

ALEXANDRIA  
TECHNICAL  
& COMMUNITY  
COLLEGE

# CATALOG

## 2020-2021



MINNESOTA STATE

*Alexandria Technical & Community College*  
A member of Minnesota State

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Accounting.....	3	Marketing & Sales Management .....	46
Accounting Transfer Pathway AS.....	4	Mechanical Drafting, Design, & Engineering Technology .....	48
Biology Transfer Pathway AS.....	5	Mechatronics.....	50
Business Management AAS.....	6	Medical Administrative Specialist .....	52
Business Transfer Pathway AS.....	10	Medical Coding Specialist.....	54
Carpentry.....	12	Medical Laboratory Technician.....	56
Communication Art & Design.....	14	Nursing AS.....	57
Computer Information Systems AS.....	16	Paralegal .....	58
Cybersecurity.....	17	Phlebotomy Technician .....	60
Cybersecurity, Virtualization, & Networking.....	18	Practical Nursing .....	61
Diesel Mechanics.....	19	Pre-Social Work Transfer Pathway AS .....	62
Early Childhood Education AAS .....	21	Professional Truck Driver.....	63
Early Childhood Education Transfer Pathway AS.....	25	Psychology Transfer Pathway AS.....	65
Economics Transfer Pathway AA.....	26	Retail Management .....	66
Exercise Science.....	27	Sociology Transfer Pathway AA.....	67
Fashion Management.....	29	Speech-Language Pathology Assistant .....	68
History Transfer Pathway AA.....	30	Welding Technology.....	70
Human Services Practitioner.....	31		
Individualized Studies .....	33	Management Program	
Interior Design.....	34	Farm Business Management.....	71
Law Enforcement AAS.....	37		
Law Enforcement Transfer Pathway AS.....	38		
Law Enforcement Career Transition .....	39		
Law Enforcement Skills.....	40	MN Transfer Curriculum .....	72
Liberal Arts & Sciences AA .....	41	General Information .....	74
Machine Tool Technology .....	42		
Marine, Motorcycle, & Powersports Technician .....	44		

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# ACCOUNTING

ASSOCIATE OF APPLIED SCIENCE DEGREE

2020-2021

UPDATED SEPTEMBER 3, 2020

	Course Name		Course ID	Credits	Hours/Week
1	Fall	Business Technology	ACCT1602	1	2
1	Fall	Payroll Accounting	ACCT1613	2	3
1	Fall	Principles of Accounting I	ACCT2000	4	5
1	Fall	Public Speaking	COMM1415	3	3
1	Fall	Technical Writing	ENGL1460	3	3
1	Fall	Beginning Personal Computer I	ITEC1440	2	2
				Total Credits:	15
				Hours/Week:	18
2	Spr	Computerized Accounting Applications	ACCT1605	2	4
2	Spr	Microsoft Excel & Access Applications	ACCT1610	3	4
2	Spr	Principles of Accounting II	ACCT2010	4	4
2	Spr	Communicating for Results	COMM1440	2	2
2	Spr	Consumer Econ & Finance or Goal 5/9 Course	ECON1404 a	3	3
2	Spr	Mathematical Reasoning	MATH1415	3	3
				Total Credits:	17
				Hours/Week:	20
3	Fall	3 CREDITS FROM EMPHASIS AREA	ACCT	3	3
3	Fall	Intermediate Accounting I	ACCT2601	4	4
3	Fall	Intermediate Accounting II	ACCT2602	4	4
3	Fall	Income Tax I	ACCT2603	4	5
3	Fall	Government & Non-Profit Accounting	ACCT2621	2	3
3	Fall	Intro to Microeconomics or Goal 5 Course	ECON1430 a	3	3
				Total Credits:	20
				Hours/Week:	22
4	Spr	3 CREDITS FROM EMPHASIS AREA	ACCT	3	3
4	Spr	3 CREDITS FROM EMPHASIS AREA	ACCT	3	3
4	Spr	Spreadsheet Applications	ACCT2607	2	4
4	Spr	Managerial Cost Accounting	ACCT2618	4	4
4	Spr	Income Tax Applications	ACCT2620	3	4
4	Spr	Intermediate Accounting III	ACCT2626	3	4
4	Spr	Auditing	ACCT2628	2	2
				Total Credits:	20
				Hours/Week:	24

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

PROGRAM CREDITS: 72      PROGRAM HOURS: 84

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



Elective Course Title	ID	Credits
Entrepreneurship	BUS2210	3
Advertising & Sales Promotion	MKTG1511	3
Selling Principles & Practices	MKTG1515	3
Principles of Marketing	MKTG2525	3

# ACCOUNTING TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

2020-2021

UPDATED JANUARY 13, 2021

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Principles of Accounting I	ACCT2000	4	5
1	Fall	Composition I	ENGL1410	3	3
1	Fall	Introduction to Computer	ITEC1430	3	3
1	Fall	College Algebra	MATH1420	3	3
				Total Credits: 13	Hours/Week: 14
2	Spr	Principles of Accounting II	ACCT2010	4	4
2	Spr	Business Law	BUS2200	3	3
2	Spr	Public Speaking	COMM1415	3	3
2	Spr	Composition II	ENGL1420	3	3
2	Spr	Any MNTC course from Goal 3 with Lab	MNTC	3	4
				Total Credits: 16	Hours/Week: 17
3	Fall	Principles of Management	BUS2220	3	3
3	Fall	Intro to Macroeconomics	ECON1420	3	3
3	Fall	Introduction to Statistics	MATH1445	3	3
3	Fall	Any Course from MN Transfer Goal 6	MNTC	3	3
3	Fall	Technical Elective	TE	3	4
				Total Credits: 15	Hours/Week: 16
4	Spr	Intro to Microeconomics	ECON1430	3	3
4	Spr	Principles of Marketing	MKTG2525	3	3
4	Spr	Any Course from MN Transfer Goal 7	MNTC	3	3
4	Spr	Technical Electives	TE	7	9
				Total Credits: 16	Hours/Week: 18
				PROGRAM CREDITS: 60	PROGRAM HOURS: 65

Note: AAS degrees must have general education courses from three goal areas and AS degrees 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.



Elective Course Title	ID	Credits
Computerized Acct. for Quickbooks	ACCT1507	1
Microsoft Excel & Access Applications	ACCT1610	3
Payroll Accounting	ACCT1613	2
Intermediate Accounting I	ACCT2601	4
Intermediate Accounting II	ACCT2602	4
Intermediate Accounting III	ACCT2626	3
Income Tax I	ACCT2603	4
Income Tax Applications	ACCT2620	3

# BIOLOGY TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

2020-2021

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	General Biology I	BIOL1450	4	5
1	Fall	General Chemistry I	CHEM1500	4	5
1	Fall	College Algebra	MATH1420	3	3
1	Fall	Composition I	ENGL1410	3	3
1	Fall	Individualized Degree Planning	GSDV1400	1	1
				Total Credits:	15
				Hours/Week:	17
2	Spr	General Biology II	BIOL1452	4	5
2	Spr	General Chemistry II	CHEM1505	4	5
2	Spr	Intro to Statistics	MATH1445	3	3
2	Spr	Beginning Personal Comp I	ITEC1440	2	2
2	Spr	Composition II or Technical Writing	ENGL1420 or 1460	3	3
				Total Credits:	16
				Hours/Week:	18
3	Fall	Genetics	BIOL2230	4	5
3	Fall	Public Speaking, Advanced Public Speaking, Interpersonal Communication, Intercultural Communication, Social Media Communication, or Conflict Resolution Communication	COMM1415, 1425, 1435, 1437, 1485, or 2414	3	3
3	Fall	Humanities	MNTC Goal 6	3	3
3	Fall	General Elective (Goal 3 recommended)	General Elective	4	5
				Total Credits:	14
				Hours/Week:	16
4	Spr	Microbiology I	BIOL2225	3	4
4	Spr	Humanities	MNTC Goal 6	3	3
4	Spr	History & Social Behavioral Sciences, Human Diversity	MNTC Goal 5 & 7	3	3
4	Spr	History & Social Behavioral Sciences, Global Perspective	MNTC Goal 5 & 8	3	3
4	Spr	General Elective	General Elective	3	3
				Total Credits:	15
				Hours/Week:	16
				PROGRAM CREDITS:	60
				PROGRAM HOURS:	67

Note: AAS degrees must have general education courses from three goal areas and AS degrees 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.

# BUSINESS MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

## 2020-2021

UPDATED SEPTEMBER 4, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Principles of Management	BUS2220	3	3
1	Fall	Composition I	ENGL1410	3	3
1	Fall	Beginning Personal Computer I	ITEC1440	2	2
1	Fall	Business Math	MKTG1507	3	3
1	Fall	Selling Principles & Practices	MKTG1515	3	3
1	Fall	Technical Elective	TE	3	4
				Total Credits: 17	Hours/Week: 18
2	Spr	Microsoft Excel & Access Applications	ACCT1610	3	4
2	Spr	Principles of Accounting I	ACCT2000	4	5
2	Spr	Interpersonal Communication	COMM1435	3	3
2	Spr	Advertising & Sales Promotion	MKTG1511	3	3
2	Spr	Principles of Marketing	MKTG2525	3	3
				Total Credits: 16	Hours/Week: 18
3	Fall	Principles of Accounting II	ACCT2010	4	4
3	Fall	Business Law	BUS2200	3	3
3	Fall	Financial Statement Analysis	FICR2641	3	3
3	Fall	Counselor Selling	MKTG1530	3	3
3	Fall	Entrepreneurship	MKTG1535	4	5
3	Fall	Supervision/Human Resource Mgmt.	MKTG2518	3	3
				Total Credits: 20	Hours/Week: 21
4	Spr	Intro to Microeconomics	ECON1430	3	3
4	Spr	Marketing and Social Media Mgmt	MKTG2501	4	5
4	Spr	Sustainability in the Marketplace	MKTG2503	1	1
4	Spr	Career Seminar	MKTG2521	2	2
4	Spr	MN Transfer Curriculum Elective	MNTC	3	3
4	Spr	Ethics	PHIL1445	3	3
				Total Credits: 16	Hours/Week: 17
5	Smr	Internship	MKTG2703	3	9
				Total Credits: 3	Hours/Week: 9
				PROGRAM CREDITS: 72	PROGRAM HOURS: 83

# BUSINESS MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

**2020-2021**  
UPDATED SEPTEMBER 4, 2020

Elective Course Title	ID	Credits
Computerized Acct. for Peachtree	ACCT1506	1
Computerized Acct. for Quickbooks	ACCT1507	1
Payroll Accounting	ACCT1613	2
Consumer Economics and Finance	ECON1404	3
Technical Writing	ENGL1460	3
Introduction to Fashion Retailing	FASH1601	3
Fashion Merchandising	FASH2601	3
Retail Management & Merchandising	MKTG1505	3
Quality Customer Service	MKTG2515	3
Internship	MKTG2706	6

# BUSINESS MANAGEMENT

DIPLOMA

2020-2021

UPDATED SEPTEMBER 4, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Composition I	ENGL1410	3	3
1	Fall	Beginning Personal Computer I	ITEC1440	2	2
1	Fall	Selling Principles & Practices	MKTG1515	3	3
1	Fall	Technical Electives	TE	8	8
				Total Credits:	16
				Hours/Week:	16
2	Spr	Principles of Accounting I	ACCT2000	4	5
2	Spr	Business Law	BUS2200	3	3
2	Spr	Principles of Management	BUS2220	3	3
2	Spr	Advertising & Sales Promotion	MKTG1511	3	3
2	Spr	Career Seminar	MKTG2521	2	2
2	Spr	Principles of Marketing	MKTG2525	3	3
				Total Credits:	18
				Hours/Week:	19
				PROGRAM CREDITS:	34
				PROGRAM HOURS:	35

Elective Course Title	ID	Credits
Computerized Acct. for Peachtree	ACCT1506	1
Computerized Acct. for Quickbooks	ACCT1507	1
Microsoft Excel & Access Applications	ACCT1610	3
Payroll Accounting	ACCT1613	2
Principles of Accounting II	ACCT2010	4
Introduction to Fashion Retailing	FASH1601	3
Fashion Merchandising	FASH2601	3
Retail Management & Merchandising	MKTG1505	3
Quality Customer Service	MKTG2515	3



# BUSINESS MANAGEMENT

CERTIFICATE

2020-2021  
UPDATED SEPTEMBER 4, 2020

Course Name	Course ID	Credits	Hours/Week
Principles of Accounting I	ACCT2000	4	5
Principles of Management	BUS2220	3	3
Composition I	ENGL1410	3	3
Principles of Marketing	MKTG2525	3	3
Technical Electives	TE	6	6
		Total Credits: 19	Hours/Week: 20
		PROGRAM CREDITS: 19	PROGRAM HOURS: 20

Elective Course Title	ID	Credits
Computerized Acct. for Peachtree	ACCT1506	1
Computerized Acct. for Quickbooks	ACCT1507	1
Microsoft Excel & Access Applications	ACCT1610	3
Payroll Accounting	ACCT1613	2
Principles of Accounting II	ACCT2010	4
Introduction to Fashion Retailing	FASH1601	3
Fashion Merchandising	FASH2601	3
Retail Management & Merchandising	MKTG1505	3
Selling Principles & Practices	MKTG1515	3
Quality Customer Service	MKTG2515	3

# BUSINESS TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

2020-2021  
UPDATED SEPTEMBER 4, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Business Law	BUS2200	3	3
1	Fall	Intro to Macroeconomics	ECON1420	3	3
1	Fall	Composition I	ENGL1410	3	3
1	Fall	Introduction to Computer	ITEC1430	3	3
				Total Credits:	12
				Hours/Week:	12
2	Spr	Principles of Accounting I	ACCT2000	4	5
2	Spr	Public Speaking	COMM1415	3	3
2	Spr	Intro to Microeconomics	ECON1430	3	3
2	Spr	Elective	ELECTIVE	4	4
2	Spr	Any Course from MN Transfer Goal 3	MNTC	3	3
				Total Credits:	17
				Hours/Week:	18
3	Fall	Principles of Management	BUS2220	3	3
3	Fall	Elective	ELECTIVE3	3	3
3	Fall	College Algebra	MATH1420	3	3
3	Fall	Any Course from MN Transfer Goal 6	MNTC	3	3
3	Fal	Ethics	PHIL1445	3	3
				Total Credits:	15
				Hours/Week:	15
4	Spr	Principles of Accounting II	ACCT2010	4	4
4	Spr	Elective	ELECTIVE	3	3
4	Spr	Composition II	ENGL1420	3	3
4	Spr	Introduction to Statistics	MATH1445	3	3
4	Spr	Principles of Marketing	MKTG2525	3	3
				Total Credits:	16
				Hours/Week:	16
				PROGRAM CREDITS:	60
				PROGRAM HOURS:	61

