the Internet and Internet tools are introduced.

CST 1200 **3**
Introduction to Information Security

Introduces the student to the need for information security, including the ethical, legal and professional security issues. The student will assess, identify and control security risks, identify secure network design, plan for disaster recovery, set up security policies and secure employment practices. This is the first in a series of courses designed to understand and manage information security and will touch on most aspects of information security. Prerequisites: CST 1190 or CST 1195.

CST 1220 Information Security Management Explores information security management issues, including authentication, virus attacks and prevention, firewalls, intrusion detection and other security devices and topologies. The student will learn to control security risks, identify secure network design, plan for disaster recovery and setup security policies. This course covers most of the objective in Comptias Security + exam.	3	CST 1500 Routers and Switches Introduces the student to practical networking experiences within a laboratory environment. Students will study router and switch basics, configure routers, investigate routing protocols, configure switches, develop access lists and troubleshoot routing technologies. Prerequisite: CST 1190.	3
CST 1250 Information Security Administration Explores information security administration issues, including the hands-on setup of secure environment components. This will include securing network hardware and software, intrusion detection and other security devices and topologies. The student will learn information security setup and maintenance, disaster recovery and implementation of security policies.	3	CST 2108 Structured Communication Systems Covers structured communication systems (SCS). Students will gain practical experience in implementing many concepts in SCS by installing and terminating various cabling types, configuring voice/data and fire/alarm systems, and other equipment. The student will be able to install various SCS; select and operate the appropriate test equipment to perform test procedures perform routine maintenance; perform minor troubleshooting procedures and repairs; identify and describe industry standards, protocols and safety procedures relating to structured communication systems.	3
CST 1300 Computer Forensics Introduces computer forensics, which is the study of a computer that has been compromised and the recovery of evidence or information. In this course the student will concentrate on how to recover information from a computer or network after an attack. The student will look at both disaster recovery after a hacker or virus attack and also how to get information from a system that has been used for illicit activities. The student will use a systematic approach to gather information without destroying evidence. Prerequisites: CST 1125 and CST 1200.	3	CST 2110 PC Maintenance and Repair Hardware Introduces computer hardware components and explains how they work together to make computers functional. Also includes procedures for disassembling and reassembling different classes of computers, troubleshooting, and repair.	3
CST 1400 Telecommunications I Provides students with a broad overview of the telecommunications industry including knowledge and understanding of telecommunications history, terminology, tools, cable types, wiring components, basic fiber, coaxial cable, connector types, and basic telecommunications networks. This course prepares the student to be able to identify various types of telecommunications cable and connectors, to identify wire sequences by the telephone color code, to connect wire to various connecting devices and terminal blocks using proper methods and tools and to use general hand tools and special tools as needed in industry. Prerequisite: STSK 0090 and STSK 0091 or placement through assessment test levels.	3	CST 2120 Computer Integrated Manufacturing Provides students with an opportunity to develop skills in designing, wiring, troubleshooting, and operation of electrical control circuits. A supervised time for students to hardwire and program various programmable logic controllers. Provides the student with an understanding of and the ability to use pics in all phases of industrial automation.	4
CST 1410 Broadband Technology Provides students with basic broadband technologies knowledge and skills. The student develops an understanding for Convergent Technologies and the need for transmitting more than one type of signal simultaneously by way of divided channel. Emphasis is placed on the exploration of the technology of voice and data integration, frame relay, Synchronous Optical Network (SONET), Asynchronous Transfer Mode (ATM)/cell relay, Switched Multi-megabit Digital Service (SMDS), Broadband Integrated Services Digital Network (BISDN), Digital Subscriber Line (DSL), and Virtual Private Network (VPN). This course presents and explains the many and varied techniques, solutions, principles, and challenges both carriers and end users utilize, experience, and overcome in implementing broadband and voice-over IP services. Prerequisite: CST 1400.	3	CST 2150 Advanced Routing Technology Covers concepts and skills in advanced IP addressing techniques, intermediate routing protocols, Ethernet switching, Virtual LANs, Spanning Tree Protocol and VLAN trunking Protocol. Students will demonstrate the ability to apply competencies from prior networking courses including Intro to Networking and Routers and Switches. The course consists of web-based interactive lessons and hands-on labs. This course is the third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Prerequisite: CST 1500.	4
CST 1420 Convergence Technology Studies telecommunications convergent technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol. Introduces the student to Voice, Video and Integrated Data (VVID) over IP networks to provide seamless and secure communications solutions to business and home technology needs. This includes discussions on interoperability methods and techniques to integrate disparate systems and technologies, and includes people skills development. This course includes the fundamental concepts of digital media distribution, Digital Video Distribution in Broadband, Television, Mobile, and Converged Networks. Prerequisite: CST 1180.	3	CST 2160 Wide Area Network Technology Develops knowledge and skills in the areas of advanced IP addressing techniques, WAN technology and terminology, Frame Relay, network management, and introduction to optical networking. Students will apply knowledge from previous networking courses and be able to explain how and why a particular strategy is employed. In addition, the student will prepare for taking the CCNA Exam. Wide Area Network Technology is the last of four courses leading to the Cisco Certified Network Associate (CCNA) designation. The course consists of web-based, interactive lessons and hands-on labs. This course will be the final course in the Cisco network certificate. Prerequisite: CST 2150.	3
CST 1440 Advanced Telecommunications Expands on the theory and topics from the Telecommunications I class including field experience with central office equipment and cabling. Students will work with broadband communications access systems and software and deploy services over fiber and copper-based network architectures. In addition, students will become familiar with federal and state regulations and organizations related to the telecommunications industry. Prerequisite: CST 1400.	3	CST 2199 Internship Allows the student to secure "on-the-job" training and earn 2-8 semester elective credits. The student must find their own internship site and complete all paper work.	3
		CST 2230 Novell NetWare Administration I Introduces the student to Novell networking theories and practices. Concepts such as planning the network, users, groups, the NDS tree, file and print services, and objects will be covered.	3
		CST 2215 PC Maintenance and Repair Software Provides curriculum to prepare students to become A+ certified. Also covers Windows/DOS components of A+ exam. Students will partake in business-like atmosphere by troubleshooting and repairing assigned computer problems. Students will maintain a portfolio of completed repair projects.	3

CST 2224	4	CST 2310	2
Windows Client/Server Administration		Information Technology Customer Service	
Covers how to set up and support the Windows Server & clients. Course will teach students to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows Server & clients. Hands-on, practical experience, and exercises will be incorporated into this course. This course helps students to prepare for Microsoft certification. Prerequisites: CST 1111 or CST 1190.		Covers the basic skills needed to work effectively with customers one-on-one or at a help desk. Basic communication, listening, telephone, writing, and problem solving skills are developed.	
CST 2240	2	CST 2326	2
Home Networking		Web Page Concepts	
Prepares students for the CompTIA HTI+ certification exam. This is a practical approach to networking technologies, audio visual systems automation methods, and telecommunication techniques that converge in integrated home technology. Prerequisite: CST 1190.		Covers topics necessary to maintain and support an existing website. Students will be proficient in adding Lists, Hyperlinks, Pictures and task lists to web pages. Publishing a website will also be covered. Prerequisites: CSCI 1102 and CST 1190, or instructor's approval.	
CST 2284	3	CST 2340	3
Microsoft Exchange Server		Web Server Concepts	
Develop skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing and sharing information by using Microsoft Exchange Server in a medium-sized to large-sized (250 to 5,000 users) messaging environment. This course offers a significant number of hands-on practices, discussions and assessments that assist students in becoming proficient in the skills that are needed to update and support Exchange Server. Prerequisite: CST 2223.		Introduces the student to the Internet, including setup, operation and maintenance of an Internet web server. Concepts such as installation, configuration and maintaining the server. Creating and troubleshooting web pages, understanding the Internet protocols and security. We will be working with the Microsoft Internet Information server features and functions.	
CST 2291	3	CST 2350	2
Windows Network Infrastructure I		Virtual Computing	
Covers how to plan a network infrastructure around features supported by Windows. Issues such as network protocol and services are introduced. This includes using the Internet work Packet Exchange/Sequences Packet Exchange (IPX/SPX) - compatible protocol to integrate with Novell Netware. Students will learn how to utilize, manage, and configure the TCP/IP protocol and features such as NetBIOS, WINS, DHCP and DNS. Students will learn to configure, manage and troubleshoot networks routing and remote access, including setting up virtual private networks (VPN's). Hands-on, practical experience exercises will incorporate into this course. This course helps students to prepare for Microsoft certification. Prerequisite: CST 1190.		Introduces information technologies used in an enterprise network environment. Students are introduced to virtualization and storage management concepts using VMware server virtualization products. Prerequisite: CST 1190.	
CST 2293	3	CST 2500	3
Windows Network Infrastructure II		Incident Response and Disaster Recovery	
Prepares students for the corresponding MCSE certification exam and for the challenges they will face as a Microsoft networking professional. Lectures, projects and exercises reinforce skills as they learn. Specific topic coverage includes: Overview of Planning a Windows Server 2003 Network, TCP/IP Architecture, Planning and Managing a TCP/IP Network, Planning and Configuring Routing and Switching, Planning, Configuring and Troubleshooting DHCP, Planning, Configuring and Troubleshooting WINS, Planning a DNS Strategy, Managing and Troubleshooting DNS, Planning and Managing Certificate Services, Planning and Managing IPSecurity (IPSec), Planning Network Access, Planning and Implementing Server Availability, Planning Server and Network Security, Problem Recovery. Prerequisite: CST 2291.		Introduces the student to the complexities involved in responding to intrusions and threats to their information systems structure. The student will prepare portions of a disaster recovery plan for information systems and test the plan in a lab environment. The student will learn the importance of planning for a disaster, what to do during a disaster, when to escalate an incident to a disaster and who needs to be involved in the planning, implementation and recovery. Prerequisite: CST 1250.	
CST 2294	3	CST 2520	2
Windows Active Directory		Ethical Hacking	
Covers how to plan, configure and administer an Active Directory infrastructure. The student will learn to configure Domain Name System (DNS) to manage name resolution, schema and replication. The student will also learn how to use Active Directory to centrally manage users, groups, shared folders and network resources and to administer the user environment and software with group policy. This course will show the student how to implement and troubleshoot security directory services infrastructure and monitor and optimize Active Directory performance. Students will deploy Windows remotely using Remote Installation Services (RIS). Hands-on practical experience with exercises will be incorporated into this course. This course helps students to prepare for Microsoft certification. Prerequisite: CST 1190.		Designed for the student to explore the tools that hackers use to gain access to systems in order to better protect their network environment. It will look at software, hardware and social engineering schemes that hackers use. The course will also cover suggestions for protecting your system from unauthorized access. Legal and ethical hacking issues will be discussed. Prerequisites: CST 1200 and CST 1125.	
CST 2298	3	CST 2600	3
Microsoft Windows Security		Fundamentals of Wireless Networking	
Prepares students to analyze the business requirements for security and design a security solution that meets business requirements. Securities that this course will cover include: controlling access to resources, auditing access to resources, authentication and encryption. Completion of this course will help students prepare for Microsoft certification. Prerequisite: CST 1190.		Designed to educate the student in the areas of wireless networking technologies and the implementation of those technologies. Emphasis is placed in the areas of design, planning, implementation, operation and troubleshooting. Prerequisite: CST 1190.	
		CST 2900	2
		Computer Technology Capstone	
		Serves as the Capstone for the Computer Technology Program. Designed to integrate all prior learning and includes studying for and taking the appropriate assessments as determined by the computer division and advisory committees. Students will complete a technology project that can include on the job training, a technology project or technology research. Prerequisite: CST 1500.	
		CST 2999	
		Special Topics	
		Introduces students to specialized areas of computer science and computer usage. The class may be retaken for credit if the topic varies.	
		DENTAL ASSISTING (DEN)	
		DEN 1100	3
		Oral Radiology I	
		Introduces the student to fundamental principles of dental radiography. With emphasis on radiation safety, exposure techniques, as well as processing and evaluating radiographs.	

DEN 1105 **3**
Oral Radiology II
 Provides the student the opportunity to clinically develop and improve their skills in exposing, processing and evaluating diagnostic radiographs with minimum exposure and discomfort to the patient. The course will also cover the laws set forth by the Minnesota Department of Health in relationship to exposing radiographs on patients. Prerequisite: DEN 1100; Student must be certified in CPR before taking this course.

DEN 1110 **3**
Dental Science
 Describes the anatomy and physiology of the muscular, skeletal, circulatory and nervous systems of the head and neck regions. Specific bones, muscles, arteries, veins and nerves will be identified. In addition the structures, functions and development of the oral cavity will be discussed. The various methods of tooth identification will also be covered.

DEN 1115 **2**
Dental Health
 Assists the student in making practical applications of the concepts and principles associated with diet and nutrition from the standpoint of general health as well as dental health. The course will also emphasize the nature and causes of disease in the oral cavity and the importance of prevention of this disease with practical application in instructing patients.

DEN 1120 **2**
Chairside Assisting I
 Assists the student in attaining skills required to be a qualified chairside assistant. It includes instrument identification and transfer, treatment room equipment, charting of the oral structures and introduction to oral evacuation. Prerequisites: DEN 1110 may be taken concurrently or with permission from the instructor.

DEN 1125 **4**
Chairside Assisting II
 Provides working knowledge of general dentistry. This course will also assist the students in understanding the specialties available in dentistry. The student will be taught to identify the materials, instruments and procedures needed in general dentistry and the specialties. The student will also gain skills in assisting the dentist in performing these procedures with minimal discomfort to the patient. The course will assist students through hands on experience in the lab/clinic. Prerequisite: DEN 1120.

DEN 1130 **4**
Preclinical Dental Assisting
 Allows the student to recognize microorganisms, how they live, cause disease, spread disease, and how humans protect themselves from microorganisms. Special emphasis will be placed on microorganisms that are most dangerous to health care workers. The course will also include infection control and hazardous materials principles and regulations. Additionally, the course will assist the student in understanding pharmacology as it relates to dental procedures. The students will also be prepared to recognize and assist with medical emergencies that may occur in the dental office.

DEN 1135 **3**
Dental Practice Management
 Assists the student in identifying psychological variables that are significant in interacting and communicating with dental patients and coworkers. It will also include information relating to the function of the business office with emphasis on maintaining patient records, bookkeeping, appointment scheduling, filing, and written and oral communication. Both manual and computerized systems will be examined.

DEN 1140 **3**
Dental Materials
 Covers materials used in dentistry. It will include information on properties as well as practical lab applications of the materials.

DEN 1145 **3**
Expanded Functions A
 Offers the student experience in mechanical polish, rubber dam application, topical applications, sealant application, gingival retraction and endodontic expanded functions. (The Minnesota Dental Practice Act has made it legal for licensed dental assistants and students enrolled in accredited dental assisting programs to perform these functions.) The student will gain Preclinical competence in these duties through the use of typodonts and clinical competence through classmates and outside patients. Prerequisite: Evidence

of passing the National Certification exam or satisfactory progress in the dental assisting program, or special permission from the instructor. Student must be certified in CPR before taking this course.

DEN 1150 **3**
Expanded Functions B
 Offers the student experience in taking alginate impressions and related bite registrations for opposing and study models, orthodontic skills, cement removal, temporization, placing and removing periodontal dressings, suture removal, and placement and removal of matrix bands. (The Minnesota Dental Practice Act has made it legal for registered dental assistants and students enrolled in accredited dental assisting programs to perform these functions.) The student will gain Preclinical competence in these duties through the use of typodonts and clinical competence through classmates and outside patients. Prerequisites: Evidence of passing the National Certification exam or satisfactory progress in the dental assisting program, or special permission from the instructor. Student must be certified in CPR before taking this course.

DEN 1155 **3**
Extramural Clinical Experience I
 Designed to assist the student in developing the skills initiated in the classroom, laboratory and clinic. This is accomplished by working under the supervision of the dentist and his/her staff as well as the dental assisting faculty.

DEN 1160 **3**
Extramural Clinical Experience II
 Designed to provide further assistance to the student in developing the skills started in the classroom, laboratory or clinic by working in a dental office under the supervision of the dentist and his/her staff and the dental assisting faculty.

DEN 1165 **2**
Extramural Clinical Experience III
 Provides further assistance to the student in developing the skills started in the classroom or laboratory by working in a dental office under the supervision of the dentist and his/her staff and the dental assisting faculty.

DEN 1170 **3**
Extramural Clinical Experience I

DEN 1175 **3**
Extramural Clinical Experience II

DEN 1180 **1**
Jurisprudence
 Covers the ethical and legal aspects of working in a dental office. With emphasis on the Minnesota Board of Dentistry rules, as well as the various professional organizations that dental assistants find beneficial.

DEN 1185 **1**
Nitrous Oxide Inhalation Administration
 Provides the student the skills and knowledge needed for safe and effective administration of nitrous oxide inhalation analgesia and the management of associated complications. The course will provide a minimum of 16 hours of didactic and supervised clinical experiences as required by the Minnesota Board of Dentistry. During the clinical portion of the class students will administer and undergo nitrous oxide/oxygen inhalation sedation as a patient. Prerequisite: Student must be certified in CPR before taking this course.

DIESEL TECHNOLOGY (DSL)

DSL 1100 **3**
Diesel Engine Theory
 Explains the function of the diesel combustion, chamber designs, value train operation, rings, cylinders, pistons, crankshafts, connecting rods, and components that compliment each other.

DSL 1104 **4**
Introduction to Diesel Technology
 Provides an overview of the Diesel Technology industry. Its hands-on shop experiences allow the student to disassemble, inspect, evaluate, repair and adjust, and reassemble key elements of diesel technology including fuel injection, electrical basics, engines, hydraulics, and other system components.

DSL 1105 Diesel Engine Lab Provides the student hands-on shop experiences. The student will disassemble, inspect, evaluate, repair and adjust, and reassemble valve, valve train components, cylinder blocks, crank shafts, bearings, sleeves, pistons, rings, and other components that compliment the above.	4	
DSL 1110 Electrical Theory Covers circuits, magnetism, wiring diagrams, principles of operation of alternators, regulators, cranking motors, and batteries.	2	
DSL 1115 Electrical Lab Requires the students to disassemble, inspect, evaluate, repair and test electrical systems and components. Concurrent enrollment with DSL 1110.	2	
DSL 1120 Powertrain Principles Covers theory of clutch, pressure plate assembly, standard transmissions, differentials, power take-off, brakes, axles, and components that compliment powertrain operations.	2	
DSL 1125 Powertrain Lab Covers the disassembly, inspection, evaluation, repair and adjustments and reassembly of all components of the powertrain.	3	
DSL 1130 Hydraulics Theory and Application Covers principles and fundamentals of hydraulics. The student will work on various components and systems as related to diesel hydraulics within a laboratory environment.	3	
DSL 1135 Fuel Injection Principles Entails a study of diesel engine operation with fuel systems, the basic repair and rebuilding of injectors and timing of the fuel system to the engine.	3	
DSL 1140 Air Conditioning Covers operation, inspection, repair and diagnostics of air conditioning systems.	2	
DSL 1141 Air Conditioning Lab Covers air conditioning, heating and ventilation systems in the cab, and repair of the climate control systems.	1	
DSL 1142 Heating and Air Conditioning Systems Covers cab heating and ventilation systems used in all types of units used in the industry today. The air conditioning servicing and repair of the system for comfort of in cab climate. The environmental concerns that need to addressed when making repairs to the air conditioning system.	3	
DSL 1145 Introduction to Shop Operations Allows students to work in a sponsoring automotive, diesel farm equipment or diesel truck service facility. The work will be full time, approximately 40 hours per week for six weeks. The tasks will be consistant with previous required course work.	4	
DSL 1150 Internship Allows students to work in a sponsoring automotive, diesel farm equipment or diesel truck service facility. The work will be full time, approximately 40 hours per week for six weeks. The tasks will be consistent with previous required course work.	4	
DSL 2106 Advanced Powertrain Theory Covers the theory of operation of various power shift transmissions, power flow, and terminologies as related to various manufacturers. The theories of operation of electro hydraulic systems are covered in depth. This program	3	will cover a wide variety of power train systems from Ag equipment, industrial, and trucks when available. Must be taken concurrently with DSL 2111.
DSL 2111 Advanced Powertrain Lab Requires the student to disassemble, inspect, evaluate, repair, reassemble, and test various power shift transmissions and related components. The student will work in the lab environment to disassemble, inspect, evaluate, repair, reassemble, and diagnose these various electro hydraulic systems.	4	
DSL 2131 Service Department Operations and Procedures Covers the operation of a service department including customer relations and business operations such as reporting forms, work orders, and warranty claims. Student will each have the opportunity several times during the semester to be in charge of the shop operation and complete the day-to-day responsibilities of a shop foreman or service manager. This program allows students to place advanced theory into practical application in the laboratory setting. Students are assigned projects which will require them to disassemble, inspect, evaluate, repair, reassemble and test diesel farm equipment components.	3	
DSL 2136 Fuel Systems Theory Covers a study of all distributor pumps used in industry today with inlet metering, sleeve metering, and electronic controlled systems. This course will also examine helix and sleeve metering pumps as well as all types of governor systems used in the industry today by all of the major manufacturers. We will also begin the study of unit type injectors and will move into more of the electronic systems.	5	
DSL 2137 Fuel Injection Lab Allows students an opportunity to apply theory in the laboratory environment. Students will disassemble, inspect, evaluate, reassemble and calibrate advanced principles in fuel injection and at least 3 sets of injectors to give them the realization of what a properly operating engine needs to perform. Prerequisites: AUTO 1136 and DSL 1135 or instructor recommendation.	5	
DSL 2145 Advanced Diesel Reviews the theory and operation of specialty areas of diesel engine rebuilding. This course will take the students through all facets of repair. This course explains the procedures of various engine-machining processes. This course will also explain the function of the diesel combustion, chamber designs, value train operation, rings, cylinders, pistons, crankshafts, connecting rods, and components that compliment each other so that the student can properly troubleshoot and diagnose customer complaints.	4	
DSL 2150 Advanced Engine Lab Covers all facets of engine repair. In the laboratory, the student will practice reconditioning of the larger and more advanced engines, with overhead cams and multiple valve cylinders, and other components like jakebrakes, unit type injectors, and adjusting of these engines. This course allows the student hands-on shop experiences. The student will disassemble, inspect, evaluate, repair and adjust, and reassemble valve, valve train components, cylinder blocks, crankshafts, bearings, sleeves, pistons, rings, and other components that compliment the above.	5	
DSL 2155 Diesel Engine Control Systems Explains the operation of all the different governors and electronically controlled engines. In the laboratory, the student operates different types of engines with their computer programs. The student will use the laptop computer to check fault codes and follow proper diagnostics for repair of the system in accordance with manufacturers' specifications.	3	
DSL 2160 Truck Braking System Covers the design, construction and operation of medium and heavy-duty truck hydraulic and air brake systems and components: air compressors, air lines, valves, controls, brake chambers, linkages, and foundation brakes. In the lab component there will be an overhaul of medium and heavy-duty air brake and ABS systems. Students will test, disassemble, inspect, repair the individual components as need be on customer trucks or on school training units.	3	

DSL 2165 **3**
Vehicle Steering and Suspension
 Covers all steering systems used on medium and heavy-duty trucks. Steering axle alignment and repair is covered as well as tire wear troubleshooting; suspension systems found on commercial vehicles; drive axle alignment, frames, spring and air ride suspension repair and adjustment.

DSL 2170 **2**
Electronics Diagnoses of Power Train
 Covers the electronic troubleshooting and diagnoses of the power train. Many transmissions today are mechanical systems that are shifted electrically through the use of an ECM that will communicate with the engine controller. The data bus needs to be understood for proper diagnoses and repair. The students will make the proper connections and determine what, if any, problems are present.

DSL 2175 **2**
Truck Inspection and Preventative Maintenance
 Covers preventative maintenance on medium and heavy-duty trucks, inspections for DOT requirements, and continued best performance and safe operation of the vehicle.

DSL 2180 **2**
Computerized Diagnostic Systems
 Covers the basic Windows operations needed to operate computerized diagnostic systems. Students will need to be able to operate the computer system used in the diagnostics of today's electronic controlled engines and drive trains. They will develop reports from the programs and store them for future reference. From this information, they will learn to diagnose and make repairs to the unit being tested. They will also send information to the factory or service advisors.

DSL 2190 **2**
GPS Systems Operation
 Provides an understanding of the operation, installation, adjustment, and repair of the GPS in accordance to the system principals. Prerequisites: DSL 1110 and DSL 1115.

ECONOMICS (ECON)

ECON 1101 (Meets Goal Area: 5) **3**
Introduction to Economics
 Introduction to Economics introduces the fundamentals of economics and the nature of economics as a discipline. Includes a description of economics and the operation of resource markets and the American Economy. No credit if ECON 2201 or 2202 has been previously completed.

ECON 2201 (Meets Goal Area: 5) **3**
Principles of Macroeconomics
 Principles of Macroeconomics studies the overall performance of the United States economy and comparative economic systems from a macroeconomic viewpoint. Principles of Macroeconomics considers the topics of full employment, price stability, and economic growth.

ECON 2202 (Meets Goal Area: 5) **3**
Principles of Microeconomics
 Principles of Microeconomics analyzes the economic decision-making process of the individual firm. The microeconomic concepts of pricing and the allocation of resources within different market structures are explored through the use of case studies of industries.

EDUCATION (EDUC)

EDUC 1100 **3**
Introduction to Education
 Introduces students to early childhood, elementary and secondary education. Students will have the opportunity to examine their potential for the teaching profession. This course examines career opportunities, requirements, regulations, and professional ethics. The study of historical and social foundations of education, as well as schools in a diverse society will be included in the course. Twenty (20) hours of field experience is included. Prerequisite: Department of Human Services background study will be conducted.

ELECTRICAL CORE (ELCO)

ELCO 1100 **3**
Electrical Circuits Fundamentals
 Covers the basic concepts of electricity. Included in the course will be a brief overview of electricity and electronics, a study of resistors, Ohm's Law, series and parallel circuits, voltage and current dividers, dc meters, Kirchoff's laws and network theorems, conductors and insulators, batteries, magnetism and magnetic units, electromagnetic induction, alternating voltage and current, capacitance, capacitive reactance, capacitive circuits, inductance, inductive reactance, inductive circuits, RC and L/R time constants, ac circuits, complex numbers, resonance, and filters. Prerequisite: MATH 0092 or placement by exam.

ELCO 1100 **3**
Electrical Circuits Fundamentals
 Covers the basic concepts of electricity. Included in the course will be a brief overview of electricity and electronics, a study of resistors, Ohm's Law, series and parallel circuits, voltage and current dividers, dc meters, Kirchoff's laws and network theorems, conductors and insulators, batteries, magnetism and magnetic units, electromagnetic induction, alternating voltage and current, capacitance, capacitive reactance, capacitive circuits, inductance, inductive reactance, inductive circuits, RC and L/R time constants, ac circuits, complex numbers, resonance, and filters. Prerequisite: MATH 0092 or placement by exam.

ELCO 1101 **3**
DC Circuits
 Covers the basic concepts of electricity, including a basic study of safety, metric notation, atomic structure, Ohm's Law, series, parallel, and complex circuits. Prerequisite: MATH 0092 or placement by exam.

ELCO 1105 **3**
Electrical Circuits Fundamentals Lab
 Provides students with theoretical and practical experiences in electric circuits for both DC and AC using scientific method, analysis and deduction. Topics covered will be safety, resistor color code, meter use, Ohm's law, series and parallel circuits, complex circuits, oscilloscope operation, alternating current and voltage, capacitance, capacitive reactance, capacitive circuits, inductance, inductive reactance, inductive circuits, RC and L/R time constants, ac circuits, resonance and filters, and transformers. Prerequisite: MATH 0092 or placement by exam.

ELCO 1106 **3**
AC Circuits
 Covers the basic concepts of AC circuits. Included is a basic study of electromagnetic principles, sine wave principles and relationships, resistive circuits, inductive circuits, capacitive circuits, circuit analysis, and resonance. Prerequisite: MATH 0092 or placement by exam.

ELCO 1110 **3**
AC/DC I
 Provides students with theoretical and practical experiences in electric circuits for both AC and DC using scientific method, analysis, and deduction. Topics covered will be safety, resistor color code, meter use, Ohm's law, series and parallel circuits, complex circuits, electromagnetic principles, sine wave principles and relationships. Prerequisite: MATH 0092 or placement by exam

ELECTRICIAN (ELEC)

ELEC 1145 **1**
National Electric Code Refresher

ELEC 1200 **5**
Residential Wiring I
 Covers electrical safety, general safety, and the use and care of hand tools, specialty tools, and equipment used for residential wiring. The course introduces basic wiring circuitry and the related N.E.C. articles for residential wiring. Also covered is an introduction to Service Entrance Equipment and N.M. and U.F. cables and their uses.

ELEC 1205 **2**
National Electric Code I
 Provides insight into an understanding of many of the technical rules of the NEC. Topics included are Minnesota licensing laws, definitions, requirements and calculations for electrical installations, grounded conductors, branch

circuits, feeders and services. Other topics also included are overcurrent protection, grounding and bonding, wiring methods, temporary wiring, and conductors for wiring.

ELEC 1210 Residential and Farm Wiring II	5
Covers electrical and general safety. This course introduces blueprint reading for residential wiring. Students will learn to identify parts and their uses. The course will also relate N.E.C. articles on branch circuits, feeders, grounding, services, and overcurrent protection to residential and farm wiring. Also covered will be specialty circuits such as ranges, dryers, air conditioners, etc. using a variety of wiring methods found in residential wiring. Prerequisite: ELEC 1200.	
ELEC 1215 National Electric Code II	2
Covers National Electric Code requirements for cabling, conduit, raceways and wireways, boxes, gutters, switches, and panelboards. Also included are the requirements for equipment such as cords and cables, fixtures and fixture wire, appliances, fixed space heating, motors and motor circuits, refrigeration equipment and transformers. Prerequisite: ELEC 1205.	
ELEC 1220 Conduit Installation	4
Introduces the raceway types used in all types of wiring. Students will learn to thread, bend, and calculate raceway size and the number of wires permitted in a conduit. This course is also an introduction to hand benders and hydraulic benders. Students will also learn to identify fittings and other material used in installing a raceway system. Prerequisite: ELEC 1200.	
ELEC 1225 Electric Motors	3
Covers alternating current (AC) and direct current (DC) motors and generators/alternators. Theory of operation, connections, installation and maintenance will be covered in the lecture portion of the course. The lab will give students an opportunity to determine the load characteristics and connections of AC and DC motors and generators/alternators. Prerequisite: ELCO 1100 or ELCO 1110.	
ELEC 1230 Safety Principles and OSHA	1
Covers various safety and laboratory practices that are common to the electrical trades and presents information on how to avoid unsafe practices.	
ELEC 1235 Applied Electrical Calculations	2
Covers the necessary calculations for the solution of electrical circuit problems in the industry.	
ELEC 1240 Commercial Wiring	5
Introduces the material and design aspects of commercial wiring. Students will learn to read commercial blueprints. This course also covers voltage-drop calculations, motor calculations and service installations. Students will be introduced to the take off and estimating of commercial jobs. Students will also study the N.E.C. as it relates to commercial wiring.	
ELEC 2200 Low Voltage	2
Investigates low voltage circuits and controls along with data, phone, CATV, fire alarm and home security methods and materials. This course will also cover the rules and regulations of installation and termination of communication wire and components. Prerequisite: ELCO 1100 or ELCO 1110.	
ELEC 2205 Electric Motor Controls I	4
Covers electrical tools, instruments, safety, electrical symbols, line diagrams, AC manual contractors and motor starters, AC magnetic contractors and motor starters, time delay logic and control devices. Lab classes give students the opportunity to hard wire, test and trouble shoot common control circuits. Prerequisite: ELCO 1100 or ELCO 1110.	
ELEC 2210 National Electric Code III	2
Stresses the importance of safe, efficient and well designed systems for industrial, commercial, and residential locations. This course discusses	

material, methods, and components used in designing electrical systems. Prerequisite: ELEC 1205.

ELEC 2220 Industrial Wiring	3
Covers the installation methods and materials used in industrial wiring. Topics included are transformer and motor selection, busways, grounding, power factor correction, distribution, hazardous locations, and troubleshooting. Prerequisite: ELEC 1220.	
ELEC 2225 Electric Motor Controls II	4
Covers reversing motor circuits, electromechanical and solid-state relays, photoelectric controls, proximity controls, reduced voltage starting, accelerating and decelerating methods and preventive maintenance. The lab class will give the student the opportunity to hard wire and operate the control circuits. Students design control circuits and program smart motor controllers and variable frequency drives. Prerequisite: ELEC 2205.	
ELEC 2230 Programmable Logic Controllers	4
Covers the principles of how PLCs work and provides practical information about installing, programming, and maintaining a PLC system. Students will be given a wide range of generic programming assignments and exercises for practice with the PLC. Prerequisite: ELEC 2205.	
ELEC 2235 National Electric Code IV	2
Covers electrical grounding and calculations. The course will give students a better understanding of grounding and simplify some of the code requirements for acceptable field installations of grounding. This will result in a safer electrical installation for people and equipment. Prerequisite: ELEC 1205.	
ELEC 2250 Heating and Air Conditioning Controls	3
Introduces basic heating and cooling system installation and control. Topics included are installing heating and air conditioning systems, replacing controls, measuring instruments, and reading schematics.	
ELEC 2265 Introduction to Alternative Energy	3
Provides an introduction to traditional and alternative energy sources. This class will explore the basic principles of traditional energy with an emphasis on alternative energy. Students will develop a basic understanding of solar, bio, wind, geothermal and hydro energy sources.	

POWERLINE TECHNOLOGY (ELPL)

ELPL 1100 Pole Climbing and Equipment Operation	3
Covers climbing techniques, free-hand and with a safety strap. Students will also learn installation and removal of pole hardware, setup and safe operation of digger derricks, bucket trucks, hydraulic systems, and truck driving operations. Also included in the course is the operation of elbow and squirt booms, safety checkout and use of the lifting jib.	
ELPL 1102 Pole Climbing and Equipment Operations II	4
Covers two of the techniques used by powerline workers to elevate themselves to a safe working position for the installation, maintenance or removal of electrical equipment on powerlines. The techniques are pole climbing and safe operations of digger and basket trucks. This course is a continuation of Pole Climbing and Equipment Operations. Prerequisite: ELPL 1100.	
ELPL 1106 Electrical Distribution of Powerlines I	4
Covers the care and maintenance of personal tools, nomenclature and use of company tools, nomenclature and installation of pole line hardware, setting and aligning poles, stringing single phase and three phase wires, installation of armor rods, hand ties, and preform ties. The course also covers the change-out of single phase and three phase transformers, overhead secondaries and offers instruction in elementary knots and the use of different types of slings.	

