

# 2017-18

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**ALEXANDRIA TECHNICAL & COMMUNITY COLLEGE**

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As policies, fees, and curriculum are continually changing, ATCC reserves the right to change the information contained herein. Please refer to [www.alextech.edu](http://www.alextech.edu) for the most current information.

This document is available in alternative formats by calling 888-234-1222 ext. 4673 or 320-762-4673.

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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.

# ACCOUNTING

## PROGRAM FOCUS

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

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

## CURRICULUM: ACCOUNTING Associate of Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ACCT1602	Business Technology .....	1
1	Fall	ACCT2008	Principles of Accounting I.....	4
1	Fall	ACCT1613	Payroll Accounting.....	2
1	Fall	COMM1415	Public Speaking.....	3
1	Fall	ENGL1460	Technical Writing.....	3
1	Fall	ITEC1440	Beginning Personal Computer 1 .....	2
Semester Total				15

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

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

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

**Program Total 72**

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

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

# ACCOUNTING AS

## PROGRAM FOCUS

This program includes 30 technical credits that expose students to financial and managerial accounting principles, as well as accounting software such as Excel and QuickBooks. In addition, the program requires 30 credits of general education from within the Minnesota Transfer Curriculum (MnTC).

This degree is 60 credits in length. Advisors work closely with students and their receiving institutions as they investigate and plan their coursework.

The Accounting AS degree at ATCC is a great place to start. The Accounting AS transfer degree has a proven transfer record to public and private colleges. ATCC offers small class sizes and provides high quality, hands-on education.

## CURRICULUM: ACCOUNTING Associate of Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ACCT2000	Principles of Accounting I.....	4
1	Fall	ECON1430	Intro to Microeconomics.....	3
1	Fall	ENGL1410	Composition I .....	3
1	Fall	MNTC	MN Transfer Curriculum Electives.....	5
Semester Total				15

2	Spr	ACCT1507	Computerized Acct. for Quickbooks.....	1
2	Spr	ACCT1610	Microsoft Excel & Access Applications.....	3
2	Spr	ACCT2010	Principles of Accounting II.....	4
2	Spr	ECON1420	Intro to Macroeconomics.....	3
2	Spr	MNTC	MN Transfer Curriculum Electives.....	4
Semester Total				15

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

4	Spr	MNTC	MN Transfer Curriculum Electives.....	9
4	Spr	TE	Technical Electives .....	6
Semester Total				15

**Program Total 60**

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

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

# BUSINESS MANAGEMENT

## PROGRAM FOCUS

The Business Management program offers a variety of options. An Associate of Applied Science degree gives students a well-rounded education to help them land a position in business they've been looking for. Students enrolled in this program are looking for careers in management, sales, retail, small business ownership, and a host of other career fields. Students in this degree also have the option of transferring onto a bachelor's degree in business through established articulation agreements.

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

## CURRICULUM: BUSINESS MANAGEMENT Associate of Applied Science Degree

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

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

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

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

## CURRICULUM: BUSINESS MANAGEMENT Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ENGL1410	Composition I.....	3
1	Fall	ITEC1440	Beginning Personal Computer I.....	2
1	Fall	MKTG1515	Selling Principles & Practices.....	3
1	Fall	MKTG1535	Entrepreneurship.....	4
1	Fall	MKTG2515	Quality Customer Service.....	3
1	Fall	MKTG2518	Supervision/Human Resource Mgmt. ....	3
Semester Total				18
2	Spr	ACCT1501	Accounting for Business.....	2
2	Spr	ACCT1507	Computerized Acct. for Quickbooks.....	1
2	Spr	BUS2200	Business Law.....	3
2	Spr	COMM1439	Job Seeking/Keeping Skills.....	1
2	Spr	MKTG1511	Advertising & Sales Promotion.....	3
2	Spr	MKTG1530	Counselor Selling.....	3
2	Spr	MKTG2525	Principles of Marketing.....	3
Semester Total				16
<b>Program Total</b>				<b>34</b>

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

## CURRICULUM: BUSINESS MANAGEMENT Certificate

COURSE #	COURSE TITLE	CREDITS
ACCT1501	Accounting for Business.....	2
ACCT1507	Computerized Acct. for Quickbooks.....	1
BUS2200	Business Law.....	3
ENGL1410	Composition I.....	3
MKTG1535	Entrepreneurship.....	4
TE	Technical Electives.....	6
Semester Total		19
<b>Program Total</b>		<b>19</b>

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

# BUSINESS ADMINISTRATION

## PROGRAM FOCUS

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

This program includes 30 technical credits in the field of business and exposes the student to finance, management principles, accounting, and personal computers. The 30 technical credits may vary slightly, depending on requirements of the receiving transfer institution. The program also includes 30 general education credits from within the Minnesota Transfer Curriculum (MnTC). General education courses within at least four different goal areas of the MnTC are universally transferable to all institutions in Minnesota State.

## CURRICULUM: BUSINESS ADMINISTRATION Associate of Science Degree

COURSE #	COURSE TITLE	CREDITS
ACCT2000	Principles of Accounting I.....	4
ACCT2010	Principles of Accounting II.....	4

BUS2200	Business Law .....	3
BUS2220	Principles of Management.....	3
COMM1415	Public Speaking .....	3
ECON1420	Intro to Macroeconomics .....	3
ECON1430	Intro to Microeconomics.....	3
ENGL1410	Composition I .....	3
ITEC1430	Introduction to Computer.....	3
MATH1420	College Algebra .....	3
MATH1445	Introduction to Statistics.....	3
MKTG2525	Principles of Marketing.....	3
MNTC	MN Transfer Curriculum Electives.....	9
PHIL1445	Ethics.....	3
TE	Technical Electives.....	10
<b>Program Total</b>		<b>60</b>

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

This course sequence is an example.

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

This course sequence is an example.

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

# BUSINESS TRANSFER PATHWAY

## PROGRAM FOCUS

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

## CURRICULUM: BUSINESS TRANSFER PATHWAY Associate of Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ECON1420	Intro to Macroeconomics.....	3
1	Fall	ENGL1410	Composition I .....	3
1	Fall	ITEC1430	Introduction to Computer.....	3
1	Fal	PHIL1445	Ethics.....	3
Semester Total				12
2	Spr	BUS2200	Business Law .....	3
2	Spr	COMM1415	Public Speaking.....	3
2	Spr	ECON1430	Intro to Microeconomics.....	3
2	Spr	ELECTIVE4	Electives .....	4
2	Spr	MNTC	Any Course from MN Transfer Goal 3.....	3
Semester Total				16

3	Fall	ACCT2000	Principles of Accounting I.....	4
3	Fall	BUS2220	Principles of Management .....	3
3	Fall	ELECTIVE3	Elective.....	3
3	Fall	MATH1420	College Algebra .....	3
3	Fall	MNTC	Any Course from MN Transfer Goal 6.....	3
Semester Total				16
4	Spr	ACCT2010	Principles of Accounting II.....	4
4	Spr	ELECTIVE3	Elective.....	3
4	Spr	MATH1445	Introduction to Statistics .....	3
4	Spr	MKTG2525	Principles of Marketing.....	3
4	Spr	MNTC	MN Transfer Curriculum Elective .....	3
Semester Total				16
<b>Program Total</b>				<b>60</b>

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

### Elective Courses

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

This course sequence is an example.

# CARPENTRY

**PROGRAM FOCUS**

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

**CURRICULUM: CARPENTRY**

**Diploma**

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

2	Spr	CARP1538	Framing & Construction II.....	3
2	Spr	CARP1623	Shop III.....	3
2	Spr	CARP1624	Shop IV.....	3
2	Spr	CARP1647	Cabinet Making.....	3
2	Spr	ITEC1430	Introduction to Computer.....	3
2	Spr	MATH1453	Technical Math.....	3
<b>Semester Total</b>				<b>18</b>
3	Fall	CARP2520	Blueprint Reading.....	3
3	Fall	CARP2540	Computerized Management.....	3
3	Fall	CARP2620	Computerized Architectural Drafting.....	3
3	Fall	CARP2625	Shop V.....	3
3	Fall	CARP2626	Shop VI.....	3
3	Fall	CARP2635	Estimating.....	3
<b>Semester Total</b>				<b>18</b>
4	Spr	CARP2541	Construction Safety/MN Construction Law.....	2
4	Spr	CARP2612	Computerized Estimating.....	2
4	Spr	CARP2627	Shop VII.....	2
4	Spr	CARP2628	Shop VIII.....	3
4	Spr	CARP2704	Internship.....	4
4	Spr	COMM1440	Communicating for Results.....	2
4	Spr	GEN ED	General Education Elective.....	3
<b>Semester Total</b>				<b>18</b>
<b>Program Total</b>				<b>72</b>

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

# COMMUNICATION ART & DESIGN

**PROGRAM FOCUS**

Alexandria Technical & Community College offers a well-rounded program to prepare the student for entry-level work in the field of communication art and design. Students wishing to pursue their associate of applied science degree take an additional six credits of general education courses. At the diploma level, the coursework includes graphic design, drawing, and illustration techniques; current computer application skills; editorial and advertising art; and web design.

All applicants are asked to submit a portfolio showing their most recent work. In addition, applicants complete an assignment provided by the department.

**CURRICULUM: COMMUNICATION ART AND DESIGN**

**Associate of Applied Science Degree**

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

4	Spr	COAR2523	Illustration Techniques III.....	3
4	Spr	COAR2525	Communication Design IV.....	3
<b>Semester Total</b>				<b>18</b>
<b>Program Total</b>				<b>72</b>

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

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

**CURRICULUM: COMMUNICATION ART AND DESIGN**

**Diploma**

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

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



# COMPUTER INFORMATION SYSTEMS AS

**PROGRAM FOCUS**

The Computer Information Systems program includes 30 technical credits in the field of computer science and exposes the student to hardware, database and spreadsheet applications, and Windows. The 30 technical credits may vary slightly depending upon requirements of the receiving transfer institution. The program also includes 30 general education credits from within the Minnesota Transfer Curriculum (MnTC). The general education courses must complete the six goal areas of the MnTC.

