

# 2018-19

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# CATALOG

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**ALEXANDRIA TECHNICAL & COMMUNITY COLLEGE**

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# ACCOUNTING

## ABOUT THIS PROGRAM

Accountants play a vital role in any management team. In today's ever changing business environment, the best decisions can only be made with accurate, meaningful financial information. This is why accounting is often called the language of business.

The Accounting program prepares students for a role in management by providing technical training in key areas of financial accounting, managerial accounting, income taxation, auditing, and fund accounting. Students have ample opportunity to practice their skills using the latest technology including Excel, Quickbooks, Peachtree, Access, and TaxWise.

## CURRICULUM: ACCOUNTING

### Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ACCT1602	Business Technology .....	1
1	Fall	ACCT2000	Principles of Accounting I.....	4
1	Fall	ACCT1613	Payroll Accounting.....	2
1	Fall	COMM1415	Public Speaking.....	3
1	Fall	ENGL1460	Technical Writing.....	3
1	Fall	ITEC1440	Beginning Personal Computer 1 .....	2
Semester Total				15

2	Spr	ACCT1605	Computerized Accounting Applications.....	2
2	Spr	ACCT1610	Microsoft Excel & Access Applications.....	3
2	Spr	ACCT2010	Principles of Accounting II.....	4
2	Spr	COMM1440	Communicating for Results .....	2
2	Spr	ECON1404	Consumer Economics and Finance.....	3
2	Spr	MATH1415	Mathematical Reasoning .....	3
Semester Total				17

3	Fall	ACCT	3 CREDITS FROM EMPHASIS AREA.....	3
3	Fall	ACCT2601	Intermediate Accounting I.....	4
3	Fall	ACCT2602	Intermediate Accounting II .....	4
3	Fall	ACCT2603	Income Tax I.....	4
3	Fall	ACCT2621	Government & Non-Profit Accounting .....	2
3	Fall	ECON1410	Introduction to Economic Principles.....	3
Semester Total				20

4	Spr	ACCT	3 CREDITS FROM EMPHASIS AREA.....	3
4	Spr	ACCT	3 CREDITS FROM EMPHASIS AREA.....	3
4	Spr	ACCT2607	Spreadsheet Applications.....	2
4	Spr	ACCT2618	Managerial Cost Accounting.....	4
4	Spr	ACCT2620	Income Tax Applications .....	3
4	Spr	ACCT2626	Intermediate Accounting III .....	3
4	Spr	ACCT2628	Auditing .....	2
Semester Total				20
<b>Program Total</b>				<b>72</b>

Note: AAS degrees must have Gen. Ed. courses from three goal areas of the MN Transfer Curriculum.

Visit with advisor or refer to Degree Audit Report for elective options. This course sequence is an example.

# ACCOUNTING AS

## ABOUT THIS PROGRAM

This program includes 30 technical credits that expose students to financial and managerial accounting principles, as well as accounting software such as Excel and QuickBooks.

In addition, the program requires 30 credits of general education from within the Minnesota Transfer Curriculum (MnTC). Advisors work closely with students and their receiving institutions as they investigate and plan their coursework.

## CURRICULUM: ACCOUNTING

### Associate in Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ACCT2000	Principles of Accounting I.....	4
1	Fall	ECON1430	Intro to Microeconomics.....	3
1	Fall	ENGL1410	Composition I.....	3
1	Fall	MNTC	MN Transfer Curriculum Electives.....	5
Semester Total				15
2	Spr	ACCT1507	Computerized Acct. for Quickbooks.....	1
2	Spr	ACCT1610	Microsoft Excel & Access Applications.....	3

2	Spr	ACCT2010	Principles of Accounting II.....	4
2	Spr	ECON1420	Intro to Macroeconomics.....	3
2	Spr	MNTC	MN Transfer Curriculum Electives.....	4
Semester Total				15

3	Fall	MATH1420	College Algebra.....	3
3	Fall	MNTC	MN Transfer Curriculum Electives.....	6
3	Fall	TE	Technical Electives .....	6
Semester Total				15

4	Spr	MNTC	MN Transfer Curriculum Electives.....	9
4	Spr	TE	Technical Electives .....	6
Semester Total				15
<b>Program Total</b>				<b>60</b>

Note: AS degrees must have general education courses from six goal areas of the MN Transfer Curriculum.

#### Elective Courses

ACCT1506	Computerized Acct. for Peachtree.....	1
ACCT1613	Payroll Accounting.....	2
ACCT2601	Intermediate Accounting I.....	4
ACCT2602	Intermediate Accounting II.....	4
ACCT2603	Income Tax I.....	4
ACCT2620	Income Tax Applications.....	3
ACCT2626	Intermediate Accounting III.....	3
BUS2220	Principles of Management.....	3
ITEC1430	Introduction to Computer.....	3

This course sequence is an example.

# BUSINESS MANAGEMENT

## ABOUT THIS PROGRAM

The Business Management program offers a variety of options. An associate in applied science degree gives students a well-rounded education to help them land a position in business they've been looking for. Students enrolled in this program are looking for careers in management, finance, sales, retail, small business ownership, and a host of other career fields.

A number of students in the program are seeking managerial and business skill sets to run their own automotive or small engine repair shop, work in product sales, etc. The Business Management degree helps students with strong technical skills in other areas gain business savvy, leading to small business ownership, management, and sales positions in the technical field of their choice.

Another option for students who already have a technical degree or diploma is to take the Business Management Diploma. A number of students in the program are seeking managerial and business skill sets to run their own automotive or small engine repair shop, work in product sales, etc. The Business Management Diploma helps students with strong technical skills in other areas gain business savvy, leading to small business ownership, management, and sales positions in the technical field of their choice. A third option is the Business Management Certificate. This certificate allows students to take a basic set of business core courses and select electives that help them meet their educational needs. In addition, students can move seamlessly from the certificate to the diploma to the associate degree and beyond.

### CURRICULUM: BUSINESS MANAGEMENT Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	BUS2220	Principles of Management .....	3	
1	Fall	COMM1435	Interpersonal Communication.....	3	
1	Fall	ENGL1410	Composition I .....	3	
1	Fall	ITEC1440	Beginning Personal Computer I .....	2	
1	Fall	MKTG1507	Business Math .....	3	
1	Fall	MKTG1515	Selling Principles & Practices .....	3	
				Semester Total	17
2	Spr	ACCT2000	Principles of Accounting I.....	4	
2	Spr	ACCT1610	Microsoft Excel & Access Applications.....	3	
2	Spr	MKTG1511	Advertising & Sales Promotion.....	3	
2	Spr	MKTG2525	Principles of Marketing.....	3	
2	Spr	TE	Technical Elective.....	3	
				Semester Total	16
3	Fall	ACCT2010	Principles of Accounting II.....	4	
3	Fall	ECON1430	Intro to Microeconomics.....	3	
3	Fall	FICR2641	Financial Statement Analysis .....	3	
3	Fall	MKTG1530	Counselor Selling.....	3	
3	Fall	MKTG1535	Entrepreneurship.....	4	
3	Fall	MKTG2518	Supervision/Human Resource Mgmt. ....	3	
				Semester Total	20

4	Spr	BUS2200	Business Law .....	3	
4	Spr	MKTG2501	Marketing and Social Media Mgmt.....	4	
4	Spr	MKTG2503	Sustainability in the Marketplace.....	1	
4	Spr	MKTG2521	Career Seminar .....	2	
4	Spr	MNTC	MN Transfer Curriculum Elective .....	3	
4	Spr	PHIL1445	Ethics.....	3	
				Semester Total	16
5	Smr	MKTG2703	Internship.....	3	
				Semester Total	3
				<b>Program Total</b>	<b>72</b>

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

### CURRICULUM: BUSINESS MANAGEMENT Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	ENGL1410	Composition I .....	3	
1	Fall	ITEC1440	Beginning Personal Computer I .....	2	
1	Fall	MKTG1515	Selling Principles & Practices .....	3	
1	Fall	TE	Technical Electives .....	8	
				Semester Total	16
2	Spr	ACCT2000	Principles of Accounting I.....	4	
2	Spr	BUS2200	Business Law .....	3	
2	Spr	BUS2220	Principles of Management.....	3	
2	Spr	MKTG1511	Advertising & Sales Promotion.....	3	
2	Spr	MKTG2521	Career Seminar .....	2	
2	Spr	MKTG2525	Principles of Marketing.....	3	
				Semester Total	18
				<b>Program Total</b>	<b>34</b>

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

### CURRICULUM: BUSINESS MANAGEMENT Certificate

COURSE #	COURSE TITLE	CREDITS	
ACCT2000	Principles of Accounting I.....	4	
BUS2220	Principles of Management.....	3	
ENGL1410	Composition I .....	3	
MKTG2525	Principles of Marketing.....	3	
TE	Technical Electives.....	6	
		Semester Total	19
		<b>Program Total</b>	<b>19</b>

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

# BUSINESS TRANSFER PATHWAY

## ABOUT THIS PROGRAM

The Business Transfer Pathway offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated business bachelor's degree programs at Minnesota State universities.

The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

## CURRICULUM: BUSINESS TRANSFER PATHWAY Associate in Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	ECON1420	Intro to Macroeconomics.....	3	
1	Fall	ENGL1410	Composition I.....	3	
1	Fall	ITEC1430	Introduction to Computer.....	3	
1	Fal	PHIL1445	Ethics.....	3	
				Semester Total	12
2	Spr	BUS2200	Business Law.....	3	
2	Spr	COMM1415	Public Speaking.....	3	
2	Spr	ECON1430	Intro to Microeconomics.....	3	
2	Spr	ELECTIVE	Electives.....	4	
2	Spr	MNTC	Any Course from MN Transfer Goal 3.....	3	
				Semester Total	16

3	Fall	ACCT2000	Principles of Accounting I.....	4	
3	Fall	BUS2220	Principles of Management.....	3	
3	Fall	ELECTIVE	Elective.....	3	
3	Fall	MATH1420	College Algebra.....	3	
3	Fall	MNTC	Any Course from MN Transfer Goal 6.....	3	
				Semester Total	16

4	Spr	ACCT2010	Principles of Accounting II.....	4	
4	Spr	ELECTIVE	Elective.....	3	
4	Spr	ENGL1420	Composition II.....	3	
4	Spr	MATH1445	Introduction to Statistics.....	3	
4	Spr	MKTG2525	Principles of Marketing.....	3	
				Semester Total	16

**Program Total 60**

Note: AS degrees must have Gen. Ed. courses from six goal areas of the MN Transfer Curriculum.

### Elective Courses

ACCT1506	Computerized Acct. for Peachtree.....	1
ACCT1507	Computerized Acct. for Quickbooks.....	1
ACCT1610	Microsoft Excel & Access Applications.....	3
FASH1601	Introduction to Fashion Retailing.....	3
FASH2601	Fashion Merchandising.....	3
FICR2641	Financial Statement Analysis.....	3
MKSM2601	Sales Management.....	3
MKSM2602	Sales Territory Management.....	3
MKTG1505	Retail Management & Merchandising.....	3
MKTG1511	Advertising & Sales Promotion.....	3
MKTG1515	Selling Principles & Practices.....	3
MKTG1530	Counselor Selling.....	3
MKTG1535	Entrepreneurship.....	4
MKTG2501	Marketing and Social Media Mgmt.....	4
MKTG2515	Quality Customer Service.....	3

This course sequence is an example.

# CARPENTRY

## ABOUT THIS PROGRAM

The Carpentry program focuses on developing a well-rounded tradesman and includes instruction in project planning, drafting, blueprint reading, concrete, cabinetry, framing, the care and use of tools, estimating, construction management, contractor licensing, computers, CADD, human relations, math, and accounting. Shop classes include small woodworking projects, building cabinets, new homes, light commercial construction, and remodeling.

## CURRICULUM: CARPENTRY Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	CARP1510	Framing & Construction I.....	3	
1	Fall	CARP1533	Foundations & Concrete.....	3	
1	Fall	CARP1621	Shop I.....	3	
1	Fall	CARP1622	Shop II.....	3	
1	Fall	CARP1631	Tool Safety & First Aid.....	3	
1	Fall	CARP1641	Architectural Drafting.....	3	
				Semester Total	18

2	Spr	CARP1538	Framing & Construction II.....	3	
2	Spr	CARP1623	Shop III.....	3	
2	Spr	CARP1624	Shop IV.....	3	
2	Spr	CARP1647	Cabinet Making.....	3	
2	Spr	ITEC1430	Introduction to Computer.....	3	
2	Spr	MATH1453	Technical Math.....	3	
				Semester Total	18

3	Fall	CARP2520	Blueprint Reading.....	3	
3	Fall	CARP2540	Computerized Management.....	3	
3	Fall	CARP2620	Computerized Architectural Drafting.....	3	
3	Fall	CARP2625	Shop V.....	3	
3	Fall	CARP2626	Shop VI.....	3	
3	Fall	CARP2635	Estimating.....	3	
				Semester Total	18

4	Spr	CARP2541	Construction Safety/MN Construction Law.....	2	
4	Spr	CARP2612	Computerized Estimating.....	2	
4	Spr	CARP2627	Shop VII.....	2	
4	Spr	CARP2628	Shop VIII.....	3	
4	Spr	CARP2704	Internship.....	4	
4	Spr	COMM1440	Communicating for Results.....	2	
4	Spr	GEN ED	General Education Elective.....	3	
				Semester Total	18

**Program Total 72**

This course sequence is an example.

Visit with advisor or refer to Degree Audit Report for elective options.

# COMMUNICATION ART & DESIGN

## ABOUT THIS PROGRAM

A well-rounded program to prepare the student for entry-level work in the field of communication art and design. At the diploma level, the coursework includes design, drawing, and illustration techniques; current computer application skills; editorial and advertising art; and web design. Students wishing to pursue their Associate in Applied Science degree take an additional six credits of general education courses.

## CURRICULUM: COMMUNICATION ART AND DESIGN Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ART1450	Life Drawing I	3
1	Fall	COAR1510	Foundations I	3
1	Fall	COAR1511	Interactive Design I	3
1	Fall	COAR1512	Design Technology I	3
1	Fall	COAR1614	Communication Design I	3
1	Fall	ENGL1410	Composition I or Tech Writing (ENGL1460)	3
Semester Total				18
2	Spr	ART1475	Digital Photography or Art Appr (ART1470)	3
2	Spr	COAR1520	Foundations II	3
2	Spr	COAR1521	Interactive Design II	3
2	Spr	COAR1522	Design Technology II	3
2	Spr	COAR1523	Illustration Techniques I	3
2	Spr	COAR1615	Communication Design II	3
Semester Total				18
3	Fall	COAR2510	Portfolio I	3
3	Fall	COAR2511	Interactive Design III	3
3	Fall	COAR2512	Design Technology III	3
3	Fall	COAR2513	Illustration Techniques II	3
3	Fall	COAR2515	Communication Design III	3
3	Fall	PSYC1445	Gen Psyc or Goal Area 2-5 or 7-10 course	3
Semester Total				18
4	Spr	ART1408	Survey of Western Art and Culture	4
4	Spr	COAR2520	Portfolio II	2
4	Spr	COAR2521	Interactive Design IV	3
4	Spr	COAR2522	Design Technology IV	3
4	Spr	COAR2523	Illustration Techniques III	3
4	Spr	COAR2525	Communication Design IV	3
Semester Total				18
<b>Program Total</b>				<b>72</b>

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

## CURRICULUM: COMMUNICATION ART AND DESIGN Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ART1450	Life Drawing I	3
1	Fall	COAR1510	Foundations I	3
1	Fall	COAR1511	Interactive Design I	3
1	Fall	COAR1512	Design Technology I	3
1	Fall	COAR1614	Communication Design I	3
Semester Total				15
2	Spr	ART1475	Digital Photography or Art Appr (ART1470)	3
2	Spr	COAR1520	Foundations II	3
2	Spr	COAR1521	Interactive Design II	3
2	Spr	COAR1522	Design Technology II	3
2	Spr	COAR1523	Illustration Techniques I	3
2	Spr	COAR1615	Communication Design II	3
Semester Total				18
3	Fall	COAR2510	Portfolio I	3
3	Fall	COAR2511	Interactive Design III	3
3	Fall	COAR2512	Design Technology III	3
3	Fall	COAR2513	Illustration Techniques II	3
3	Fall	COAR2515	Communication Design III	3
3	Fall	COAR2515	Communication Design III	3
Semester Total				15
4	Spr	ART1408	Survey of Western Art and Culture	4
4	Spr	COAR2520	Portfolio II	2
4	Spr	COAR2521	Interactive Design IV	3
4	Spr	COAR2522	Design Technology IV	3
4	Spr	COAR2523	Illustration Techniques III	3
4	Spr	COAR2525	Communication Design IV	3
Semester Total				18
<b>Program Total</b>				<b>66</b>

Note: This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

# COMPUTER INFORMATION SYSTEMS AS

## ABOUT THIS PROGRAM

The Computer Information Systems program includes 30 technical credits in the field of computer science and exposes the student to hardware, database, and spreadsheet applications, and Windows. The 30 technical credits may vary slightly dependent upon requirements of the receiving transfer institution. The program also includes 30 general education credits from within the Minnesota Transfer Curriculum (MnTC). The general education courses must complete the ten goal areas of the MnTC and are universally transferable to all institutions in the Minnesota State Colleges and Universities system.

The Computer Information Systems Associate in Science (AS) degree is intended for students who want to transfer to complete a bachelor's degree. This degree is 60 credits in length. High school courses in math and science are beneficial but not required.

## CURRICULUM: COMPUTER INFORMATION SYSTEMS Associate in Science Degree

COURSE #	COURSE TITLE	CREDITS
ITEC1430	Introduction to Computer .....	3
MATH1420	College Algebra .....	3
MNTC	MN Transfer Gen Ed Electives .....	27

TE	Technical Electives.....	27
		<b>Program Total 60</b>

Note: AS degrees must have general education courses from six goal areas of the MN Transfer Curriculum.

Elective Courses		
ADMN1501	Spreadsheets & Database Applications.....	3
ADMN2512	Desktop Publishing Essentials .....	4
COMM1445	Adv. Communicating for Results.....	3
COMM1455	Social Technology .....	3
CVNP1601	Linux Administration .....	3
CVNP1603	Cisco 1 .....	3
CVNP1606	Supporting Windows Operating Systems .....	3
CVNP1612	Cisco 2.....	4
CVNP1620	Enterprise Operating System 1 .....	4
CVNP2601	Virtual Computing.....	3
CVNP2603	Adv Network OP Systems .....	3
CVNP2606	Cisco 3.....	4
CVNP2613	Network Security 1 .....	4
CVNP2616	Cisco 4.....	3
CVNP2623	Network Security 2 .....	4
CVNP2626	Computer Hardware.....	3
CVNP2639	Scripting & Command Line.....	3
PHIL1410	Technology Ethics.....	3

# CYBERSECURITY, VIRTUALIZATION, & NETWORKING

## ABOUT THIS PROGRAM

The Cybersecurity, Virtualization, and Networking program at Alexandria Technical & Community College prepares the student to enter the fast-growing field of Information Technology. Students will learn how to support the growing fields of networking, cybersecurity, virtual environments, and personal computers. Course content includes operating systems, Local Area Networking (LAN) and Wide Area Network (WAN) management, virtual network environments, computer and network security, and computer maintenance and repair.

Graduates will possess a broad base of training. As the field of Information Technology changes, new careers are continuing to emerge providing broader employment opportunities. This breadth of training is the strength of the program; it enables graduates to choose from a variety of options and to be ready for technology changes as they occur.

## CURRICULUM: CYBERSECURITY, VIRTUALIZATION, & NETWORKING Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	CVNP2601	Virtual Computing .....	3
1	Fall	CVNP1603	Cisco 1.....	3
1	Fall	CVNP1606	Supporting Windows Operating Systems.....	3

1	Fall	MNTC	MN Transfer Curriculum Elective .....	3
1	Fall	PHIL1410	Technology Ethics .....	3
				<b>Semester Total 15</b>

2	Spr	COMM1439	Job Seeking/Keeping Skills.....	1
2	Spr	CVNP1612	Cisco 2.....	4
2	Spr	CVNP1620	Enterprise Operating System 1 .....	4
2	Spr	CVNP2626	Computer Hardware .....	3
2	Spr	ENGL1460	Technical Writing .....	3
				<b>Semester Total 15</b>

3	Fall	CVNP2603	Adv Network OP Systems.....	3
3	Fall	CVNP2606	Cisco 3.....	4
3	Fall	CVNP2613	Network Security 1 .....	4
3	Fall	MNTC	MN Transfer Curriculum Elective .....	3
				<b>Semester Total 14</b>

4	Spr	CVNP1601	Linux Administration .....	3
4	Spr	CVNP2616	Cisco 4.....	3
4	Spr	CVNP2623	Network Security 2 .....	4
4	Spr	CVNP2639	Scripting & Command Line.....	3
4	Spr	MNTC	MN Transfer Curriculum Elective .....	3
				<b>Semester Total 16</b>
				<b>Program Total 60</b>

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example. Visit with advisor or refer to Degree Audit Report for elective options.

