

ALEXANDRIA COLLEGE  
**CATALOG**  
2021-2022



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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 has adopted and follows the Minnesota State Board Policy in its entirety. The policy may be reviewed on the Minnesota State website at <http://www.minnstate.edu/board/policy/1b01.html>.

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week
1	Fall Business Technology	ACCT1602	1	2
1	Fall Payroll Accounting	ACCT1613	2	3
1	Fall Principles of Accounting I	ACCT2000	4	5
1	Fall Public Speaking	COMM1415	3	3
1	Fall Technical Writing	ENGL1460	3	3
1	Fall Beginning Personal Computer I	ITEC1440	2	2
			Total Credits: 15	Hours/Week: 18
2	Spr Computerized Accounting Applications	ACCT1605	2	4
2	Spr Microsoft Excel & Access Applications	ACCT1610	3	4
2	Spr Principles of Accounting II	ACCT2010	4	4
2	Spr Communicating for Results	COMM1440	2	2
2	Spr Consumer Econ & Finance or Goal 5/9 Course	ECON1404 a	3	3
2	Spr Mathematical Reasoning	MATH1415	3	3
			Total Credits: 17	Hours/Week: 20
3	Fall 3 CREDITS FROM EMPHASIS AREA	ACCT	3	3
3	Fall Intermediate Accounting I	ACCT2601	4	4
3	Fall Intermediate Accounting II	ACCT2602	4	4
3	Fall Income Tax I	ACCT2603	4	5
3	Fall Government & Non-Profit Accounting	ACCT2621	2	3
3	Fall Intro to Microeconomics or Goal 5 Course	ECON1430 a	3	3
			Total Credits: 20	Hours/Week: 22
4	Spr 3 CREDITS FROM EMPHASIS AREA	ACCT	3	3
4	Spr 3 CREDITS FROM EMPHASIS AREA	ACCT	3	3
4	Spr Spreadsheet Applications	ACCT2607	2	4
4	Spr Managerial Cost Accounting	ACCT2618	4	4
4	Spr Income Tax Applications	ACCT2620	3	4
4	Spr Intermediate Accounting III	ACCT2626	3	4
4	Spr Auditing	ACCT2628	2	2
			Total Credits: 20	Hours/Week: 24
			PROGRAM CREDITS: 72	PROGRAM HOURS: 84

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

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



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

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# ACCOUNTING TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week
1	Fall Principles of Accounting I	ACCT2000	4	5
1	Fall Composition I	ENGL1410	3	3
1	Fall Introduction to Computer	ITEC1430	3	3
1	Fall College Algebra	MATH1420	3	3
			Total Credits:	13
			Hours/Week:	14
2	Spr Principles of Accounting II	ACCT2010	4	4
2	Spr Business Law	BUS2200	3	3
2	Spr Public Speaking	COMM1415	3	3
2	Spr Composition II	ENGL1420	3	3
2	Spr Any MNTC course from Goal 3 with Lab	MNTC	3	4
			Total Credits:	16
			Hours/Week:	17
3	Fall Principles of Management	BUS2220	3	3
3	Fall Intro to Macroeconomics	ECON1420	3	3
3	Fall Introduction to Statistics	MATH1447	4	4
3	Fall Any Course from MN Transfer Goal 6	MNTC	3	3
3	Fall Technical Elective	TE	3	4
			Total Credits:	16
			Hours/Week:	17
4	Spr Intro to Microeconomics	ECON1430	3	3
4	Spr Principles of Marketing	MKTG2525	3	3
4	Spr Any Course from MN Transfer Goal 7	MNTC	3	3
4	Spr Technical Electives	TE	6	7
			Total Credits:	15
			Hours/Week:	16
			PROGRAM CREDITS:	60
			PROGRAM HOURS:	64

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

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



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# BEHAVIORAL HEALTH & HUMAN SERVICES

ASSOCIATE OF APPLIED SCIENCE DEGREE

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Intro to Behavioral Health & Human Services	BHHS1005	2	2
1	Fall	Direct Service Professionalism	BHHS1010	3	3
1	Fall	Facilitating Positive Behavior	BHHS1040	3	3
1	Fall	Technical Writing	ENGL1460	3	3
1	Fall	Introduction to Computer	ITEC1430	3	3
				Total Credits:	14
				Hours/Week:	14
2	Spr	Physical/Developmental Supports I	BHHS1020	3	3
2	Spr	Person-Centered Planning	BHHS1030	3	3
2	Spr	Communicating for Results	COMM1440	2	2
2	Spr	Elective	ELECTIVE	6	6
2	Spr	Medical Terminology	MEDS1620	3	4
				Total Credits:	17
				Hours/Week:	18
3	Fall	Social Welfare Services	BHHS1560	3	3
3	Fall	Supportive Interventions	BHHS2050	4	4
3	Fall	MN Transfer Curriculum Elective	MNTC	3	3
3	Fall	Ethics	PHIL1445	3	3
3	Fall	General Psychology	PSYC1445	3	3
				Total Credits:	16
				Hours/Week:	16
4	Spr	Physical/Developmental Supports II	BHHS2020	3	3
4	Spr	Internship	CSP1910	4	12
4	Spr	Electives	ELECTIVE	7	7
4	Spr	Abnormal Psychology	PSYC1410	3	3
				Total Credits:	17
				Hours/Week:	25
				PROGRAM CREDITS:	64
				PROGRAM HOURS:	73

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

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# BEHAVIORAL HEALTH & HUMAN SERVICES

ASSOCIATE OF APPLIED SCIENCE DEGREE

Elective Course Title	ID	Credits
American Sign Language I	ASL1400	3
American Sign Language II	ASL1410	3
Public Speaking	COMM1415	3
Child Growth & Development	ECED1110	3
Child Health, Wellness, & Nutrition	ECED1120	3
Guiding Young Children	ECED1130	3
Child/Family Relations in Diverse World	ECED2110	3
Children with Differing Abilities	EDUC2410	3
Composition I	ENGL1410	3
AHA Basic Life Support	HLTH1620	1
Behavioral Interventions	HSER1020	3
Poverty	HSER1030	3
Certified Nursing Assistant	NSGA1640	3
Introduction to Social Work	PRSW1400	3
Lifespan Psychology	PSYC1405	3
Introduction to Sociology	SOCS1400	3
Social Problems	SOCS1402	3
Critical Thinking in Society	SOCS1405	3
Human Sexuality	SOCS2403	3