ELPL 1110 **3**

Reports, Records, and Accident Analysis

Covers types of accidents in the industry and the causes and prevention of accidents. A study of the N.E.S.C. with emphasis on Part Four, 'Safety of the Electrical Employee and Safe Working Rules of Electric Utilities' will be conducted. The student will learn the means of getting information that tells us what must be corrected so that future accidents may be avoided. The student will be required to be on a safety committee, from which they will be appointed to an accident investigation team. Also covered is preparation and reading of construction staking sheets, retirement staking sheets, equipment installation orders, and system map reading.

ELPL 1116 **4**

Electrical Distribution of Powerlines 2

Covers the application, care, and use of rubber goods, insulated cover up use, and the use of bucket trucks. This course also covers pole top insulator change outs, pole replacements, and conductor transfers all simulating the line being 'Hot'.

ELPL 1121 **4**

Electrical Distribution of Powerlines 3

Covers the function, operation, and types of fuses, circuit breakers, oil circuit reclosures and sectionalizers. Working with and around electrical equipment, and apparatus in substations will also be covered. Students will learn about the characteristics of transient voltages, types of distribution arrestors and safety. The course will also cover building overhead lines, stringing and sagging conductors, and ties and tying. Students will build OCR banks, capacitor banks, and three-phase transformer banks, work with underground distribution lines, connect sectional cabinets and pad-mounted transformers, and loop-feed URD lines. Chain saw safety, tree trimming, and pole-top and bucket rescue will also be discussed.

ELPL 1125 **3**

Three-Phase AC Circuits and Transformer Banking

Covers wye and delta circuit fundamentals, neutral on grounded wye lines, corner grounds on delta lines, and ungrounded delta lines. Also offered is three-phase transformer connections using single phase transformers, angular displacement, phase sequencing, paralleling of power bank secondaries, and trouble shooting transformer banks. The student will also learn how to find problems, how to fix them, and also how to get the different voltages out of a transformer bank that industry needs today. This course will also cover load balancing and the sizing of transformers from single residential use to a large industrial load.

ELPL 1130 **3**

'Hot' Sticking

Covers the application, care and use of 'Hot' sticks, and insulated cover up use. It will be done off the pole with belt and hooks. This course will include pole top insulator change outs, crossarm changeouts, replacements, and conductor transfers. The course will be taught simulating the line being "Hot".

ELPL 1140 **2**

Construction of Underground Powerlines

Covers basic theory and design for the installation and construction of a high voltage underground system. Installing and constructing an actual underground system will be part of a lab project. System protection, sectionalizing, grounding procedures, and basic fault procedures on underground low and high voltage lines.

ELPL 2235 **2**

Special Topics: Overhead Safety, Construction & Maintenance

Covers all the elements of overhead installation and maintenance with a strong emphasis on safety.

ELPL 2236 **2**

Special Topics: Underground Safety, Construction, and Maintenance

Covers all the elements of underground installation and maintenance with a strong emphasis on safety.

SOLAR PHOTOVOLTAIC (ELPV)

ELPV 1100 **2**

Introduction to Photovoltaic Systems

Provides an overview of photovoltaic energy systems that produce electricity directly from sunlight. The course will provide an understanding of where PV systems started, where they are today, and where they are headed. It will

also provide an overview of system components and how they relate to each other and an overview of site selection and assessing the solar resource.

ELPV 1120 **3**

Solar PV Systems Sizing and Design

Covers both grid-direct and battery-based PV systems. Topics include the process for sizing and specifying grid-direct systems, the installation of battery-based systems (both utility interactive or stand alone), and the sizing and specifying of various safety components.

ELPV 1130 **3**

Solar PV Systems Installation

Covers all the factors to consider during the installation of a PV system. Topics included are installation related safety information, permitting, inspection, electrical diagrams, drawing sets, and installation of the structural and electrical components of the system.

ELPV 1140 **3**

Photovoltaic Systems Performance Analysis, Maintenance, and Troubleshooting

Covers issues related to the system design, components, installation, operation, or maintenance that may affect the performance and reliability of the PV system. Also covered will be typical maintenance requirements of PV systems and troubleshooting principles.

TELECOMMUNICATIONS (ELTL)

ELTL 2199

Telecom Internship

Allows the student to practice competencies and skills learned in the classroom. Internship activities may include voice/data cabling, telephone system installation and any other telecommunication subjects taught at Minnesota West Community & Technical College - Jackson Campus. This course is a work/school cooperative OJT experience designed to enhance the students' educational background and aid their transition to full-time employment after graduation.

ELECTRIC UTILITY SUBSTATION (ELUT)

ELUT 1101 **3**

Electrical and Rigging Safety

Includes State and Federal OSHA Rules and National Electric Safety Work Rules, regarding safety in the Electrical Field. Emphasis is on personal protective equipment, personal, and company rules of safety. Instruction in elementary knots and the use of different types of slings. Outdoor lab includes pole top rescue, the safe practices of grounding, and the rigging and lowering of a crossarm.

ELUT 1105 **3**

Blueprint, Schematics and Transit

Covers the use and interpretations of blueprints, schematic diagrams, plan and profile maps, and the symbols and abbreviations used in them. This course also covers the fundamentals for set-up, operation and use of a transit mounted on a tripod or other base.

ELUT 1110 **3**

Transformer Banking I

Covers the construction, purpose, uses, and calculations for distribution transformers. Emphasis will be on installation of single or three-phase banking practices that are used in the private and public sector of the electric utility industry.

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ELUT 1115 **3**

Generation Transmission and Distribution

Designed to simulate the Power Industry. Through the use of laboratory projects, the student will receive background in understanding the concepts of generation, transmission and distribution of electric power.

ELUT 1120	2
Specifications, Testing and Maintenance	
Covers the procedures, specifications of testing methods, and maintenance used throughout the electrical industry for new and refurbished equipment.	
ELUT 2100	3
Electrical Metering	
Covers single-phase and three-phase metering principles, meter construction, component parts and the installation and testing of single-phase and three-phase electric watt-hour meters. This course also includes the use of a meter test bench, test standards and an electric counter.	
ELUT 2110	2
Transformer Banking II	
Continues Transformer Banking I. This course will look into single-phase power banks and auto transformers used in the transmission and distribution of small and large blocks of power.	
ELUT 2116	2
Reclosures and Protective Equipment	
Covers reclosures, circuit breakers and protective devices such as fuses, lightening arrests, cut-outs, sectionalizers and the related equipment.	
ELUT 2121	2
Protective Relays	
Designed to give a broad understanding of simple and complex relays that are used in the protection of high voltage lines and substations. Emphasis is on understanding design, construction, and application, performing testing, calibrating, cleaning and adjusting relays. The following relays will be studied if time allows: overcurrent induction disc, thermal overcurrent, induction disc voltage, over/under voltage, voltage restraint, percentage differential, and transformer differential relays.	
ELUT 2126	2
Regulators and Capacitors	
Covers the methods used in producing a reliable power source by controlling voltage loss and power factor through the use of capacitors and/or regulators.	
ELUT 2135	2
Enrichment 1	
Provides a self study course. The student may select any three of the remaining four topics from Enrichment I and write an article about each selected topic. In each article the student will create and address eight goals.	
ELUT 2140	2
Enrichment 2	
Provides a self study course. The student may select any three of the remaining four topics or create a topic that is acceptable with instructor from Enrichment 1 and write an article about each selected topic. In each article the student will create and address eight goals.	

WIND ENERGY TECHNOLOGY (ELWT)

ELWT 1100	3
Wind Energy Fundamentals	
Surveys the historical application of wind energy. This course will discuss how wind works, its reliability, economics and environmental implications. Also studied will be wind energy applications and basic operating principles. The status of the industry's future will also be discussed.	
ELWT 1104	2
Basic Digital Circuits	
Introduces students to digital and computerized equipment. This course will provide students with an understanding and application of basic digital inverters, gates and multivibrator devices. Digital codes, computer numbering systems and Boolean Algebra will also be discussed.	
ELWT 1110	3
Mechanical Systems	
Studied at the component level. Students will be introduced to gearboxes and other mechanical systems that make up the subsystems of today's wind turbine. Fasteners, lubrications and preventative maintenance activities will receive the major emphasis.	

ELWT 1120	1
Air Foils, Blades and Rotors	
Provides an understanding of wind turbine aerodynamics and the various considerations that are involved when selecting foils for use in blade design. Blade construction, assembly and repair techniques as well as performance, operation and maintenance characteristics will be covered.	
ELWT 1130	3
Drive Trains, Yaw Systems and Towers	
Covers turbine drive train, yaw systems and tower systems. Sub-system component attachments, alignment, operating characteristics, dynamics, and maintenance considerations will be presented. Nacelle layout and the interaction between sub-systems will be discussed.	
ELWT 1140	3
Energy Systems	
Covers the various applications of wind generated power. Stand alone, water pumping and grid connected systems as well as hybrid power systems will be discussed.	
ELWT 1150	2
Wind Turbines	
Presents turbine types, their development, and their current status. The evolution of current models and sizes offered by existing companies will be traced from earlier models/sizes. The operating experiences, track record and number of turbines in operation will be evaluated for the major players in the industry. Students will be expected to carry out research and present reports on selected turbines.	
ELWT 1160	1
Wind Energy OSHA Standards	
Provides students with an overview of the Occupational Safety and Health Administration (OSHA). The primary focus will be on the OSHA regulations and standards that pertain to the construction and maintenance of wind turbines and the energy industry.	
ELWT 1170	2
Environmental, Health, & Safety Wind Energy & Climb Lab	
Focuses on avoiding, minimizing, and controlling (Environmental, Health, and Safety) issues the wind industry faces during the construction and operation of a project or facility. The class will also include the proper and safe way to climb in or on wind turbines.	
ELWT 1180	3
Wind Transmission/Generation/Distribution	
Provides knowledge of the principles, practices and procedures of electrical power systems. Discussed will be the interconnection issues (system interaction and protection), technical challenges, safety issues and metering associated with renewable resource generation. This course will also cover operation and control of wind systems, their management and planning, operation and control, systems management and correction.	
ELWT 1235	1
Electrical Calculations	
Covers the applications of the many mathematical problems, principles, and concepts encountered by technicians in the field. This course makes reference to many industrial standards along with the National Electric Code (NEC).	
ELWT 1250	2
Fundamentals of Electric Motors	
Covers alternating (AC) and direct current (DC) motors and generators/alternators. Theory of operation, connections, installation and maintenance will be covered in the lecture portion of the course. The lab will give students an opportunity to determine the load characteristics and connections of AC and DC motors and generators/alternators.	
ELWT 2110	3
Turbine Siting and Construction	
Introduces students to the various aspects of wind turbine and wind farm siting, construction and commissioning. Students will be engaged in observation and discussions on the use of heavy equipment such as cranes, rigging and tower assembly. Students will analyze and discuss all the events leading to a Wind Tower Production facility being brought online.	

ELWT 2130 **2**
Data Acquisition and Communication
 Focuses on the practical aspects of designing, installing, testing, and troubleshooting cabling. The course allows students to exercise all combinations of commands from SCADA (Supervisory Control and Data Acquisition).

EMERGENCY MEDICAL SERVICES (EMS)

EMS 1101 **2.5**
Introduction to Emergency Medical Technician
 Develops the initial foundation of emergency care and scene safety. Preparing individuals to evaluate and identify emergencies, employ their knowledge, psychomotor skills and application of those skills to provide basic life support as an Emergency Medical Technician. Including initial patient assessment, comprehensive prehospital care as outlined by most current educational standards identified by the Minnesota EMS Regulatory Board and the National Registry of EMTs.

EMS 1102 **4.5**
EMT Completion/Bridge Course
 Prepares students with the foundation of emergency care and transportation of patients who activate the emergency medical system. This course provides an introduction into necessary didactic and cognitive skills to provide basic life support care as an EMT. The EMT completion/bridge meets the requirements outlined by the educational standards of the Minnesota EMS Regulatory Board and the National Registry of Emergency Medical Technicians for direct employment as an Emergency Medical Technician with a basic transport service, emergency room and emergency services within law enforcement or fire departments. Prerequisite: Students must have a current AHA BLS Healthcare provider CPR card meeting the current AHA standards and have one of the following prerequisites for the EMT completion course. *Successful completion with a C or better EMS 1101 - Introduction to Emergency Medical Technician no longer than two years prior to enrolling in the completion; *Currently certified as an Emergency Medical Responder; *Healthcare professionals successfully completing with a C or better and showing competency in courses/skills in Medical/Legal and Ethical Issues, Medical Terminology, Anatomy and Physiology, Airway Management/Oxygen Therapy, Patient Assessment and Vital Signs.

EMS 1104 **1**
EMS Wilderness Emergency Care
 Designed to upgrade EMS personnel to function in a wilderness environment where transport is delayed if not impossible due to location and or circumstance. Long term patient care management, and definitive care skills will be taught and practiced in both the classroom and field environments. Specialty skills and familiarity with SAR techniques, survival concepts, and situational assessment, as well as long view problem solving are the keys to extended patient care in often hostile environments placed on the body systems in both healthy individuals and those challenged by trauma or illness can be vital when you, the rescuer, are the only care available.

EMS 1105 **1**
EMS Wilderness Outdoor
 Completes the upgrade for EMS personnel to function in a wilderness environment where transport is delayed if not impossible due to location and or circumstance. The Long term patient care management and definitive care skills taught in the class room will be accomplished in the field environment. The ability to recognize and manage stress extreme environments placed on the body systems in both healthy individuals and those challenged by trauma or illness can be vital when you the rescuer, are the only care available.

EMS 1106 **1**
American Heart CPR Instructor
 Designed for the health care provider to take their BLS CPR certification to a new level. It will give the individual the skills and information necessary to be a certified instructor in CPR. In addition it will cover the new AHA2000 Guidelines and the science behind those changes. You will receive all the necessary information on the Customized Training Centers available for membership and the criteria to maintain this certification.

EMS 1107 **1**
Emergency Response to Terrorism
 Designed to benefit industry and emergency management personnel; addressing the first 4 hours of response to a terrorist event. The goal of the program is to emphasize the planning aspect of response. Terrorist incidents that involve biological, nuclear, incendiary, chemical, or explosive materials are a daily occurrence in metropolitan areas, and with the current condition in

our world today, could soon hit the rural areas. This timely course has been developed by the U.S. Department of Justice and The Federal Emergency Management Agency. In addition it will include instructional material on The Incident Command Center: its purpose, structure, personnel, and duties at a Critical Incident.

EMS 1108 **1**
Basic Trauma Life Support
 Designed for the health care provider who must evaluate and stabilize the trauma patient in or out of the hospital. The goal of the program is the planning and development of an organized approach to the treatment of trauma patients using a TEAM concept to manage this often emotional and difficult situation. Since time is critical in the management of the trauma patient, this course is intended to present the skills necessary for rapid assessment, resuscitation, and when necessary, the packaging and preparation for transport to another facility. In addition this course covers information on Advanced Spinal Care issues and care for the adult and pediatric trauma patient.

EMS 1109 **1**
Advanced Cardiac Life Support
 Offered for the professional health care provider at any level. The class will focus on the management of acute cardiovascular emergencies that require rapid and decisive actions by the health care team. Emphasis will be placed on the TEAM approach so the effective continuum of cardiac care can be provided from the pre-hospital environment and emergency department through the more definitive care that is provided in the cardiac care unit. The material is presented in a logical order that lends itself to continuous reinforcement of previously learned information. The class will cover cardiac rhythm interpretation, drug dosages, electrical therapy, and intubation for airway control. The class is conducted in a non-threatening environment and at a pace that will provide enough time for the caregiver to gather key information to build a suitable knowledge base for comprehension of algorithms used in treating acute cardiac emergencies.

EMS 1110 **2**
Emergency Medical Responder
 Provides students with a foundation in emergency medical care for those who are apt to be the first persons responding to an emergency. In defining course scope and emphasis, it was decided that students should possess the same knowledge of patient care as an EMT, but not the same equipment and level of skills. While emergency care is not likely to be the EMRs primary responsibility in the community, this individual can play an active role in the communities emergency medical services system. As the first person at the emergency scene, the EMR must be completely knowledgeable about basic principles of emergency medical care; and must know what should, as well as what should not be done. The Emergency Medical Responder course follows the American Heart Association's BLS CPR for Healthcare Provider standards and meets the curriculum requirements set by the EMS Regulatory Board, National Registry and DOT standards.

EMS 1111 **1**
IV Therapy & Shock Management
 Prepares the health care provider to establish IV therapy for patients who need fluid volume replacement, blood draws, or venous access for the administration of medications. Upon completion of this 16 hour program the student will be able to select the IV fluid for initial volume replacement, compute IV flow rate calculations given the overall time period and the administration set to be used. Complications of IV therapy and how to reduce the possibility of occurrence will be presented. A major goal of the program will be recognizing the different stages of shock, the prevention of and treatment for the low perfusion state. The definition of an treatment for respiratory acidosis will be explained, and a review of the cardiovascular system, blood components, and their main function will be discussed.

EMS 1112 **1**
AHA CPR Healthcare Provider, AED First Aid Certification
 Covers the skills necessary for the newest AHA Guidelines for the CPR Healthcare Provider Certification as well as Certification in Automated External Defibrillation and First Aid. The provider will be able to properly and safely assess a patient, as well as how to recognize signs and symptoms and administering the appropriate treatments.

EMS 2101 **2**
EMT Refresher
 Designed to refresh students at the Emergency Medical Technician-Ambulance (EMT-B). It is recognized that training at all levels of the health care team is necessary for effective patient care. It is also recognized that

the majority of prehospital emergency care will be provided by the Emergency Medical Technician Basic. This includes all skills necessary for the individual to provide emergency care at the basic life support level with an ambulance service or other specialized rescue service. This course is a refresher for those EMTs that have successfully completed a basic EMT course and carry a current certification as an EMT-B. Prerequisite: Certified EMT and a current CPR certification.

EMS 2103 **1**
First Responder Refresher

Developed to provide refresher training in emergency medical care for those who are apt to be the first persons responding to an accident. In defining course scope and emphasis, it was decided that students should possess the same knowledge of patient care as an EMT, but not the same, equipment skills. While emergency care is not likely to be first responders primary responsibility in the community, this individual can play an active role in the community's emergency medical services system. As the first person at the emergency scene, the first responder must be completely knowledgeable about basic principles of emergency medical care, and must know what should, as well as what should not, be done.

ENGLISH (ENGL)

ENGL 0090 **2**
Essentials of Writing I: Effective Sentences and Paragraphs

Introduces parts of speech, phrases, clauses, types of sentences, common sentence errors, punctuation, capitalization, and spelling. Students write sentences and paragraphs to demonstrate understanding of these basic skills.

ENGL 0095 **2**
Essentials of Writing II: Effective Essays

Introduces outlining, thesis statements, introductions and conclusions, transitions, direct and indirect discourse, awareness of audience, and levels of formality. Students write brief essays to demonstrate an understanding of these basic skills.

ENGL 1101 **3**
Composition I

English 1101 reviews and reinforces basic essay writing principles. English 1101's emphasis is on rhetorical modes of development and writing as process. Assignments include a short research paper. Prerequisite: English 0095 or placement through assessment test or prior college coursework.

ENGL 1102 **3**
Composition II

Composition II builds on Composition I with emphasize on information literacy, critical thinking, and style development. Composition assignments include a research paper. Prerequisite: English 1101.

ENGL 1103 **1**
Research Papers

Reviews and reinforces principles of writing research papers. Emphasis is on process, analysis, and formatting. Assignments include an academic research paper. Prerequisite: Instructor consent.

ENGL 1105 **3**
Introduction to Literature

Introduction to Literature studies the elements, form, and content of literature in fiction, drama and poetry.

ENGL 1141 **2**
Writing and Reading Poetry

Introduces students to basic elements of poetry and provides instruction in using these in the students' own writing. The class is conducted in an informal workshop environment where students will participate in offering and receiving constructive criticism about each other's writing. Prerequisite: ENGL 0095 or placement through assessment test or consent of instructor.

ENGL 1143 **2**
Writing and Reading Fiction

Provides instruction and experience in composing and editing fiction. Covers elements of fiction writing through reading of published and unpublished fiction. Prerequisite: ENGL 1101.

ENGL 2201 **3**
American Literature I

American Literature I introduces prominent American writers and influential works of American literature that have shaped American culture from the colonial period through the Civil War. This American literature course takes a broad view of the traditional canon of American Literature to include writers and works from many areas of America's literary past. Instructors recommend that students complete ENGL 1105 or an advanced high school literature class before registering for this course.

ENGL 2202 **3**
American Literature II

American Literature II introduces prominent American writers and influential works of American Literature that have shaped American culture from Mark Twain to the present. This American Literature course takes a broad view of the traditional canon of American Literature to include writers and works from many areas of America's literary past. Instructors recommend that students complete ENGL1105 or an advanced high school literature class before registering for this course.

ENGL 2203 **3**
Midwest Literature

Introduces students to the rich and diverse body of Midwestern literature through the exploration of poetry, fiction, nonfiction, and drama. The course will also address various cultural, historical, and geographical matters relating to the Midwest.

ENGL 2221 **3**
British Literature I

Studies the principal British writers, their literary forms, and significant currents of thought. Provides both an introduction to British literature and a background that will be useful in the study of other literature and cultural history from Beowulf through the 18th Century. Instructors recommend that students complete ENGL 1105 or an advanced high school literature class before registering for this course.

ENGL 2222 **3**
British Literature II

Studies the principal British writers, their literary forms, and significant currents of thought. Provides both an introduction to British literature and a background that will be useful in the study of other literature and cultural history from Romanticism through the 20th Century. Instructors recommend that students complete ENGL 1105 or an advanced high school literature class before registering for this course.

ENGL 2231 **2**
Classical Mythology

Introduces students to Greek mythology through classical texts and contemporary criticism. In addition to studying the myths themselves, lectures will focus on the functions of myths and the continuing importance of Greek mythology in modern society.

ENGL 2235
Special Topics in Literature

Introduces students to specialized areas of literature. Topics may include literature associated with specific regions, historical periods, subcultures, economic groups, business, or social movements. The class may be retaken for credit if the topic varies.

ENGL 2243 **3**
Composition: Creative Writing

Provides instruction and experience in composing and editing poetry, short fiction, a literary research paper, and a writer's journal. The class is conducted in an informal workshop atmosphere. This course is an alternative for ENGL 1102 in the Minnesota Transfer Curriculum. Prerequisite: ENGL 1101.

ENGL 2276 **3**
Composition: Technical Writing

Composition: Technical Writing provides instruction and experience in composition and editing various types of professional and technical writing. Assignments include a research paper. This course is an alternative for ENGL 1102 in the Minnesota Transfer Curriculum. Prerequisite: English 1101.

ENGINEERING (ENGR)

ENGR 1101	1
Introduction to Engineering	
Introduces the study of engineering. This course highlights the keys to success in engineering study, a description of the engineering profession, academic success strategies, and orientation to the engineering education process.	
ENGR 1110	3
Auto CAD Level I	
Introduces the student to computer-aided drafting and design utilizing the current version of AutoCAD. The AutoCAD topics covered in this Level 1 course include: an introduction to AutoCAD features, starting and setting up drawings, ergonomics, point coordinate entry methods, creation of basic 2D drawing objects, layer management, linetypes and colors, selection sets, object snap modes, AutoSnap, polar tracking, object snap tracking, construction techniques, creating and managing text objects, editing geometry, display control and drawing inquiry methods. Students completing this course successfully will have the basic AutoCAD knowledge needed to begin a career in Computer-Aided Drafting and Design. This basic knowledge is needed prior to specializing in a certain area of drafting such as mechanical, civil, electrical, architectural or structural.	
ENGR 2214	3
Engineering Mechanics - Statics	
Includes vector resultants of force systems in two and three dimensions, equilibrium of forces, analysis of forces acting on structural and machine elements, friction, moments of inertia, and virtual work. Prerequisites: PHYS 2121 and MATH 1122 (or concurrent).	
ENGR 2215	3
Engineering Mechanics-Dynamics	
Includes vectorial kinematics and kinetics, absolute and relative motion, force-mass acceleration relations, potential and kinetic energy, work, power, impulse, momentum, conservation of energy and momentum. Application to particles, particle systems, and rigid bodies will be studied. Prerequisite: ENGR 2214.	
ENGR 2235	
Special Topics in Engineering	
Introduces students to specialized topics in the engineering field. Topics cover a wide range of issues of current interest and will be chosen to meet the needs of students. The course may be retaken for credit if the topic changes.	
ENGR 2240	3
Circuit Analysis I	
Introduces electrical circuit theory, circuit variables, circuit elements, simple resistive circuits, Ohm's and Kirchoff's Laws, mesh and node circuit analysis, the use of circuit theorems, and the operational amplifier. Also emphasized are the topics of inductance, capacitance, mutual inductance, response of first-order RC and RL circuits and natural step responses to RLC circuits. The computer program PSPICE will be used for circuit simulation. Prerequisites: PHYS 2122 and MATH 1122.	
ENGR 2241	1
Circuit Analysis I - Lab	
Provides the laboratory to accompany Circuits Analysis I. Circuit analysis concepts are reinforced by laboratory experiments in which the theories are verified. Taught concurrently with Circuit Analysis I: ENGR 2240.	
ENGR 2250	3
Circuit Analysis II	
Continues Circuit Analysis I to include special topics in circuit analysis to include sinusoidal analysis, phasors, sinusoidal steady-state response, average power, root-mean square values, polyphase power, complex frequency, frequency response, and two-port networks. Prerequisites: ENGR 2240, ENGR 2241 and MATH 2205.	
ENGR 2251	1
Circuit Analysis II - Lab	
Provides the laboratory to accompany Circuits Analysis II. Circuit analysis concepts are reinforced by laboratory experiments in which the theories are verified. Taught concurrently with Circuit Analysis II: ENGR 2250.	

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL 0090	3
Listening and Speaking	
Provides the ESL student the opportunity to improve listening and speaking skills. The focus is on notetaking, weekly speaking and listening exercises, increasing vocabulary, and comprehension.	
ESL 0091	3
Reading and Writing	
Provides the ESL student the opportunity to improve reading and writing skills. Emphasis is on word recognition, vocabulary, pronunciation, and comprehension. Emphasis in writing is on grammar, spelling and structure.	

For course descriptions on Farm Business Management courses (FBMA & FBMT) go to:
<http://www.mnwest.edu/programs/list/farm-business-management-diploma>

FLUID POWER TECHNOLOGY (FLPW)

FLPW 1100	4
Fluid Power Hydraulic Theory	
Introduces basic hydraulic concepts, formulas, and applications of hydraulic components used for directional, flow and pressure control of circuits. Also provides students with the knowledge and understanding of the operation, function, and application of hydraulic pumps, continuous rotation motors, limited rotation motors, and cylinders.	
FLPW 1103	3
Basic Hydraulics	
Introduces basic hydraulic concepts, formulas, and applications of hydraulic components used for directional, flow and pressure control of circuits as applies to the wind turbine. Also provides students with the knowledge and understanding of the operation, function, and application of hydraulic pumps, continuous rotation motors and limited rotation motors.	
FLPW 1104	1
Basic Hydraulics Lab	
Introduces basic hydraulic concepts, formulas, and applications of hydraulic components used for directional, flow and pressure control of circuits as applies to the wind turbine. Also provides students with the knowledge and understanding of the operation, function, and application of hydraulic pumps, continuous rotation motors and limited rotation motors.	
FLPW 1105	3
Fluid Power Hydraulic Lab	
Work with some of the basic equipment and learn the fundamentals and basic hydraulic valves of fluid power. They will also study various flow controls, pumps and motors. Students will tear down, plumb and operate the various components.	
FLPW 1110	2
Fluid Power Hydraulic Calculations	
Uses the application of math concepts to calculate basic system parameters such as lifting force, pressures, horsepower, time, velocities, tubing sizes, unloading systems, and various parameters for hydraulic pumps and motors.	
FLPW 1115	2
Auto Cad	
Provides students with the knowledge and understanding of the skills necessary to design and produce mechanical blueprints, hydraulic circuit drawings, and drafts using drafting equipment and AutoCad software.	
FLPW 1120	3
Pneumatics Theory	
Covers hydraulic accessories and introduces the student to pneumatic components and circuits.	
FLPW 1125	2
Industrial Electro-Mechanical Control Theory	
Introduces basic electrical theory, relay control circuits, and electrical motor starters for controlling fluid power systems.	

FLPW 1131 Pneumatic Lab Provides students with skills in plumbing, troubleshooting, and operation of basic pneumatic circuits. Concurrent enrollment with FLPW 1120.	1
FLPW 2100 Advanced Systems Calculations Provides students with knowledge and skills of sizing systems in both mobile and industrial applications.	3
FLPW 2105 Advanced System Lab I Allows the student to design, plumb, and operate various advanced hydraulic, pneumatic, and electrical control circuits.	4
FLPW 2110 Circuit Design and Control Theory Receive instruction in hydrostatic, mobile valving, pump controls, and power steering.	3
FLPW 2126 Systems Analysis Provides students with knowledge of how components interact with each other in systems and what may cause them to malfunction. Prerequisite: FLPW 2100.	4
FLPW 2130 Advanced Systems Lab II Provides advanced lab jobs in the following job related areas: sales, air logic, engineering, lab technician, servo/proportional valves, fabrication, and service.	4
FLPW 2136 Programmable Logic Controls Demonstrates use of plc and circuits to control and power all phases of industrial automation. Prerequisite: INDT 1125.	3
FLPW 2141 Proportional & Servo Control Theory Provides students with knowledge and working skills dealing with electronic control of electro-hydraulic proportional and servo controls.	2
FLPW 2170 Second Year Technical Project Build a project that combines previous training in the different Fluid Power Technology classes. This class can be used for the technical elective category in second year.	2
FLPW 2175 Pneumatic Certification Review Review all parts of Fluid Power to help prepare for the PNEUMATIC SPECIALIST certification test. Prerequisites: Enrolled in Fluid Power or a past graduate of Fluid Power or working in the field of Fluid Power.	1
FLPW 2180 Hydraulic Certification Review Review all parts of hydraulics and help prepare for the HYDRAULICS SPECIALIST certification test. Prerequisites: Enrolled in Fluid Power or a past graduate of Fluid Power or working in the field of Fluid Power.	1

GEOGRAPHY (GEOG)

GEOG 1100 (Meets Goal Area: 5, 8) Introduction to Geography Introduction to Geography introduces various aspects of Geography. Emphasis will be given to cartography, meteorology, climatic elements, political, and population geography. Place-location is also covered. Prerequisite: STSK 0090 or evidence of college level reading ability through assessment test or prior college coursework.	3
GEOG 1101 (Meets Goal Area: 5, 10) Introduction to Physical Geography Introduction to Physical Geography studies the physical elements of the environment, emphasizing earth-time relationships and their relationship to people, measurement of time and distance, elements of weather, climate and	4

land form development. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

GEOG 2140 Introduction to Meteorology Develops a basic understanding of atmospheric processes, weather systems, weather maps and forecasting. GEOG 1101 recommended. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.	3
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GEOG 2250 Minnesota Geography Studies Minnesota's geology, landforms, climate, mineral and rock resources, agriculture, industry and people. Special emphasis will be given to landscape development. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.	3
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GENERAL STUDIES (GSCL, GSCM, GSSS)

GSCL 1105 Job Seeking Skills Create a personal inventory and a resume, write job application letters, complete a job application form, and prepare for employment interviews. A highly individualized approach to developing the critical actions and attitudes involved in job seeking and keeping.	1
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GSCM 1120 Technical Writing Covers both internal and external reports used in business and industry such as proposals, abstracts, interoffice communications, and technical reports. Students are exposed to formats, visuals, and documentation methods used in technical report writing. Students study writing as a process while researching and writing technical reports.	2
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GSSS 1100 Human Relations Designed to assist students in developing and maintaining healthy relationships within the family, social, and work structures. Self-esteem, assertive behavior, and stress management will be covered.	2
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HEALTH CORE (HC)

HC 1151 Body Structure & Function Introduces the study of human anatomy and physiology. A study of body organization, chemistry, cells and tissues leads into exploring the normal structure and function of each body system. Emphasis is also placed on terminology and abbreviations.	3
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HC 1160 Fundamentals of Nursing I Introduces concepts of basic human needs, health/illness and basic nursing skills in caring for the elderly client. Skills are demonstrated in a supervised laboratory and clinical environment.	3
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HC 1165 Medical Terminology Teaches the student to recognize and build medical terms after learning the meaning of word parts. The student will also learn to pronounce word parts, enabling them to pronounce medical terms.	1
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HC 1175 Nursing Assistant Introduces concepts of basic human needs, health/illness and basic nursing skills. Skills are demonstrated in a supervised laboratory setting and in a clinical environment. This course also covers introduction to home care. Topics include care of the child, reporting procedures, caring for special populations, homemaking skills, and hospice care.	3
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HC 1180 Medical Terminology in Healthcare Provides students working knowledge of medical terminology and application of the terminology within the health professions.	2
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HC 1200 **4**
HealthCore Curriculum
 Designed to prepare students and incumbent workers to the ever changing healthcare workplace with an emphasis on patient and direct care. These topics are included: legal and ethical issues, communication, self awareness, safety and standard precautions, successful behaviors in the workplace.

HC 1290 **1**
Health Care & Society
 Provides a basis for intellectual, practical and ethical decision making. The fundamentals of bioethics, ethical codes and legislation affecting a health professional practice, patient protection issues, professional boundaries, and legal basics are explored. Cultural and spiritual perspectives are discussed.

HC 2120 **3**
Disease Conditions
 Introduces basic principles of disease and includes the study of disease by body system. The signs and symptoms, etiology, diagnosis, and treatment of each disease is explored; and prevention of disease is emphasized. Medical terminology and anatomy/physiology knowledge acquired in previous courses is applied. Prerequisite: HC 1151 or consent of instructor.

HEALTH INFORMATION TECHNOLOGY (HIMC)

HIMC 1100 **3**
CPT-4
 Provides an entry-level background for using the CPT-4 coding system. The course presents coding format and conventions in order to develop a basic coding foundation. Exercises will be used to demonstrate requirements for accurate coding. Students will be introduced to the EMR ζ Electronic Medical Record software in order to complete assignments with the proper codes. Prerequisite(s): HC 1151 and HC 1180.

HIMC 1110 **3**
ICD-10-CM
 Compares and contrasts ICD-9: Volumes 1 & 2 and ICD-10 with the latest updates of ICD-10-CM application. This course will expose students to the ICD-10-CM classifications, with an emphasis on the correct process of utilizing the alphabetical index and tabular list for diagnostic code assignments. Students will understand classifications, taxonomies, nomenclatures, terminologies and clinical vocabularies. Students will be introduced to the EMR ζ Electronic Medical Record software in order to complete assignments with the proper diagnosis codes. This course will focus on rules and conventions as well as chapter specific guidelines utilizing assignments with additional diagnoses in all applicable patient settings. Prerequisite(s): HC 1151 and HC 1180.