# BUSINESS TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

## 2020-2021

UPDATED SEPTEMBER 4, 2020

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

# CARPENTRY

DIPLOMA

2020-2021  
UPDATED SEPTEMBER 3, 2020

	Course Name		Course ID	Credits	Hours/Week
1	Fall	Framing & Construction I	CARP1510	3	3
1	Fall	Foundations & Concrete	CARP1533	3	3
1	Fall	Shop I	CARP1621	3	6
1	Fall	Shop II	CARP1622	3	6
1	Fall	Tool Safety & First Aid	CARP1631	3	4
1	Fall	Architectural Drafting	CARP1641	3	4
				Total Credits: 18	Hours/Week: 26
2	Spr	Framing & Construction II	CARP1538	3	3
2	Spr	Shop III	CARP1623	3	6
2	Spr	Shop IV	CARP1624	3	6
2	Spr	Cabinet Making	CARP1647	3	4
2	Spr	Introduction to Computer	ITEC1430	3	3
2	Spr	Technical Math	MATH1453	3	3
				Total Credits: 18	Hours/Week: 25
3	Fall	Blueprint Reading	CARP2520	3	3
3	Fall	Computerized Management	CARP2540	3	4
3	Fall	Computerized Architectural Drafting	CARP2620	3	4
3	Fall	Shop V	CARP2625	3	6
3	Fall	Shop VI	CARP2626	3	6
3	Fall	Estimating	CARP2635	3	4
				Total Credits: 18	Hours/Week: 27
4	Spr	Construction Safety/MN Construction Law	CARP2541	2	3
4	Spr	Computerized Estimating	CARP2612	2	2
4	Spr	Shop VII	CARP2627	2	4
4	Spr	Shop VIII	CARP2628	3	6
4	Spr	Internship	CARP2704	4	12
4	Spr	Communicating for Results	COMM1440	2	2
4	Spr	General Education Elective	GEN ED	3	3
				Total Credits: 18	Hours/Week: 32
				PROGRAM CREDITS: 72	PROGRAM HOURS: 110

# CARPENTRY

DIPLOMA

2020-2021

UPDATED SEPTEMBER 3, 2020

Elective Course Title	ID	Credits
Principles of Management	BUS2220	3
Tool Safety	CARP1630	2
Public Speaking	COMM1415	3
Interpersonal Communication	COMM1435	3
Consumer Economics and Finance	ECON1404	3
Technical Writing	ENGL1460	3
Occupational Strength & Conditioning	PHED1510	3
Ethics	PHIL1445	3

# COMMUNICATION ART & DESIGN

ASSOCIATE OF APPLIED SCIENCE DEGREE

2020-2021

UPDATED SEPTEMBER 4, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Life Drawing I	ART1450	3	3
1	Fall	Foundations I	COAR1510	3	3
1	Fall	Interactive Design I	COAR1511	3	3
1	Fall	Design Technology I	COAR1512	3	3
1	Fall	Communication Design I	COAR1614	3	3
1	Fall	Composition I or Tech Writing (ENGL1460)	ENGL1410	3	3
				Total Credits:	18
				Hours/Week:	18
2	Spr	Digital Photography or Art Appr (ART1470)	ART1475	3	3
2	Spr	Foundations II	COAR1520	3	3
2	Spr	Interactive Design II	COAR1521	3	3
2	Spr	Design Technology II	COAR1522	3	3
2	Spr	Illustration Techniques I	COAR1523	3	3
2	Spr	Communication Design II	COAR1615	3	3
				Total Credits:	18
				Hours/Week:	18
3	Fall	Portfolio I	COAR2510	3	3
3	Fall	Interactive Design III	COAR2511	3	3
3	Fall	Design Technology III	COAR2512	3	3
3	Fall	Illustration Techniques II	COAR2513	3	3
3	Fall	Communication Design III	COAR2515	3	3
3	Fall	Gen Psyc or Goal Area 2-5 or 7-10 course	PSYC1445	3	3
				Total Credits:	18
				Hours/Week:	18
4	Spr	Survey of Western Art and Culture	ART1408	4	5
4	Spr	Portfolio II	COAR2520	2	2
4	Spr	Interactive Design IV	COAR2521	3	3
4	Spr	Design Technology IV	COAR2522	3	3
4	Spr	Illustration Techniques III	COAR2523	3	3
4	Spr	Communication Design IV	COAR2525	3	3
				Total Credits:	18
				Hours/Week:	19
				PROGRAM CREDITS:	72
				PROGRAM HOURS:	73

Note: AAS degrees must have general education courses from three goal areas and AS degrees 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.

# COMMUNICATION ART & DESIGN

DIPLOMA

2020-2021

UPDATED SEPTEMBER 4, 2020

Course Name			Course ID	Credits	Hours/Week
1	Fall	Life Drawing I	ART1450	3	3
1	Fall	Foundations I	COAR1510	3	3
1	Fall	Interactive Design I	COAR1511	3	3
1	Fall	Design Technology I	COAR1512	3	3
1	Fall	Communication Design I	COAR1614	3	3
				Total Credits:	15
				Hours/Week:	15
2	Spr	Digital Photography or Art Appr (ART1470)	ART1475	3	3
2	Spr	Foundations II	COAR1520	3	3
2	Spr	Interactive Design II	COAR1521	3	3
2	Spr	Design Technology II	COAR1522	3	3
2	Spr	Illustration Techniques I	COAR1523	3	3
2	Spr	Communication Design II	COAR1615	3	3
				Total Credits:	18
				Hours/Week:	18
3	Fall	Portfolio I	COAR2510	3	3
3	Fall	Interactive Design III	COAR2511	3	3
3	Fall	Design Technology III	COAR2512	3	3
3	Fall	Illustration Techniques II	COAR2513	3	3
3	Fall	Communication Design III	COAR2515	3	3
				Total Credits:	15
				Hours/Week:	15
4	Spr	Survey of Western Art and Culture	ART1408	4	5
4	Spr	Portfolio II	COAR2520	2	2
4	Spr	Interactive Design IV	COAR2521	3	3
4	Spr	Design Technology IV	COAR2522	3	3
4	Spr	Illustration Techniques III	COAR2523	3	3
4	Spr	Communication Design IV	COAR2525	3	3
				Total Credits:	18
				Hours/Week:	19
				PROGRAM CREDITS:	66
				PROGRAM HOURS:	67

# COMPUTER INFORMATION SYSTEMS

ASSOCIATE OF SCIENCE DEGREE

**2020-2021**

UPDATED OCTOBER 13, 2020

Course Name	Course ID	Credits	Hours/Week
Introduction to Computer	ITEC1430	3	3
College Algebra	MATH1420	3	3
MN Transfer Gen Ed Electives	MNTC	27	27
Technical Electives	TE	27	36
		Total Credits:	60
		Hours/Week:	69
		PROGRAM CREDITS:	60
		PROGRAM HOURS:	69

Elective Course Title	ID	Credits
Microsoft Excel & Access Applications	ACCT1610	3
Social Technology	COMM1455	3
Linux Administration	CVNP1601	3
Cisco 1	CVNP1603	3
Supporting Windows Operating Systems	CVNP1606	3
Cisco 2	CVNP1612	4
Enterprise Operating System 1	CVNP1620	4
Virtual Computing	CVNP2601	3
Adv Network Op Systems	CVNP2603	3
Cisco 3	CVNP2606	4
Security Fundamentals	CVNP2615	3
Defensive Security	CVNP2625	4
Computer Hardware	CVNP2626	3
Scripting & Command Line	CVNP2639	3
Python/JSON	CVNP2646	4
Offensive Security	CVNP2645	3
Cyber Forensics	CVNP2655	3
Technology Ethics	PHIL1410	3



# CYBERSECURITY

CERTIFICATE

2020-2021

UPDATED SEPTEMBER 4, 2020

	Course Name		Course ID	Credits	Hours/Week
1	Fall	Linux Administration	CVNP1601	3	3
1	Fall	Cisco 1	CVNP1603	3	4
1	Fall	Security Fundamentals	CVNP2615	3	4
1	Fall	Defensive Security	CVNP2625	4	5
1	Fall	Scripting & Command Line	CVNP2639	3	3
				Total Credits:	16
				Hours/Week:	19
2	Spr	Cisco 2	CVNP1612	4	5
2	Spr	Cisco 3	CVNP2606	4	5
2	Spr	Offensive Security	CVNP2645	3	4
2	Spr	Cyber Forensics	CVNP2655	3	4
				Total Credits:	14
				Hours/Week:	18
				PROGRAM CREDITS:	30
				PROGRAM HOURS:	37

# CYBERSECURITY, VIRTUALIZATION, & NETWORKING

ASSOCIATE OF APPLIED SCIENCE DEGREE

2020-2021

UPDATED OCTOBER 13, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Supporting Windows Operating Systems	CVNP1606	3	4
1	Fall	Virtual Computing	CVNP2601	3	4
1	Fall	Computer Hardware	CVNP2626	3	4
1	Fall	MN Transfer Curriculum Elective	MNTC	3	3
1	Fall	Technology Ethics	PHIL1410	3	3
				Total Credits:	15
				Hours/Week:	18
2	Spr	Job Seeking/Keeping Skills	COMM1439	1	1
2	Spr	Cisco 1	CVNP1603	3	4
2	Spr	Enterprise Operating System 1	CVNP1620	4	5
2	Spr	Scripting & Command Line	CVNP2639	3	3
2	Spr	Technical Writing	ENGL1460	3	3
				Total Credits:	14
				Hours/Week:	16
3	Fall	Linux Administration	CVNP1601	3	3
3	Fall	Cisco 2	CVNP1612	4	5
3	Fall	Security Fundamentals	CVNP2615	3	4
3	Fall	MN Transfer Curriculum Electives	MNTC	6	6
				Total Credits:	16
				Hours/Week:	18
4	Spr	Adv Network Op Systems	CVNP2603	3	4
4	Spr	Cisco 3	CVNP2606	4	5
4	Spr	Defensive Security	CVNP2625	4	5
4	Spr	Python/JSON	CVNP2646	4	5
				Total Credits:	15
				Hours/Week:	19
				PROGRAM CREDITS:	60
				PROGRAM HOURS:	71

Note: AAS degrees must have general education courses from three goal areas and AS degrees 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.



Elective Course Title	ID	Credits
Public Speaking	COMM1415	3
Interpersonal Communication	COMM1435	3
Composition I	ENGL1410	3
Mathematical Reasoning	MATH1415	3
College Algebra	MATH1420	3
General Psychology	PSYC1445	3
Critical Thinking in Society	SOC1405	3

# DIESEL MECHANICS

ASSOCIATE OF APPLIED SCIENCE DEGREE

2020-2021

UPDATED SEPTEMBER 3, 2020

	Course Name		Course ID	Credits	Hours/Week
1	Fall	People & the Environ or MN Trans Curr	BIOL1430	3	3
1	Fall	Diesel Industry Fundamentals	DIES1630	2	3
1	Fall	Hydraulic Fundamentals	DIES1631	3	4
1	Fall	DC Electricity	DIES1632	3	4
1	Fall	Diesel Electronic Systems	DIES1633	3	5
1	Fall	Power Trains I	DIES1634	3	5
				Total Credits:	17
				Hours/Week:	24
2	Spr	Diesel Engines I	DIES1640	6	9
2	Spr	Diesel Fuel Systems	DIES1641	3	4
2	Spr	HVAC Systems	DIES1642	3	4
2	Spr	Applied Technical Mathematics	MATH1455	2	2
2	Spr	MN Transfer Curriculum Elective	MNTC	3	3
				Total Credits:	17
				Hours/Week:	22
3	Smr	Applied Failure Analysis	DIES1650	2	3
3	Smr	Diesel Servicing/PM	DIES1651	2	3
3	Smr	MN Transfer Curriculum Elective	MNTC	3	3
				Total Credits:	7
				Hours/Week:	9
4	Fall	Job Seeking/Keeping Skills	COMM1439	1	1
4	Fall	Diesel Engines II	DIES2630	6	9
4	Fall	Braking Systems	DIES2631	4	6
4	Fall	Electronic Engines/Controls	DIES2632	3	4
4	Fall	MN Transfer Curriculum Elective	MNTC	3	3
				Total Credits:	17
				Hours/Week:	23
5	Spr	Power Trains II	DIES2640	6	9
5	Spr	Advanced Hydraulics	DIES2641	4	6
5	Spr	Internship or DIES2642	DIES2704	4	12
5	Spr	Technical Writing	ENGL1460	3	3
				Total Credits:	17
				Hours/Week:	30
				PROGRAM CREDITS:	75
				PROGRAM HOURS:	108

Note: AAS degrees must have general education courses from three goal areas and AS degrees 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.

Elective Course Title	ID	Credits
Shop Practices	DIES2642	4



# DIESEL MECHANICS

DIPLOMA

2020-2021

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	People & the Environ or MN Trans Curr	BIOL1430	3	3
1	Fall	Diesel Industry Fundamentals	DIES1630	2	3
1	Fall	Hydraulic Fundamentals	DIES1631	3	4
1	Fall	DC Electricity	DIES1632	3	4
1	Fall	Diesel Electronic Systems	DIES1633	3	5
1	Fall	Power Trains I	DIES1634	3	5
				Total Credits:	17
				Hours/Week:	24
2	Spr	Diesel Engines I	DIES1640	6	9
2	Spr	Diesel Fuel Systems	DIES1641	3	4
2	Spr	HVAC Systems	DIES1642	3	4
2	Spr	Applied Technical Mathematics	MATH1455	2	2
				Total Credits:	14
				Hours/Week:	19
3	Smr	Applied Failure Analysis	DIES1650	2	3
3	Smr	Diesel Servicing/PM	DIES1651	2	3
				Total Credits:	4
				Hours/Week:	6
4	Fall	Job Seeking/Keeping Skills	COMM1439	1	1
4	Fall	Diesel Engines II	DIES2630	6	9
4	Fall	Braking Systems	DIES2631	4	6
4	Fall	Electronic Engines/Controls	DIES2632	3	4
				Total Credits:	14
				Hours/Week:	20
5	Spr	Power Trains II	DIES2640	6	9
5	Spr	Advanced Hydraulics	DIES2641	4	6
5	Spr	Internship or DIES2642	DIES2704	4	12
5	Spr	MN Transfer Curriculum Elective	MNTC	3	3
				Total Credits:	17
				Hours/Week:	30
				PROGRAM CREDITS:	66
				PROGRAM HOURS:	99

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

Elective Course Title	ID	Credits
Shop Practices	DIES2642	4



# EARLY CHILDHOOD EDUCATION

ASSOCIATE OF APPLIED SCIENCE DEGREE

**2020-2021**

UPDATED SEPTEMBER 4, 2020

Course Name			Course ID	Credits	Hours/Week
1	Fall	Intro to Early Childhood Education	ECED1100	3	3
1	Fall	Child Growth & Development	ECED1110	3	4
1	Fall	Health, Wellness, & Nutrition	ECED1120	3	3
1	Fall	Guiding Young Children	ECED1130	3	4
1	Fall	Introduction to Computer	ITEC1430	3	3
				Total Credits:	15
					Hours/Week: 17
2	Spr	Job Seeking/Keeping Skills	COMM1439	1	1
2	Spr	Observation & Assessment	ECED1200	3	4
2	Spr	Learning Environ & Creative Activities	ECED1210	3	4
2	Spr	Infant/Toddler Development & Learning	ECED1220	4	5
2	Spr	Preschool Development & Learning	ECED1230	4	5
2	Spr	Composition I	ENGL1410	3	3
				Total Credits:	18
					Hours/Week: 22
3	Sum	Internship	ECED2000	3	7
				Total Credits:	3
					Hours/Week: 7
4	Fall	American Sign Language I	ASL1400	3	3
4	Fall	Intro to Language & Literacy	ECED2100	3	4
4	Fall	Child/Family Relations in Diverse World	ECED2110	3	3
4	Fall	Practicum I	ECED2120	3	7
4	Fall	Professional Leadership	ECED2130	3	4
4	Fall	MN Transfer Curriculum Elective	MNTC	3	3
				Total Credits:	18
					Hours/Week: 24
5	Spr	Program Planning	ECED2200	3	4
5	Spr	Practicum II	ECED2210	3	7
5	Spr	Creative Dev & Experiences (or ASL II)	ECED2220	3	4
5	Spr	Children with Differing Abilities	EDUC2410	3	4
5	Spr	MN Transfer Curriculum Electives	MNTC	6	6
				Total Credits:	18
					Hours/Week: 25
				PROGRAM CREDITS:	72
					PROGRAM HOURS: 95