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

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# BEHAVIORAL HEALTH & HUMAN SERVICES

## DIPLOMA

	Course Name	Course ID	Credits	Hours/Week
1	Fall Intro to Behavioral Health & Human Services	BHHS1005	2	2
1	Fall Direct Service Professionalism	BHHS1010	3	3
1	Fall Facilitating Positive Behavior	BHHS1040	3	3
1	Fall Technical Writing	ENGL1460	3	3
1	Fall Introduction to Computer	ITEC1430	3	3
			Total Credits: 14	Hours/Week: 14
2	Spr Physical/Developmental Supports I	BHHS1020	3	3
2	Spr Person-Centered Planning	BHHS1030	3	3
2	Spr Communicating for Results	COMM1440	2	2
2	Spr Elective	ELECTIVE	6	6
2	Spr Medical Terminology	MEDS1620	3	4
			Total Credits: 17	Hours/Week: 18
			PROGRAM CREDITS: 31	PROGRAM HOURS: 32

Elective Course Title	ID	Credits
American Sign Language I	ASL1400	3
American Sign Language II	ASL1410	3
Public Speaking	COMM1415	3
Child Growth & Development	ECED1110	3
Child Health, Wellness, & Nutrition	ECED1120	3
Guiding Young Children	ECED1130	3
Child/Family Relations in Diverse World	ECED2110	3
Children with Differing Abilities	EDUC2410	3
Composition I	ENGL1410	3
AHA Basic Life Support	HLTH1620	1
Behavioral Interventions	HSER1020	3
Poverty	HSER1030	3
Certified Nursing Assistant	NSGA1640	3
Introduction to Social Work	PRSW1400	3
Lifespan Psychology	PSYC1405	3
Introduction to Sociology	SOCS1400	3
Social Problems	SOCS1402	3
Critical Thinking in Society	SOCS1405	3
Human Sexuality	SOCS2403	3

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# BIOLOGY TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week
1	Fall General Biology I	BIOL1450	4	5
1	Fall General Chemistry I	CHEM1500	4	5
1	Fall College Algebra	MATH1420	3	3
1	Fall Composition I	ENGL1410	3	3
1	Fall Individualized Degree Planning	GSDV1400	1	1
			Total Credits:	15
			Hours/Week:	17
2	Spr General Biology II	BIOL1452	4	5
2	Spr General Chemistry II	CHEM1505	4	5
2	Spr Intro to Statistics	MATH1447	4	4
2	Spr Beginning Personal Comp I	ITEC1440	2	2
2	Spr Composition II or Technical Writing	ENGL1420 or 1460	3	3
			Total Credits:	17
			Hours/Week:	19
3	Fall Genetics	BIOL2230	4	5
3	Fall Public Speaking, Advanced Public Speaking, Interpersonal Communication, Intercultural Communication, Social Media Communication, or Conflict Resolution Communication	COMM1415, 1425, 1435, 1437, 1485, or 2414	3	3
3	Fall Humanities	MNTC Goal 6	3	3
3	Fall General Elective (Goal 3 recommended)	General Elective	3	4
			Total Credits:	13
			Hours/Week:	15
4	Spr Microbiology I	BIOL2225	3	4
4	Spr Humanities	MNTC Goal 6	3	3
4	Spr History & Social Behavioral Sciences, Human Diversity	MNTC Goal 5 & 7	3	3
4	Spr History & Social Behavioral Sciences, Global Perspective	MNTC Goal 5 & 8	3	3
4	Spr General Elective	General Elective	3	3
			Total Credits:	15
			Hours/Week:	16
			PROGRAM CREDITS:	60
			PROGRAM HOURS:	67

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

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# BUSINESS MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week	
1	Fall Principles of Management	BUS2220	3	3	
1	Fall Composition I	ENGL1410	3	3	
1	Fall Beginning Personal Computer I	ITEC1440	2	2	
1	Fall Business Math	MKTG1507	3	3	
1	Fall Selling Principles & Practices	MKTG1515	3	3	
				Total Credits: 14	Hours/Week: 14
2	Spr Microsoft Excel & Access Applications	ACCT1610	3	4	
2	Spr Principles of Accounting I	ACCT2000	4	5	
2	Spr Interpersonal Communication	COMM1435	3	3	
2	Spr Advertising & Sales Promotion	MKTG1511	3	3	
2	Spr Principles of Marketing	MKTG2525	3	3	
				Total Credits: 16	Hours/Week: 18
3	Fall Principles of Accounting II	ACCT2010	4	4	
3	Fall Business Law	BUS2200	3	3	
3	Fall Entrepreneurship	BUS2210	3	4	
3	Fall Counselor Selling	MKTG1530	3	3	
3	Fall Supervision/Human Resource Mgmt.	MKTG2518	3	3	
				Total Credits: 16	Hours/Week: 17
4	Spr Intro to Microeconomics	ECON1430	3	3	
4	Spr Marketing and Social Media Mgmt	MKTG2501	4	5	
4	Spr Career Seminar	MKTG2521	2	2	
4	Spr MN Transfer Curriculum Elective	MNTC	3	3	
4	Spr Ethics	PHIL1445	3	3	
				Total Credits: 15	Hours/Week: 16
5	Smr Internship	MKTG2703	3	9	
				Total Credits: 3	Hours/Week: 9
				PROGRAM CREDITS: 64	PROGRAM HOURS: 74

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

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# BUSINESS MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