HIMC 1120 **3**
ICD-10-PCS
 Compares and contrasts the ICD-9: Volume 3 and ICD-10 coding systems with the latest updates of ICD-10-PCS application. This course will expose students to the ICD-10-PCS classifications, with an emphasis on the correct process for determining the correct procedural coding classification areas. Students will understand classifications, taxonomies, nomenclatures, terminologies and clinical vocabularies. Students will be introduced to the EMR ζ Electronic Medical Record software in order to complete assignments with the proper procedural codes. This course will focus on rules and conventions as well as chapter specific guidelines utilizing assignments with additional diagnoses in all applicable patient settings. Prerequisite(s): HC 1151 and HC 1180.

HIMC 1130 **3**
Advanced Coding
 Uses ICD-10-CM, ICD-10-PCS and CPT-4 coding skills while learning to correctly code diagnoses and procedures from a multitude of source documents which include; Inpatient Records, Ambulatory Surgery Records, Emergency Room Reports, Physician Office Cases and Ancillary Service Reports. Students will also become familiar with Diagnosis Related Groups and Ambulatory Payment Classifications. Students will continue to use the EMR ζ Electronic Medical Record software in order to evaluate records and assign proper codes. Prerequisite(s): HIMC 1100, HIMC 1110, HIMC 1120.

HIMC 1140 **3**
Introduction to Health Information and Delivery Systems
 Introduces the vital role of information processing in different health care organizations. Covers the basic concepts of health information systems and applies these concepts to electronic data collection, storage, retrieval, and other applications. Current medical record software will be utilized.

HIMC 2100 **3**
Computer Health Information
 Introduces students to the basic concepts of health information delivery. Topics to be covered include but are not limited to electronic data collection, data storage and retrieval and other applications of various health information systems. Students will understand the role that the processing of information plays in the delivery of health care. Prerequisite: ADSM 1141.

HIMC 2110 **3**
Management and Supervision of Health Information
 Introduces students to the basic principles of management, communication and relationships that are crucial to creating a positive and respectful work environment with an emphasis in healthcare facilities. Students will learn to manage and deal with coworkers, patients and health care facility personnel. Prerequisite: ADSM 1141.

HIMC 2120 **3**
Quality Assurance and Health Statistics
 Teaches students how to use practical tools to problem solve, make decisions, find creative solutions, manage time and ensure quality concepts. Students will also study ways of collecting, analyzing, interpreting numerical data and presenting this data to personnel in health care services and facilities. Prerequisite: MATH 1105.

HIMC 2125 **1**
Medical Coding Board Review
 Offers a review of all major examination topics for the certified coding associate and certified professional coder national examinations by AHIMA and AAPC. This course offers a study plan, review of all major examination topics, mock pretest and post-test, guidance to good computer test-taking skills, and a discussion board for question and answers sessions. Prerequisite: Instructor permission required.

HIMC 2130 **2**
HIT Capstone
 Provides students with practical real-life applications of theories learned in their health information technology courses. Students will work under the supervision of a certified health information technician professional to gain professional practices experiences. Students will be required to undergo evaluations and meet the goals and objectives of the course. Prerequisites: HIMC 2100 & HIMC 2110.

HIMC 2135 **1**
HIT Board Review
 Reviews the information presented in the Health Information Technology courses as an online capstone. Once successfully completed, students should be prepared to take the registered health information technology national exam by AHIMA. Prerequisite: Instructor approval required.

HISTORY (HIST)

HIST 1101 **4**
American History I
 Presents a survey of United States history from about 1500 to 1865 and encompasses political, economic, social, intellectual and cultural developments. Human diversity in the historical and cultural context of American history is also addressed. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HIST 1102 **4**
American History II
 Presents a survey of United States history from about 1865 to the present and encompasses political, economic, social, intellectual and cultural developments. Human diversity in the historical and cultural context of American history is also addressed. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HIST 1105 **3**
Minnesota History
 Presents a historical survey of Minnesota beginning with a consideration of the significance of glaciers and geography and then studying the various people who chose Minnesota starting with the Ojibway and Dakota. Major emphasis is on the nineteenth and twentieth centuries. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HIST 1111 **3**
Western Civilization I
 History 1111 surveys European history from ancient times to the 1500s and encompasses political, economic, social, intellectual and cultural developments. Examines the history of ancient peoples, the history of the Greeks and Romans, the history of the Renaissance, and the history of the voyage of Columbus. This history course may be taken for either Global Perspective or Humanities credit. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HIST 1112 **3**
Western Civilization II
 History 1112 surveys European history from the 1500s to the present and encompasses political, economic, social, intellectual and cultural developments. Examines the history of the French Revolution, history of the British Empire, history of the World Wars, and the history of the Cold War. The course may be taken for either Global Perspective or Humanities credit. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HIST 1121 **3**
World History I
 Includes a global and cross-cultural study of the early period of world history, including ancient civilizations. Empires and regions examined include ancient India, China, Greece, Egypt, Rome, the Americas, Africa, Southeast Asia, Japan, Medieval Europe and include the interactions of these civilizations. The study will include the emergence of the major world religions and their influence in the world cultures and civilizations. (Buddhism, Christianity, Judaism, Islam, and Hinduism). Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HIST 1122 **3**
World History II
 Includes a global and cross-cultural study of the modern period of world history from 1500 to the present. Topics include the influence of European expansionism and colonialism, interaction of nations and peoples, reform and change in religious pattern, and the development and spread of the Industrial revolution, Marxism, Communism, Constitutional monarchies, Representative democracies, global rearrangements or the twentieth century, decline of European colonialism, and contemporary conditions. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HIST 2202 **3**
Modern American Wars
 History 2202 begins with the history and ethics of the Spanish American War, when the United States turned away from isolationism and toward global interaction. The course then examines the history and ethics of World Wars I and II, the history, causes and peace settlements of each, and the significance of each conflict. The course moves on to the history and ethics of the Cold War era and its associated conflicts, and concludes with an analysis of the history and ethics of American involvement in the Middle East and the War on Terror. Additionally, the course addresses certain social, political, economic, and intellectual questions from an ethics perspective, including genocide and disease. Emphasis is placed on the viewpoints of each nation involved in conflict and why it chose war instead of peace. This history course may be taken for either Global Perspective or Ethics credit. Prerequisite: STSK 0095 or evidence of college level

HIST 2235
Special Topics
 Covers a wide range of issues of current interest. Topics will be chosen to meet the needs of students. The class may be retaken for credit if the topic varies. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HEALTH (HLTH)

HLTH 1101 **3**
Personal Wellness
 Focuses on individual wellness from a holistic perspective. Surveys personal health concerns within each of the five human health dimensions - physical, social, intellectual, emotional, and spiritual. Emphasizes the knowledge, attitudes, and behaviors of a positive lifestyle. Designed for anyone interested in enhancing their well-being. Often a required component of programs in health, human service, and education careers. Prerequisite:

STSK 0090 or evidence of college level reading ability through assessment test or prior college coursework.

HLTH 1110 **3**
Dimensions of Community/Public Health
 Introduces the field of community/public health. Acquaints students with the variety of health agencies in the public and private sectors and surveys current social health issues. Examines public health policy, health care systems in the US and abroad, epidemiology and disease prevention in communities, and health promotion in various settings/populations. A foundation course for careers in allied health, community health, and other service professions. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HLTH 1130 **3**
Stress Management and Relaxation
 Provides a foundation for understanding the role of stress in the modern human condition. Mind/Body/Spirit interrelationships and the emerging sciences of psychoneuroimmunology and subtle anatomy will be introduced. Experiential exploration of numerous coping skills and relaxation techniques is emphasized. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HLTH 2210 **3**
Human Sexuality
 Explores the diverse physical, social and psychological aspects of human sexuality at all life stages within the framework of solid scientific research and critical thinking. Topics include sexual anatomy and physiology, attraction and intimate relationships, gender issues, forms of healthy sexual expression and behaviors, fertility management, STIs, sexual dysfunction, atypical sexual behaviors, sexual coercion, and commercial sex. Opportunities to clarify personal values and decisions regarding one's sexual health are woven throughout. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HLTH 2220 **3**
Drugs, Society, and the Individual
 Explores relationships between drugs, sociocultural influences, and individual attitudes and behaviors. With an emphasis on psychoactive chemicals, this course surveys the physiological effects and psychosocial impact of a wide array of drugs. Investigates patterns of drug use; drug laws, consequences of drug abuse; addiction, intervention, treatment, recovery, and prevention strategies from both individual and social perspectives. Meets the MN teacher licensure requirement for MS122A.66 and is a foundation course for those seeking careers in education, health, and other human services professions. Prerequisite: At least one (1) of the following courses: HLTH 1101, PSYC 1101, SOC 1101, OR BIOL 1100 OR 1110.

HLTH 2235
Special Topics
 Explores a single health topic or current health issue; offerings based on student interest and demand. Course may be repeated as topic changes.

HLTH 2240 **3**
Basic Nutrition
 Introduces the study of food and human dietary patterns. Examines sources of nutrients, how they are processed in the body, body composition, current dietary guidelines and nutritional issues, the impact of socio-cultural factors on diet, and the impact of dietary choices on health. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HUMAN SERVICES (HSER)

HSER 1101 **2**
Introduction to Human Services
 Introduces students to the field of human services, from its historical background to current trends and issues. Emphasis is given to various models of helping, the roles and career options of human services workers, familiarization with local human service agencies, and professional ethics and responsibilities. Prerequisite: STSK 0090 or evidence of college level reading ability through assessment test or prior college coursework.

HSER 1121 **3**
American Sign Language I
 Teaches basic ASL communication strategies used by the Deaf. Course includes: expressive and receptive sign activities, sign vocabulary, fingerspelling and numbers, and aspects of Deaf culture. ASL Levels One -

Four are designed for students interested in becoming certified Sign Language interpreters. This course is offered online only.

HSER 1122 **3**
American Sign Language II
Continues to teach basic ASL, grammatical structure, fingerspelling and numbers, conversational strategies, and Deaf history and culture. ASL Levels One - Four are designed for students interested in becoming certified sign language interpreters. This course is offered online only.

HSER 1131 **1**
Autism Spectrum Disorders
Focuses on an introduction to Autism Spectrum Disorders (ASD). Students will be given a history of ASD; an overview of the disorder as it is recognized today; diagnostic criteria for and behavioral characteristics of the specified disorders on the spectrum of autism including: Rett's Disorder, Childhood Disintegrative Disorder, Classic and High Functioning Autism, and Asperger's Syndrome. Current research, current trends in treatment, instructional strategies, current State and Federal mandates, parent support and cultural variables will also be presented.

HSER 1132 **2**
Behavior Management
Introduces basic principles of behavior management as it relates to the school setting. Behavioral excesses and deficits, and maladaptive and aggressive behavior will be the primary focus. Topics include the characteristics of behavior management; proactive intervention procedures; shaping; prompting; and fading; reinforcement procedures and schedules of reinforcement will also be presented. Functional Behavioral Assessment (FBA) will be a primary focus throughout the course. In addition, current State and Federal mandates will be addressed. Students who have taken PSYC 2230 - Behavior Modification should not take this course. This course cannot be substituted for PSYC 2230 - Behavior Modification.

HSER 1262 **2**
Creative Activities for Young Children
Explores means of developing children's creativity in art, music, drama. Students learn to design age-appropriate activities with paints, chalk, wood, paper, dough, song, dance, instrument, puppets and related material. Required course for Human Services - Child Development Track majors. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HSER 1266 **2**
Foundations of Child Development
Teaches how to design and use developmentally appropriate language and cognitive-growth activities, including how to encourage curiosity, exploration and problem-solving; to develop sensory and story-telling skills; how to teach concepts such as time, shape and quantity, how to provide opportunities to organize and group materials; and to verbalize their experiences. Prerequisite: STSK 0090 or evidence of college level reading ability through assessment test or prior college coursework.

HSER 1267 **2**
Special Needs in Children
Introduces the various diagnostic categories as used within the school system. Diagnostic categories include: Autism Spectrum Disorders; Developmental Cognitive Disability; Early Childhood Special Education; Emotional/Behavioral Disorders; Physical and Other Health Disabilities; Sensory Disorders (Hearing/Vision); Specific Learning Disability; Speech/Language Disorders; and Traumatic Brain Injury. Support services including occupational therapy, physical therapy, counseling, and behavioral treatment will also be discussed. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HSER 1268 **2**
Children's Health, Nutrition, and Safety
Teaches how to promote good health, physical fitness and nutrition and to provide a safe environment for children. Topics include motor development, methods of teaching health and safety to children, recognizing symptoms of abuse, neglect, and common children's illnesses. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HSER 1269 **2**
Guidance: Managing the Physical and Social Environments
Teaches how to provide a secure, supportive environment for communicating both thoughts and feelings, and for fostering developmentally appropriate behavior. Emphasis is given to providing nurture, developing realistic expectations for children's behavior, setting limits and developing self-control. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HSER 2221 **3**
American Sign Language III
Teaches to communicate abstract concepts related to ASL. Emphasis in this course is placed on grammatical structure, sign selection and vocabulary, use of fingerspelling in conversation, and Deaf culture. ASL Levels One - Four are designed for students interested in becoming certified sign language interpreters. This course is offered online only.

HSER 2222 **3**
American Sign Language IV
Continues to develop skills and strategies necessary for communicating ASL concepts. The course will focus on building students' sign vocabulary, sign fluency and receptive skills. ASL Levels One - Four are designed for students interested in becoming certified sign language interpreters. This course is offered online only.

HSER 2235
Special Topics
Covers a wide range of issues and skill development. Topics will be chosen to meet the needs of Human Services students. The class may be retaken for credit if the topic varies. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

HSER 2297 **6**
Human Services Generalist Internship
Provides supervised work experience for students in the generalist track in one or more human services agencies. Students and supervisors design the experiences to meet students' educational and career goals. Prerequisites: Internships are available only to students who have an overall GPA of 2.00 ("C"), a 2.50 in career courses, have completed the outlined courses in their first three terms, have completed a four-hour seminar in the fall semester of the second year; have completed a formal application process and have been approved following an interview with the Human Services Coordinator.

HSER 2298 **8**
Human Services Child Development Internship
Provides supervised work experience with children in settings such as day care, preschool, and elementary schools. Students and supervisors design the experiences to meet students' educational and career goals. Prerequisites: Internships are available only to students who have an overall GPA of 2.00 ("C"), a 2.50 in career courses, have completed the outlined courses in their first three terms, have completed a four-hour seminar in the fall semester of the second year; have completed a formal application process and have been approved following an interview with the Human Services Coordinator.

HUMANITIES (HUM)

HUM 2121 (Meets Goal Area: 6, 7) **4**
The Turbulent Sixties
Presents an interdisciplinary (history, literature, film) and topical survey of the 1960's. Topics will include the civil rights movement, war on poverty, Vietnam, feminism, the environmental movement and the counterculture. The course also counts as a Human Diversity course. Prerequisite: ENGL 1101.

HUM 2201 (Meets Goal Area: 6, 7) **2**
The Many Faces of Mexico
Explores the cultural, historical and social realities which together form contemporary Mexico. By studying about the economic and political situation, one can understand why many Mexicans are seeking work and moving their families north. Special attention is given to the impact on Minnesota communities and the challenge to welcome and to meet the needs of the growing Latino population.

HUM 2235**Special Topics in Humanities**

Covers a wide range of humanities topics. Topics will be chosen to meet the needs of students. The class may be retaken on demand for credit if the topic varies. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

INDUSTRIAL TECHNOLOGY (INDT)**INDT 1100****Welding Fundamentals**

Provides the student with an understanding of the welding and cutting processes used in production and repair. The course covers welding shop safety, theory, fundamentals of operation, equipment used, and techniques recommended for welding and cutting processes.

INDT 1102**2****Mechanical Power Transmission**

Introduces fundamental industrial mechanical concepts, principles, and equipment.

INDT 1105**3****Industrial Drafting & Design**

Demonstrate the ability to edit and design mechanical, electrical, and structural schematics using AutoCAD. Course time will include instruction on drawing setup and commands along with hands-on lab time working with and creating drawings.

INDT 1115**Machining Fundamentals**

Covers the use of drawings, hand tools, precision measuring tools, drilling machines, grinders, lathes, milling machines, and other machine tools to shape and finish metal and nonmetal parts.

INDT 1125**5****Electrical Controls**

Introduces basic electrical theory, relay control circuits, control devices, and electrical motor circuits for controlling industrial systems. Students have an opportunity to develop skills in designing, wiring, troubleshooting, and operation of electrical control circuits.

INDT 1131**3****Hydraulic-Pneumatic Lab**

Develops skills in plumbing, troubleshooting, and operation of basic pneumatic and hydraulic circuits, as well as basic fluid power fabrication. Concurrent enrollment with FLPW 1120 and FLPW 1103.

INDT 2110**2****30 Hour OSHA**

Provides instruction on a variety of general industry safety and health standards. The course includes an introduction to OSHA's general industry standards and an overview of the requirements of the more frequently referenced standards.

INDT 2115**2****Organizational Effectiveness**

Generates learning and skills that introduce participants to the principles of Organizational Effectiveness as well as results-oriented practical skills that will enhance their individual and collective efforts in their present and future workplace roles.

INDT 2120**5****Automated Systems**

Provides students with an understanding of and the ability to use programmable logic controllers, human machine interfaces, drives, controllers, and other hardware to control and power all phases of industrial automation. Prerequisite: INDT 1125 and FLPW 2136.

INDT 2125**3****Motion Control**

Examines components in a motion control system, including servo systems, motors, feedback devices, controllers, and the software used to control precise motion in industrial automation. Prerequisite(s): INDT 1125, INDT 2120, and FLPW 2136.

INDT 2130**2****Lean Six Sigma**

Acquire the knowledge and skills to be able to participate in Lean Manufacturing implementations and also problem solving using the Six Sigma DMAIC methodology.

LAW ENFORCEMENT (LAWE)**LAWE 1100****1****Law Enforcement Orient/Practicum**

Consists of classroom and field experience in an early arrangement to expose students to the realities of Law Enforcement. Students will have experiential exposure necessary to make long range academic and career plans.

LAWE 1101**3****Introduction to Criminal Justice**

Introduction to Criminal Justice provides a broad survey of the institutions and process of the criminal justice system. Major topics of the course will include the history and philosophy of criminal justice, police operations, the courts and corrections.

LAWE 1102**3****Introduction to Criminal Justice - Basic Patrol Operations**

Provides a broad survey of the institutions and process of the criminal justice system. Major topics of the course will include the history and philosophy of criminal justice, police operations, as well as courts and corrections. An introduction to modern day patrol procedures and tactics along with other day to day patrol assignments will provide the student with the expectations of peace officers in the environment they work in.

LAWE 1110**3****Criminal Law**

Provides an introduction to law including history and the development of criminal law procedures. Major topics include the content and meaning of the Fourth, Fifth and Sixth Amendment.

LAWE 1111**3****Criminal-Constitutional Law**

Criminal Constitutional Law provides learners an appreciation and understanding of the United States Constitution and the role it plays in democracy. The historic basis and development of constitutional concepts are explored. Constitutional limitations on governmental authority over private citizens are discussed and analyzed as interpreted by Federal and State Supreme Court decisions. The 1st, 4th, 5th, 6th, and 14th Amendments are stressed.

LAWE 1115**4****Criminal - Constitutional Law - Civil Process**

Covers an application and understanding of the United States Constitution and its role in democracy. The Constitutional limits on governmental authority over private citizens are discussed and interpreted by Federal and State Supreme Court decisions. Discussions about the rules of evidence, forfeitures, criminal defense, and service of civil process. The course also covers the authority to stop, detain, along with search and seizure. Students must be enrolled in the Career Transition to Law Enforcement Program.

LAWE 1120**2****Physical Fitness for Law Enforcement I**

Educates learners in the testing requirements for many law enforcement agencies. Learners will be required to participate in rigorous physical activity throughout this course. Students may take LAWE 1125 prior to taking this course.

LAWE 1125**1****Physical Fitness for Law Enforcement II**

Educates learners in the Cooper Standards which is used by many law enforcement agencies. General fitness and working with the survival mind set will help the learner with on duty and off duty stress. Learners will be required to participate in rigorous physical activity throughout this course.

LAWE 1140**2****Cyber Crimes**

Introduces the field of cyber crimes. Students will learn what different types of cyber crimes are committed including but not limited to identity theft, financial fraud, and the exploitation of children. The students will learn how to go about taking computers as evidence, how to utilize search warrants to aid

in an investigation, and what is needed to bring a cyber crime through the criminal justice system.

LAWE 1150 2

Homeland Security and Terrorism

Studies terrorism, counterterrorism, terrorist personalities, and terrorist groups, including types, tactics, and trends on a worldwide scale as well as domestically. This course also examines the issues of prevention, civil liberties and the role and responsibilities of entry level police officers.

LAWE 1160 3

Minnesota Criminal Code

Introduces Minnesota Criminal Statutes (609). The learner will receive instruction in the interpretation of the statutes by identifying and analyzing the elements necessary to make an arrest and obtain a conviction. Hypothetical situations will be presented to assist with the application of understanding. The laws covering the use of force and the use of deadly force is discussed and analyzed.

LAWE 1165 3

Minnesota Codes

Covers all of the 169 Minnesota Traffic Codes, 609 Criminal Statutes, and Selected Statutes. This course includes the application, interpretation, and enforcement of motor vehicle operation, registration, insurance and safety responsibility acts, driver's license laws, rules, and regulations. Additionally, it will teach the student to recognize the necessary elements of a criminal code violation necessary to make an arrest and obtain a confession.

LAWE 1170 2

Minnesota Traffic Code

Covers all of the 169 Minnesota Traffic Statutes. The class includes the application, interpretation, and enforcement of motor vehicle operation, registration, insurance and safety responsibility acts, driver's license laws, rules and regulations.

LAWE 1180 3

Juvenile Justice Procedures

Focuses on the juvenile justice system and how it has evolved in the United States. The Minnesota Juvenile Code will be reviewed and theories will be discussed.

LAWE 1181 3

Juvenile Justice Law

Examines the history of the juvenile justice system from its beginning to present day. Discussions of United States Supreme Court rulings and the Minnesota statutes regarding juveniles will help understand how juveniles are dealt with differently than adults. Additionally, the responsibilities of federal, state, and local law enforcement agencies will be discussed.

LAWE 1185 4

Juvenile Law - LE Overview

Provides learners an appreciation and understanding of the United States Constitution and the role it plays in democracy. The historic basis and development of constitutional concepts are explored. Constitutional limitations on governmental authority over private citizens are discussed and analyzed as interpreted by Federal and State Supreme Court decisions. The 1st, 4th, 5th, 6th, and 14th Amendments are stressed. Examined in the course are rules of evidence, criminal defenses, forfeitures, service of civil process, civil liability and courtroom testimony. Focus is on government authority to stop, detain, question, search and seize. Students must be enrolled in the Career Transition to Law Enforcement Program.

LAWE 2201 3

Criminal Investigation/Interview, and Interrogation

Introduces the basic fundamentals of crime scene and post-crime investigation. The student will analyze methods of handling the crime scene, use of detection and identification purposes, and preparation of the case for prosecution. The second portion of this course will examine interview and interrogation techniques utilized by law enforcement. The course will examine in-depth basic interviews of witnesses, victims, suspects, and children. Students will also demonstrate an understanding of the differences of interviewing and interrogations. Students will perform mock interrogations to demonstrate their understanding of the interrogation process.

LAWE 2202 4

Criminal Investigations-Evidence Collection

Provides the basic fundamentals of crime scene investigations. From the responsibilities of the officer who arrives first on the scene to conducting interviews of witness, victims, and suspects plus learning how to author and execute a search warrant. Learners will also learn how to prepare for courtroom testimony. Prerequisite: Must be formally accepted into the Law Enforcement Program, have completed first year of program coursework, or by approval of instructor.

LAWE 2210 2

Evidence Collection and Preservation

Familiarizes students with the basic principles of the collection, examination, evaluation and interpretation of evidence. This course will focus on the application of modern science to physical evidence collection, preservation, and analysis.

LAWE 2215 3

CSI, MN (Basic Criminal Forensics)

Familiarizes students with the basic principles and uses of forensic science in the context of the criminal justice systems. Forensic science, which is the study and application of science to legal processes, will be related to the collection, examination, evaluation and interpretation of evidence. This course will focus on the application of modern science to physical evidence collection, preservation, and analysis, which, if properly utilized, can be crucial in the resolution of social and legal disputes.

LAWE 2223 2

Applied Writing: Law Enforcement

Teaches students the proper construction and preparation of police reports using Minnesota P.O.S.T. style.

LAWE 2224 3

Police Report Writing-Employment Preparation

Establishes the learner's ability to write police reports in a detailed chronological order using proper format. Emphasis is placed on spelling, grammar, punctuation, and the ability to get clear and concise meaning throughout the report. Additionally, students will develop their cover letter, resume, and complete a background packet. Prerequisites: ENGL 1101 or ENGL 2276.

LAWE 2232 3

Patrol Operations

Designed to provide the learner with an in-depth review of the basic patrol functions for a police patrol officer. Topics include, but are not limited to, role and duties of a patrol officer, squad car familiarization, principles of traffic enforcement, officer safety issues, radio communications, calls for service, police ethics, and citizen contact and public relations.

LAWE 2233 4

Firearms-Patrol Operations

Familiarizes students with the different tactical responses (including mental preparedness) to situations which may occur on patrol. Students will demonstrate proficiency after receiving instruction in the safe tactical handling of handguns, shotgun, and carbines. They will also learn to understand the importance of dealing with critical incidents while occurring and after. Prerequisite: Must be formally accepted into the Law Enforcement Program, have completed first year of program coursework, or by approval of instructor.

LAWE 2235 4

Special Topics

Covers a wide range of issues and topics in law enforcement. The class may be retaken for credit if the topic varies.

LAWE 2250 4

Accident Investigation-Radar-Radio-DUI Enforcement

Designed to provide the learner with the skills needed to investigate property and personal injury accidents. Training in radar in radar operation, radio communications, and procedures to effectively process and complete arrests for alcohol related offenses. Prerequisite: Must be formally accepted into the Law Enforcement Program, have completed first year of program coursework, or by approval of instructor.

LAWE 2251 3

Psychology of Law Enforcement

Covers the sources of interpersonal and intrapersonal stress in the law enforcement profession including victim crisis management strategies

including dealing with and assessing people with mental illnesses. Students will be required to assess their vulnerability to these stressors and develop their own strategies and tactics for coping.

LAWE 2260 3

Applied Procedures-Civil Process

Provides the learner with the history of the United States Constitution and the role it plays in democracy. Constitutional limitations on government authority over private citizens are discussed and analyzed. Learners will become familiar with the procedural handling of criminal cases as applied to the peace officer. Discussions about the rules of evidence, forfeitures, criminal defense, and service of civil process along with civil liability and courtroom testimony will provide the learner with knowledge of how important the above listed areas are in the profession. The course also covers the authority to stop/detain and search and seizure.

LAWE 2290 1

Civil Service Preparation

Designed to help students prepare for civil service exams and to develop and refine the skills necessary to successfully interview and communicate effectively in a professional law enforcement environment. The focus will be on law enforcement civil service testing, video based scenario testing, and pre-employment preparedness.

LAWE 2293 4

Diversity-Community Policing-Victimization

Provides the learner with contemporary concepts of community policing. Instruction in police interaction with victims of domestic abuse, sexual assault, individuals with disabilities, and crimes motivated by bias or hatred is provided.

LAWE 2294 2

Community Leadership

Discusses community involvement in Law Enforcement and Crime Prevention. This course will get students involved in the community with non-profit organizations.

LAWE 2295 1

POST Seminar

Provides a program overview, with opportunities to discuss changes in the field and POST requirements.

LAWE 2300 4

Tactical Management

Designed for the learner to exercise their knowledge while applying tactical responses to everyday situations that officers face. Upon completion of the different scenarios, the student will demonstrate writing concise reports describing what actions were taken and why. Prerequisites: LAW 2224 or LAW 2233.

LAWE 2310 4

Use of Force

Provides learners information of the concepts and techniques of defensive tactics and maintaining physical fitness. The learner's ability to confront physical and verbal threats against them will improve, which provides them with more confidence. Instruction in eliminating excessive force taken by officers will be addressed by providing the learner with the skills to react (verbally or physically) in a quick, appropriate manner. Training will also be given in the use of chemical agents, distraction devices, and less than lethal options. Prerequisite: Must be formally accepted into the Law Enforcement Program, have completed first year of program coursework, or by approval of instructor.

LAWE 2320 3

Police Leadership-Ethics

Familiarizes students with the leadership and ethical expectations from the public that it serves. The learner will examine the day to day ethical choices officers have to make and the consequences of making poor decisions. The learner will also demonstrate the leadership requirements an officer must possess to effectively work in modern society and within the structured environment of law enforcement.

LAWE 2330 4

Communication-Relations

Deciphers interpersonal communications of the learner. The learner will attempt to understand individuals (including themselves) both inside and outside of policing. The learner will become educated in active listening and

responding through the evaluation of both nonverbal and verbal communication. An emphasis is placed on the learner understanding to take on a survival mindset including the emotions they may experience from both on the job and off duty.

LAWE 2340 3

Traffic Law-Traffic Stops

Examines the elements which violate the traffic laws of MN. The learner will demonstrate an understanding of these laws by applying their knowledge while conducting traffic stops. Learners will also be instructed on different tactical approaches to conducting low and high risk stops. Prerequisites: LAW 2224 or LAW 2233 or LAW 2260.

LAWE 2350 15

Clinical Skills

Meets the clinical hands-on Skills training required by the Minnesota Peace Officers Standard & Training Board (POST). Students must be enrolled in the Career Transition to Law Enforcement Program or possess a law enforcement or criminal justice degree from an accredited college or university.

FOR ADDITIONAL COURSE DESCRIPTIONS ON LAMB MANAGEMENT COURSES (LWMP) GO TO: [HTTP://WWW.MNWEST.EDU/PROGRAMS/LIST/LAMB-AND-WOOL-MANAGEMENT-DIPLOMA](http://www.mnwest.edu/programs/list/lamb-and-wool-management-diploma)

LWMP 1001 1

Introduction To Sheep Management

Introduces basic sheep management principles. Students will study the year around management and production cycle for a sheep enterprise and understand how each production stage influences enterprise profitability. This course also studies the philosophy of sheep management and its relationship to business goals.

LWMP 1202 2

Equipment and Facilities

This course will cover planning for sheep facilities; barn design; lot layout and sheep feeding equipment. Students will become aware of housing and feeding requirements and how to effectively plan for them.

LWMP 1300 2

Introduction to Sheep Health

Familiarizes students with management practices beneficial to healthy animal production. Sheep health is fundamental to a successful sheep enterprise. Sheep health will be studied in the following categories - Animal Behavior, Handling, Housing and Nutrition; Quality Assurance and Bio-Security; Young Lamb Health Concerns; Metabolic Disorders; Abortion Management; Lameness Issues; Fertility Concerns in Rams; Sheep Eye Health Concerns; and Other General Health Issues.

LWMP 1502 1

Ewe Ration Formulation

Provides awareness of the methods used to balance rations to meet the sheep nutrient needs for each specific stage of production. The course will also cover least cost ration balancing.

LWMP 1701 2

Wool Characteristics and Properties

This course will provide an in-depth look at the biological development of wool fiber and the properties that make it a unique clothing fiber. In addition this course will study the factors that determine the value of wool, how these can be improved and methods to measure these qualities.

MACHINE TOOL (MACH

MACH 1400 1

Metal Composition & Classification

Introduces students to metallurgy and material classification as it relates to machining. Students will learn the differences in metals, stainless steel and aluminums. They will also learn the effects of work hardening while machining and how to overcome this issue. We will also discuss what makes a material able to be hardened and the correct steps involved in heat treating.

MACH 1410 2
Print Reading & Precision Measurement I
 Establishes the use and reading of precision measuring devices including micrometers, calipers, depth micrometers, and dial indicators. The math portion of the class is designed to provide the basic math principles as it relates to machine tool. Topics will include arithmetic, geometry, and trigonometry. The introductory level print reading topics include: interpret title block information, understand basic dimensioning symbols, learn the standard views, learn different line types, and interpret basic GD&T ζ s which they will apply in the shop.

MACH 1420 3
CNC Milling Machine Programming & Operation I
 Introduces basic CNC programming and operation of CNC milling machines. Students will be writing G code and conversational programming for CNC milling machines. The students will also setup and operate CNC milling machines.

MACH 1425 3
CNC Milling Machine Programming & Operation II
 Perform more advanced CNC programming and operation of CNC milling machines. Write G-code and conversational programs as well as conduct complex set ups and hold tighter tolerances on parts.

MACH 1430 3
CNC Lathe Programming & Operation I
 Introduces programming of 2 axis CNC lathes. It also includes selection of tooling and sequence of operations. Manual G-code programming will be done.

MACH 1435 3
CNC Lathe Programming & Operation II
 Perform more advanced CNC programming and operation of CNC lathes. Write G-code programming and conduct complex set ups as well as hold tighter tolerances on parts.

MACH 1440 2
Vertical Milling I
 Provides theory and hands on training in the safe use of vertical milling machines to produce an end product to an exact tolerance.

MACH 1445 2
Vertical Milling II
 Provides students an opportunity to further develop their skills with more advanced theory and hands on training in the safe use of vertical milling machines.

MACH 1450 2
Lathe Turning I
 Provides theory and hands on training in the safe use of manual lathes to produce an end product to an exact tolerance.

MACH 1455 2
Lathe Turning II
 Provides students the opportunity to further develop their skills with more advanced theory and hands on training in the safe use of manual lathes.

MACH 1460 2
Print Reading & Precision Measurement II
 Advanced training in the use of precision measuring devices including micrometers, calipers, depth micrometers, and dial indicators. The introductory level print reading topics include: interpret title block information, understand basic dimensioning symbols, learn the standard views, learn different line types, and interpret basic GD&T ζ s which they will apply in the shop.
 The student will become proficient in the reading and interpretation of blueprints and GD&T as they relate to machining. Prerequisite: MACH 1410.

MACH 1465 2
CAM Software & Programming
 Provides students an introduction to CAM software for programming both CNC mills and CNC lathes. Use geometry to draw, calculate feeds and speeds, create tool paths, simulate tool paths, and generate G-code program for the correct CNC machine.

MACH 1470 2
Surface Grinding I
 Examine and conduct proper use and set up of pedestal and surface grinders.

MACH 1480 3
Internship
 Complete work at a sponsoring machining company where the student will apply theory along with hands on skills gained from the precision machining program. The internship will be 135 hours spread over the semester.

MATH (MATH)

MATH 0092 2
Essentials of Mathematics-Pre Algebra

Assists students in developing a thorough understanding of basic mathematics. Intuition and sound mathematical techniques are used to analyze and solve problems in fractions, decimals, ratios, proportions, percentages, introductory statistics and basic metric geometry. Some introductory Algebra may also be included. This course is not considered a transfer course. Prerequisite: STSK 0092 or placement by exam.

MATH 0098 3
Higher Algebra I - Beginning Algebra

Teaches basic algebraic concepts and skills. Real number properties, algebraic expressions, use of exponents, first degree equations, inequalities, operations on polynomials, factoring, roots and radicals, and quadratic equations and inequalities are emphasized in the course. This course is not considered a transfer course. Prerequisite: MATH 0092 or placement by exam.