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

**CURRICULUM: COMPUTER INFORMATION SYSTEMS**

**Associate of Science Degree**

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

**Program Total 60**

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

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

# CYBERSECURITY, VIRTUALIZATION, & NETWORKING

**PROGRAM FOCUS**

Students are preparing to support the growing fields of information technology, networking, IT security, personal computers, and convergence technologies. The curriculum provides training in three areas of concentration: Network Administration, Network Infrastructure & Design, and PC and Network Support.

Course content includes computer maintenance and repair, PC operating systems, local area networking (LAN) management, wide area network (WAN) management, wireless communication, computer and network security, and IP convergence technologies including Voice over Internet Protocol (VoIP). Graduates are able to provide system support and training in a variety of areas, including personal computers, software, local area networks, wireless data systems, corporate phone systems, wide area networks, and related technologies.

Graduates possess a broad base of training. As technology changes, new careers are emerging on a regular basis. This breadth of training is the strength of the program; it enables graduates to choose from a variety of options and to be ready for technology changes as they occur.

**CURRICULUM: CYBERSECURITY, VIRTUALIZATION, & NETWORKING**  
**Associate of Applied Science Degree**

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	CVNP1601	Linux Administration .....	3
1	Fall	CVNP1603	Cisco 1 .....	3
1	Fall	CVNP1606	Supporting Windows Operating Systems.....	3
1	Fall	MNTC	MN Transfer Curriculum Elective .....	3
1	Fall	PHIL1410	Technology Ethics .....	3
				<b>Semester Total 15</b>
2	Spr	COMM1439	Job Seeking/Keeping Skills.....	1
2	Spr	CVNP1612	Cisco 2.....	4
2	Spr	CVNP1620	Enterprise Operating System 1 .....	4
2	Spr	CVNP1632	VoIP Telephony.....	3
2	Spr	ENGL1460	Technical Writing .....	3
				<b>Semester Total 15</b>
3	Fall	CVNP2601	Virtual Computing .....	3
3	Fall	CVNP2606	Cisco 3.....	4
3	Fall	CVNP2613	Network Security 1 .....	4
3	Fall	MNTC	MN Transfer Curriculum Elective .....	3
				<b>Semester Total 14</b>
4	Spr	CVNP2616	Cisco 4.....	3
4	Spr	CVNP2623	Network Security 2.....	4
4	Spr	CVNP2626	Computer Hardware .....	3
4	Spr	CVNP2703	Internship or Technical Elective .....	3
4	Spr	MNTC	MN Transfer Curriculum Elective .....	3
				<b>Semester Total 16</b>
				<b>Program Total 60</b>

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

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

# DIESEL MECHANICS

## PROGRAM FOCUS

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

## CURRICULUM: DIESEL MECHANICS

### Associate of Applied Science Degree

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

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

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

## CURRICULUM: DIESEL MECHANICS Diploma

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

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



# EARLY CHILDHOOD EDUCATION

## PROGRAM FOCUS

Since 1995, the Child Development program at ATCC has been preparing early childhood professionals to respond to the individual needs of children and their families. The courses are designed to allow the student to work up the career ladder in the child development employment areas of center-based settings, Head Start programs, schools, and preschools. Through E-LECT (E-Learning for Early Childhood Teachers), online, credit-based Child Development courses are available as alternative options to the traditional classroom setting.

## CURRICULUM: EARLY CHILDHOOD EDUCATION

### Associate of Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	CHCA1201	Intro to Early Childhood Education.....	3
1	Fall	CHCA1210	Foundations of Child Development .....	3
1	Fall	CHCA1220	Child Safety, Health & Nutrition.....	4
1	Fall	CHCA1230	Guidance: Managing Physical/Social Env.....	4
1	Fall	ITEC1430	Introduction to Computer.....	3
Semester Total				17

2	Spr	CHCA1240	Family/Community Relations .....	3
2	Spr	CHCA1310	Infant/Toddler Dev. & Learning .....	4
2	Spr	CHCA1312	Preschool Dev. & Learning.....	4
2	Spr	CHCA1340	Planning/Implementing Curriculum .....	4
2	Spr	COMM1439	Job Seeking/Keeping Skills.....	1
2	Spr	ENGL1410	Composition I .....	3
Semester Total				19

3	Smr	CHCA2511	Internship.....	3
Semester Total				3

4	Fall	CHCA2600	Professional Leadership.....	3
4	Fall	CHCA2810	Practicum I .....	3
4	Fall	MNTC	MN Transfer Curriculum Electives.....	9
4	Fall	TE	Technical Elective.....	3
Semester Total				18

5	Spr	CHCA2640	Program Planning .....	3
5	Spr	CHCA2840	Practicum II.....	3
5	Spr	EDUC2400	Children with Differing Abilities.....	3
5	Spr	MNTC	MN Transfer Curriculum Elective .....	3
5	Spr	TE	Technical Elective.....	3
Semester Total				15
<b>Program Total</b>				<b>72</b>

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

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

## CURRICULUM: EARLY CHILDHOOD EDUCATION

### Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	CHCA1201	Intro to Early Childhood Education.....	3
1	Fall	CHCA1210	Foundations of Child Development .....	3
1	Fall	CHCA1220	Child Safety, Health & Nutrition.....	4
1	Fall	CHCA1230	Guidance: Managing Physical/Social Env.....	4
1	Fall	ENGL1410	Composition I .....	3
Semester Total				17

2	Spr	CHCA1240	Family/Community Relations .....	3
2	Spr	CHCA1310	Infant/Toddler Dev. & Learning .....	4
2	Spr	CHCA1312	Preschool Dev. & Learning.....	4
2	Spr	CHCA1340	Planning/Implementing Curriculum .....	4
2	Spr	COMM1439	Job Seeking/Keeping Skills.....	1
Semester Total				16

3	Sum	CHCA2511	Internship.....	3
Semester Total				3
<b>Program Total</b>				<b>36</b>

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

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

## CURRICULUM: EARLY CHILDHOOD EDUCATION

### Certificate

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	CHCA1201	Intro to Early Childhood Education.....	3
1	Fall	CHCA1210	Foundations of Child Development .....	3
1	Fall	CHCA1220	Child Safety, Health & Nutrition.....	4
1	Fall	CHCA1230	Guidance: Managing Physical/Social Env.....	4
1	Fall	COMM1439	Job Seeking/Keeping Skills.....	1
Semester Total				15

2	Spr	CHCA1240	Family/Community Relations .....	3
2	Spr	CHCA1310	Infant/Toddler Dev. & Learning .....	4
2	Spr	CHCA1312	Preschool Dev. & Learning.....	4
2	Spr	CHCA1340	Planning/Implementing Curriculum .....	4
Semester Total				15
<b>Program Total</b>				<b>30</b>

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

# EARLY CHILDHOOD EDUCATION AS

## PROGRAM FOCUS

This program provides a solid foundation for those students who wish to complete a bachelor's degree in education. The technical credits may vary slightly depending on requirements of the receiving transfer institution. Articulation agreements with various colleges are available to students who wish to pursue a bachelor's degree in early childhood or elementary education. The program also includes general education credits from within the Minnesota Transfer Curriculum (MnTC).

The general education courses must complete the goal areas of the MnTC and are universally transferable to all institutions in Minnesota State.

## CURRICULUM: EARLY CHILDHOOD EDUCATION

### Associate of Science Degree

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

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

## Elective Courses

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

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

This course sequence is an example.

# FASHION MANAGEMENT

## PROGRAM FOCUS

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

Students may also double major in Fashion Management and Marketing & Sales Management. For other fashion education alternatives, see the Business Management AAS degree with fashion classes as electives or the option of pursuing a Fashion Management concentration within the Business Management degree.

## CURRICULUM: FASHION MANAGEMENT

### Associate of Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	BUS2220	Principles of Management.....	3	
1	Fall	ENGL1410	Composition I .....	3	
1	Fall	FASH1601	Introduction to Fashion Retailing.....	3	
1	Fall	ITEC1430	Introduction to Computer.....	3	
1	Fall	MKTG1505	Retail Management & Merchandising .....	3	
1	Fall	MKTG1515	Selling Principles & Practices .....	3	
				Semester Total	18

2	Spr	ACCT2000	Principles of Accounting I.....	4	
2	Spr	COMM1435	Interpersonal Communication.....	3	
2	Spr	MKTG1507	Business Math .....	3	
2	Spr	MKTG1511	Advertising & Sales Promotion.....	3	
2	Spr	MKTG2503	Sustainability in the Marketplace.....	1	
2	Spr	MKTG2525	Principles of Marketing.....	3	
				Semester Total	17
3	Fall	FASH2601	Fashion Merchandising .....	3	
3	Fall	MKTG1530	Counselor Selling.....	3	
3	Fall	MKTG1535	Entrepreneurship.....	4	
3	Fall	MKTG2515	Quality Customer Service .....	3	
3	Fall	MKTG2518	Supervision/Human Resource Mgmt. ....	3	
				Semester Total	16
4	Spr	ECON1404	Consumer Economics and Finance.....	3	
4	Spr	MKTG2501	Marketing and Social Media Mgmt.....	4	
4	Spr	MKTG2521	Career Seminar .....	2	
4	Spr	PHIL1445	Ethics.....	3	
4	Spr	PSYC1445	General Psychology.....	3	
				Semester Total	15
5	Smr	MKTG2706	Internship.....	6	
				Semester Total	6
				<b>Program Total</b>	<b>72</b>

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

This course sequence is an example.