Elective Course Title	ID	Credits
Public Speaking	COMM1415	3
Communicating for Results	COMM1440	2
Adv. Communicating for Results	COMM1445	3
Consumer Economics and Finance	ECON1404	3
Introduction to Economics Principles	ECON1410	3
Intro to Macroeconomics	ECON1420	3
Technical Writing	ENGL1460	3
Introduction to Computer	ITEC1430	3
Mathematical Reasoning	MATH1415	3
College Algebra	MATH1420	3
Retail Management & Merchandising	MKTG1505	3
Quality Customer Service	MKTG2515	3

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# BUSINESS MANAGEMENT

DIPLOMA

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

Elective Course Title	ID	Credits
Microsoft Excel & Access Applications	ACCT1610	3
Principles of Accounting II	ACCT2010	4
Entrepreneurship	BUS2210	3
Business Math	MKTG1507	3
Counselor Selling	MKTG1530	3
Marketing and Social Media Mgmt	MKTG2501	4
Supervision/Human Resource Mgmt	MKTG2518	3

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

# BUSINESS MANAGEMENT

## CERTIFICATE

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

Elective Course Title	ID	Credits
<b>Microsoft Excel &amp; Access Applications</b>	ACCT1610	3
<b>Principles of Accounting II</b>	ACCT2010	4
<b>Entrepreneurship</b>	BUS2210	3
<b>Business Math</b>	MKTG1507	3
<b>Counselor Selling</b>	MKTG1530	3
<b>Marketing and Social Media Mgmt</b>	MKTG2501	4
<b>Supervision/Human Resource Mgmt</b>	MKTG2518	3

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



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# BUSINESS TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week
1	Fall Business Law	BUS2200	3	3
1	Fall Intro to Macroeconomics	ECON1420	3	3
1	Fall Composition I	ENGL1410	3	3
1	Fall Introduction to Computer	ITEC1430	3	3
			Total Credits:	12
			Hours/Week:	12
2	Spr Principles of Accounting I	ACCT2000	4	5
2	Spr Public Speaking	COMM1415	3	3
2	Spr Intro to Microeconomics	ECON1430	3	3
2	Spr Elective	ELECTIVE	3	3
2	Spr Any Course from MN Transfer Goal 3	MNTC	3	3
			Total Credits:	16
			Hours/Week:	17
3	Fall Principles of Management	BUS2220	3	3
3	Fall Elective	ELECTIVE3	3	3
3	Fall College Algebra	MATH1420	3	3
3	Fall Any Course from MN Transfer Goal 6	MNTC	3	3
3	Fal Ethics	PHIL1445	3	3
			Total Credits:	15
			Hours/Week:	15
4	Spr Principles of Accounting II	ACCT2010	4	4
4	Spr Elective	ELECTIVE	3	3
4	Spr Composition II	ENGL1420	3	3
4	Spr Introduction to Statistics	MATH1447	4	4
4	Spr Principles of Marketing	MKTG2525	3	3
			Total Credits:	17
			Hours/Week:	17
			PROGRAM CREDITS:	60
			PROGRAM HOURS:	61

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

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# BUSINESS TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

Elective Course Title	ID	Credits
Computerized Acct. for Quickbooks	ACCT1507	1
Microsoft Excel & Access Applications	ACCT1610	3
Introduction to Fashion Retailing	FASH1601	3
Fashion Merchandising	FASH2601	3
Sales Management	MKSM2601	3
Sales Territory Management	MKSM2602	3
Retail Management & Merchandising	MKTG1505	3
Advertising & Sales Promotion	MKTG1511	3
Selling Principles & Practices	MKTG1515	3
Counselor Selling	MKTG1530	3
Entrepreneurship	MKTG1535	4
Marketing and Social Media Mgmt	MKTG2501	4
Quality Customer Service	MKTG2515	3
Supervision/Human Resource Mgmt	MKTG2518	3

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# CARPENTRY

## DIPLOMA

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

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



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# CARPENTRY

DIPLOMA

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

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



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2022-2023



# COMMUNICATION ART & DESIGN

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

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

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



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2022-2023

# COMMUNICATION ART & DESIGN

## DIPLOMA

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

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



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# 2022-2023

# COMPUTER INFORMATION SYSTEMS

ASSOCIATE OF SCIENCE DEGREE

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

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

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

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



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**2022-2023**

# CYBERSECURITY

## CERTIFICATE

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

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



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2022-2023

# CYBERSECURITY, VIRTUALIZATION, & NETWORKING

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

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

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

Elective Course Title	ID	Credits
Public Speaking	COMM1415	3
Interpersonal Communication	COMM1435	3
Composition I	ENGL1410	3
Mathematical Reasoning	MATH1415	3
College Algebra	MATH1420	3
General Psychology	PSYC1445	3
Critical Thinking in Society	SOCS1405	3



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# DIESEL MECHANICS

ASSOCIATE OF APPLIED SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week
1	Fall People & the Environ or MN Trans Curr	BIOL1430	3	3
1	Fall Diesel Industry Fundamentals	DIES1630	2	3
1	Fall Hydraulic Fundamentals	DIES1631	3	4
1	Fall DC Electricity	DIES1632	3	4
1	Fall Diesel Electronic Systems	DIES1633	3	5
1	Fall Power Trains I	DIES1634	3	5
			Total Credits: 17	Hours/Week: 24
2	Spr Diesel Engines I	DIES1640	6	9
2	Spr Diesel Fuel Systems	DIES1641	3	4
2	Spr HVAC Systems	DIES1642	3	4
2	Spr Diesel Service Welding	DIES1643	1	2
2	Spr Applied Technical Mathematics	MATH1455	2	2
2	Spr MN Transfer Curriculum Elective	MNTC	3	3
			Total Credits: 18	Hours/Week: 24
3	Smr Applied Failure Analysis	DIES1650	2	3
3	Smr Diesel Servicing/PM	DIES1651	2	3
3	Smr MN Transfer Curriculum Elective	MNTC	3	3
			Total Credits: 7	Hours/Week: 9
4	Fall Diesel Engines II	DIES2630	6	9
4	Fall Braking Systems	DIES2631	4	6
4	Fall Electronic Engines/Controls	DIES2632	3	4
4	Fall MN Transfer Curriculum Elective	MNTC	3	3
			Total Credits: 16	Hours/Week: 22
5	Spr Power Trains II	DIES2640	6	9
5	Spr Advanced Hydraulics	DIES2641	4	6
5	Spr Internship or DIES2642	DIES2704	4	12
5	Spr Technical Writing	ENGL1460	3	3
			Total Credits: 17	Hours/Week: 30
			PROGRAM CREDITS: 75	PROGRAM HOURS: 109