# DIESEL MECHANICS

## ABOUT THIS PROGRAM

The Diesel Mechanics program is designed to teach the student in the areas of construction equipment, agriculture equipment, and truck repair and maintenance. The classroom and lab portions of the program instruct students in theory, work procedures, technical skills, safety, and required related skills. Equipment from brand names such as Cummins, Caterpillar, Detroit Diesel, Case IH, Peterbilt, Kenworth, Freightliner, John Deere, Eaton, Meritor, and others are studied. The college has formed industry partnerships which offer student scholarship and sponsorship opportunities.

## CURRICULUM: DIESEL MECHANICS Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	BIOL1430	People and the Environment.....	3	
1	Fall	DIES1630	Diesel Industry Fundamentals .....	2	
1	Fall	DIES1631	Hydraulic Fundamentals.....	3	
1	Fall	DIES1632	DC Electricity .....	3	
1	Fall	DIES1633	Diesel Electronic Systems.....	3	
1	Fall	DIES1634	Power Trains I.....	3	
				Semester Total	17
2	Spr	DIES1640	Diesel Engines I .....	6	
2	Spr	DIES1641	Diesel Fuel Systems .....	3	
2	Spr	DIES1642	HVAC Systems.....	3	
2	Spr	MATH1455	Applied Technical Mathematics .....	2	
2	Spr	MNTC	MN Transfer Curriculum Elective.....	3	
				Semester Total	17
3	Smr	DIES1650	Applied Failure Analysis .....	2	
3	Smr	DIES1651	Diesel Servicing/PM.....	2	
3	Smr	MNTC	MN Transfer Curriculum Elective.....	3	
				Semester Total	7
4	Fall	COMM1439	Job Seeking/Keeping Skills.....	1	
4	Fall	DIES2630	Diesel Engines II .....	6	
4	Fall	DIES2631	Braking Systems.....	4	
4	Fall	DIES2632	Electronic Engines/Controls .....	3	
4	Fall	MNTC	MN Transfer Curriculum Elective.....	3	
				Semester Total	17
5	Spr	DIES2640	Power Trains II .....	6	
5	Spr	DIES2641	Advanced Hydraulics .....	4	
5	Spr	DIES2704	Internship or DIES2642 .....	4	
5	Spr	ENGL1460	Technical Writing .....	3	
				Semester Total	17
<b>Program Total 75</b>					

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

## CURRICULUM: DIESEL MECHANICS Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	BIOL1430	People and the Environment.....	3	
1	Fall	DIES1630	Diesel Industry Fundamentals .....	2	
1	Fall	DIES1631	Hydraulic Fundamentals.....	3	
1	Fall	DIES1632	DC Electricity .....	3	
1	Fall	DIES1633	Diesel Electronic Systems.....	3	
1	Fall	DIES1634	Power Trains I.....	3	
				Semester Total	17
2	Spr	DIES1640	Diesel Engines I .....	6	
2	Spr	DIES1641	Diesel Fuel Systems .....	3	
2	Spr	DIES1642	HVAC Systems.....	3	
2	Spr	MATH1455	Applied Technical Mathematics .....	2	
				Semester Total	14
3	Smr	DIES1650	Applied Failure Analysis .....	2	
3	Smr	DIES1651	Diesel Servicing/PM.....	2	
				Semester Total	4
4	Fall	COMM1439	Job Seeking/Keeping Skills.....	1	
4	Fall	DIES2630	Diesel Engines II .....	6	
4	Fall	DIES2631	Braking Systems.....	4	
4	Fall	DIES2632	Electronic Engines/Controls .....	3	
				Semester Total	14
5	Spr	DIES2640	Power Trains II .....	6	
5	Spr	DIES2641	Advanced Hydraulics .....	4	
5	Spr	DIES2704	Internship or DIES2642 .....	4	
5	Spr	MNTC	MN Transfer Curriculum Elective.....	3	
				Semester Total	17
<b>Program Total 66</b>					

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.



# EARLY CHILDHOOD EDUCATION

## ABOUT THIS PROGRAM

The Early Childhood Education program at ATCC pairs practical courses with hands-on labs, practicums, and internships which prepare students to work in a variety of early childhood settings such as family or center-based child care, Head Start programs, preschools, and schools. Through the partnership with E-LECT (E-Learning for Early Childhood Teachers), online courses are available in addition to the traditional classroom setting.

The Early Childhood Education program prepares early childhood professionals to respond to the individual needs of children and their families. The courses are designed to allow the student to work up the career ladder in the child development employment areas of center-based settings, Head Start programs, and preschools.

## CURRICULUM: EARLY CHILDHOOD EDUCATION Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	CHCA1201	Intro to Early Childhood Education.....	3	
1	Fall	CHCA1210	Foundations of Child Development .....	3	
1	Fall	CHCA1220	Child Safety, Health & Nutrition.....	4	
1	Fall	CHCA1230	Guidance: Managing Physical/Social Env.....	4	
1	Fall	ITEC1430	Introduction to Computer.....	3	
				Semester Total	17
2	Spr	CHCA1240	Family/Community Relations.....	3	
2	Spr	CHCA1310	Infant/Toddler Dev. & Learning .....	4	
2	Spr	CHCA1312	Preschool Dev. & Learning.....	4	
2	Spr	CHCA1340	Planning/Implementing Curriculum .....	4	
2	Spr	COMM1439	Job Seeking/Keeping Skills.....	1	
2	Spr	ENGL1410	Composition I.....	3	
				Semester Total	19
3	Smr	CHCA2511	Internship.....	3	
				Semester Total	3
4	Fall	CHCA2600	Professional Leadership.....	3	
4	Fall	CHCA2810	Practicum I.....	3	
4	Fall	MNTC	MN Transfer Curriculum Electives.....	9	
4	Fall	TE	Technical Elective.....	3	
				Semester Total	18
5	Spr	CHCA2640	Program Planning .....	3	
5	Spr	CHCA2840	Practicum II.....	3	
5	Spr	EDUC2400	Children with Differing Abilities.....	3	
5	Spr	MNTC	MN Transfer Curriculum Elective .....	3	
5	Spr	TE	Technical Elective.....	3	
				Semester Total	15
				<b>Program Total</b>	<b>72</b>

Note: AAS degrees must have Gen. Ed. courses from three goal areas of the MN Transfer Curriculum.

Visit with advisor or refer to Degree Audit Report for elective options.  
This course sequence is an example.

## CURRICULUM: EARLY CHILDHOOD EDUCATION

### Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	CHCA1201	Intro to Early Childhood Education.....	3	
1	Fall	CHCA1210	Foundations of Child Development .....	3	
1	Fall	CHCA1220	Child Safety, Health & Nutrition.....	4	
1	Fall	CHCA1230	Guidance: Managing Physical/Social Env.....	4	
1	Fall	ENGL1410	Composition I.....	3	
				Semester Total	17
2	Spr	CHCA1240	Family/Community Relations.....	3	
2	Spr	CHCA1310	Infant/Toddler Dev. & Learning .....	4	
2	Spr	CHCA1312	Preschool Dev. & Learning.....	4	
2	Spr	CHCA1340	Planning/Implementing Curriculum .....	4	
2	Spr	COMM1439	Job Seeking/Keeping Skills.....	1	
				Semester Total	16
3	Sum	CHCA2511	Internship.....	3	
				Semester Total	3
				<b>Program Total</b>	<b>36</b>

Visit with advisor or refer to Degree Audit Report for elective options.  
This course sequence is an example.

## CURRICULUM: EARLY CHILDHOOD EDUCATION

### Certificate

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	CHCA1201	Intro to Early Childhood Education.....	3	
1	Fall	CHCA1210	Foundations of Child Development .....	3	
1	Fall	CHCA1220	Child Safety, Health & Nutrition.....	4	
1	Fall	CHCA1230	Guidance: Managing Physical/Social Env.....	4	
1	Fall	COMM1439	Job Seeking/Keeping Skills.....	1	
				Semester Total	15
2	Spr	CHCA1240	Family/Community Relations.....	3	
2	Spr	CHCA1310	Infant/Toddler Dev. & Learning .....	4	
2	Spr	CHCA1312	Preschool Dev. & Learning.....	4	
2	Spr	CHCA1340	Planning/Implementing Curriculum .....	4	
				Semester Total	15
				<b>Program Total</b>	<b>30</b>

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

# EARLY CHILDHOOD EDUCATION AS

## ABOUT THIS PROGRAM

This program provides a solid foundation for those students who wish to complete a bachelor's degree in early childhood education. The technical credits may vary slightly depending on requirements of the receiving transfer institution. Articulation agreements with various colleges are available to students who wish to pursue a bachelor's degree. The program also includes general education credits from within the Minnesota Transfer Curriculum (MnTC). The general education courses must complete the goal areas of the MnTC and are universally transferable to all institutions in the Minnesota State Colleges and Universities System.

## CURRICULUM: EARLY CHILDHOOD EDUCATION Associate in Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	CHCA1210	Foundations of Child Development .....	3	
1	Fall	CHCA1220	Child Safety, Health & Nutrition .....	4	
1	Fall	CHCA1230	Guidance: Managing Physical/Social Env. ....	4	
1	Both	MNTC	MN Transfer Curriculum Elective .....	3	
				Semester Total	14
2	Spr	CHCA1240	Family/Community Relations .....	3	
2	Spr	CHCA1340	Planning/Implementing Curriculum .....	4	
2	Both	ENGL1410	Composition I .....	3	
2	Both	PSYC1445	General Psychology .....	3	
				Semester Total	13

3	Smr	CHCA2511	Internship .....	3	
				Semester Total	3
4		CHCA	Choose CHCA Electives .....	3	
4	Both	COMM1415	Public Speaking .....	3	
4	Both	ENGL1420	Composition II .....	3	
4	Both	MNTC	MN Transfer Curriculum Elective .....	3	
4	Both	SOCS1400	Introduction to Sociology .....	3	
				Semester Total	15
5		CHCA	Choose CHCA Electives .....	3	
5		CHCA	Choose CHCA Electives .....	3	
5	Both	MATH1420	College Algebra .....	3	
5	Both	MNTC	Any Course from MN Transfer Goal 6 .....	3	
5	Both	MNTC	Social Science Gen Ed Elective .....	3	
				Semester Total	15
				<b>Program Total</b>	<b>60</b>

## Elective Courses

CHCA1310	Infant/Toddler Dev. & Learning .....	4
CHCA2560	Language & Literature Experiences .....	3
CHCA2580	Creative Development Experiences .....	3
CHCA2600	Professional Leadership .....	3
CHCA2810	Practicum I .....	3
EDUC2400	Children with Differing Abilities .....	3

Note: AS degrees must have Gen. Ed. courses from six goal areas of the MN Transfer Curriculum.

This course sequence is an example.

# FASHION MANAGEMENT

## ABOUT THIS PROGRAM

The Fashion Management program is designed to prepare students for a successful career in the fashion industry. The Associate in Applied Science Degree emphasizes coursework in fashion merchandising, retail management, marketing, visual presentation, customer service, and more. The degree includes an internship where students can gain on-the-job experience. An important part of the Fashion Management Program is involvement through work experience, professional conferences, creative projects, and field trips.

## CURRICULUM: FASHION MANAGEMENT Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	BUS2220	Principles of Management .....	3	
1	Fall	FASH1601	Introduction to Fashion Retailing .....	3	
1	Fall	ITEC1430	Introduction to Computer .....	3	
1	Fall	MKTG1505	Retail Management & Merchandising .....	3	
1	Fall	MKTG1507	Business Math .....	3	
1	Fall	MKTG1515	Selling Principles & Practices .....	3	
				Semester Total	18
2	Spr	ACCT2000	Principles of Accounting I .....	4	
2	Spr	COMM1435	Interpersonal Communication .....	3	

2	Spr	ENGL1410	Composition I .....	3	
2	Spr	MKTG1511	Advertising & Sales Promotion .....	3	
2	Spr	MKTG2503	Sustainability in the Marketplace .....	1	
2	Spr	MKTG2525	Principles of Marketing .....	3	
				Semester Total	17
3	Fall	FASH2601	Fashion Merchandising .....	3	
3	Fall	MKTG1530	Counselor Selling .....	3	
3	Fall	MKTG1535	Entrepreneurship .....	4	
3	Fall	MKTG2515	Quality Customer Service .....	3	
3	Fall	MKTG2518	Supervision/Human Resource Mgmt. ....	3	
				Semester Total	16
4	Spr	ECON1404	Consumer Economics and Finance .....	3	
4	Spr	MKTG2501	Marketing and Social Media Mgmt. ....	4	
4	Spr	MKTG2521	Career Seminar .....	2	
4	Spr	PHIL1445	Ethics .....	3	
4	Spr	PSYC1445	General Psychology .....	3	
				Semester Total	15
5	Smr	MKTG2706	Internship .....	6	
				Semester Total	6
				<b>Program Total</b>	<b>72</b>

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example.

Visit with advisor or refer to Degree Audit Report for elective options.

# HEALTH & FITNESS SPECIALIST

## ABOUT THIS PROGRAM

The Health and Fitness Specialist program prepares students for employment as an exercise specialist, qualified to work in a variety of health and wellness career fields. This program is based on the principles and practices of exercise science, nutrition, and lifestyle coaching.

Areas of study include anatomy, exercise technique, human motion, exercise physiology, nutrition, program design, athletic performance, and applications for special population clients. In addition, courses in psychology, computer, and marketing are offered to complement the program.

The coursework also prepares the student for the national certification/credentialing exams which are an industry standard for employment in this field. The credentialing includes Certified Personal Trainer exams from the National Strength & Conditioning Association, the National Academy of Sports Medicine, and the American College of Sports Medicine. Optional certifications that may be attained include the Certified Strength and Conditioning Specialist, Corrective Exercise Specialist, and the Certified Inclusive Fitness Trainer (American College of Sports Medicine) for working with special population clients.

## CURRICULUM: HEALTH AND FITNESS SPECIALIST Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	BIOL1416	Essentials of Anatomy & Physiology .....	3
1	Fall	COMM1442	Student Success .....	1
1	Fall	ENGL1460	Technical Writing .....	3
1	Fall	HEFI1601	Training Prin & Methodology I .....	3
1	Fall	HEFI1605	Cardiovascular & Group Fitness Training .....	3
1	Fall	ITEC1430	Introduction to Computer .....	3
1	Fall	PHED1504	Wellness and Fitness .....	1
Semester Total				17
2	Spr	BIOL1435	Principles of Nutrition .....	3
2	Spr	HEFI1602	Training Prin & Methodology II .....	3
2	Spr	HEFI1612	Anatomy, Biomechanics & Exercise Phys II .....	3
2	Spr	HEFI1618	Personal Fitness I .....	2
2	Spr	HEFI1620	Exercise Mgmt for Special Populations I .....	4
2	Spr	MKTG2525	Principles of Marketing .....	3
Semester Total				18
3	Fall	BIOL1439	Nutrition II .....	2
3	Fall	HEFI1609	Human Motion .....	3
3	Fall	HEFI1615	Program Design & Application I .....	3
3	Fall	HEFI2602	Sports Performance & Resistance Training .....	3
3	Fall	HEFI2609	Personal Fitness II .....	2
3	Fall	HLTH1620	AHA Basic Life Support .....	1
3	Fall	PSYC1445	General Psychology .....	3
Semester Total				17

4	Spr	COMM1439	Job Seeking/Keeping Skills .....	1
4	Spr	HEFI2604	Program Design & Application II .....	3
4	Spr	HEFI2610	Advanced & Specialized Fitness Programs .....	2
4	Spr	HEFI2621	Exercise Mgmt for Special Populations II .....	3
4	Spr	HEFI2630	Preparation for Certification Exams .....	1
4	Spr	HEFI2640	Personal Fitness III .....	1
4	Spr	MATH1415	Mathematical Reasoning .....	3
4	Spr	MKTG1530	Counselor Selling .....	3
Semester Total				17
<b>Program Total</b>				<b>69</b>

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

## CURRICULUM: HEALTH AND FITNESS SPECIALIST Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	BIOL1416	Essentials of Anatomy & Physiology .....	3
1	Fall	COMM1442	Student Success .....	1
1	Fall	HEFI1601	Training Prin & Methodology I .....	3
1	Fall	HEFI1605	Cardiovascular & Group Fitness Training .....	3
1	Fall	HLTH1620	AHA Basic Life Support .....	1
1	Fall	ITEC1430	Introduction to Computer .....	3
Semester Total				14
2	Spr	HEFI1602	Training Prin & Methodology II .....	3
2	Spr	HEFI1612	Anatomy, Biomechanics & Exercise Phys II .....	3
Semester Total				6
3	Fall	BIOL1435	Principles of Nutrition .....	3
3	Fall	ENGL1460	Technical Writing .....	3
3	Fall	HEFI2602	Sports Performance & Resistance Training .....	3
Semester Total				9
4	Spr	COMM1439	Job Seeking/Keeping Skills .....	1
4	Spr	HEFI2610	Advanced & Specialized Fitness Programs .....	2
Semester Total				3
<b>Program Total</b>				<b>32</b>

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

## CURRICULUM: HEALTH AND FITNESS SPECIALIST Certificate

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	HEFI1601	Training Prin & Methodology I .....	3
1	Fall	HEFI1602	Training Prin & Methodology II .....	3
1	Fall	HEFI1605	Cardiovascular & Group Fitness Training .....	3
1	Fall	HEFI1609	Human Motion .....	3
1	Fall	HEFI1620	Exercise Mgmt for Special Populations I .....	4
Semester Total				16
<b>Program Total</b>				<b>16</b>

Visit with advisor or refer to Degree Audit Report for elective options.

# HUMAN SERVICES PRACTITIONER

## ABOUT THIS PROGRAM

This program is designed for people already working within the field. It is also for people who are interested in pursuing direct service as a career and for people who want to learn more about supports for people with disabilities. This educational experience will provide students with practical knowledge and experiences in the community supports field.

## HUMAN SERVICES PRACTITIONER Associate in Applied Science Degree

COURSE #	COURSE TITLE	CREDITS
COMM1415	Public Speaking .....	3
COMM1439	Job Seeking/Keeping Skills .....	1
CSP1910	Internship .....	4
CSS1801	Direct Service Professionalism .....	3
CSS1802	Physical/Devlpmntl Supports I.....	3
CSS1804	Person-Centered Planning .....	3
CSS1811	Facilitating Positive Behavior .....	4
CSS1813	Community Social Welfare Services.....	3
CSS1902	Physical/Devlpmntl Supports II .....	3
CSS1913	Supportive Interventions.....	4
ELEC C/A	Child or Adult Focus Elective.....	3
ELEC GE	General Education Elective .....	3
ELEC TECH	Technical Electives.....	9
ENGL1410	Composition I.....	3
ITEC1430	Introduction to Computer.....	3
MEDS1620	Medical Terminology.....	3
PHIL1445	Ethics.....	3
PSYC1405	Life-Span Psychology.....	3
PSYC1445	General Psychology .....	3
<b>Program Total</b>		<b>64</b>

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

Visit with advisor or refer to Degree Audit Report for elective options.

## HUMAN SERVICES PRACTITIONER Diploma

COURSE #	COURSE TITLE	CREDITS
COMM1415	Public Speaking .....	3
COMM1439	Job Seeking/Keeping Skills .....	1
CSP1910	Internship .....	4
CSS1801	Direct Service Professionalism .....	3
CSS1802	Physical/Devlpmntl Supports I.....	3
CSS1804	Person-Centered Planning .....	3
CSS1811	Facilitating Positive Behavior .....	4
CSS1813	Community Social Welfare Services.....	3
CSS1902	Physical/Devlpmntl Supports II .....	3
CSS1913	Supportive Interventions.....	4
ELECTECH	Technical Electives.....	5
ENGL1410	Composition I.....	3
ITEC1430	Introduction to Computer .....	3
PHIL1445	Ethics .....	3
PSYC1445	General Psychology .....	3
<b>Program Total</b>		<b>48</b>

Visit with advisor or refer to Degree Audit Report for elective options.