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

# HEALTH & FITNESS SPECIALIST

## PROGRAM FOCUS

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

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

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

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

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	BIOL1416	Essentials of Anatomy & Physiology .....	3
1	Fall	COMM1442	Student Success .....	1
1	Fall	ENGL1460	Technical Writing .....	3
1	Fall	HEFI1601	Training Prin & Methodology I .....	3
1	Fall	HEFI1605	Cardiovascular & Group Fitness Training .....	3
1	Fall	ITEC1430	Introduction to Computer .....	3
1	Fall	PHED1504	Wellness and Fitness .....	1
Semester Total				17
2	Spr	BIOL1435	Principles of Nutrition .....	3
2	Spr	HEFI1602	Training Prin & Methodology II .....	3
2	Spr	HEFI1612	Anatomy, Biomechanics & Exercise Phys II .....	3
2	Spr	HEFI1618	Personal Fitness I .....	2
2	Spr	HEFI1620	Exercise Mgmt for Special Populations I .....	4
2	Spr	MKTG1525	Principles of Marketing .....	3
Semester Total				18
3	Fall	BIOL1439	Nutrition II .....	2
3	Fall	HEFI1609	Human Motion .....	3
3	Fall	HEFI1615	Program Design & Application I .....	3
3	Fall	HEFI2602	Sports Performance & Resistance Training .....	3
3	Fall	HEFI2609	Personal Fitness II .....	2
3	Fall	HLTH1620	AHA Basic Life Support .....	1
3	Fall	PSYC1445	General Psychology .....	3
Semester Total				17

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

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

This course sequence is an example.

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

## CURRICULUM: HEALTH AND FITNESS SPECIALIST Diploma

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

This course sequence is an example.

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

## CURRICULUM: HEALTH AND FITNESS SPECIALIST Certificate

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

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

# HUMAN SERVICES PRACTITIONER

## PROGRAM FOCUS

This program is designed for students who are interested in providing support for people with varied disabilities in the health, human service, and education fields with children, adolescents, adults, and senior citizens. Students will gain knowledge and skills in human behavior, communication, and medications.

The AAS degree provides the student supervisory skills with the ability to obtain Designated Coordinator status with two years of work experience as regulated by the Minnesota Department of Human Services (DHS). The Designated Coordinator status enables the graduate to apply for supervisory and middle management positions in the Human Services occupations.

Minnesota law requires a background check before working in any licensed facility. Students must have a clear criminal background to participate in internship and, therefore, be eligible for graduation.

## HUMAN SERVICES PRACTITIONER

### Associate of Applied Science Degree

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

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

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

## HUMAN SERVICES PRACTITIONER

### Diploma

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

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

# INDIVIDUALIZED STUDIES

## PROGRAM FOCUS

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).

# INTERIOR DESIGN

## PROGRAM FOCUS

The program is committed to professionalism in the field of interior design. To accomplish this goal, the program strives to achieve excellence in the quality of education offered. Accreditation by the National Kitchen and Bath Association (NKBA) is a testimony to that commitment.

In the Interior Design program, students may focus on kitchen and bath, residential, or commercial design. The program consists of classroom instruction followed by an internship.

An important aspect of the Interior Design program is participation in professional organizations, competitions, and a variety of field trip experiences.

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

## CURRICULUM: INTERIOR DESIGN

### Associate of Applied Science Degree

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

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

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

# LAW ENFORCEMENT AAS

## PROGRAM FOCUS

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

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

Persons interested in the Law Enforcement program must have a high school diploma or GED and a valid driver's license. Applicants who do not meet the minimum selection standards for the appointment of a peace officer in the State of Minnesota are counseled and encouraged to explore other career options.

## CURRICULUM: LAW ENFORCEMENT Associate of Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	COMM1415	Public Speaking.....	3	
1	Fall	LENF1604	Minnesota Criminal Code.....	3	
1	Fall	LENF1607	Intro. Criminal Justice/Patrol Procedures.....	3	
1	Fall	LENF1616	Juvenile Justice/Juvenile Law.....	3	
1	Fall	LENF1624	Emergency Medical Responder (EMR).....	3	
1	Fall	PHED1406	Physical Training/Use of Force Training.....	3	
				<b>Semester Total</b>	<b>18</b>
2	Spr	ENGL1460	Technical Writing.....	3	
2	Spr	LENF1621	Survival Spanish for Law Enforcement.....	2	
2	Spr	LENF1629	Diversity/Community Policing/Victimization.....	4	
2	Spr	PHIL1410	Technology Ethics.....	3	
2	Spr	POLS2402	Constitutional Law.....	3	
2	Spr	PSYC1410	Abnormal Psychology.....	3	
				<b>Semester Total</b>	<b>18</b>
4	Fall	LENF2602	Police Report Writing/Employment Prep.....	3	
4	Fall	LENF2606	Firearms/Officer Survival Tactics.....	4	
4	Fall	LENF2607	Criminal Investigation/Collection & Preserv.....	4	
4	Fall	LENF2608	Hwy Safety/Accident Investigation.....	4	
4	Fall	LENF2627	Criminal Procedure/Civil Process.....	3	
				<b>Semester Total</b>	<b>18</b>
5	Spr	LENF2612	Police Tactical Management Training.....	4	
5	Spr	LENF2617	Use of Force Management Training.....	4	
5	Spr	LENF2619	Law Enforcement Leadership/Ethics.....	3	
5	Spr	LENF2620	Tactical Communications/Relations.....	4	
5	Spr	LENF2621	Traffic Law/Traffic Stops.....	3	
				<b>Semester Total</b>	<b>18</b>
				<b>Program Total</b>	<b>72</b>

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

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



# LAW ENFORCEMENT AS

## PROGRAM FOCUS

The Law Enforcement Associate of Science degree consists of 38 technical law enforcement credits and 30 general education credits chosen from at least six of the ten Minnesota Transfer Curriculum (MnTC) goal areas.

Persons interested in the Law Enforcement program must have a high school diploma or GED and a valid driver's license. Applicants who do not meet the minimum selection standards for the appointment of a peace officer in the State of Minnesota are counseled and encouraged to explore other career options.

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

2	Spr	LENF1624	Emergency Medical Responder (EMR).....	3
2	Spr	LENF1629	Diversity/Community Policing/Victimization.....	4
2	Spr	LENF1670	Law Enforce. Overview/Juvenile Justice .....	3
2	Spr	PSYC1410	Abnormal Psychology.....	3
Semester Total				13

3	Fall	LENF2602	Police Report Writing/Employment Prep .....	3
3	Fall	MATH1415	Mathematical Reasoning .....	3
3	Fall	MNTC	MN Transfer Curriculum Electives.....	6
3	Fall	PHED1406	Physical Training/Use of Force Training.....	3
Semester Total				15

4	Spr	LENF2623	Criminal Procedure/Con Law/Civil Process .....	4
4	Spr	MNTC	MN Transfer Curriculum Electives.....	9
Semester Total				13

5	Smr	LENF6601	Law Enforcement Skills Certificate.....	15
Semester Total				15

**Program Total 68**

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

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

## CURRICULUM: LAW ENFORCEMENT

### Associate of Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	COMM1415	Public Speaking.....	3
1	Fall	ENGL1460	Technical Writing.....	3
1	Fall	LENF1604	Minnesota Criminal Code.....	3
1	Fall	PHIL1445	Ethics.....	3
Semester Total				12

# LAW ENFORCEMENT CAREER TRANSITION

## PROGRAM FOCUS

The Law Enforcement Career Transition program is designed for students who have been granted an associate degree or higher from an accredited college and wish to transition into the field of law enforcement. It contains both the academics and hands-on skills training required to meet the Minnesota Peace Officer Standards and Training (POST) Board licensing requirements. This program consists of 20 academic credits and 15 skills credits. Program completion time is determined by the student and the chosen instructional delivery method. The onsite delivery method has a defined 26 week completion period while the online method is flexible to the individual student. The skills portion is only offered during summer semester.

Onsite: Spring semester academic coursework followed by summer skills training

Online: Various academic coursework offered during summer, spring, and fall semesters followed by onsite summer skills training (First responder required prior to taking MN POST test)

## CURRICULUM: LAW ENFORCEMENT CAREER TRANSITION Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	LENF1604	Minnesota Criminal Code.....	3
1	Fall	LENF1624	Emergency Medical Responder (EMR).....	3
1	Fall	LENF1629	Diversity/Community Policing/Victimization.....	4
1	Fall	LENF1670	LE Overview/Juvenile Justice (Online only) .....	3
1	Fall	LENF2602	Police Report Writing/Employment Prep .....	3
1	Fall	LENF2623	Criminal Procedure/Con Law/Civil Process .....	4
Semester Total				20

2	Spr	LENF6601	Law Enforcement Skills Certificate.....	15
Semester Total				15

**Program Total 35**

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

# LAW ENFORCEMENT SKILLS

## PROGRAM FOCUS

The Law Enforcement Skills program at Alexandria Technical & Community College is designed to give the prospective peace officer the hands-on skills training necessary to qualify for licensure in Minnesota and is a natural progression of the training received from academic studies. Instructors draw from years of practical law enforcement street experience and focus on developing skills which are tactically safe and realistic. The mission of the training is to expose students to the maximum amount of training possible in the practical aspects of law enforcement. 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 Safety Center. Applicants should be certified as a First Responder (required by MN POST) prior to attendance.

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

## Certificate

The following are requirements of the ten-week training:

- Accident Investigation – Lecture and Practicals with Computer Sketching
- Advanced Taser Training
- Arson Investigation
- Background Investigator Forum
- Booking and Transporting
- Building Search/Low Light
- Chemical Agents
- Community Policing
- Computer Crimes
- Courtroom Testifying with one (1) Practical
- Crime Scene with two (2) Practicals
- Criminal Code
- Criminal Procedure
- Death Notification
- Decision Shooting
- Defensive Pursuit Driving – MN Hwy Safety Center in St. Cloud (Lecture and Practicals)
- DNR
- Domestic Abuse with two (2) Practicals
- Drug Laws/CI Management Buying
- DUI Stops with three (3) Practicals
- Dynamic Entry Lecture
- Evidence Collection/Preservation/
- Fingerprints
- Explosives/Bomb Awareness
- Field Sobriety
- Firearms Interactive Training
- Firearms – Handgun and AR-15
- Shotgun – Practical
- Firearms – Officer Safety and Survival
- Tactics Lecture and Practical (Combined w/Firearms)
- High Risk Stop Lecture and Practical
- Illegal Intervention
- Incident Response to Terrorist Bombings
- Internal Investigations
- Interviewing Interrogation Techniques (Suspect)
- Juvenile Law
- Officer Involved Shooting
- Oral Interview Panel
- Patrol Response
- Physical Fitness Testing
- Radar Communications
- Radio Communications
- Report Forms
- Responding to EDP (Emotionally Disturbed Person)
- Search Warrant with one (1) Practical
- Search Warrant Evaluation
- Street Gangs
- Traffic Law with four (4) Practicals
- Use of Force
- Vehicle Forfeiture
- Zone

# LEGAL ADMINISTRATIVE ASSISTANT

## PROGRAM FOCUS

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

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

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

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

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

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

This course sequence is an example.