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

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

Elective Course Title	ID	Credits
Shop Practices	DIES2642	4



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# DIESEL MECHANICS

DIPLOMA

	Course Name	Course ID	Credits	Hours/Week
1	Fall People & the Environ or MN Trans Curr	BIOL1430	3	3
1	Fall Diesel Industry Fundamentals	DIES1630	2	3
1	Fall Hydraulic Fundamentals	DIES1631	3	4
1	Fall DC Electricity	DIES1632	3	4
1	Fall Diesel Electronic Systems	DIES1633	3	5
1	Fall Power Trains I	DIES1634	3	5
			Total Credits: 17	Hours/Week: 24
2	Spr Diesel Engines I	DIES1640	6	9
2	Spr Diesel Fuel Systems	DIES1641	3	4
2	Spr HVAC Systems	DIES1642	3	4
2	Spr Diesel Service Welding	DIES1643	1	2
2	Spr Applied Technical Mathematics	MATH1455	2	2
			Total Credits: 15	Hours/Week: 21
3	Smr Applied Failure Analysis	DIES1650	2	3
3	Smr Diesel Servicing/PM	DIES1651	2	3
			Total Credits: 4	Hours/Week: 6
4	Fall Diesel Engines II	DIES2630	6	9
4	Fall Braking Systems	DIES2631	4	6
4	Fall Electronic Engines/Controls	DIES2632	3	4
			Total Credits: 13	Hours/Week: 19
5	Spr Power Trains II	DIES2640	6	9
5	Spr Advanced Hydraulics	DIES2641	4	6
5	Spr Internship or DIES2642	DIES2704	4	12
5	Spr MN Transfer Curriculum Elective	MNTC	3	3
			Total Credits: 17	Hours/Week: 30
			PROGRAM CREDITS: 66	PROGRAM HOURS: 100

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

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

Elective Course Title	ID	Credits
Shop Practices	DIES2642	4



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**2022-2023**

# EARLY CHILDHOOD EDUCATION

ASSOCIATE OF APPLIED SCIENCE DEGREE

	Course Name		Course ID	Credits	Hours/Week
1	Fall	Intro to Early Childhood Education	ECED1100	3	3
1	Fall	Child Growth & Development	ECED1110	3	4
1	Fall	Child Health, Wellness, & Nutrition	ECED1120	3	3
1	Fall	Guiding Young Children	ECED1130	3	4
1	Fall	Introduction to Computer	ITEC1430	3	3
				Total Credits:	15
					Hours/Week: 17
2	Spr	Job Seeking/Keeping Skills	COMM1439	1	1
2	Spr	Observation & Assessment	ECED1200	3	5
2	Spr	Learning Environ & Creative Activities	ECED1210	3	4
2	Spr	Infant/Toddler Development & Learning	ECED1220	4	5
2	Spr	Preschool Development & Learning	ECED1230	4	5
2	Spr	Composition I	ENGL1410	3	3
				Total Credits:	18
					Hours/Week: 23
3	Sum	Internship	ECED2000	3	7
				Total Credits:	3
					Hours/Week: 7
4	Fall	American Sign Language I	ASL1400	3	3
4	Fall	Intro to Language & Literacy	ECED2100	3	4
4	Fall	Child/Family Relations in Diverse World	ECED2110	3	3
4	Fall	Practicum I	ECED2120	3	7
4	Fall	Professional Leadership	ECED2130	3	4
4	Fall	MN Transfer Curriculum Elective	MNTC	3	3
				Total Credits:	18
					Hours/Week: 24
5	Spr	Program Planning	ECED2200	3	4
5	Spr	Practicum II	ECED2210	3	7
5	Spr	Creative Dev & Experiences	ECED2220	3	4
5	Spr	Children with Differing Abilities	EDUC2410	3	4
5	Spr	MN Transfer Curriculum Electives	MNTC	6	6
				Total Credits:	18
					Hours/Week: 25
				PROGRAM CREDITS:	72
					PROGRAM HOURS: 96

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

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# EARLY CHILDHOOD EDUCATION

ASSOCIATE OF APPLIED SCIENCE DEGREE

Elective Course Title	ID	Credits
Digital Photography	ART1475	3
American Sign Language II	ASL1410	3
Public Speaking	COMM1415	3
Interpersonal Communication	COMM1435	3
Consumer Economics and Finance	ECON1404	3
Technical Writing	ENGL1460	3
U.S. History to 1877	HIST1401	3
World History, 1500 to Present	HIST1422	3
Mathematical Reasoning	MATH1415	3
College Algebra	MATH1420	3
Ethics	PHIL1445	3
Lifespan Psychology	PSYC1405	3
General Psychology	PSYC1445	3
Critical Thinking in Society	SOCS1405	3