# INDIVIDUALIZED STUDIES

## ABOUT THIS PROGRAM

The Individualized Studies Associate in Science (AS) degree is, in part, for students who intend to transfer to complete a bachelor's degree. This 60 credit degree allows learners to develop a specific education plan to update their skills. This personalized degree gives students the opportunity to focus on specialized career interests not offered in the college's structured degree programs, to combine and integrate a number of subjects into a degree program, and/or to build on a current area of study or expertise. Students

work collaboratively with faculty and staff to create a degree plan that meets individualized educational needs. Students who need flexibility or who are working fulltime appreciate the online and evening options. Students who enroll in the Individualized Studies program will complete 30 technical credits and 30 general education credits (in at least six goal areas of the MnTC).

# INTERIOR DESIGN

## ABOUT THIS PROGRAM

Interior Design at ATCC provides a broad curriculum that allows students to focus on kitchen and bath, residential, or commercial design. Committed to excellence, the program is accredited by the National Kitchen and Bath Association and qualifies graduates to sit for the National Council for Interior Design Qualifications (NCIDQ) after completing the required work experience. Student hands on experience in the classroom is matched by an industry internship leading to success in employment or transfer.

## CURRICULUM: INTERIOR DESIGN Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ART1407	Design Basics.....	4
1	Fall	IDES1605	Drafting .....	3
1	Fall	IDES1610	Presentation Techniques.....	4
1	Fall	IDES1636	Materials of Interior Design.....	3
1	Fall	IDES1650	Residential Studio.....	3
Semester Total				17
2	Spr	ART1408	Survey of Western Art and Culture.....	4
2	Spr	IDES1615	Building Systems & Codes.....	4
2	Spr	IDES1620	Interior Design Sales .....	2
2	Spr	IDES1652	Kitchen & Bath Studio.....	3
2	Spr	IDES1654	Small Commercial Studio .....	3
2	Spr	IDES2639	CAD Drawing in Design I.....	3
Semester Total				19

3	Fall	ART1450	Life Drawing I .....	3
3	Fall	ENGL1410	Composition I .....	3
3	Fall	IDES EL	Interior Design Elective.....	3
3	Fall	IDES EL	Interior Design Elective.....	3
3	Fall	IDES1657	Lighting Design .....	2
3	Fall	IDES2600	Furniture: Style & Construction.....	3
Semester Total				17
4	Spr	COMM1415	Public Speaking.....	3
4	Spr	IDES EL	Interior Design Elective.....	3
4	Spr	IDES EL	Interior Design Elective.....	3
4	Spr	IDES2633	Professional Practices.....	3
4	Spr	MNTC	Any Course from MnTC Goal 2-5, 7-10 .....	3
Semester Total				15
5	Smr	IDES2704	Internship.....	4
Semester Total				4
<b>Program Total</b>				<b>72</b>

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

# LAW ENFORCEMENT AAS

## ABOUT THIS PROGRAM

The Law Enforcement Associate in Applied Science (AAS) degree is designed to prepare students for two primary objectives: (1) gain the knowledge and skills necessary to effectively function as a peace officer and citizen and (2) develop skills and characteristics necessary to successfully pass the Minnesota Peace Officer Standards and Training (POST) Board examination and gain employment.

This program combines academic instruction with a high degree of hands-on training essential to develop appropriate skills. For example, students learn traffic laws in the classroom setting and apply the learning in a hands-on setting that utilizes actors, patrol vehicles, on-board computers, and radio. The equipment used in class is the same that is commonly used by the law enforcement profession.

## CURRICULUM: LAW ENFORCEMENT Associate in Applied Science Degree

SEM	TERM	COURSE#	COURSE TITLE	CREDITS
1	Fall	COMM1415	Public Speaking.....	3
1	Fall	LENF1604	Minnesota Criminal Code.....	3
1	Fall	LENF1607	Intro. Criminal Justice/Patrol Procedures.....	3
1	Fall	LENF1616	Juvenile Justice/Juvenile Law.....	3
1	Fall	LENF1624	Emergency Medical Responder (EMR).....	3
1	Fall	PHED1406	Physical Training/Use of Force Training.....	3
				Semester Total 18

2	Spr	ENGL1460	Technical Writing.....	3
2	Spr	LENF1621	Survival Spanish for Law Enforcement.....	2
2	Spr	LENF1629	Diversity/Community Policing/Victimization.....	4
2	Spr	PHIL1410	Technology Ethics.....	3
2	Spr	POLS2402	Constitutional Law.....	3
2	Spr	PSYC1410	Abnormal Psychology.....	3
				Semester Total 18

4	Fall	LENF2602	Police Report Writing/Employment Prep.....	3
4	Fall	LENF2606	Firearms/Officer Survival Tactics.....	4
4	Fall	LENF2607	Criminal Investigation/Collection & Preserv.....	4
4	Fall	LENF2608	Hwy Safety/Accident Investigation.....	4
4	Fall	LENF2627	Criminal Procedure/Civil Process.....	3
				Semester Total 18

5	Spr	LENF2612	Police Tactical Management Training.....	4
5	Spr	LENF2617	Use of Force Management Training.....	4
5	Spr	LENF2619	Law Enforcement Leadership/Ethics.....	3
5	Spr	LENF2620	Tactical Communications/Relations.....	4
5	Spr	LENF2621	Traffic Law/Traffic Stops.....	3
				Semester Total 18

**Program Total 72**

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example.

Visit with advisor or refer to Degree Audit Report for elective options.

# LAW ENFORCEMENT AS

## ABOUT THIS PROGRAM

The Law Enforcement Associate in Science degree is intended for students intending to pursue a bachelor's degree upon completion. The program consists of 38 technical law enforcement credits and 30 general education credits chosen from at least six of the ten Minnesota Transfer Curriculum (MnTC) goal areas.

Upon successful completion of the AS program, students become eligible to take the Minnesota Peace Officer Standards and Training (POST) licensing exam and seek employment.

## CURRICULUM: LAW ENFORCEMENT Associate in Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	COMM1415	Public Speaking.....	3
1	Fall	ENGL1460	Technical Writing.....	3
1	Fall	LENF1604	Minnesota Criminal Code.....	3
1	Fall	PHIL1445	Ethics.....	3
Semester Total				12
2	Spr	LENF1624	Emergency Medical Responder (EMR).....	3
2	Spr	LENF1629	Diversity/Community Policing/Victimization.....	4

2	Spr	LENF1670	Law Enforce. Overview/Juvenile Justice.....	3
2	Spr	PSYC1410	Abnormal Psychology.....	3
Semester Total				13
3	Fall	LENF2602	Police Report Writing/Employment Prep.....	3
3	Fall	MATH1415	Mathematical Reasoning.....	3
3	Fall	MNTC	MN Transfer Curriculum Electives.....	6
3	Fall	PHED1406	Physical Training/Use of Force Training.....	3
Semester Total				15
4	Spr	LENF2623	Criminal Procedure/Con Law/Civil Process.....	4
4	Spr	LENF2625	Traffic Law/Selected Statutes.....	3
4	Spr	MNTC	MN Transfer Curriculum Electives.....	9
Semester Total				16
5	Smr	LENF6602	Law Enforcement Skills Certificate.....	12
Semester Total				12
<b>Program Total</b>				<b>68</b>

Note: AS degrees must have general education courses from six goal areas of the MN Transfer Curriculum.

This course sequence is an example. Visit with advisor or refer to Degree Audit Report for elective options.

# LAW ENFORCEMENT CAREER TRANSITION

## ABOUT THIS PROGRAM

The Law Enforcement Career Transition program is designed for students who have been granted an associates degree or higher from an accredited college and wish to transition into the field of law enforcement. It contains both the academics and hands-on skills training required to meet the Minnesota Peace Officer Standards and Training (POST) Board licensing requirements. This program consists of 20 academic credits and 12 skills credits.

Program completion time is determined by the student and the chosen instructional delivery method. The onsite delivery method has a defined 26 week completion period while the online method is flexible to the individual student. The skills portion is only offered during summer semester. Students may choose the delivery method that best fits their individual needs (onsite, online, or blended).

## CURRICULUM: LAW ENFORCEMENT CAREER TRANSITION Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	LENF1629	Diversity/Community Policing/Victimization.....	4
1	Fall	LENF2623	Criminal Procedure/Con Law/Civil Process.....	4
Semester Total				8
2	Spr	LENF1604	Minnesota Criminal Code.....	3
2	Spr	LENF1624	Emergency Medical Responder (EMR).....	3
2	Spr	LENF1670	LE Overview/Juvenile Justice.....	3
2	Spr	LENF2602	Police Report Writing/Employment Prep.....	3
2	Spr	LENF2625	Traffic Law/Selected Statutes.....	3
Semester Total				15
3	Smr	LENF6602	Law Enforcement Skills Certificate.....	12
Semester Total				12
<b>Program Total</b>				<b>35</b>

This course sequence is an example. Visit with advisor or refer to Degree Audit Report for elective options.

# LAW ENFORCEMENT SKILLS

## ABOUT THIS PROGRAM

The Law Enforcement Skills program at Alexandria Technical & Community College is designed to meet the Minnesota Peace Officer Standards and Training Board requirements identified within the Professional Peace Officer Education (PPOE) learning objectives. The instruction and hands-on application provide for the maximum amount of training possible. When combined with the academic instruction provided by partnering PPOE institutions meets the requirements for licensure in Minnesota. This could very well be the most demanding portion of the law enforcement career preparation process.

## DESIGN

Skills instruction is conducted at the Alexandria Technical & Community College Law Enforcement Training Center with the Defensive/Pursuit Driving portion held at the St. Cloud Minnesota Safety Center. Applicants are strongly urged to possess an Emergency Medical Responder (EMR) certification prior to attendance.

For those students attending a MN POST approved Professional Peace Officer Education (PPOE) program and have the approval of their PPOE Coordinator, ATCC has an open acceptance policy.

## Certificate

The following are requirements of the eight-week training:

- Active Shooter/High Risk
- Animal Response & Administering Emergency Care
- Basic Response
- Building Search Low Light
- Communications/Relations - Conflict
- Communications/Relations - Crisis
- Communications/Relations - Foundational
- Crash
- Criminal Investigations Basics
- Criminal Investigations Interview
- Criminal Investigations Interview/Interrogation
- Criminal Investigations Evidence
- Criminal Investigation Crime Scenes
- Criminal Investigations - Drugs
- Criminal Investigations - White Collar/ID Theft
- Criminal Investigations - Death Scene/Notification
- Criminal Investigations - Sexual Assault
- Criminal Investigations - Missing Persons
- Criminal Investigations - Child/Vulnerable Adult
- Criminal Investigations - Fire/Arson
- Critical Incident Stress Management Panel
- Domestics
- Driving School
- Drug Interdiction
- Explosives/Bombs
- Firearms
- High Risk/Active Shooter/Perimeter Response
- Interactive - Simulation Training
- Juvenile Response
- Large Scale - ICS/NIMS
- Moot Court
- Patrol Response
- PT Testing
- Radio/Radar
- Report Writing
- Testimony/Search & Seizure
- Traffic/DUI
- Use of Force



# LEGAL ADMINISTRATIVE ASSISTANT

## ABOUT THIS PROGRAM

Both the Legal Administrative Assistant AAS and the Legal Secretary Diploma programs prepare students for many specialized administrative support roles in the legal field and other areas of business. Coursework includes extensive training in the preparation and handling of legal documents such as affidavits, wills, pleadings, deeds, discovery documents, etc. The program stresses the importance of accuracy, productivity, and ethical considerations in the legal environment while maintaining confidentiality. Typically, students complete the Legal Administrative Assistant AAS program in four semesters. Students may also elect to complete the Legal Administrative Assistant degree with a concentration in Administrative Office Management.

In addition to legal correspondence, attorney timekeeping, client billing, case management, and other day-to-day operations, the fast paced law firms of today require an advanced knowledge of word processing techniques. Students gather and process client data using both traditional and automated methods. Rapid technological development requires legal support staff to utilize word processing, spreadsheet, database, presentation graphics, and specialized software applications. Students explore these applications while developing computer proficiency.

## CURRICULUM: LEGAL ADMINISTRATIVE ASSISTANT Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ADMN1513	Keyboarding/Word Processing Skills.....	3
1	Fall	COMM1435	Interpersonal Communication.....	3
1	Fall	ENGL1410	Composition I.....	3
1	Fall	ITEC1430	Introduction to Computer.....	3
1	Fall	LEGL1601	Legal Office Procedures & Ethics.....	3
Semester Total				15
2	Spr	ADMN1519	Word Processing Applications.....	3
2	Spr	ENGL1460	Technical Writing or Comp II (ENGL1420).....	3
2	Spr	LEGL1602	Civil Litigation.....	4
2	Spr	LEGL1603	Criminal Procedures, Bus Org, Family Law.....	4
2	Spr	MNTC	MN Transfer Curriculum Elective.....	3
Semester Total				17
3	Fall	ADMN1501	Spreadsheets & Database Applications.....	3
3	Fall	ADMN2522	Advanced Microsoft Word Techniques.....	4
3	Fall	LEGL1616	Legal Transcription/Word Processing.....	4
3	Fall	LEGL2601	Debtor/Creditor & Intellectual Property.....	3
Semester Total				14

4	Spr	ACCT1501	Accounting for Business.....	2
4	Spr	COMM1439	Job Seeking/Keeping Skills.....	1
4	Spr	LEGL1614	Estates, Probate, & Real Estate.....	3
4	Spr	LEGL2602	Legal Research.....	2
4	Spr	MNTC	MN Transfer Curriculum Elective.....	3
4	Spr	MNTC/TE	Mn Transfer or Technical Elective.....	3
Semester Total				14
<b>Program Total</b>				<b>60</b>

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

## CURRICULUM: LEGAL SECRETARY Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ADMN1513	Keyboarding/Word Processing Skills.....	3
1	Fall	COMM1435	Interpersonal Communication.....	3
1	Fall	ENGL1460	Technical Writing.....	3
1	Fall	ITEC1430	Introduction to Computer.....	3
1	Fall	LEGL1601	Legal Office Procedures & Ethics.....	3
Semester Total				15
2	Spr	ACCT1501	Accounting for Business.....	2
2	Spr	ADMN1519	Word Processing Applications.....	3
2	Spr	COMM1439	Job Seeking/Keeping Skills.....	1
2	Spr	LEGL1602	Civil Litigation.....	4
2	Spr	LEGL1603	Criminal Procedures, Bus Org, Family Law.....	4
Semester Total				14
3	Fall	ADMN2522	Advanced Microsoft Word Techniques.....	4
3	Fall	LEGL1616	Legal Transcription/Word Processing.....	4
3	Fall	LEGL2601	Debtor/Creditor & Intellectual Property.....	3
3	Fall	MNTC	MN Transfer Curriculum Elective.....	3
3	Fall	TE	Technical Elective.....	2
Semester Total				16
<b>Program Total</b>				<b>45</b>

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

# LIBERAL ARTS & SCIENCES

## ABOUT THIS PROGRAM

The Liberal Arts and Sciences Associate in Arts (AA) degree is a 60 credit degree that is intended for students who plan to transfer to another public or private institution to complete a bachelor's degree. The degree is designed to satisfy the first two years of a bachelor's degree and includes the entire 40-credit Minnesota Transfer Curriculum, which meets the general education requirements at public four-year universities in Minnesota. Unique to ATCC's AA degree are the required elements of career and technical exploration.

## BENEFITS OF THIS DEGREE

- Access to the most widely recognized undergraduate transfer degree available
- Individualized advising
- Flexible course scheduling
- Program may be completed online

The requirements of this degree include:

- 40 credits from the Minnesota Transfer Curriculum.
- 11-16 general elective credits
- 2-3 credits information literacy electives
- 1-3 credits wellness electives
- 1-3 credits workplace skills/career exploration electives

# MACHINE TOOL TECHNOLOGY

## ABOUT THIS PROGRAM

The Machine Tool Technology AAS and diploma options are designed to prepare students to enter the machine tool trade or to seek additional education. Students considering management or engineering are encouraged to pursue the AAS degree. The first year of Machine Tool Technology training is used to explain the nature and purpose of the machine trade. The student is introduced to tools, materials, equipment, and trade terms and develops the skills to do the job. The student receives advanced precision machining skills using machines such as the computer numerical controlled (CNC) machining and turning centers, wire and sinking EDM's, precision surface grinders, CAD/CAM software, and other shop equipment. The machinist becomes knowledgeable in reading blueprints. Students become acquainted with a variety of metals and learn how to use the various types of cutting tools. A student learns to use precise measuring tools and make accurate setups on manual lathes, vertical milling machines, surface grinders, CNC machines, and other various shop equipment.

The AAS degree option is strongly recommended for students who are considering furthering their education in engineering or seeking advanced career placement. Transferable general education courses are integrated into the AAS curriculum. Currently, Alexandria Technical & Community College has several articulation agreements which accept the Machine Tool AAS for transfer into bachelor's degree programs.

## CURRICULUM: MACHINE TOOL TECHNOLOGY

### Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	MACH1505	Blueprint Reading/Geo Tolerancing I.....	2
1	Fall	MACH1523	Machine Tool Theory I.....	2
1	Fall	MACH1619	Turning I.....	3

1	Fall	MACH1620	Milling I.....	3	
1	Fall	MACH1621	Grinding I.....	3	
1	Fall	MACH1624	Shop Math I.....	2	
1	Fall	MNTC	MN Transfer Curriculum Elective.....	3	
				<b>Semester Total</b>	<b>18</b>

2	Spr	MACH1625	Blueprint Reading/Geo Tolerancing II.....	3	
2	Spr	MACH1626	Turning II.....	3	
2	Spr	MACH1627	Milling II.....	3	
2	Spr	MACH1628	Grinding II.....	3	
2	Spr	MACH1629	Machine Tool Theory II.....	3	
2	Spr	MATH1452	Technical Math.....	3	
				<b>Semester Total</b>	<b>18</b>

3	Fall	GEN ED	General Education Elective.....	3	
3	Fall	MACH2510	Computer Numerical Control.....	3	
3	Fall	MACH2617	Intro. to CAD.....	1	
3	Fall	MACH2630	Process Plan. & Applied Metrology.....	1	
3	Fall	MACH2631	Machine Tool Operations I.....	3	
3	Fall	MACH2634	CNC Machining Operations I.....	4	
3	Fall	MFGT1560	Mechatronics I.....	3	
				<b>Semester Total</b>	<b>18</b>

4	Spr	COMM1440	Communicating for Results.....	2	
4	Spr	MACH2524	Computer Aided Manufacturing.....	3	
4	Spr	MACH2612	Jig & Fixture Design.....	2	
4	Spr	MACH2639	Mold Theory.....	2	
4	Spr	MACH2641	Mold Building.....	5	
4	Spr	MACH2644	CNC Machining Operations II.....	4	
				<b>Semester Total</b>	<b>18</b>

**Program Total 72**

This course sequence is an example.

Visit with advisor or refer to Degree Audit Report for elective options.

# MARINE, MOTORCYCLE, & POWERSPORTS TECHNICIAN

## ABOUT THIS PROGRAM

The diverse training of this program prepares graduates for repair of lawn and garden equipment, snowmobiles, inboard/outboards, ATV, personal watercraft, and motorcycles. The first and second years are both two semesters in length with an internship at a dealership at the end of first year. College days are six hours with an average of two hours in the classroom and four hours in the shop. Classroom time is spent on theory, proper procedures, and safety. These practices are applied and developed in the shop.