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

## CURRICULUM: LEGAL SECRETARY Diploma

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

This course sequence is an example.

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

# LIBERAL ARTS & SCIENCES

## PROGRAM FOCUS

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 [mntransfer.org](http://mntransfer.org).

## BENEFITS OF THIS DEGREE

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

The requirements of this degree include:

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

# MACHINE TOOL TECHNOLOGY

## PROGRAM FOCUS

The Machine Tool Technology diploma is designed to prepare students to enter the machine tool trade. The first year of Machine Tool Technology training is used to explain the nature and purpose of the machine trade. The student is introduced to tools, materials, equipment, and trade terms and develops the skills to do the job. The student receives advanced precision machining skills using machines such as the computer numerical controlled (CNC) machining and turning centers, wire and sinking EDM's, precision surface grinders, CAD/CAM software, and other shop equipment. Blueprint reading is also learned. Students become acquainted with a variety of metals and learn how to use the various types of cutting tools. Use of precise measuring tools and making accurate setups on manual lathes, vertical milling machines, surface grinders, CNC machines, and other various shop equipment is also taught.

## CURRICULUM: MACHINE TOOL TECHNOLOGY

### Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	MACH1505	Blueprint Reading/Geo Tolerancing I.....	2
1	Fall	MACH1523	Machine Tool Theory I.....	2
1	Fall	MACH1619	Turning I.....	3
1	Fall	MACH1620	Milling I.....	3
1	Fall	MACH1621	Grinding I.....	3
1	Fall	MACH1624	Shop Math I.....	2
1	Fall	MNTC	MN Transfer Curriculum Elective.....	3
				<b>Semester Total 18</b>

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

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

4	Spr	COMM1440	Communicating for Results.....	2
4	Spr	MACH2524	Computer Aided Manufacturing.....	3
4	Spr	MACH2612	Jig & Fixture Design.....	2
4	Spr	MACH2639	Mold Theory.....	2
4	Spr	MACH2641	Mold Building.....	5
4	Spr	MACH2644	CNC Machining Operations II.....	4
				<b>Semester Total 18</b>
				<b>Program Total 72</b>

This course sequence is an example.

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

# MARINE, MOTORCYCLE, & POWERSPORTS TECHNICIAN

## PROGRAM FOCUS

The diverse training of this program prepares graduates for repair of lawn and garden equipment, snowmobiles, inboard/outboards, ATV, personal watercraft, and motorcycles. The first and second years are both two semesters in length with an internship at a dealership at the end of first year. College days are six hours with an average of two hours in the classroom and four hours in the shop.

Classroom time is spent on theory, proper procedures, and safety. These practices are applied and developed in the shop. The following manufacturers provide support for the Marine and Small Engine Mechanic program:

- Polaris
- Volvo Penta
- Briggs & Stratton
- Harley-Davidson
- Stihl
- Yamaha
- BRP
- Toro
- Arctic Cat
- Kohler

High school courses in shop, mathematics, or mechanics are beneficial but not required. This program requires precision measurements, including those using the metric system. Interested students must have good manual dexterity, mechanical aptitude, reading comprehension, and be in good physical condition. A fundamental aspect of this program's curriculum is professionalism. Classroom standards reflect industry's expectations of punctuality, time management, team building, and communication skills.

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

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ITEC1430	Introduction to Computer.....	3
1	Fall	MGEM1601	Basic Engine Principles I.....	3
1	Fall	MGEM1602	Basic Engine Principles II.....	3
1	Fall	MGEM1603	Four-Cycle Engine Service & Rebuild.....	3
1	Fall	MGEM1604	Snowmobile I.....	3
Semester Total				15

2	Spr	MATH1451	Technical Math.....	3
2	Spr	MGEM1607	Snowmobile II.....	3
2	Spr	MGEM1608	Marine Products I.....	3
2	Spr	MGEM1619	Compact Diesel Service.....	3
2	Spr	MGEM1610	Two-Cycle Engine Service & Rebuild.....	3
2	Spr	MGEM1612	Outdoor Power Equipment.....	3
Semester Total				18
3	Smr	MGEM1703	Internship.....	3
Semester Total				3
4	Fall	COMM1440	Communicating for Results.....	2
4	Fall	MGEM2603	Marine Electrical Systems.....	5
4	Fall	MGEM2606	Marine Fuel Systems.....	5
4	Fall	MGEM2607	Marine Drive Systems.....	3
4	Fall	MGEM2608	Marine Engine Systems.....	3
Semester Total				18
5	Spr	GEN ED	General Education Elective.....	3
5	Spr	MGEM2615	Motorcycle Power Trans.....	3
5	Spr	MGEM2616	Motorcycle Electrical Systems.....	3
5	Spr	MGEM2617	Motorcycle Fuel Systems.....	3
5	Spr	MGEM2618	Motorcycle/ATV Tune-Up.....	2
5	Spr	MGEM2620	ATV I.....	2
5	Spr	MGEM2622	ATV II.....	2
Semester Total				18
<b>Program Total</b>				<b>72</b>

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

# MARKETING & SALES MANAGEMENT

## PROGRAM FOCUS

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

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

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

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

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

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

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

## CURRICULUM: PROFESSIONAL SALES Diploma

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

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



# MECHANICAL DRAFTING, DESIGN, & ENGINEERING TECHNOLOGY

## PROGRAM FOCUS

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

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

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

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

This course sequence is an example.

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

## CURRICULUM: MECHANICAL DRAFTING, DESIGN & ENGINEERING TECHNOLOGY

### Diploma

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

This course sequence is an example.

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

# MECHATRONICS

## PROGRAM FOCUS

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

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

The world is changing at an amazing rate. Demands for more efficient use of energy have driven advanced control technology into just about every aspect of life. Manufacturing companies around the world must provide a price competitive product with consistent quality on an ever-shortening development and delivery cycle. Mobile fluid power machinery, both industrial and recreational, is being controlled with ever-increasing sophistication.

Persons interested in a career in Mechatronics need to be curious; they want to know how things work. Additionally, they should enjoy thinking creatively to solve technical problems and creating hands-on solutions. There are endless opportunities to apply a variety of math and science knowledge and technical skills to challenging, “real-world” problems in Mechatronics.

Mechatronic challenges are so exciting because they are always different. Any single challenge might call for an understanding of any one or several of the following to create solutions:

- Basic math
- Electronics
- Engineering design technology
- Instrumentation information technology
- Applied physics
- Fluid power
- Electricity
- Robotics

Any prior experience in science, technology, engineering, or math (STEM) skills is useful but not required for success in this program.

## CURRICULUM: MECHATRONICS

### Associate of Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	COMM1415	Public Speaking.....	3	
1	Fall	FLPO1525	Pneumatic Componentry .....	2	
1	Fall	FLPO1526	Pneumatic Componentry Lab.....	1	
1	Fall	FLPO2520	Instrumentation .....	3	
1	Fall	MFGT1520	Applied Mechanical Components.....	3	
1	Fall	MFGT1550	Engineering Drafting.....	2	
1	Fall	MFGT1560	Mechatronics I.....	3	
				Semester Total	17
2	Spr	ENGL1460	Technical Writing.....	3	
2	Spr	FLPO1501	Fluid Power Fundamentals.....	2	
2	Spr	FLPO1503	Fluid Power Fundamentals Lab.....	1	
2	Spr	FLPO2525	Pneumatic Circuits & Logic.....	1	
2	Spr	FLPO2527	Pneumatic Circuits & Logic Lab.....	1	
2	Spr	MATH1450	Technical Math.....	3	
2	Spr	MFGT2545	Mechatronics II.....	3	
2	Spr	MFGT2546	Mechatronics II Lab.....	3	
				Semester Total	17
3	Fall	FLPO1529	Hydraulic Components.....	4	
3	Fall	FLPO1531	Hydraulic Components Lab.....	3	
3	Fall	MFGT2502	Industrial Distribution.....	2	
3	Fall	MFGT2550	Programmable Logic Controls.....	3	
3	Fall	MFGT2551	Programmable Logic Controls Lab.....	3	
3	Fall	MNTC	MN Transfer Curriculum Elective.....	3	
3	Fall	PHYS1407	College Physics I.....	3	
				Semester Total	21
4	Spr	FLPO2516	Advanced Circuit Design Lab.....	3	
4	Spr	FLPO2540	Mobile Hydraulics.....	3	
4	Spr	MFGT2501	Sustainable Manufacturing.....	3	
4	Spr	MFGT2560	Manufacturing Automation.....	3	
4	Spr	MFGT2564	Manufacturing Automation Lab.....	2	
4	Spr	MNTC	MN Transfer Curriculum Elective.....	3	
				Semester Total	17
				<b>Program Total</b>	<b>72</b>

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

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

# MEDICAL ADMINISTRATIVE SPECIALIST

## PROGRAM FOCUS

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

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

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

3	Fall	COMM1439	Job Seeking/Keeping Skills.....	1	
3	Fall	MEDS1605	Electronic Health Records.....	3	
3	Fall	MEDS2609	Health Care Systems and Practices.....	2	
3	Spr	MNTC3	Any Course from MN Transfer Goal 2, 4-10.....	3	
				Semester Total	12
4	Spr	ENGL1460	Technical Writing.....	3	
4	Spr	MEDS1610	Pharmacology & Lab.....	2	
4	Spr	MEDS1623	Medical Reception.....	2	
4	Spr	MEDS2604	Medical Office Management.....	3	
4	Spr	MEDS2605	Medicolegal & Reimbursement Issues.....	4	
4	Spr	MNTC3	Any Course from MN Transfer Goal 2, 4-10.....	3	
				Semester Total	17
5	Smr	MEDS2702	Internship.....	2	
				Semester Total	2
				<b>Program Total</b>	<b>60</b>