# EARLY CHILDHOOD EDUCATION

ASSOCIATE OF APPLIED SCIENCE DEGREE

**2020-2021**

UPDATED SEPTEMBER 4, 2020

Elective Course Title	ID	Credits
Digital Photography	ART1475	3
American Sign Language II	ASL1410	3
Public Speaking	COMM1415	3
Interpersonal Communication	COMM1435	3
Introduction to Economics Principles	ECON1410	3
Technical Writing	ENGL1460	3
U.S. History to 1877	HIST1401	3
World History, 1500 to Present	HIST1422	3
Mathematical Reasoning	MATH1415	3
College Algebra	MATH1420	3
Ethics	PHIL1445	3
Lifespan Psychology	PSYC1405	3
General Psychology	PSYC1445	3
Critical Thinking in Society	SOCS1405	3

# EARLY CHILDHOOD EDUCATION

DIPLOMA

## 2020-2021

UPDATED SEPTEMBER 4, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Intro to Early Childhood Education	ECED1100	3	3
1	Fall	Child Growth & Development	ECED1110	3	4
1	Fall	Health, Wellness, & Nutrition	ECED1120	3	3
1	Fall	Guiding Young Children	ECED1130	3	4
1	Fall	Introduction to Computer	ITEC1430	3	3
				Total Credits:	15
				Hours/Week:	17
2	Spr	Job Seeking/Keeping Skills	COMM1439	1	1
2	Spr	Learning Environ & Creative Activities	ECED1210	3	4
2	Spr	Infant/Toddler Development & Learning	ECED1220	4	5
2	Spr	MN Transfer Curriculum Elective	MNTC	3	3
2	Spr	Technical Electives	TE	6	6
				Total Credits:	17
				Hours/Week:	19
				PROGRAM CREDITS:	32
				PROGRAM HOURS:	36

Elective Course Title	ID	Credits
Observation & Assessment	ECED1200	3
Preschool Development & Learning	ECED1230	4
Internship	ECED2000	3
Intro to Language & Literacy	ECED2100	3
Child/Family Relations in Diverse World	ECED2110	3
Creative Dev & Experiences	ECED2220	3
Children with Differing Abilities	EDUC2410	3



A member of Minnesota State

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

# EARLY CHILDHOOD EDUCATION

CERTIFICATE

2020-2021

UPDATED SEPTEMBER 4, 2020

	Course Name		Course ID	Credits	Hours/Week
1	Fall	Job Seeking/Keeping Skills	COMM1439	1	1
1	Fall	Intro to Early Childhood Education	ECED1100	3	3
1	Fall	Child Growth & Development	ECED1110	3	4
1	Fall	Health, Wellness, & Nutrition	ECED1120	3	3
1	Fall	Guiding Young Children	ECED1130	3	4
1	Fall	General Education Elective	GEN ED	3	3
				Total Credits:	16
				Hours/Week:	18
				PROGRAM CREDITS:	16
				PROGRAM HOURS:	18



# EARLY CHILDHOOD EDUCATION TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

2020-2021

UPDATED SEPTEMBER 3, 2020

	Course Name		Course ID	Credits	Hours/Week
1	Fall	Intro to Early Childhood Education	ECED1100	3	3
1	Fall	Child Growth & Development	ECED1110	3	4
1	Fall	Health, Wellness, & Nutrition	ECED1120	3	3
1	Fall	Guiding Young Children	ECED1130	3	4
1	Fall	Composition I	ENGL1410	3	3
				Total Credits:	15
				Hours/Week:	17
2	Spr	Observation & Assessment	ECED1200	3	4
2	Spr	Learning Environ & Creative Activities	ECED1210	3	4
2	Spr	Composition II	ENGL1420	3	3
2	Spr	MATH Course - MnTC Goal 4	MNTCMATH	3	3
2	Spr	PSYC Course - MnTC Goal 5	MNTCPSYC	3	3
				Total Credits:	15
				Hours/Week:	17
3	Sum	Internship (or Practicum I in Fall)	ECED2000 Op	3	7
				Total Credits:	3
				Hours/Week:	7
4	Fall	Intro to Language & Literacy	ECED2100	3	4
4	Fall	Child/Family Relations in Diverse World	ECED2110	3	3
4	Fall	Science Course with Lab - MnTC Goal 3	MNTCSCIE	3	3
4	Fall	SOCS Course - MnTC Goal 5	MNTCSOCS	3	3
				Total Credits:	12
				Hours/Week:	13
5	Spr	Public Speaking	COMM1415	3	3
5	Spr	Children with Differing Abilities	EDUC2410	3	4
5	Spr	Humanities/Fine Art - MnTC Goal 6	MNTCART	3	3
5	Spr	MnTC Elective (Recommend Goal 6)	MNTCELEC	3	3
5	Spr	Critical Thinking in Society	SOCS1405	3	3
				Total Credits:	15
				Hours/Week:	16
				PROGRAM CREDITS:	60
				PROGRAM HOURS:	70

Note: AAS degrees must have general education courses from three goal areas and AS degrees 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.

Elective Course Title	ID	Credits
Practicum I	ECED2120	3



# ECONOMICS TRANSFER PATHWAY

ASSOCIATE OF ARTS DEGREE

2020-2021

UPDATED SEPTEMBER 3, 2020

	Course Name		Course ID	Credits	Hours/Week
1	Fall	Composition I	ENGL1410	3	3
1	Fall	Oral Communication	MNTC Goal #1	3	3
1	Fall	Natural Sciences (requires 1 lab)	MNTC Goal #3	4	5
1	Fall	Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
1	Fall	Individualized Degree Planning	GSDV1400	1	1
1	Fall	Beginning Personal Computer I	ITEC1440	2	2
				Total Credits: 16	Hours/Week: 17
2	Spr	Introduction to Microeconomics	ECON1430	3	3
2	Spr	Composition II	ENGL1420	3	3
2	Spr	College Algebra	MATH1420	3	3
2	Spr	Natural Sciences (requires 1 lab)	MNTC Goal #3	3	4
2	Spr	Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
2	Spr	Wellness Elective	PHED Elective	1	2
				Total Credits: 16	Hours/Week: 18
3	Fall	Introduction to Macroeconomics	ECON1420	3	3
3	Fall	Introduction to Statistics	MATH1445	3	3
3	Fall	History & Social and Behavioral Sciences	MNTC Goal #5	3	3
3	Fall	Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
3	Fall	Human Diversity	MNTC Goal #7	3	3
				Total Credits: 15	Hours/Week: 15
4	Spr	Ethnic and Civic Diversity	MNTC Goal #9	3	3
4	Spr	People and the Environment	MNTC Goal #10	3	3
4	Spr	General Elective	General Elective	7	7
				Total Credits: 13	Hours/Week: 13
				PROGRAM CREDITS: 60	PROGRAM HOURS: 63

# EXERCISE SCIENCE

ASSOCIATE OF APPLIED SCIENCE DEGREE

**2020-2021**

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Essentials of Anatomy & Physiology	BIOL1416	3	4
1	Fall	Technical Writing	ENGL1460	3	3
1	Fall	Training Princ & Methodology I	EXSC1600	3	5
1	Fall	Essentials of Cardio & Mobility Training	EXSC1610	3	4
1	Fall	Princ of Health, Wellness, & Fitness	EXSC1620	2	2
1	Fall	Personal Computer Skills	ITEC1445	1	1
				Total Credits:	15
				Hours/Week:	19
2	Spr	Principles of Nutrition	BIOL1435	3	3
2	Spr	Training Princ & Methodology II	EXSC1630	3	4
2	Spr	Anatomy, Biomechanics & Ex Physiology	EXSC1640	3	4
2	Spr	Personal Fitness I	EXSC1650	2	4
2	Spr	Human Motion	EXSC1660	3	4
				Total Credits:	14
				Hours/Week:	19
3	Fall	Nutrition II	BIOL1439	2	2
3	Fall	Exercise Program Design	EXSC2600	3	3
3	Fall	Training for Sports Performance	EXSC2610	3	4
3	Fall	Personal Fitness II	EXSC2620	1	2
3	Fall	Exercise for Special Populations	EXSC2630	3	4
3	Fall	General Psychology	PSYC1445	3	3
				Total Credits:	15
				Hours/Week:	18
4	Spr	Job Seeking/Keeping Skills	COMM1439	1	1
4	Spr	Practical Application of Prog Design	EXSC2640	4	7
4	Spr	Adv & Specialized Fitness Programs	EXSC2650	2	3
4	Spr	Professional Development in Exer Sc	EXSC2660	3	5
4	Spr	Mathematical Reasoning	MATH1415	3	3
4	Spr	Counselor Selling	MKTG1530	3	3
				Total Credits:	16
				Hours/Week:	22
				PROGRAM CREDITS:	60
				PROGRAM HOURS:	78

# EXERCISE SCIENCE

DIPLOMA

2020-2021

UPDATED SEPTEMBER 3, 2020

	Course Name		Course ID	Credits	Hours/Week
1	Fall	Essentials of Anatomy & Physiology	BIOL1416	3	4
1	Fall	Training Princ & Methodology I	EXSC1600	3	5
1	Fall	Essentials of Cardio & Mobility Training	EXSC1610	3	4
1	Fall	Princ of Health, Wellness, & Fitness	EXSC1620	2	2
				Total Credits:	11
				Hours/Week:	15
2	Spr	Principles of Nutrition	BIOL1435	3	3
2	Spr	Training Princ & Methodology II	EXSC1630	3	4
2	Spr	Anatomy, Biomechanics & Ex Physiology	EXSC1640	3	4
2	Spr	Human Motion	EXSC1660	3	4
				Total Credits:	12
				Hours/Week:	15
3	Fall	Nutrition II	BIOL1439	2	2
3	Fall	Exercise Program Design	EXSC2600	3	3
3	Fall	Exercise for Special Populations	EXSC2630	3	4
				Total Credits:	8
				Hours/Week:	9
4	Spr	Practical Application of Prog Design	EXSC2640	4	7
4	Spr	Adv & Specialized Fitness Programs	EXSC2650	2	3
4	Spr	Professional Development in Exer Sc	EXSC2660	3	5
				Total Credits:	9
				Hours/Week:	15
				PROGRAM CREDITS:	40
				PROGRAM HOURS:	54

# FASHION MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

2020-2021

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Principles of Management	BUS2220	3	3
1	Fall	Introduction to Fashion Retailing	FASH1601	3	3
1	Fall	Introduction to Computer	ITEC1430	3	3
1	Fall	Retail Management & Merchandising	MKTG1505	3	3
1	Fall	Business Math	MKTG1507	3	3
1	Fall	Selling Principles & Practices	MKTG1515	3	3
				Total Credits: 18	Hours/Week: 18
2	Spr	Principles of Accounting I	ACCT2000	4	5
2	Spr	Interpersonal Communication	COMM1435	3	3
2	Spr	Composition I	ENGL1410	3	3
2	Spr	Advertising & Sales Promotion	MKTG1511	3	3
2	Spr	Sustainability in the Marketplace	MKTG2503	1	1
2	Spr	Principles of Marketing	MKTG2525	3	3
				Total Credits: 17	Hours/Week: 18
3	Fall	Fashion Merchandising	FASH2601	3	3
3	Fall	Counselor Selling	MKTG1530	3	3
3	Fall	Entrepreneurship	MKTG1535	4	5
3	Fall	Quality Customer Service	MKTG2515	3	3
3	Fall	Supervision/Human Resource Mgmt.	MKTG2518	3	3
				Total Credits: 16	Hours/Week: 17
4	Spr	Consumer Economics and Finance	ECON1404	3	3
4	Spr	Marketing and Social Media Mgmt	MKTG2501	4	5
4	Spr	Career Seminar	MKTG2521	2	2
4	Spr	Ethics	PHIL1445	3	3
4	Spr	General Psychology	PSYC1445	3	3
				Total Credits: 15	Hours/Week: 16
5	Smr	Internship	MKTG2706	6	18
				Total Credits: 6	Hours/Week: 18
				PROGRAM CREDITS: 72	PROGRAM HOURS: 87

Note: AAS degrees must have general education courses from three goal areas and AS degrees 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.



Elective Course Title	ID	Credits
College Algebra	MATH1420	3
Critical Thinking in Society	SOC1405	3

# HISTORY TRANSFER PATHWAY

ASSOCIATE OF ARTS DEGREE

2020-2021

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	US History to 1877 or US History 1877 to Present	HIST1401 or HIST1402	3	3
1	Fall	Composition I	ENGL1410	3	3
1	Fall	Oral Communication	MNTC Goal #1	3	3
1	Fall	Natural Science (requires 1 lab)	MNTC Goal #3	4	5
1	Fall	Beginning Personal Computer I	ITEC1440	2	2
1	Fall	Individualized Degree Planning	GSDV1400	1	1
				Total Credits:	16
				Hours/Week:	17
2	Spr	World History to 1500 or World History 1500 to Present	HIST1421 or HIST1422	3	3
2	Spr	Composition II	ENGL1420	3	3
2	Spr	Introduction to Statistics	MATH1445	3	3
2	Spr	Natural Science (requires 1 lab)	MNTC Goal #3	3	4
2	Spr	Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
2	Spr	Any Phy Ed Course	PHED Elective	1	2
				Total Credits:	16
				Hours/Week:	18
3	Fall	One additional course to complete a sequence; acceptable sequences include: HIST1401 and HIST1402 or HIST1421 and HIST1422	HIST1401, HIST1402, HIST1421, or HIST1422	3	3
3	Fall	Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
3	Fall	Ethnic and Civic Diversity	MNTC Goal #9	3	3
3	Fall	People and the Environment	MNTC Goal #10	3	3
3	Fall	General Elective	General Elective	3	3
				Total Credits:	15
				Hours/Week:	15
4	Spr	Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
4	Spr	General Electives	General Elective	10	10
				Total Credits:	13
				Hours/Week:	13
				PROGRAM CREDITS:	60
				PROGRAM HOURS:	63

# HUMAN SERVICES PRACTITIONER

ASSOCIATE OF APPLIED SCIENCE DEGREE

**2020-2021**

UPDATED SEPTEMBER 3, 2020

Course Name	Course ID	Credits	Hours/Week
Interpersonal Communication	COMM1435	3	3
Job Seeking/Keeping Skills	COMM1439	1	1
Internship	CSP1910	4	12
Direct Service Professionalism	CSS1801	3	3
Physical/Developmental Supports I	CSS1802	3	3
Person-Centered Planning	CSS1804	3	3
Facilitating Positive Behavior	CSS1811	4	4
Community Social Welfare Services	CSS1813	3	3
Physical/Developmental Supports II	CSS1902	3	3
Supportive Interventions	CSS1913	4	4
Child or Adult Focus Elective	ELEC C/A	3	3
Gen Ed/MnTC Elective	ELEC GE	3	3
Electives	ELECTIVE9	9	9
Technical Writing	ENGL1460	3	3
Introduction to Computer	ITEC1430	3	3
Medical Terminology	MEDS1620	3	4
Ethics	PHIL1445	3	3
Lifespan Psychology	PSYC1405	3	3
General Psychology	PSYC1445	3	3
		Total Credits:	64
		Hours/Week:	73
		PROGRAM CREDITS:	64
		PROGRAM HOURS:	73

Note: AAS degrees must have general education courses from three goal areas and AS degrees 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.