## CURRICULUM: MARINE, MOTORCYCLE, & POWERSPORTS TECHNICIAN Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ITEC1430	Introduction to Computer.....	3
1	Fall	MGEM1601	Basic Engine Principles I.....	3
1	Fall	MGEM1604	Snowmobile I.....	3
1	Fall	MGEM1621	Intro to Powersports Electrical Systems.....	3
1	Fall	MGEM1622	Intro to Powersports Fuel Systems.....	3
Semester Total				15
2	Spr	MATH1451	Technical Math.....	3
2	Spr	MGEM1611	Engine Service & Rebuild.....	3
2	Spr	MGEM1612	Outdoor Power Equipment.....	3
2	Spr	MGEM1614	Snowmobile II.....	3

2	Spr	MGEM1619	Compact Diesel Service.....	3
2	Spr	MGEM1620	Marine Products I.....	3
Semester Total				18
3	Smr	MGEM1703	Internship.....	3
Semester Total				3
4	Fall	COMM1440	Communicating for Results.....	2
4	Fall	MGEM2603	Marine Electrical Systems.....	5
4	Fall	MGEM2606	Marine Fuel Systems.....	5
4	Fall	MGEM2607	Marine Drive Systems.....	3
4	Fall	MGEM2608	Marine Engine Systems.....	3
Semester Total				18
5	Spr	GEN ED	General Education Elective.....	3
5	Spr	MGEM2615	Motorcycle Power Trans.....	3
5	Spr	MGEM2616	Motorcycle Electrical Systems.....	3
5	Spr	MGEM2617	Motorcycle Fuel Systems.....	3
5	Spr	MGEM2618	Motorcycle/ATV Tune-Up.....	2
5	Spr	MGEM2620	ATV I.....	2
5	Spr	MGEM2622	ATV II.....	2
Semester Total				18
<b>Program Total</b>				<b>72</b>

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

# MARKETING & SALES MANAGEMENT

## ABOUT THIS PROGRAM

The Marketing and Sales Management program is designed to prepare men and women for mid-management or management careers in business to business sales merchandising, retailing, retail sales, sales representation, advertising, wholesaling, customer service occupations, and small business management, as well as owning and operating their own business. Marketing students are provided with numerous experiences directly related to the competitive business world. During the school year, the student has an opportunity to participate in marketing club activities. These activities are comparable to business organizations such as Lions, Kiwanis, Jaycees, BPW, or Chamber of Commerce.

Upon successful completion of four fulltime semesters in the classroom, students are required to fulfill a fulltime internship for a period of approximately eight weeks. The students are under the direction of a training sponsor in an affiliating business firm. The training sponsor is an experienced professional who instructs the student on the practical aspects of the business operation. Overall supervision and guidance of interns is conducted by the marketing and sales management coordinator. Students have an opportunity to complete their internship in any community they wish, preferably in Minnesota.

## CURRICULUM: MARKETING AND SALES MANAGEMENT Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	BUS2220	Principles of Management .....	3
1	Fall	COMM1435	Interpersonal Communication .....	3
1	Fall	ITEC1440	Beginning Personal Computer I .....	2
1	Fall	MKTG1505	Retail Management & Merchandising .....	3
1	Fall	MKTG1507	Business Math .....	3
1	Fall	MKTG1515	Selling Principles & Practices .....	3
Semester Total				17
2	Spr	ACCT2000	Principles of Accounting I .....	4
2	Spr	ACCT1610	Microsoft Excel & Access Applications .....	3
2	Spr	ENGL1410	Composition I .....	3
2	Spr	MKTG1511	Advertising & Sales Promotion .....	3
2	Spr	MKTG2525	Principles of Marketing .....	3
2	Spr	MNTC	MN Transfer Curriculum Elective .....	3
Semester Total				19
3	Fall	MKSM2601	Sales Management .....	3
3	Fall	MKTG1530	Counselor Selling .....	3
3	Fall	MKTG1535	Entrepreneurship .....	4
3	Fall	MKTG2515	Quality Customer Service .....	3
3	Fall	PHIL1445	Ethics .....	3
Semester Total				16

4	Spr	ECON1404	Consumer Economics and Finance .....	3
4	Spr	MKSM2602	Sales Territory Management .....	3
4	Spr	MKTG2501	Marketing and Social Media Mgmt. ....	4
4	Spr	MKTG2503	Sustainability in the Marketplace .....	1
4	Spr	MKTG2518	Supervision/Human Resource Mgmt. ....	3
4	Spr	MKTG2521	Career Seminar .....	2
Semester Total				16
5	Smr	MKTG2704	Internship .....	4
Semester Total				4
<b>Program Total</b>				<b>72</b>

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

## CURRICULUM: PROFESSIONAL SALES Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	BUS2220	Principles of Management .....	3
1	Fall	ITEC1430	Introduction to Computer .....	3
1	Fall	MKTG1505	Retail Management & Merchandising .....	3
1	Fall	MKTG1507	Business Math .....	3
1	Fall	MKTG1515	Selling Principles & Practices .....	3
1	Fall	MKTG2515	Quality Customer Service .....	3
Semester Total				18
2	Spr	ACCT1501	Accounting for Business .....	2
2	Spr	ACCT1507	Computerized Acct. for Quickbooks .....	1
2	Spr	COMM1435	Interpersonal Communication .....	3
2	Spr	COMM1440	Communicating for Results .....	2
2	Spr	MKTG1511	Advertising & Sales Promotion .....	3
2	Spr	MKTG1530	Counselor Selling .....	3
2	Spr	MKTG2525	Principles of Marketing .....	3
Semester Total				17
3	Smr	MKTG2706	Internship .....	6
Semester Total				6
<b>Program Total</b>				<b>41</b>

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

# MECHANICAL DRAFTING, DESIGN, & ENGINEERING TECHNOLOGY

## ABOUT THIS PROGRAM

This program is designed for persons who desire both theoretical and practical experience in the mechanical design fields. Major areas of instruction during the first year include mechanical drafting, technical and college mathematics, industrial materials and processes, metallurgy, physics, machine shop practices, and machinery and equipment layout. In the second year, emphasis is on more in-depth instruction in mechanical design areas. These areas include mechanical design, statics, strength of materials, mechanics, jig and fixture design, geometric tolerancing, and automation. CAD (Computer Aided Drafting) is emphasized both years. A laptop computer, leased from the college, is required.

## CURRICULUM: MECHANICAL DRAFTING, DESIGN & ENGINEERING TECHNOLOGY Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ECON1410	Introduction to Economic Principles.....	3
1	Fall	ENGL1460	Technical Writing .....	3
1	Fall	MEDR1601	Engineering Drawing I.....	3
1	Fall	MEDR1602	Engineering Drawing II.....	3
1	Fall	MEDR1608	Rapid Prototype Operations.....	1
1	Fall	MEDR1615	Computer Assisted Drafting 2-D.....	4
Semester Total				17
2	Spr	MACH1502	Basic Machining Processes.....	3
2	Spr	MATH1420	College Algebra .....	3
2	Spr	MATH1431	Geometry.....	3
2	Spr	MEDR1609	Engineering Drawing III.....	5
2	Spr	MEDR1618	Computer Assisted Drafting 3-D .....	3
Semester Total				17
3	Smr	MACH2523	Intro. to Computer Aided Manufacturing.....	3
3	Smr	MEDR2703	Practicum .....	3
Semester Total				6
4	Fall	COMM1440	Communicating for Results.....	2
4	Fall	MATH1432	Principles of Trigonometry.....	3
4	Fall	MEDR2610	Machine Design (with CAD).....	3
4	Fall	MFGT1550	Engineering Drafting.....	2
4	Fall	MFGT1560	Mechatronics I.....	3
4	Fall	PHYS1407	College Physics I.....	3
4	Fall	PHYS1408	College Physics I Lab .....	1
Semester Total				17
5	Spr	MACH1625	Blueprint Reading/Geo Tolerancing II.....	3
5	Spr	MACH2612	Jig & Fixture Design .....	2
5	Spr	MEDR2601	Product Design (with CAD).....	4
5	Spr	MEDR2615	Applied Statics & Strengths of Material.....	3
5	Spr	WELD1620	Blueprint Reading II .....	3
Semester Total				15
<b>Program Total</b>				<b>72</b>

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

## CURRICULUM: MECHANICAL DRAFTING, DESIGN & ENGINEERING TECHNOLOGY Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ENGL1460	Technical Writing .....	3
1	Fall	MATH1420	College Algebra .....	3
1	Fall	MEDR1601	Engineering Drawing I.....	3
1	Fall	MEDR1602	Engineering Drawing II.....	3
1	Fall	MEDR1608	Rapid Prototype Operations.....	1
1	Fall	MEDR1615	Computer Assisted Drafting 2-D.....	4
Semester Total				17
2	Spr	MACH1502	Basic Machining Processes.....	3
2	Spr	MATH1431	Geometry.....	3
2	Spr	MATH1452	Technical Math.....	3
2	Spr	MEDR1609	Engineering Drawing III.....	5
2	Spr	MEDR1618	Computer Assisted Drafting 3-D .....	3
Semester Total				17
3	Smr	MACH2523	Intro. to Computer Aided Manufacturing.....	3
3	Smr	MEDR2703	Practicum .....	3
Semester Total				6
4	Fall	COMM1440	Communicating for Results.....	2
4	Fall	MEDR2610	Machine Design (with CAD).....	3
4	Fall	MFGT1550	Engineering Drafting.....	2
4	Fall	MFGT1560	Mechatronics I.....	3
4	Fall	PHYS1407	College Physics I.....	3
4	Fall	PHYS1408	College Physics I Lab .....	1
Semester Total				14
5	Spr	MACH1625	Blueprint Reading/Geo Tolerancing II.....	3
5	Spr	MACH2612	Jig & Fixture Design .....	2
5	Spr	MEDR2601	Product Design (with CAD).....	4
5	Spr	MEDR2615	Applied Statics & Strengths of Material.....	3
5	Spr	WELD1620	Blueprint Reading II .....	3
Semester Total				15
<b>Program Total</b>				<b>69</b>

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

# MECHATRONICS

## ABOUT THIS PROGRAM

Mechatronics combines mechanical, electronic, and information technology into a single discipline that crosses most of the traditional boundaries of a skilled technician. Mechatronics technicians need a broad understanding of how mechanical and electrical energy is produced, controlled, and utilized.

At Alexandria Technical & Community College, Mechatronics has a long history of excellence in fluid power and automation education as well as in the other core technical skills central to the field. ATCC emphasizes applied technology rather than theoretical. All courses are focused on lab-based learning with exposure to the advanced technology used in the field today and expected in the field tomorrow. The Mechatronics program is customized to teach a core set of mechanical, fluid power, electrical, and electronic control and automation technical skills that are applicable in a wide variety of settings.

## CURRICULUM: MECHATRONICS

### Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	COMM1415	Public Speaking.....	3
1	Fall	ENGL1460	Technical Writing.....	3
1	Fall	FLPO1525	Pneumatic Componentry.....	2
1	Fall	FLPO1526	Pneumatic Componentry Lab.....	1
1	Fall	FLPO2520	Instrumentation.....	3
1	Fall	MFGT1550	Engineering Drafting.....	2
1	Fall	MFGT1560	Mechatronics I.....	3
Semester Total				17

2	Spr	FLPO1501	Fluid Power Fundamentals.....	2
2	Spr	FLPO1503	Fluid Power Fundamentals Lab.....	1
2	Spr	FLPO2525	Pneumatic Circuits & Logic.....	1
2	Spr	FLPO2527	Pneumatic Circuits & Logic Lab.....	1
2	Spr	MATH1450	Technical Math.....	3
2	Spr	MFGT1520	Applied Mechanical Components.....	3
2	Spr	MFGT2545	Mechatronics II.....	3
2	Spr	MFGT2546	Mechatronics II Lab.....	3
Semester Total				17

3	Fall	FLPO1529	Hydraulic Components.....	4
3	Fall	FLPO1531	Hydraulic Components Lab.....	3
3	Fall	MFGT2502	Industrial Distribution.....	2
3	Fall	MFGT2550	Programmable Logic Controls.....	3
3	Fall	MFGT2551	Programmable Logic Controls Lab.....	3
3	Fall	MNTC	MN Transfer Curriculum Elective.....	3
3	Fall	PHYS1407	College Physics I.....	3
Semester Total				21

4	Spr	FLPO2516	Advanced Circuit Design Lab.....	3
4	Spr	FLPO2540	Mobile Hydraulics.....	3
4	Spr	MFGT2501	Sustainable Manufacturing.....	3
4	Spr	MFGT2560	Manufacturing Automation.....	3
4	Spr	MFGT2564	Manufacturing Automation Lab.....	2
4	Spr	MNTC	MN Transfer Curriculum Elective.....	3
Semester Total				17

**Program Total 72**

Note: AAS degrees must have Gen. Ed. courses from three goal areas and AS degrees from six goal areas of the MN Transfer Curriculum.

Visit with advisor or refer to Degree Audit Report for elective options.  
This course sequence is an example.

# MEDICAL ADMINISTRATIVE SPECIALIST

## ABOUT THIS PROGRAM

This Medical Administrative Specialist program prepares students for a variety of health information and administrative support staff roles in the healthcare field. Students benefit from advanced computer, technical, and general education courses. To achieve the degree, students also work with a medical office mentor in a unique capstone course. The transcription and editing program provides an up-to-date perspective on patient documentation for the electronic healthcare record. Students transcribe traditional dictation as well as develop the editing skills necessary to ensure document quality with voice generated technologies.

In addition to office and computer skills, today's fast-paced, high-tech medical facilities require knowledge of anatomy and physiology, medical terminology, disease processes, and pharmacology. Skills in communications, scheduling, transcription, coding, health information, insurance claim submission, and billing and collections are also critical.

The program stresses the importance of confidentiality, accuracy, and productivity in the medical environment. Students gather and process patient data using both traditional and electronic records. Rapid technological development is requiring medical office support staff to be proficient in word processing, spreadsheets, databases, and time management software while also having experience with digital dictation, voice recognition, electronic coding, and networking technologies. A laptop computer, leased from the college, is required.

## CURRICULUM: MEDICAL ADMINISTRATIVE SPECIALIST Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ADMN1513	Keyboarding/Word Processing Skills.....	3
1	Fall	BIOL1416	Essentials of Anatomy & Physiology.....	3
1	Fall	ITEC1440	Beginning Personal Computer I.....	2
1	Fall	MEDS1620	Medical Terminology.....	3
1	Fall	MEDS2601	Introduction to Health Information.....	3
<b>Semester Total</b>				<b>14</b>
2	Spr	MEDS1608	Basic Pathology.....	3
2	Spr	MEDS1615	Document Fund of Editing & Scribing.....	3
2	Spr	MEDS1627	Introduction to ICD Coding.....	3
2	Spr	MEDS1629	Applied Medical Terminology.....	3
2	Spr	MEDS1634	Introduction to CPT/HCPCS.....	3
<b>Semester Total</b>				<b>15</b>
3	Fall	COMM1435	Interpersonal Communication.....	3
3	Fall	COMM1439	Job Seeking/Keeping Skills.....	1
3	Fall	MEDS1605	Electronic Health Records.....	3
3	Fall	MEDS2609	Health Care Systems and Practices.....	2
3	Spr	MNTC3	Any Course from MN Transfer Goal 2, 4-10.....	3
<b>Semester Total</b>				<b>12</b>
4	Spr	ENGL1460	Technical Writing.....	3
4	Spr	MEDS1610	Pharmacology & Lab.....	2
4	Spr	MEDS1623	Medical Reception.....	2
4	Spr	MEDS2604	Medical Office Management.....	3
4	Spr	MEDS2605	Medicolegal & Reimbursement Issues.....	4
4	Spr	MNTC3	Any Course from MN Transfer Goal 2, 4-10.....	3
<b>Semester Total</b>				<b>17</b>
5	Smr	MEDS2702	Internship.....	2
<b>Semester Total</b>				<b>2</b>
<b>Program Total</b>				<b>60</b>

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

# MEDICAL CODING SPECIALIST

## ABOUT THIS PROGRAM

The Medical Coding Specialist program prepares students for the rapidly expanding field of medical coding and focuses on developing an understanding of the language of medicine and the ability to apply it to professional coding standards. Instruction concentrates on the areas of anatomy and physiology, medical terminology, pharmacology, laboratory medicine, medical finance, and coding. Coders are required to abstract medical documentation from a patient's chart and correlate the diagnosis and procedures performed into numerical code numbers. This is done in all healthcare facilities. The college utilizes state of the art computer applications in the medical coding program. The student gains knowledge and practice in computer software programs such as encoders and electronic medical records systems, which allows students to have real world, hands-on application of medical practice.

Alexandria Technical & Community College's Medical Coding Specialist program is recognized as a comprehensive coding program by the American Health Information Management Association (AHIMA). The Medical Coding Specialist program is also offered online.

Upon successful completion of the program, graduates are eligible for certification as a coding associate through AHIMA. With some experience, they become eligible for additional national certification examinations through AHIMA or the American Academy of Professional Coders. A prerequisite to this program is Introduction to Computer or equivalent experience.

## CURRICULUM: MEDICAL CODING SPECIALIST Diploma

SEM	TERM	COURSE#	COURSE TITLE	CREDITS
1	Fall	BIOL1416	Essentials of Anatomy & Physiology .....	3
1	Fall	ITEC1445	Personal Computer Skills .....	1
1	Fall	MEDS1620	Medical Terminology .....	3
1	Fall	MEDS2601	Introduction to Health Information .....	3
Semester Total				10

2	Spr	MEDS1608	Basic Pathology .....	3
2	Spr	MEDS1627	Introduction to ICD Coding .....	3
2	Spr	MEDS1629	Applied Medical Terminology .....	3
2	Spr	MEDS1634	Introduction to CPT/HCPCS .....	3
Semester Total				12
3	Fall	COMM1439	Job Seeking/Keeping Skills .....	1
3	Fall	MEDS1605	Electronic Health Records .....	3
3	Fall	MEDS1641	Intermediate CPT .....	3
3	Fall	MEDS1643	Intermediate ICD Coding .....	3
3	Fall	MEDS2609	Health Care Systems and Practices .....	2
Semester Total				12
4	Spr	MEDS1610	Pharmacology & Lab .....	2
4	Spr	MEDS1623	Medical Reception .....	2
4	Spr	MEDS2605	Medicolegal & Reimbursement Issues .....	4
4	Spr	MEDS2620	Advanced Coding .....	3
Semester Total				11
<b>Program Total</b>				<b>45</b>

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

## CURRICULUM: MEDICAL CODING SPECIALIST Certificate

SEM	TERM	COURSE#	COURSE TITLE	CREDITS
1	Spr	MEDS1627	Introduction to ICD Coding .....	3
1	Spr	MEDS1634	Introduction to CPT/HCPCS .....	3
Semester Total				6
2	Fall	MEDS1641	Intermediate CPT .....	3
2	Fall	MEDS1643	Intermediate ICD Coding .....	3
Semester Total				6
3	Spr	MEDS2605	Medicolegal & Reimbursement Issues .....	4
3	Spr	MEDS2620	Advanced Coding .....	3
Semester Total				7
<b>Program Total</b>				<b>19</b>

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.



# MEDICAL LABORATORY TECHNICIAN

## ABOUT THIS PROGRAM

In the Medical Laboratory Technician program, students learn the techniques and theories necessary to work in a medical or clinical laboratory. These techniques emphasize skills in phlebotomy, body fluid analysis, hematology, chemistry, microbiology, immunology, immunohematology, and molecular diagnostics. Students also learn the theories and principles behind the tests they perform and learn to correlate the results with patients' conditions. In addition, students earn credits in general education, including anatomy and physiology, communications, chemistry, and computer science, which lead to an AAS degree.

Upon satisfactory completion of the classroom training, each student is assigned to an affiliating hospital for 21 credits of clinical experience. During this period, the student is under the direct supervision of a medical laboratory scientist and receives periodic supervision from the college's Medical Laboratory Technician training staff. Graduates of the MLT program are eligible to take the examination given by the Board of Certification Examination of the American Society for Clinical Pathology.

The MLT program is accredited by National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), the accrediting agency recognized by the United States Department of Education and the Commission on Recognition of Post-Secondary Accreditation (CORPA). Questions regarding program accreditation may be directed to NAACLS, 5600 N River Rd, Suite 720, Rosemount, IL 60018 or by calling 773-714-8880.

Due to Minnesota legislative mandate, students are subjected to a criminal background check prior to placement in any clinical facility. Students found to have criminal backgrounds are ineligible to participate in clinical rotations and, thus, not eligible for graduation.