MATH 0099 3
Higher Algebra II

Continues MATH 0098. Coordinate geometry, functions, systems of equations, matrices, determinants, exponential and logarithmic functions are emphasized in the course. Other topics may include sequences, series, binomial theorem, and/or probability and statistics introduction. This course is not considered a transfer course. Prerequisite: High school algebra (one year), MATH 0098, or placement by exam.

MATH 1100 3
Integrated Math

Focuses on using math concepts to solve applied problems in technology. These concepts include topics in algebra, geometry, and trigonometry. Prerequisite: MATH 0092 or at least an 80% score on the Arithmetic Accuplacer test.

MATH 1105 (Meets Goal Area: 4) 4
Introduction to Probability and Statistics

Math 1105 introduces the math concepts of measures of central tendency, measures of dispersion, frequency distributions, probability, sampling distributions and the central limit theorem, testing of hypotheses, analysis of variance, linear regression and correlation analysis. Prerequisite: Two years of high school algebra, MATH 0098, or placement by exam.

MATH 1107 (Meets Goal Area: 4) 3
Concepts in Math

Covers topics from various areas of mathematics showing the scope and power of mathematics and emphasizing the mathematical method. For students who are not mathematics majors and who wish to acquire a basic understanding of mathematics. Prerequisite: Two years of high school algebra, MATH 0098, or placement by exam.

MATH 1111 (Meets Goal Area: 4) 3
College Algebra

Math 1111 reviews the fundamentals of math such as: operations of higher algebra integrated with a functions approach. Studies polynomial, exponential, and logarithmic functions, graphs and transformations, systems of equalities and inequalities, matrices and determinants, problem solving math applications and data modeling techniques. Prerequisite: Two years of high school algebra, MATH 0099, or placement by exam.

MATH 1113 (Meets Goal Area: 4) 4
Pre-Calculus

Math 1113 reviews the math concepts functions of college algebra and then extends those ideas to the math of trigonometry and analytic geometry. Exponential, logarithmic, and polynomial functions are emphasized in the

review. The course explores the math of rectangular coordinates and angles, solutions of right triangles, unit circles, radian measure, trigonometric functions and their inverse, trigonometric graphs, trigonometric equations and identities, complex numbers, conic sections, and other analytic geometry topics such as polar coordinates, parametric equations, sums and geometric series, and vectors. Prerequisite: MATH 1111 or placement by exam.

MATH 1118 (Meets Goal Area: 4) **4**
Applied Calculus

Provides a tour of differential and integral calculus in one variable. Emphasizes formulas and their interpretation and use in applications. Students in programs that call for short calculus, brief calculus or applied calculus should take this course. Engineering students should take the Calculus sequence: MATH 1121-1122. Students concerned about which courses to take should contact the instructor. Prerequisite: MATH 1113 or MATH 1111 or equivalent placement.

MATH 1121 (Meets Goal Area: 4) **4**
Calculus I

Math 1121 introduces the basic ideas of differential and integral calculus. Math topics include: limits and continuity, differentiation of functions, applications of derivatives, definite and indefinite integrals, the fundamental theorems of integral calculus, numerical integration, and applications of definite integrals. Prerequisite: Four years of high school math, MATH 1113, or placement by exam.

MATH 1122 **4**
Calculus II

Continues Calculus I. Begins with further applications of the definite integral. Other topics include the calculus of transcendental functions, techniques of integration, infinite series, plane curves, polar coordinates, parametric equations, and a few topics of analytic geometry of Euclidean 3-space. Prerequisite: MATH 1121.

MATH 2201 **4**
Calculus III

Continues Calculus II. Topics include vectors, vector-valued functions with applications, functions of two or more variables, partial derivatives, multiple integrals, and vector analysis topics including line and surface integrals, Green's Theorem, and Stokes' Theorem. Prerequisite: MATH 1122.

MATH 2206 **4**
Ordinary Differential Equations

Presents the theory, computations and applications of first and second order ordinary differential equations and two-dimensional systems. Prerequisite: MATH 1122.

MATH 2235
Special Topics Mathematics
 Explores specific areas of mathematics to meet specialized student needs or interests. The class may be retaken if the topic varies.

MEDICAL LABORATORY TECHNICIAN (MDLT)

MDLT 1100 **3**
Introduction to Laboratory Science

Designed to familiarize the student with a career in the medical laboratory field, MLT education programs, medical terminology, certification process, professional organizations, and ethical/legal issues. The student will also obtain blood samples (phlebotomy).

MDLT 1105 **3**
Microbiology I

Introduces the student to the microbial world. The course covers the study of the materials and methods used for identification of pathogenic organisms and the study of these organisms in relation to their disease processes in humans. The course will present microbiology within an epidemiologic, diagnostic, and clinical framework.

MDLT 1110 **2**
Medical Lab Calculations

Prepares MLT students for calculations used in the medical laboratory. Class content includes dilutions, titers, Levey-Jenny charts and quality control, metric system, and calculations used in the disciplinary departments in the medical laboratory. Instrumentation will be discussed.

MDLT 1115 **3**
Biological Fluids

Introduces the student to the practical aspects of renal physiology and the theory of urine chemical, physical and microscopic tests. In addition, analysis of other body fluids (fecal specimens, cerebral spinal fluid seminal fluid, amniotic fluid, synovial fluid) is reviewed in the lecture portion of the class. In the laboratory, the student will perform physical, chemical and microscopic analysis on urine specimens.

MDLT 1120 **3**
Immunology

This course introduces the student to a wide array of clinical laboratory techniques that are based on the concepts studied in immunology. The topics range from the very simple to the very complex procedures that are used in all areas of the clinical laboratory. Prerequisite: MDLT 1100.

MDLT 1125 **3**
Clinical Chemistry I

Introduces methods used in the quantitative analysis of chemical constituents of blood and other body fluids. Quality control is emphasized as integral to all aspects of laboratory medicine. Specific testing procedures for various organ systems are discussed and practiced.

MDLT 1130 **3**
Hematology I

Introduces the student to study of cells in the blood. It covers routine procedures performed on patients' blood in a medical laboratory. Emphasis is on the theory and practice of these skills utilizing both manual and automated techniques. Prerequisite: MDLT 1100.

MDLT 2101 **3**
Microbiology II

Continues Medical Microbiology I. Groups of medically important miscellaneous bacteria, yeast, molds, parasites and viruses are studied and correlated to laboratory practice in identification. Prerequisite: MDLT 1105 or discretion of instructor.

MDLT 2106 **3**
Immuno-hematology

Teaches the theory of red cell antigen-antibody interaction as it relates to blood grouping and typing, antibody detection and compatibility testing. Blood donor screening and component preparation are also discussed. In the laboratory the student will perform basic blood banking procedures. Accuracy in procedure and interpretation is emphasized. Prerequisites: MDLT 1100 and MDLT 1120.

MDLT 2110 **2**
Clinical Chemistry II

Continues Clinical Chemistry I. Students continue to develop skills in the performance of the chemical analysis of blood. Lectures continue to correlate laboratory results with clinical findings. Content of the course includes renal, acid/base balance, electrolytes, endocrinology, and thyroid, gastric and pancreatic function, toxicology, and hormones.

MDLT 2120 **3**
Hematology II

Continues Biological Fluids. Students will carry out wide ranging research into the disease processes that occur in the formed elements of the blood with emphasis on leukemias and myelomas. This course also covers the theory and testing of the coagulation aspects of the blood. The student will prepare a research paper and a journal article report. Prerequisite: MDLT 1105.

MDLT 2125 **12**
Externship I

Provides the first part of the student's externship in an affiliated hospital laboratory. The student is assigned to an affiliated hospital for the purpose of allowing them to gain practical experience in a laboratory while under direct supervision. The student will rotate through various departments of the laboratory. The student will review and be tested on biological fluids, microbiology, hematology, and coagulation. The student will be responsible for worksheets and exams.

MDLT 2131 7
Externship II

Provides the final part of the student's externship and courses in the medical laboratory technician program. The student will continue their externship at their assigned affiliated hospital laboratory. The student will rotate through the various departments. The student may experience weekend and night call to better prepare them for a realistic laboratory job. The student will receive worksheets and exams on chemistry, immunology and immunohematology. Prerequisite: MDLT 2125.

MDLT 2200 4
Externship

Consists of 120 contact hours of supervised practice of phlebotomy at an affiliated hospital, private laboratory or clinic. Learning activities are specifically planned and implemented at the clinical affiliated site. Student clinical experience is standardized using a checklist. The student will make arrangements with the Medical Laboratory Technician Program Director regarding their externship time and site. Prerequisite: MDLT 1100.

MDLT 2235
Special Topics

Covers a wide range of issues of current interest. Topics will be chosen to meet the needs of students. The class may be retaken for credit if the topic varies.

MDLT 2310 2
Urinalysis and Biological Fluids

Allows the students to refine laboratory techniques and apply knowledge learned in the didactic phase in an employment-like setting that offers realistic experiences unavailable in student laboratory sessions. Additionally, students acquire non-technical attributes including, but not limited to, communication, critical thinking, multitasking, and independent work skills. The student will practice and gain experience in basic medical laboratory techniques and procedures required for entry level Medical Laboratory Technicians in an affiliated hospital or clinic laboratory under the direct supervision of a qualified laboratory professional. Prerequisites: MDLT 2106 and MDLT 2120.

MDLT 2320 4
Hematology and Hemostasis

Allows the students to refine laboratory techniques and apply knowledge learned in the didactic phase in an employment-like setting that offers realistic experiences unavailable in student laboratory sessions. Additionally, students acquire non-technical attributes including, but not limited to, communication, critical thinking, multitasking, and independent work skills. The student will practice and gain experience in basic medical laboratory techniques and procedures required for entry level Medical Laboratory Technicians in an affiliated hospital or clinic laboratory under the direct supervision of a qualified laboratory professional. Prerequisites: MDLT 2106 and MDLT 2120.

MDLT 2330 4
Medical Microbiology

Allows the students to refine laboratory techniques and apply knowledge learned in the didactic phase in an employment-like setting that offers realistic experiences unavailable in student laboratory sessions. Additionally, students acquire non-technical attributes including, but not limited to, communication, critical thinking, multitasking, and independent work skills. The student will practice and gain experience in basic medical laboratory techniques and procedures required for entry level Medical Laboratory Technicians in an affiliated hospital or clinic laboratory under the direct supervision of a qualified laboratory professional. Prerequisites: MDLT 2160 and MDLT 2120.

MDLT 2340 3
Clinical Chemistry and Immunology

Allows the students to refine laboratory techniques and apply knowledge learned in the didactic phase in an employment-like setting that offers realistic experiences unavailable in student laboratory sessions. Additionally, students acquire non-technical attributes including, but not limited to, communication, critical thinking, multitasking, and independent work skills. The student will practice and gain experience in basic medical laboratory techniques and procedures required for entry level Medical Laboratory Technicians in an affiliated hospital or clinic laboratory under the direct supervision of a qualified laboratory professional. Prerequisites: MDLT 2106 and MDLT 2120.

MDLT 2350 4
Immunohematology

Allows the students to refine laboratory techniques and apply knowledge learned in the didactic phase in an employment-like setting that offers realistic

experiences unavailable in student laboratory sessions. Additionally, students acquire non-technical attributes including, but not limited to, communication, critical thinking, multitasking, and independent work skills. The student will practice and gain experience in basic medical laboratory techniques and procedures required for entry level Medical Laboratory Technicians in an affiliated hospital or clinic laboratory under the direct supervision of a qualified laboratory professional. Prerequisites: MDLT 2106 and MDLT 2120.

MDLT 2360 1
Capstone

Focuses on further development of critical thinking and problem solving skills in all of the laboratory disciplines, as well as integration of laboratory analyses, interpretation and application. Activities include discussions, case study, interactive activities and assignments, focused reviews, and examinations. Mastery of content will be assessed through a comprehensive examination. Under the direction of faculty, students prepare a written case study and present their findings to laboratory professionals and classmates. Student will also develop a resume and cover letter and discuss job interviewing. Prerequisites: MDLT 2106 and MDLT 2120.

MEDICAL ASSISTANT (MEDA)

MEDA 1105 3
Clinical Procedures I

Teaches the fundamentals of the clinical aspect of medical assisting, and includes learning to perform specific skills. Areas taught include communication and professionalism, basic principles of psychology, medical asepsis, the medical assistant's role in assisting with the medical exam, surgical asepsis and sterile procedures, and documentation.

MEDA 1135 3
Laboratory Skills

Focuses on the role of the medical assistant in the laboratory setting. CLIA-waived testing is studied and performed in the laboratory areas of urinalysis, immunology, hematology, chemistry, and microbiology. Specimen collection, quality control and documentation of test results are included. Additional topics explored include electrocardiogram, respiratory testing and emergency preparedness. Also reinforces the fundamental laboratory skills of infection control, safety and phlebotomy taught in MDLT 1100. Prerequisite: MDLT 1100.

MEDA 2110 4
Clinical Procedures II

Reinforces the fundamentals of clinical medical assisting taught in Clinical Procedures I and expands into the specialty areas of OB/GYN, pediatrics, colon procedures and male reproductive health. The basic principles of respiratory diagnostic testing, radiology, and emergency preparedness are also taught, as are dosage calculations and medication administration techniques. Included is the performance of specific skills related to each area of study. Prerequisite: MEDA 1105.

MEDA 2135 3
Pharmacology

Introduces pharmacological concepts and drug classifications as they apply to the diseases and disorders they are used to prevent and/or treat. Explores the effects of drugs on the different body systems. Prerequisite: HC 1151 or BIOL 2201 and BIOL 2202.

MEDA 2140 7
Medical Assistant Practicum

Focuses on the role of the medical assistant in relation to the following areas: self-awareness and self-care, community resources, patient education, teamwork and customer relations. The remainder of the course is designed to provide on-the-job experience. The student will be assigned to work in a physician's office for a total of 6 semester credits. The student will work under the supervision of office personnel doing tasks pertinent to the student's technical program.

MEDA 2235
Special Topics in Medical Assisting

Introduces students to specialized topics in the Medical Assisting field. Topics cover a wide range of issues of current interest and will be chosen to meet the needs of students. The course may be retaken for credit if the topic changes.

Music (MUSC)

MUSC 1101 (Meets Goal Area: 1) **3**

Fundamentals of Music

Covers basic music symbols, vocabulary, rhythm, scale structures, intervals, chords and basic piano skills. This is a required course for all elementary education majors. It is also open to any student who desires a basic introduction to music.

MUSC 1102 (Meets Goal Area: 1, 8) **3**

Introduction to Music Technology

Introduction to Music Technology explores various music technology applications through hands-on study and creative projects relevant to music and music technology. This course is an introduction to the origins, terminology, and fundamental concepts of music technology. Prerequisite: Basic computer skills.

MUSC 1104 (Meets Goal Area: 6) **3**

American Popular Music

Studies the history of American music including: Native American, African/American, vaudeville, Tin Pan Alley, ragtime, Dixieland, big band, musicals, country-western, folk music, popular song, jazz, rock, and the American Musical Theater.

MUSC 1105 (Meets Goal Area: 6) **3**

Enjoying Music

Enjoying music stresses the art of listening and enjoying music from major musical periods such as the Baroque and Classical as well as jazz. Open to all students who wish to increase their knowledge and enjoyment of music.

MUSC 1108 **1**

Concert Band

Prepares students for performance of concert band and wind ensemble literature. Open to all students who play band instruments. Performances are given both on and off campus. One major performance each semester. Prerequisite: Audition.

MUSC 1110 (Meets Goal Area: 6) **3**

Introduction to Rock Music

Introduction to Rock Music explores the history of rock and roll music, its relevant performers, producers, recordings, and cultural identity. This course is an appreciation of the origins, characteristics, and stylistic development of rock and roll music from the early 1950s to the present. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

MUSC 1111 (Meets Goal Area: 6) **1**

Chorale

Consists of a mixed chorus practicing and performing a wide range of choral literature from Renaissance motets, small works for chorus and orchestra, to avant garde compositions and pop music. Emphasis is on good vocal production. There is one major performance each semester and some touring. In case of low enrollment, this class may be divided into small ensembles such as octets, sextets, or quartets. Prerequisite: Audition.

MUSC 1112 (Meets Goal Area: 6) **1**

Chorale

Consists of a mixed chorus practicing and performing a wide range of choral literature from Renaissance motets, small works for chorus and orchestra, to avant garde compositions and pop music. Emphasis is on good vocal production. There is one major performance each semester and some touring. In case of low enrollment, this class may be divided into small ensembles such as octets, sextets, or quartets. Prerequisite: Audition.

MUSC 1131 (Meets Goal Area: 6) **1**

Pop Singers

Consists of a mixed vocal ensemble, with accompaniment, performing a wide variety of popular music. At least one major performance and some touring takes place each semester. In case of low enrollment, this class may be divided into small ensembles such as octets, sextets, or quartets. Prerequisite: Audition.

MUSC 1132 (Meets Goal Area: 6) **1**

Pop Singers

Consists of a mixed vocal ensemble with accompaniment performing a wide variety of popular music. At least one major performance and some touring takes place each semester. In case of low enrollment, this class may be

divided into small ensembles such as octets, sextets, or quartets.

Prerequisite: Audition.

MUSC 1140 (Meets Goal Area: 6) **1**

Piano Lessons

Provides regularly scheduled individualized instruction. Open to interested students at all levels of ability.

MUSC 1141 (Meets Goal Area: 6) **1**

Piano Lessons

Provides regularly scheduled individualized instruction. Open to interested students at all levels of ability.

MUSC 1145 (Meets Goal Area: 6) **1**

Vocal Lessons

Develops singing technique through a regularly scheduled program of individualized instruction.

MUSC 1146 (Meets Goal Area: 6) **1**

Vocal Lessons

Develops singing technique through a regularly scheduled program of individualized instruction.

MUSC 2108 **1**

Concert Band

Prepares students for performance of concert band and wind ensemble literature. Open to all students who play band instruments. Performances are given both on and off campus. One major performance each semester. Prerequisite: Audition.

MUSC 2111 **1**

Chorale

Consists of a mixed chorus practicing and performing a wide range of choral literature from Renaissance motets, small works for chorus and orchestra, to avant garde compositions and pop music. Emphasis is on good vocal production. There is one major performance each semester and some touring. In case of low enrollment, this class may be divided into small ensembles such as octets, sextets, or quartets. Prerequisite: Audition.

MUSC 2112 **1**

Chorale

Consists of a mixed chorus practicing and performing a wide range of choral literature from Renaissance motets, small works for chorus and orchestra, to avant garde compositions and pop music. Emphasis is on good vocal production. There is one major performance each semester and some touring. In case of low enrollment, this class may be divided into small ensembles such as octets, sextets, or quartets. Prerequisite: Audition.

MUSC 2131 **1**

Pop Singers

Consists of a mixed vocal ensemble, with accompaniment, performing a wide variety of popular music. At least one major performance and some touring takes place each semester. In case of low enrollment, this class may be divided into small ensembles such as octets, sextets, or quartets. Prerequisite: Audition.

MUSC 2132 **1**

Pop Singers

Consists of a mixed vocal ensemble, with accompaniment, performing a wide variety of popular music. At least one major performance and some touring takes place each semester. In case of low enrollment, this class may be divided into small ensembles such as octets, sextets, or quartets. Prerequisite: Audition.

MUSC 2140 **1**

Piano Lessons

Provides regularly scheduled individualized instruction. Open to interested students at all levels of ability.

MUSC 2141 **1**

Piano Lessons

Provides regularly scheduled individualized instruction. Open to interested students at all levels of ability.

MUSC 2145 1
Vocal Lessons
 Develops singing technique through a regularly scheduled program of individualized instruction.

MUSC 2146 1
Vocal Lessons
 Develops singing technique through a regularly scheduled program of individualized instruction.

MUSC 2235
Special Topics in Music
 Covers a wide range of issues of current interest. Topics will be chosen to meet the needs of students. The class may be retaken for credit if the topic varies.

NATURAL SCIENCE (NSCI)

NSCI 1100 (Meets Goal Area: 8, 10) 3
Issues in the Environment
 Takes a broad look at environmental issues and explores in depth certain global, national, and local environmental problems. In addition to lecture, guest speakers, field trips, and videos may be used. Prerequisite: STSK 0090 or evidence of college level reading ability through assessment test or prior college coursework.

NSCI 2235
Special Topics
 Explores various topics relating to the natural and man made world. It is designed to meet student needs or interests relating to their chosen field of study. The course may be retaken when the topic is different.

NURSING (NURS)

NURS 1100 4
Principles and Practices of Nursing
 Introduces principles and practices utilized by the beginning nursing student to assist and empower individuals and families across the lifespan with basic needs. Concepts include critical thinking, cultural concepts, confidentiality, professional boundaries, ethical and legal principles, nutrition, communication, nursing process and documentation, fluid and electrolytes, rest and sleep, psychological balance, pain and comfort, elimination, and care on the geriatric client.

NURS 1120 3
Nursing of the Adult I
 Introduces the students to alterations in functioning, including basic disease processes throughout the adult lifespan including disruptions in the following: cardiovascular, respiratory, skin and sensory systems. Topics of infectious processes, diabetes mellitus, and drug therapy will be addressed. Gerontological and cultural consideration will be included. Critical thinking through the use of the nursing process, health promotion, and standards of care are used to guide the students.

NURS 1130 2
Pharmacology I
 Introduces pharmacological concepts, drug classifications, and affects of drugs on the client. It prepares the student for dosage calculations and the administration of medications.

NURS 1140 2
Nursing Skills Lab
 Focuses on achieving safe and competent practice in nursing skills such as catheterization, dressing changes, NG tube insertions, and medication administration skills.

NURS 1180 2
Clinical Applications I
 Focuses on student demonstration of knowledge and skills learned in the classroom and lab by providing nursing care for selected clients in a long-term care facility. The student demonstrates beginning critical thinking skills in planning and caring for clients and working within an interdisciplinary team implementing standards of care.

NURS 1220 5
Nursing of the Adult II
 Introduces the students to alterations in functioning, including basic disease processes throughout the adult lifespan including disruptions in the following: renal, reproductive, gastrointestinal, endocrine, neurovascular and musculoskeletal systems. Topics of cancer and surgical client care and mental health will be addressed. Nursing and collaborative interventions and critical thinking skills are reinforced. Pharmacological concepts, gerontological and cultural considerations will be included. Critical thinking through the use of the nursing process, health promotion, and standards of care are used to guide the students.

NURS 1230 1
Pharmacology II
 Builds on prior knowledge of dosage calculations with emphasis in pediatric medication dosage calculations and intravenous solutions. It builds on the pharmacological concepts, drug classifications, and the effects of drugs on clients experiencing disruptions of endocrine, gastrointestinal, urinary, reproductive, musculoskeletal, and neurological body systems. Medications used to treat cancer, the surgical client, and mental health disorders will also be discussed. Prerequisite: NURS 1130.

NURS 1250 2
Family Nursing
 Introduces the learner to the childbearing/childrearing family. Concepts included are normal physical, psychosocial, and abnormal conditions occurring during the antepartum, intrapartum, and postpartum periods of pregnancy, normal growth and development of the newborn through the adolescent and discussion of common physical and psychological problems encountered in the pediatric client. The importance of a family-centered care approach in the care of childbearing/childrearing clients is examined. Prerequisite: PSYC 1150.

NURS 1280 6
Clinical Application II
 Focuses on student demonstration of knowledge and skills learned in the classroom and lab by providing nursing care to individuals and families across the lifespan. The student demonstrates critical thinking skills in planning and caring for selected clients in a variety of settings and working within an interdisciplinary team.

NURS 1295 2
PN Integration
 Introduces the first year student to Nurse Practice act, legal and ethical issues and leadership skills in preparation for state licensure. Clinical facilitates the transition role from student to practitioner.

NURS 2000 1
Transition to Professional Nursing Education
 Facilitates the learner's transition to college and the AS Nursing Program. Emphasis includes the RN scope of practice, introduction to the AS nursing framework at Minnesota West, and strategies for student success in a learner-centered environment. Topics and nursing concepts essential for success in the AS nursing program will be reviewed.

NURS 2100 2
Professional Nurse Transition
 Assists the student successfully transition into an AD Nursing Program with an emphasis on the RN scope of practice. Topics may include, but are not limited to communication, critical thinking, nursing process, math, culture, and boundaries. May include clinical days as needed.

NURS 2120 4
Nursing Across the Lifespan
 Concentrates on health and illness of individuals and families across the lifespan. Critical thinking through the use of the nursing process and standards of care are used to guide the student. Concepts of health promotion, pharmacology, and nutrition are integrated into specific subject areas. Subject areas include individuals with mental health needs, oxygenation needs, fluid and electrolyte balance, the childbearing and childrearing family.

NURS 2125 4
Patient Centered Care I
 Focuses on nursing process and clinical judgment in the care of patients and their families. Emphasis is placed on professional knowledge, skills, and attitudes integral to the nursing competencies of patient-centered care,

safety, and evidence-based practice. Concepts of therapeutic communication, health promotion, pharmacology, and nutrition are integrated throughout content. Nursing content areas include: mental health, pain, surgery, fluids and electrolytes, acid base balance, cancer, as well as vascular, hematologic, cardiac, respiratory, and musculoskeletal disorders.

NURS 2130 2

Pharmacology: A Pathophysiologic Approach

Provides an opportunity to synthesize pharmacologic, basic pathophysiologic, and nursing concepts to minimize risk of harm for patients. Promotes use of current information to prevent error and support decision making.

NURS 2140 2

Professional Nursing Skills

Focuses on mastery of independent and delegated nursing skills necessary for the beginning nurse generalist. An emphasis is placed on refinement of physical and psychosocial assessment skills through the lifespan. Other threads include communication skills, caring interventions, teaching/learning, documentation, nursing process, nursing math, and the nurse's role in intravenous therapy.

NURS 2145 2

Professional Nursing I

Facilitates transition of the Licensed Practical Nurse into the professional nursing role. Concepts of patient-centered care including holistic assessments, diversity of care, individualized teaching plans, therapeutic communication, safety in care delivery and professional boundaries are emphasized. Evidence-based practice as a foundation for sound clinical reasoning is incorporated.

NURS 2150 2

Skills Lab

Assists the student in developing safe, evidence based nursing skills. Delegated medical functions as well as physical and psychosocial assessment of adults and children are practiced. Safety in medication dosage and medication administration is practiced. Simulation will be used to integrate skills in preparation for the acute care clinical environment.

NURS 2180 2

Clinical Applications

Demonstrate critical thinking skills in planning and delivering care for individuals and families across the lifespan with a variety of health care needs. Provides the student the opportunity to demonstrate newly acquired cognitive and technical skills and to integrate previously learned skills and knowledge.

NURS 2190 2

Acute Care Clinical I

Provides an opportunity to demonstrate safe and effective application of the nursing process with emphasis on patient centered care, and the demonstration of therapeutic and professional communication. Affords an opportunity to demonstrate clinical reasoning and to synthesize newly acquired cognitive and technical skills with prior knowledge, skills, and attitudes. Prerequisite: NURS 2145.

NURS 2220 4

Nursing Across the Lifespan II

Focuses on health and illness for individuals and families across the lifespan. The student is expected to use a higher level of critical thinking skills during this course. Subject areas include caring for the client experiencing vascular, hematologic, endocrine, neurological, gastrointestinal, genitourinary, integumentary, or immune disorders; cancer, pain, critically ill episodes, and emergency situations/preparedness.

NURS 2225 3

Patient Centered Care II

Focuses on nursing process and clinical judgment in the care of patients and their families with increasing levels of synthesis and application. Emphasis is placed on professional knowledge, skills, and attitudes integral to the nursing competencies of patient-centered care, safety, and evidence-based practice. Concepts of therapeutic communication, health promotion, pharmacology, and nutrition are integrated throughout content. Nursing content areas include: caring for patient with endocrine, neurological, immune, integument, gastrointestinal, and elimination disorders. Care for those with infections, critical illness, and the dying patient is explored. Prerequisites: NURS 2125, NURS 2130, NURS 2145, NURS 2150, and NURS 2190.

NURS 2230 1

Trends and Issues

Introduces the student to contemporary nursing topics such as current trends, advocacy, impact of legislative decisions on health care, reimbursement, boundaries, models of care, complementary/alternative therapies, nursing informatics and access to care.

NURS 2235

Special Topics in Nursing

Topics will be chosen to meet the needs of students. The class may be retaken for credits if the topic varies.

NURS 2240 2

Manager of Care

Emphasizes beginning management theory and transition into the graduate nurse role. The learner integrates knowledge and skills necessary for caring for groups of clients, nursing team management, interdisciplinary collaboration, delegation, and supervising and teaching nursing personnel.

NURS 2245 2

Professional Nursing II

Emphasizes beginning management theory and transition into the graduate nurse role. The learner integrates knowledge, skills and attributes needed to care for groups of clients, nursing team management, effective team communication, effectively resolve conflict, interprofessional collaboration, prioritization of nursing activities, delegation, supervision, and teaching nursing personnel. Preparation for end-of-program requirements and NCLEX-RN exam. Prerequisites: NURS 2125, NURS 2130, NURS 2145, NURS 2150, and NURS 2190.

NURS 2260 3

Patient and Family Centered Care for Special Populations

Integrates understanding of key dimensions of patient and family centered care for children experiencing illness, obstetrical and newborn complications, older adults, care of emergent situations (including community emergency preparedness), and individuals receiving care in a community setting. Prioritization and delivery of safe, quality care incorporating patient and family preferences, values, and beliefs. Current "best practice" will be examined to validate incorporation of evidence-based empirical research in care for individuals and families. Prerequisites: NURS 2225 and NURS 2245.

NURS 2275

Nursing Preceptorship

Provides an opportunity for skill refinement and increased confidence in managing patient care for Associate of Science Nursing program students prior to graduation, NCLEX-RN licensing exam, and entry into practice. Student applies the nursing process in a realistic work setting through a preceptor experience. Concepts of clinical-decision making, prioritization, delegation, supervision, accountability, leadership, and professionalism are integrated into the preceptorship experience. Prerequisites: NURS 2190, NURS 2290, and NURS 2390.

NURS 2280 3

Clinical Applications

Demonstrates critical thinking skills and synthesis in planning and delivering care for increasingly complex individuals and families across the lifespan. Newly acquired nursing skills and classroom knowledge will be utilized in a variety of venues that includes acute care and community settings.

NURS 2290 2

Acute Care Clinical II

Builds on the knowledge, skills, and attitudes from NURS 2190. Refinement of assessment, communication, and technical skills is practiced in an acute care setting. The student creates and evaluates patient centered plans of care while utilizing Evidence Based Practice. Prerequisites: NURS 2125, NURS 2130, NURS 2145, NURS 2150, and NURS 2190.

NURS 2390 2

Clinical in Alternate Settings

Application of knowledge, skills, and attitudes from prior nursing courses to patients, families in alternate care settings such as nursing homes, assisted care facilities, and the community. Structured simulation scenarios to promote clinical reasoning and decision making. Prerequisites: NURS 2125, NURS 2130, NURS 2145, NURS 2150, and NURS 2190.

PHYSICAL EDUCATION (PHED)

PHED 1101 Foundations of Health, Physical Education & Recreation Provides an introduction to the history, philosophy, objectives, and principles of health, physical education and recreation. Topics included will be career opportunities and preparation; professionalism including attitudes; ethics, and organizations. This is a course designed for persons who plan to major or minor in health, physical education or recreation.	3	PHED 1160 Beginning Golf Focuses on helping beginning golfers understand the fundamentals of golf as a recreational activity.	1
PHED 1106 Psychology of Winning Studies the basic principles of psychology related to success and motivation. Emphasizing positive-winning attitudes, success traits, goal-setting and basic psychology principles. This course is designed to help students recognize the strong relationship that exists between attitudes and success in school, work, sports and life.	2	PHED 1165 Fitness for Acceleration Provides a high intensity aerobic program focusing on sport specific movements. It aims to teach proper mechanics to prevent injury in physical activities as well as developing or enhancing ones quickness, plyometrics and coordination. The program also benefits cardiovascular, muscle toning and fitness goals.	1
PHED 1110 Prevention and Care of Athletic Injuries I Covers the modern principles of athletic training for people involved in the health care of athletes. This course is designed to help individuals involved in coaching, physical education, or recreation, as well as persons interested in athletic training or sports medicine.	3	PHED 1170 Intercollegiate Football Consists of intercollegiate competition in football at the community college level. Football skills, sportsmanship, competitiveness, and sound athletic principles are taught.	1
PHED 1114 Physical Agility & Self Defense Provides experiential learning in techniques for self-defense as well as general fitness learning. Techniques in handcuffing, searching, joint manipulation pressure points and counters. Only students formally accepted into the AS Law Enforcement Program may register.	2	PHED 1171 Intercollegiate Volleyball Provides credit to first year students who report for the volleyball squad and who complete the requirements of the course. This includes participation in Minnesota Community College Athletic Conference competition.	1
PHED 1120 Beginning Archery Offers fundamental instruction in target archery. Safety, choice and care of equipment will also be taught.	1	PHED 1172 Intercollegiate Men's Basketball Provides credit for first year participants. The course consists of a twenty-game schedule against other community colleges in Minnesota.	1
PHED 1125 Aerobics Teaches a moderately strenuous blend of flexibility, stretch and dance using the large muscle groups. Its aims are improving cardiovascular fitness, promoting a multitude of positive and natural changes in the body, enhancing general health and well being, toning up muscles and having fun.	1	PHED 1173 Intercollegiate Women's Basketball Includes participation in intercollegiate competition in women's basketball at the community college level representing Minnesota West Community and Technical College, Worthington Campus in the Minnesota Community College Athletic Conference.	1
PHED 1130 Physical Fitness for Life Emphasizes aspects of physical fitness for the student wishing to learn methods and tests of physical fitness. Cardiovascular and respiratory fitness, as well as muscular strength and endurance will be emphasized. The course is self-paced.	1	PHED 1174 Intercollegiate Wrestling Provides credit to first year students who report for the wrestling squad and who complete the requirements of the course. This includes participation in Minnesota Community College Athletic Conference competition.	1
PHED 1135 Beginning Tennis Introduces the fundamentals of tennis as a leisure time activity. Emphasis is on acquiring technique, knowledge and fitness.	1	PHED 1175 Intercollegiate Women's Softball Includes participation in intercollegiate competition in women's softball at the community college level representing Minnesota West Community and Technical College, Worthington Campus in the Minnesota Community College Athletic Conference.	1
PHED 1136 Racquet Sports Introduces the fundamentals of different racquet sports and leisure time activities. This course is designed to develop skills, technique, sportsmanship, and knowledge of rules in racquetball, badminton, and other indoor racquet sports.	1	PHED 1176 Intercollegiate Baseball Includes participation in intercollegiate competition in men's baseball at the community college level representing Minnesota West Community and Technical College, Worthington Campus in the Minnesota Community College Athletic Conference.	1
PHED 1140 Body Conditioning Emphasizes body conditioning through weight training and physical training.	2	PHED 1177 Intercollegiate Women's Golf Provides credit to first year students who report for the golf squad and who complete the requirements of the course. Completion includes participation in the Minnesota Community College Athletic Conference.	1
PHED 1145 Bowling Provides students with knowledge and practice in the sport of bowling. Students learn bowling rules, skills, techniques, and appreciation.	1	PHED 1178 Intercollegiate Men's Golf Provides credit to first year students who report for the golf squad and who complete the requirements of the course. Completion includes participation in the Minnesota Community College Athletic Conference.	1
PHED 1155 Cross-Country Skiing Introduces the student to the fundamentals of the sport. Flat-track techniques, downhill and hill climbing techniques are covered. Equipment provided.	1	PHED 2101 History of Physical Education and Sports Reviews the reciprocal relationship between sport and America's dominant social and cultural themes from the colonial period to the present. Explores the foundations on which modern American sports were laid and the social forces which led to the organization and institutionalization of amateur, intercollegiate, and professional sports. Includes an examination of the ways	2

in which ethnic heritage, race, socio-economic class, and gender intersect with the social institution of American sport.