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



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# EARLY CHILDHOOD EDUCATION

## CERTIFICATE

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

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



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# EARLY CHILDHOOD EDUCATION

## DIPLOMA

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

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

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



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# EARLY CHILDHOOD EDUCATION TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week
1	Fall Intro to Early Childhood Education	ECED1100	3	3
1	Fall Child Growth & Development	ECED1110	3	4
1	Fall Child Health, Wellness, & Nutrition	ECED1120	3	3
1	Fall Guiding Young Children	ECED1130	3	4
1	Fall Composition I	ENGL1410	3	3
			Total Credits:	15
			Hours/Week:	17
2	Spr Observation & Assessment	ECED1200	3	5
2	Spr Learning Environ & Creative Activities	ECED1210	3	4
2	Spr Composition II	ENGL1420	3	3
2	Spr MATH Course - MnTC Goal 4	MNTCMATH	3	3
2	Spr PSYC Course - MnTC Goal 5	MNTCPSYC	3	3
			Total Credits:	15
			Hours/Week:	18
3	Sum Internship (or Practicum 1 in Fall)	ECED2000 Op	3	7
			Total Credits:	3
			Hours/Week:	7
4	Fall Intro to Language & Literacy	ECED2100	3	4
4	Fall Child/Family Relations in Diverse World	ECED2110	3	3
4	Fall Science Course with Lab - MnTC Goal 3	MNTCSCIE	3	3
4	Fall SOCS Course - MnTC Goal 5	MNTCSOCS	3	3
			Total Credits:	12
			Hours/Week:	13
5	Spr Public Speaking	COMM1415	3	3
5	Spr Children with Differing Abilities	EDUC2410	3	4
5	Spr Humanities/Fine Art - MnTC Goal 6	MNTCART	3	3
5	Spr MnTC Elective (Recommend Goal 6)	MNTCELEC	3	3
5	Spr Critical Thinking in Society	SOCS1405	3	3
			Total Credits:	15
			Hours/Week:	16
			PROGRAM CREDITS:	60
			PROGRAM HOURS:	71

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Elective Course Title	ID	Credits
Practicum I	ECED2120	3



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**2022-2023**

# ECONOMICS TRANSFER PATHWAY

ASSOCIATE OF ARTS DEGREE

	Course Name	Course ID	Credits	Hours/Week
1	Fall Composition I	ENGL1410	3	3
1	Fall Oral Communication	MNTC Goal #1	3	3
1	Fall Natural Sciences (requires 1 lab)	MNTC Goal #3	4	5
1	Fall Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
1	Fall Individualized Degree Planning	GSDV1400	1	1
1	Fall Beginning Personal Computer I	ITEC1440	2	2
			Total Credits: 16	Hours/Week: 17
2	Spr Introduction to Microeconomics	ECON1430	3	3
2	Spr Composition II	ENGL1420	3	3
2	Spr College Algebra	MATH1420	3	3
2	Spr Natural Sciences (requires 1 lab)	MNTC Goal #3	3	4
2	Spr Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
2	Spr Wellness Elective	PHED Elective	1	2
			Total Credits: 16	Hours/Week: 18
3	Fall Introduction to Macroeconomics	ECON1420	3	3
3	Fall Introduction to Statistics	MATH1447	4	4
3	Fall History & Social and Behavioral Sciences	MNTC Goal #5	3	3
3	Fall Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
3	Fall Human Diversity	MNTC Goal #7	3	3
			Total Credits: 16	Hours/Week: 16
4	Spr Ethic and Civic Diversity	MNTC Goal #9	3	3
4	Spr People and the Environment	MNTC Goal #10	3	3
4	Spr General Elective	General Elective	6	6
			Total Credits: 12	Hours/Week: 12
			PROGRAM CREDITS: 60	PROGRAM HOURS: 63

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



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2022-2023

# ENGLISH TRANSFER PATHWAY

ASSOCIATE OF ARTS DEGREE

	Course Name	Course ID	Credits	Hours/Week
1	Fall General Biology I	BIOL1450	4	5
1	Fall Public Speaking	COMM1415	3	3
1	Fall Composition I	ENGL1410	3	3
1	Fall Beginning Personal Comp I	ITEC1440	2	2
1	Fall Intro to Sociology	SOCS1400	3	3
			Total Credits:	15
			Hours/Week:	16
2	Spr People and the Environment	BIOL1430	3	3
2	Spr People and the Environment Lab	CHEM1505	1	2
2	Spr Composition II	ENGL1420	3	3
2	Spr Introduction to Literary Studies	ENGL1490	3	3
2	Spr Individualized Degree Plan	GSDV1400	1	1
2	Spr Technology Ethics	PHIL1410	3	3
2	Spr Wellness Elective	PHED Elective	1	2
			Total Credits:	15
			Hours/Week:	17
3	Fall Technical Writing	ENGL1460	3	3
3	Fall Modern American Literature	ENGL2405	3	3
3	Fall Modern World Literature	ENGL2420	3	3
3	Fall College Algebra	MATH1420	3	3
3	Fall Elective	MnTC Elec	3	3
			Total Credits:	15
			Hours/Week:	15
4	Spr Multicultural American Literature	ENGL1453	3	3
4	Spr Creative Writing	ENGL1465	3	3
4	Spr Environmental Literature	ENGL1495	3	3
4	Spr US History to 1877	HIST1401	3	3
4	Spr Elective	MnTC Elec	3	3
			Total Credits:	15
			Hours/Week:	15
			PROGRAM CREDITS:	60
			PROGRAM HOURS:	63

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



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# EXERCISE SCIENCE

ASSOCIATE OF APPLIED SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week
1	Fall Essentials of Anatomy & Physiology	BIOL1416	3	4
1	Fall Technical Writing	ENGL1460	3	3
1	Fall Training Princ & Methodology I	EXSC1600	3	5
1	Fall Essentials of Cardio & Mobility Training	EXSC1610	3	4
1	Fall Princ of Health, Wellness, & Fitness	EXSC1620	2	2
1	Fall Personal Computer Skills	ITEC1445	1	1
			Total Credits:	15
			Hours/Week:	19
2	Spr Principles of Nutrition	BIOL1435	3	3
2	Spr Training Princ & Methodology II	EXSC1630	3	4
2	Spr Anatomy, Biomechanics & Ex Physiology	EXSC1640	3	4
2	Spr Personal Fitness I	EXSC1650	2	4
2	Spr Human Motion	EXSC1660	3	4
			Total Credits:	14
			Hours/Week:	19
3	Fall Nutrition II	EXSC2605	2	2
3	Fall Exercise Program Design	EXSC2600	3	3
3	Fall Training for Sports Performance	EXSC2610	3	4
3	Fall Personal Fitness II	EXSC2620	1	2
3	Fall Exercise for Special Populations	EXSC2630	3	4
3	Fall General Psychology	PSYC1445	3	3
			Total Credits:	15
			Hours/Week:	18
4	Spr Job Seeking/Keeping Skills	COMM1439	1	1
4	Spr Practical Application of Prog Design	EXSC2640	4	7
4	Spr Adv & Specialized Fitness Programs	EXSC2650	2	3
4	Spr Professional Development in Exer Sc	EXSC2660	3	5
4	Spr Mathematical Reasoning	MATH1415	3	3
4	Spr Counselor Selling	MKTG1530	3	3
			Total Credits:	16
			Hours/Week:	22
			PROGRAM CREDITS:	60
			PROGRAM HOURS:	78