## CURRICULUM: MEDICAL LABORATORY TECHNICIAN Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	BIOL1416	Essentials of Anatomy & Physiology .....	3	
1	Fall	CHEM1406	Fundamentals of Chemistry .....	4	
1	Fall	ENGL1410	Composition I or Tech Writing (ENGL1460).....	3	
1	Fall	ITEC1440	Beginning Personal Computer I .....	2	
1	Fall	MNTC	Any Course from MN Transfer Goal 1-10 .....	3	
1	Fall	MNTC	Any Course from MN Transfer Goal 2, 4-10.....	3	
				Semester Total	18
2	Spr	COMM1439	Job Seeking/Keeping Skills .....	1	
2	Spr	MELT1602	Basic Lab Techniques .....	2	
2	Spr	MELT1606	Phlebotomy Skills .....	2	
2	Spr	MELT1630	Biological Fluids .....	3	
2	Spr	MELT1631	Hematology .....	6	
2	Spr	MELT1632	Immunohematology (Blood Bank).....	6	
				Semester Total	20
3	Fall	MELT2601	Diagnostic Microbiology .....	5	
3	Fall	MELT2607	Immunology.....	3	
3	Fall	MELT2615	Diagnostic Chemistry.....	5	
3	Fall	MELT2740	MLT Clinical Internship I.....	5	
				Semester Total	18
4	Spr	MELT2741	Clinical Blood Bank.....	2	
4	Spr	MELT2742	Clinical Chemistry.....	2	
4	Spr	MELT2743	Clinical Microbiology .....	2	
4	Spr	MELT2744	Clinical Hematology.....	2	
4	Spr	MELT2745	Clinical Urinalysis .....	1	
4	Spr	MELT2746	Clinical Immunology.....	1	
4	Spr	MELT2747	MLT Clinical Internship II.....	6	
				Semester Total	16
				<b>Program Total</b>	<b>72</b>

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example.

Visit with advisor or refer to Degree Audit Report for elective options.

# NURSING

## ABOUT THIS PROGRAM

The Associate Degree in Nursing (ADN) requires that a student complete a Practical Nursing program with a minimum GPA of 2.75 in the PN courses and be a Licensed Practical Nurse (LPN) at the time of application. The program prepares graduates to provide safe, competent, patient-centered care in hospitals, clinics, home-care, and long-term care facilities. Successful completion of NCLEX-RN licensure will create opportunities for a challenging and rewarding career as a Registered Nurse.

Students must obtain a grade of “C” or better in each course, including transfer courses, to be eligible to graduate.

## CURRICULUM: NURSING Associate in Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
		PNSG	Practical Nursing Credits.....	8	
		PHASE 1	PHASE 1: General Education Requirements		
		BIOL1417	Human Anatomy & Physiology I.....	4	
		BIOL1419	Human Anatomy & Physiology II.....	4	
		BIOL1435	Principles of Nutrition.....	3	
		BIOL2225	Microbiology I.....	3	
		CHEM1406	Fundamentals of Chemistry.....	4	
		ENGL1410	Composition I.....	3	
		ENGL1420	Composition II.....	3	
		PHIL1445	Ethics or Critical Thinking in Society.....	3	
		PSYC1405	Life-Span Psychology.....	3	
				<b>Phase 1 Total</b>	<b>38</b>
1	Fall	PHASE 2	PHASE 2: Acceptance into Core Nursing		
1	Fall	NURS2304	Advanced Nursing Concepts.....	3	
1	Fall	NURS2305	Concepts of Nursing Practices I.....	2	
1	Fall	NURS2310	Family Nursing I.....	3	
1	Fall	NURS2316	Comprehensive Clinical I.....	4	
				<b>Semester Total</b>	<b>12</b>
2	Spr	NURS2321	Comprehensive Clinical II.....	4	
2	Spr	NURS2325	Family Nursing II.....	3	
2	Spr	NURS2330	Family Nursing III.....	3	
2	Spr	NURS2336	Concepts of Nursing Practices II.....	2	
2	Spr	NURS2340	Professional Nursing.....	2	
				<b>Semester Total</b>	<b>14</b>
				<b>Program Total</b>	<b>64</b>

Note: AS degrees must have general education courses from six goal areas of the MN Transfer Curriculum.

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

# NURSING: PRACTICAL NURSING

## ABOUT THIS PROGRAM

Practical nursing is a program designed to prepare interested persons to share in the care of the sick, in rehabilitation, and in the prevention of illness.

All applicants are invited in for a campus visit. Recommended high school courses include biology, math (one or more years), and communication courses. Transfer of completed coursework (grade of “C” or better) from other institutions is considered on an individual basis. Prerequisites for the Practical Nursing program include First Aid/CPR and current nursing assistant/registered.

Accepted students are required to have a physical examination, required immunizations, and Mantoux screening before admission. Students are subject to a background check prior to placement in any clinical facility.

Students must obtain a grade of “C” or better in each course, including transfer courses, to be eligible to graduate.

## CURRICULUM: PRACTICAL NURSING Diploma

COURSE #	COURSE TITLE	CREDITS	
BIOL1416	Essentials of Anatomy & Physiology.....	3	
COMM1435	Interpersonal Communication.....	3	
ITEC1445	Personal Computer Skills.....	1	
PNSG1100	Medical Terminology.....	1	
PNSG1105	Fundamentals of Nursing.....	5	
PNSG1110	Pharmacology.....	1	
PNSG1115	Geriatric Nursing.....	3	
PNSG1120	Clinical I.....	2	
		<b>Semester Total</b>	<b>19</b>
PNSG1130	Adult Health.....	4	
PNSG1135	Psychosocial Nursing.....	1	
PNSG1140	Maternal & Child Health.....	3	
PNSG1145	Role Transition.....	1	
PNSG1150	Clinical II.....	5	
PSYC1405	Life-Span Psychology.....	3	
		<b>Semester Total</b>	<b>17</b>
		<b>Program Total</b>	<b>36</b>

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

# OFFICE MANAGEMENT

## ABOUT THIS PROGRAM

The Office Management graduate will have competency in the following skills: word processing, database, spreadsheet, and presentation software; business and technical document keyboard and transcription; calculator, records management system, and multi-line telephones; manual and electronic accounting procedures; use of supervisory management principles and management tasks; personnel hiring, training, and evaluating; understanding of desktop publishing and computer graphics software; office communications and reports preparation; and professional website creation and maintenance. The program also contains an internship that often leads to fulltime employment.

Office Management students are excited about the prospect of working in an office setting. Helpful prior training may include computer, keyboarding, English, and basic math; however, the first year of the program allows students without prior training an opportunity to learn these skills. An office manager is often the center of an office, providing support and organization for other employees.

## CURRICULUM: OFFICE MANAGEMENT Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ADMN1504	Office Procedures.....	4
1	Fall	ADMN1513	Keyboarding/Word Processing Skills.....	3
1	Fall	ENGL1460	Technical Writing.....	3
1	Fall	ITEC1430	Introduction to Computer.....	3
1	Fall	PHIL1445	Ethics.....	3
				Semester Total 16
2	Spr	ACCT1501	Accounting for Business.....	2
2	Spr	ADMN1501	Spreadsheets & Database Applications.....	3
2	Spr	ADMN1519	Word Processing Applications.....	3
2	Spr	ADMN1606	Business Technology and Practices.....	4
2	Spr	COMM1415	Public Speaking.....	3
2	Spr	COMM1439	Job Seeking/Keeping Skills.....	1
				Semester Total 16
3	Fall	ACCT1507	Computerized Acct. for Quickbooks.....	1
3	Fall	ACCT1613	Payroll Accounting.....	2
3	Fall	ADMN2522	Advanced Microsoft Word Techniques.....	4
3	Fall	ADMN2601	Supervisory Management.....	3
3	Fall	ECON1410	Introduction to Economic Principles.....	3
3	Fall	SMGT1613	Employment Law.....	2
				Semester Total 15
4	Spr	ADMN2512	Desktop Publishing Essentials.....	4
4	Spr	COMM1435	Interpersonal Communication.....	3
4	Spr	ELECTIVE	Elective.....	3
4	Spr	ENGL1410	Composition I.....	3
				Semester Total 13
5	Smr	ADMN2703	Internship.....	3
				Semester Total 3
				<b>Program Total 63</b>

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example.

Visit with advisor or refer to Degree Audit Report for elective options.

## CURRICULUM: ADMINISTRATIVE ASSISTANT Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ADMN1504	Office Procedures.....	4
1	Fall	ADMN1513	Keyboarding/Word Processing Skills.....	3
1	Fall	ENGL1460	Technical Writing.....	3
1	Fall	ITEC1430	Introduction to Computer.....	3
1	Fall	PHIL1445	Ethics.....	3
				Semester Total 16
2	Spr	ACCT1501	Accounting for Business.....	2
2	Spr	ADMN1501	Spreadsheets & Database Applications.....	3
2	Spr	ADMN1519	Word Processing Applications.....	3
2	Spr	ADMN1606	Business Technology and Practices.....	4
2	Spr	COMM1415	Public Speaking.....	3
2	Spr	COMM1439	Job Seeking/Keeping Skills.....	1
				Semester Total 16
				<b>Program Total 32</b>

This course sequence is an example.

Visit with advisor or refer to Degree Audit Report for elective options.

## CURRICULUM: RECEPTIONIST Certificate

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ADMN1504	Office Procedures.....	4
1	Fall	ADMN1513	Keyboarding/Word Processing Skills.....	3
1	Fall	ENGL1460	Technical Writing.....	3
1	Fall	ITEC1430	Introduction to Computer.....	3
				Semester Total 13
2	Spr	ADMN1519	Word Processing Applications.....	3
2	Spr	COMM1415	Public Speaking.....	3
2	Spr	COMM1439	Job Seeking/Keeping Skills.....	1
2	Spr	ELECTIVE	Elective.....	3
				Semester Total 10
				<b>Program Total 23</b>

This course sequence is an example.

Visit with advisor or refer to Degree Audit Report for elective options.

# PARALEGAL

## ABOUT THIS PROGRAM

The Paralegal program prepares students to perform legal work under the direct supervision of an attorney and to work in many areas of law. Coursework focuses on substantive law, legal procedures, and government. Students study civil litigation, criminal procedures, family law, business organizations, real estate, estates and probate, bankruptcy, and intellectual property. They also receive extensive training in the preparation and handling of legal correspondence and legal documents, legal research, legal writing, legal ethics, trial preparation, investigation, and the interpersonal skills vital to success in the business world.

The legal business world requires an advanced knowledge of computer applications. Students of this program develop knowledge of word processing techniques, spreadsheets, databases, and presentation graphics software applications. Additionally, students work with a variety of practice-specific software.

## CURRICULUM: PARALEGAL Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ADMN1513	Keyboarding/Word Processing Skills.....	3
1	Fall	ENGL1410	Composition I.....	3
1	Fall	ITEC1430	Introduction to Computer.....	3
1	Fall	LEGL1601	Legal Office Procedures & Ethics.....	3
1	Fall	SOC1405	Critical Thinking in Society.....	3
Semester Total				15

2	Spr	ENGL1460	Technical Writing or Comp II (ENGL1420).....	3
2	Spr	LEGL1602	Civil Litigation.....	4
2	Spr	LEGL1603	Criminal Procedures, Bus Org, Family Law.....	4
2	Spr	MATH1415	Mathematical Reasoning.....	3
Semester Total				14

3	Fall	ACCT1501	Accounting for Business.....	2
3	Fall	ADMN2522	Advanced Microsoft Word Techniques.....	4
3	Fall	COMM1435	Interpersonal Communication.....	3
3	Fall	LEGL2601	Debtor/Creditor & Intellectual Property.....	3
3	Fall	LEGL2611	Evidence and Exhibit Preparation.....	3
Semester Total				15

4	Spr	COMM1439	Job Seeking/Keeping Skills.....	1
4	Spr	LEGL1614	Estates, Probate, & Real Estate.....	3
4	Spr	LEGL2612	Paralegal Skills & Legal Writing.....	4
4	Spr	LEGL2615	Legal Research for Paralegals.....	4
4	Spr	MNTC	MN Transfer Curriculum Elective.....	3
Semester Total				15

5	Smr	LEGL2704	Internship (LEGL2704-06, 4-6 Credits).....	4
Semester Total				4

**Program Total 63**

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example.

Visit with advisor or refer to Degree Audit Report for elective options.

# PHLEBOTOMY TECHNICIAN

## ABOUT THIS PROGRAM

The Phlebotomy program provides students the training necessary for employment and advancement in the healthcare field. The certificate provides up-to-date skills training through classroom and laboratory experiences. Upon satisfactory completion of the classroom training at the college, each student is assigned to an affiliating clinical site for five credits of clinical experience. During this period, the student is under the direct supervision of a medical laboratory technician or technologist. Graduates of the one semester Phlebotomy program are eligible to take the board of certification examination of the American Society for Clinical Pathology.

Accepted students are required to have a physical examination. Information regarding Hepatitis B vaccination is also given to each accepted student prior to admission. Due to Minnesota legislative mandate, students are subjected to a criminal background check prior to placement in any clinical facility. Students found to have criminal backgrounds are ineligible to participate in clinical rotations and, thus, not eligible for graduation.

## CURRICULUM: PHLEBOTOMY TECHNICIAN Certificate

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Spr	BIOL1416	Essentials of Anatomy & Physiology.....	3
1	Spr	COMM1439	Job Seeking/Keeping Skills.....	1
1	Spr	ITEC1440	Beginning Personal Computer I.....	2
1	Spr	MELT1602	Basic Lab Techniques.....	2
1	Spr	MELT1606	Phlebotomy Skills.....	2
1	Spr	MELT1700	Clinical Phlebotomy.....	5
1	Spr	MNTC	Any Course from MN Transfer Goal 1-10.....	3
Program Total				18

Visit with advisor or refer to Degree Audit Report for elective options.

# PRE-ENGINEERING TECHNOLOGY

## ABOUT THIS PROGRAM

The AS in Pre-Engineering Technology prepares students for admissions to the last two years of a BS in Engineering Technology. Curriculum includes general education, math, science, and technical courses which articulate into Engineering Technology bachelors programs. This program is targeted for individuals specifically interested in an engineering degree that provides applied engineering work opportunities. Courses are generally applicable to a broad set of engineering emphasis areas.

## CURRICULUM: PRE-ENGINEERING TECHNOLOGY Associate in Science Degree

COURSE #	COURSE TITLE	CREDITS
CHEM1406	Fundamentals of Chemistry .....	4
COMM1415	Public Speaking.....	3
ELECTIVE	Elective.....	2
ENGL1410	Composition I.....	3
MATH1425	Precalculus .....	4
MATH1426	Calculus I.....	4
MATH1436	Calculus II.....	2
MATH1445	Introduction to Statistics .....	3
MFGT1530	DC Circuits.....	3
MNTCG10	MNTC Goal 10: People & the Envir. ....	3
MNTCG5	MNTC Goal 5: Min. 2 Departments.....	6
MNTCG6	MNTC Goal 6: Min. 2 Departments.....	6
MNTCG7	MNTC Goal 7: Human Diversity.....	3
MNTCG8	MNTC Goal 8: Global Perspective.....	3
MNTCG9	MNTC Goal 9: Ethical & Civic Respon.....	3
PHYS2401	Principles of Physics I .....	4
PHYS2411	Principles of Physics II.....	4
<b>Program Total</b>		<b>60</b>

Note: AS degrees must have general education courses from six goal areas of the MN Transfer Curriculum.

This course sequence is an example.

Visit with advisor or refer to Degree Audit Report for elective options.

# PROFESSIONAL TRUCK DRIVER

## ABOUT THIS PROGRAM

The Professional Truck Driver program has been training truck drivers for industry for over 30 years. Using modern equipment, the course offers instruction and training in forklifts, straight trucks, and tractor trailer combinations, including doubles. Most students log approximately 2,000 to 2,500 miles behind the wheel prior to graduation.

Alexandria Technical & Community College believes in preparing students for industry according to industry standards. Applicants of the Professional Truck Driver training program undergo a personal interview and must have a valid driver's license, have a driving record free of any serious moving violations within the past 12 months, pass a Department of Transportation physical examination, and pass drug and alcohol testing.

## CURRICULUM: PROFESSIONAL TRUCK DRIVER Certificate

COURSE #	COURSE TITLE	CREDITS
TRDR1603	State & Federal Regulations .....	3
TRDR1604	Safe Operation Fundamentals.....	4

TRDR1608	Fork Lift Operations.....	2
TRDR1609	Math & Trip Planning .....	3
TRDR1610	Job Prep Skills.....	1
TRDR1616	Operations of Commercial Vehicles I.....	4
TRDR1617	Operations of Commercial Vehicles II.....	3
<b>Program Total</b>		<b>20</b>

## CURRICULUM: Truck Driving-B-CDL Certificate

COURSE #	COURSE TITLE	CREDITS
TRDR1603	State & Federal Regulations .....	3
TRDR1604	Safe Operation Fundamentals.....	4
TRDR1608	Fork Lift Operations.....	2
TRDR1609	Math & Trip Planning .....	3
TRDR1610	Job Prep Skills.....	1
TRDR1616	Operations of Commercial Vehicles I.....	4
<b>Program Total</b>		<b>17</b>

# RETAIL MANAGEMENT

## ABOUT THIS PROGRAM

The Alexandria Technical and Community College Retail Management Certificate is designed to prepare students for career opportunities and upward mobility in the retail industry. It is endorsed by the Western Association of Food Chains and Food Marketing Institute, and is relevant in any retail sector as its course content and learning outcomes mirror those advocated by the National Retail Federation.

Alexandria Technical and Community College offers the Retail Management Certificate which is comprised of eight courses that can be completed within one year while working full or part-time. All courses apply to more advanced educational programs such as an associate degree in Marketing and Sales Management, Fashion Management or a Professional Sales Diploma. Bachelor's Degree transfer opportunities are also available. Courses are available face-to-face at ATCC or can be taken online.

## CURRICULUM: RETAIL MANAGEMENT Certificate

COURSE #	COURSE TITLE	CREDITS
ACCT2000	Principles of Accounting I.....	4
BUS2220	Principles of Management.....	3
COMM1435	Interpersonal Communication.....	3
ITEC1430	Introduction to Computer.....	3
MKTG1505	Retail Management & Merchandising.....	3
MKTG2515	Quality Customer Service.....	3
MKTG2518	Supervision/Human Resource Mgmt.....	3
MKTG2525	Principles of Marketing.....	3
<b>Program Total</b>		<b>25</b>

Visit with advisor or refer to Degree Audit Report for elective options.

# SPEECH-LANGUAGE PATHOLOGY ASSISTANT

## ABOUT THIS PROGRAM

Speech-Language Pathology Assistants (SLPAs) are trained to work under the supervision of licensed and certified Speech-Language Pathologists, helping both children and adults with communication disorders to improve their speech and language skills. Under the supervision and direction of the Speech-Language Pathologist, SLPAs may assist with speech-language screenings, implement ongoing treatment and therapy plans, document client progress, and assist the SLP during assessment and treatment.

## CURRICULUM: SPEECH-LANGUAGE PATHOLOGY ASSISTANT Associate in Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	CHCA1210	Foundations of Child Development.....	3
1	Fall	ITEC1440	Beginning Personal Computer I.....	2
1	Fall	SLPA1200	Introduction to Communication Disorder.....	3
1	Fall	SLPA1210	Phonetics for Language.....	3
1	Fall	SLPA1220	Language Development.....	3
<b>Semester Total</b>				<b>14</b>
2	Spr	BIOL1416	Essentials of Anatomy & Physiology.....	3
2	Spr	ENGL1410	Composition I.....	3
2	Spr	SLPA1230	Articulation & Phonological Disorders/Treatment....	3
2	Spr	SLPA1240	Language Disorder and Treatment.....	3
2	Spr	SLPA1250	Anatomy of Speech/Language & Hearing.....	3
<b>Semester Total</b>				<b>15</b>

3	Fall	COMM1439	Job Seeking/Keeping Skills.....	1
3	Fall	PSYC1405	Life-Span Psychology.....	3
3	Fall	SLPA2200	Clinical Documentation & Materials Mgmt.....	3
3	Fall	SLPA2210	Stuttering.....	3
3	Fall	SLPA2220	Clinical Practicum I.....	3
3	Fall	SLPA2240	Comm Disorders of Adults & Special Populations.....	3
<b>Semester Total</b>				<b>16</b>
4	Spr	COMM1435	Interpersonal Communication.....	3
4	Spr	EDUC2400	Children with Differing Abilities.....	3
4	Spr	SLPA2250	Clinical Practicum II.....	3
4	Spr	SOC1400	Introduction to Sociology.....	3
4	Spr	TE	Technical Elective.....	3
<b>Semester Total</b>				<b>15</b>
<b>Program Total</b>				<b>60</b>

Note: AAS degrees must have general education courses from three goal areas of the MN Transfer Curriculum.