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

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

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

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	ADMN1513	Keyboarding/Word Processing Skills.....	3	
1	Fall	BIOL1416	Essentials of Anatomy & Physiology.....	3	
1	Fall	ITEC1440	Beginning Personal Computer I.....	2	
1	Fall	MEDS1620	Medical Terminology.....	3	
1	Fall	MEDS2601	Introduction to Health Information.....	3	
				Semester Total	14
2	Spr	MEDS1608	Basic Pathology.....	3	
2	Spr	MEDS1615	Document Fund of Editing & Scribing.....	3	
2	Spr	MEDS1627	Introduction to ICD Coding.....	3	
2	Spr	MEDS1629	Applied Medical Terminology.....	3	
2	Spr	MEDS1634	Introduction to CPT/HCPCS.....	3	
				Semester Total	15
3	Fall	COMM1435	Interpersonal Communication.....	3	

# MEDICAL CODING SPECIALIST

## PROGRAM FOCUS

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

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

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

4	Spr	MEDS1610	Pharmacology & Lab .....	2	
4	Spr	MEDS1623	Medical Reception.....	2	
4	Spr	MEDS2605	Medicolegal & Reimbursement Issues .....	4	
4	Sum	MEDS2620	Advanced Coding.....	3	
				Semester Total	11
				<b>Program Total</b>	<b>45</b>

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

## CURRICULUM: MEDICAL CODING SPECIALIST Certificate

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

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

## CURRICULUM: MEDICAL CODING SPECIALIST Diploma

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	BIOL1416	Essentials of Anatomy & Physiology .....	3	
1	Fall	ITEC1445	Personal Computer Skills.....	1	
1	Fall	MEDS1620	Medical Terminology .....	3	
1	Fall	MEDS2601	Introduction to Health Information .....	3	
				Semester Total	10
2	Spr	MEDS1608	Basic Pathology.....	3	
2	Fall	MEDS1627	Introduction to ICD Coding.....	3	
2	Spr	MEDS1629	Applied Medical Terminology.....	3	
2	Fall	MEDS1634	Introduction to CPT/HCPCS.....	3	
				Semester Total	12
3	Fall	COMM1439	Job Seeking/Keeping Skills.....	1	
3	Fall	MEDS1605	Electronic Health Records.....	3	
3	Spr	MEDS1641	Intermediate CPT.....	3	
3	Spr	MEDS1643	Intermediate ICD Coding .....	3	
3	Fall	MEDS2609	Health Care Systems and Practices.....	2	
				Semester Total	12

# MEDICAL LABORATORY TECHNICIAN

## PROGRAM FOCUS

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

Upon satisfactory completion of the classroom training, each student is assigned to an affiliating hospital for 21 credits of clinical experience. During this period, the student is under the direct supervision of a medical laboratory scientist. Graduates of the MLT program are eligible to take the Board of Certification Examination of the American Society for Clinical Pathology.

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

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

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

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
1	Fall	BIOL1416	Essentials of Anatomy & Physiology .....	3	
1	Fall	CHEM1405	Fundamentals of Chemistry .....	3	
1	Fall	ENGL1410	Composition I or Tech Writing (ENGL1460).....	3	
1	Fall	ITEC1430	Introduction to Computer.....	3	
1	Fall	MNTC	Any Course from MN Transfer Goal 1-10 .....	3	
1	Fall	MNTC	Any Course from MN Transfer Goal 2, 4-10.....	3	
				Semester Total	18
2	Spr	COMM1439	Job Seeking/Keeping Skills.....	1	
2	Spr	MELT1602	Basic Lab Techniques .....	2	
2	Spr	MELT1606	Phlebotomy Skills.....	2	
2	Spr	MELT1630	Biological Fluids .....	3	
2	Spr	MELT1631	Hematology .....	6	
2	Spr	MELT1632	Immunohematology (Blood Bank).....	6	
				Semester Total	20
3	Fall	MELT2601	Diagnostic Microbiology .....	5	
3	Fall	MELT2607	Immunology.....	3	
3	Fall	MELT2615	Diagnostic Chemistry.....	5	
3	Fall	MELT2740	MLT Clinical Internship I.....	5	
				Semester Total	18
4	Spr	MELT2741	Clinical Blood Bank.....	2	
4	Spr	MELT2742	Clinical Chemistry.....	2	
4	Spr	MELT2743	Clinical Microbiology .....	2	
4	Spr	MELT2744	Clinical Hematology.....	2	
4	Spr	MELT2745	Clinical Urinalysis .....	1	
4	Spr	MELT2746	Clinical Immunology.....	1	
4	Spr	MELT2747	MLT Clinical Internship II.....	6	
				Semester Total	16
				<b>Program Total</b>	<b>72</b>

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

This course sequence is an example.

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

# NURSING

## PROGRAM FOCUS

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

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

## CURRICULUM: NURSING Associate of Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS	
		PNSG	Practical Nursing Credits.....	7	
		PHASE 1	PHASE 1: General Education Requirements		
		BIOL1417	Human Anatomy & Physiology I.....	4	
		BIOL1419	Human Anatomy & Physiology II.....	4	
		BIOL1435	Principles of Nutrition.....	3	
		BIOL2225	Microbiology I.....	3	
		CHEM1405	Fundamentals of Chemistry.....	3	
		ENGL1410	Composition I.....	3	
		ENGL1420	Composition II.....	3	
		PHIL1445	Ethics or Critical Thinking in Society.....	3	
		PSYC1405	Life-Span Psychology.....	3	
		SOCS1400	Intr to Sociology or Goal 4, 8, 9, 10 course.....	3	
				<b>Phase 1 Total</b>	<b>39</b>
1	Fall	PHASE 2	PHASE 2: Acceptance into Core Nursing		
1	Fall	NURS2304	Advanced Nursing Concepts.....	3	
1	Fall	NURS2305	Concepts of Nursing Practices I.....	2	
1	Fall	NURS2310	Family Nursing I.....	3	
1	Fall	NURS2315	Comprehensive Clinical I.....	4	
				<b>Semester Total</b>	<b>12</b>
2	Spr	NURS2321	Comprehensive Clinical II.....	4	
2	Spr	NURS2325	Family Nursing II.....	3	
2	Spr	NURS2330	Family Nursing III.....	3	
2	Spr	NURS2335	Concepts of Nursing Practices II.....	1	
2	Spr	NURS2340	Professional Nursing.....	2	
				<b>Semester Total</b>	<b>13</b>
				<b>Program Total</b>	<b>64</b>

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

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

# NURSING: PRACTICAL NURSING

## PROGRAM FOCUS

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

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

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

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

## CURRICULUM: PRACTICAL NURSING Diploma

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

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



# OFFICE MANAGEMENT

## PROGRAM FOCUS

The Office Management student focuses on these skills:

- Word processing, database, spreadsheet, and presentation software
- Business and technical document keyboarding and transcription
- Calculator, records management system, and multi-line telephones
- Manual and electronic accounting procedures
- Use of supervisory management principles and management tasks
- Personnel hiring, training, and evaluating
- Understanding of desktop publishing and computer graphics software
- Office communications and reports preparation
- Professional website creation and maintenance

The program also contains an internship that often leads to fulltime employment.

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

## CURRICULUM: OFFICE MANAGEMENT

### Associate of Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ADMN1504	Office Procedures.....	4
1	Fall	ADMN1513	Keyboarding/Word Processing Skills.....	3
1	Fall	ENGL1460	Technical Writing.....	3
1	Fall	ITEC1430	Introduction to Computer.....	3
1	Fall	PHIL1445	Ethics.....	3
Semester Total				16
2	Spr	ACCT1501	Accounting for Business.....	2
2	Spr	ADMN1501	Spreadsheets & Database Applications.....	3
2	Spr	ADMN1519	Word Processing Applications.....	3
2	Spr	ADMN1606	Business Technology and Practices.....	4
2	Spr	COMM1415	Public Speaking.....	3
2	Spr	COMM1439	Job Seeking/Keeping Skills.....	1
Semester Total				16
3	Fall	ACCT1507	Computerized Acct. for Quickbooks.....	1
3	Fall	ACCT1613	Payroll Accounting.....	2
3	Fall	ADMN2522	Advanced Microsoft Word Techniques.....	4
3	Fall	ADMN2601	Supervisory Management.....	3
3	Fall	ECON1410	Introduction to Economic Principles.....	3
3	Fall	SMGT1613	Employment Law.....	2
Semester Total				15

4	Spr	ADMN2512	Desktop Publishing Essentials.....	4
4	Spr	COMM1435	Interpersonal Communication.....	3
4	Spr	ELECTIVE	Elective.....	3
4	Spr	ENGL1410	Composition I.....	3
Semester Total				13
5	Smr	ADMN2703	Internship.....	3
Semester Total				3
<b>Program Total</b>				<b>63</b>

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

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

## CURRICULUM: ADMINISTRATIVE ASSISTANT Diploma

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

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

## CURRICULUM: RECEPTIONIST Certificate

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ADMN1504	Office Procedures.....	4
1	Fall	ADMN1513	Keyboarding/Word Processing Skills.....	3
1	Fall	ENGL1460	Technical Writing.....	3
1	Fall	ITEC1430	Introduction to Computer.....	3
Semester Total				13
2	Spr	ADMN1519	Word Processing Applications.....	3
2	Spr	COMM1415	Public Speaking.....	3
2	Spr	COMM1439	Job Seeking/Keeping Skills.....	1
2	Spr	ELECTIVE3	Elective.....	3
Semester Total				10
<b>Program Total</b>				<b>23</b>

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

# PARALEGAL

## PROGRAM FOCUS

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

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

## CURRICULUM: PARALEGAL Associate of Applied Science Degree

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	ADMN1513	Keyboarding/Word Processing Skills.....	3
1	Fall	ENGL1410	Composition I.....	3
1	Fall	ITEC1430	Introduction to Computer.....	3
1	Fall	LEGL1601	Legal Office Procedures & Ethics.....	3
1	Fall	SOCS1405	Critical Thinking in Society.....	3
Semester Total				15