Elective Course Title	ID	Credits
American Sign Language I	ASL1400	3
American Sign Language II	ASL1410	3
Public Speaking	COMM1415	3
Child Growth & Development	ECED1110	3
Child/Family Relations in Diverse World	ECED2110	3
Children with Differing Abilities	EDUC2410	3
Composition I	ENGL1410	3
AHA Basic Life Support	HLTH1620	1
Certified Nursing Assistant	NSGA1640	3
Trained Medication Aide (TMA)	PNSG1610	3
Abnormal Psychology	PSYC1410	3
Introduction to Sociology	SOC1400	3
Social Problems	SOC1402	3
Critical Thinking in Society	SOC1405	3
Human Sexuality	SOC2403	3

# HUMAN SERVICES PRACTITIONER

DIPLOMA

**2020-2021**

UPDATED SEPTEMBER 3, 2020

Course Name	Course ID	Credits	Hours/Week
Interpersonal Communication	COMM1435	3	3
Job Seeking/Keeping Skills	COMM1439	1	1
Internship	CSP1910	4	12
Direct Service Professionalism	CSS1801	3	3
Physical/Devlpmntl Supports I	CSS1802	3	3
Person-Centered Planning	CSS1804	3	3
Facilitating Positive Behavior	CSS1811	4	4
Community Social Welfare Services	CSS1813	3	3
Physical/Devlpmntl Supports II	CSS1902	3	3
Supportive Interventions	CSS1913	4	4
Electives	ELECTIVE5	5	5
Technical Writing	ENGL1460	3	3
Introduction to Computer	ITEC1430	3	3
Ethics	PHIL1445	3	3
General Psychology	PSYC1445	3	3
		Total Credits:	48
		Hours/Week:	56
		PROGRAM CREDITS:	48
		PROGRAM HOURS:	56

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



Elective Course Title	ID	Credits
<b>American Sign Language I</b>	ASL1400	3
<b>American Sign Language II</b>	ASL1410	3
<b>Public Speaking</b>	COMM1415	3
<b>Child Growth &amp; Development</b>	ECED1110	3
<b>Child/Family Relations in Diverse World</b>	ECED2110	3
<b>Children with Differing Abilities</b>	EDUC2410	3
<b>Composition I</b>	ENGL1410	3
<b>AHA Basic Life Support</b>	HLTH1620	1
<b>Certified Nursing Assistant</b>	NSGA1640	3
<b>Trained Medication Aide (TMA)</b>	PNSG1610	3
<b>Abnormal Psychology</b>	PSYC1410	3
<b>Introduction to Sociology</b>	SOCS1400	3
<b>Social Problems</b>	SOCS1402	3
<b>Critical Thinking in Society</b>	SOCS1405	3
<b>Human Sexuality</b>	SOCS2403	3



# INDIVIDUALIZED STUDIES

ASSOCIATE OF SCIENCE DEGREE

## 2020-2021

UPDATED JANUARY 13, 2021

The Individualized Studies Associate of 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). Please refer to the MnTC on pages 72-73 and the ten goal areas.

### TRANSFER

The general education courses are universally transferable within the Minnesota State system and accepted by other public and private colleges. Since transferring credits involves approval from the "receiving" institution, to avoid taking unnecessary courses, it is important to investigate and plan coursework. The college is prepared to work with students as they address transfer issues.

For more information visit Minnesota Transfer at [mntransfer.org](http://mntransfer.org).

# INTERIOR DESIGN

ASSOCIATE OF APPLIED SCIENCE DEGREE

2020-2021

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Design Basics	ART1407	4	4
1	Fall	Drafting	IDES1605	3	3
1	Fall	Presentation Techniques	IDES1610	4	4
1	Fall	Materials of Interior Design	IDES1636	3	3
1	Fall	Residential Studio	IDES1650	3	3
				Total Credits:	17
				Hours/Week:	17
2	Spr	Survey of Western Art and Culture	ART1408	4	5
2	Spr	Building Systems & Codes	IDES1615	4	4
2	Spr	Interior Design Sales	IDES1620	2	2
2	Spr	Kitchen & Bath Studio	IDES1652	3	3
2	Spr	Small Commercial Studio	IDES1654	3	3
2	Spr	CAD Drawing in Design I	IDES2639	3	3
				Total Credits:	19
				Hours/Week:	20
3	Fall	Life Drawing I	ART1450	3	3
3	Fall	Composition I	ENGL1410	3	3
3	Fall	Interior Design Elective	IDES EL	3	3
3	Fall	Interior Design Elective	IDES EL	3	3
3	Fall	Lighting Design	IDES1657	2	2
3	Fall	Furniture: Style & Construction	IDES2600	3	3
				Total Credits:	17
				Hours/Week:	17
4	Spr	Public Speaking	COMM1415	3	3
4	Spr	Interior Design Elective	IDES EL	3	3
4	Spr	Interior Design Elective	IDES EL	3	3
4	Spr	Professional Practices	IDES2633	3	3
4	Spr	Any Course from MnTC Goal 2-5, 7-10	MNTC	3	3
				Total Credits:	15
				Hours/Week:	15
5	Smr	Internship	IDES2704	4	12
				Total Credits:	4
				Hours/Week:	12
				PROGRAM CREDITS:	72
				PROGRAM HOURS:	81

# INTERIOR DESIGN

2020-2021  
UPDATED SEPTEMBER 3, 2020

ELECTIVES - ASSOCIATE OF APPLIED SCIENCE DEGREE or DIPLOMA

Elective Course Title	ID	Credits
Interior Design Details	IDES2651	3
Advanced Kitchen & Bath Studio	IDES2652	3
Remodel	IDES2653	3
Period Style Studio	IDES2655	3
Large Commercial Studio	IDES2660	3
CAD Drawing in Design II	IDES2663	3
CAD Drawing in Design III	IDES2664	3
Ethics	PHIL1445	3
General Psychology	PSYC1445	3

# INTERIOR DESIGN

DIPLOMA

2020-2021

UPDATED SEPTEMBER 3, 2020

	Course Name		Course ID	Credits	Hours/Week
1	Fall	Design Basics	ART1407	4	4
1	Fall	Drafting	IDES1605	3	3
1	Fall	Presentation Techniques	IDES1610	4	4
1	Fall	Materials of Interior Design	IDES1636	3	3
1	Fall	Residential Studio	IDES1650	3	3
				Total Credits: 17	Hours/Week: 17
2	Spr	Survey of Western Art and Culture	ART1408	4	5
2	Spr	Building Systems & Codes	IDES1615	4	4
2	Spr	Interior Design Sales	IDES1620	2	2
2	Spr	Kitchen & Bath Studio	IDES1652	3	3
2	Spr	Small Commercial Studio	IDES1654	3	3
2	Spr	CAD Drawing in Design I	IDES2639	3	3
				Total Credits: 19	Hours/Week: 20
3	Fall	Life Drawing I	ART1450	3	3
3	Fall	Interior Design Elective	IDES EL	3	3
3	Fall	Interior Design Elective	IDES EL	3	3
3	Fall	Lighting Design	IDES1657	2	2
3	Fall	Furniture: Style & Construction	IDES2600	3	3
				Total Credits: 14	Hours/Week: 14
4	Spr	Public Speaking	COMM1415	3	3
4	Spr	Interior Design Elective	IDES EL	3	3
4	Spr	Interior Design Elective	IDES EL	3	3
4	Spr	Professional Practices	IDES2633	3	3
				Total Credits: 12	Hours/Week: 12
5	Smr	Internship	IDES2704	4	12
				Total Credits: 4	Hours/Week: 12
				PROGRAM CREDITS: 66	PROGRAM HOURS: 75

# LAW ENFORCEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

**2020-2021**

UPDATED SEPTEMBER 4, 2020

	Course Name		Course ID	Credits	Hours/Week
1	Fall	Public Speaking	COMM1415	3	3
1	Fall	Intro to Criminal Justice	LENF1500	3	3
1	Fall	Juvenile Justice	LENF1510	3	3
1	Fall	Emergency Medical Responder	LENF1520	2	3
1	Fall	Physical Fitness/Use of Force Training	LENF1525	3	5
1	Fall	Introduction to Sociology	SOC1400	3	3
				Total Credits: 17	Hours/Week: 20
2	Spr	Technical Writing	ENGL1460	3	3
2	Spr	Minnesota Statutes	LENF1530	4	4
2	Spr	Law Enforcement & Human Behavior	LENF1540	4	4
2	Spr	Criminal Procedures	LENF1550	3	3
2	Spr	Abnormal Psychology	PSYC1410	3	3
				Total Credits: 17	Hours/Week: 17
3	Fall	Criminal Investigations	LENF2500	3	3
3	Fall	Criminal Investigation Lab	LENF2505	2	4
3	Fall	Police Report Writing/Employment Prep	LENF2602	3	4
3	Fall	Firearms/Officer Survival Tactics	LENF2606	4	8
3	Fall	Hwy Safety/Accident Investigation	LENF2608	4	8
3	Fall	Ethics	PHIL1445	3	3
				Total Credits: 19	Hours/Week: 30
4	Spr	Law Enforcement & Community	LENF2510	4	4
4	Spr	Traffic Stops	LENF2515	3	4
4	Spr	Police Tactical Management Training	LENF2612	4	8
4	Spr	Use of Force Management Training	LENF2617	4	8
4	Spr	Tactical Communications/Relations	LENF2620	4	5
				Total Credits: 19	Hours/Week: 29
				PROGRAM CREDITS: 72	PROGRAM HOURS: 96

Note: AAS degrees must have general education courses from three goal areas and AS degrees 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.

Elective Course Title	ID	Credits
<b>Social Problems</b>	SOC1402	3
<b>Critical Thinking in Society</b>	SOC1405	3



# LAW ENFORCEMENT TRANSFER PATHWAY

ASSOCIATE OF SCIENCE

2020-2021

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Intercultural Communication	COMM1437	3	3
1	Fall	Intro to Criminal Justice	LENF1500	3	3
1	Fall	Juvenile Justice	LENF1510	3	3
1	Fall	Emergency Medical Responder	LENF1520	2	3
1	Fall	Introduction to Sociology	SOCS1400	3	3
				Total Credits:	14
				Hours/Week:	15
2	Spr	Composition I	ENGL1410	3	3
2	Spr	Minnesota Statutes	LENF1530	4	4
2	Spr	Law Enforcement & Human Behavior	LENF1540	4	4
2	Spr	Criminal Procedures	LENF1550	3	3
				Total Credits:	14
				Hours/Week:	14
3	Fall	Public Speaking	COMM1415	3	3
3	Fall	Composition II	ENGL1420	3	3
3	Fall	Criminal Investigations	LENF2500	3	3
3	Fall	Ethics	PHIL1445	3	3
3	Fall	Critical Thinking in Society	SOCS1405	3	3
				Total Credits:	15
				Hours/Week:	15
4	Spr	Law Enforcement & Community	LENF2510	4	4
4	Spr	Mathematical Reasoning	MATH1415	3	3
4	Spr	Any Course from MN Transfer Goal 1-10	MNTC	3	3
4	Spr	Abnormal Psychology	PSYC1410	3	3
				Total Credits:	13
				Hours/Week:	13
5	Smr	Law Enforcement Skills Certificate	LENF6602	12	336
				Total Credits:	12
				Hours/Week:	336
				PROGRAM CREDITS:	68
				PROGRAM HOURS:	393

Elective Course Title	ID	Credits
People and the Environment	BIOL1430	3

# LAW ENFORCEMENT CAREER TRANSITION

DIPLOMA

2020-2021

UPDATED SEPTEMBER 4, 2020

Course Name			Course ID	Credits	Hours/Week		
1	Fall	Intro to Criminal Justice	LENF1500	3	3		
1	Fall	Juvenile Justice	LENF1510	3	3		
1	Fall	Emergency Medical Responder	LENF1520	2	3		
1	Fall	Criminal Investigations	LENF2500	3	3		
				Total Credits:	11	Hours/Week:	12
2	Spr	Minnesota Statutes	LENF1530	4	4		
2	Spr	Law Enforcement & Human Behavior	LENF1540	4	4		
2	Spr	Criminal Procedures	LENF1550	3	3		
2	Spr	Law Enforcement & Community	LENF2510	4	4		
				Total Credits:	15	Hours/Week:	15
3	Smr	Law Enforcement Skills Certificate	LENF6602	12	336		
				Total Credits:	12	Hours/Week:	336
				PROGRAM CREDITS:	38	PROGRAM HOURS:	363

# LAW ENFORCEMENT SKILLS

CERTIFICATE

**2020-2021**

UPDATED JANUARY 13, 2021

## 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 - 12 CREDITS

The following are requirements of the eight-week training:

- Active Shooter High Risk
- Animal Resp Adm Emerg Care
- Basic Response
- Building Search Low Light
- Comm/Relations - Conflict
- Comm/Relations - Crisis
- Comm/Relations - Foundational
- Crash
- Criminal Investigation Basics
- Criminal Investigation Interview
- Criminal Investigation Interview/Interr
- Criminal Investigation Evidence
- Crim Investigation Crime Scenes
- Criminal Investigation Drugs
- Crim Invt White Collar/Financial/ID Theft
- Crim Invt Death Scene/Notification
- Crim Invt Sexual Assault
- Crim Invt Missing Persons
- Crim Invt Child/Vulnerable Adult
- Crim Invt Fire/Arson
- Critical Incident Stress Mgmt
- Domestic
- Driving School
- Drug Interdiction Vehicle Search
- Explosive/Bomb
- Firearms
- High Risk/Active Shooter/Per Resp
- Interactive -- Simulator 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



A member of Minnesota State



# LIBERAL ARTS & SCIENCES

ASSOCIATE OF ARTS DEGREE

**2020-2021**

UPDATED JANUARY 13, 2021

The Liberal Arts & Sciences Associate of 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.

Since transferring credits involves approval from the "receiving" institution, to avoid taking unnecessary courses, it is important to investigate and plan coursework. The college is prepared to work with students as they address transfer issues.

For more information visit Minnesota Transfer at [www.mntransfer.org](http://www.mntransfer.org).

**Liberal Arts and Sciences Associate in Arts degree (60 crs) course requirements include:**

- I. 40 credits from the Minnesota Transfer Curriculum (MnTC).
  - 3 Goal 1: Written & Oral Communications (9 credits) require at least 2 written (ENGL) and 1 oral (COMM) courses
  - 3 Goal 2: Critical Thinking (0-3 credits). Taking 40 Minnesota Transfer Curriculum credits will also satisfy goal 2.
  - 3 Goal 3: Natural Sciences (7-8 credits). One course must include a lab or lab-like component.
  - 3 Goal 4: Mathematical/Logical Reasoning (3 credits)
  - 3 Goal 5: History & the Social & Behavioral Sciences (6 credits—2 courses)
  - 3 Goal 6: The Humanities (6 credits—2 courses from a minimum of 2 disciplines)
  - 3 Goal 7: Human Diversity (3 credits)
  - 3 Goal 8: Global Perspective (3 credits)
  - 3 Goal 9: Ethical & Civic Responsibility (3 credits)
  - 3 Goal 10: People & the Environment (3 credits)
  - 3 MnTC electives: selected from Goal areas 1-10 (6 credits)
- II. Completion of six additional MnTC credits in Goal 5 (3 credits) and Goal 6 (3 credits).
- III. 11-16 unrestricted elective credits
- IV. 2-3 credits technology literacy electives
  - 3 ITEC 1430 Intro to Computer or ITEC 1440 Beginning Personal Comp I
- V. 1-3 credits wellness electives
  - 3 Any PHED course, BIOL1435 Principles of Nutrition, BIOL1439 Nutrition II
- VI. 1-3 credits workplace skills/career exploration elective
  - 3 COMM1439 Job Seeking/Keeping Skills, COMM1440 Communicating for Results, COMM1445 Advanced Communicating for Results, or GSDV1400 Individualized Degree Planning

See pages 72 and 73 for list of Minnesota Transfer Curriculum courses.