This course sequence is an example. Visit with advisor or refer to Degree Audit Report for elective options.

## CURRICULUM: SPEECH-LANGUAGE PATHOLOGY ASSISTANT Certificate

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	SLPA1205	Introduction to Speech-Lang Path Asst.....	1
1	Fall	SLPA2210	Stuttering.....	3
1	Fall	SLPA2220	Clinical Practicum I.....	3
<b>Semester Total</b>				<b>7</b>
2	Spr	SLPA1230	Articulation & Phonological Disorders/Treatment....	3
2	Spr	SLPA1240	Language Disorder and Treatment.....	3
2	Spr	SLPA2250	Clinical Practicum II.....	3
<b>Semester Total</b>				<b>9</b>
<b>Program Total</b>				<b>16</b>

This course sequence is an example. Visit with advisor or refer to Degree Audit Report for elective options.

# WELDING TECHNOLOGY

## ABOUT THIS PROGRAM

The Welding Technology program prepares students for careers in three major areas of the welding industry: manufacturing, construction, and maintenance/repair. The program provides hands-on skills and technical training in the areas of GMAW(wire-feed), SMAW(stick), GTAW(tig), flux cored arc, and pulse arc welding processes. Skills are also developed in plasma and manual fuel gas cutting processes.

Related areas of instruction includes interpretation of engineering drawings, blueprint reading, metallurgy, geometric tolerancing, and the AWS Standard Welding Symbol interpretation. An integral part of the skills training is a qualification/certification testing program. This is designed to qualify students for the AWS Structural Code and the ASME Pipe Pressure Code, in accordance with AWS QC-3 standards.

Another fundamental aspect of this program's curriculum is professionalism. Classroom standards reflect industry's expectations of punctuality, time management, team building, and communication skills.

## CURRICULUM: WELDING TECHNOLOGY: Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	WELD1600	Intra: Safety & Codes .....	4
1	Fall	WELD1601	Shielded Metal Arc Welding I .....	4

1	Fall	WELD1602	Oxy-Acetylene Welding/Thermal Cutting .....	2	
1	Fall	WELD1603	Gas Metal Arc Welding I .....	4	
1	Fall	WELD1604	Math I .....	2	
1	Fall	WELD1605	Blueprint Reading I .....	2	
				Semester Total	18
2	Spr	COMM1439	Job Seeking/Keeping Skills .....	1	
2	Spr	WELD1607	Gas Tungsten Arc Welding .....	4	
2	Spr	WELD1608	Shielded Metal Arc Welding II .....	1	
2	Spr	WELD1609	Gas Metal Arc Welding II .....	2	
2	Spr	WELD1610	Metallurgy & Materials .....	2	
2	Spr	WELD1611	Flux Core Arc Welding & Adv. Processes .....	3	
2	Spr	WELD1620	Blueprint Reading II .....	3	
2	Spr	WELD1633	Math II .....	2	
				Semester Total	18
3	Smr	WELD1629	Specialization Lab .....	3	
3	Smr	WELD1630	Welding Qualification .....	3	
3	Smr	WELD2702	Internship .....	2	
				Semester Total	8
				<b>Program Total</b>	<b>44</b>

This course sequence is an example.  
Visit with advisor or refer to Degree Audit Report for elective options.

# FARM BUSINESS MANAGEMENT

## ABOUT THIS PROGRAM

This program is designed for current farm business operators only. It is designed to increase a farm business operator's knowledge and understanding of agricultural business principles for sound farm business management decision making.

The Farm Business Management program provides farmers educational instruction for improved record keeping, farm analysis, and cash flow monitoring. On the farm, individualized instruction is the primary delivery method. This program does not qualify for Title IV financial aid.

## CURRICULUM: FARM BUSINESS MANAGEMENT Diploma

COURSE #	COURSE TITLE	CREDITS
FBMT1112	Foundations for Farm Bus Mgmt .....	4
FBMT1121	Prep for Farm Bus Analysis .....	4
FBMT1122	Implementing the Sys Mgmt Plan .....	4
FBMT1131	Managing & Modifying Farm Sys Data .....	4
FBMT1132	Interpreting & Using Farm Sys Data .....	4
FBMT1211	Intro. to Farm Bus Mgmt .....	4
FBMT2141	Interpreting & Eval Financial Data .....	4
FBMT2142	Interpreting Trends in Business Planning .....	4
FBMT2151	Strategies in Farm Sys Data Mgmt .....	4
FBMT2152	Integrating System Info for Financial Planning .....	4

FBMT2161	Exam of the Context of Farm Sys Mgmt .....	4	
FBMT2162	Refining Farm Sys Mgmt .....	4	
FBMTELEC	FBMT Technical Electives .....	3	
GEN ED	General Education from 2 Disciplines .....	9	
		<b>Program Total</b>	<b>60</b>

Visit with advisor or refer to Degree Audit Report for elective options.

## CURRICULUM: ADVANCED FARM BUSINESS MANAGEMENT Certificate

COURSE #	COURSE TITLE	CREDITS	
FBMA2210	Current Issues in Farm Business Mgmt .....	4	
FBMA2930	Fund of Financial Mgmt/Related to Risk Mgmt .....	3	
FBMA2931	Applied Financial Mgmt/Related to Risk Mgmt .....	3	
FBMA2211	Current Issues in Farm Business Mgmt .....	4	
FBMA2932	Fund of Financial Mgmt/Strategic Planning .....	3	
FBMA2933	Applied Financial Mgmt/Strategic Planning .....	3	
FBMA2212	Current Issues in Farm Business Mgmt .....	4	
FBMA2934	Fund of Financial Mgmt/Business Plan Emphasis .....	3	
FBMA2935	Applied Financial Mgmt/Business Plan Emphasis .....	3	
		<b>Program Total</b>	<b>30</b>

Visit with advisor or refer to Degree Audit Report for elective options.

# MINNESOTA TRANSFER CURRICULUM

The Minnesota Transfer Curriculum (MNTC) is the means by which a student transfers a complete package of lower division general education from one Minnesota State institution to another. At Alexandria Technical and Community College this is accomplished by a minimum of 40 credits as designated in this brochure. If a course is eligible for multiple goals, the additional goal(s) is listed in parentheses; however, credits for any course may count only once towards the minimum 40 credits. “D” grades in MNTC courses are calculated in cumulative MNTC GPA for both resident and transfer courses. A minimum of 2.0 cumulative MNTC GPA is required for certification of completion.

## 1. Written and Oral Communications (9 credits)

**Require at least 2 written (ENGL) and 1 oral (COMM) course**

*Goal: To develop writers and speakers who use the English language effectively and who read, write, and listen critically.*

COMM 1415	Public Speaking
COMM 1425	Advanced Public Speaking
COMM 1435	Interpersonal Communication
COMM 1437	Intercultural Communication (Goal 7)
COMM1485	Social Media Communication (Goal 9)
COMM 2414	Conflict Resolution through Communications (Goal 7)
ENGL 1410	Composition I (Required)
ENGL 1420	Composition II
ENGL 1460	Technical Writing (Goal 2)
ENGL 2401	Creative Nonfiction Prose & Nature (Goal 6)
ENGL 2410	Introduction to Science Fiction & Fantasy (Goal 6)

## 2. Critical Thinking (0-3 credits)

*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 in courses across the general education curriculum.*

CHEM 1406	Fundamentals of Chemistry+ .....4 credits (Goal 3)
CHEM 1500	General Chemistry I+ .....4 credits (Goal 3)
CHEM 1505	General Chemistry II+ .....4 credits (Goal 3)
COMM 1455	Social Technology (Goal 9)
ENGL 1460	Technical Writing (Goal 1)
SOCS 1405	Critical Thinking in Society (Goal 7)

(Taking 40 General Education credits to otherwise accomplish the Minnesota General Education Transfer Curriculum will also satisfy this goal.)

## 3. Natural Sciences (7-8 credits—require 1 lab)

*Goal: To improve students’ understanding of physical and biological principles and of the methods of scientific inquiry.*

BIOL 1410	Introduction to Biology I+ .....4 credits
BIOL 1411	Introduction to Biology II+ .....4 credits (Goal 10)
BIOL 1413	Plant Biology+ .....4 credits (Goal 10)
BIOL 1416	Essentials of Anatomy and Physiology+
BIOL 1417	Human Anatomy and Physiology I+ .....4 credits
BIOL 1419	Human Anatomy and Physiology II+ .....4 credits
BIOL 1430	People & the Environment~ ..... (Goal 10)
BIOL 1431	People & the Environment Lab~ .....1 credit (Goal 10)
BIOL 1435	Principles of Nutrition+
BIOL 1450	General Biology I+ .....4 credits
BIOL 1452	General Biology II+ .....4 credits (Goal 10)
BIOL 2225	Microbiology I+
CHEM 1406	Fundamentals of Chemistry+ .....4 credits (Goal 2)
CHEM 1410	Introduction to Organic and Biochemistry+ .....4 credits

CHEM 1500	General Chemistry I+ .....4 credits (Goal 2)
CHEM 1505	General Chemistry II+ .....4 credits (Goal 2)
PHYS 1407	College Physics I~
PHYS 1408	College Physics I Lab~ .....1 credit

## 4. Mathematical/Logical Reasoning (3 credits)

*Goal: To increase students’ knowledge about mathematical processes and other logical reasoning.*

MATH 1415	Mathematical Reasoning
MATH 1420	College Algebra
MATH 1425	Precalculus .....4 credits
MATH 1426	Calculus I .....4 credits
MATH 1431	Geometry
MATH 1432	Principles of Trigonometry
MATH 1445	Introduction to Statistics

## 5. History and the Social and Behavioral Sciences (9 credits—3 courses)

*Goal: To increase students’ knowledge of how historians and social behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas.*

ECON 1404	Consumer Economics and Finance (Goal 9)
ECON 1410	Introduction to Economic Principles
ECON 1420	Introduction to Macroeconomics (Goal 8)
ECON 1430	Introduction to Microeconomics
GEOG 1475	International Perspective (Goal 8)
GEOG 1480	Geography of the United States and Canada (Goal 7)
HIST 1401	U.S. History to 1877 (Goal 7)
HIST 1402	U.S. History, 1877 to Present (Goal 7)
HIST 1421	World History to 1500 (Goal 8)
HIST 1422	World History 1500 to Present (Goal 8)
HIST 2406	The History of Baseball in America
POLS 2402	Constitutional Law (Goal 9)
PSYC 1405	Life Span Psychology
PSYC 1410	Abnormal Psychology
PSYC 1445	General Psychology
PSYC 2436	Psychology of Addictions
PSYC 2437	Understanding Stress and Depression
SOCS 1400	Introduction to Sociology (Goal 8)
SOCS 1402	Social Problems (Goal 7)
SOCS 2403	Human Sexuality (Goal 7)
SOCS 2412	Sociology of Popular Culture (Goal 9)

## 6. The Humanities (9 credits—3 courses from a minimum of 2 disciplines)

*Goal: To expand students’ knowledge of the human condition and human cultures, especially in relation to behavior, ideas, and values expressed in works of art, imagination, and thought.*

ART 1401	Prehistoric to Gothic Art
ART 1403	Art in the World (Goal 8)
ART 1406	Renaissance to Modern Art
ART 1408	Survey of Western Art and Culture .....4 credits
ART 1450	Life Drawing I
ART 1470	Art Appreciation: Understanding Art
ART 1475	Digital Photography
COMM 2409	Communication and Films We Watch
ENGL 1453	Multicultural American Literature (Goal 7)
ENGL 1465	Creative Writing
ENGL 1475	Introduction to Literature
ENGL 1485	Introduction to Film Studies
ENGL 2401	Creative Nonfiction Prose & Nature (Goal 1)
ENGL 2405	Modern American Literature (Goal 7)
ENGL 2410	Introduction to Science Fiction & Fantasy (Goal 1)
ENGL 2420	Modern World Literature (Goal 7)



HUMA 1407	Introduction to Humanities
HUMA 1411	Theatre Appreciation
HUMA 2403	Humanities in the Modern World
PHIL 1405	Introduction to Philosophy (Goal 8)
PHIL 1445	Ethics (Goal 9)

**7. Human Diversity (3 credits)**

*Goal: To increase students' understanding of individual and group differences (i.e. race, gender, ethnicity, class) and knowledge of various history, traditions, values, and cultures.*

COMM 1437	Intercultural Communication (Goal 1)
COMM 2414	Conflict Resolution through Communications (Goal 1)
ENGL 1453	Multicultural American Literature (Goal 6)
ENGL 2405	Modern American Literature (Goal 6)
ENGL 2420	Modern World Literature (Goal 6)
GEOG 1480	Geography of the United States and Canada (Goal 5)
HIST 1401	U.S. History to 1877 (Goal 5)
HIST 1402	U.S. History, 1877 to Present (Goal 5)
SOCS 1402	Social Problems (Goal 5)
SOCS 1405	Critical Thinking in Society (Goal 2)
SOCS 1480	Introduction to Women's Studies
SOCS 2403	Human Sexuality (Goal 5)

**8. Global Perspective (3 credits)**

*Goal: To develop 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.*

ART 1403	Art in the World (Goal 6)
ECON 1420	Introduction to Macroeconomics (Goal 5)
GEOG 1470	World Regional Geography
GEOG 1475	International Perspective (Goal 5)
HIST 1421	World History to 1500 (Goal 5)
HIST 1422	World History 1500 to Present (Goal 5)
PHIL 1405	Introduction to Philosophy (Goal 6)
SOCS 1400	Introduction to Sociology (Goal 5)
SPAN 1410	Beginning Spanish I .....4 credits
SPAN 1420	Beginning Spanish II .....4 credits
SPAN 2401	Intermediate Spanish I.....4 credits
SPAN 2403	Intermediate Spanish II.....4 credits

**9. Ethical and Civic Responsibility (3 credits)**

*Goal: To develop students' capacity to identify, discuss, and reflect upon the ethical dimensions of political, social, and personal life and an understanding of the ways in which they can exercise responsible and productive citizenship.*

COMM 1455	Social Technology (Goal 2)
COMM 1485	Social Media Communication (Goal 1)
ECON 1404	Consumer Economics and Finance (Goal 5)
PHIL 1410	Technology Ethics
PHIL 1445	Ethics (Goal 6)
POLS 1460	Constitutional Democracy & Government
POLS 2402	Constitutional Law (Goal 5)
SOCS 2412	Sociology of Popular Culture (Goal 5)

**10. People and the Environment (3 credits)**

*Goal: To improve students' understanding of today's complex environmental challenges.*

BIOL 1411	Introduction to Biology II+ .....4 credits (Goal 3)
BIOL 1413	Plant Biology+ .....4 credits (Goal 3)
BIOL 1430	People & the Environment (Goal 3)
BIOL 1431	People & the Environment Lab .....1 credit (Goal 3)
BIOL 1452	General Biology II+ .....4 credits (Goal 3)

+ Includes lab

- Must be taken together to fulfill goal area

Taking 40 General Education credits to otherwise accomplish the Minnesota Transfer Curriculum will also satisfy goal 2.

A Statewide Resource  
[www.MnTransfer.org](http://www.MnTransfer.org)

MnTransfer is a web service that enables students and advisors to access official, consistent and accurate transfer information.

MnTransfer is a collaborative effort among:

- Minnesota State
- Minnesota Private Colleges
- University of Minnesota

*Beginning January 1, 2002, all Minnesota Transfer Curriculum courses offered by Minnesota State must transfer within Minnesota State into the goal areas as designated by the original institution.*

# GENERAL INFORMATION

## MISSION

Alexandria Technical & Community College creates opportunity for individuals and businesses through education, innovation, and leadership. The college's high-quality technical and transfer programs and services meet their needs, interests, and abilities and strengthen the economic, social, and cultural life of Minnesota's communities.

## VISION

To be the premier institution of career preparation and comprehensive lifelong learning.

### ALEXANDRIA TECHNICAL & COMMUNITY COLLEGE VALUES ITS:

**Legacy** of dedication and pride in its long standing traditions and rich history of being the college that cares.

**Relationships** with students, faculty, and staff working together to build a supportive and encouraging environment that is built on integrity, respect, and trust.

**Partnerships** with industry, P-16 education, the community, and the ATCC Foundation.

**Development** in its students, faculty, and staff to empower each person to make a difference by investing in lives.

**Excellence** in student success outcomes, which reflect its high expectations for hard work, passion, and never settling for mediocrity.

**Learning** supported by applied and active curricula designed to mentor students in their individual learning and success through encouraging relationships.

**Diversity** as the foundation to appreciating differences and including people and ideas in a supportive environment.

**Leadership** in the community, the system, and the marketplace that is sustained through stewardship of resources and commitment to empower each member of the team.

**Innovative** culture that promotes curiosity, creativity, passion, intuition, vision, and persistence.

## ACCREDITATION AND AFFILIATIONS

All programs that require special state and/or national accreditation status are accredited as prescribed by the respective agencies.

### NORTH CENTRAL ACCREDITATION

Alexandria Technical & Community College is accredited by The Higher Learning Commission and is a member of The North Central Association, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604. 800-621-7440. [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

### COMPREHENSIVE EDUCATION

Alexandria Technical & Community College is a public associate degree college that is part of Minnesota State. ATCC is recognized as a national leader in advanced technical skills and transfer education. As a comprehensive college, ATCC has the authority to offer credit-based certificates, diplomas, Associate in Applied Science (AAS), Associate in Science (AS), and Associate in Arts (AA) degrees. The college works collaboratively with state and private universities to provide transfer options to baccalaureate and graduate programs onsite and through online options.

### NOTICE

Alexandria Technical & Community College provides the environment and resources for academic success, extracurricular participation, and social lives of students. Efforts have been made to ensure the accuracy of the material contained within this publication as of the print date. However, all policies, procedures, academic schedules, program information, and fees are subject to change at any time by appropriate action of the faculty, the college administration, the Minnesota State Board of Trustees, or the

Minnesota Legislature without prior notification. The provisions of this publication do not constitute a contract between the student and the college. The information in this publication is for use as an academic planning tool and is subject to change at any time.

## ADMISSIONS PROCEDURE

Prospective students of Alexandria Technical & Community College are invited to begin the admissions process by submitting an application for admission to the college and providing required documentation as outlined in the admissions criteria below. Additional admission requirements may be required for some programs.

**New Student:** A high school graduate or GED certificate holder with fewer than 12 completed, post high school, college credits.

- Application
- \$20 non-refundable application fee
- Official high school transcript or GED certificate
  - If the language of record is not English, a certified translation must be included with the official transcript.
- Official transcripts from all colleges previously attended.
  - If the language of record is not English, a certified course-by-course evaluation that includes GPA and course levels must be provided.

**Transfer Student:** A student in good academic standing (not on academic probation or suspension) with 12 or more completed, post high school, college credits.

- Application
- \$20 non-refundable application fee
- Official transcripts from all colleges previously attended.
  - An official transcript from your high school or GED certificate is required if you have fewer than 12 transferable, post high school, college credits.
  - If the language of record is not English, a certified course-by-course evaluation that includes GPA and course levels must be provided.

### Visiting Student

A student only seeking registration in courses and not seeking acceptance to the college or an ATCC program major.

- Active StarID account
- Unofficial transcript(s), when required to verify pre-requisite course fulfillment.

### International Student

- International Student Application
- \$20 non-refundable ATCC application fee
- Payment of SEVIS I-901 fee
- Copy of passport
- Official secondary school transcript and Official international university transcripts from all universities attended
  - If the language of record is not English, a certified course-by-course evaluation that includes GPA and course levels must be provided.
  - Certified/official attested photocopies may be accepted if original official transcript is not attainable.
- Proof of English proficiency via TOEFL or IELTS
- Financial documentation demonstrating ability to support first year of education

Not all academic programs require a campus visit. Campus visits are scheduled with applicants who wish to enter an academic program requiring an interview as part of the program admission criteria. The admissions interview includes time with program faculty learning about program curriculum, format, learning outcomes, and student expectations. It also includes time with an admissions representative to learn more about admission and financial aid processes at ATCC, student services, student activities, housing, etc.

Applicants who successfully complete all admission requirements receive a letter regarding their enrollment status. Applicants who have been accepted for enrollment to the college are invited to participate in assessment and registration activities.