PHED 2110 2

Prevention and Care of Athletic Injuries II

Continues PHED 1110. Emphasizes the anatomy, kinesiology, and care of knee, thigh, and lower leg injuries. Shoulder, elbow, arm, and hand injuries are also studied. Prerequisite: PHED 1110.

PHED 2111 3

Sports Management

Examines the history, philosophies and theories of management in recreation and sports. Students will learn the management policies and procedures used in recreational, fitness and sports settings. Prerequisite: ENGL 1101.

PHED 2135 1

Intermediate Tennis

Continues PHED 1135. Stresses the fundamentals of tennis as a leisure time activity as well as the competitive aspects of the sport. Emphasis is on acquiring technique, knowledge, fitness, and the strategy of the game.

PHED 2140 2

Theory and Technique of Body Conditioning

Teaches methods and techniques of physical conditioning. Includes the use of theory in designing different fitness programs. Prerequisite: PHED 1140 or PHED 1130 or consent of instructor.

PHED 2170 1

Intercollegiate Football

Consists of intercollegiate competition in football at the community college level. Football skills, sportsmanship, competitiveness, and sound athletic principles are taught.

PHED 2171 1

Intercollegiate Volleyball

Provides credit to second year students who report for the volleyball squad and who complete the requirements of the course. This includes participation in Minnesota Community College Athletic Conference competition.

PHED 2172 1

Intercollegiate Men's Basketball

Provides credit for second year participants. The course consists of a twenty-game schedule against other community colleges in Minnesota.

PHED 2173 1

Intercollegiate Women's Basketball

Includes participation in intercollegiate competition in women's basketball at the community college level representing Minnesota West Community and Technical College, Worthington Campus in the Minnesota Community College Athletic Conference.

PHED 2174 1

Intercollegiate Wrestling

Provides credit to second year students who report for the wrestling squad and who complete the requirements of the course. This includes participation in Minnesota Community College Athletic Conference competition.

PHED 2175 1

Intercollegiate Women's Softball

Includes participation in intercollegiate competition in women's softball at the community college level representing Minnesota West Community and Technical College, Worthington Campus in the Minnesota Community College Athletic Conference.

PHED 2176 1

Intercollegiate Baseball

Includes participation in intercollegiate competition in men's baseball at the community college level representing Minnesota West Community and Technical College, Worthington Campus in the Minnesota Community College Athletic Conference.

PHED 2177 1

Intercollegiate Women's Golf

Provides credit to second year students who report for the golf squad and who complete the requirements of the course. Completion includes participation in the Minnesota Community College Athletic Conference.

PHED 2178 1

Intercollegiate Men's Golf

Provides credit to second year students who report for the golf squad and who complete the requirements of the course. Completion includes participation in the Minnesota Community College Athletic Conference.

PHED 2181 2

Wrestling Coaching and Officiating

Covers the guidelines of the State and National High School League rules including rules interpretation, match technique, and casebook studies. Course will also cover the coaching aspects of wrestling, match tactics, scouting, recruiting, team goals, methods of conducting practice, student academic concerns, and handling players at both high school and college settings.

PHED 2183 2

Basketball Coaching and Officiating

Reviews in detail high school basketball rules and the basic mechanics of officiating basketball. A comparison between high school rules and college basketball rules is made to better enable students to work at and understand both levels.

PHED 2184 1

Officiating Volleyball

Reviews high school volleyball rules and the basic mechanics of officiating volleyball. A comparison between high school rules and college volleyball rules is made to better enable students to work at and understand both levels.

PHED 2185 2

Volleyball Coaching and Officiating

Reviews in detail high school, club and college level volleyball rules and the basic mechanics of officiating volleyball. A comparison between high school, club and college rules is made to better enable students to understand various levels of coaching. The course also looks at proper training techniques to improve and teach the game of volleyball. Students will learn all venues of running a program so they can prepare to be a coach.

PHED 2187 2

Baseball/Softball Coaching and Officiating

Covers the guidelines of the State and National High School League rules including rules interpretation, game technique, and casebook studies. Course will also cover the coaching aspects of baseball and softball, game tactics, scouting, recruiting, team goals, methods of conducting practice, student academic concerns, and handling players at both high school and college settings.

PHED 2188 2

Football Coaching and Officiating

Covers the guidelines of the State and National High School League rules, including rules interpretation, field mechanics, and casebook studies. Course will also cover the coaching aspects of football, game tactics, scouting, recruiting, teams, methods of conducting practice, student academic concerns, and handling players at both high school and college settings.

PHED 2235

Special Topics

Covers a wide range of issues and skill development. Particular topics will be chosen to meet the needs of Physical Education students. The class may be retaken for credit if the topic varies.

PHED 2280

Field Experiences - Physical Education

Offers students paid or unpaid work experiences closely related to their academic and career pursuits. Assists students in gaining skills and realism about job demands and future educational choices. Activities are closely supervised by college instructors and on-the-job supervisors.

PHILOSOPHY (PHIL)

PHIL 1101 (Meets Goal Area: 6) 3

Introduction to Philosophy

Introduction to Philosophy introduces students to five areas of philosophical inquiry and the questions basic to each: ethics (What is the nature of the good?), epistemology (What is the nature of knowledge and truth?), metaphysics (What is the nature of reality?), the philosophy of religion (What are the proofs for God's existence?), and social/political philosophy (What is the nature of a good state?). Using primary texts and class discussion,

students will explore the answers philosophers such as Plato, Mill, Kant, Hume, Locke, and Nietzsche have offered. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

PHIL 1102 (Meets Goal Area: 6) **2**
Philosophy of Religion

Covers topics relative to religion and God, including arguments for the existence of God, religious experience, faith and reason, the problem of evil, and immortality. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

PHIL 1200 (Meets Goal Area: 4) **3**
Logic

Logic introduces students to formal and informal logic. Students will learn to identify and outline arguments in classic and contemporary texts, to determine whether an argument is deductive or inductive, and to determine an argument's validity and soundness. Students will learn to diagram categorical syllogisms and to translate propositional statements. Students will also learn to identify and classify logical fallacies. Prerequisite: ENGL 1101. This course counts as a Mathematical/Logical Reasoning course, Area 4.

PHIL 2101 (Meets Goal Area: 6, 9) **3**
Ethics Theory and Practice

Introduces classical and contemporary ethical theories and how to apply them in analyzing contemporary ethical issues. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

PHIL 2201 (Meets Goal Area: 6, 9) **1**
Introduction to Ethical Theory

Introduces students to classical and contemporary ethical theories. The main purpose is to critically examine the various approaches to moral conduct through the reading of primary sources and class discussion. This course is required prior to taking any other ethics course (2202, 2222, 2223). Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

PHIL 2202 (Meets Goal Area: 6, 9) **1**
General Applied Ethics

Examine ethical issues in contemporary society critically. The focus will be on the application of ethical theories and principles to specific contemporary issues. Prerequisite: PHIL 2201.

PHIL 2205 (Meets Goal Area: 6, 9) **2**
Business Ethics

Introduces students to ethical problems in businesses and companies or corporations through presentations by local business, community and corporate leaders on moral behavior and ethical dilemmas in areas such as: medicine, international trade, profit and non-profit organizations, and education.

PHIL 2222 (Meets Goal Area: 6, 9) **1**
Medical Ethics

Introduces students to how the principles of ethics apply in health care practice. Students will examine two main ethical theories, utilitarian and deontological, as they apply to questions of health care practice. Students will study the ethical principles of autonomy, nonmaleficence, beneficence, and justice. The focus will be on the application of these theories and principles to specific cases. The course is designed for students intending to major in a health care field. Prerequisite: PHIL 2201.

PHIL 2223 **1**
Ethics for Human Services Workers

Introduces students to how the principles of ethics apply in the human services field. Students will examine two main ethical theories, utilitarian and deontological, as they apply to question of ethical practice in human services. Students will study the ethical principles of autonomy, beneficence, nonmaleficence and justice. The focus will be on the application of these theories and principles to specific issues and cases. The course is designed for students intending to major in human services. Prerequisite: PHIL 2201.

PHIL 2230 (Meets Goal Area: 6, 8) **3**
World Religions

Explore various world religions through reading about the religions and reading texts from various faith traditions. Prerequisite: STSK 0095 or

evidence of college level reading ability through assessment test or prior college coursework.

PHIL 2235
Special Topics in Philosophy

Explores specific issues and topics in philosophy. The class may be retaken if the topics vary. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

PHARMACY TECHNOLOGY (PHRM)

PHRM 1100 **5**
Pharmacy Principles and Practices I

Explore the principles of ethical thought as applied to the areas of pharmacy ethics which will include state and federal laws. Students will learn the organization and functions of retail and hospital pharmacy settings. This course will also introduce students to common uses of computers and their practical applications in a pharmacy setting. The roles and responsibilities of a pharmacy technician will be explored as well as Occupational Safety and Health Act (OSHA) and Health Insurance Portability and Accountability ACT (HIPAA) requirements will be covered.

PHRM 1105 **5**
Pharmacy Principles and Practices II

Demonstrate the preparation of retail and institutional pharmacy practices. Perform advanced procedures including Intravenous (IV) drug admixture, total parenteral nutrition (TPN) and critical care IV admixture. Students will learn and demonstrate understanding of various billing systems as well as the universal medical coding system which uses numerical codes to classify medical conditions and treatments. Applying personal safety and hygiene related to pharmacy practices will be covered. Students will demonstrate knowledge and skill in filling prescriptions in a lab setting and develop communication skills associated with pharmacy technicians. Prerequisite: PHRM 1100.

PHRM 1110 **3**
Pharmacy Calculations

Demonstrate proficiency in specific calculation methods and principles related to pharmacy tasks. Students will utilize basic arithmetic principles in completing tasks associated with a pharmacy technician. Throughout this course basic math skills will be reviewed that are necessary for the required calculations that become more advanced as students' progress through the course. Students will also demonstrate understanding of various measurement systems and various dosage calculations. Prerequisite: PHRM 1100.

PHRM 1115 **4**
Chemistry for Pharmacy Technicians

Explore various chemistry concepts and techniques. Topics will include general chemistry, organic chemistry, and medicinal and pharmaceutical chemistry. Students will demonstrate knowledge of the basics of chemistry and how that knowledge is applicable to the development of new drug entities. The history of drug products will be discussed as well as the process of discovering new drugs and their uses. Students will learn how researchers develop new drugs and compounds and how the essential principles of chemistry assist in this process. Throughout the course students will explore drug interactions and by utilizing chemistry concepts, explain why these interactions happen and what to expect. Students will utilize a laboratory setting to demonstrate knowledge of chemistry principles and practices and demonstrate competency in using these practices in a pharmacy setting.

PHRM 1120 **3**
Drug Properties and Distribution

Describe therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease. Students will demonstrate pharmacy practices and apply new concepts and principles necessary to practice as a pharmacy technician. Pharmacology and chemistry concepts will be explored. Primary topics will include therapeutic properties, side effects, interactions, drug dosages, and toxicities. Prerequisite: PHRM 1115.

PHRM 1130 **3**
Externship I - Hospital

Perform skills in a hospital pharmacy setting under the direction of the pharmacist and pharmacy technicians. This course prepares the student for entering the Pharmacy Technician career field and provides information on career opportunities. Students will apply skills, knowledge, and abilities acquired in the classroom and laboratory settings in a practical work-based

pharmacy training environment. Prerequisites: PHRM 1100, PHRM 1105, PHRM 1115, PHRM 1120.

PHRM 1135 **3**
Externship II - Retail

Perform skills in a retail pharmacy setting under the direction of the pharmacist and pharmacy technicians. This course prepares the student for entering the Pharmacy Technician career field and provides information on career opportunities. Students will apply skills, knowledge, and abilities acquired in the classroom and laboratory settings in a practical work-based pharmacy training environment. Prerequisites: PHRM 1100, PHRM 1105, PHRM 1115, PHRM 1120

PHYSICS (PHYS)

PHYS 1100 (Meets Goal Area: 3) **3**
Survey of Physics

Includes a general survey of conceptual physics. Topics include a basic introduction to Newton's Laws of motion, gravity, physical mechanics, properties of matter, heat, sound, electricity, magnetism, light and nuclear physics. This is mainly a lab activity course for students who have not had high school physics. Prerequisite: High school algebra I or MATH 0098 or higher.

PHYS 1150 (Meets Goal Area: 3) **3**
Survey of Astronomy

Covers a general overview of the science of astronomy. Topics include the history of astronomy, the nature of science, celestial motion, phases of the moon, gravity, Keplers Laws, light and spectroscopy, the Solar System, stars, galaxies, and cosmology. There will be lab activities to accompany many of the topics. Prerequisite: MATH 0098 or placement by exam.

PHYS 1201 (Meets Goal Area: 3) **4**
Fundamentals of Physics I

Develops a foundation for future studies in fields not requiring the calculus. Laboratory and lecture based instruction using both calculator and computer based instruction. Develops a foundation in physics for liberal arts, pre-medical, or pre-pharmacy students. Topics studied include one and two-dimensional motion, forces and acceleration, applications of Newton's Laws, momentum, gravitation, collisions, work and energy, rotational motion, and angular momentum, harmonic motion and sound. Prerequisite: MATH 0099 or higher.

PHYS 1202 (Meets Goal Area: 3) **4**
Fundamentals of Physics II

Covers topics including temperature and heat transfer, laws of thermodynamics and heat engines, electric fields, electricity of direct current circuits, electronics magnetism and radioactivity. Prerequisite: PHYS 1201 or consent of instructor.

PHYS 2121 **5**
General Physics I

Teaches the fundamentals of physics using calculus and vectors. Uses laboratory centered instruction with calculator and computer based investigations. Topics include kinematics, Newtons Laws of motion, forces, collisions, momentum, work, and energy, energy conservation, rotational motion, angular momentum, torque, harmonic motion, oscillations, and chaos.

PHYS 2122 **5**
General Physics II

Uses laboratory centered instruction with both computer and calculator based investigations. This course in the fundamentals of physics is for students intending to study engineering or the sciences. Calculus and vectors are used throughout. Topics include heat, thermodynamics, heat engines, electric fields, Gauss' Law, electric and gravitational potential, electrical circuits, capacitance, magnetism, electromagnetism, electronics, and radioactivity. Prerequisite: PHYS 2121 and MATH 1121 with MATH 1122 being taken concurrently or before.

PHYS 2235
Special Topics

Explores specific areas of physics to meet specialized student needs or interests. The class may be retaken if the topics vary.

PRACTICAL NURSING (PRNU ALSO SEE NURSING)

PRNU 2235

Special Topics in Practical Nursing

Topics will be chosen to meet the needs of students. The class may be retaken for credits if the topic varies.

PRNU 2295 **1**
IV Skills for Practical Nurses

Designed to enhance the knowledge of established IV nursing standards of practice and to qualify the licensed practical nurse to initiate and administer IV therapy to adults and adolescents. Information and hands-on practice for the safe insertion, care and maintenance of a peripheral IV catheter will be provided. Administration of IV therapy via a peripheral site will also be discussed.

PRNU 2295 **1**
IV Skills for Practical Nurses

Designed to enhance the knowledge of established IV nursing standards of practice and to qualify the licensed practical nurse to initiate and administer IV therapy to adults and adolescents. Information and hands-on practice for the safe insertion, care and maintenance of a peripheral IV catheter will be provided. Administration of IV therapy via a peripheral site will also be discussed.

POLITICAL SCIENCE (PSCI)

PSCI 1101 (Meets Goal Area: 5, 8) **3**
Introduction to Political Science

Acquaints students with the fundamental concepts, institutions, principles and procedures of the discipline of political science. The course will provide a brief background in classical political theory through some exposure to the ideas of past political philosophers (such as Aristotle, Machiavelli, Hobbes, Locke, Marx and others). The course also introduces the study of comparative systems through consideration of the governments of Great Britain, France, and Canada. PSCI 1101 is viewed as a general introductory course. The course also counts as a Global Perspective course. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

PSCI 1201 (Meets Goal Area: 5, 9) **3**
American Government and Politics

Presents a general survey of the history, philosophy, functions and performance of American national political institutions and processes. This course also emphasizes ethical and civic responsibility. Prerequisite: STSK 0090 or evidence of college level reading ability through assessment test or prior college coursework.

PSCI 2202 (Meets Goal Area: 5, 9) **3**
State and Local Government

Presents a general survey of the history, philosophy, functions and performance of American state and local political institutions and processes. Minnesota, Nobles County and the City of Worthington will be examined. This course also emphasizes ethical and civic responsibility. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

PSCI 2210 (Meets Goal Area: 5, 10) **3**
Environmental Politics

Examines the political nature of environmental problems and surveys American political institutions and public policies that deal with these problems. The course will also assess and critique current environmental policies. While the major emphasis will be national environmental concerns, certain local and global environmental problems will also be addressed. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

PSCI 2235
Special Topics

Covers a wide range of issues of current interest. Topics will be chosen to meet the needs of students. The class may be retaken for credit if the topic varies. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

PSCI 2280

Field Experience - Political Science

Offers students paid or unpaid work experiences closely related to their academic and career pursuits. Assists students in gaining skills and realism about job demands and future educational choices. Activities are closely supervised by college instructors and on-the-job supervisors.

PSYCHOLOGY (PSYC)

PSYC 1101 (Meets Goal Area: 5, 7)

4

Introduction to Psychology

Introduction to Psychology provides an overview of contemporary psychology. Topics include the biological bases of behavior, sensation and perception, motivation, learning, memory, development, personality theory and disorders. This psychology course emphasizes biological, ability, age, gender, personality, and ethnic diversity. This course is a prerequisite for all other psychology courses and is a required course for many degree programs. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

PSYC 1111

3

Psychology of Adjustment

Uses a largely cognitive-behavioral approach to achieving personal growth and effectively managing common problems of daily living. Issues studied include managing stress, love and relationships, sexuality, loneliness and solitude, death and loss, esteem, and life goals. Prerequisite: PSYC 1101 or consent of instructor.

PSYC 1140

3

Child and Adolescent Psychology

Studies the physical, cognitive and psychosocial development of individuals from conception through adolescence, and effective means of fostering positive development in these areas. Prerequisite: PSYC 1101 or consent of instructor.

PSYC 1141

2

Psychology of Adulthood and Aging

Presents the basic views, principles, research findings, and ideas about adulthood from an interdisciplinary, process-oriented perspective. Adopting this perspective allows an understanding of the developing individual through an analysis of the biological, social, and cultural contexts in which aging occurs. An overview of the research methods used to investigate psychological development over the adult lifespan will be explored. Career paths and opportunities within the field of adult development will be presented. Prerequisite: PSYC 1101 or consent of instructor. May be taken in sequence with PSYC 1140, for greater breadth and depth than PSYC 1150.

PSYC 1150 (Meets Goal Area: 5, 7)

3

Developmental Psychology

Developmental Psychology describes the ongoing processes in the biosocial, cognitive, and psychosocial domains of human development throughout the lifespan. Analysis of major developmental events from psychoanalytic, learning, cognitive, and humanistic perspectives will be included. Students in this psychology course will consider how psychological research contributes to the understanding of development and the application of research findings. Developmental Psychology should not be taken for credit if one has taken Child and Adolescent Psychology 1140. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

PSYC 2210

3

Basic Counseling Skills

Provides students with an overview of various counseling theories including Adler and Individual Psychology; Jung and Jungian Analytical Psychology; Rogers and Person-Centered Counseling; Beck and Cognitive Theory; Behavior Therapy and Cognitive-Behavior Therapy; and Existential and Gestalt Therapy. This course also focuses on learning the basic micro-skills of counseling including attending and active listening; questioning; observation; influencing skills; and specific skills critical to multi-cultural counseling. Students videotape counseling sessions in a lab setting. Prerequisite: PSYC 1101 or consent of instructor.

PSYC 2221

3

Abnormal Psychology

Provides students with historical and current views of the major patterns of behavior disorders. Examines the etiology of disorders, their symptom patterns, assessment and classification, their prevention and treatment, and

current issues in the mental health field. Attention is given to how social variables such as race/ethnicity, gender, and socioeconomic status affect determination of abnormality. Prerequisite: PSYC 1101 or consent of instructor.

PSYC 2225

3

Addictive Behaviors

Provides a comprehensive overview of psychological models to understanding addiction. Presents the process of addiction as sequence which includes: initiation, maintenance, dependence, and change. Also addressed is prevention of addiction. Describes the biological, social, emotional, and psychological consequences of addictions for the individual and society. Although concentrating on substance-based behaviors (alcohol and drugs) other addictions such as gambling, eating disorders, and compulsive sexual behavior will be considered. Prerequisite: PSYC 1101 or consent of instructor.

PSYC 2230

3

Behavior Modification

Introduces the principles of behavior modification and the application of these principles to the modification of maladaptive behavior. Students learn specific skills to modify behavior including observing, recording and graphing behavior and measuring change; reinforcement; extinction; punishment; stimulus control; shaping; chaining; prompting; fading; and functional assessment. Prerequisite: PSYC 1101 or consent of instructor. This course can substitute for HSER 1132. HSER 1132 cannot substitute for this course.

PSYC 2235

Special Topics

Covers a wide range of issues of current interest. Topics will be chosen to meet the needs of students. The class may be retaken for credit if the topic varies.

PSYC 2280

Field Experiences - Psychology

Offers students paid or unpaid work experiences closely related to their academic and career pursuits. Assists students in gaining skills and realism about job demands and future educational choices. Activities are closely supervised by college instructors and on-the-job supervisors.

RADIOLOGIC TECHNOLOGY (RADT)

RADT 1100

3

Introduction to Radiography & Patient Care

Provide the basic concepts of patient care in radiography as well as to introduce radiology, radiology as a career, radiologic technologist roles, and radiologic technology education. The role of the radiographer will be identified as well as basic information regarding making radiographic exposures.

RADT 1110

3

Radiological Procedures I

Provide the student with the knowledge necessary to perform radiographic procedures relative to the upper extremities, lower extremities, shoulder and pelvic girdle. Emphasis will be on radiographic terms, anatomy, positioning, manipulation of radiographic equipment and accessories, and related patient care considerations.

RADT 1120

3

Radiological Procedures II

Provides the student with the knowledge necessary to perform radiographic procedures relative to the urinary system, the bony thorax, skull, vertebral column and arthrology. Emphasis will be on radiographic terms, anatomy, positioning, manipulation of radiographic equipment and accessories, and patient care considerations related to radiography of the urinary system, bony thorax, vertebral column, skull and arthrography. Basic techniques in venipuncture, contrast media types, intravenous medication and emergency response will also be included. Prerequisites: RADT 1100, RADT 1110 and BIOL 2202.

RADT 1130

3

Radiological Exposures I

Provides the student with the knowledge of factors that govern and influence image quality. The course emphasis is on image quality through the discussion of factors that affect density, contrast, recorded detail and distortion. Complex mathematical problems reflect the effect of change in exposure factors and radiographic devices on image quality. Topics include basic physics concepts, radiographic equipment, properties of x-rays,

exposure factors, radiographic devices and the principles of automatic processing. The application of radiographic calculations is addressed during discussion of the course material. Prerequisites: RADT 1100 and MATH 1111.

RADT 1140 **3**
Radiological Exposures II

Implementation of radiological exposure compensations as well as the effects of each compensation on image quality and the knowledge and ability to process and evaluate radiographic images will be emphasized. Requirements will focus on x-ray film, intensifying screens, radiographic processing, processing systems, digital imaging, digital imaging system components and the ability to identify and recognize diagnostic quality. The principle and operation of automatic exposure control is also presented. Advancement in examination difficulty and complexity of mathematical applications will be reflected. Prerequisite: RADT 1130.

RADT 1150 **7**
Clinical Radiography I

Apply and analyze previously learned concepts and theories in radiologic procedures. Focus will be on performance of competency based radiologic procedures, patient care, and demonstration of professionalism during day to day activities within the radiology department. Clinical practice will be designed to allow student to evaluate and perform diagnostic exams on live patients with follow up critique of images. An emphasis on manipulation of radiologic equipment and accessories will also be evaluated. Prerequisite(s): RADT 1100 and RADT 1110.

RADT 1160 **8**
Clinical Radiography II

Apply and analyze previously learned concepts and theories in radiologic procedures. Focus will be on performance of competency based radiologic procedures, patient care, and demonstration of professionalism during day to day activities within the radiology department. Clinical practice will be designed to allow student to evaluate and perform diagnostic exams on live patients with follow up critique of images. An emphasis on manipulation of radiologic equipment and accessories will also be evaluated. Prerequisite: RADT 1150.

RADT 1210 **3**
Radiological Procedures III

Examine previously learned radiographic procedures to provide the student with the knowledge necessary to adapt radiographic procedures relative to traumatic injury, surgical and portable radiography. In addition the student will be introduced to the specialized modalities of radiography as well as cross-sectional imaging. Prerequisite: RADT 1120.

RADT 2220 **5**
Radiological Equipment

Provides the student with a basic understanding of radiation physics including the structure of matter, electromagnetic energy, electricity, magnetism, electromagnetism, x-ray emission and x-ray production. This course is designed to establish a strong understanding of radiographic equipment including the x-ray tube, x-ray circuit, fluoroscopy and Computed Tomography. The content will also provide a basic knowledge of quality control. Prerequisite: RADT 1140.

RADT 2230 **2**
Radiological Pathology

Designed to introduce theories of disease causation and the pathophysiologic disorders that compromise health systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance and management of alterations in body systems will be presented. Prerequisites: RADT 1140 & BIOL 2202.

RADT 2235 **3**
Special Topics in Radiologic Technology

Covers a wide range of issues of current interest. Topics will be chosen to meet the needs of students. The class may be retaken for credit if the topic varies.

RADT 2240 **3**
Principles of Radiobiology

Designed to establish a basic knowledge of atomic structure and terminology and provide an overview of the principles of radiation protection and interaction with living systems. Also presented are the nature and characteristics of radiation (i.e. its effects on molecules, cells, tissues, and the body as a whole), x-ray production, and the fundamentals of photon

interactions with matter. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, healthcare organizations, and the responsibilities of the radiographer for patients, personnel and the public are also incorporated. Factors affecting biological response are presented including acute and chronic effects of radiation. Prerequisites: RADT 1140 & BIOL 2202.

RADT 2250 **8**
Clinical Radiography III

Apply and analyze previously learned concepts and theories in radiologic procedures. Focus will be on performance of competency based radiologic procedures, patient care, and demonstration of professionalism during day to day activities within the radiology department. Clinical practice will be designed to allow student to evaluate and perform diagnostic exams on live patients with follow up critique of images. An emphasis on manipulation of radiologic equipment and accessories will also be evaluated. Student independence on previously learned exams will be stressed. Prerequisite: RADT 1160.

RADT 2260 **8**
Clinical Radiography IV

Apply and analyze previously learned concepts and theories in radiologic procedures. Focus will be on performance of competency based radiologic procedures, patient care, and demonstration of professionalism during day to day activities within the radiology department. Clinical practice will be designed to allow student to evaluate and perform diagnostic exams on live patients with follow up critique of images. An emphasis on manipulation of radiologic equipment and accessories will also be evaluated. Student independence on previously learned exams will be stressed. Prerequisite: RADT 2250.

RADT 2280 **2**
Board Review

Designed to prepare the student to write the national board exam administered by the American Registry of Radiologic Technologists (ARRT). A review of all course work presented in the program with an emphasis on the ARRT exam specifications will be presented. Prerequisite: RADT 2260.

BIOFUEL TECHNOLOGY (RNEW)

RNEW 1100 **3**
Process Dynamics

Introduces concepts which deal with physical forces and their relationship to energy through temperature and pressure and are frequently encountered in an operating plant environment. An explanation and understanding of a plant system is crucial to this course. The scientific principles of flow, temperature, pressure, heat, gases, liquids, solids, fluid systems, process dynamics and heat transfer are covered in detail. The curriculum of this course encompasses basic physics and science.

RNEW 1101 **2**
Ethanol Process Fundamentals

Covers the history, rationale, and overall fundamental process of ethanol production. A Process Flow Diagram (PFD) of a typical ethanol plant will be used to examine the sequence of operation including residence time, pressures, and temperatures seen in various stages of production. This course will explain the rationale for feedstock and additives used in ethanol processing as well as product and co-product production and use.

RNEW 1102 **2**
Biodiesel Process Fundamentals

Provides detailed information regarding the overall fundamental process of biodiesel production. The course will include a review of biodiesel chemistry, process engineering, post reaction processing, fuel specification and properties, feedstock preparation, treatment and recovery of side streams, fuel transportation storage and general plant operations.

RNEW 1103 **1**
Biodiesel Fundamentals Lab

Designed to offer students hands-on opportunities to investigate the bench-level synthesis of biodiesel. Students will investigate production at the bench level by varying process parameters and feedstocks. Students will also conduct some initial analysis on the fuels produced in the laboratory. Concurrent enrollment with RNEW 1102.

RNEW 1105 Introduction to OSHA Examines questions such as: What is OSHA? Why is it important in an operating plant environment? What safety practices should you implement in a plant operating environment and how to avoid unsafe situations?	1	generating and interpreting using real-life examples. Prerequisite: RNEW 1135.
RNEW 1107 Industrial Safety Introduces workplace safety concepts as they are related to federal and state agencies and regulations. Topics covered in the course include recognition and identification of safety issues, governing agencies and industry organizations, and details about voluntary standards.	2	RNEW 1160 Instrumentation & Control Builds on Mechanical Fundamentals and Process Dynamics. This course will cover the essential elements of a process control system. It will cover common types of electrical and pneumatic signals used for data collection while exploring devices used to measure flow rate, pressure, temperature, level and analytical control. This course will compare fundamental control concepts such as on/off and PID. It will explain how control concepts are used in various control loops of feedback, cascade, ratio and feedforward.
RNEW 1110 Low & High Pressure Boiler Systems Covers fuel combustion principles, steam boiler types and their components. Students will gain an understanding of the equipment its operation and maintenance to ensure safe and efficient procedures that are in line with regulations and codes.	1	RNEW 1165 Company Internship Designed to give practical experience with a local or regional firm. The company selects intern candidates. Rate of pay will be determined by company. Prerequisite: Successful (2.8 grade point average or better) completion of 12 semester credits of the Renewable Energy Program and consent of internship coordinator.
RNEW 1115 Mechanical Fundamentals for Process Controls Covers a basic understanding and identification of pumps, valves, heat exchangers, cooling towers, compressors, refrigeration principles and boiler systems. Startup, shutdown, operation and troubleshooting of each of these mechanical systems will be explained.	3	RNEW 1170 Microbial Ecology Introduces students to structure, classification, and ecology of microorganisms, especially as it relates to an industrial processing plant. Prerequisite: BIOL 1110.
RNEW 1120 Mechanical Fundamentals Lab Provides hands-on exposure to pumps, valves, compressors, and heat exchanges. It will explain the proper procedure on how to start, operate and shut down pumps. Troubleshooting common operating problems of centrifugal pumps will be discussed. Functions & characteristics of reboilers, cooling towers, and condensers will be covered in detail. This lab course, geared toward on-campus students, will fulfill one of the technical elective credits for the Renewable Energy Technology Program.	1	RNEW 1171 Microbial Ecology Lab Designed to run concurrently with RNEW 1170. This course will offer practical experience in microbiological laboratory practices and techniques as well as study the enzymes supporting microbial ecology in ethanol processing facilities. Prerequisite: BIOL 1110.
RNEW 1125 P & ID & PFD Reading Covers the symbols and diagrams commonly used on Piping and Instrumentation Diagrams (P & ID) and Process Flow Diagrams (PFD). Focus will be on identifying the types of diagrams, identifying instrument symbols and line symbols used on P & ID's, understanding the types of information typically found on a legend, using a P & ID to locate the components of a system, and reading a PFD to trace the flow paths of a system.	1	RNEW 1175 Industrial Water Treatment Covers the basic understanding of primary water treatment systems and chlorination. Students will be able to describe problems that can be caused by impurities in the water and explain how they can be removed physically and chemically. This course will also familiarize students with the basic concepts of treating industrial wastewater so it can be reused or discharged into the environment.
RNEW 1130 Pollution Control Fundamentals Examines questions such as: What are the sources of pollution from a processing plant? How to mitigate pollution emissions, and why is it important to reduce emissions. What regulatory agencies oversee permitting and enforcement issues state and countrywide.	2	RNEW 1180 Pneumatics Provides learners with the foundational knowledge in pneumatics theory. The active learner will gain an understanding of the gas laws as they apply to pneumatic systems. The course material will identify and describe the various components used in pneumatics circuits and systems as well as describe the operations of these varying components within these systems.
RNEW 1140 Process Plant Chemistry Designed to overview the relationship of science, technology and management areas in regard to agricultural processing plant operations. The course has a strong emphasis on the product, operational, and business aspects of agricultural processing plants. Prerequisite: CHEM 1150.	2	RNEW 1185 Ethanol Process Fundamentals Lab Provides hands-on exposure to the rational and overall fundamental process of ethanol production. A Process Flow Diagram (PFD) of a typical dry mill ethanol plant will be used to examine the sequence of operation, including residence time, pressures, and temperatures seen in various stages of production. This course will explain the rationale for feedstock and additives used in ethanol processing as well as product and co-product production and use. This lab course, geared toward on-campus students, will fulfill one of the technical elective credits for the Renewable Energy Technology Program.
RNEW 1145 Renewable Energy Seminar Consists of a seminar series with invited speakers from the agricultural processing industry. Topics will include such things as the future of agricultural processing, new products on the horizon, the role of genetic engineering in agricultural processing, the economics of a processing plant, and supervisory skills important to those in the Ag Processing industry.	1	RNEW 1195 Biodiesel Technologies and Regulatory Issues Investigates the underlying research and reaction processes that are used to produce biodiesel. Studying feedstock options coupled with past and present technologies provides foundational knowledge about the industry. The course includes an in-depth review of the ASTM Standard for biodiesel and the regulatory issues that can arise from non-compliance.
RNEW 1155 Process Optimization/Troubleshooting Designed to pull together all the concepts explored in the previous three semesters and apply them in real-life case studies. Participation in class will be critical. The concept that decisions made by the process operator have immediate impacts on the bottom-line of a company will be an important theme running through this course. Emphasis will be placed on report	2	RNEW 1300 Introduction to Traditional and Renewable Energy Designed to introduce students to various forms of energy stemming from both renewable and non-renewable sources. Students will study many sources of energy including solar thermal power, solar photovoltaics, bioenergy, hydroelectricity, tidal power, wind energy, wave energy,

geothermal energy and fossil fuels. The First Law of Thermodynamics is studied along with conversion and efficiency of various forms of energy. The economics, potential and environmental impact will be covered for each topic.