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



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# EXERCISE SCIENCE

DIPLOMA

	Course Name	Course ID	Credits	Hours/Week
1	Fall Essentials of Anatomy & Physiology	BIOL1416	3	4
1	Fall Training Princ & Methodology I	EXSC1600	3	5
1	Fall Essentials of Cardio & Mobility Training	EXSC1610	3	4
1	Fall Princ of Health, Wellness, & Fitness	EXSC1620	2	2
			Total Credits:	11
			Hours/Week:	15
2	Spr Principles of Nutrition	BIOL1435	3	3
2	Spr Training Princ & Methodology II	EXSC1630	3	4
2	Spr Anatomy, Biomechanics & Ex Physiology	EXSC1640	3	4
2	Spr Human Motion	EXSC1660	3	4
			Total Credits:	12
			Hours/Week:	15
3	Fall Nutrition II	EXSC2605	2	2
3	Fall Exercise Program Design	EXSC2600	3	3
3	Fall Exercise for Special Populations	EXSC2630	3	4
			Total Credits:	8
			Hours/Week:	9
4	Spr Practical Application of Prog Design	EXSC2640	4	7
4	Spr Adv & Specialized Fitness Programs	EXSC2650	2	3
4	Spr Professional Development in Exer Sc	EXSC2660	3	5
			Total Credits:	9
			Hours/Week:	15
			PROGRAM CREDITS:	40
			PROGRAM HOURS:	54

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



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# FASHION MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week
1	Fall Principles of Management	BUS2220	3	3
1	Fall Introduction to Fashion Retailing	FASH1601	3	3
1	Fall Retail Management & Merchandising	MKTG1505	3	3
1	Fall Business Math	MKTG1507	3	3
1	Fall Selling Principles & Practices	MKTG1515	3	3
			Total Credits:	15
			Hours/Week:	15
2	Spr Principles of Accounting I	ACCT2000	4	5
2	Spr Interpersonal Communication	COMM1435	3	3
2	Spr Introduction to Computer	ITEC1430	3	3
2	Spr Advertising & Sales Promotion	MKTG1511	3	3
2	Spr Principles of Marketing	MKTG2525	3	3
			Total Credits:	16
			Hours/Week:	17
3	Fall Fashion Merchandising	FASH2601	3	3
3	Fall Composition I	ENGL1410	3	3
3	Fall Counselor Selling	MKTG1530	3	3
3	Fall Quality Customer Service	MKTG2515	3	3
3	Fall Supervision/Human Resource Mgmt.	MKTG2518	3	3
			Total Credits:	15
			Hours/Week:	15
4	Spr Consumer Economics and Finance	ECON1404	3	3
4	Spr Marketing and Social Media Mgmt	MKTG2501	4	5
4	Spr Career Seminar	MKTG2521	2	2
4	Spr Ethics	PHIL1445	3	3
4	Spr General Psychology	PSYC1445	3	3
			Total Credits:	15
			Hours/Week:	16
5	Smr Internship	MKTG2703	3	9
			Total Credits:	3
			Hours/Week:	9
			PROGRAM CREDITS:	64
			PROGRAM HOURS:	72

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

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

Elective Course Title	ID	Credits
Entrepreneurship	BUS2210	3
College Algebra	MATH1420	3
Critical Thinking in Society	SOCS1405	3



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# HISTORY TRANSFER PATHWAY

ASSOCIATE OF APPLIED SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week
1	Fall US History to 1877 or US History 1877 to Present	HIST1401 or HIST1402	3	3
1	Fall Composition I	ENGL1410	3	3
1	Fall Oral Communication	MNTC Goal #1	3	3
1	Fall Natural Science (requires 1 lab)	MNTC Goal #3	4	5
1	Fall Beginning Personal Computer I	ITEC1440	2	2
1	Fall Individualized Degree Planning	GSDV1400	1	1
			Total Credits: 16	Hours/Week: 17
2	Spr World History to 1500 or World History 1500 to Present	HIST1421 or HIST1422	3	3
2	Spr Composition II	ENGL1420	3	3
2	Spr Introduction to Statistics	MATH1447	4	4
2	Spr Natural Science (requires 1 lab)	MNTC Goal #3	3	4
2	Spr Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
2	Spr Any Phy Ed Course	PHED Elective	1	2
			Total Credits: 17	Hours/Week: 19
3	Fall One additional course to complete a sequence; acceptable sequences include: HIST1401 and HIST1402 or HIST1421 and HIST1422	HIST1401, HIST1402, HIST1421, or HIST1422	3	3
3	Fall Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
3	Fall Ethic and Civic Diversity	MNTC Goal #9	3	3
3	Fall People and the Environment	MNTC Goal #10	3	3
3	Fall General Elective	General Elective	3	3
			Total Credits: 15	Hours/Week: 15
4	Spr Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
4	Spr General Electives	General Elective	9	9
			Total Credits: 12	Hours/Week: 12
			PROGRAM CREDITS: 60	PROGRAM HOURS: 63

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



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# INDIVIDUALIZED STUDIES

ASSOCIATE OF SCIENCE DEGREE

The Individualized Studies Associate of Science (AS) degree is, in part, for students who intend to transfer to complete a bachelor's degree. This 60 credit degree allows learners to develop a specific education plan to update their skills. This personalized degree gives students the opportunity to focus on specialized career interests not offered in the college's structured degree programs, to combine and integrate a number of subjects into a degree program, and/or to build on a current area of study or expertise. Students work collaboratively with faculty and staff to create a degree plan that meets individualized educational needs. Students who need flexibility or who are working fulltime appreciate the online and evening options. Students who enroll in the Individualized Studies program will complete 30 technical credits and 30 general education credits (in at least six goal areas of the MnTC). Please refer to the MnTC on pages 76-77 and the ten goal areas.