### Admission of LEP Students

- LEP students will be referred to the International/LEP Student Advisor.

- Students will visit with the advisor to determine appropriate assessment and course of action.
- Appropriate referrals will be made, if necessary.
- International/LEP Student Advisor, in conjunction with the student, will develop a reasonable course of action to complete academic program. If student and International/LEP Student Advisor disagree on the course of action, the International/LEP Student Advisor will prevail.

#### Admission of Visiting Students

Students enrolled at another college or university in the Minnesota State system, who wish to participate in courses at ATCC, may register for courses utilizing the eServices course registration process.

Students enrolled at a college or university outside of the Minnesota State system, who wish to participate in courses at ATCC, are required to create a StarID account in order to gain access to course registration.

Unofficial transcripts will be required as needed to demonstrate completion of course pre-requisite requirements.

### APPLICANTS ON ACADEMIC SUSPENSION

In accordance with Minnesota State Policy 3.4, students on academic suspension from another Minnesota State college or university school shall not be admitted to Alexandria Technical & Community College unless they demonstrate potential for being successful in the program to which they apply. Students on an active suspension status at another college will need to complete the ATCC academic appeals process prior to being admitted.

#### PROCEDURES

The appeal must be filed by August 1 for fall start, December 1 for spring start and April 1 for summer start.

1. Any student who left his/her previous college on an active academic suspension and is subsequently accepted into ATCC, based on a successful appeal, will be accepted on probation.
2. If suspension date and reinstatement dates are posted, those are the dates that will be used. For Minnesota State colleges, it will be assumed that academic suspensions will be posted. Minnesota State colleges should also be posting the dates students are eligible for reinstatement. If a suspension is posted, but reinstatement date is not noted, eligibility for reinstatement will be considered to be one year.
  - o Students eligible for reinstatement will be admitted to Alexandria Technical & Community College on a probation status.
3. For non-Minnesota State institutions, transcripts will be reviewed using the same criteria as Minnesota State institutions (Items 1 and 2 above).
4. If students are accepted and the Registrar's Office later receives college transcripts that indicate suspension status, their acceptance will be reviewed to determine if they are still eligible to attend. Their admit status may be canceled, especially if they intentionally withheld transcripts. Those who are eligible to attend will have their acceptance changed to probationary status.

### FINANCIAL AID

#### FINANCIAL AID

Financial aid is intended to help students and their families pay for costs to attend college. While students have the primary responsibility, parents of dependent students are expected to contribute based on a formula designed by the U.S. Department of Education. Students' spouses are also expected to contribute. Financial aid is designed to contribute to the difference between what a student and the student's family are expected to contribute and the cost of education, which includes tuition and fees, books and supplies, room and board, transportation, and personal expenses (cost of attendance minus expected family contribution = need). Some loans can be used to replace the expected contribution.

#### APPLYING FOR FINANCIAL AID

The Free Application for Federal Student Aid (FAFSA) is the common application for all financial aid programs. The FAFSA can be completed online at [www.fafsa.gov](http://www.fafsa.gov). Students must file a FAFSA every year. Financial aid applicants should file the FAFSA as soon as possible after October 1. Applicants are encouraged to apply at least six (6) weeks prior to the first term of enrollment to prevent delays. The Financial Aid Office receives the results of aid applications daily and processes files in the order they are received. Apply early, provide accurate information the first time, submit

requested documentation immediately, and ask for assistance if you need help.

#### AWARD NOTIFICATION

Applicants are emailed an award notification, which indicates their eligibility for grants and Federal Direct loans. Applicants have access to an online Award Notification in eServices. The notification describes in detail the processes for borrowing and pursuing work study jobs and includes information critical to processing. Contact the Financial Aid Office at 320-762-4540, for assistance.

### TUITION AND FEES

#### TUITION RATES

Minnesota State Policy 5.11, Tuition and Fees requires the Board of Trustees approve the tuition structure for all colleges and universities under its directive. Alexandria Technical & Community College shall charge tuition consistent with Minnesota statutes, board policies, and system procedures. Tuition charges are based on the number of credits for which a student registers each semester. The college does not have an out-of-state/non-resident tuition rate. Online courses have a higher tuition rate, and some individual courses may have different tuition rates.

#### FEES

Minnesota State Policy 5.11 requires certain fees to be charged by all colleges and universities. Alexandria Technical & Community College assesses the following mandatory fees: application fee, technology fee, health service fee, parking fee, activity fee, and student association fee. Optional fees include: special events fee, testing fee, and credit for prior learning assessment fee. These fees will not exceed the maximum amounts set by Minnesota Statute and the Minnesota State Board of Trustees. Alexandria Technical & Community College may charge a personal property and service charge (course fee). The fee shall be for items that become the personal property of a student and have an educational or personal value beyond the classroom services for or on the behalf of the students. The maximum charge shall not exceed the actual cost.

#### TUITION AND FEE PAYMENTS

Minnesota State Colleges Policy 5.12 requires that tuition and fees are due by the end of the fifth business day after the term begins. Alexandria Technical & Community College will drop all classes for students who have not paid in full, do not have a financial aid deferment or extension, payment by a third party, put a minimum down payment in place, or have not established a payment plan.

In the case of extensions and deferments that are not paid in full by the 25th business day after the term begins, a late fee of \$50 may be assessed. Official transcripts and future registration will be denied if an account balance exists. After proper notification, accounts with a balance will be referred to the Minnesota State Department of Revenue for collection.

#### TUITION AND FEE EXTENSION AND DEFERMENT POLICY

Minnesota State Policy 5.12 outlines the requirements for tuition and fee due dates, refunds, withdrawals, and waivers. Alexandria Technical & Community College will extend payment of tuition and fees as billed by the Business Office for students who have been accepted for an approved financial aid award. Payment of these costs will be extended until financial aid is applied to the student account.

Students who have applied for financial aid, but have not received approval, will be allowed to extend the payment of tuition until financial aid has been accepted and applied to the student account. Once financial aid has been applied to the student's account, any remaining balance is due immediately. For purposes of this policy, "applied for financial aid" means that an Instructional Student Information Record (ISIR), which is the result of a Free Application for Federal Student Aid (FAFSA) in electronic format, must be loaded into ATCC's financial aid processing module by the end of business day five of the current term.

Students receiving Veteran's Administration Benefits will be allowed to extend payment of tuition until benefits are disbursed. Students must provide proof of application (Department of Veterans Affairs Certificate of Eligibility letter) for Veteran's Administration benefits by the end of the fifth business day of the term.

The president or designee may grant short-term tuition and fee payment deferrals in cases where, due to exceptional circumstances, a student

needs additional time to arrange third-party financing or otherwise satisfy a tuition and fee balance due. Deferrals must document the reason for and time duration of the deferral and must be signed by the president or designee.

**SENIOR CITIZENS EXEMPTION**

Minnesota Statute 135A.52 provides for an exemption from tuition and activity fees for senior citizens (62 years of age) who are legal residents of the State of Minnesota. A senior citizen may attend courses offered for credit, audit any courses offered for credit, or enroll in any noncredit courses when space is available after all tuition paying students have been accommodated. The system office defines space available as the second day of class.

**PROCEDURE**

Senior citizens may register for a course during the drop/add period the day after the first day the class meets. The student must communicate with the Registrar's Office staff, provide proof of age, and complete the audit form if necessary. A senior citizen who is enrolled must pay any materials, personal property, or service charges for the course.

Courses taken for credit: \$20/credit administrative fee, Minnesota State College student association fee, health service fee, parking permit fee, and technology fee will be charged.

Courses taken on an audit basis (the audit form must be completed at the time of the registration): health service fee and parking permit fee will be charged.

Courses offered as closed enrollment (course that requires a student to be in a specific major before they are eligible to enroll): normal tuition and fees with the exception of the student life fee will be charged.

If the course is full and the faculty teaching the course agrees to allow the senior citizen into the course, normal tuition and fees with the exception of the student life fee will be charged.

This exemption does not apply to noncredit courses designed exclusively for senior citizens. A senior citizen enrolled in closed enrollment contract training or professional continuing education program is not eligible for the exemption and must pay the regular tuition charge for the course.

**REFUNDS, WAIVERS, AND WITHDRAWALS**

**REFUNDS FOR DROPPED CLASSES**

Minnesota State Policy 5.12 outlines the requirements for tuition and fee due dates, refunds, withdrawals and waivers. The drop/add period begins when registration opens and ends five business days starting from the first day of the term, not the day the class meets for the first time. A 100% refund of tuition, health services fees, course fees, laboratory supply costs, student activity fees, and state student association fees shall be provided to a student who withdraws on or before midnight on the fifth business day in a term.

Students may modify their schedules via the web until midnight on the fifth (5th) business day of the term.

The first class for a limited number of courses is not scheduled during the drop/add period. Students have one business day after the first class meets in which to drop these classes without obligation. If the dropped credits were used to determine the student's status for payment of financial aid, the student's status will be recalculated which could result in the repayment of financial aid.

If a student registers for a class and never attends at least one class session, the student's status for financial aid must be recalculated which could result in repayment of financial aid. A grade of "FN" will be recorded on the student's transcript. The "FN" does not impact satisfactory progress.

**WITHDRAWAL AFTER THE DROP/ADD PERIOD**

Any student who withdraws from a course or all courses after the drop/add period but before the last day to withdraw will receive a grade of 'W' (Withdrawal). After the last date to receive a 'W' is passed, students will receive whatever grade is earned and assigned by the instructor.

The withdrawal date shall be 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 the official course

withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed. The last day to withdraw from each course is located on the web semester course schedule and on the student's printed schedule.

**WAIVERS**

The president may waive amounts due to the college for the following reasons:

- Employee benefit provided by collective bargaining agreement
- Death of a student
- Medical reasons
- College error
- Employment-related condition
- Significant personal circumstances
- Student leader stipends
- Course conditions (A course condition exists when the location or timing of the course results in the student not being able to use the services intended by the fee.)
- Natural disasters or other situations beyond the control of the campus

The president may waive amounts due to the college for individual institutional waivers as approved by the Board.

Each college shall define the terms under which any authorized waiver will be granted. The college must document the reason for all waivers.

The college cannot waive the MSUSA or MSCSA student association fee.

**REFUNDS FOR TOTAL WITHDRAWAL**

A refund of tuition, health services fees, course fees, personal property and service charge (course fee), student activity fees, and state student association fees shall be provided to a student who totally withdraws from all classes. The refund will be based on the date of total withdrawal. No refund is given when a student withdraws from individual classes and is still attending other classes.

Students are entitled to have the opportunity to attend one class session, for each registered for-credit course, without obligation. Subject to the refund schedule below, students are obligated for any classes dropped after the fifth business day of the term, or one business day after the first class session, whichever is later.

Students who are expelled due to conduct violations will be responsible for any outstanding tuition and fees through the end of the semester in which they are removed.

The following applies the fall and spring academic terms:

<b>Withdrawal Period</b>	<b>Refund Percentage (%)</b>
1st through the 5th business day of the term .....	100%
6th through the 10th business day of the term.....	75%
11th through the 15th business day of the term.....	50%
16th through the 20th business day of the term.....	25%
After the 20th business day of the term .....	0%

The following applies to the summer session and other terms at least three weeks, but less than ten weeks in length:

<b>Withdrawal Period</b>	<b>Refund Percentage (%)</b>
1st through the 5th business day of the term .....	100%
6th through the 10th business day of the term.....	50%
After the 10th business day of the term .....	0%

The following applies to any class terms less than three weeks in length:

<b>Withdrawal Period</b>	<b>Refund Percentage (%)</b>
1st business day of the term .....	100%
2nd and 3rd business day of the term .....	50%
After the 3rd business day of the term .....	0%

**RETURN OF FUNDS FOR FEDERAL FINANCIAL AID RECIPIENTS**

The Federal Return of Title IV Aid formula derived from the October 7, 1998, Reauthorization of the Higher Education Act is applicable to any student receiving federal aid who withdraws from all classes on or before the 60th percentage point-in-time of the term for which aid was paid. Since financial aid is usually disbursed early in the term, withdrawal before the 60th percentage point-in-time means that a student has not earned 100% of the aid the student was paid. Therefore the student has unearned aid which must be returned to the federal programs in the order prescribed by the U.S. Department of Education, who oversees all Title IV financial

aid programs. The percentage of unearned aid is equal to the number of calendar days remaining in the term divided by the total number of calendar days in the term.

Days remaining/ Days in the term = Unearned amount of Title IV paid to student. If this percentage is less than 40%, no return of funds is necessary.

The return policy applies to Federal Pell Grant, Federal SEOG, Federal Direct Loans, and Federal Parent Loans. The college may have an obligation to return funds that were applied to the student's account. The student may have an obligation to return funds that were paid to the student. When the college returns funds that were applied to the student's account, a balance due may result. The student will owe that balance to the college. A refund of tuition and fees could be used to reduce the balance or pay it in full.

#### **WITHDRAWAL FROM PROGRAMS OR COURSES OFFERED IN MODULES**

Effective July 1, 2012, when a course or courses in a program do not span the entire length of the semester (or payment period), it is classified as a course offered in modules. A student is withdrawn for financial aid purposes if the student ceases attendance at any point prior to completing the semester or scheduled period of enrollment, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same semester or period of enrollment.

#### **REFUND AND REPAYMENT OF NON-FEDERAL (NON-TITLE IV) FINANCIAL AID**

The Minnesota Office of Higher Education (MOHE) Refund Calculation Worksheet will be used to determine refunds for Minnesota State Grant, SELF, institutional grants, and other non-Federal financial aid programs that require a refund. The non-Federal refunds are prorated between the Minnesota financial aid programs and other non-Federal financial aid programs that require a refund. When a student's enrollment status changes or a student withdraws completely, all or a portion of any non-Federal refund may be required to be returned to the program from which the refund was originally paid.

Examples of the calculation of refund, repayment, and return of Federal funds are available upon request from the Director of Financial Aid.

#### **WITHDRAWAL PROCEDURE**

Any student who wants to withdraw from a class or to withdraw totally from all classes may do so online in eServices. Any student who ceases to attend and does not officially withdraw will be considered an unofficial withdrawal. Unofficial withdrawals will receive no refund of tuition or fees. Unofficial withdrawals who received Federal financial aid may be subject to financial aid recalculation and the return of unearned aid. Return of Federal Funds policies as described above will apply.

#### **ADMINISTRATIVE WITHDRAWALS**

Any student identified as no longer attending courses and did not officially withdraw prior to the last day to withdraw, will be considered as an administrative withdrawal. The student's last date of an educationally-related activity will be used to determine if unearned financial aid will need to be repaid. If the last date a student completed an educationally-related activity is unknown, the student will be considered administratively withdrawn at the 50% timeframe of that semester. Financial aid will be recalculated based on the 50% date and the student will be liable for any financial aid that needs to be repaid.

#### **IMPACT OF TOTAL WITHDRAWAL BEFORE THE 60TH PERCENTAGE POINT IN TIME**

Any student who has received financial aid either as a credit to the account or as a cash payment to the student or both may end up owing the college for unpaid charges and/or the U.S. Department of Education for overpayment. The college will attempt to collect in either or both instances. If the attempt to collect is unsuccessful after a reasonable time, the balance owed the college will be turned over to the Minnesota Recapture program, the balance owed the U.S. Department of Education will be reported to NSLDS, and eligibility for financial aid will cease forever until the overpayment is repaid. Either instance will also have a negative effect on the student's credit rating.

Percentage Point in Time: Total withdrawal from the college before the 60th percentage point-in-time can impact a student's ability to re-enroll and can have very serious financial consequences. Any student considering total

withdrawal should contact the appropriate college personnel before making a decision to totally withdraw.

### **SATISFACTORY ACADEMIC POLICY**

Alexandria Technical & Community College, the Minnesota State Board, Federal and state law require that students make satisfactory qualitative and quantitative academic progress towards a degree or certificate to attend college and remain eligible for financial aid. The standards defined below are cumulative and include all periods of enrollment and all courses on the student's academic record (transcript), whether or not a student received financial aid. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Counseling, tutoring, mentoring, special programs, and outside referrals are all available.

#### **QUALITATIVE MEASURE OF PROGRESS (GRADE POINT AVERAGE)**

All students are required to maintain a 2.0 cumulative grade point (GPA). Grades of A, B, C, D, F, FW, U, I, and IP will be included in the GPA calculation. (Refer to Policy 3.17.4 Grading System for further details on how the GPA is calculated.)

#### **QUANTITATIVE MEASURE OF PROGRESS (COMPLETION PERCENTAGE AND MAXIMUM TIME FRAME)**

##### **Completion Percentage**

- All students are required to successfully complete a minimum of 66.67% of their cumulative registered/attempted credits. Grades of F, FW, I, U, W, IP, and Z (or blank/missing) are treated as registered credits but NOT earned credits and thus negatively impact the percent of completion.

##### **Maximum Time Frame (applies to financial aid recipients only)**

- All financial aid recipients are expected to complete their degree/certificate at Alexandria Technical & Community College within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published credit length of the program. Financial aid recipients may continue to receive aid through their cumulative registered credits that equal 150% of the required number of credits needed to complete their degree/certificate.

#### **EVALUATION PERIOD**

Alexandria Technical & Community College will evaluate satisfactory academic progress after each term which includes fall, spring, and summer. All students with registered credits during a term will be evaluated at the end of that term.

#### **FAILURE TO MEET STANDARDS WARNING**

- If at the end of the evaluation period a student has not met either the GPA or completion percentage standard, the student will be placed on warning for one evaluation period. Students on warning are eligible to register and receive financial aid.

#### **Suspension of Students on Warning Status**

- If at the end of the warning period a student has not met both the cumulative grade point average and completion percentage standards, the student shall be suspended. Students on suspension are not eligible to register or receive financial aid.
  - Academic Exception – does not apply to financial aid. If at the end of the warning period a student has not met both the cumulative grade point average and completion percentage standards but has a term grade point average of at least 2.5 and has completed a minimum of 75% of the courses registered for within the term, the student will automatically be placed on a probationary status when they appeal.

#### **Suspension of Students Not on Warning Status**

- SUSPENSION FOR EXCEEDING THE MAXIMUM TIMEFRAME.** If at the end of the evaluation period a student has failed to meet the standard for measurement of maximum timeframe, the student shall be suspended from financial aid eligibility.
- SUSPENSION FOR INABILITY TO MEET PROGRAM REQUIREMENTS WITHIN THE MAXIMUM TIMEFRAME.** If at the end of the evaluation period the institution determines it is not possible for a student to raise her or his GPA or course completion percentage to meet the institution's standards before the student completes their program of

study at Alexandria, the student shall be suspended from financial aid.

- **SUSPENSION FOR EXTRAORDINARY CIRCUMSTANCES.** Institutions may immediately suspend students 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.
- **SUSPENSION AT ANOTHER MINNESOTA STATE INSTITUTION.** Students who have been suspended from another Minnesota State institution within the past academic year shall be denied admission and financial aid at Alexandria but may contact the Registrar's Office for the appropriate appeal form. Students who were suspended longer than one year ago (but who have not subsequently enrolled and been returned to good standing) may enroll at Alexandria Technical & Community College. Students in these situations would change to probation status.
- **SUSPENSION AT A NON-MINNESOTA STATE INSTITUTION.** Students who have been suspended from a non-Minnesota State institution are subject to the same standards as those students suspended from a Minnesota State institution.

#### Return to Good Standing

If at the end of the warning period a student has met both the cumulative GPA and cumulative completion percentage standards, the warning status is ended and the student is returned to good standing.

### APPEALS AND PROBATION

#### Appeals

A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on special, unusual, or extenuating circumstances causing undue hardship such as death in the family or a student's injury, illness, or hospitalization.

- Appeals are due by the date indicated in the correspondence if the student wishes to be reinstated for financial aid and/or enrollment.
- Appeals must be submitted in writing on a form(s) available from the college.
- The appeal must include an explanation of the special, unusual, or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.
- The appeal must also 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.
- Supporting documentation beyond the written explanation is strongly encouraged.
- Initial consideration of appeals will be undertaken by the Director of Financial Aid, Registrar, or designee. If denied, it may be resubmitted for consideration by an Appeal Committee.
- Appeals that are approved must contain an academic plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.

All academic plans put in place for GPA deficiency will require a minimum term GPA of 2.50 during any probationary term. All academic plans put in place for percent (%) completion deficiency will require a term completion percentage of 75% during any probationary term.