# MACHINE TOOL TECHNOLOGY

DIPLOMA

2020-2021

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Blueprint Reading/Geo Tolerancing I	MACH1505	2	2
1	Fall	Machine Tool Theory I	MACH1523	2	2
1	Fall	Turning I	MACH1619	3	6
1	Fall	Milling I	MACH1620	3	6
1	Fall	Grinding I	MACH1621	3	6
1	Fall	Shop Math I	MACH1624	2	2
1	Fall	MN Transfer Curriculum Elective	MNTC	3	3
				Total Credits:	18
				Hours/Week:	27
2	Spr	Blueprint Reading/Geo Tolerancing II	MACH1625	3	3
2	Spr	Turning II	MACH1626	3	6
2	Spr	Milling II	MACH1627	3	6
2	Spr	Grinding II	MACH1628	3	6
2	Spr	Machine Tool Theory II	MACH1629	3	3
2	Spr	Technical Math	MATH1452	3	3
				Total Credits:	18
				Hours/Week:	27
3	Fall	General Education Elective	GEN ED	3	3
3	Fall	Computer Numerical Control	MACH2510	3	3
3	Fall	Intro. to CAD	MACH2617	1	2
3	Fall	Process Plan. & Applied Metrology	MACH2630	1	2
3	Fall	Machine Tool Operations I	MACH2631	3	6
3	Fall	CNC Machining Operations I	MACH2634	4	8
3	Fall	Mechatronics I	MFGT1560	3	4
				Total Credits:	18
				Hours/Week:	28
4	Spr	Communicating for Results	COMM1440	2	2
4	Spr	Computer Aided Manufacturing	MACH2524	3	5
4	Spr	Jig & Fixture Design	MACH2612	2	2
4	Spr	Mold Theory	MACH2639	2	2
4	Spr	Mold Building	MACH2641	5	10
4	Spr	CNC Machining Operations II	MACH2644	4	8
				Total Credits:	18
				Hours/Week:	29
				PROGRAM CREDITS:	72
				PROGRAM HOURS:	111

# MACHINE TOOL TECHNOLOGY

DIPLOMA

2020-2021  
UPDATED SEPTEMBER 3, 2020

Elective Course Title	ID	Credits
People and the Environment	BIOL1430	3
Public Speaking	COMM1415	3
Interpersonal Communication	COMM1435	3
Consumer Economics and Finance	ECON1404	3
Occupational Strength & Conditioning	PHED1510	3
Ethics	PHIL1445	3

**MARINE, MOTORCYCLE, & POWERSPORTS TECHNICIAN**

DIPLOMA

2020-2021

UPDATED SEPTEMBER 3, 2020

		<b>Course Name</b>	<b>Course ID</b>	<b>Credits</b>	<b>Hours/Week</b>
<b>1</b>	Fall	Introduction to Computer	ITEC1430	3	3
<b>1</b>	Fall	Basic Engine Principles I	MGEM1601	3	4
<b>1</b>	Fall	Snowmobile I	MGEM1604	3	5
<b>1</b>	Fall	Intro to Powersports Electrical Systems	MGEM1621	3	4
<b>1</b>	Fall	Intro to Powersports Fuel Systems	MGEM1622	3	4
				Total Credits: 15	Hours/Week: 20
<b>2</b>	Spr	Technical Math	MATH1451	3	3
<b>2</b>	Spr	Engine Service & Rebuild	MGEM1611	3	4
<b>2</b>	Spr	Outdoor Power Equipment	MGEM1612	3	4
<b>2</b>	Spr	Snowmobile II	MGEM1614	3	4
<b>2</b>	Spr	Compact Diesel Service	MGEM1619	3	4
<b>2</b>	Spr	Marine Products I	MGEM1620	3	4
				Total Credits: 18	Hours/Week: 23
<b>3</b>	Smr	Internship	MGEM1703	3	9
				Total Credits: 3	Hours/Week: 9
<b>4</b>	Fall	Communicating for Results	COMM1440	2	2
<b>4</b>	Fall	Marine Electrical Systems	MGEM2630	4	5
<b>4</b>	Fall	Marine Fuel Systems	MGEM2632	4	6
<b>4</b>	Fall	Marine Engine Systems	MGEM2634	4	6
<b>4</b>	Fall	Marine Drive Systems	MGEM2636	4	5
				Total Credits: 18	Hours/Week: 24
<b>5</b>	Spr	General Education Elective	GEN ED	3	3
<b>5</b>	Spr	Motorcycle Power Trans	MGEM2615	3	4
<b>5</b>	Spr	Motorcycle Electrical Systems	MGEM2616	3	4
<b>5</b>	Spr	Motorcycle Fuel Systems	MGEM2617	3	4
<b>5</b>	Spr	Motorcycle/ATV Tune-Up	MGEM2618	2	3
<b>5</b>	Spr	ATV I	MGEM2620	2	3
<b>5</b>	Spr	ATV II	MGEM2622	2	3
				Total Credits: 18	Hours/Week: 24
				PROGRAM CREDITS: 72	PROGRAM HOURS: 100

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



<b>Elective Course Title</b>	<b>ID</b>	<b>Credits</b>
<b>Principles of Management</b>	BUS2220	3
<b>Consumer Economics and Finance</b>	ECON1404	3
<b>Technical Writing</b>	ENGL1460	3
<b>Occupational Strength &amp; Conditioning</b>	PHED1510	3

# MARINE & POWERSPORTS TECHNICIAN

DIPLOMA

2020-2021

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Introduction to Computer	ITEC1430	3	3
1	Fall	Basic Engine Principles I	MGEM1601	3	4
1	Fall	Snowmobile I	MGEM1604	3	5
1	Fall	Intro to Powersports Electrical Systems	MGEM1621	3	4
1	Fall	Intro to Powersports Fuel Systems	MGEM1622	3	4
				Total Credits:	15
				Hours/Week:	20
2	Spr	Technical Math	MATH1451	3	3
2	Spr	Engine Service & Rebuild	MGEM1611	3	4
2	Spr	Outdoor Power Equipment	MGEM1612	3	4
2	Spr	Snowmobile II	MGEM1614	3	4
2	Spr	Compact Diesel Service	MGEM1619	3	4
2	Spr	Marine Products I	MGEM1620	3	4
				Total Credits:	18
				Hours/Week:	23
3	Sum	Internship	MGEM1703	3	9
				Total Credits:	3
				Hours/Week:	9
4	Fall	Communicating for Results	COMM1440	2	2
4	Fall	Marine Electrical Systems	MGEM2630	4	5
4	Fall	Marine Fuel Systems	MGEM2632	4	6
4	Fall	Marine Engine Systems	MGEM2634	4	6
4	Fall	Marine Drive Systems	MGEM2636	4	5
				Total Credits:	18
				Hours/Week:	24
5	Spr	General Education Elective	GEN ED	3	3
5	Spr	Technical Elective	TE	3	4
				Total Credits:	6
				Hours/Week:	7
				PROGRAM CREDITS:	60
				PROGRAM HOURS:	83

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



Elective Course Title	ID	Credits
Principles of Management	BUS2220	3
Consumer Economics and Finance	ECON1404	3
Technical Writing	ENGL1460	3
Motorcycle Electrical Systems	MGEM2616	3
Selling Principles & Practices	MKTG1515	3
Entrepreneurship	MKTG1535	4
Principles of Marketing	MKTG2525	3
Occupational Strength & Conditioning	PHED1510	3

# MARKETING & SALES MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

**2020-2021**

UPDATED SEPTEMBER 22, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Principles of Management	BUS2220	3	3
1	Fall	Interpersonal Communication	COMM1435	3	3
1	Fall	Beginning Personal Computer I	ITEC1440	2	2
1	Fall	Retail Management & Merchandising	MKTG1505	3	3
1	Fall	Business Math	MKTG1507	3	3
1	Fall	Selling Principles & Practices	MKTG1515	3	3
				Total Credits:	17
					Hours/Week: 17
2	Spr	Microsoft Excel & Access Applications	ACCT1610	3	4
2	Spr	Principles of Accounting I	ACCT2000	4	5
2	Spr	Composition I	ENGL1410	3	3
2	Spr	Advertising & Sales Promotion	MKTG1511	3	3
2	Spr	Principles of Marketing	MKTG2525	3	3
2	Spr	MN Transfer Curriculum Elective	MNTC	3	3
				Total Credits:	19
					Hours/Week: 21
3	Fall	Sales Management	MKSM2601	3	3
3	Fall	Counselor Selling	MKTG1530	3	3
3	Fall	Entrepreneurship	MKTG1535	4	5
3	Fall	Quality Customer Service	MKTG2515	3	3
3	Fall	Ethics	PHIL1445	3	3
				Total Credits:	16
					Hours/Week: 17
4	Spr	Consumer Economics and Finance	ECON1404	3	3
4	Spr	Sales Territory Management	MKSM2602	3	3
4	Spr	Marketing and Social Media Mgmt	MKTG2501	4	5
4	Spr	Sustainability in the Marketplace	MKTG2503	1	1
4	Spr	Supervision/Human Resource Mgmt.	MKTG2518	3	3
4	Spr	Career Seminar	MKTG2521	2	2
				Total Credits:	16
					Hours/Week: 17
5	Smr	Internship	MKTG2704	4	12
				Total Credits:	4
					Hours/Week: 12
				PROGRAM CREDITS:	72
				PROGRAM HOURS:	84

# MARKETING & SALES MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

**2020-2021**

UPDATED SEPTEMBER 22, 2020

Elective Course Title	ID	Credits
Microsoft Excel & Access Applications	ACCT1610	3
Public Speaking	COMM1415	3
Communicating for Results	COMM1440	2
Adv. Communicating for Results	COMM1445	3
Introduction to Economics Principles	ECON1410	3
Intro to Macroeconomics	ECON1420	3
Intro to Microeconomics	ECON1430	3
Technical Writing	ENGL1460	3
Introduction to Computer	ITEC1430	3
Mathematical Reasoning	MATH1415	3
College Algebra	MATH1420	3

# MECHANICAL DRAFTING, DESIGN, & ENGINEERING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

2020-2021

UPDATED SEPTEMBER 4, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Any ECON Course: ECON1404 Recommended	ECON	3	3
1	Fall	Technical Writing	ENGL1460	3	3
1	Fall	Engineering Drawing I	MEDR1601	3	5
1	Fall	Engineering Drawing II	MEDR1602	3	5
1	Fall	Rapid Prototype Operations	MEDR1608	1	2
1	Fall	Computer Assisted Drafting 2-D	MEDR1615	4	6
				Total Credits: 17	Hours/Week: 24
2	Spr	Basic Machining Processes	MACH1502	3	5
2	Spr	College Algebra	MATH1420	3	3
2	Spr	Geometry	MATH1431	3	3
2	Spr	Engineering Drawing III	MEDR1609	5	9
2	Spr	Computer Assisted Drafting 3-D	MEDR1618	3	4
				Total Credits: 17	Hours/Week: 24
3	Smr	Intro. to Computer Aided Manufacturing	MACH2523	3	5
3	Smr	Practicum	MEDR2703	3	9
				Total Credits: 6	Hours/Week: 14
4	Fall	Communicating for Results	COMM1440	2	2
4	Fall	Principles of Trigonometry	MATH1432	3	3
4	Fall	Machine Design (with CAD)	MEDR2610	3	5
4	Fall	Engineering Drafting	MFGT1550	2	4
4	Fall	Mechatronics I	MFGT1560	3	4
4	Fall	College Physics I	PHYS1407	3	3
4	Fall	College Physics I Lab	PHYS1408	1	2
				Total Credits: 17	Hours/Week: 23
5	Spr	Blueprint Reading/Geo Tolerancing II	MACH1625	3	3
5	Spr	Jig & Fixture Design	MACH2612	2	2
5	Spr	Product Design (with CAD)	MEDR2601	4	7
5	Spr	Applied Statics & Strengths of Material	MEDR2615	3	3
5	Spr	Blueprint Reading II	WELD1620	3	4
				Total Credits: 15	Hours/Week: 19
				PROGRAM CREDITS: 72	PROGRAM HOURS: 104



# MECHANICAL DRAFTING, DESIGN, & ENGINEERING TECHNOLOGY

DIPLOMA

2020-2021

UPDATED SEPTEMBER 4, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Technical Writing	ENGL1460	3	3
1	Fall	College Algebra	MATH1420	3	3
1	Fall	Engineering Drawing I	MEDR1601	3	5
1	Fall	Engineering Drawing II	MEDR1602	3	5
1	Fall	Rapid Prototype Operations	MEDR1608	1	2
1	Fall	Computer Assisted Drafting 2-D	MEDR1615	4	6
				Total Credits:	17 Hours/Week: 24
2	Spr	Basic Machining Processes	MACH1502	3	5
2	Spr	Geometry	MATH1431	3	3
2	Spr	Technical Math	MATH1452	3	3
2	Spr	Engineering Drawing III	MEDR1609	5	9
2	Spr	Computer Assisted Drafting 3-D	MEDR1618	3	4
				Total Credits:	17 Hours/Week: 24
3	Smr	Intro. to Computer Aided Manufacturing	MACH2523	3	5
3	Smr	Practicum	MEDR2703	3	9
				Total Credits:	6 Hours/Week: 14
4	Fall	Communicating for Results	COMM1440	2	2
4	Fall	Machine Design (with CAD)	MEDR2610	3	5
4	Fall	Engineering Drafting	MFGT1550	2	4
4	Fall	Mechatronics I	MFGT1560	3	4
4	Fall	College Physics I	PHYS1407	3	3
4	Fall	College Physics I Lab	PHYS1408	1	2
				Total Credits:	14 Hours/Week: 20
5	Spr	Blueprint Reading/Geo Tolerancing II	MACH1625	3	3
5	Spr	Jig & Fixture Design	MACH2612	2	2
5	Spr	Product Design (with CAD)	MEDR2601	4	7
5	Spr	Applied Statics & Strengths of Material	MEDR2615	3	3
5	Spr	Blueprint Reading II	WELD1620	3	4
				Total Credits:	15 Hours/Week: 19
				PROGRAM CREDITS:	69
				PROGRAM HOURS:	101

# MECHATRONICS

ASSOCIATE OF APPLIED SCIENCE DEGREE

2020-2021

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Public Speaking	COMM1415	3	3
1	Fall	Technical Writing	ENGL1460	3	3
1	Fall	Pneumatic Componentry	FLPO1525	2	2
1	Fall	Pneumatic Componentry Lab	FLPO1526	1	2
1	Fall	Instrumentation	FLPO2520	3	3
1	Fall	Engineering Drafting	MFGT1550	2	4
1	Fall	Mechatronics I	MFGT1560	3	4
				Total Credits:	17
				Hours/Week:	21
2	Spr	Fluid Power Fundamentals	FLPO1501	2	2
2	Spr	Fluid Power Fundamentals Lab	FLPO1503	1	2
2	Spr	Pneumatic Circuits & Logic	FLPO2525	1	1
2	Spr	Pneumatic Circuits & Logic Lab	FLPO2527	1	2
2	Spr	Quantitative Problem Solving	MATH1460	3	3
2	Spr	Applied Mechanical Components	MFGT1520	3	5
2	Spr	Mechatronics II	MFGT2545	3	3
2	Spr	Mechatronics II Lab	MFGT2546	3	6
				Total Credits:	17
				Hours/Week:	24
3	Fall	Hydraulic Components	FLPO1529	4	4
3	Fall	Hydraulic Components Lab	FLPO1531	3	6
3	Fall	Industrial Distribution	MFGT2502	2	2
3	Fall	Programmable Logic Controls	MFGT2550	3	3
3	Fall	Programmable Logic Controls Lab	MFGT2551	3	6
3	Fall	MN Transfer Curriculum Elective	MNTC	3	3
3	Fall	College Physics I or Fund of Physics	PHYS1407 a	3	3
				Total Credits:	21
				Hours/Week:	27
4	Spr	Advanced Circuit Design Lab	FLPO2516	3	6
4	Spr	Hydraulics for Mobile & Adv Circuits	FLPO2540	3	4
4	Spr	Sustainable Manufacturing	MFGT2501	3	3
4	Spr	Manufacturing Automation	MFGT2560	3	3
4	Spr	Manufacturing Automation Lab	MFGT2564	2	4
4	Spr	MN Transfer Curriculum Elective	MNTC	3	3
				Total Credits:	17
				Hours/Week:	23
				PROGRAM CREDITS:	72
				PROGRAM HOURS:	95

Note: AAS degrees must have general education courses from three goal areas and AS degrees 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.