## TRANSFER

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

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

# INTERIOR DESIGN

ASSOCIATE OF APPLIED SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week
1	Fall Design Basics	IDES1600	4	4
1	Fall Drafting	IDES1605	3	3
1	Fall Presentation Techniques	IDES1610	4	4
1	Fall Materials of Interior Design	IDES1636	3	3
1	Fall Residential Studio	IDES1650	3	3
			Total Credits: 17	Hours/Week: 17
2	Spr Survey of Western Art and Culture	ART1408	4	5
2	Spr Building Systems & Codes	IDES1615	4	4
2	Spr Interior Design Sales	IDES1620	2	2
2	Spr Kitchen & Bath Studio	IDES1652	3	3
2	Spr Small Commercial Studio	IDES1654	3	3
2	Spr CAD Drawing in Design I	IDES2639	3	3
			Total Credits: 19	Hours/Week: 20
3	Fall Life Drawing I	ART1450	3	3
3	Fall Composition I	ENGL1410	3	3
3	Fall Interior Design Elective	IDES EL	3	3
3	Fall Interior Design Elective	IDES EL	3	3
3	Fall Lighting Design	IDES1657	2	2
3	Fall Furniture: Style & Construction	IDES2600	3	3
			Total Credits: 17	Hours/Week: 17
4	Spr Public Speaking	COMM1415	3	3
4	Spr Interior Design Elective	IDES EL	3	3
4	Spr Interior Design Elective	IDES EL	3	3
4	Spr Professional Practices	IDES2633	3	3
4	Spr Any Course from MnTC Goal 2-5, 7-10	MNTC	3	3
			Total Credits: 15	Hours/Week: 15
5	Smr Internship	IDES2704	4	12
			Total Credits: 4	Hours/Week: 12
			PROGRAM CREDITS: 72	PROGRAM HOURS: 81

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

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



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# INTERIOR DESIGN

ELECTIVES - ASSOCIATE OF APPLIED SCIENCE DEGREE or DIPLOMA

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

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

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

# INTERIOR DESIGN

DIPLOMA

	Course Name	Course ID	Credits	Hours/Week
1	Fall Design Basics	IDES1600	4	4
1	Fall Drafting	IDES1605	3	3
1	Fall Presentation Techniques	IDES1610	4	4
1	Fall Materials of Interior Design	IDES1636	3	3
1	Fall Residential Studio	IDES1650	3	3
			Total Credits:	17
			Hours/Week:	17
2	Spr Survey of Western Art and Culture	ART1408	4	5
2	Spr Building Systems & Codes	IDES1615	4	4
2	Spr Interior Design Sales	IDES1620	2	2
2	Spr Kitchen & Bath Studio	IDES1652	3	3
2	Spr Small Commercial Studio	IDES1654	3	3
2	Spr CAD Drawing in Design I	IDES2639	3	3
			Total Credits:	19
			Hours/Week:	20
3	Fall Life Drawing I	ART1450	3	3
3	Fall Interior Design Elective	IDES EL	3	3
3	Fall Interior Design Elective	IDES EL	3	3
3	Fall Lighting Design	IDES1657	2	2
3	Fall Furniture: Style & Construction	IDES2600	3	3
			Total Credits:	14
			Hours/Week:	14
4	Spr Public Speaking	COMM1415	3	3
4	Spr Interior Design Elective	IDES EL	3	3
4	Spr Interior Design Elective	IDES EL	3	3
4	Spr Professional Practices	IDES2633	3	3
			Total Credits:	12
			Hours/Week:	12
5	Smr Internship	IDES2704	4	12
			Total Credits:	4
			Hours/Week:	12
			PROGRAM CREDITS:	66
			PROGRAM HOURS:	75

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



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# LAW ENFORCEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week
1	Fall Public Speaking	COMM1415	3	3
1	Fall Intro to Criminal Justice	LENF1500	3	3
1	Fall Juvenile Justice	LENF1510	3	3
1	Fall Emergency Medical Responder	LENF1520	2	3
1	Fall Physical Fitness/Use of Force Training	LENF1525	3	5
1	Fall Introduction to Sociology	SOCS1400	3	3
			Total Credits: 17	Hours/Week: 20
2	Spr Technical Writing	ENGL1460	3	3
2	Spr Minnesota Statutes	LENF1530	4	4
2	Spr Law Enforcement & Human Behavior	LENF1540	4	4
2	Spr Criminal Procedures	LENF1550	3	3
2	Spr Abnormal Psychology	PSYC1410	3	3
			Total Credits: 17	Hours/Week: 17
3	Fall Criminal Investigations	LENF2500	3	3
3	Fall Criminal Investigation Lab	LENF2505	2	4
3	Fall Police Report Writing/Employment Prep	LENF2602	3	4
3	Fall Firearms/Officer Survival Tactics	LENF2606	4	8
3	Fall Hwy Safety/Accident Investigation	LENF2608	4	8
3	Fall Ethics	PHIL1445	3	3
			Total Credits: 19	Hours/Week: 30
4	Spr Law Enforcement & Community	LENF2510	4	4
4	Spr Traffic Stops	LENF2515	3	4
4	Spr Police Tactical Management Training	LENF2612	4	8
4	Spr Use of Force Management Training	LENF2617	4	8
4	Spr Tactical Communications/Relations	LENF2620	4	5
			Total Credits: 19	Hours/Week: 29
			PROGRAM CREDITS: 72	PROGRAM HOURS: 96