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

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

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

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

**Program Total 63**

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

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

# PHLEBOTOMY TECHNICIAN

## PROGRAM FOCUS

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

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

## CURRICULUM: PHLEBOTOMY TECHNICIAN Certificate

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Spr	BIOL1416	Essentials of Anatomy & Physiology.....	3
1	Spr	COMM1439	Job Seeking/Keeping Skills.....	1
1	Spr	ITEC1430	Introduction to Computer.....	3
1	Spr	MELT1602	Basic Lab Techniques.....	2
1	Spr	MELT1606	Phlebotomy Skills.....	2
1	Spr	MELT2700	Clinical Phlebotomy I.....	2
1	Spr	MELT2708	Clinical Phlebotomy II.....	2
1	Spr	MELT2709	Clinical Phlebotomy III.....	1
1	Spr	MNTC	Any Course from MN Transfer Goal 1-10.....	3
Program Total				19

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

# PRE-ENGINEERING TECHNOLOGY

## PROGRAM FOCUS

The AS in Pre-Engineering Technology prepares students for admissions to the last two years of a Bachelor of Science in Engineering Technology. Engineering Technology was developed to address a need within the manufacturing and engineering communities for professionals with hands-on and applications based engineering knowledge. The degree is based on the foundation of science, technology, engineering, and mathematics (STEM). Graduates who complete an Engineering Technology BS degree learn to apply engineering and scientific concepts to manufacturing related industries, the automotive industry, and electrical or mechatronics applications as they choose an emphasis area.

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

COURSE #	COURSE TITLE	CREDITS
CHEM1405	Fundamentals of Chemistry .....	3
COMM1415	Public Speaking .....	3
ELECTIVE	Elective .....	3
ENGL1410	Composition I .....	3
MATH1425	Precalculus .....	4
MATH1426	Calculus I .....	4
MATH1436	Calculus II .....	2
MATH1445	Introduction to Statistics .....	3
MFGT1530	DC Circuits .....	3
MNTCG10	MNTC Goal 10: People & the Envir. ....	3
MNTCG5	MNTC Goal 5: Min. 2 Departments .....	6
MNTCG6	MNTC Goal 6: Min. 2 Departments .....	6
MNTCG7	MNTC Goal 7: Human Diversity .....	3
MNTCG8	MNTC Goal 8: Global Perspective .....	3
MNTCG9	MNTC Goal 9: Ethical & Civic Respon. ....	3
PHYS2401	Principles of Physics I .....	4
PHYS2411	Principles of Physics II .....	4
<b>Program Total</b>		<b>60</b>

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

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

# PROFESSIONAL TRUCK DRIVER

## PROGRAM FOCUS

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

Alexandria Technical & Community College prepares students according to industry standards. Applicants of the Truck Driving program undergo a personal interview and must:

- have a valid driver's license
- have a driving record free of any serious moving violations within the past 12 months
- pass a Department of Transportation physical examination
- pass drug and alcohol testing

## CURRICULUM: PROFESSIONAL TRUCK DRIVER Certificate

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

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

## CURRICULUM: Truck Driving-B-CDL Certificate

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

# RETAIL MANAGEMENT

## PROGRAM FOCUS

The Retail Management Certificate is an accredited business education program recognized by leading retailers across the nation and most participants complete in two years or less.

The 8-course college credit program is designed to meet the educational requirements of the retail industry and is endorsed by the Western Association of Food Chains, (WAFC) FMI (Food Marketing Institute), NGA (National Grocers Association), and the U.S. Department of Labor.

Curriculum focuses on industry-driven professional skills, including:

- Teamwork
- Customer Service
- Task Completion
- Technology
- Adaptability
- Interpersonal Skills
- Inventory Management
- Merchandising

## CURRICULUM: RETAIL MANAGEMENT Certificate

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

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

# SPEECH-LANGUAGE PATHOLOGY ASSISTANT

## PROGRAM FOCUS

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

The Speech-Language Pathology Assistant Associate of Applied Science at Alexandria Technical & Community College is a two year, 60 credit degree that prepares students to enter the workforce as Speech-Language Pathology Assistants.

Courses incorporate industry topics such as speech development, phonetics, voice and diction, communication disorders, child development, and alternative communication. The program includes clinical experiences which provide students the opportunity to work alongside a Speech-Language Pathologist in a real work environment.

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

SEM	TERM	COURSE #	COURSE TITLE	CREDITS
1	Fall	CHCA1210	Foundations of Child Development.....	3
1	Fall	ITEC1440	Beginning Personal Computer I.....	2
1	Fall	SLPA1200	Introduction to Communication Disorder.....	3
1	Fall	SLPA1210	Phonetics for Language.....	3
1	Fall	SLPA1220	Language Development.....	3
<b>Semester Total</b>				<b>14</b>

2	Spr	BIOL1416	Essentials of Anatomy & Physiology.....	3
2	Spr	ENGL1410	Composition I.....	3
2	Spr	SLPA1230	Articulation & Phonological Disorders/Treatment.....	3
2	Spr	SLPA1240	Language Disorder and Treatment.....	3
2	Spr	SLPA1250	Anatomy of Speech/Language & Hearing.....	3
<b>Semester Total</b>				<b>15</b>
3	Fall	COMM1439	Job Seeking/Keeping Skills.....	1
3	Fall	PSYC1405	Life-Span Psychology.....	3
3	Fall	SLPA2210	Stuttering.....	3
3	Fall	SLPA2220	Clinical Practicum I.....	3
3	Fall	SLPA2240	Comm Disorders of Adults & Special Populations.....	3
3	Fall	TE	Technical Elective.....	3
<b>Semester Total</b>				<b>16</b>
4	Spr	COMM1435	Interpersonal Communication.....	3
4	Spr	EDUC2400	Children with Differing Abilities.....	3
4	Spr	SLPA2200	Clinical Documentation & Materials Mgmt.....	3
4	Spr	SLPA2250	Clinical Practicum II.....	3
4	Spr	SOC1400	Introduction to Sociology.....	3
<b>Semester Total</b>				<b>15</b>
<b>Program Total</b>				<b>60</b>

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

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

## CURRICULUM: SPEECH-LANGUAGE PATHOLOGY ASSISTANT Certificate

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

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

# WELDING TECHNOLOGY

## PROGRAM FOCUS

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

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

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

## CURRICULUM: WELDING TECHNOLOGY: Diploma

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

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

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

# FARM BUSINESS MANAGEMENT

## PROGRAM DESCRIPTION

This program is designed for farm business operators. It is designed to increase a farm business operator's knowledge and understanding of agricultural business principles for sound farm business management decision making. The Farm Business Management program provides farmers educational instruction for improved record keeping, farm analysis, and cash flow monitoring. On the farm, individualized instruction is the primary delivery method.

## PROGRAM FOCUS

Enrollees focus on skill upgrading that involves strategic planning, management functions, and farm decision making. Enterprise farm business records are used to analyze the farm business with the goals of improving the business organization, efficiency, and profit making potential.

## 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

FBMT211	Intro. to Farm Bus Mgmt .....	4	
FBMT2141	Interpreting & Eval Financial Data.....	4	
FBMT2142	Interpreting Trends in Business Planning.....	4	
FBMT2151	Strategies in Farm Sys Data Mgmt.....	4	
FBMT2152	Integrating System Info for Financial Planning.....	4	
FBMT2161	Exam of the Context of Farm Sys Mgmt.....	4	
FBMT2162	Refining Farm Sys Mgmt .....	4	
FBMTELEC	FBMT Technical Electives.....	3	
GEN ED	General Education from 2 Disciplines .....	9	
		<b>Program Total</b>	<b>60</b>

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

## CURRICULUM: ADVANCED FARM BUSINESS MANAGEMENT Certificate

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

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



# MINNESOTA TRANSFER CURRICULUM

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

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

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

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

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

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

*Goal: To develop thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought. Critical thinking skills will be taught and used in courses across the general education curriculum.*

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

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

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

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

- BIOL 1410 Introduction to Biology I+.....4 credits
- BIOL 1411 Introduction to Biology II+.....4 credits (Goal 10)
- BIOL 1413 Plant Biology+ .....4 credits (Goal 10)
- BIOL1416 Essentials of Anatomy and Physiology+
- BIOL 1417 Human Anatomy and Physiology I+.....4 credits
- BIOL 1419 Human Anatomy and Physiology II+.....4 credits
- BIOL 1430 People & the Environment~ ..... (Goal 10)
- BIOL 1431 People & the Environment Lab~ .....1 credit (Goal 10)
- BIOL 1435 Principles of Nutrition+
- BIOL 1450 General Biology I+ .....4 credits
- BIOL 1452 General Biology II+ .....4 credits (Goal 10)
- BIOL 2225 Microbiology I+
- CHEM 1405 Fundamentals of Chemistry+
- CHEM 1410 Introduction to Organic and Biochemistry+ ....4 credits
- CHEM 1500 General Chemistry I+.....4 credits (Goal 2)
- PHYS 1407 College Physics I~
- PHYS 1408 College Physics I Lab~ .....1 credit

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

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

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

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

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

- ECON 1404 Consumer Economics and Finance (Goal 9)
- ECON 1410 Introduction to Economic Principles
- ECON 1420 Introduction to Macroeconomics (Goal 8)
- ECON 1430 Introduction to Microeconomics
- GEOG 1475 International Perspective (Goal 8)
- GEOG 1480 Geography of the United States and Canada (Goal 7)
- HIST 1401 U.S. History to 1877 (Goal 7)
- HIST 1402 U.S. History, 1877 to Present (Goal 7)
- HIST 1421 World History to 1500 (Goal 8)
- HIST 1422 World History 1500 to Present (Goal 8)
- HIST2406 The History of Baseball in America
- POLS2402 Constitutional Law (Goal 9)
- PSYC 1405 Life Span Psychology
- PSYC 1410 Abnormal Psychology
- PSYC 1445 General Psychology
- PSYC 2436 Psychology of Addictions
- PSYC 2437 Understanding Stress and Depression
- SOCS 1400 Introduction to Sociology (Goal 8)
- SOCS 1402 Social Problems (Goal 7)
- SOCS 2403 Human Sexuality (Goal 7)
- SOCS 2412 Sociology of Popular Culture (Goal 9)