Elective Course Title	ID	Credits
Specialist Certification	FLPO2641	1
Advanced Programmable Logic Controls	MFGT2571	5
College Physics I Lab	PHYS1408	1

# MECHATRONICS

DIPLOMA

2020-2021

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Public Speaking	COMM1415	3	3
1	Fall	Technical Writing	ENGL1460	3	3
1	Fall	Pneumatic Componentry	FLPO1525	2	2
1	Fall	Pneumatic Componentry Lab	FLPO1526	1	2
1	Fall	Instrumentation	FLPO2520	3	3
1	Fall	Engineering Drafting	MFGT1550	2	4
1	Fall	Mechatronics I	MFGT1560	3	4
				Total Credits: 17	Hours/Week: 21
2	Spr	Fluid Power Fundamentals	FLPO1501	2	2
2	Spr	Fluid Power Fundamentals Lab	FLPO1503	1	2
2	Spr	Pneumatic Circuits & Logic	FLPO2525	1	1
2	Spr	Pneumatic Circuits & Logic Lab	FLPO2527	1	2
2	Spr	Quantitative Problem Solving	MATH1460	3	3
2	Spr	Applied Mechanical Components	MFGT1520	3	5
2	Spr	Mechatronics II	MFGT2545	3	3
2	Spr	Mechatronics II Lab	MFGT2546	3	6
				Total Credits: 17	Hours/Week: 24
3	Fall	Hydraulic Components	FLPO1529	4	4
3	Fall	Hydraulic Components Lab	FLPO1531	3	6
3	Fall	Industrial Distribution	MFGT2502	2	2
3	Fall	Programmable Logic Controls	MFGT2550	3	3
3	Fall	Programmable Logic Controls Lab	MFGT2551	3	6
3	Fall	College Physics I	PHYS1407	3	3
				Total Credits: 18	Hours/Week: 24
4	Spr	Advanced Circuit Design Lab	FLPO2516	3	6
4	Spr	Hydraulics for Mobile & Adv Circuits	FLPO2540	3	4
4	Spr	Sustainable Manufacturing	MFGT2501	3	3
4	Spr	Manufacturing Automation	MFGT2560	3	3
4	Spr	Manufacturing Automation Lab	MFGT2564	2	4
				Total Credits: 14	Hours/Week: 20
				PROGRAM CREDITS: 66	PROGRAM HOURS: 89

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



A member of Minnesota State

Elective Course Title	ID	Credits
Specialist Certification	FLPO2641	1
Advanced Programmable Logic Controls	MFGT2571	5
College Physics I Lab	PHYS1408	1

# MEDICAL ADMINISTRATIVE SPECIALIST

ASSOCIATE OF APPLIED SCIENCE DEGREE

2020-2021

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Keyboarding/Word Processing Skills	ADMN1513	3	6
1	Fall	Essentials of Anatomy & Physiology	BIOL1416	3	4
1	Fall	Introduction to Computer	ITEC1430	3	3
1	Fall	Medical Terminology	MEDS1620	3	4
1	Fall	Introduction to Health Information	MEDS2601	3	4
				Total Credits:	15
				Hours/Week:	21
2	Spr	Basic Pathology	MEDS1608	3	4
2	Spr	Document Fund of Editing & Scribing	MEDS1615	3	4
2	Spr	Introduction to ICD Coding	MEDS1627	3	4
2	Spr	Applied Medical Terminology	MEDS1629	3	4
2	Spr	Introduction to CPT/HCPCS	MEDS1634	3	4
				Total Credits:	15
				Hours/Week:	20
3	Fall	Interpersonal Communication	COMM1435	3	3
3	Fall	Job Seeking/Keeping Skills	COMM1439	1	1
3	Fall	Electronic Health Records	MEDS1605	3	3
3	Fall	Health Care Systems and Practices	MEDS2609	2	3
3	Fall	Any Course from MN Transfer Goal 2, 4-10	MNTC	3	3
				Total Credits:	12
				Hours/Week:	13
4	Spr	Technical Writing	ENGL1460	3	3
4	Spr	Pharmacology & Lab	MEDS1610	2	2
4	Spr	Medical Reception	MEDS1624	3	4
4	Spr	Medical Office Management	MEDS2604	3	3
4	Spr	Medicolegal & Reimbursement Issues	MEDS2605	4	4
4	Spr	Any Course from MN Transfer Goal 2, 4-10	MNTC	3	3
				Total Credits:	18
				Hours/Week:	19
				PROGRAM CREDITS:	60
				PROGRAM HOURS:	73

# MEDICAL ADMINISTRATIVE SPECIALIST

ASSOCIATE OF APPLIED SCIENCE DEGREE

2020-2021

UPDATED SEPTEMBER 3, 2020

Elective Course Title	ID	Credits
People and the Environment	BIOL1430	3
Introduction to Economics Principles	ECON1410	3
Multicultural American Literature	ENGL1453	3
World Regional Geography	GEOG1470	3
Intro. to the Humanities	HUMA1407	3
Intermediate CPT	MEDS1641	3
Intermediate ICD Coding	MEDS1643	3
Ethics	PHIL1445	3
Lifespan Psychology	PSYC1405	3
Abnormal Psychology	PSYC1410	3
General Psychology	PSYC1445	3
Psychology of Addictions	PSYC2436	3
Introduction to Women's Studies	SOCS1480	3

# MEDICAL CODING SPECIALIST

DIPLOMA

2020-2021

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Essentials of Anatomy & Physiology	BIOL1416	3	4
1	Fall	Personal Computer Skills	ITEC1445	1	1
1	Fall	Medical Terminology	MEDS1620	3	4
1	Fall	Introduction to Health Information	MEDS2601	3	4
				Total Credits:	10
				Hours/Week:	13
2	Spr	Basic Pathology	MEDS1608	3	4
2	Spr	Introduction to ICD Coding	MEDS1627	3	4
2	Spr	Applied Medical Terminology	MEDS1629	3	4
2	Spr	Introduction to CPT/HCPCS	MEDS1634	3	4
				Total Credits:	12
				Hours/Week:	16
3	Fall	Job Seeking/Keeping Skills	COMM1439	1	1
3	Fall	Electronic Health Records	MEDS1605	3	3
3	Fall	Intermediate CPT	MEDS1641	3	3
3	Fall	Intermediate ICD Coding	MEDS1643	3	3
3	Fall	Health Care Systems and Practices	MEDS2609	2	3
				Total Credits:	12
				Hours/Week:	13
4	Spr	Pharmacology & Lab	MEDS1610	2	2
4	Spr	Medical Reception	MEDS1623	2	3
4	Spr	Medicolegal & Reimbursement Issues	MEDS2605	4	4
4	Spr	Advanced Coding	MEDS2620	3	5
				Total Credits:	11
				Hours/Week:	14
				PROGRAM CREDITS:	45
				PROGRAM HOURS:	56

# MEDICAL CODING SPECIALIST

CERTIFICATE

**2020-2021**

UPDATED SEPTEMBER 3, 2020

Course Name			Course ID	Credits	Hours/Week
<b>1</b>	Spr	Introduction to ICD Coding	MEDS1627	3	4
<b>1</b>	Spr	Introduction to CPT/HCPCS	MEDS1634	3	4
				Total Credits:	6
				Hours/Week:	8
<b>2</b>	Fall	Intermediate CPT	MEDS1641	3	3
<b>2</b>	Fall	Intermediate ICD Coding	MEDS1643	3	3
				Total Credits:	6
				Hours/Week:	6
<b>3</b>	Spr	Medicolegal & Reimbursement Issues	MEDS2605	4	4
<b>3</b>	Spr	Advanced Coding	MEDS2620	3	5
				Total Credits:	7
				Hours/Week:	9
				PROGRAM CREDITS:	19
				PROGRAM HOURS:	23

# MEDICAL LABORATORY TECHNICIAN

ASSOCIATE OF APPLIED SCIENCE DEGREE

2020-2021

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Essentials of Anatomy & Physiology	BIOL1416	3	4
1	Fall	Fundamentals of Chemistry	CHEM1406	4	5
1	Fall	Composition I or Tech Writing (ENGL1460)	ENGL1410 a	3	3
1	Fall	Beginning Personal Computer I	ITEC1440	2	2
1	Fall	Any Course from MN Transfer Goal 1-10	MNTC	3	3
1	Fall	Any Course from MN Transfer Goal 2, 4-10	MNTC	3	3
				Total Credits:	18
				Hours/Week:	20
2	Spr	Job Seeking/Keeping Skills	COMM1439	1	1
2	Spr	Basic Lab Techniques	MELT1602	2	3
2	Spr	Phlebotomy Skills	MELT1606	2	3
2	Spr	Biological Fluids	MELT1630	3	5
2	Spr	Hematology	MELT1631	6	10
2	Spr	Immunohematology (Blood Bank)	MELT1632	6	9
				Total Credits:	20
				Hours/Week:	31
3	Fall	Diagnostic Microbiology	MELT2601	5	7
3	Fall	Immunology	MELT2607	3	5
3	Fall	Diagnostic Chemistry	MELT2615	5	7
3	Fall	MLT Clinical Internship I	MELT2740	5	15
				Total Credits:	18
				Hours/Week:	34
4	Spr	Clinical Blood Bank	MELT2741	2	6
4	Spr	Clinical Chemistry	MELT2742	2	6
4	Spr	Clinical Microbiology	MELT2743	2	6
4	Spr	Clinical Hematology	MELT2744	2	6
4	Spr	Clinical Urinalysis	MELT2745	1	3
4	Spr	Clinical Immunology	MELT2746	1	3
4	Spr	MLT Clinical Internship II	MELT2747	6	18
				Total Credits:	16
				Hours/Week:	48
				PROGRAM CREDITS:	72
				PROGRAM HOURS:	133

Note: AAS degrees must have general education courses from three goal areas and AS degrees 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.

Elective Course Title	ID	Credits
Human Anatomy & Physiology I	BIOL1417	4
Human Anatomy & Physiology II	BIOL1419	4
Technical Writing	ENGL1460	3





# NURSING

ASSOCIATE OF SCIENCE DEGREE

**2020-2021**

UPDATED SEPTEMBER 3, 2020

Course Name			Course ID	Credits	Hours/Week		
Practical Nursing Credits			PNSG	8	0		
PHASE 1: General Education Requirements			PHASE 1	0	0		
Human Anatomy & Physiology I			BIOL1417	4	5		
Human Anatomy & Physiology II			BIOL1419	4	5		
Principles of Nutrition			BIOL1435	3	3		
Microbiology I			BIOL2225	3	4		
Fundamentals of Chemistry			CHEM1406	4	5		
Composition I			ENGL1410	3	3		
Composition II			ENGL1420	3	3		
Ethics			PHIL1445	3	3		
Lifespan Psychology			PSYC1405	3	3		
				Total Credits:	38	Hours/Week:	34
1	Fall	PHASE 2: Acceptance into Core Nursing	PHASE 2	0	0		
1	Fall	Advanced Nursing Concepts	NURS2304	3	4		
1	Fall	Concepts of Nursing Practices I	NURS2305	2	4		
1	Fall	Family Nursing I	NURS2310	3	3		
1	Fall	Comprehensive Clinical I	NURS2316	4	8		
				Total Credits:	12	Hours/Week:	19
2	Spr	Comprehensive Clinical II	NURS2321	4	8		
2	Spr	Family Nursing II	NURS2325	3	3		
2	Spr	Family Nursing III	NURS2330	3	3		
2	Spr	Concepts of Nursing Practices II	NURS2336	2	4		
2	Spr	Professional Nursing	NURS2340	2	3		
				Total Credits:	14	Hours/Week:	21
				PROGRAM CREDITS:	64	PROGRAM HOURS:	74

Elective Course Title	ID	Credits
Critical Thinking in Society	SOCS1405	3

Note: AAS degrees must have general education courses from three goal areas and AS degrees 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.

# PARALEGAL

ASSOCIATE OF APPLIED SCIENCE DEGREE

**2020-2021**

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Keyboarding/Word Processing Skills	ADMN1513	3	6
1	Fall	Composition I	ENGL1410	3	3
1	Fall	Introduction to Computer	ITEC1430	3	3
1	Fall	Legal Office Procedures & Ethics	LEGL1601	3	3
1	Fall	Critical Thinking in Society	SOCS1405	3	3
				Total Credits:	15
				Hours/Week:	18
2	Spr	Technical Writing or Comp II (ENGL1420)	ENGL1460 b	3	3
2	Spr	Civil Litigation	LEGL1602	4	5
2	Spr	Criminal Procedures, Bus Org, Family Law	LEGL1603	4	5
2	Spr	Mathematical Reasoning	MATH1415	3	3
				Total Credits:	14
				Hours/Week:	16
3	Fall	Accounting for Business	ACCT1501	2	3
3	Fall	Advanced Microsoft Word Techniques	ADMN2522	4	6
3	Fall	Debtor/Creditor & Intellectual Property	LEGL2601	3	3
3	Fall	Evidence and Exhibit Preparation	LEGL2611	3	3
3	Fall	Legal Technology	LEGL2620	3	3
				Total Credits:	15
				Hours/Week:	18
4	Spr	Interpersonal Communication	COMM1435	3	3
4	Spr	Job Seeking/Keeping Skills	COMM1439	1	1
4	Spr	Estates, Probate, & Real Estate	LEGL1614	3	5
4	Spr	Paralegal Skills & Legal Writing	LEGL2612	4	5
4	Spr	Legal Research for Paralegals	LEGL2615	4	4
				Total Credits:	15
				Hours/Week:	18
5	Smr	Internship	LEGL2704	4	12
				Total Credits:	4
				Hours/Week:	12
				PROGRAM CREDITS:	63
				PROGRAM HOURS:	82

# LEGAL ADMINISTRATIVE ASSISTANT

DIPLOMA

2020-2021

UPDATED SEPTEMBER 3, 2020

	Course Name		Course ID	Credits	Hours/Week
1	Fall	Keyboarding/Word Processing Skills	ADMN1513	3	6
1	Fall	Composition I	ENGL1410	3	3
1	Fall	Introduction to Computer	ITEC1430	3	3
1	Fall	Legal Office Procedures & Ethics	LEGL1601	3	3
				Total Credits:	12
				Hours/Week:	15
2	Spr	Technical Writing or Comp II (ENGL1420)	ENGL1460 b	3	3
2	Spr	Civil Litigation	LEGL1602	4	5
2	Spr	Criminal Procedures, Bus Org, Family Law	LEGL1603	4	5
				Total Credits:	11
				Hours/Week:	13
3	Fall	Accounting for Business	ACCT1501	2	3
3	Fall	Advanced Microsoft Word Techniques	ADMN2522	4	6
3	Fall	Debtor/Creditor & Intellectual Property	LEGL2601	3	3
3	Fall	Legal Technology	LEGL2620	3	3
				Total Credits:	12
				Hours/Week:	15
4	Spr	Interpersonal Communication	COMM1435	3	3
4	Spr	Job Seeking/Keeping Skills	COMM1439	1	1
4	Spr	Estates, Probate, & Real Estate	LEGL1614	3	5
4	Spr	Critical Thinking in Society	SOCS1405	3	3
				Total Credits:	10
				Hours/Week:	12
				PROGRAM CREDITS:	45
				PROGRAM HOURS:	55