RNEW 2105 **1**
Process Dynamics Lab

Provides hands-on exposure to concepts which deal with physical forces and their relationship to energy through temperature and pressure and are frequently encountered in an operating plant environment. An explanation and understanding of a plant system is crucial to this course. The scientific principles of flow, temperature, pressure, heat, gases, liquids, solids, fluid systems, process dynamics and heat transfer, are covered in detail. The curriculum of this course encompasses basic physics and science. This lab course, geared toward on-campus students, will fulfill one of the technical elective credits for the Renewable Energy Technology Program.

RNEW 2120 **2**
Ethanol Separation Technology

Covers the basic principles of ethanol distillation, evaporation and dehydration. Included will be an understanding of the operating components in a distillation system; demonstrable familiarity with startup, cleaning, operating, and shutdown procedures; and the ability to interpret both normal and abnormal operating conditions. The evaporative process and its role in processing plants will also be covered as well as the theory of molecular sieve dehydration and how it is used in the ethanol process. Prerequisite: RNEW 1101.

RNEW 2121 **2**
Distillation and Evaporation Lab

Designed to investigate bench-level distillation terminology and practices in the laboratory. Students will become familiar with typical distillation assemblies and equipment in both the batch and continuous processing systems. Mathematical skills will be used to calculate the mass balance of system inputs and product recovery.

RNEW 2165 **1**
Instrumentation and Control Lab

Provides hands-on exposure to the essential elements of a process control system. It will cover common types of electrical and pneumatic signals used for data collection while exploring devices used to measure flow rate, pressure, temperature, level and analytical control. This course will compare fundamental control concepts such as on/off and PID. It will explain how control concepts are used in the various control loops of feedback, cascade, ratio, and feedforward. This lab course, geared toward on-campus students, will fulfill one of the technical elective credits for the Renewable Energy Technology Program.

RNEW 2235
Special Topics in Renewable Energy Technology

Covers a wide range of current subjects in the field of renewable energy. Topics will be chosen to meet the needs of students. The class may be retaken.

FOR ADDITIONAL COURSE DESCRIPTIONS ON SMALL BUSINESS MANAGEMENT COURSES (SBMT) GO TO: WWW.MNWEST.EDU/PROGRAMS/LIST/SMALL-BUSINESS-MANAGEMENT-DIPLOMA.

SBMT 1310 **1**
Conflict Resolution

Covers techniques for resolving conflict and negotiating collaborative solutions in workplace settings. Conflict resolution and negotiation strategies are essential for supervisors and other persons in leadership positions. Emphasis will be placed on selecting and applying conflict resolution and negotiation strategies that are appropriate for a given situation. Students will learn to effectively confront conflict in its early stages and to negotiate solutions beneficial to all persons involved.

SBMT 1312 **3**
Marketing Systems

In this course the business owner or manager will study the 5 P's of marketing, product, pricing, presentation, promotion, and packaging. The business owner or manager will apply them to their business entity. They will also use these concepts to design a marketing strategy to create the desired business image.

SBMT 1315 **3**
Principles of Supervisory Leadership

Assists the student to become better acquainted with realistic problems, which must be confronted along with practical advice for solutions. The focus will be an explanation and translation of management principles and theories into tools that can be used in the everyday practice of supervision.

SBMT 1320 **0**
Innovation and Creativity

Provides learners with an opportunity to explore the essential concepts of accelerated learning. Learners will be exposed to research on "how to learn"

SBMT 1321 **2**
Marketing Management

Studies the basics of planning an advertising schedule. Topics include budgeting and designing advertisements for specific media. The student will construct both an advertising plan and a budget for the business. Prerequisite: SBMT 1312.

SBMT 1325 **2**
Problem Solving and Decision Making

Provides learners with an opportunity to explore the essential concepts of problem solving and decision-making. Learners will learn how thinking differently can help them solve problems and make decisions. Learners will break complex problems into workable components and will learn to go beyond preconceived limitations when developing solutions.

SBMT 1330 **1**
Interpersonal Skills

Designed to assist learners in improving their one-on-one communication skills. The learner will analyze the variables common to interpersonal communication and learn techniques to overcome barriers to effective communication.

SBMT 1335 **1**
Teamwork

Addresses the context, which contributes to the growth of team based work systems, the essentials for conducting effective meetings and skills necessary for participating in and leading successful teams.

SBMT 1340 **1**
Time Management

Provides learners with an opportunity to explore the essential concepts of time management. The learner will explore ways of dealing with the daily challenge of successfully juggling multiple priorities, which require a clear understanding of individual time management strengths and weaknesses and a well-practiced self management strategy. The learner will analyze their time management habits and development improvement plans to become a time master.

SBMT 1345 **3**
Finances for the Non-Financial Manager

Provides learners with an opportunity to explore the essential concepts of financial analysis and improve their decision-making skills. This course is for students who have little experience in the field of finance. The students will explore the financial activities practiced by nonfinancial managers who are responsible for resources and interested in improving the financial performance and destiny of their organization.

SBMT 1400 **2**
Employment

Introduces an overview of the employment process with emphasis on hiring practices and procedures, job descriptions, advertising the position, screening applicants, interview process, reference checks, hiring process, and orientation.

SBMT 1405 **2**
Customer Service

Introduces practical tools for the development and management of effective customer relations. The learner will identify the broad range of external and internal customer relations and identify quality assurance requirements and expectations.

SBMT 1410 **4**
Personnel Supervision

Introduces the student to the various components of personnel supervision, which are unique to the healthcare industry.

SBMT 1415 **4**
Leadership
 Introduces the student to the various components of leadership, which are unique to the healthcare industry.

SBMT 1420 **2**
Corporate Compliance
 Emphasizes corporate compliance in the healthcare industry. Managers must be well informed of legal and financial requirements in order to make good management decisions. The reimbursement processes and practices are unique to this industry. This course will focus on the development and management processes required to ensure compliance with federal and state laws and regulations such as the Emergency Medical Treatment & Active Labor Act (EMTALA), the Health Insurance Protection & Portability Act (HIPPA), the Omnibus Budget Reconciliation Act (OBRA) and Medicare and Medicaid Reimbursements. Additional topics include violence in the workplace as related to healthcare, and vulnerable adults and minors' legislation.

SBMT 1425 **3**
Finance for Healthcare
 Assists the student to become better acquainted with terms and definitions used in finance for Healthcare Facilities.

SBMT 1430 **1**
Healthcare Industry Trends
 Assists the student to become better acquainted with changing technology and new programs and services in healthcare.

SBMT 1435 **1**
Marketing in Healthcare
 Assists the student to become better acquainted with the changing technology and new programs and services in healthcare.

SOCIOLOGY (SOC)

SOC 1101 (Meets Goal Area: 5) **3**
Introduction to Sociology
 Introduction to Sociology introduces the student to basic sociology concepts. Topics include: sociological theory, research, culture, socialization, groups and social stratification. In addition, the sociology of social class, gender, race, and family will be explored. Prerequisite: STSK 0090 or evidence of college level reading ability through assessment test or prior college coursework.

SOC 1102 (Meets Goal Area: 5, 7) **3**
Social Problems
 Offers students the opportunity to examine societal impact and process of identification; use critical thinking skills for analysis of causation and exploration of potential solutions to present day problems in contemporary societies such as crime and delinquency, discrimination and racism, education, familial issues, government, physical and mental health, poverty, roots of group inequality, war and environmental issues. Explores significance and current policies and action.

SOC 2210 (Meets Goal Area: 5, 7) **3**
Marriage and the Family
 Reviews historical and cultural perspectives of American family systems. Assesses the current ideals, functions, stresses and trends of the family. Topics include courtship, factors associated with marital success, roles and role expectations, statuses, alternatives to traditional systems, communication, marital dissolution and cross-cultural patterns. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

SOC 2220 (Meets Goal Area: 5) **3**
Family Life Dynamics
 Examines the family, analyzes the dynamics occurring within it, and applies sociological theory to the study of the family. The family will be analyzed using systems, conflict, developmental, structural functional, symbolic interaction and the social exchange theories. Students learn how family life affects individuals by studying family characteristics, roles played, the impact of violence, abuse and addictive behaviors, and the development of healthy family systems. Evaluation is based in part on an individual analysis of either the student's family of origin or family of procreation. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

SOC 2224 (Meets Goal Area: 7) **3**
Racial and Ethnic Minorities
 Sociology 2224 examines the relationship of racial and ethnic minorities to dominant American society. Emphasis will be placed on the sociology of African American, American Indian, Hispanic, and Asian cultures. Topics include: the sociology of prejudice, discrimination, institutionalized racism, ethnocentrism, and segregation. Issues concerning persons with disabilities will also be addressed. Prerequisite: SOC 1101 or consent of instructor.

SOC 2235
Special Topics
 Covers a wide range of issues of current interest. Topics will be chosen to meet the needs of students. The class may be retaken for credit if the topic varies.

SPANISH (SPAN)

SPAN 1101 (Meets Goal Area: 6, 8) **4**
Spanish I
 Assists students in developing proficiency in listening, speaking, reading and writing Spanish, mastering fundamental grammatical concepts, and integrating the culture of the Spanish-speaking world. The course is designed for students with little or no prior language study. Prerequisite: STSK 0090 or evidence of college level reading ability through assessment test or prior college coursework.

SPAN 1102 (Meets Goal Area: 6, 8) **4**
Spanish II
 Continues to increase proficiency in listening, speaking, reading and writing in Spanish, mastering of more complex grammatical concepts including subjunctive mood, and integrating the culture of the Spanish-speaking world. Prerequisite: SPAN 1101, one-two years of high school Spanish, or consent of instructor.

SPAN 1150
Conversational Spanish
 Provides students with the opportunity to use Spanish for specific communicative goals. The situational approach will focus on words and phrases needed to cope with everyday, survival situations and will vary according to class need. This course is designed for students with little or no prior language experience. This course could be taken more than once as the topics change. Survival Spanish for Probation Officers; Survival Spanish for Paramedics and EMT's; Survival Spanish for Law Enforcement Officers; Emergency Spanish for Firefighters; Survival Spanish for Correctional Staff; Spanish for Dental Staff; Survival Spanish for School Administrators, Teachers, & Support Staff; Office Spanish for Office Personnel; Doing Business in Latin America; Spanish for the Physician's Office; Spanish for Nursing; and other professions are available.

SPAN 2201 (Meets Goal Area: 6, 8) **4**
Spanish III
 Provides for a review of grammar and vocabulary study and allows for practice of the more difficult grammatical concepts in Spanish. Interactive activities using authentic text materials, various literary genre, videos in the target culture, thematic cultural units, and written exercises help students to increase proficiency in the four language modalities: listening, speaking, reading and writing. Prerequisite: SPAN 1102, one year of college Spanish, three years of high school Spanish, or consent of instructor.

SPAN 2202 (Meets Goal Area: 6, 8) **4**
Spanish IV
 Integrates the mastery of structural concepts with the study of authentic text materials on a variety of cultural topics, various literary genre, and provides for developing proficiency in the four language modalities. Prerequisite: SPAN 2201, three or four years of high school Spanish, or consent of instructor.

SPAN 2235 **1**
Special Topics
 Introduces students to topics of special interest incorporating the various modalities of language learning: listening, speaking, reading and writing, and interweaves the culture of the Spanish-speaking community. The course may be retaken for credit as the topics change.

SPEECH (SPCH)

SPCH 1101 (Meets Goal Area: 1) **3**
Introduction to Speech
Introduction to Speech focuses on elementary speech training aimed at public speaking, extemporaneous speaking, and impromptu speaking. This speech course emphasizes delivery techniques, audience analysis, research, organization, clearness of statement, and logical thinking.

SPCH 1103 (Meets Goal Area: 1, 2) **3**
Interpersonal Communications
Assists students in improving their one-on-one communication skills in their personal, social, and professional lives. Learners analyze the common variables of interpersonal communications and learn techniques to overcome barriers to effective communication. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

SPCH 2210 (Meets Goal Area: 6) **3**
Oral Interpretation
Focuses on interpretation of short fiction, poetry, drama and children's literature for oral presentation. The student will examine selected texts and incorporate body and voice control techniques for performance. This is an oral reading course.

STUDY SKILLS (STSK)

STSK 0090 **2**
Reading Improvement I
Provides improvement of reading skills for students underprepared for college level reading. The focus is on basic comprehension with additional instruction in vocabulary and word recognition.

STSK 0091 **1**
Basic Math Skills
Provides individualized assistance to students who need to improve their basic math skills. The course covers fractions, decimals, metric, percents, ratio and proportions, and solving for "x".

STSK 0092 **2**
Basic Skills Development
Assists students in developing college-level study skills: time management, note taking, scheduling, and homework. Helps students understand how to manage college workload, analyze assignments, and clarify instructor expectations. Offers a review of college-level reading, writing and math abilities and skills. Helps students understand resources available and what is required of a responsible, self-motivated learner.

STSK 0095 **2**
Reading Improvement II
Provides improvement of reading skills for students underprepared for college level reading. The focus is on basic comprehension with additional instruction in vocabulary and word recognition. Prerequisite: STSK 0090 or placement by assessment test score.

STSK 0096 **2**
Increasing College Vocabulary
Designed for students who need to increase vocabulary and spelling skills for job success, continuation in college, are culturally diverse students, and others who want to make better use of Standard English.

STSK 1104 **2**
Efficient Reading
Offers students the opportunity to improve academic performance by developing higher levels of comprehension. Emphasis is on gaining knowledge from college textbooks. Prerequisite: STSK 0095 or evidence of college level reading ability through assessment test or prior college coursework.

STSK 1110 **1**
Freshman Seminar
Enhances the student's adjustment and success with the college experience. The Freshman Seminar course provides first-year students with a general orientation and introduction to resources and skills helpful in the transition to college life and to assist in long term academic and personal success. It is designed to facilitate a successful college experience. Students will develop college-level study skills and will learn about college resources to assist them

in their personal and academic adjustment to college life. Strategies for a successful college experience, including: time management, studying smart, taking notes from lecture and textbooks, writing, test taking techniques, stress management, learning teaching styles, preparing speeches, introduction to online learning, navigating D2L and ITV/distance learning will be covered.

STSK 1135 **2**
Introduction to Digital Literacy
Introduces students to the basic elements of Digital Literacy as they develop the technology proficiency, information literacy, and media literacy necessary for safe use of digital technologies vital for success in post-secondary settings as well as the 21st Century workforce. Prerequisite: Students will need to have access to a reliable Internet connection and access to a device which will enable them to use various technologies.

SURGICAL TECHNOLOGY (SURG)

SURG 1110 **2**
Surgical Microbiology
Enables students to recognize how they can prevent the spread of disease and promote wound healing. Students will study the structure and function of microorganisms, pathogenic microorganisms and their diseases along with the methods of transmission. The concept of standard precautions will be explored. Various methods of sterilization and disinfection will be discussed. Students will study the wound healing process and classifications in conjunction with the body's defenses against disease.

SURG 1120 **2**
Surgical Pharmacology
Enables students to assist in the preparation of drugs used in the operating room. Students will study the uses, routes of administration, equipment needed and possible side effects of these drugs. The metric and apothecary systems of measure will be studied. Students will convert standard time to military time, do temperature conversions, and study how to prepare a solution. Emphasis will be placed on the legal and safety aspects of drug administration.

SURG 1130 **4**
Operating Room Theory
Enables students to function as an essential part of the medical team providing surgical care to patients in an operating room setting. Students will study the total operating room environment, which includes preoperative, intraoperative and postoperative care. Emphasis will be placed on the principles of aseptic technique. Concurrent enrollment with SURG 1110.

SURG 1140 **4**
Operating Room Practices
Facilitates students in the development of fundamental operating room skills, to identify instruments and to prepare necessary supplies for surgical case management. Included will be a basic knowledge of electricity, physics and robotics. Emphasis will be placed on demonstrating the principles of aseptic techniques as they apply skills inherent in the role of surgical technologist. The students will observe, practice and demonstrate these skills in a lab setting. This course must be taken immediately preceding O.R. Clinical Lab I. Prerequisites: SURG 1110, SURG 1120, SURG 1130.

SURG 1150 **4**
Operating Room Procedures I
Enables students to understand various types of surgical procedures. Students will accomplish this by studying surgical anatomy, abnormalities and the preoperative, intraoperative and postoperative processes as they relate to each type of surgery. Students will relate the knowledge learned in previous theory courses to specific surgical procedures. The types of cases to be studied will include laparotomies, laparoscopy and surgeries performed on the reproductive, urinary, digestive, endocrine, sensory and respiratory systems. Prerequisites: SURG 1110 & SURG 1130.

SURG 1151 **4**
Operating Room Procedures II
Enables students to understand various types of surgical procedures. Students will accomplish this by studying surgical anatomy, abnormalities and the preoperative, intraoperative and postoperative processes as they relate to each type of surgery. Students will relate the knowledge learned in previous theory courses to specific surgical procedures. The types of cases to be studied will include surgeries performed on the Skeletal, Muscular, Sensory, Nervous, Oral/Maxillofacial, Plastic/Reconstructive and Cardio-Vascular systems. Prerequisite: SURG 1150.

SURG 1160 **2**
Clinical I
 Provides supervised occupational experience in the clinical setting. It applies knowledge acquired in the classroom and laboratory to the development and performance of competencies associated with operating room policy and procedure. Prerequisites: SURG 1110, SURG 1120 and SURG 1130.

SURG 1170 **12**
Clinical II
 Provides supervised occupational experience in the clinical setting. It applies knowledge acquired in the classroom and laboratory to the development and performance of competencies associated with operating room policy and procedure. Prerequisite: SURG 1160.

SURG 1181 **2**
Board Review
 Designed to prepare students to write the national board certification exam by the National Board of Surgical Technologists and Surgical Assists. A review of all course work presented in the program with an emphasis on certification exam specifications will be presented. Prerequisite: SURG 1160.

THEATER (THTR)

THTR 1101 (Meets Goal Area: 6) **3**
Introduction to Theater
 Introduction to Theater introduces theater as an art form, discusses text analysis and examines elements of dramatic theater construction. This theater course reviews major movements in theater from Greek to modern theater. It is intended to give students a background in theater history, exposure to text analysis, examination of performance tactics and experience in bringing a text to the stage. Prerequisite: STSK 0090 or evidence of college level reading ability through assessment test or prior college coursework.

THTR 1102 (Meets Goal Area: 6) **3**
Acting Basics
 Emphasizes voice, body and concentration along with attention to character analysis and development.

THTR 1104 (Meets Goal Area: 6) **3**
Survey of Musical Theatre
 Exposes students to the path of the form from its birth to the Broadway shows of today. These works will include operas, operettas, vaudevilles, reviews and Broadway Musicals. Significant time will be spent studying major works and songs from the American Musical. Prerequisite: STSK 0090 or evidence of college level reading ability through assessment test or prior college coursework.

THTR 1105 (Meets Goal Area: 6)
Theater Production
 Provides students with the opportunity for participation in major productions as actors or members of technical crews. Instructor will determine the number of credits to be assigned based on the student's role.

THTR 1106 (Meets Goal Area: 6)
Theater Production
 Provides students with the opportunity for participation in major productions as actors or members of technical crews. Instructor will determine the number of credits to be assigned based on the student's role.

THTR 2105 (Meets Goal Area: 6)
Theater Production
 Provides students with the opportunity for participation in major productions as actors or members of technical crews. Instructor will determine the number of credits to be assigned based on the student's role.

THTR 2106 (Meets Goal Area: 6)
Theater Production
 Provides students with the opportunity for participation in major productions as actors or members of technical crews. Instructor will determine the number of credits to be assigned based on the student's role.

THTR 2122 (Meets Goal Area: 6) **3**
Introduction to Film
 Reviews the technical, historical, and dramatic elements of film making. The course is intended to give students a more sophisticated perspective of this

unique art form. Prerequisite: ENGL 1102, 1105, 2201, 2243, 2276 or consent of instructor.

THTR 2235 (Meets Goal Area: 6)
Special Topics
 Covers a wide range of issues of current interest. Topics will be chosen to meet the needs of students. The class may be retaken for credit if the topic varies.

POWER SPORTS (TRPS)

TRPS 1100 **4**
Engine Technology
 Introduces the student to the design, construction, and operating principles of two and four cycle engines, including servicing, tune-up, trouble-shooting and repair.

TRPS 1105 **3**
Fuel Systems I
 Teaches operating principles of carburetor systems, including troubleshooting, service and repair.

TRPS 1110 **3**
Fuel Systems II
 Covers operating principles of fuel injection systems, including troubleshooting, service, and repair.

TRPS 1112 **3**
Electrical Systems
 Provides instruction on vehicle electrical systems, including starting and charging, troubleshooting, service and repair.

TRPS 1115 **3**
Power Train
 Teaches operating principles of vehicle power trains, including troubleshooting, service, and repair.

TRPS 1120 **2**
Shop Operations
 Study and use service manuals, technical information, tools and measuring devices, vehicle setup and pre-delivery, shop safety.

TRPS 1125 **3**
Onboard Computers
 Covers the operating principles of onboard computer systems, sensors and controls, including diagnosing, service and repair.

TRPS 1130 **3**
Ignition Systems
 Teaches the design and operating principles of ignition systems, including diagnosing, service and repair.

TRPS 1135 **2**
Brakes
 Covers the operating principles of brake systems, including diagnosing, service and repair.

TRPS 1140 **1**
Business Operations
 Study daily business operations including relationships with the customer, the manager and fellow employees.

TRPS 1145 **3**
Steering and Suspension
 Teaches the principles of steering and suspension, including troubleshooting, service, and repair.

TRPS 1150
Special Topics
 Explores specific areas of power sports to meet specialized student needs or interests. This class may be retaken if the topics vary.

WELDING (WELD)

WELD 1100 Introduction to Welding Theory and Blueprint Reading Presents information on welding safety, welding terms and definitions, weld defects and discontinuities, welding processes and symbols for welding according to AWS A2.4. The course presents information on mathematics including fractions, decimals and metric conversions. It also presents orthographic views and engineering drawing lines, the bill of materials, setup tools, relationships of surfaces, edges and centerlines as applied to a setup procedure and fabrication of a weldment from a print.	4
WELD 1130 Shielded Metal Arc Welding II Provides training to develop skills necessary to produce quality multipass groove welds with backing on 3/4 inch plate in horizontal, vertical and overhead positions. The student will also be able to produce quality open root single V-groove welds on 3/8 inch mild steel plate in horizontal, vertical and overhead positions. Welding related information is also provided on hard surfacing, repair of cast iron and metal identification. In addition, welding related information is included about procedure and welder qualification on destructive and nondestructive testing methods. Corequisite: WELD 1120.	3
WELD 1150 Gas Tungsten Arc Welding II Designed to provide the student with an understanding of gas tungsten arc welding on thin gauge stainless steel and titanium. The student will learn to develop the skill necessary to produce quality welds on .040" to .062" stainless steel and titanium in the flat and horizontal positions. In addition, information will be presented on the weld characteristics of titanium and stainless steel to familiarize the student with the manipulative technique and the characteristics of these metals. Corequisite: WELD 1140.	2
WELD 1170 Flux Cored Arc Welding I Designed to provide training to develop welding skills on carbon steels using small and large diameter flux-cored electrode (with and without shielding gas) in all positions on fillet and groove welds on plain carbon steel products typically 1/4 inch thickness or greater. Flux in the core is relied upon to generate the necessary protection from the atmosphere. This process is widely used in construction because of its high welding speed and portability.	2
WELD 1180 Weldability of Metals, Ferrous and Nonferrous Provides the non-metallurgist with basic knowledge of various metals and their weldability. Anyone involved with welding will benefit from the better understanding of welding the different metals. Students will learn metal properties, heat input, preheating, post heating, selecting filler metals plus many more topics.	2
WELD 1190 Welding Principles Provides students with details of welding and cutting processes, terminology and joint design, related areas of shop math, measurement, and reading technical drawings.	3
WELD 1200 Blueprint Reading for Welders Presents a thorough foundation for understanding the symbols, practices, and concepts used in prints created for welding and manufacturing. It will present information on blueprint reading using a step by step process to enable students to visualize and interpret blueprints used in industrial settings.	3
WELD 1205 Weld Shop Safety Provides the student with a thorough understanding of hazards that exist in the welding shop and practices and procedures that can keep them safe.	1
WELD 1210 Oxy-fuel/Plasma Arc Cutting Provides the student with basic knowledge and skills in oxyacetylene cutting and welding and plasma arc cutting.	2
WELD 1220 Shielded Metal Arc Welding I Provides the student with a thorough technical understanding of arc welding, welding safety, arc welding power sources, electrode classifications and	3

selection. It also provides training to develop the skills necessary to make quality shielded metal arc welds on mild steel.

WELD 1230 Gas Metal Arc Welding I Provides the student with a thorough technical understanding of Gas Metal Arc welding (GMAW), welding safety, equipment and setup, and wire and shielding gas classifications and selection. It also provides training to develop the skills necessary to make quality gas metal arc welds on mild steel.	3
WELD 1240 Gas Tungsten Arc Welding I Provides the student with a thorough technical understanding of Gas Tungsten Arc welding (GTAW), welding safety, equipment and setup, and rod and shielding gas classifications and selection. It also provides training to develop the skills necessary to make quality gas tungsten arc welds.	3
WELD 1250 Welder Certification Provides the student with information about the welder certification process and the opportunity to take the American Welding society (AWS) D1.1 Qualification test. Passing this test yields an industry-recognized credential and verifies the skill level of the participant.	3
WELD 1260 Metallurgy and Materials Evaluates the basic elements of metallurgy and weld-ability as it pertains to commonly welded materials. Students will be provided instruction on the weld ability of metals, the effects of welding on metals, mechanical properties of metals, alloys and their properties, applications of various types of metals, metal classification systems, and procedures for welding hard to weld metals.	2
WELD 1270 Testing, Codes & Inspection Describe the different types of destructive and non-destructive weldment testing. Emphasis will be placed on major national welding codes that govern the welding industry specifically the American Welding Society Structural Code D1.1 along with AWS codes.	2
WELD 1280 Intermediate Shielded Metal Arc Perform horizontal, vertical and overhead welding in accordance with AWS and ASME procedures. Common joint types in various thicknesses are welded using various electrodes. Some sheet metal will be welded.	4
WELD 1290 Advanced Shielded Metal Arc Evaluate Shielded Metal Arc welds made in the horizontal, vertical and overhead positions on various thicknesses of metals using various electrodes to AWS and ASME standards.	4
WELD 1300 Intermediate Gas Metal Arc Welding Perform Gas Metal Arc Welding (GMAW) in the horizontal, vertical and overhead positions. Operate power supplies that use shielding gases, short-arc and spray discharge. Identify wire types and sizes.	4
WELD 1310 Advanced Gas Metal Arc Welding Evaluate advanced procedures, techniques, and skills necessary for proficiency in Gas Metal Arc Welding (GMAW) and Flux Cored Welding (FCAW) in the horizontal, vertical, and overhead positions on various thicknesses of metal to AWS and ASME standards.	4
WELD 1320 Intermediate Gas Tungsten Arc Perform gas tungsten arc welding (GTAW) in the horizontal, vertical, and overhead positions. Weld a variety of joint designs using different types of metals of different thicknesses used in industry.	4
WELD 1330 Advanced Gas Tungsten Arc Evaluate advanced procedures, techniques, and skills necessary for proficient Gas Tungsten Arc Welding (GTAW) in a variety of positions and joint designs using different types of metals and thicknesses of metals used by industry to AWS and ASME standards.	4

WELD 1340 3
Welding Qualification Lab
Determine the requirements of welding codes and specifications for welding qualification. Emphasis will be placed on the AWS and AMSE tests and procedures for ferrous and nonferrous metals. Performance will be evaluated using visual and destructive testing.

WELD 2110 2
Advanced Blueprint Reading
Designed for students who have a basic understanding of blueprint reading. Selected blueprints cover methods of representation and unusual applications of drafting principles including sketches, auxiliary section, distorted views and representation of some common production methods. This course covers and builds the hands-on skills that are essential to fabricate weldments from blueprints. Students will learn how to visualize blueprints by actually building welding projects from them. Students will begin fabricating projects from blueprints starting with simple blueprints and progressing to more challenging projects.

WELD 2120 2
Fixture and Layout
Develops the concepts necessary for basic layout skills including fixture construction. Fixtures allow pre-cut components to be quickly assembled into position for welding. This course covers calculation of the area of geometric figures for use in layout and cutting operations and includes the volumes of geometric figures used in the layout and shearing operations.

WELD 2130 3
Fabrication and Repair I
Covers basic fabrication techniques as they relate to product manufacturing, maintenance and repair. Topics include bending, forming, shearing, simple punching operations, flat pattern layouts, basic jig and fixture application and assembly methods.

WELD 2140 3
Fabrication and Repair II
Provides skill to properly fit up and weld carbon steel pipe, square steel tube and angle iron in a structural application. Carbon steel plate is welded according to the nationally recognized AWS certification code. Fabrication projects will be made using a variety of manufacturing processes including CNC press brake forming, CNC plasma arc cutting, CNC laser cutting, shearing, punching and welding. Fixtures also will be designed and used. Prerequisite: WELD 2130.

WELD 2150 3
Gas Metal Arc Welding III
Builds proficiency in GTAW process with mild steel in all positions and progresses to aluminum and stainless steel in all positions. Students will be expected to work to industry standards for apprentice welders. Prerequisites: WELD 1140 & WELD 1150.

WELD 2160 3
Gas Metal Arc Welding II
Builds proficiency in GMAW processes using the spray and pulse spray transfers with mild steel and progresses to aluminum and stainless steel. The introduction of the aluminum and stainless numbering system will be included. Students will be expected to work to industry standards for apprentice welders. Prerequisite: WELD 1160.

WELD 2170 3
SMAW Pipe Welding
Provides instruction for the development of pipe welding skills. Students will prepare and weld various pipe diameters with the Shielded Metal Arc Weld process. This course helps to develop the welding skills necessary to produce quality welds on schedule 80 mild steel pipes in the 1F, 2F, 5F, 1G, 2G and 5G positions using E6010 and E7018 electrodes.

ADMISSIONS INFORMATION

Minnesota West Community & Technical College maintains an open door policy for admissions to the College. If you have graduated from high school or have obtained a General Education Development (GED) Certificate, have scores on the High School Equivalency Test (HiSET) Exam or Test Assessing Secondary Completion (TASC) exams that you are eligible for admission.

If you do not have a high school diploma or General Education Development Certificate, or do not meet the test score requirements on the HiSET or TASC exams, you may be admitted at the discretion of the College. Admission to Minnesota West does not guarantee admission to college-level courses nor to specific programs. New students are required to take an assessment evaluation in Reading, Writing, and Math.

When applying for admission, an application, application fee, and official transcripts are required. Official high school, GED, HiSET or TASC score reports and college transcripts must be submitted to the campus resource specialist. Departments may have additional requirements for admission to their programs. Admissions staff will also assist with the application for admissions, information for prospective students, and tours of the campus.

The campus resource specialist provides services pertaining to reciprocity forms, international students, high school enrollments, applications for programs, and transcripts received from previous institutions. Students may apply to programs which lead to:

- Certificate
- Diploma
- Associate of Arts degree
- Associate in Science degree
- Associate in Applied Science degree

Students may be classified as non-diploma or non-degree seeking applicants.

- Part-time students
- Concurrent high school students
- English as a Second Language student (ESL)

If students have attended another college, an official sealed copy of a transcript must be sent directly to the Worthington campus admissions office. Students should submit an unofficial copy of their transcript to use in meetings with advisors or instructors.

To Apply to the College

To apply to the College: You must complete the Minnesota West online application for admission, which can be found at

<http://www.mnwest.edu/admissions/apply>. If you do not have access to a computer, you can complete the Minnesota State Colleges and Universities Universal Application form. This form can be obtained by contacting the Minnesota West Communication Center at 800-658-2330, any Minnesota West campus, your local high school counselor, or you may apply online at www.mnwest.edu.

Application Fee

All applicants are required to pay a \$20.00 application fee. The application fee is non-refundable except when the College denies enrollment due to college determined program requirements or course size limitations, or when there is a program closure.

The application fee does not pertain to PSEO students or High School Contract for Training programs. Non-degree seeking students are not required to pay the application fee until they register for the ninth credit. The application fee is waived for overseas, active duty military service personnel.

Admission of Transfer Students

Transfer students must submit the application form, application fee and official transcripts from all institutions previously attended directly to the Worthington campus admissions office. Transcripts do not need to be requested from any college that is part of the Minnesota State Colleges and Universities (MnSCU) system. Those transcripts can be retrieved electronically by our admissions office. Students are also required to provide a high school transcript or GED test scores.

Admission of International Students

If you are an international student (non-immigrant, non-refugee, a resident of another country holding a valid student visa), you must apply to Minnesota West using these instructions for the International Admissions application.

The following items are required for you to be considered for admission and must be submitted to the college three months before you plan to arrive:

1. International Student Application for Admission (http://www.mnwest.edu/images/admissions/international_applic.pdf)
2. Certification of Financial Responsibility (http://www.mnwest.edu/images/admissions/certif_finan_responsibility.pdf). You must come fully prepared to meet all financial obligations for the entire course of study as a student including tuition, fees, books, medical insurance and all other personal expenses in the United States. The CFR must be completed with supporting documentation attached. It is estimated that you will need \$12,000 per year for tuition and living expenses. Minnesota West does not provide financial aid for International students.
3. A \$20 (U.S. dollars) non-refundable application fee.

4. Proof of English Proficiency.
If your native language is not English, you must present proof of English proficiency in the form of test scores on the Test of English as a Foreign Language (TOEFL). A minimum score of 500 on the paper based test, 173 on the computer-based test or 61 on the Internet based test is required for acceptance. The TOEFL may be secured from the American Consulate in your country or it may be taken by applying directly to:

Educational Testing Service
Rosedale Road
Princeton, NJ 08541 USA
609-921-9000
<http://www.ets.org/toefl>

5. Academic Records.
Official transcripts of your entire academic record in secondary school and college, including grades received each year of study, degree certificates, and examination certificates. Photocopies are not acceptable. Transcripts must be translated in English, and a certified copy of the translation must be attached.
6. Health Insurance Requirements.
All international students are required to purchase the Minnesota State Colleges and Universities international student accident and illness insurance plan, unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that might occur.
7. Required immunization form
(http://www.mnwest.edu/images/student-forms/immunization_form.pdf). All students born after 1956 are required by Minnesota Law to provide proof that they have been vaccinated against diphtheria, tetanus, measles, mumps, and rubella.