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

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

- ART 1401 Prehistoric to Gothic Art
- ART 1403 Art in the World (Goal 8)
- ART 1406 Renaissance to Modern Art
- ART 1408 Survey of Western Art and Culture .....4 credits
- ART 1450 Life Drawing I
- ART 1470 Art Appreciation: Understanding Art
- ART 1475 Digital Photography
- COMM 2409 Communication and Films We Watch
- ENGL 1453 Multicultural American Literature (Goal 7)
- ENGL 1465 Creative Writing
- ENGL 1475 Introduction to Literature
- ENGL 1485 Introduction to Film Studies
- ENGL2401 Creative Nonfiction Prose & Nature (Goal 1)
- ENGL 2405 Modern American Literature (Goal 7)
- ENGL2410 Introduction to Science Fiction & Fantasy (Goal 1)
- ENGL 2420 Modern World Literature (Goal 7)
- HUMA 1407 Introduction to Humanities
- HUMA 1411 Theatre Appreciation
- HUMA 2403 Humanities in the Modern World
- PHIL 1405 Introduction to Philosophy (Goal 8)
- PHIL 1445 Ethics (Goal 9)

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

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

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

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

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

ART 1403	Art in the World (Goal 6)
ECON 1420	Introduction to Macroeconomics (Goal 5)
GEOG 1470	World Regional Geography
GEOG 1475	International Perspective (Goal 5)
HIST 1421	World History to 1500 (Goal 5)
HIST 1422	World History 1500 to Present (Goal 5)
PHIL 1405	Introduction to Philosophy (Goal 6)
SOC 1400	Introduction to Sociology (Goal 5)
SPAN1410	Beginning Spanish I .....4 credits
SPAN1420	Beginning Spanish II .....4 credits
SPAN 2401	Intermediate Spanish I.....4 credits
SPAN 2403	Intermediate Spanish II.....4 credits

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

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

COMM 1455	Social Technology (Goal 2)
COMM1485	Social Media Communication (Goal 1)
ECON 1404	Consumer Economics and Finance (Goal 5)
PHIL 1410	Technology Ethics
PHIL 1445	Ethics (Goal 6)
POLS 1460	Constitutional Democracy & Government
POLS2402	Constitutional Law (Goal 5)
SOC 2412	Sociology of Popular Culture (Goal 5)

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

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

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

+ Includes lab

- Must be taken together to fulfill goal area

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

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

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

MnTransfer is a collaborative effort among:

- Minnesota State
- Minnesota Private Colleges
- University of Minnesota

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



# GENERAL INFORMATION

## MISSION

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

## VISION

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

### ALEXANDRIA TECHNICAL & COMMUNITY COLLEGE VALUES ITS:

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

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

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

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

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

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

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

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

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

## ACCREDITATION AND AFFILIATIONS

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

### NORTH CENTRAL ACCREDITATION

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

### COMPREHENSIVE EDUCATION

Alexandria Technical & Community College is a public associate degree college that is part of Minnesota State. ATCC is recognized as a national leader in advanced technical skills and transfer education. As a comprehensive college, ATCC has the authority to offer credit-based certificates, diplomas, Associate 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 of Alexandria Technical & Community College are invited to begin the admissions process by submitting an application for enrollment online at [www.alextech.edu/apply](http://www.alextech.edu/apply).

### ENROLLMENT PROCESS

Students applying to Alexandria Technical & Community College are asked to complete admissions criteria as outlined below and complete all program specific admissions requirements.

#### Degree Seeking

Students who plan to complete and be awarded a certificate, diploma, or degree from Alexandria Technical & Community College are considered degree seeking students. Students are classified as a new or transfer student as defined below. Admissions criteria varies per definition.

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

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

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

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

#### Visiting Student

Students who plan to enroll in courses but are not seeking the award of a certificate, diploma, or degree are classified as a visiting student. Visiting student admissions criteria is outlined below.

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

#### Additional Information

A letter regarding the applicant's admission status is issued when the admissions process is complete.

The admissions process is considered complete when all required documents are received by the admissions office and all program specific admissions related requirements and activity has been fulfilled.

#### Admission of International Students

See Minnesota State Policy 3.4.1 Section 3

#### APPLICANTS ON ACADEMIC SUSPENSION

In accordance with Minnesota State Policy 3.4, [www.minnstate.edu/board/policy/304.html](http://www.minnstate.edu/board/policy/304.html), students on academic suspension from another Minnesota State college or university school shall not be admitted to Alexandria Technical & Community College unless they demonstrate potential for being successful in the program to which they apply. Students on an active suspension status at another college will need to complete the ATCC academic appeals process prior to being admitted.

#### Procedures

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

Students who left their previous college on active academic suspension and are subsequently accepted to ATCC, following a successful appeal, will be accepted on probation.

If the Registrar's Office later receives college transcripts that indicate suspension status, acceptance will be reviewed to determine continued eligibility to attend ATCC. Those who are eligible to attend will have their acceptance changed to probationary status. Those found to be ineligible to attend will be withdrawn.

Note: This is an academic policy and only addresses a student's eligibility to attend. It does not address a student's financial aid eligibility. Students must contact the Financial Aid office for any questions about aid eligibility.

## STUDENTS ACADEMICALLY SUSPENDED FROM ANOTHER COLLEGE

In accordance with Minnesota State Policy 3.4, [www.minnstate.edu/board/policy/304.html](http://www.minnstate.edu/board/policy/304.html), students on academic suspension from another Minnesota State College or University school shall not be admitted to Alexandria Technical & Community College unless they demonstrate potential for being successful in the program to which they apply. Students on an active suspension status at another college will need to complete the ATCC academic appeals process prior to being admitted.

### PROCEDURES

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

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

Note: This is an academic policy and only addresses a student's eligibility to attend. It does not address a student's financial aid eligibility. Students must contact the Financial Aid office for any questions about aid eligibility.

## FINANCIAL AID

### FINANCIAL AID

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

### APPLYING FOR FINANCIAL AID

The Free Application for Federal Student Aid (FAFSA) is the common application for all financial aid programs. The FAFSA can be completed online at [www.fafsa.gov](http://www.fafsa.gov). Students must file a FAFSA every year. Students who file applications as soon as possible after October 1 have an advantage since ATCC processes requests for aid as they are received. Assistance is available by contacting the Financial Aid Office.

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. The Financial Aid Office processes files in the order they are received. Apply early, provide accurate information the first time, submit requested documentation immediately, and ask for assistance if you need help.

### AWARD NOTIFICATION

Applicants are emailed an award notification, which indicates their eligibility for grants and Federal Direct loans. Applicants have access to an online Award Notification in E-Services that 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, [www.minnstate.edu/board/policy/511.html](http://www.minnstate.edu/board/policy/511.html), 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 will be based on the number of credits for which a student registers each semester. Alexandria Technical & Community 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, [www.minnstate.edu/board/policy/511.html](http://www.minnstate.edu/board/policy/511.html), 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, [www.minnstate.edu/board/policy/512.html](http://www.minnstate.edu/board/policy/512.html), 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, 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 [www.minnstate.edu/board/policy/512.html](http://www.minnstate.edu/board/policy/512.html), outlines the requirements for tuition and fee due dates, refunds, withdrawals, and waivers. Alexandria Technical & Community College will extend payment of tuition and fees as billed by the Business Office for students who have been accepted for an approved financial aid award. Payment of these costs will be extended until financial aid is applied to the student account.

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

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

The president or designee may grant short-term tuition and fee payment deferrals in cases where, due to exceptional circumstances, a student needs additional time to arrange third-party financing or otherwise satisfy a tuition and fee balance due. Deferrals must document the reason for and time duration of the deferral and must be signed by the president or designee.

### SENIOR CITIZENS EXEMPTION

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

#### PROCEDURE

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

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

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

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

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

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

### REFUNDS, WAIVERS, AND WITHDRAWALS

#### REFUNDS FOR DROPPED CLASSES

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

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

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

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

#### WITHDRAWAL AFTER THE DROP/ADD PERIOD

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

The withdrawal date shall be the date on which eighty percent (80%) of the days in the academic semester have elapsed. For courses not on a standard academic semester schedule, the final date for the official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed. The last day to withdraw from each course is located on the web semester course schedule and on the student's printed schedule.

#### WAIVERS

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

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

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

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

The college cannot waive the MSUSA or MSCSA student association fee. Colleges shall, in consultation with students, develop guidelines to implement this policy. These guidelines must be available to students.

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

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

**WITHDRAWAL PROCEDURE**

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

**ADMINISTRATIVE WITHDRAWALS**

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

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

Any student who has received financial aid either as a credit to the account or as a cash payment to the student or both may end up owing the college for unpaid charges and/or the U.S. Department of Education for overpayment. The college will attempt to collect in either or both instances.

If the attempt to collect is unsuccessful after a reasonable time, the balance owed the college will be turned over to the Minnesota Recapture program, the balance owed the U.S. Department of Education will be reported to NSLDS, and eligibility for financial aid will cease forever until the overpayment is repaid. Either instance will also have a negative effect on the student's credit rating.