# PHLEBOTOMY TECHNICIAN

CERTIFICATE

2020-2021

UPDATED SEPTEMBER 4, 2020

	Course Name		Course ID	Credits	Hours/Week
1	Spr	Essentials of Anatomy & Physiology	BIOL1416	3	4
1	Spr	Job Seeking/Keeping Skills	COMM1439	1	1
1	Spr	Beginning Personal Computer I	ITEC1440	2	2
1	Spr	Basic Lab Techniques	MELT1602	2	3
1	Spr	Phlebotomy Skills	MELT1606	2	3
1	Spr	Clinical Phlebotomy	MELT1700	5	15
1	Spr	Any Course from MN Transfer Goal 1-10	MNTC	3	3
				Total Credits:	18
				Hours/Week:	31
				PROGRAM CREDITS:	18
				PROGRAM HOURS:	31

# PRACTICAL NURSING

DIPLOMA

2020-2021

UPDATED SEPTEMBER 3, 2020

	Course Name	Course ID	Credits	Hours/Week
1	Essentials of Anatomy & Physiology	BIOL1416	3	4
1	Interpersonal Communication	COMM1435	3	3
1	Personal Computer Skills	ITEC1445	1	1
1	Medical Terminology	PNSG1100	1	1
1	Fundamentals of Nursing	PNSG1105	5	7
1	Pharmacology	PNSG1110	1	1
1	Geriatric Nursing	PNSG1115	3	4
1	Clinical I	PNSG1120	2	6
			Total Credits: 19	Hours/Week: 27
2	Adult Health	PNSG1130	4	5
2	Psychosocial Nursing	PNSG1135	1	1
2	Maternal & Child Health	PNSG1140	3	4
2	Role Transition	PNSG1145	1	1
2	Clinical II	PNSG1150	5	15
2	Lifespan Psychology	PSYC1405	3	3
			Total Credits: 17	Hours/Week: 29
			PROGRAM CREDITS: 36	PROGRAM HOURS: 56

# PRE-SOCIAL WORK TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

2020-2021  
UPDATED SEPTEMBER 17, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Interpersonal Communication	COMM1435	3	3
1	Fall	Composition I	ENGL1410	3	3
1	Fall	Ethics	PHIL1445	3	3
1	Fall	General Psychology	PSYC1445	3	3
1	Fall	Introduction to Sociology	SOCS1400	3	3
				Total Credits: 15	Hours/Week: 15
2	Spr	Essentials of Anatomy & Physiology	BIOL1416	3	4
2	Spr	Composition II	ENGL1420	3	3
2	Spr	Introduction to Statistics	MATH1445	3	3
2	Spr	Constitutional Democracy and Government	POLS1460	3	3
2	Spr	Introduction to Social Work	PRSW1400	3	3
				Total Credits: 15	Hours/Week: 16
3	Fall	People and the Environment	BIOL1430	3	3
3	Fall	People and the Environment Lab	BIOL1431	1	2
3	Fall	Elective	ELECTIVE6	6	6
3	Fall	Multicultural American Literature	ENGL1453	3	3
3	Fall	Social Inequalities and Change	SOCS2410	3	3
				Total Credits: 16	Hours/Week: 17
4	Spr	Electives	ELECTIVE5	5	5
4	Spr	Any Course from MN Transfer Goal 6	MNTC 6	3	3
4	Spr	Social Work Field Experience	PRSW1405	3	8
4	Spr	Lifespan Psychology	PSYC1405	3	3
				Total Credits: 14	Hours/Week: 19
				PROGRAM CREDITS: 60	PROGRAM HOURS: 67

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



Elective Course Title	ID	Credits
Intercultural Communication	COMM1437	3
Child Growth & Development	ECED1110	3
Child/Family Relations in Diverse World	ECED2110	3
Children with Differing Abilities	EDUC2410	3
Introduction to World Religion	PHIL1450	3
Abnormal Psychology	PSYC1410	3
Psychology of Addictions	PSYC2436	3
Understanding Stress and Depression	PSYC2437	3
Social Problems	SOCS1402	3
Human Sexuality	SOCS2403	3

# PROFESSIONAL TRUCK DRIVER

CERTIFICATE

**2020-2021**

UPDATED SEPTEMBER 23, 2020

Course Name	Course ID	Credits	Hours/Week
State & Federal Regulations	TRDR1603	3	4
Safe Operation Fundamentals	TRDR1604	4	7
Fork Lift Operations	TRDR1608	2	3
Math & Trip Planning	TRDR1609	3	4
Job Prep Skills	TRDR1610	1	1
Operations of Commercial Vehicles I	TRDR1616	4	7
Operations of Commercial Vehicles II	TRDR1617	3	6
		Total Credits:	20
		Hours/Week:	32
		PROGRAM CREDITS:	20
		PROGRAM HOURS:	32

# PROFESSIONAL TRUCK DRIVER B-CDL

CERTIFICATE

**2020-2021**

UPDATED SEPTEMBER 23, 2020

Course Name	Course ID	Credits	Hours/Week
State & Federal Regulations	TRDR1603	3	4
Safe Operation Fundamentals	TRDR1604	4	7
Fork Lift Operations	TRDR1608	2	3
Math & Trip Planning	TRDR1609	3	4
Job Prep Skills	TRDR1610	1	1
Operations of Commercial Vehicles I	TRDR1616	4	7
		Total Credits:	17
		Hours/Week:	26
		PROGRAM CREDITS:	17
		PROGRAM HOURS:	26



# PSYCHOLOGY TRANSFER PATHWAY

ASSOCIATE OF ARTS DEGREE

2020-2021  
UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	General Psychology	PSYC1445	3	3
1	Fall	Composition I	ENGL1410	3	3
1	Fall	Oral Communication	MNTC Goal #1	3	3
1	Fall	Natural Science (requires 1 lab) (Minimum of one Biology course is strongly recommended)	MNTC Goal #3	4	5
1	Fall	Individualized Degree Planning	GSDV1400	1	1
1	Fall	Wellness Elective	PHED Elective	1	2
				Total Credits:	15
					Hours/Week: 17
2	Spr	Life-Span Psychology	PSYC1405	3	3
2	Spr	Composition II	ENGL1420	3	3
2	Spr	College Algebra or Introduction to Statistics	MATH1420 or MATH1445	3	3
2	Spr	Natural Science (requires 1 lab) (Minimum of one Biology course is strongly recommended)	MNTC Goal #3	3	4
2	Spr	Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
2	Spr	Beginning Personal Computer I	ITEC1440	2	2
				Total Credits:	17
					Hours/Week: 18
3	Fall	Abnormal Psychology or Psychology of Addictions	PSYC1410 or PSYC2436	3	3
3	Fall	Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
3	Fall	Human Diversity	MNTC Goal #7	3	3
3	Fall	Global Perspective	MNTC Goal #8	3	3
3	Fall	People and the Environment	MNTC Goal #10	3	3
				Total Credits:	15
					Hours/Week: 15
4	Spr	Statistics for Behavioral Sciences	PSYC2330	4	5
4	Spr	Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
4	Spr	Ethic and Civic Diversity	MNTC Goal #9	3	3
4	Spr	General Elective	General Elective	3	3
				Total Credits:	13
					Hours/Week: 14
				PROGRAM CREDITS:	60
					PROGRAM HOURS: 64

# RETAIL MANAGEMENT

CERTIFICATE

2020-2021

UPDATED SEPTEMBER 4, 2020

Course Name	Course ID	Credits	Hours/Week
Principles of Accounting I	ACCT2000	4	5
Principles of Management	BUS2220	3	3
Interpersonal Communication	COMM1435	3	3
Introduction to Computer	ITEC1430	3	3
Retail Management & Merchandising	MKTG1505	3	3
Quality Customer Service	MKTG2515	3	3
Supervision/Human Resource Mgmt.	MKTG2518	3	3
Principles of Marketing	MKTG2525	3	3
		Total Credits:	25
		Hours/Week:	26
		PROGRAM CREDITS:	25
		PROGRAM HOURS:	26

# SOCIOLOGY TRANSFER PATHWAY

ASSOCIATE OF ARTS DEGREE

2020-2021

UPDATED SEPTEMBER 3, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Introduction to Sociology	SOCS1400	3	3
1	Fall	Composition I	ENGL1410	3	3
1	Fall	Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
1	Fall	Beginning Personal Computer I	ITEC1430	2	2
1	Fall	Individualized Degree Planning	GSDV1400	1	1
1	Fall	Wellness Elective	PHED Elective	1	2
				Total Credits: 13	Hours/Week: 14
2	Spr	Human Sexuality	SOCS2403	3	3
2	Spr	Composition II	ENGL1420	3	3
2	Spr	Oral Communication	MNTC Goal #1	3	3
2	Spr	People and the Environment with Lab	BIOL1430/1431	4	5
2	Spr	General Elective	General Elective	3	3
				Total Credits: 16	Hours/Week: 17
3	Fall	Social Problems or Intro to Women's Studies Sociology of Popular Culture	SOCS1402 or SOCS1408 or SOCS2412	3	3
3	Fall	Introduction to Statistics (or another college level math course)	MATH1445	3	3
3	Fall	Natural Sciences	MNTC Goal #3	4	5
3	Fall	Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
3	Fall	General Elective	General Elective	3	3
				Total Credits: 16	Hours/Week: 17
4	Spr	History & Social & Behavioral Sciences	MNTC Goal #5	3	3
4	Spr	Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
4	Spr	Ethnic and Civic Diversity	MNTC Goal #9	3	3
4	Spr	General Elective	General Elective	6	6
				Total Credits: 15	Hours/Week: 15
				PROGRAM CREDITS: 60	PROGRAM HOURS: 63

# SPEECH-LANGUAGE PATHOLOGY ASSISTANT

ASSOCIATE OF APPLIED SCIENCE DEGREE

2020-2021

UPDATED SEPTEMBER 4, 2020

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Child Growth & Development	ECED1110	3	4
1	Fall	Beginning Personal Computer I	ITEC1440	2	2
1	Fall	Introduction to Communication Disorder	SLPA1200	3	3
1	Fall	Phonetics for Language	SLPA1210	3	3
1	Fall	Language Development	SLPA1220	3	3
				Total Credits:	14 Hours/Week: 15
2	Spr	Essentials of Anatomy & Physiology	BIOL1416	3	4
2	Spr	Composition I	ENGL1410	3	3
2	Spr	Speech Sound Disorders	SLPA1231	3	3
2	Spr	Language Disorder and Treatment	SLPA1240	3	3
2	Spr	Anatomy of Speech/Language & Hearing	SLPA1250	3	3
				Total Credits:	15 Hours/Week: 16
3	Fall	Interpersonal Communication	COMM1435	3	3
3	Fall	Job Seeking/Keeping Skills	COMM1439	1	1
3	Fall	Lifespan Psychology	PSYC1405	3	3
3	Fall	Stuttering	SLPA2210	3	3
3	Fall	Clinical Practicum I	SLPA2220	3	9
3	Fall	Comm Disorders of Adults & Special Populations	SLPA2240	3	3
				Total Credits:	16 Hours/Week: 22
4	Spr	Children with Differing Abilities	EDUC2410	3	4
4	Spr	Clinical Documentation & Materials Mgmt	SLPA2200	3	3
4	Spr	Clinical Practicum II	SLPA2250	3	9
4	Spr	Introduction to Sociology	SOCS1400	3	3
4	Spr	Technical Elective	TE	3	4
				Total Credits:	15 Hours/Week: 23
				PROGRAM CREDITS:	60
				PROGRAM HOURS:	76

Note: AAS degrees must have general education courses from three goal areas and AS degrees 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.

Elective Course Title	ID	Credits
American Sign Language I	ASL1400	3
Preschool Development & Learning	ECED1230	4
Child/Family Relations in Diverse World	ECED2110	3
Abnormal Psychology	PSYC1410	3



**SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

CERTIFICATE (REQUIRES BACHELOR'S DEGREE)

**2020-2021**

UPDATED SEPTEMBER 4, 2020

	<b>Course Name</b>		<b>Course ID</b>	<b>Credits</b>	<b>Hours/Week</b>
<b>1</b>	Fall	Introduction to Speech-Lang Path Asst	SLPA1205	1	1
<b>1</b>	Fall	Clinical Practicum I	SLPA2220	3	9
<b>1</b>	Fall	Comm Disorders of Adults & Special Populations	SLPA2240	3	3
				Total Credits: 7	Hours/Week: 13
<b>2</b>	Spr	Speech Sound Disorders	SLPA1231	3	3
<b>2</b>	Spr	Language Disorder and Treatment	SLPA1240	3	3
<b>2</b>	Spr	Clinical Practicum II	SLPA2250	3	9
				Total Credits: 9	Hours/Week: 15
				PROGRAM CREDITS: 16	PROGRAM HOURS: 28

# WELDING TECHNOLOGY

DIPLOMA

2020-2021

UPDATED SEPTEMBER 3, 2020

Course Name			Course ID	Credits	Hours/Week
1	Fall	Intro: Safety & Codes	WELD1600	4	4
1	Fall	Shielded Metal Arc Welding I	WELD1601	4	7
1	Fall	Oxy-Acetylene Welding/Thermal Cutting	WELD1602	2	4
1	Fall	Gas Metal Arc Welding I	WELD1603	4	7
1	Fall	Math I	WELD1604	2	2
1	Fall	Blueprint Reading I	WELD1605	2	2
				Total Credits: 18	Hours/Week: 26
2	Spr	Job Seeking/Keeping Skills	COMM1439	1	1
2	Spr	Gas Tungsten Arc Welding	WELD1607	4	7
2	Spr	Shielded Metal Arc Welding II	WELD1608	1	2
2	Spr	Gas Metal Arc Welding II	WELD1609	2	4
2	Spr	Metallurgy & Materials	WELD1610	2	2
2	Spr	GMAW-P & Advanced Processes	WELD1612	3	6
2	Spr	Blueprint Reading II	WELD1620	3	4
2	Spr	Math II	WELD1633	2	2
				Total Credits: 18	Hours/Week: 28
3	Smr	Specialization Lab	WELD1629	3	6
3	Smr	Welding Qualification	WELD1630	3	6
3	Smr	Internship	WELD2702	2	6
				Total Credits: 8	Hours/Week: 18
				PROGRAM CREDITS: 44	PROGRAM HOURS: 72

Elective Course Title	ID	Credits
Introduction to Computer	ITEC1430	3

# FARM BUSINESS MANAGEMENT

## 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 & 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 & 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.*

COMM1415	Public Speaking
COMM1425	Advanced Public Speaking
COMM1435	Interpersonal Communication
COMM1437	Intercultural Communication (Goal 7)
COMM1485	Social Media Communication (Goal 9)
COMM2414	Conflict Resolutions through Communications (Goal 7)
ENGL1410	Composition I (Required) (Goal 2)
ENGL1420	Composition II (Goal 2)
ENGL1460	Technical Writing (Goal 2)
ENGL2401	Creative Nonfiction Prose & Nature (Goal 6)
ENGL2410	Intro 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.*