Submit all application materials and correspondence to:
Minnesota West Community & Technical College
International Student Office
1450 Collegeway
Worthington, MN 56187

Admissions for New Immigrants

Potential students who are new immigrants must be able to demonstrate English language proficiency before enrolling in programs or courses at Minnesota West. All students must take the placement tests including new immigrants. Results of those tests will determine placement in either the regular English sequence or the developmental English courses. The Accuplacer assessment or a similar assessment will be used for appropriate course placement.

Senior Citizens

A Minnesota resident who is 62 years of age or older (Senior Citizen) is entitled to enroll in a credit bearing

course for an administrative fee of \$20.00 per credit plus fees, on a space available basis.

A Senior Citizen may also enroll in any non-credit open enrollment courses on a space available basis at no charge or may audit a credit bearing open enrollment course on a space available basis at no charge. However, senior citizens auditing a class will be required to pay fees as allowed by MS135A.52. A Senior Citizen enrolled in a closed enrollment contract training or professional continuing education course must pay the regular tuition charge for the course.

In all cases, senior citizens are required to pay for any materials and personal property for the course.

Readmission to the College

Students who have left the College for one or more semesters may re-enter Minnesota West as returning students. Students who have been out of Minnesota West Community & Technical College for five (5) or more years must resubmit an application and any transcripts since enrolled at Minnesota West.

Academic Renewal

Academic Renewal gives an undergraduate student who has been away from Minnesota West Community & Technical College at least five calendar years a one-time opportunity to establish a new grade point average. The policy will not apply if a student has earned a degree, diploma, or certificate from Minnesota West for the period in which they are asking for a fresh start. Students who seek a fresh start must meet the following conditions:

- The student must not have been enrolled at Minnesota West for a minimum of five consecutive years prior to the point of the fresh start.
- Upon readmission, the student must successfully complete 15 credits at Minnesota West with no grades below C prior to applying for the fresh start.
- If approved, the fresh start will be indicated on the transcript. All prior grades and credits will not apply to academic GPA, credits attempted and credits earned, but will be used for calculating Satisfactory Academic Progress, Grade Point Average, and completion percentage for financial aid purposes. The student's record will reflect all original courses attempted by the student.

Special Student Status

Special students are all students not working on a degree program and not accepted into the College. Special students are frequently part-time students. A student may earn no more than eight credits without making application to the College.

- Special student registration should be completed prior to the first day of scheduled classes each term.
- Special students are encouraged to register with an advisor to assist them with their program.
- All credits earned in the special student classification will be maintained as a permanent record of the College and will be considered for application toward a diploma or degree program upon admission to the College.
- New students enrolling for eight or more credits and special students who have accumulated eight or more credits are required to pay the \$20 application fee.

Visiting Student Status

Visiting students are all students who are not seeking a degree at Minnesota West, but are currently admitted as degree-seeking students at another college that is part of the Minnesota State Colleges and Universities (MnSCU) system. Visiting students will not be required to apply for admission, but must comply with all course restrictions, such as a course prerequisite, placement test score, or major.

Post-Secondary Enrollment Options (PSEO)

The Post-Secondary Enrollment Options Program is a state-sponsored program that allows qualified sophomores, juniors and seniors to take college-level courses that apply to both high school graduation requirements and a college degree. It is intended to increase the range and depth of academic options for high school students.

Registration Dates

- Fall semester registration opens on April 15 for PSEO students
- Spring semester registration opens on November 15 for PSEO students

High school students should carefully consider their participation in this program before applying for admission. Students should discuss participation in the PSEO program with their parents and high school counselor/principal. Students should notify their high school by May 30th of their intent to enroll in PSEO for the upcoming school year.

Requirements

- **Seniors** must rank in the upper half of their class or score at or above the 50th percentile on an ACT or SAT test. See [National Percentile Ranking](#).
- **Juniors** must rank in the upper third of their class or score at or above the 70th percentile on an ACT or SAT test. See [National Percentile Ranking](#).
- **Sophomores** who are interested in career and technical courses may take one career and technical college level course taught by a college

faculty member on a college campus, at their high school or online as early as grade 10. To be eligible to do so, they must be enrolled in a public school, have a minimum of a “proficient” score on the 8th grade Minnesota Comprehensive Assessment (MCA) test for reading and meet the assessment prerequisites set for the course that must be met by all students. If a student successfully completes the technical course with a C or higher, the student can take additional career and technical courses as long as he or she meets the assessment requirement for those courses. Students who first enter PSEO programming through career and technical education can also begin to take PSEO general education courses in grades 11 and 12 by meeting the assessment prerequisites for the general education course they wish to enroll in, regardless of class rank or percentile on a nationally normed exam.

Immunization Policy

Minnesota Law (MS135A.14) requires that all students born after 1956 or who graduated from a Minnesota High School prior to 1997 and enrolled in a public or private post secondary school in Minnesota must be immunized against diphtheria, tetanus, measles, mumps, and rubella. The student will provide proof of immunization by completing the Immunization Record for Students Attending Post Secondary Schools form prior to registering for classes. This form can be obtained from the campus resource specialist.

Exceptions:

This form need not be completed by students who are enrolled for only one class during the full academic semester or for extension, correspondence or online courses only. Students may also be exempt for medical or conscientious reasons.

Transfer students from a different Minnesota college are exempt if transcripts or other information from the previous school indicate that the student has met immunization requirements.

Assessment/Placement

Minnesota West is committed to institutional improvements and assisting all students in realizing their potential. For this reason, student assessment is part of the College's educational program. Students participate in a series of assessment tests and surveys designed to assist college personnel in accurate advisement and course placement and to gather information on student satisfaction with college programs and services.

New students are required to complete an assessment (Accuplacer) of their basic skills to enable better judgments of readiness to function effectively within college level curriculum. Mandatory placement in reading, English and math courses is based on the assessment scores.

The Accuplacer instrument is used for assessment but ACT scores can be also used to meet assessment standards. Minnesota West will not require an individual to take a remedial, noncredit course in a subject area if the individual has received a college ready ACT score in that subject area.

Students will be given reasonable time and opportunity to review materials provided by the college covering the material to be tested. This material will include a sample test. An individual who is required to take a remedial, noncredit course as a result of a test given by a Minnesota West will be given an opportunity to retake the test at the earliest time determined by the individual when testing is otherwise offered. Minnesota West will provide an individual with study materials for the purpose of retaking and passing the test.

Minnesota West has developed guidelines that exempt some students from all or portions of the assessment based on previous education or enrollment status.

Orientation

An orientation session for students is held on each campus and online. It allows the student to get acquainted with the campus and available services. Students will receive information on advising and topics related to registration and academic and student life at Minnesota West. Student orientation/advising sessions are held for new students prior to the beginning of each term. It is strongly recommended that all new students attend an orientation session. Contact the campus for orientation dates and time. Online orientation is available for online students.

Registration

Time of Entrance

Students may have multiple opportunities for entrance to Minnesota West Community & Technical College. Check with the program or major of choice for admission requirements. It is recommended that high school seniors make application for admission during their senior year and include with their high school transcript a current schedule of classes.

Registration refers to the process of signing up for classes. The registration procedures vary depending upon whether a new or continuing student is in a

degree, diploma or certificate program or is taking classes but not pursuing a degree, diploma or certificate.

New students who have completed the application for admission process will be scheduled for an orientation/advising session. During orientation/advising, advisors will meet with students to assist in selecting appropriate courses. At the conclusion of this session, registration begins.

State Residency Requirement

Classification as State Residents. Students who meet one or more of the following conditions on the date they apply for admission to a state college or university shall be classified as residents of Minnesota.

- a. Students must have resided in Minnesota for at least one calendar year immediately prior to applying for in-state tuition or are dependent students whose parents or legal guardian resides in Minnesota at the time the student applies. Residence in Minnesota must not be merely for the purpose of attending college.
- b. Students are Minnesota residents and can demonstrate that they were temporarily absent from the state without establishing residency elsewhere.
- c. Students moved to the state for employment purposes and, before moving and before applying for admission to a public postsecondary institution, accepted a full-time job in the state, or students who are spouses or dependents of such persons.

Procedure

Domicile is a person's true, fixed and permanent living place. Domicile is the place to which a person intends to return after temporary absences. A person may have only one domicile at a time.

1. **Demonstration of Domicile and Factors to be Considered.** In order to be reclassified as a Minnesota state resident, a student must first demonstrate the establishment of domicile in Minnesota as described in this part.
2. **Required Period of Residence.** A student must have resided in Minnesota for a continuous period of one calendar year immediately prior to applying for reclassification, and residence in Minnesota during this period of time must not have been solely or primarily for the purpose of attending a college or university
3. **Other Factors.** Each of the following additional facts and circumstances may be considered in the evaluation of a petition for a change in state residency, and other factors not listed may also be considered. The existence of any one of these factors is neither necessary nor sufficient to form the basis for a decision. It is the student's responsibility to provide

documentation or evidence of any factors to be considered in the reclassification decision.

- a. Continuous presence in Minnesota between academic terms or other periods when not enrolled as a student.
 - b. Registration as a voter in Minnesota.
 - c. Ownership of a home in Minnesota.
 - d. Domicile of the student's spouse in Minnesota.
 - e. Registration of the student's automobile in Minnesota.
 - f. For a dependent student, domicile in Minnesota of the student's parent or legal guardian.
 - g. Evidence of the intention to acquire a domicile in Minnesota.
 - h. Sources of the student's financial support are generated within Minnesota.
 - i. An offer of employment in Minnesota to begin after the student's projected date of college or university graduation.
4. **Decision.** A student's petition for reclassification (this should be a hyperlink that links to the college's petition form) shall be considered and a decision made within one week of receipt of petition and all necessary documentation. A student whose residency is changed to that of a Minnesota resident shall be charged the resident tuition rate effective at the beginning of the term of enrollment following the date the petition was submitted. Classification of a student as a Minnesota resident shall apply to all Minnesota State Colleges & Universities.
5. **Appeal.** Students may appeal a decision not to reclassify a student as a Minnesota resident by requesting their initial petition be forwarded to the college provost for additional review. The provost's decision shall be final.

Tuition and Fees

Tuition and fees for credit bearing courses at Minnesota West are established by the Minnesota State Colleges and Universities Board of Trustees. Future and current students are encouraged to visit the College web site for the most current tuition and fees information at: <http://www.mnwest.edu/business-office/tuition-fees>.

Reciprocity

For students who live in a state that has a reciprocity agreement with Minnesota, tuition and fees will be based on their home state's negotiated rate. Students from Wisconsin and North Dakota need to apply to their home state to ensure the negotiated tuition rate. Students from South Dakota need to complete an

application and submit it to the campus they plan to attend. Contact the Campus Resource Specialist for assistance.

Paying Tuition & Fees

It is the students' responsibility to check their account online through e-Services Student Account. Statements will not be mailed to students.

Students may choose one of the following options for paying:

Pay Online

Online payments are accepted through E-services. Students may make full or partial payments using a major credit card, debit card or e-check.

Pay in Installments

Set up a tuition payment plan with Nelnet Business Solutions

Pay by Mail

Students may pay by mail by including their student ID number on their check or money order.

Pay in Person

Payments are accepted at the campus business office during regular business hours. Payments may be made with a credit or debit card, check or cash.

Third Party Billing

When a student's tuition, fees and/or bookstore purchases are billed directly to an outside agency or organization, the process is termed "third party billing." The College agrees to defer the appropriate college costs and collect payment directly from the agency or organization on behalf of the student. The College must receive authorization from the sponsoring agency or organization before third party billing can be processed. Students are ultimately responsible for all college costs incurred.

Registration Cancellation for Non-Payment

Students who have not paid their tuition and fees by the payment deadline will have their class registrations cancelled unless one of the following conditions is met:

- Student has made a down payment of 15% or \$300.00, whichever is less.
- Student has an active Nelnet tuition payment plan.
- Student has completed the financial aid application and has an ISIR on file with the College (completed FAFSA using the Minnesota West code of 005263)
- Student has provided the College with scholarship or third party authorization for payment of tuition.

- Student is a PSEO student.

Students in jeopardy of having class registrations cancelled will notice a message on their E-services dashboard notifying them that they have not met the financial requirements necessary to remain registered after the tuition due date. Seek assistance early to ensure that class registration will not be cancelled

Limited circumstances could allow a student to have tuition and fees deferred for a short period of time. Students who believe they have extenuating circumstances that could be considered for deferment must contact the business office. Deferment criteria are well defined. Not all requests for deferments will be granted.

Late Fee

A \$30.00 late fee will be assessed to accounts that are not paid by the 25th day of the semester. No late fees will be charged if the payment plan has been implemented by that date. The late fee will also apply to resale activity.

Non-payment

Non-payment of the account could result in an Administrative Withdrawal and submission of the outstanding balance to the Minnesota Department of Revenue Collection Division for further action. Students having outstanding accounts with the College will not be permitted to register for a subsequent term. Students should not rely on the College to drop them from courses.

Schedule Adjustments - Drop/Add

Terms three weeks or greater in length:

Minnesota West students may drop courses within the first five days of a term without obligation. For purposes of this policy a term is defined as fall semester, fall late start, spring semester, spring late start, summer session I and summer session II. Students must submit a completed Course Drop/Add Withdrawal Form at a campus registration office or online through eServices. A 100% refund of tuition and fees shall be provided to a student who drops on or before the fifth day of a term. Students will be obligated for any courses dropped after the fifth day of a term.

Courses less than three weeks in length:

Students are entitled to have the opportunity to attend one class session without obligation. Students who are registered for courses which are less than 3 weeks in length will have one business day after the first class meets in which to drop courses without obligation. A 100% refund of tuition and fees shall be provided to a student who drops a course less than three weeks in length on or before one business day after the first class meets. Students will be obligated for any course dropped after the first business day following the first class

session.

Financial Aid Implications:

If a student is eligible for federal financial aid (Title IV) and he/she completely withdraws from school during a period of enrollment, he/she is entitled to aid based on the percentage of the period of enrollment he/she attended. When a student withdraws from all courses prior to completing 60% of the semester, the school is required to determine the amount of the federal financial aid the student has earned. If a student has been disbursed unearned aid, he/she must repay it. If a student has earned aid which has not been disbursed, he/she is eligible to receive those funds as a post-withdrawal disbursement. If any funds are remaining after the return of Title IV aid, they will be used for repayment obligations for Minnesota West Community & Technical College funds, State funds, and other private sources. If an unpaid balance exists, all aid sources will be repaid before any funds are returned.

Refunds of Institutional funds less any federal Title IV aid funds are subject to be returned to State and Local aid programs which require a return of funds. The funds are returned according to the ratio of the aid program award to the total Non-Title IV Aid package.

Late Registration

Registration for classes will be allowed through the first five instructional days of a term. For purposes of this policy, a term is defined as fall semester, fall late start, spring semester, spring late start, summer session I, and summer session II. Registration for courses which are less than 3 weeks in length will be allowed through one business day after the first class meeting date. Registration after these deadlines will require consent of the instructor, providing space is available.

Withdrawals

Students may withdraw from a course through the date on which eighty percent (80%) of the days in the academic semester have elapsed. For courses not on a standard academic semester schedule, the final date for official course withdrawal shall be the date on which eighty percent (80%) of the instructional days for the course have elapsed.

Students withdrawing from the college after registering for classes must officially withdraw with the campus registration office or online through eServices. A course from which the student withdraws will appear on their academic transcript with a W and will count

against their completion percentage for Satisfactory Academic Progress.

Minnesota West will refund tuition and fees for students who totally withdraw in accordance with the following schedule:

1st to 5th class day - 100%
6th to 10th class day - 75%
11th to 15th class day - 50%
16th to 20th class day - 25%
After the 20th class day - 0%

Summer sessions and other terms at least three weeks but less than ten weeks in length:

1st to 5th class day - 100%
6th to 10th class day - 50%
After the 10th class day - 0%

Terms less than three weeks in length:

1st class day of term – 100%
2nd and 3rd class day of term – 50%
After the 3rd class day – 0%

Financial Aid Implications

Federal regulations state that students who withdraw after receiving federal financial aid may be required to return a portion of the aid received. Students considering withdrawing from the college should consult an advisor or financial aid specialist before withdrawing from the college. The Minnesota State Grant recalculates throughout the term and may result in a student either receiving an increased or a decreased Minnesota State Grant award. Any student considering withdrawing from a course or courses should speak with their campus financial aid specialist to determine both the academic and financial effects of a withdrawal.

Students in attendance after the 60% point of the term will be considered to have earned all financial aid.

Administrative Withdrawals

The College reserves the right to administratively withdraw students for non-attendance. Notification will be sent students who are administratively withdrawn. There will be no reduction in tuition and fees.

Alternative Methods of Earning Credit

Students may be granted credit toward program completion for prior work, education, and life experiences, which are deemed equivalent to the program requirements.

Earning credit may be achieved through one of the following options: Advanced Placement (AP), College Level Examination Program (CLEP), Competency Based Education (CBE), or Course Test Out.

1. Credits received through alternative methods count toward graduation requirements but are not counted in Grade Point Average or minimum semester credit completion calculations and are not counted for financial aid status.
2. Responsibility for possessing and retaining the content knowledge and skills required by course requirements for which alternative credit is granted rests with the student.
3. Alternative Methods of Earning Credit procedures do not supersede the time frames for drop/add, withdrawal, or any refund of tuition.
4. Credits earned by these alternative methods may or may not be accepted by other institutions.

• Advanced Placement (AP)

It is the policy of Minnesota West Community & Technical College to award college credit to students who attend Minnesota West Community & Technical College and have achieved a score of 3, 4, or 5 on the Advanced Placement (AP) examination(s). Credit may be given for a specific college course if a test covers substantially similar material. If the test material does not match an existing course, students may be given elective credits. Students are provided information on AP examination policies and procedures in the college catalog and on the college website. The college policy and procedure for Advanced Placement can be found at <http://www.mnwest.edu/policies>.

Advanced Placement equivalency charts are available at Transferology to assist students in their educational planning. There is no limit to the total number of credits a student may earn through AP examinations. Credits earned through AP examinations are not resident credits and may not be used to satisfy resident credit requirements for graduation.

1. The student requests an official AP score report from the College Board be sent to Minnesota West Community & Technical College. Minnesota West Code: 6945
2. The AP scores are received and reviewed by an advisor.
3. An equivalency credit form is completed and transcribed for each student.
4. The appropriate signatures are obtained on the equivalency credit form.
5. The student is notified of the number of credits that will be granted upon enrollment at Minnesota West.
6. AP credits will be recorded on a transcript once the student has registered for classes at Minnesota West.

• College Level Examination Program (CLEP)

It is the policy of Minnesota West Community & Technical College to award college credit to students who attend Minnesota West Community & Technical College and have achieved the minimum required score

as outlined in the equivalency chart on [Transferology](#). Credit may be given for a specific college course if a test covers substantially similar material. If the test material does not match an existing course, students may be given elective credits. Students who have enrolled in a comparable class at Minnesota West or another institution are not eligible to receive credit through CLEP for the same course. Students are provided information on CLEP examination policy and procedures in the college catalog and on the college website.

An equivalency chart for CLEP credit is available at [Transferology](#) to assist students in their educational planning. There is no limit to the total number of credits a student may earn through CLEP examinations. Credits earned through CLEP examinations are not resident credits and may not be used to satisfy resident credit requirements for graduation. The Minnesota West - Worthington Campus is a National Test Center for CLEP. Students can contact Student Services at the Worthington Campus for cost information and to schedule a test. More information on other test centers and CLEP tests can be found at <http://clep.collegeboard.org/>.

1. The student requests an official CLEP score report from the College Board (www.collegeboard.com) to be sent to Minnesota West Community & Technical College. Minnesota West Code: 6945
2. The CLEP scores are received and reviewed by an advisor.
3. An equivalency credit form is completed and transcribed for each student.
4. The appropriate signatures are obtained on the equivalency credit form.
5. The student is notified of the number of credits that will be granted upon enrollment at Minnesota West.
6. CLEP credits will be recorded on a transcript once the student has registered for classes at Minnesota West

• **Competency Based Education (CBE)**

Competency Based Education (<http://www.mnwest.edu/academics/earning-credit>) refers to learner-demonstrated knowledge, skill, and ability to perform a task or function. The learner uses prior experiences to support course competencies.

There is a \$200 initial fee that includes career planning, development of an academic plan, and the application. Thereafter, regular tuition per credit will be assessed.

Students may be eligible to earn up to 44 credits for prior learning from work, volunteer services, conferences, workshop attendance, in-service training, and a vocational interest.

• **Course Test Out**

Students who can demonstrate competence in specific disciplines may earn college credit by testing out of college courses with Minnesota West Community and Technical College. Students must initiate the Course Test-Out process by working with appropriate instructors and then completing a Course Test-Out Award Recommendation Form. Students should check with an advisor, instructors, and campus registrars to see if Course Test-Outs are available. Course Test-Out is not an option for all courses.

1. A fee of \$40 per lecture credit and \$65 per lab credit payable to Minnesota West Community & Technical College is required prior to completing a Course Test-Out exam. This fee is nonrefundable even if examinees do not pass exams and do not receive credit for the course.
2. Course Test-Outs must be completed at least ten days prior to the start of the semester or after the fifth day of the semester; however, the President or designee has the authority to allow a faculty member to grant a Course Test-Out at any time if circumstances warrant.
3. Testing out is not an option for students who desire to earn credit for courses previously attempted. Course Test-Outs cannot be used to improve grades for courses previously completed.
4. Students who fail a Course Test-Out exam must complete the course to fulfill graduation requirements. Failing Course Test-Out grades will not be recorded on transcripts.
5. Course Test-Out exams are instructor-generated to reflect the objectives of the course. Only grades of "C" or higher will be recorded as credit (CR).
6. Credits earned by the Course Test-Out option are not computed in a student's GPA, nor will they count towards the enrollment figures of the college. Financial Aid is not available for Course Test-Out credits.
7. Course Test-Out credits will not be recorded on a transcript once the student has registered for classes at Minnesota West. ([www.mnwest.edu/ student-forms](http://www.mnwest.edu/student-forms))

• **School to Work Articulated Courses**

Minnesota West Community & Technical College participates in the school to work program and has entered into agreements with several area high schools. Students enrolling in articulated high school courses and successfully meeting specific criteria for each course may be eligible to receive credit at the College. Credit will be granted for competency mastered within the preceding two years at a skill level of "B" or better on a grade scale of "A-F". Credit will only be awarded for articulated high school courses in which the student has met the criteria after the student has enrolled in and successfully completed 15 credits at the College.

- **International Baccalaureate Credit**

It is the policy of Minnesota West Community & Technical College to award credit for the International Baccalaureate (IB) programs completed by students who subsequently attend Minnesota West Community & Technical College. The examination for the diploma covers six subjects, three or four of which must be at a higher level and others at the subsidiary level. Students may present a full IB diploma or a certificate recognizing specific higher level or subsidiary level test scores. Those students completing a standard level course of 150 hours will earn three (3) or four (4) credits as appropriate. Students completing a higher level course of 240 hours will receive six (6) or eight (8) credits as appropriate. Students are provided information on IB examination policies and procedures in the college catalog and on the college website.

An equivalency chart for International Baccalaureate (IB) is available at Transferology to assist students in their educational planning. There is no limit to the total number of credits a student may earn through IB examinations. Credits earned through IB examinations are not resident credits and may not be used to satisfy resident credit requirements for graduation.

1. The student requests an official IB score transcript from the International Baccalaureate Organization be sent to Minnesota West Community & Technical College.
2. The IP scores are received and reviewed an advisor.
3. An equivalency credit form is completed for each student.
4. The appropriate signatures are obtained on the equivalency credit form.
5. The student is notified of the number of credits that will be granted upon enrollment at Minnesota West.
6. IB credits will be recorded on a transcript once the student has registered for classes at Minnesota West

Other Nationally Recognized Examination Programs

It is the policy of Minnesota West Community and Technical College to consider awarding credit for nationally recognized examination programs such as Dantes Subject Standardized Tests (DSST), Thomas Edison College Examination Program (TECEP), Excelsior Examinations, New York Foreign Language Proficiency, and National Occupational Competency Testing Institute (NOCTI). Credits earned through a nationally recognized examination are not resident credits and may not be used to satisfy resident credit requirements for graduation. Official score report or transcript for each of the above nationally recognized examination programs is required for transfer evaluation.

1. The student requests an official score report from the appropriate testing service be sent to Minnesota West Community and Technical College.
2. The score reports are received are reviewed by appropriate college staff.
3. An equivalency credit form is completed and transcribed for each student.
4. The appropriate signatures are obtained on the equivalency credit form.
5. The student is notified that credit has been granted.
6. Credits granted will be recorded on a transcript once the student has registered for classes at Minnesota West

Military Training

It is the policy of Minnesota West Community and Technical College to consider awarding college credit from the student's military transcript using the "ACE Guide to the Evaluation of Experiences in the Armed Forces." The Minnesota West transfer policy will apply to military training transcripts (<http://www.mnwest.edu/index.php/policies/321>).

1. The student requests an official military transcript through the Joint Services Transcript (JST) system or the Community College of the Air Force be sent to Minnesota West Community and Technical College.
2. The student's declared degree goal will be used as the transfer evaluation base. If the student changes his/her degree goal, the student is responsible for seeking information on the application of credits toward the new degree goal.
3. The student should make an appointment with the program advisor.
 - a. A copy of the official transcript should be present when meeting with the program advisor.
 - b. The student's assigned program advisor will review any technical credits to ascertain their validity within the student's major study.
4. If the transcript contains general education courses, the Campus Resource Specialist will forward a copy of the official transcript to the College Registrar for review. The College Registrar will verify applicability of transfer credits and respond back to the Campus Resource Specialist.
5. Military credits will be recorded on a transcript once the student has completed 12 credits at Minnesota West.

Academic Information

Attendance

Students should adhere to the attendance policy as stated on each course syllabus. It is the student's responsibility to check with each instructor concerning assignments, projects, or work missed during and absence.

Definition of College Credit

A college credit is a unit of measure that is used to quantify progress in or completion of a college course, program, or degree. A credit comprises elements of both time and academic achievement. In higher education, one semester credit generally involves 45 hours of activity. A lecture credit generally is comprised of 15 hours of classroom instruction from a qualified instructor, and an expectation of an additional 30 hours of student supplemental study or activity outside of the classroom. A lab credit would generally be comprised of 30 hours of laboratory instruction from a qualified instructor with an expectation of an additional 15 hours of supplemental study or activity by the student outside the classroom. An On-the-Job (OJT) credit would involve 45 hours of training at an actual job location, working for an employer, under the supervision of a qualified instructor. All credits would require assimilation of specified knowledge and skills comparable to and consistent with learning objectives established for similar courses and levels at other accredited institutions of higher learning.

Advances in communication technologies have affected how colleges award credit. Distance education courses, such as those offered on-line, stress assimilation of knowledge and skills more than time spent in a classroom. Students taking such courses are expected to acquire equivalent knowledge and skills by devoting more time to independent activities designed and directed by qualified faculty than they would for an equivalent course on campus with an instructor.

A college may grant or waive credit for a course in which the student does not enroll if the student can document a direct correlation between his or her life experience and the prescribed faculty-developed coursework. The student must establish that his or her experience was equivalent or superior to the classroom experience as well as demonstrate mastery of the course's learning objectives in a manner determined by appropriate department faculty.

Dean's List and Honors

To be eligible for the Dean's list and/or honors, students must meet the following requirements:

1. Be a full time student enrolled in a minimum of 12 credits.
2. Earn 12 credits of course work with A-F grading system.
3. Earn a 3.5 GPA.

Online/Distance Learning

Student Responsibilities

Distance Learning

Distance learning occurs when the student and instructor are separated by distance, time and/or location. Minnesota West provides two avenues for distance learning for students; instructional television (ITV) and online courses. ITV courses are offered at the same time in different locations. Online courses are Internet-based courses delivered through Minnesota West's online learning management system Desire2Learn Brightspace.

Instructional Television (ITV)

Instructional Television is used extensively at Minnesota West. This technology provides students with a broad range of classroom experiences that might not otherwise be available. Using state-of-the-art two-way video conferencing, instructors and students are brought together in full video and audio. In many cases, instructors enhance their teaching with technical tools that are available in these specially equipped classrooms.

When a class lecture or lab is being recorded for any reason, students will be informed that a recording is taking place. Students will be advised as to the purpose of the recording, how it will be used, and the process for destroying of the recording. Students wishing to record a class must have written permission from the instructor.

Videotaping on the Instructional Television network will only be permitted in situations involving mitigating circumstances (e.g., extended illness, meeting special needs, etc.) at the discretion of the instructor and all students at all sites on the Instructional Television network.

Minnesota West Online Courses

At Minnesota West, efforts focus on developing internet based courses that parallel campus courses. Online courses at Minnesota West are taught by college faculty who work with students throughout the duration of the course. Instructors apply the same rigorous academic standards for success with an Online course as they do in their traditional classroom courses.

There is an Introduction to Online Learning course available. To access this FREE non-credit course, contact the D2L Site Administrator at d2ladmin@mnwest.edu to be enrolled. It is

recommended that you review this course before you take an online course.

To obtain the maximum benefit of online courses, it is the student's responsibility to be actively engaged in the online learning experience by:

- attending online classes per the instructor's requirements, participating in online discussion, and setting aside time for online coursework
- proactively seeking assistance when needed

For information, see Minnesota West Online. (<http://www.mnwest.edu/minnesota-west-online/>)

Grading System

At the beginning of each semester, students must be informed by their instructor as to how students will be graded in each course. If the information is not provided by the faculty member, it should be requested.

Pass/Fail Policy

A student may request a "pass" (P) grade for any class in which he or she is enrolled. The "P" grade must be requested by the student ten school days prior to the end of the term. The "P" grade indicates the student has performed at a passing level. Passing level is interpreted as being a grade of "C" or better. Any student who achieves less than "C" level work will receive an "F" on his/her transcript. A student may have a total of 20% of his or her credits with a grade of "P". It is not recommended that a student request a "P" grade for any course that will apply toward a major or minor.

Right to Alternative Complaint

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state and federal law.

Grading System

The following grading system is used at Minnesota West to report academic achievement and to compute the student's grade point average.

Letter grade	Meaning	Grade Point Value per Credit Hour
A	Excellent	4
A-		3.67
B+		3.33
B	Above Average	3
B-		2.67
C+		2.33
C	Average	2
C-		1.67
D+		1.33
D	Below Average	1
D-		.67
FW	Unofficial Withdrawal. For Non-Attendance	No grade point value
F	Failure	
I	Incomplete	
NC	No Credit (assigned only to courses numbered below 100 which are not passed)	No grade point value earned
P	Pass - C or higher grade must be earned to receive a grade of P	Earned credit but no grade point value
W	Withdrawn	No earned credit
AU	Audit-no credit earned	No grade assigned or grade point value
IP	In Progress	No grade assigned at this time
Z	Course registered for but grade not yet assigned	No grade assigned
CR	Credit by Test Out	No Grade point toward GPA

Definitions/Conditions:

Grade points: A letter grade is assigned at the end of a semester for each course in which the student is enrolled. A grade point value for each credit in the course is assigned to each letter grade.

Grade Point Total: Grade point total is the sum grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.

Grade Point Average: Grade point average (GPA) is the student's grade point total divided by the grade point credits. Each grade report shows the student's GPA for the term and cumulative GPA since admission. "P" does not carry a grade point value and, as such, is not calculated in the GPA. A "P" will not improve the student's GPA. However, the credits count toward registered credits.

Credit: The unit by which academic work is measured.

Registered Credits: The total number of credits for which a student is officially enrolled at the end of the registration drop period each term.

Completed Credits: Completed credits include A, B, C, D, P, and F. They do not include "I" (incomplete), "W" (withdraw), FW (no grade point value), audit, no credit, or drops (classes dropped during the first days of class). Completed credits may qualify for retroactive payment of financial aid.

Earned Credits: Earned credits are successfully completed credits that count toward the required percentage of completion. Earned credits include only A, B, C, D, and P.

Incomplete: The mark "I" is a temporary grade that is assigned only in exceptional circumstances. An "I" grade will automatically become an "F" grade at the end of the next semester. Faculty has the option of setting an earlier completion date.

Repeat Credits: Credits awarded when a student repeats a course in order to improve a grade. A student may repeat a course two times and the most recent grade will become the grade calculated for GPA purposes. If a student chooses to take a course more than three times, the third grade and all subsequent grades in that course will be averaged into the GPA.

Developmental Credits: Credits awarded for coursework below the course prefix 1000. Student may receive financial aid for developmental credits up to a maximum of 30 semester hours.

Transfer Credits: Credits that are accepted by the College. Accepted transfer credits are not included in the calculation of GPA, but are used in the calculation of the 67 percent completion rule.

Cumulative Credits (Cumulative attempted CUMATT on transcript): Cumulative credits are the total number of credits registered for all terms of enrollment at the College, including summer terms and terms for semesters for which the student did not receive financial aid.

Audit: Term used to identify a course taken by a student who wishes to obtain the information presented but does not wish to earn credit. Students who audit a course are not required to complete assigned work or take written examinations. Audited courses do not count toward Cumulative Credits toward graduation and do not figure into the grade point average. Audits are designated by the grade of AU on the transcript. To register for an audit, notify the registrar of intent at the time of registration so the appropriate designation may be made. Audits are allowed on a space available basis only. Full tuition and fees must be paid. No financial aid is available for classes taken for audit.

Policy on Official Withdrawals Requested After Unofficial Withdrawals Have Been Submitted by Faculty: If a student has been submitted as a no-show, the FW cannot be changed to a W. Student cannot withdraw from a class never attended.

If the faculty has entered the FW with a last date of attendance that falls within term dates, students will be allowed to submit an official withdrawal from the course through the 65th day of the semester. Registration staff should change that FW (unofficial withdrawal) to a W and enter the Last Date of Attendance as the date the official withdrawal form is submitted to the registration office.

Grade Appeals

In the case where a student disputes the grade he/she has received in a particular course, class or assignment, the student's first recourse is to meet with the instructor to discuss their concerns of the grade. (See Student Handbook) If no resolution between the instructor and the student can be met the student should then refer to the grievance procedures as found under Student Rights and Responsibilities in the Student Handbook.

Education Plan

Students on Academic Probation will be expected to work with their advisor toward improving their grades by agreeing to an Education Plan. The Plan will outline what activities the student will participate in to raise his/her GPA. Activities may include tutoring, meeting regularly with an advisor, Study Skills Workshops and other support activities.

Students who have been suspended and are re-entering the college will be required to participate in an Education Plan/Case Management Program.

Independent Study

Independent study is approved only in situations where an academic emergency exists. Students may request registration for one or more credits of independent study in a semester and must have the consent of the instructor and Administrative approval for the course in which the credit is being sought. The nature of the project, number of credits to be awarded, and the evaluation procedures must be approved by the instructor on a special form located at: <http://www.mnwest.edu/student-forms>.