#### Probationary Status

A student who has successfully appealed shall be placed on probation for one evaluation period. If, at the end of the next evaluation period, a student on probation status:

- has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- has not met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan (2.50 term GPA and/or 75% term completion rate, depending upon the deficiency), the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
- has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

### NOTIFICATION OF STATUS AND APPEAL RESULTS

#### Status Notification

Students are notified in writing (letter or email) when the evaluation of satisfactory academic progress results in warning, suspension, or probation. The notice includes the conditions of the current status and the conditions necessary to regain eligibility for registration and financial aid. Notice of suspension also includes the right and process necessary to appeal suspension.

#### Appeal Result Notification

Students are notified in writing (letter or email) of the results of all appeals. Approved appeals include the conditions under which the appeal is approved and any conditions necessary to retain eligibility for registration and financial aid. Denied appeals include the reason for denial and the process to appeal the denial.

#### Reinstatement

A student who has been suspended from financial aid eligibility may be reinstated after an appeal has been approved or the minimum cumulative GPA and completion percentage standards have been achieved. A student suspended from the college may be reinstated to enroll for classes after not attending Alexandria for one year. Neither paying for his/her own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility.

#### Treatment of Grades and Credits

**CREDITS:** The unit by which academic work is measured.

**REGISTERED (ATTEMPTED) CREDITS:** The total number of credits for which a student is officially enrolled in at the end of the registration drop period each term.

**CUMULATIVE REGISTERED CREDITS:** Cumulative registered credits are the total number of credits registered for all terms of enrollment at the college, including summer terms and terms for which the student did not receive financial aid.

**EARNED CREDITS:** Earned credits include grades of A, B, C, D, S, CR, and P. They are successfully completed credits that count towards the required percentage of completion (66.67%) as defined by the quantitative measure.

**ATTEMPTED, NOT EARNED:** Grades of F, FW, I, IP, W, U, and Z (or a blank/missing) will be treated as credits attempted but NOT successfully completed (earned).

**FRESH START:** Credits for which a student has been granted an academic fresh start WILL be included in all financial aid satisfactory academic progress measurements.

**AUDITED COURSES:** Audited courses are not aid eligible and are not included in any financial aid satisfactory academic progress measurements.

**CONSORTIUM CREDITS:** Consortium credits are those credits for which a student is registered at another college, are accepted by Alexandria, and are included for purposes of processing financial aid at this college. These credits are included in all satisfactory academic progress measurements.

**DEVELOPMENTAL CREDITS:** Developmental credits are those awarded for remedial course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 credit hours (excluding ESL). These credits are included in all satisfactory academic progress measurements. However, up to 30 developmental credits are excluded from the maximum timeframe calculation.

**REPEAT CREDITS:** Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student shall not be permitted to receive financial aid for more than one repetition of a previously passed course. (Refer to Policy 3.17.7 Repeating Courses for further details on how repeating courses affects satisfactory progress.)

**TRANSFER CREDITS:** Transfer credits are credits accepted by Alexandria Technical & Community College and applied to the student's program requirements and shall be counted as credits attempted and completed for calculation of cumulative completion percentage. Grades associated with these credits shall not be used in calculating cumulative GPA.

Transfer credits accepted and applied toward a student's general education,

program, or degree requirements shall apply toward the maximum time-frame calculation.

**WITHDRAW:** The mark of "W" (withdrawal) is assigned when a student withdraws from a class after the drop period. It is not included when calculating grade point average or earned credits. Thus, it does not impact GPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

**INCOMPLETES:** The mark of "I" (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An "I" grade will automatically become an "F" grade at the end of the first half of the next semester if requirements to complete course work have not been satisfactorily met. Instructors have the option of setting an earlier completion date for the student. A grade of "I" is included when calculating grade point average or earned credits. It negatively impacts GPA and the student's percent of completion.

**IN PROGRESS:** The mark of "IP" (in progress) is a temporary grade for courses that are not on a structured basis. A grade of "IP" is included when calculating grade point average or earned credits. It negatively impacts GPA and the student's percent of completion.

#### Definitions

**ACADEMIC PLAN:** A student who successfully appeals for reinstatement will be required by Alexandria to complete, during their probationary period, specific requirements contained in an academic plan developed for that student. At a minimum the academic plan will require a student to achieve a 2.50 GPA during their probationary term and/or a 75% completion rate during their probationary term, depending upon the deficiency.

**EVALUATION PERIOD:** Satisfactory progress is measured at the end of each academic term or at mid-point for programs less than one year in length.

**PROBATIONARY STATUS:** A student who has successfully appealed a suspension shall be placed on probation for one evaluation period. At the end of the next evaluation period, the student's status will be reviewed again to determine his/her status at that time.

**SUSPENSION STATUS:** A student on suspension status is not eligible to register or receive financial aid. Students who have been suspended may regain their eligibility only through the institution's appeal process or when they are again meeting the institution's satisfactory academic progress cumulative grade point average and completion percentage standards.

**WARNING STATUS:** Students on warning are eligible to register and receive financial aid for one evaluation period despite a determination that the student has not met an institution's grade point average standard, completion percentage standard, or both.

## TRANSFER OF CREDIT

It is the policy of Alexandria Technical & Community College to accept the transfer of credits from a Minnesota Transfer Curriculum (MnTC) course and also to review course credits from regionally and non-regionally accredited educational institutions for possible transfer of credit using the following procedure.

#### PROCEDURE

The Transfer Specialist, along with the Registrar, serves as a credit evaluator to assist students with questions about the transfer of credit. A Minnesota Transfer Curriculum (MnTC) course, goal area, or entire Minnesota Transfer Curriculum must transfer from one Minnesota State college or university to another Minnesota State college or university as determined by the sending institution criteria. Therefore, if a student is certified as completing an MnTC course or goal by one Minnesota State college or university, that course or goal must be considered complete at all Minnesota State colleges and universities.

Because many courses are sequential, students who transfer in credits will usually still attend school for the standard number of terms to complete majors but may take fewer credits in some semesters or need to adjust their schedules in some other way. Transfer students who receive financial aid should check with the Financial Aid Office to determine how the transfer impacts their current status.

## TRANSFER OF CREDIT TO ALEXANDRIA TECHNICAL & COMMUNITY COLLEGE

Students who have attended other post-secondary institutions must have official transcripts sent to Alexandria Technical & Community College (ATCC) from all other colleges attended. Courses transferred from other institutions will not impact your ATCC GPA. In some cases, students will be asked to provide additional information, such as course descriptions or outlines, so that the course content can be reviewed. ATCC will award transfer credit under the following conditions:

1. The previous coursework must be from a regionally accredited higher education institution. See 6 for possible exceptions.
  2. The earned grade must be equivalent to the program grade requirement.
  3. In order to be considered for transfer, courses must be not less than 75% comparable to courses that are required by ATCC in the student's major or be applicable to goal areas of the Minnesota Transfer Curriculum (MnTC).
  4. Technical courses must have been successfully completed within the timeframe set by the department or be approved by their program advisor.
  5. In some program areas, general education courses must have been successfully completed within specified timelines.
  6. ATCC will consider courses for transfer from non-regionally accredited educational institutions under the following conditions:
    - a. Items 2 through 5 listed above must be met.
    - b. The student needs to submit a course outline and a copy of the faculty credential for the course.
- NOTE:** If a course(s) from a non-regionally accredited institution is accepted to fulfill a degree requirement at ATCC, this does NOT guarantee that another college will also accept the course in transfer.
7. Credit recommendations from military transcripts will be reviewed based on the criteria listed in items 2 through 5 above.

If official transcripts are available prior to the student's Registration/ Advising day, transfer evaluation information will be available at that time. Transcripts received after that date will be evaluated as they are received. Incoming students who have not received information about transferability of their previous courses by the beginning of the semester should contact the Transfer Specialist for information.

If a student does not agree with a transfer of credit decision, the Student Appeal Process is in place for him/her to appeal the decision.

#### RIGHTS OF TRANSFER STUDENT'S APPEAL PROCESS

Transfer students are entitled to a fair credit review and an explanation of why credits were or were not accepted. If a student believes a course should be accepted in transfer that was not accepted, they have the right to appeal the decision.

Usual appeal process steps are:

1. Student fills out an appeals form. Supplemental information, i.e. a course outline, course description, or reading list, can help in this process.
2. Dean of Academic Affairs and Students, or his/her designee, will review the appeal and notify the student of the outcome of the appeal in writing.
3. If the student is not satisfied with the decision of the college, they have the right to appeal to the Vice President of Academic and Student Affairs.
4. If the student is not satisfied with the decision of the Vice President of Academic and Student Affairs, they have the right to appeal to the Senior Vice Chancellor of Academic and Student Affairs at Minnesota State. This decision is final.

For assistance with transfer issues, including transferring to other institutions, contact the ATCC Transfer Specialist.

In order for the MnTC Curriculum completed notation to be coded on an ATCC transcript, the student must achieve one of the following:

1. Graduate with an Associate in Arts Degree.
  2. Complete the 40 required credits of MnTC, covering credit requirements for all ten goal areas per ATCC requirements.
- Students must have a cumulative GPA of 2.0 for the MnTC courses. GPA calculations include all transfer courses with a grade of A-D for the MnTC.

### PROCEDURE FOR STUDENTS TRANSFERRING TO OTHER INSTITUTIONS

Minnesota's colleges and universities are working to make transfer easier. Contact the Transfer Specialists at the sending and receiving institutions and review transfer agreements and course equivalencies. The website [www.transferology.com](http://www.transferology.com) provides course equivalencies. For general transfer information, contact the Alexandria Technical & Community College Transfer Specialist.

### ACADEMIC INFORMATION

Alexandria Technical & Community College awards College-Level Examination Program (CLEP) credits based on Minnesota State Policy 3.33 and Procedure 3.33.1. Further information on CLEP credit at ATCC is available at [www.alextech.edu/testingcenter](http://www.alextech.edu/testingcenter).

#### PROCEDURE

Students may earn credit by successfully passing the CLEP subject or general examinations that measure achievement in specific college courses. The list of subjects is available in the Testing Center. The Testing Center will provide information about the College Level Examination Program and will administer the CLEP examinations to interested students. A non-refundable fee is charged. The CLEP composition test needs to be taken a minimum of six weeks prior to when the results are needed. It is recommended that all other CLEP tests be taken prior to the start of the semester that the credits are needed.

The awarded credit will appear on the student's transcript with no effect on the student's GPA. It is recommended that a student should determine whether a CLEP test will meet program/course requirements prior to testing. CLEP scores below acceptable levels are not recorded on the college transcripts at Alexandria Technical & Community College. Students, who have taken CLEP examinations elsewhere, including the military services, should submit an official transcript of their scores to the Registrar's Office where they will be processed for appropriate credit allocation. The Registrar's Office will make appropriate entries on students' transcripts in cases where credit is granted.

### ADVANCED PLACEMENT

Alexandria Technical & Community College awards Advanced Placement (AP) credit based on the following Minnesota State policy and procedure, [www.minnstate.edu/board/policy/315.html](http://www.minnstate.edu/board/policy/315.html) and [www.minnstate.edu/board/procedure/315p1.html](http://www.minnstate.edu/board/procedure/315p1.html). AP scores should be submitted to the Registrar's Office. For more information, please refer to Advanced Placement Course Equivalencies at [www.alextech.edu/policies-procedures/student-assessment/advanced-placement](http://www.alextech.edu/policies-procedures/student-assessment/advanced-placement)

### GRADUATION AWARDS

Upon successful completion of program requirements, a student is eligible to receive an Associate in Science degree, Associate in Applied Science degree, Associate in Arts degree, a diploma, or a certificate as listed for each major. Total credit requirements vary by program and have been determined based upon curriculum requirements, advisory committee recommendations, and the Minnesota State system office.

#### DEFINITIONS

**Certificate:** An undergraduate certificate is awarded upon completion of a 9 to 30 credit academic program. An undergraduate certificate may have an occupational outcome or address a focused area of study. An undergraduate certificate shall not have emphases.

**Diploma:** A diploma is awarded upon completion of a 31 to 72 credit undergraduate academic program that prepares students for employment. A minimum of 24 credits shall be in occupational or technical courses. A diploma may have one or more emphases of at least 9 credits when there are at least 30 credits in the major that are common to the emphases.

**Associate in Arts Degree:** An associate in arts degree is awarded upon completion of a 60 credit academic program in the liberal arts and sciences without a named field of study. It is designed for transfer to baccalaureate degree-granting college or university. An associate in arts degree requires completion of at least a 40 credit curriculum that fulfills the Minnesota Transfer Curriculum goal areas.

**Associate in Science Degree:** An associate in science degree is awarded upon completion of a 60 credit academic program in scientific, technological, or other professional fields. The associate in science degree requires a minimum of 30 credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.

A waiver may be granted to exceed a length of 60 credits when (1) the waiver criteria in Minnesota State Board Procedure 3.36.1, Part 3, Subpart C, are met and (2) an articulation agreement specifies the transfer of a greater number of credits.

**Associate in Applied Science:** An associate in applied science degree is awarded upon completion of a 60 credit academic program in a named field of study in scientific, technological, or other professional fields. An associate in applied science degree prepares students for employment in an occupation or range of occupations. An associate in applied science degree may also be accepted in transfer to a related baccalaureate program.

An associate in applied science degree requires a minimum of 15 credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 credits shall be in the academic program's occupational or technical field of preparation.

A waiver may be granted to exceed a length of 60 credits when (1) the waiver criteria in Minnesota State Board Procedure 3.36.1, Part 3, Subpart C, are met and (2) an articulation agreement, where applicable, specifies the transfer of a greater number of credits.

#### GRADUATION REQUIREMENTS

1. Complete the requirements listed on the Degree Audit Reporting System (DARS) report for a specific program with a minimum cumulative GPA of 2.0 (C average).
2. Complete all the college and program-specific requirements, including general learning outcomes.
3. Fulfill all financial and legal obligations to the college.
4. Complete the graduation application.
5. Students have the right to appeal through the Academic Affairs Appeal Process.

### PSEO – POST SECONDARY ENROLLMENT OPTIONS

#### PSEO

Post Secondary Enrollment Options (PSEO) offers high school sophomores, juniors, and seniors the opportunity to take college level courses. The credits earned may apply towards both high school graduation and college degree requirements. Tuition and textbooks for college level courses are at no cost for students in the PSEO program.

#### ELIGIBILITY

PSEO is an option available to sophomores, juniors, and seniors enrolled through any Minnesota public school, home school, or alternative learning center. For juniors and seniors, course placement test results (ACCUPLACER) and/or ACT scores, high school transcript, and student's career goals are used to determine acceptance to the PSEO program.

Sophomore students enrolled in a Minnesota school district who have attained a meets or exceeds standards score on the 8th grade Minnesota Comprehensive Assessment (MCA) in reading, and meet any other course prerequisites or course enrollment standards established by the college, may enroll in one (1) career or technical education course. If the student receives a grade of C or better in the course, the student shall be allowed to take additional career or technical courses in subsequent terms.

#### APPLYING

Complete the PSEO application packet materials. These forms are available for printing at [www.alextech.edu/PSEO](http://www.alextech.edu/PSEO). Plan ahead and apply early to ensure timely consideration as signatures from the high school and a parent/guardian are required.

### BOOKSTORE

The Bookstore sells and rents (when available) textbooks for all courses offered at Alexandria Technical & Community College. All registered Alexandria Technical & Community College students may charge books from the Bookstore to their student accounts or make full payment at time of purchase with cash, debit card, or credit card.



## COUNSELING CENTER

To promote student growth and development, the following services are available to all ATCC students in the Counseling Center:

- Personal counseling
- Crisis intervention
- Career counseling
- Career assessment and resources
- Job outlook, salaries, and other occupation data
- Academic planning and advising
- Resource and referral information

## HEALTH SERVICES

Alexandria Technical & Community College provides students with health service resources. The college maintains a plan to assist students in medical emergencies in collaboration with the area clinics or the hospital emergency room.

### IMMUNIZATIONS

Minnesota Law (M.S. 135A.14) requires all students born after 1956 or who graduated from a Minnesota High School prior to 1997 and enrolled in a public or private high school in Minnesota must be immunized against diphtheria, tetanus, measles, mumps, and rubella.

The student must provide proof of immunization by completing the Immunization Record for Students Attending Post Secondary Schools form prior to registering for classes.

#### Exceptions:

1. This form need not be completed by students who are enrolled for only one class during the full academic semester or for customized training, distance, or online courses only.
2. Students may also be exempt for medical or conscience reasons.
3. Transfer students from a different Minnesota college if transcripts or other information from the previous school indicate that the student has met immunization requirements.

Students are legally required to supply the immunization information requested, including the month, day, and year of each immunization. The law stipulates that anyone enrolled at Alexandria Technical & Community College who fails to submit the required information within 45 days of the beginning of the semester cannot remain enrolled.

Students enrolled in certain programs at Alexandria Technical & Community College may be required to submit additional immunization records besides those indicated within this policy.

## HOUSING

ATCC students who need housing in the Alexandria area have two options. The ATCC Foundation has student housing adjacent to the campus, and the Alexandria community has many rental options available to students.

### FOUNDATION HALL

ATCC students have the opportunity to live in the student housing complex, Foundation Hall. The facility has 33 four-bedroom apartments and 7 two-bedroom apartments. For more information or to apply, visit [alextechhousing.com](http://alextechhousing.com).

### COMMUNITY HOUSING LIST

Members of the community who choose to rent to students are placed on the college's Housing List. Additional sources of housing can be obtained from the local newspaper, internet, or by contacting local realtors.

## INTERCULTURAL SERVICES

Intercultural Services promotes appreciation of cultural and human diversity on campus and throughout the community. The Intercultural Center is a place where students and staff from all cultural backgrounds can feel welcome. During walk-in hours, the center is available for students to stop in for a moment or to hang out for a while and use the resources. Students may complete homework in the center, and they may use the space as a location for socializing.

## LIBRARY

The Alexandria Technical & Community College Library provides convenient access to scholarly resources for on campus students and online students. Electronic access to the library catalog and numerous subscription databases is provided at [alextech.edu/library](http://alextech.edu/library). The library catalog includes the ATCC Library collection and the collections of all Minnesota State libraries. The subscription databases provide access to an abundance of electronic full text journal and magazine articles, streaming videos, and specific resources.

## STUDENT ACTIVITIES

The college offers many student opportunities. Activities include contests and tournaments throughout the year. Activity clubs are organized based on student interest. A variety of intramural activities are offered each semester. Entertainers and speakers are brought in to provide entertainment, cultural enrichment, life skills information, and personal growth opportunities to students.

The college also provides leadership programs in several clubs, including Collegiate DECA, Business Professionals of America (BPA), SkillsUSA, and Phi Theta Kappa (PTK).

The Student Senate at Alexandria Technical & Community College serves as the student government and is very active on behalf of student planning and organizing student activities, as well as representing students on issues and concerns. ATCC Student Ambassadors are a group of student volunteers who are selected to serve as ATCC representatives.

## IT DEPARTMENT

The IT Department supports student and employee access to current and emergent computer and information technologies. Technical assistance is provided for students and employees by:

- Assisting with technology accounts
- Administering and providing technical support for laptop leases
- Leasing program specific items such as cameras, calculators, and transcription machines
- Dispersing ATCC ID cards and student parking permits

Please note the IT Department does not work on personal laptops or personally owned equipment; however, it does assist with wireless network and college email on personal devices.

### STUDENT ID

In order to receive an ATCC Student ID, students must provide Tech ID or StarID and photo identification to the IT Department. There is no charge for the initial card; however, there is a \$15 replacement fee for lost cards. All students must obtain a new card each academic year. Students are required to carry their ATCC Student ID while on campus.

## SUPPORT SERVICES

The Support Services Office offers tutoring and disability assistance to ATCC students. The services provided include tutoring, study skills assistance, and reasonable accommodations for a disability for any Alexandria Technical & Community College course, either online or on campus. Students needing an accommodation should have documentation of their disability sent to the Support Services Office.

## TESTING CENTER

The Testing Center assists individuals with their testing and assessment needs.

The center administers the following tests:

- Accuplacer (course placement assessment)
- College Level Examination Program (CLEP)
- DANTES Subject Standardized Test (DSST)
- ACT WorkKeys (job skills assessment)
- Test outs for computer courses
- Exam proctor service

Please email questions to [info@alextech.edu](mailto:info@alextech.edu).



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