CHEM1406	Fundamentals of Chemistry+ ..... 4 crs (Goal 3)
CHEM1500	General Chemistry I+ ..... 4 credits (Goal 3)
CHEM1505	General Chemistry II+ ..... 4 credits (Goal 3)
COMM1455	Social Technology (Goal 9)
ENGL1410	Composition I (Required) (Goal 1)
ENGL1420	Composition II (Goal 1)
ENGL1460	Technical Writing (Goal 1)
ENGL1490*	Introduction to Literary Studies (Goal 6)
PHYS1407	College Physics I (Goal 3)
SOCS1405	Critical Thinking in Society (Goal 7)

## 3. Natural Sciences (7-8 credits)

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

BIOL1410	Introduction to Biology I+ ..... 4 credits
BIOL1411	Intro. to Biology II+ ..... 4 credits (Goal 10)
BIOL1413	Plant Biology+ ..... 4 credits (Goal 10)
BIOL1416	Essentials of Anatomy & Physiology+ ..... 4 crs
BIOL1417	Human Anatomy & Physiology I+ ..... 4 crs
BIOL1419	Human Anatomy & Physiology II+ ..... 4 crs
BIOL1430	People & the Environment~ (Goal 10)
BIOL1431	People & the Env. Lab~ ..... 1 credit
BIOL1435	Principles of Nutrition+ ..... 4 credits
BIOL1450	General Biology I+ ..... 4 credits (Goal 10)
BIOL1452	General Biology II+ ..... 4 credits (Goal 10)
BIOL2225	Microbiology I+ ..... 4 credits (Goal 9)
BIOL2230*	Genetics+ ..... 4 credits (Goal 9)
CHEM1406	Fundamentals of Chemistry+ ..... 4 crs (Goal 2)
CHEM1410	Intro. to Organic and Biochemistry+ ..... 4 crs
CHEM1500	General Chemistry I+ ..... 4 credits (Goal 2)
CHEM1505	General Chemistry II+ ..... 4 credits (Goal 2)
PHYS1100	Fundamentals of Physics+ ..... 1 credit
PHYS1407	College Physics I~ (Goal 2)
PHYS1408	College Physics I Lab~ ..... 1 credit

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

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

MATH1415	Mathematical Reasoning
MATH1420	College Algebra
MATH1425	Precalculus 4 credits
MATH1426	Calculus I 4 credits
MATH1431	Geometry
MATH1432	Principles of Trigonometry
MATH1445	Introduction to Statistics
MATH1460*	Quantitative Problem Solving

## 5. History & the Social & Behavioral Sciences (6 credits—2 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, & ideas.*

ECON1404	Consumer Econ & Finance (Goal 9)
ECON1410	Introduction to Economic Principles
ECON1420	Intro to Macroeconomics (Goal 8)
ECON1430	Intro to Microeconomics
GEOG1480	Geography of US & Canada (Goal 7)
HIST1401	U.S. History to 1877 (Goal 7)
HIST1402	U.S. History 1877 to Present (Goal 7)
HIST1421	World History to 1500 (Goal 8)
HIST1422	World History 1500 to Present (Goal 8)
POLS2402	Constitutional Law (Goal 9)
PSYC1405	Lifespan Psychology (Goal 7)
PSYC1410	Abnormal Psychology
PSYC1445	General Psychology
PSYC2436	Psychology of Addictions
PSYC2437	Understanding Stress and Depression
SOCS1400	Introduction to Sociology (Goal 8)
SOCS1402	Social Problems (Goal 7)
SOCS2403	Human Sexuality (Goal 7)
SOCS2412	Sociology of Popular Culture (Goal 9)

## 6. The Humanities (6 credits—2 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.*

ART1401	Prehistoric to Gothic Art
ART1406	Renaissance to Modern Art
ART1408	Survey of Western Art and Culture ..... 4 crs
ART1450	Life Drawing I
ART1470	Art Appreciation: Understanding Art
ART1475	Digital Photography
COMM2409	Comm. & Films We Watch
ENGL1453	Multicultural Amer Literature (Goal 7)
ENGL1465	Creative Writing
ENGL1475	Introduction to Literature
ENGL1485	Introduction to Film Studies
ENGL1490*	Introduction to Literary Studies (Goal 2)
ENGL1495*	Environmental Literature (Goal 10)
ENGL2401	Creative Nonfiction Prose & Nature (Goal 1)
ENGL2405	Modern American Literature (Goal 7)
ENGL2410	Intro to Science Fiction & Fantasy (Goal 1)
ENGL2420	Modern World Literature (Goal 7)
HUMA1407	Introduction to Humanities
HUMA1411	Theatre Appreciation
HUMA2403	Humanities in the Modern World
PHIL1405	Introduction to Philosophy (Goal 8)
PHIL1445	Ethics (Goal 9)
PHIL1450*	Introduction to World Religion (Goal 8)



## 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.

ASL1400*	American Sign Language I (Goal 8)
ASL1410*	American Sign Language II (Goal 8)
COMM1437	Intercultural Communication (Goal 1)
COMM2414	Conflict Resolutions through Comm. (Goal 1)
ENGL1453	Multicultural Amer Literature (Goal 6)
ENGL2405	Modern American Literature (Goal 6)
ENGL2420	Modern World Literature (Goal 6)
GEOG1480	Geography of US & Canada (Goal 5)
HIST1401	U.S. History to 1877 (Goal 5)
HIST1402	U.S. History 1877 to Present (Goal 5)
PSYC1405	Lifespan Psychology (Goal 5)
SOCS1402	Social Problems (Goal 5)
SOCS1405	Critical Thinking in Society (Goal 2)
SOCS1480	Introduction to Women's Studies
SOCS2403	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.

ASL1400*	American Sign Language (Goal 7)
ASL1410*	American Sign Language II (Goal 7)
ECON1420	Intro to Macroeconomics (Goal 5)
GEOG1470	World Regional Geography
HIST1421	World History to 1500 (Goal 5)
HIST1422	World History 1500 to Present (Goal 5)
PHIL1405	Introduction to Philosophy (Goal 6)
PHIL1450*	Introduction to World Religion (Goal 6)
SOCS1400	Introduction to Sociology (Goal 5)

## 9. Ethical & 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.

BIOL2230*	Genetics+ 4 credits (Goal 3)
COMM1455	Social Technology (Goal 2)
COMM1485	Social Media Communication (Goal 1)
ECON1404	Consumer Econ & Finance (Goal 5)
PHIL1410	Technology Ethics
PHIL1445	Ethics (Goal 6)
POLS1460	Constitutional Democracy & Govt
POLS2402	Constitutional Law (Goal 5)
SOCS2412	Sociology of Popular Culture (Goal 5)

## 10. People & the Environment (3 credits)

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

BIOL1411	Intro to Biology II+ 4 credits (Goal 3)
BIOL1413	Plant Biology+ 4 credits (Goal 3)
BIOL1430	People & the Environment (Goal 3)
BIOL1452	General Biology II+ 4 credits (Goal 3)
ENGL1495*	Environmental Literature (Goal 6)

+ Includes lab

~ Must be taken together to fulfill goal area

\* New Course for Academic Year 2020-21

## Liberal Arts and Sciences Associate in Arts degree (60 crs) course requirements include:

- I. 40 credits from the Minnesota Transfer Curriculum (MnTC).
  - 3 Goal 1: Written & Oral Communications (9 credits) require at least 2 written (ENGL) and 1 oral (COMM) courses
  - 3 Goal 2: Critical Thinking (0-3 credits). Taking 40 Minnesota Transfer Curriculum credits will also satisfy goal 2.
  - 3 Goal 3: Natural Sciences (7-8 credits). One course must include a lab or lab-like component.
  - 3 Goal 4: Mathematical/Logical Reasoning (3 credits)
  - 3 Goal 5: History & the Social & Behavioral Sciences (6 credits—2 courses)
  - 3 Goal 6: The Humanities (6 credits—2 courses from a minimum of 2 disciplines)
  - 3 Goal 7: Human Diversity (3 credits)
  - 3 Goal 8: Global Perspective (3 credits)
  - 3 Goal 9: Ethical & Civic Responsibility (3 credits)
  - 3 Goal 10: People & the Environment (3 credits)
  - 3 MnTC electives: selected from Goal areas 1-10 (6 credits)
- II. Completion of six additional MnTC credits in Goal 5 (3 credits) and Goal 6 (3 credits).
- III. 11-16 unrestricted elective credits
- IV. 2-3 credits technology literacy electives
  - 3 ITEC 1430 Intro to Computer or ITEC 1440 Beginning Personal Comp I
- V. 1-3 credits wellness electives
  - 3 Any PHED course, BIOL1435 Principles of Nutrition, BIOL1439 Nutrition II
- VI. 1-3 credits workplace skills/career exploration elective
  - 3 COMM1439 Job Seeking/Keeping Skills, COMM1440 Communicating for Results, COMM1445 Advanced Communicating for Results, or GSDV1400 Individualized Degree Planning

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

## 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 system
- Minnesota Private Colleges
- University of Minnesota

# GENERAL INFORMATION

## MISSION

Alexandria Technical and 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.

We are...

- ...passionate about creating a culture of excellence, innovation, and learning that challenges and empowers students and employees to achieve their highest potential.
- ...a learning community built on a proud legacy of career and technical education.
- ...committed to the social, intellectual, cultural, professional, and personal growth of all members of our community.
- ...partners with business, economic, governmental, and educational entities.
- ...providers of relevant career preparation, transfer pathways, and lifelong learning.
- ...proud of our stewardship.

We are Alexandria Technical and Community College!

## ACCREDITATION AND AFFILIATIONS

All programs that require a special state and/or national accreditation status are accredited as prescribed by the respective agencies. Alexandria Technical and Community College is accredited at the Associate degree level by:

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604  
Phone: 800-621-7440  
<https://www.hlcommission.org/>

Alexandria Technical and Community College has been affiliated with the Higher Learning Commission since 1974 and accredited since 1980. As part of its accreditation process, the college participates in Open Pathways.

## PROGRAM ACCREDITATIONS

The Alexandria Technical and Community College Practical Nursing program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC 20037. Phone: 202-909-2526

The Alexandria Technical and Community College Associate Degree in Nursing program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC 20037. Phone: 202-909-2526

The Alexandria Technical and Community College Medical Laboratory Technician program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NA ACLS), 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 NA ACLS, 5600 N River Rd, Suite 720, Rosemount, IL 60018 or by calling 773-714-8880.

## COMPREHENSIVE EDUCATION

Alexandria Technical and 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 of Applied Science (AAS), Associate of Science (AS), and Associate of 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 are invited to begin the admissions process by submitting an application to the college and providing required documentation as outlined in the admissions criteria below. Additional admission requirements may be required for some programs. This follows ATCC Procedure 3.4.1.

### NEW STUDENT:

A high school graduate or General Education (GED) certificate holder with fewer than 12 completed, post high school, college credits.

- Application
- \$20 non-refundable application fee
- Official high school transcript, GED certificate, or adult high school diploma transcript
  - 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 with 12 or more completed, post high school, college credits towards an academic major.

- Application
- \$20 non-refundable application fee
- Official transcripts from all colleges previously attended.
  - An official transcript from your high school, GED certificate, or adult high school diploma transcript is required if you have:
    - fewer than 12 completed, post high school, college credits towards an academic major
    - completed credits that do not meet satisfactory academic standing per ATCC policy 3.4.4
  - If education is outside of US education system, 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 Student and Exchange Visitor Information System (SEVIS) 1-901 fee
- Copy of passport
- Official secondary school transcript and official international university transcripts from all universities attended
  - o If education is outside of US education system, a certified course-by-course evaluation that includes GPA and course levels must be provided.
  - o Certified/official attested photocopies may be accepted if original official transcript is not attainable.
- Proof of English proficiency via Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)
- Financial documentation demonstrating ability to support first year of education

All on campus applicants are invited for a program visit. The program visit includes time with program faculty (when possible) 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.

### ADMISSION OF VISITING STUDENTS:

Students enrolled at another college or university in the Minnesota State system, who want to enroll 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 want to enroll 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.

## POST-SECONDARY ENROLLMENT OPTIONS

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.

## 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 (ATCC) 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 in a timely manner to allow for administrative process to be accomplished.

1. Any student who left their previous college on an active academic suspension and is subsequently accepted into ATCC, based on a successful appeal, will be accepted on probation. Eligibility for reinstatement will be considered to be one year.
2. For non-Minnesota State institutions, transcripts will be reviewed using the same criteria as Minnesota State institutions (Item 1 above).
3. 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. Admit status may be canceled until a recommendation is made. 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.studentaid.gov](http://www.studentaid.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 OFFER

Applicants are emailed an award notification, which indicates their eligibility for grants and Federal Direct loans. Applicants have access to an online award offer in eServices. The award offer 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.

### 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:

#### WITHDRAWAL PERIOD REFUND PERCENTAGE (%)

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:

#### WITHDRAWAL PERIOD REFUND PERCENTAGE (%)

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:

#### WITHDRAWAL PERIOD REFUND PERCENTAGE (%)

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 deciding to totally withdraw.

## SATISFACTORY ACADEMIC PROGRESS

Alexandria Technical & Community College, the Minnesota State College and University system, and 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 home campus 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 STATUS

- If at the end of the evaluation period a student has not met either the GPA and/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 the cumulative grade point average and/or completion percentage standards, the student shall be placed on academic and financial aid suspension. Students on suspension status are not eligible to register for credits or receive financial aid. The term of academic suspension is one full academic year. Financial aid suspension remains in place until cumulative qualitative and quantitative measures are met.

### 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 timeline indicated in the correspondence if the student wishes to be reinstated for financial aid and/or enrollment.
- Appeals must be submitted in electronic or written form available from the college.
- The appeal must include an explanation of the special, unusual, or mitigating 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, Academic Dean, 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 completion percentage 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 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 student's rights and the process necessary to appeal the suspension.

### APPEAL RESULT NOTIFICATION

Students are notified 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 ATCC for one year.

## 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/add period each term.

CUMULATIVE REGISTERED CREDITS: Cumulative registered credits are the total number of credits registered for all terms of enrollment at the college that are considered resident credits, 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.) Students must request a repeat in order to replace an earned grade.

TRANSFER CREDITS: Transfer credits are credits accepted by ATCC, applied to the student's program requirements, and 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.

WITHDRAW: The mark of "W" (withdrawal) is assigned when a student withdraws from a class after the drop/add 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 completion percentage.

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. The Minnesota State system has authority to extend the deadline for incompletes in times of emergency. A grade of "I" is included when calculating grade point average or earned credits. It negatively impacts GPA and the student's completion percentage.

## 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

Alexandria Technical & Community College 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, serve as credit evaluators to assist students with questions about the transfer of credits into ATCC. A Minnesota Transfer Curriculum (MnTC) course, goal area completion, or entire Minnesota Transfer Curriculum completion 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 event, 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.

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. The Academic Dean or 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. Their decision is final.

For assistance with transfer issues, contact the ATCC Transfer Specialist.

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

1. Complete the 40 required credits of MnTC, covering credit requirements for all ten goal areas per ATCC requirements.
2. Have a cumulative GPA of 2.0 for the MnTC courses.
  - a. GPA calculations include all transfer courses with a grade of A-D for the MnTC.

## GRADUATION AWARDS

Upon successful completion of program requirements, a student is eligible to receive an Associate of Science degree, Associate of Applied Science degree, Associate of 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 of Arts Degree:** An associate of 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 of arts degree requires completion of at least a 40-credit curriculum that fulfills the Minnesota Transfer Curriculum goal areas.

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

An associate of 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 Report (DARS) for a specific program with a minimum program 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.

Students have the right to appeal through the Academic Affairs Appeal Process.

\*Please, email any questions about this Catalog to [info@alextech.edu](mailto:info@alextech.edu).



**MINNESOTA STATE**

*Alexandria Technical & Community College*  
a member of Minnesota State

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