Statement on the Role/Importance of Writing

The College recognizes that clear, correct and concise use of language is a characteristic of an educated person. Papers and examinations that are poorly written may receive a lower grade based on the quality of the writing alone. Poor writing is sufficient cause for a failing grade on a paper or in a course. This pertains to all courses offered by the College.

Library and Academic Resource Center (LARC)

Each Minnesota West Community & Technical College campus has a Library and Academic Resource Center (LARC), which supports the curriculum, students, and staff. The LARC houses the following services:

Library

Minnesota West Community & Technical College has approximately 50,000 items including books, periodicals, audio-visual materials, electronic books, and streaming videos. The library website provides access to the online catalog, full-text article databases and reference books, and other library services. Off-campus access is available through proxy services. Library materials are transported between campuses via U.S. mail. Interlibrary loan for materials not owned by Minnesota West Community & Technical College is provided through the MINITEX system.

Library staff provides reference and user instruction on all campuses and to our distance learners. Each library has open computer and study spaces designed to create an inviting atmosphere with comfortable seating, individual carrels, and group study areas.

Tutoring

The Library and Academic Resource Center offers free tutoring to students who need help with classes or programs.

- Individualized and small group tutoring is available for students on all campuses. Students use tutoring services in the LARC to receive assistance in oral and written communication skills, math, reading skills, study skills, and technical tutoring.
- Tutors help students prepare for tests, improve study techniques, review course materials, and answer questions about assignments. They assist with fundamental skills such as time management, note taking, and test preparation techniques that are necessary for college success. Tutors will not do work for students, nor do they replace instructors. They will show techniques to keep pace with assignments and help students understand course material.
- Students usually request tutoring on their own, but faculty may also refer a student for tutoring.

Both peer and staff tutors are available at Minnesota West Community & Technical College.

- Peer tutors are fellow students who display a willingness to assist others and who know the course content and the instructor's expectations.
- Staff tutors provide tutoring and assistance with general study techniques.

Online Assistance

Smarthinking, a live online tutoring service, is available to students at any time, and from anywhere. Students needing assistance in math, economics, accounting, chemistry, physics, Spanish, and statistics will receive real-time assistance can access Smarthinking also includes an online writing lab, allowing students to submit drafts of writing assignments for assistance in revisions.

Test Proctoring

Make-up tests and testing services for students with documented disabilities are proctored in the Library and Academic Resource Centers at each campus. Hours are set each semester and appointments must be made to schedule a test.

Career Center

Career Services include resume and cover letter assistance. These services are provided at no charge to Minnesota West Community & Technical College students, graduates, and alumni. A Career Assessment tool is also available for current and prospective students. Students, alumni, and employers have free access to College Central Network, Minnesota West's official online job posting and resume building service.

Computer Access

Each Minnesota West Community & Technical College Campus provides computer access to students. Open computer labs for student use are located in each Library and Academic Resource Center.

One Stop Communication Center

The college maintains a Communication Center staffed by Resource Specialists who can answer most of the students' questions regarding program information, application, admissions, registration, financial aid, eServices Student Account, Tuition and Fees, Payment Plans, student email, and much more. The Communication Center is available Monday-Friday during the day. Call (800) 658-2330.

Help Desk

The college-wide help desk is housed in the Worthington Library and Academic Resource Center. Students from all campuses and distance learners can contact the help desk via phone or online through our Ask JAY service. Ask JAY is a web-based, self-service database of frequently asked questions. The help desk staff works with students to resolve issues related to online courses/D2L, student email, and Smarthinking tutoring services. Call (507) 372-3476.

Financial Aid

Covering college costs is usually a cooperative effort involving student and parent resources and financial aid, which can consist of grants, scholarships, loans, and student employment.

The responsibility of financing a college education begins with students and parents and their financial capability to contribute to the costs. How much parents and students are expected to contribute is determined by a Department of Education Needs Analysis Formula.

Financial Aid

The amount of financial aid available to a student is also based on the Needs Analysis Formula. Like most colleges, Minnesota West Community & Technical College makes these determinations based on information submitted by families on the Free Application for Federal Student Aid (FAFSA).

Submitting a FAFSA allows students to be considered for aid from the following programs:

- Federal aid such as the Pell Grant, SEOG Grant, Direct Loan, and Perkins Loan.
- State aid such as the Minnesota State Grant.
- College employment through the Work Study program.

Scholarships

Minnesota West Community & Technical College recognizes students who have demonstrated outstanding academic, leadership, service, and extracurricular achievements through the Minnesota West Community & Technical College Scholarship program. Qualified students, regardless of financial circumstances, may apply for these awards.

Getting Started with Financial Aid

Minnesota West Community & Technical College is ready to assist students and provide information about financing education. Students must apply for financial aid each year because financial, academic, or personal situations may change.

Satisfactory Progress Standards

Minnesota West Community & Technical College adheres to Minnesota State Colleges and Universities' policy of maintaining an open door admissions policy, assessing students, and providing developmental coursework and other programs of assistance to support student success. However, students must perform at an acceptable academic level and program completion level to continue enrollment and be eligible to receive financial aid.

Minnesota West Community & Technical College is a publicly supported institution and has an obligation to follow rules and regulations set forth by the state and federal government by providing documented accountability of the taxpayer's investment in education by closely monitoring all students' academic progress.

Minnesota West Community & Technical College requires that students make satisfactory academic progress toward a degree, diploma or certificate to remain in good standing. According to regulations governing the federal financial aid programs, a student must be enrolled in a program of study leading to a degree or certificate and must be making satisfactory academic progress according to standards and practices of the institution in order to continue to be eligible for the federal programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Loan, Federal PLUS, Federal Perkins, and Federal work Study), state programs (Minnesota State Grant, Minnesota Non-AFDC Child Care Grant, Minnesota State Work Study, and Student Education Loan Fund), and institutional programs. All students must comply with the standards of Satisfactory Academic Progress as outlined in this policy without exception for full-time/part-time status or regardless of program of study.

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

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

Minnesota West Community & Technical College believes that students are responsible for their own academic progress and for seeking assistance when experiencing academic difficulty.

Minnesota West Community & Technical College has an established procedure for placing students on academic warning, continued academic probation, academic suspension, financial aid warning, and financial aid suspension.

There is also an appeal process for academic/financial aid suspension based on unusual or extenuating circumstances. Appeal forms for both academic and financial aid issues are available from the Student Services Office, the Campus Administrator Office or online.

The standards that follow are based on Federal requirements and Minnesota State Colleges and Universities Board Policy.

Requirements

1. Qualitative Measure

All students are required to maintain an acceptable grade point average (GPA). The minimum standard is progressive based on cumulative registered credits and is detailed below.

Grades of A,B,C,D, and F will be included in calculating a student's GPA.

Cumulative Registered Credits	Minimum Required GPA
0-5	0.00
6-15	1.60
16-30	1.80
31+	2.00

2. Quantitative Measures

- a. Required Completion Percentage: Students are required to complete a minimum of all attempted credits as follows:

Cumulative Registered Credits	Minimum Completion Percentage
0 – 5	0%
6+	67%

- b. The completion percentage will be reviewed after the end of each term. Grades of Incomplete (I), Failing (F), Ceased to attend (FW), Withdraw (W), No Credit (NC) or No Grade Assigned (Z) do not count toward satisfactory completion but as attempted credits.
- c. Maximum Time Frame: All students are expected to complete their program within an acceptable period of time. Financial Aid recipients may

continue to receive aid until they complete all of their required coursework or until they have attempted 150% of the normal time required to complete a program (ex: for a 64 credit program you can attempt 96 credits towards the completion of the program and receive financial aid) There is no warning period for Maximum Time Frame.

- i. If a student changes programs after receiving financial aid for partial completion of one program, and if the new completion time will be more than 150% of normal completion of the original program, the maximum time for the student's financial aid eligibility will be agreed to be the length of time to complete only the additional courses required to complete the second program.
- ii. If a student decides to have a double major, the 150% completion time may be extended. The maximum time for the student's financial aid eligibility will be agreed to be the length of time to complete only the additional courses required to complete the second major.
- iii. If a student completes one program and decides to enter into another program, the maximum time for the student's financial aid eligibility will be agreed to be the length of time to complete only the additional courses required to complete the second program.

3. Evaluation Period

Satisfactory Academic Progress will be monitored as follows:

All students with registered credits during a term will be evaluated at the end of the term including summer to make sure that all criteria of the satisfactory progress policy have been met. The review is based on cumulative records. Students who are part-time will not be evaluated until six cumulative registered credits are posted on the student's transcript.

4. Failure to Meet Standards

A. Academic and Financial Aid Warning and Suspension Warning

A student will be placed on Academic and Financial Aid Warning for one term if he/she fails to meet these standards at the end of the review period. Students on warning are eligible to receive financial aid. To be removed from warning, a student must meet the SAP standards at the end of the warning period.

If a student fails to meet the SAP standards at the end of the warning period, he/she will be placed on Academic and Financial Aid Suspension.

Suspension

Academic and Financial Aid Suspension: A student will be placed on suspension if: he/she does not satisfactorily remove him/herself from Academic and Financial Aid warning.

Financial Aid suspension: If a student has reached 150% of credits attempted for Financial Aid suspension or MWCTC has determined it is not possible for the student to raise his/her GPA or completion rate to meet the college's standards prior to the end of the program for which the student is receiving financial aid.

A student does not have to be placed on academic suspension to be placed on financial aid suspension.

B. Extraordinary Circumstances

Students may be immediately suspended from financial aid eligibility in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

5. Notification

The college will notify a student in writing by mail and/or student email when they enter into a warning or suspension status. It is the student's responsibility to monitor their Satisfactory Academic Progress.

6. Appeal Process:

The appeal of academic suspension and appeal of financial aid suspension are separate processes. Approval of an academic appeal does not guarantee approval of a financial aid appeal. By federal regulations, the guidelines for approval of financial aid appeals are more restrictive.

Academic Appeal:

1. Appeals must be submitted in writing using the [Academic/Financial Aid Reinstatement Appeal form](#) available on the College website.
 - a. The appeal must include an explanation of the extenuating circumstances that affected academic progress.
 - b. A completed Educational Plan including semester by semester plan, academic goals and actions/steps to

achieve goals. It must be signed by student and advisor.

- c. If requested by the Campus Administrator or designee, the appeal must include supporting documentation beyond the written explanation.
2. Appeals must be received by the Campus Administrator prior to the beginning of the next term. Any appeals received after the semester begins will be considered for the next term. Appeals received after the semester begins will be considered for the current semester only if the student plans to take short courses that have not yet started.
3. A committee of three or more members and the Campus Administrator will consider the appeal.
 - a. The appeals committee will meet within a reasonable time frame prior to the start of each term. The Campus Administrator may call other meetings as needed.
 - b. The decision will be transmitted to the student within three working days after the decision has been made. The decision will be final.
4. If an appeal is denied, a student may file a new appeal in a subsequent semester.
5. A campus dean can approve the registration into one course without lifting the suspension.

Academic Reinstatement

A student who has been suspended from enrollment may return to the college on probationary status after an appeal has been approved with the following requirements.

1. The student will continue on probationary status if the student completes 75% of his/her registered credits in the probationary semester with a 2.5 term grade point average but has not met the institution's cumulative standards.
2. The student will be removed from probationary status when both the cumulative qualitative and quantitative criteria for satisfactory academic progress have been met.
3. The student must contact her/his academic advisor at three times each semester to report academic status and registration for next term.

Financial Aid Appeals

A student who fails to make satisfactory academic progress and is suspended from enrollment has the right to appeal based on unusual or mitigating circumstances including but not limited to death of a relative, illness, hospitalization, or injury to the student. Mitigating circumstances are situations that are out of the control of the student and were not present at the time of initial enrollment. An academic appeal must be approved before a financial aid appeal can be considered.

The appeal must be submitted using the Academic/Financial Aid Reinstatement Appeal form found on our website.

1. The appeal must include an explanation of the extenuating circumstances that negatively affected academic progress.
2. The appeal must include supporting documentation beyond the written explanation.
3. The appeal must include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
4. Sitting out a year is not in itself a reason for appeal or reinstatement of financial aid.

The initial consideration of appeal shall be undertaken by the Director of Financial Aid or a designee. Students have the right to request appeals of adverse decisions to go to the Financial Aid Appeals Committee. Results of all appeals will be communicated to the student in writing in a timely manner along with pertinent information regarding the conditions of the appeal and the length of the appeal period.

7. Financial Aid Reinstatement

Student will be eligible for Reinstatement of Aid when:

1. They satisfactorily complete acceptable academic work (2.0 GPA and 67% completion) in a minimum of 6 credit hours taken toward completion of their degree in the same semester. This student cannot receive financial aid for the period during which eligibility is being reinstated. A student who has met this condition must still be approved through the appeal process. Reinstatement of financial aid is not guaranteed.
2. They have had a financial aid suspension appeal approved based on unusual or mitigating circumstances including but not limited to death of a relative, illness, hospitalization, or injury to the student. Mitigating circumstances are situations that are out of the control of the student and were not present at the time of initial enrollment.
3. They have met the conditions specified in their academic plan but have not met the institution's cumulative standards. In such cases, MWCTC shall permit the student to remain on a continued probation status for a subsequent evaluation period.
4. They have a grade of Incomplete (I) turn into an acceptable letter grade during the first twenty days of the semester following the suspension that enables the student to meet the minimum Satisfactory Progress requirements.
5. They have met the cumulative GPA and completion rate requirements by taking credits on their own (no financial aid). Students need to

contact the Director of Financial Aid in writing when they have met the requirements.

8. Additional Elements

- A. Treatment of Grades: A course repeated with the intent of improving GPA will have both the initial and repeated course counted when calculating courses attempted. Grades of Incomplete (I), Failing (F), Failure, Ceased to Attend (FW), Withdraw (W), No Credit (NC), In Progress (IP), or No Grade Assigned (Z) shall be treated as credits attempted but not successfully completed.
- B. Academic Amnesty: Credits for which students have been granted academic amnesty ("academic forgiveness", "academic renewal", etc.) will be included in both cumulative GPA and completion percentage for financial aid warning/suspension calculations.
- C. Audited Courses: Audited courses (AU) are not included in any financial aid satisfactory academic progress measurements.
- D. Consortium Credits: Credits for which financial aid is received under a consortium agreement will be included in cumulative GPA, completion percentage and maximum time frame calculations for financial aid warning/suspension.
- E. Remedial Credits: Developmental courses are those awarded for remedial course work (below 1000 levels). Students may receive financial aid for developmental credits up to a maximum of 30 credit hours (excluding ESL). These credits are included in all financial aid satisfactory academic progress measurements. Up to 30 credits of developmental credits shall be excluded from maximum time frame calculation.
- F. Repeated Courses: Repeated credits are credits awarded when a student repeats a course in order to improve a grade. The last grade will become the grade calculated for GPA purposes. Academic policy allows a student to repeat a course no more than two times, however, a student shall not be permitted to receive financial aid for more than one repetition of a previously passed course. All repeated credits are included in the percentage of completion and maximum time frame calculation for financial aid purposes.
- G. Transfer Credits: Transfer credits accepted by Minnesota West Community & Technical College shall not be counted as credits attempted for calculation of cumulative completion percentage, and grades associated with these credits shall not be used in calculating cumulative GPA. Transfer credits accepted and applied by Minnesota West Community & Technical College toward a student's general education program, or degree

requirements shall apply toward the maximum time frame calculation.

- H. Withdraws: Credits for courses that a student withdraws from after the drop period will be included in credits attempted but not successfully completed for purpose of monitoring academic satisfactory progress. Thus, a "W" does not impact GPA, but does negatively impact the cumulative completion percentage.
- I. Students who have not met the institution's cumulative grade point average and completion percentage standards and have not met the conditions specified in his/her academic plan shall be re-suspended immediately upon completion of the evaluation.

Student Eligibility Policy

A student must meet federal/state requirements to be eligible for and receive financial aid.

Federal Requirements

1. A student must be a citizen of the United States or an eligible nonresident.
2. A student must meet the requirements of the Selective Services regulations.
3. A student may not be in default on a student loan or owe an overpayment on Title IV funding at any previously attended postsecondary school.
4. A student must be making "satisfactory progress" toward graduation.
5. A student must have a high school diploma or a GED certificate.
6. A student must be enrolled in (or have applied for admission to) an eligible program.

State Requirements

1. A student must be enrolled in an eligible program of at least three credits.
2. A student must be a Minnesota resident.
3. A student must demonstrate financial need.
4. A student must be past mandatory high school age or if under 17, hold a high school diploma or GED.
5. A student must not be delinquent on child support payments.

Ability to Benefit

Every student receiving financial aid at Minnesota West Community & Technical College must be academically qualified for study at a higher education level. A student with a high school diploma or its recognized equivalent (GED) is always considered to be academically qualified. A student who does not have a high school diploma or its recognized equivalent is not eligible for Federal Financial Aid funds, only state funds.

Enrollment/Degree Verification

Minnesota West Community & Technical College has authorized the National Student Clearinghouse to act as agent for verification of student enrollment and degree status. The verification service is available 24 hours a day, 7 days a week.

The Clearinghouse receives data electronically from Minnesota West Community & Technical College and, in compliance with the Family Educational Rights and Privacy Act (FERPA), dispenses the information electronically to current students or agencies and organizations requiring proof of enrollment. Student Status is defined as:

Full-time status	12 or more hours
Half-time status	6-11 hours
Less than half-time	1-5 hours

Note: For students who need GPA or grades reported, an official/unofficial transcript is available from the Registrar's office.

Professional or Business Organizations/Companies

The National Student Clearinghouse provides instant electronic verification of student degrees and student enrollment to employers, employment agencies, credit card companies, background search firms, travel companies, and various other businesses that offer products or services based on an individual's status as an enrolled student.

Agencies and organizations are required to contact the Clearinghouse at www.degreeverify.org for Minnesota West Community & Technical College student enrollment information.

National Student Clearinghouse
13454 Sunrise Valley Road, Suite 300
Herndon, VA 20171
Phone: 703-742-4200
Fax: 703-742-4239

Active Duty with Armed Forces

Minnesota West Community & Technical College in accordance with MnSCU policy 5.12 recognizes the importance of America's national defense that is made by students who are members of the armed forces. Students enrolled at Minnesota West Community & Technical College who are members of any branch of the U.S. military reserves and who are unable to complete a semester due to having been called to active duty shall to the extent possible be provided one of the following options:

1. The student may be given a full refund of tuition. Students receiving financial aid who choose this

option should be made aware that they may be liable for any required refunds of state or federal financial aid funds.

2. The student may be given a grade of incomplete in a course and complete it upon release from active duty. Course completion may be accomplished by independent study or by retaking the course without payment of tuition. Under federal financial aid policies a course that is retaken this way may not be counted toward a student's enrollment load.
3. If in the instructor's judgment the student has completed sufficient course work to earn a grade of C or better, the student may be given credit for completion of a course.

Minnesota West Community & Technical College will provide a full refund of required tuition, fees, and other institutional charges, or provide a credit in a comparable amount against future charges for students who are forced to withdraw from the College as a result of a military mobilization. Students affected by a military mobilization will be provided an easy and flexible re-entry back into Minnesota West Community & Technical College upon the students release from active duty.

Leave of Absence

Students who have a legitimate reason for an extended absence may request a leave of absence. The leave of absence shall meet these conditions.

1. Must be a written request giving starting and ending dates.
2. Must be approved by the student's advisor and the Campus Dean.
3. Will not exceed thirty (30) school days.
4. Does not require the student to pay any charges to the College during the leave period.
5. Does not require the student to repeat any class time.
6. May be granted to a student only once in a twelve (12) month period.

Note: If a student who has been granted a leave of absence does not return to class at the end of the leave, the student's withdrawal date is the first date of the leave. Consequently, no financial aid will be disbursed during the period.

Graduation Information

Graduation

Students will graduate with an Associate of Arts Degree, Associate in Science Degree, Associate in Applied Science Degree, Diploma, or Certificate upon the successful completion of all program/major requirements.

A minimum cumulative grade point average of 2.0 is required for graduation. Practical nursing, registered

nursing, medical lab technician, medical assisting, law enforcement (technical courses), radiologic technology, surgical technology requires a 2.0 per course for satisfactory completion.

To be eligible for a degree, diploma, or certificate, a transfer student must earn at least 30% of the major graduation requirements from Minnesota West Community & Technical College.

Graduation with Honors

A student will be graduated "with honors" if the cumulative grade point average is between 3.5 and 3.74, and "with high honors" if the cumulative grade point average is 3.75 or greater.

Apply for Graduation

Each graduating student must complete an Application for Graduation Form for Student Services during the semester preceding graduation. The cost of the application is \$25.

Campus Graduation Ceremonies

Each Minnesota West Community & Technical College campus will host a graduation ceremony at the end of the spring semester recognizing all students who have completed the degree, diploma, or certificate requirements during the academic year.

Student Services

Official Transcripts

A transcript is a comprehensive record of student academic progress. Names will appear on the transcript as it appears on the College record. Academic records are classified as confidential and may be released only with the student's written authorization and signature. Official transcripts include the College seal and signature of the registrar. An unofficial transcript is also available.

To request an official transcript:

Order it online through the National Student Clearinghouse (www.studentclearinghouse.org). Minnesota West has partnered with the National Student Clearinghouse to provide students with the option of ordering a transcript online. Students create a personal profile, submit their requests, pay a fee of \$5.00 per transcript by credit card, electronically sign and submit the order. Once the Clearinghouse receives the completed order, Minnesota West is notified of the transcript request. Ordering transcripts online allows students to track the progress of their requests.

By Mail or In Person

Print the Transcript Request form found on the Minnesota West web site at www.mnwest.edu/images/student-forms/transcript_request.pdf

Complete the form and mail (or personally deliver to any campus) along with \$10.00 for each copy requested to:
Minnesota West Community & Technical College
Office of the Registrar
1450 Collegeway
Worthington, MN 56187

Students do not need to complete a transcript request if they plan to attend an institution that is a part of the Minnesota State Colleges and Universities system; those colleges will have electronic access. Transcripts are sent within two working days. Students who have a hold on a college record will be sent a letter advising how to clear the hold before a transcript can be issued.

Unofficial Transcripts

Current students may print an unofficial copy of an academic record by logging in to their student account. Instructions are found in the "How Do I?" section of the page. Questions regarding transcript requests should be directed to the registrar.

Bookstore

Minnesota West Community & Technical College operates a bookstore on each of the five campuses for the convenience of both students and the faculty. Books may also be ordered online at <http://www.mnwest.edu/bookstore>.

Textbooks, general supplies, and tools/equipment for specific programs are available in the bookstores, as well as gifts, souvenirs, and computer software.

Students dropping courses will be permitted to return texts for a full refund through the 5th day of the semester. Students must show the cash register receipt, and texts must be in perfect, unmarked condition. Texts in shrink wrap cannot be opened. Study guides and solution manuals are not returnable.

All bookstores have extended hours the first week of each semester.

Child Care Assistance

The Post-Secondary Child Care Grant Program assists low income students who have young children pay for child care while the student attends classes.

Campus Child Care Centers

Contact your campus for a list of local child care providers. You may also contact the county Family Service Agency or the Southwestern Minnesota Opportunity Council (SMOC) Child Care Resource and Referral program at 866-511-2244.

Advisor/Advisee

It is the philosophy of Minnesota West Community & Technical College that an advisor/advisee system is essential to the growth and development of each individual student. Each student will be assigned an advisor. Minnesota West Community & Technical College has instituted a process to be in compliance with the Federal Financial Aid Return of Federal Funds requirement.

Two tools have been developed to help the advisor. Degree audits are available for every student, plus a course applicability system Transferology <https://www.transferology.com/school/mnwest> can help a student and advisor determine how courses will transfer into and out of Minnesota West Community & Technical College.

A student advisee is responsible to use the degree audit to determine how the student is progressing towards graduation. The Registrar should be contacted for any questions. Please note that the audit can only be run once per day per student, and the audit will process for the student's major of record.

Students have the final responsibility to select and register for courses that meet the program plan requirements. They are encouraged to seek consultation and advice from their advisor or the counseling staff when selecting courses.

1. Consult with an advisor prior to the first semester registration and before graduation.
2. Make appointments for such consultations during regularly scheduled office hours.
3. If it is impossible to keep the appointment, cancel it in a timely manner.
4. Prepare for the appointment and bring appropriate materials.
5. Discuss academic and career related needs as they develop.
6. Become knowledgeable about college, department and/or program policies, procedures, and requirements and adhere to them.
7. Assure that all courses needed for graduation have been completed.

Advisor Responsibilities:

1. Inform the student of the advisor - advisee relationship.

2. Maintain advising records for each student, monitoring their progress toward educational and career plans.
3. Identify and post office hours of availability.
4. In consultation with appropriate individuals, review students' previous academic history and placement tests to determine course placement, transfer of credits and/or recommendations for test out.
5. During pre-registration assist students with course selection and the development of semester schedules.
6. During the academic term, assist students with drops, adds, withdrawals and change of status.
7. Refer students to appropriate resources as necessary in cases where academic or personal problems are at such a level as to require intervention by other professionals.
8. Inform students of department or program policies, procedures, and requirements.
9. Assist students with job placement or transfer activities.
10. Help students to define and develop realistic educational and career plans.
11. Interpret and provide students with the rationale for institutional policies, procedures, and requirements.
12. Inform students of special services available on campus for remediation, academic assistance, personal counseling, and career counseling.

Food Service

Food service may be available at some campuses through a private vendor. Options vary across the campuses. Vending machines are also available on campus for a variety of snacks and beverages.

Housing

Housing is the responsibility of the student. A listing of available housing is located at all campuses. Contact the campus admissions office for a list of apartment and housing units available for rent.

Student Identification Card

Each Minnesota West Community & Technical College student is issued a permanent photo identification card. The card is the property of Minnesota West Community & Technical College and the lending of the card or

failure to present it when requested by a college official is a violation of the Student Conduct Code. The card is for identification and the transaction of college business only. Each student is personally liable for all obligations incurred by its use. Lost or damaged cards will be replaced at a \$5 cost to the student.

Student Clubs and Organizations

Minnesota West Community & Technical College is dedicated to the principle that student clubs/organizations are an integral part of the total education program. Students have the opportunity for representation in college committees involving or affecting student interests to promote appropriate levels of student participation in campus/college decision making and assuring that student perspectives are considered.

For a complete list of college clubs and organizations please reference our website at www.mnwest.edu.

Absences for Attending College Events

Students enrolled at Minnesota West Community & Technical College and who participate in college-sponsored activities and approved Instructor-generated field trips shall be excused from missed classes without prejudice or penalty. This policy is intended to permit students to participate in events and activities without jeopardizing their academic standings or penalizing them in the classes they miss.

The activity advisor, coach or instructor will submit a list of students to be excused from classes along with the name of the event or activity, dates and times of absence to the Campus Dean for approval and notification to the campus faculty.

It is the student's responsibility to contact his/her instructors at least two days prior to the absence to arrange to make-up work missed. Instructors may require make-up work to be complete prior to the absence. The student is responsible for all work missed during the approved absence period.

Once the student has notified the instructor, it is the instructor's responsibility to arrange for make-up work or alternative assignments so that the student is not penalized for an approved absence. It is understood that all missed classroom experiences cannot be replicated

Directory of Minnesota West Community & Technical College Administration and Faculty

Administration

Terry GaalswykPresident
 B.A. Northwestern College
 M.Ed. South Dakota State University
 M.S. South Dakota State University
 Ph.D. Iowa State University

Jeffery WilliamsonProvost
 B.S. South Dakota State University
 M.Ed. South Dakota State University
 Ed.D. University of South Dakota

Lori Voss Vice President of Administration
 B.S. Southwest State University
 M.S. Metropolitan State University

Diana Fliss..... Business Manager
 Diploma Minnesota West Community & Technical College

Dawn Gordon Dean of Nursing
 B.S. Augustana College
 M.B.A. Colorado Technical University
 M.B.M. Colorado Technical University
 M.S. Colorado Technical University
 Ph.D. South Dakota State University

Dennis Hampel.....Jackson Campus Dean
Dean of Career and Technical Programs
 MN State Board Technical License

Jodi LandgaardDirector of Financial Aid
 B.S. Dakota Wesleyan University
 M.B.A. University of South Dakota

Karen MillerChief Human Resource Director
 Diploma Minnesota West Community & Technical College

Jackie Otkin..... Director of Allied Health/
Pipestone Campus Dean
 B.S. South Dakota State University
 M.S. Metropolitan State University

Dawn Regnier.....Director of Customized
Training Services
 B.S. University of Minnesota
 M.S. Minnesota State University, Mankato

Daniel Roos Interim Worthington Campus Dean/
 English
 A.A. Minnesota West Community & Technical College
 B.A. Minnesota State University, Moorhead
 M.A. University of Wisconsin

Crystal Strouth..... Registrar
 B.A. Westmar College

Rebecca Weber Canby Campus Dean
 B.S. Southwest Minnesota State University
 M.S. South Dakota State University

Kayla Westra Dean of Technology and
Distance Learning
 B.S. Minnesota State University, Mankato
 M.S. Utah State University
 Ed.D. MSU-Mankato

Faculty

Sara Abrahamson..... Dental Assistant
 A.A.S. Minnesota West Community & Technical College
 B.S. Minnesota State University, Mankato

Robert Arp..... Construction Electrician
 Diploma Minnesota West Community & Technical College
 A.A.S. Minnesota West Community & Technical College

Leslie BaumanAccounting
 Diploma Minnesota West Community & Technical College
 B.S. Bemidji State University
 M.S. Bemidji State University

Philip BergLamb and Wool Management
 B.S. South Dakota State University
 M.S. North Dakota State University

Brian Binnebose Powerline Technology
 Diploma Wadena AVTI

Mike Boersma Farm Business Management
 B.S. South Dakota State University

Jason BohlSmall Engine Repair
 Diploma Iowa Lakes Community College

Ty Bowen Mechatronics
 A.A. Minnesota West Community & Technical College

Aaron Brudellie..... Farm Business Management
 B.S. South Dakota State University

Tim Buysse English
 B.A. University of Minnesota
 M.A. South Dakota State University

Michael Caskey.....Lamb & Wool Management
 B.S. University of Minnesota

Stacy ChristensenNursing Assistant
 B.S.N. South Dakota State University

Mike Cumiskey Law Enforcement
 A.A. Alexandria Technical & Community College
 B.S. Winona State University
 M.S. Winona State University

Jerry Deuschle..... Construction Electrician
 B.S. Minnesota State University - Mankato

Mike Dierks Farm Business Management
 B.S. South Dakota State University
 M.B.A. Southwest Minnesota State University

Judy Drown..... Construction Electrician
 A.A.S. Minnesota West Community & Technical College

Janice Eibensteiner..... Biology
 B.S. Bowling Green State University
 B.S. Minnesota State University, Mankato
 M.S. Minnesota State University, Mankato
 Ph.D. University of Minnesota

Danylle Espenson **Cosmetology**
Regency Beauty Academy

Shannon Fiene **Mathematics**
B.S. Clemson University
M.S. North Carolina State University
Ph.D. North Carolina State University

Erika Freking **Nursing**
A.A.S. Minnesota West Community & Technical College
B.A. Southwest Minnesota State University
M.S. Minnesota State University, Mankato

Peter Girard **Diesel Mechanics**
A.A.S. Minnesota West Community & Technical College

Leah Gossom **Art**
B.A. Ohio State University
M.F.A. Ohio State University

Donna Hage **Practical Nursing**
B.S.N. Minnesota State University, Mankato
M.S.N. Minnesota State University, Moorhead

Tracy Hansen **Practical Nursing**
A.S. Minnesota West Community & Technical College
B.S. South Dakota State University
B.S.N. South Dakota State University

Rosalie Hayenga-Hostikka **Biology/Coaching**
B.S. Minnesota State University, Moorhead
M.S. St. Cloud State University

Justin Heckenlaible **Computer Science/Coaching**
B.S. Dakota State University
M.S. University of South Dakota

Teresa Jansen **Surgical Technology**
A.A. University of South Dakota
B.S. Minnesota State University, Mankato

Katherine Janssen **Computer Science/Mathematics**
B.A. Augustana College
M.S. Bemidji State University

Kent Janssen **Farm Business Management**
B.A. University of Minnesota
M.A. University of Minnesota

Pam Jensen **Computer and Information Technology**
A.A. Minnesota State in Fergus Falls
B.S. Minnesota State in Moorhead
Graduate Certificate University of Illinois
M.S. Bemidji State University

Douglas Kleeberger **Auto Mechanics**
B.A. Pillsbury Baptist Bible College
M.A. Central Baptist Theological Seminary

Jacqueline Lage **Cosmetology**
Diploma Ridgewater Community & Technical College

Paul Lanoue **Farm Business Management**
BS University of Minnesota

Kim Lehrke **Nursing**
B.S. MSU – Mankato
M.A. MSU – Moorhead

Jeff Linder **Physical Education/Coaching**
A.A. Minnesota West Community & Technical College
B.S. Bemidji State University
M.S. United States Sports Academy

Ray Louwagie **Machine Tool Technology**
Diploma Minnesota West Community & Technical College

McCall Lutmer **Practical Nursing**
A.S., University of South Dakota
B.S.N. University of South Dakota

Marissa Marten **Nursing**
B.A. South Dakota State University
M.A. University of Phoenix

Thomas Midthun **Fluid Power**
Diploma Minnesota West Community & Technical College

Sandi Mead **Librarian**
A.A. Minnesota West Community & Technical College
B.S. Minnesota State University, Mankato
M.S. Minnesota State University, Mankato

Rita Miller **Medical Lab Technician**
B.S. South Dakota State University
M.S. University of North Dakota
Ed.D., MLS (ASCP) St. Cloud State University

Ann Mills **Biology**
B.A. University of Minnesota. Morris
M.S. Minnesota State, Mankato
M.S. University of Nebraska, Kearney

David Mills **History**
B.S. Frostberg State University
M.S. Troy State University
M.A. Minnesota State University, Mankato
Ph.D. North Dakota State University

Debra Munsterman **Small Business Management**
B.A. Southwest Minnesota State University
M.S. Southwest Minnesota State University
PhD South Dakota State University

Elaina Nichols **Health Information Technology**
B.S. Minnesota State - Moorhead

Don Nordstrom **Welding**

Teresa Noyes **Dental Assisting**
Diploma Minnesota West Community & Technical College
A.A.S. Minnesota West Community & Technical College
B.A. University of Minnesota, Crookston
M.S. Southwest Minnesota State University

Alan O'Neil **English**
A.A. Minnesota West Community & Technical College
B.A. Augustana College
M.F.A. Minnesota State University, Mankato

Gary Olsen **Wind Energy/Electrical**
Diploma, Minnesota West Community & Technical College

Troy Otto **Farm Business Management**
A.A. Minnesota West Community & Technical College
B.S. South Dakota State University

Falon Paluch **Radiologic Technology**
Avera McKennan, Diploma
B.S. University of Sioux Falls

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