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

**SATISFACTORY ACADEMIC POLICY**

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

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

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

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

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

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

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

**EVALUATION PERIOD**

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

**FAILURE TO MEET STANDARDS WARNING**

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

**Suspension of Students on Warning Status**

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



**Suspension of Students Not on Warning Status**

- **SUSPENSION FOR EXCEEDING THE MAXIMUM TIMEFRAME.** If at the end of the evaluation period a student has failed to meet the standard for measurement of maximum timeframe, the student shall be suspended from financial aid eligibility.
- **SUSPENSION FOR INABILITY TO MEET PROGRAM REQUIREMENTS WITHIN THE MAXIMUM TIMEFRAME.** If at the end of the evaluation period the institution determines it is not possible for a student to raise her or his GPA or course completion percentage to meet the institution's standards before the student completes their program of study at Alexandria, the student shall be suspended from financial aid.
- **SUSPENSION FOR EXTRAORDINARY CIRCUMSTANCES.** Institutions may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.
- **SUSPENSION AT ANOTHER MINNESOTA STATE INSTITUTION.** Students who have been suspended from another Minnesota State institution within the past academic year shall be denied admission and financial aid at Alexandria but may contact the Registrar's Office for the appropriate appeal form. Students who were suspended longer than one year ago (but who have not subsequently enrolled and been returned to good standing) may enroll at Alexandria Technical & Community College. Students in these situations would change to probation status.
- **SUSPENSION AT A NON-MINNESOTA STATE INSTITUTION.** Students who have been suspended from a non-Minnesota State institution are subject to the same standards as those students suspended from a Minnesota State institution.

**Return to Good Standing**

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

**APPEALS AND PROBATION**

**Appeals**

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

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

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

**Probationary Status**

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

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

**NOTIFICATION OF STATUS AND APPEAL RESULTS**

**Status Notification**

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

**Appeal Result Notification**

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

**Reinstatement**

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

**Treatment of Grades and Credits**

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

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

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

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

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

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

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

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

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

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

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

Transfer credits accepted and applied toward a student's general education, program, or degree requirements shall apply toward the maximum timeframe calculation.

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

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

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

#### Definitions

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

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

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

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

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

#### Definition of Student

- **PURSUING CREDENTIAL** – student is admitted to Alexandria Technical & Community College and intends to complete a certificate, diploma, or degree.
- **UNDECLARED** – student is admitted to Alexandria Technical & Community College with the intention of completing courses but not a credential.
- **CONSORTIUM/PARTNER** – student is taking classes at Alexandria Technical & Community College as part of an official consortium/partnership agreement with another college. This student may be admitted to Alexandria Technical & Community College or pursuing his/her credential from another college.
- **Visiting** - registered through MnOnline or the advanced search option at another college in Minnesota State.
- **Customized Training Credit Based Course** – student is taking a credit based course offered by Alexandria Technical & Community College's Customized Training Department.
- **POST SECONDARY ENROLLMENT OPTIONS** – student is taking courses under the Post Secondary Enrollment Options program. The student may be taking classes at Alexandria Technical & Community College either pursuing a credential, undeclared, or one of the following methods:
  - o **Concurrent** - Student is taking a course(s) offered by Alexandria Technical & Community College in his/her high school. This student is subject to satisfactory progress review at the end of each term.
  - o **Online College in the High School** - Student is taking an online course(s) offered by Alexandria Technical & Community College while in high school. This student is subject to satisfactory progress review at the end of each term.
- **Fresh Start** - the fresh start option applies to academic standing only and does not affect financial aid satisfactory progress status. A student will return to the college with the status that was in effect when he/she last attended. A student may request an academic fresh start after completing his/her first term of enrollment if he/she meets the following criteria:
  - o Have not attended ATCC for five (5) academic years. (An academic year is three (3) semesters in length.)
  - o First term of enrollment is successfully completed (2.0 GPA and no withdrawals).
  - o Only prior D and F grades no longer count in GPA.
  - o Exception: If a student graduated from a program and a D grade was used to meet program requirements, that grade would remain and continue to affect academic satisfactory progress.
  - o With the exception above, a student cannot choose to keep some D grades and have fresh start applied to other D grades – it is all or no D and F grades.
  - o Student must complete the fresh start request form if he/she meets the above criteria.

### TRANSFER OF CREDIT

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

#### PROCEDURE

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

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

### TRANSFER OF CREDIT TO ALEXANDRIA TECHNICAL & COMMUNITY COLLEGE

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

1. The previous coursework must be from a regionally accredited higher education institution. See 6 for possible exceptions.
2. The earned grade must be equivalent to the program grade requirement.
3. In order to be considered for transfer, courses must be not less than 75% comparable to courses that are required by ATCC in the student's major or be applicable to goal areas of the Minnesota Transfer Curriculum (MnTC).
4. Technical courses must have been successfully completed within the time frame set by the department or be approved by their program advisor.
5. In some program areas, general education courses must have been successfully completed within specified timelines.
6. ATCC will consider courses for transfer from non-regionally accredited educational institutions under the following conditions:
  - a. Items 2 through 5 listed above must be met.
  - b. The student needs to submit a course outline and a copy of the faculty credential for the course.

**Note:** If a course(s) from a non-regionally accredited institution is accepted to fulfill a degree requirement at ATCC, this does NOT guarantee that another college will also accept the course in transfer.
7. Credit recommendations from military transcripts will be reviewed based on the criteria listed in items 2 through 5 above.

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

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

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

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

Usual appeal process steps are:

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

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

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

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

### PROCEDURE FOR STUDENTS TRANSFERRING TO OTHER INSTITUTIONS

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

### ACADEMIC INFORMATION

Alexandria Technical & Community College awards College-Level Examination Program (CLEP) credits based on Minnesota State policy 3.33, [www.minnstate.edu/board/policy/333.html](http://www.minnstate.edu/board/policy/333.html), and procedure 3.33.1, [www.minnstate.edu/board/procedure/333p1.html](http://www.minnstate.edu/board/procedure/333p1.html).

For further information on CLEP credit at ATCC, visit the Testing Center site at <http://www.alextech.edu/college-services/testing-center>.

#### PROCEDURE

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

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

### ADVANCED PLACEMENT

Alexandria Technical & Community College awards Advanced Placement (AP) credit based on the following Minnesota State policy and procedure, [www.minnstate.edu/board/policy/315.html](http://www.minnstate.edu/board/policy/315.html) and [www.minnstate.edu/board/procedure/315p1.html](http://www.minnstate.edu/board/procedure/315p1.html).

AP scores should be submitted to the Registrar's Office. For more information, please refer to Advanced Placement Course Equivalencies at [atc.custhelp.com/app/answers/detail/a\\_id/322](http://atc.custhelp.com/app/answers/detail/a_id/322)

### GRADUATION AWARDS

Upon successful completion of program requirements, a student will be eligible to receive an Associate of Arts degree, Associate of Science degree, Associate of Applied Science degree, a diploma, or a certificate. Total credit requirements vary by program and have been determined based upon curriculum requirements, advisory committee recommendations, and program development staff at the system office. Board Procedure 3.36.1

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

### PSEO – POST SECONDARY ENROLLMENT OPTIONS

#### OVERVIEW

PSEO is a program developed by the Minnesota Legislature to promote "rigorous academic pursuits" and to provide a broader range of course options to high school students. High school students are able to enroll full or part-time in college courses or programs.

#### CHOICES

Students have an opportunity to work toward completing:

- Individual courses
- 40 credit MN Transfer Curriculum package
- 60 credit AA and AS transfer degrees
- Technical programs

Depending on high school graduation requirements, students may enroll in many programs at ATCC.

#### ADVANTAGES

- Assistance and advising with career and educational planning
- Earn a college degree and high school diploma at the same time
- Attend part-time or full-time
- Take classes on campus or online

#### SUCCESS

Students who are most successful in the PSEO program are those who demonstrate successful academic achievement, social maturity, and are self-directed.

#### COLLEGE COURSE WORK IS CHALLENGING

PSEO students' grades become part of their permanent college record. Students' academic performance in college may impact their future eligibility for financial aid as well as their high school graduation.

#### HOW TO START

1. Meet with a high school counselor to discuss what PSEO course work will meet graduation requirements and career goals.
2. Complete the forms for the PSEO application process found online ([alextech.edu/PSEO](http://alextech.edu/PSEO)) and obtain signatures from high school.
3. Return the completed application packet to ATCC.

#### BOOKSTORE

The Bookstore sells new and a limited number of used textbooks for all courses offered at Alexandria Technical & Community College. (Used Book Buyback is held at the end of fall and spring semester.) The Bookstore accepts checks, cash, debit/check cards, VISA, MasterCard, and Discover. All registered Alexandria Technical & Community College students may charge books using Book Vouchers.

#### COUNSELING CENTER

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

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

#### HEALTH SERVICES

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

#### IMMUNIZATIONS

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

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

#### Exceptions:

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

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

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

## HOUSING

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

### FOUNDATION HALL

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

### COMMUNITY HOUSING LIST

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

## INTERCULTURAL SERVICES

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

## LIBRARY

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

## STUDENT ACTIVITIES

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

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

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

## IT DEPARTMENT

The IT Department administers the laptop lease program and other leased equipment, provides technical support for leased laptops, and dispenses student IDs and parking permits.

### STUDENT ID

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

## SUPPORT SERVICES

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

## TESTING CENTER

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

The center administers the following tests:

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

## COLLEGE ONLINE

### THE ONLINE ADVANTAGE

Online learners at Alexandria College Online experience:

- Quality: Experienced instructors with excellent academic and industry qualifications
- Convenience: Complete coursework on a flexible schedule
- Variety: Explore a wide variety of required and elective courses
- Personalized Support: Online advocates work with students individually
- Extended Support Hours

Alexandria College Online offers an uncompromised and flexible way to complete college courses and programs. Online coursework is equivalent to classroom courses and maintains ATCC's high standards. ATCC is accredited by the North Central Association of Colleges and Schools Commission on Institutions of Higher Education.

The college provides assistance to students enrolled in online courses. Please call 888-234-1222 ext. 4600, 320-762-4600, or email [info@alextech.edu](mailto:info@alextech.edu).

ATCC has established a partnership with Distance Minnesota, a consortium of colleges providing online programs and courses. Member colleges, together with a centralized office, offer learners easy access to a college education online. To find more information about Distance Minnesota, call 800-657-3930 or visit [distanceminnesota.org](http://distanceminnesota.org).

### APPLY FOR ADMISSION

Go to [distanceminnesota.org](http://distanceminnesota.org). Follow the instructions to complete the college application. An email address is required on the application. Once the application has been received, the distance office staff will communicate with the applicant regarding the status of the application, login instructions, and next steps.

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





**MINNESOTA STATE**

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

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This document is available in alternative formats by calling

888-234-1222 ext. 4673 or 320-762-4673.