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

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

Elective Course Title	ID	Credits
Social Problems	SOCS1402	3
Critical Thinking in Society	SOCS1405	3



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# LAW ENFORCEMENT CAREER TRANSITION

## DIPLOMA

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

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



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# LAW ENFORCEMENT TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

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

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

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

Elective Course Title	ID	Credits
People and the Environment	BIOL1430	3



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# LAW ENFORCEMENT SKILLS

## CERTIFICATE

### ABOUT THIS PROGRAM

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

### DESIGN

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

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

### CERTIFICATE - 12 CREDITS

The following are requirements of the eight-week training:

- Active Shooter High Risk
- Animal Resp Adm Emerg Care
- Basic Response
- Building Search Low Light
- Comm/Relations - Conflict
- Comm/Relations - Crisis
- Comm/Relations - Foundational
- Crash
- Criminal Investigation Basics
- Criminal Investigation Interview
- Criminal Investigation Interview/Interr
- Criminal Investigation Evidence
- Crim Investigation Crime Scenes
- Criminal Investigation Drugs
- Crim Invt White Collar/Financial/ID Theft
- Crim Invt Death Scene/Notification
- Crim Invt Sexual Assault
- Crim Invt Missing Persons
- Crim Invt Child/Vulnerable Adult
- Crim Invt Fire/Arson
- Critical Incident Stress Mgmt
- Domestic
- Driving School
- Drug Interdiction Vehicle Search
- Explosive/Bomb
- Firearms
- High Risk/Active Shooter/Per Resp
- Interactive -- Simulator Training
- Juvenile Response
- Large Scale ICS NIMS
- Moot Court
- Patrol Response
- PT Testing
- Radio/Radar
- Report Writing
- Testimony Search/Seizure
- Traffic/DUI
- Use of Force



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# LIBERAL ARTS & SCIENCES

## ASSOCIATE OF ARTS DEGREE

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

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

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

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

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

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

# MACHINE TOOL TECHNOLOGY

## DIPLOMA

	Course Name	Course ID	Credits	Hours/Week
1	Fall Blueprint Reading/Geo Tolerancing I	MACH1505	2	2
1	Fall Machine Tool Theory I	MACH1523	2	2
1	Fall Turning I	MACH1530	4	7
1	Fall Milling I	MACH1540	4	7
1	Fall Grinding I	MACH1550	4	7
1	Fall Shop Math I	MACH1624	2	2
			Total Credits: 18	Hours/Week: 27
2	Spr Blueprint Reading/Geo Tolerancing II	MACH1625	3	3
2	Spr Turning II	MACH1626	3	6
2	Spr Milling II	MACH1627	3	6
2	Spr Grinding II	MACH1628	3	6
2	Spr Machine Tool Theory II	MACH1629	3	3
2	Spr Technical Math	MATH1452	3	3
			Total Credits: 18	Hours/Week: 27
3	Fall General Education Elective	GEN ED	3	3
3	Fall Computer Numerical Control	MACH2510	3	3
3	Fall Intro. to CAD	MACH2618	2	2
3	Fall Process Plan. & Applied Metrology	MACH2630	1	2
3	Fall Machine Tool Operations I	MACH2631	3	6
3	Fall CNC Machining Operations I	MACH2634	4	8
3	Fall Mechatronics I	MFGT1560	3	4
			Total Credits: 19	Hours/Week: 28
4	Spr Job Seeking and Keeping	COMM1439	1	1
4	Spr Computer Aided Manufacturing	MACH2524	3	5
4	Spr Jig & Fixture Design	MACH2612	2	2
4	Spr Mold Theory	MACH2639	2	2
4	Spr Mold Building	MACH2641	5	10
4	Spr CNC Machining Operations II	MACH2644	4	8
			Total Credits: 17	Hours/Week: 28
			PROGRAM CREDITS: 72	PROGRAM HOURS: 110

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



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# MACHINE TOOL TECHNOLOGY

DIPLOMA

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

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



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# MARINE, MOTORCYCLE & POWERSPORTS TECHNICIAN

## DIPLOMA

	Course Name	Course ID	Credits	Hours/Week
1	Fall General Education Elective	GEN ED	3	3
1	Fall Basic Engine Principles I	MGEM1601	3	4
1	Fall Intro to Powersports Fuel Systems	MGEM1622	3	4
1	Fall Snowmobile I	MGEM1623	4	5
1	Fall Intro to Powersports Electrical Systems	MGEM1624	4	5
			Total Credits:	17 Hours/Week: 21
2	Spr Communicating for Results	COMM1440	2	2
2	Spr Engine Service & Rebuild	MGEM1611	3	4
2	Spr Outdoor Power Equipment	MGEM1612	3	4
2	Spr Compact Diesel Service	MGEM1619	3	4
2	Spr Marine Products I	MGEM1620	3	4
2	Spr Snowmobile II	MGEM1625	4	5
			Total Credits:	18 Hours/Week: 23
3	Smr Internship	MGEM1703	3	9
			Total Credits:	3 Hours/Week: 9
4	Fall Marine Electrical Systems	MGEM2630	4	5
4	Fall Marine Fuel Systems	MGEM2632	4	6
4	Fall Marine Engine Systems	MGEM2634	4	6
4	Fall Marine Drive Systems	MGEM2636	4	5
			Total Credits:	16 Hours/Week: 22
5	Spr Applied Technical Mathematics	MATH1455	2	2
5	Spr Motorcycle Electrical Systems	MGEM2616	3	4
5	Spr Motorcycle Fuel Systems	MGEM2617	3	4
5	Spr Motorcycle/ATV Tune-Up	MGEM2618	2	3
5	Spr ATV I	MGEM2620	2	3
5	Spr ATV II	MGEM2622	2	3
5	Spr Motorcycle Power Trans	MGEM2623	4	5
			Total Credits:	18 Hours/Week: 24
			PROGRAM CREDITS:	72 PROGRAM HOURS: 99

Elective Course Title	ID	Credits
Principles of Management	BUS2220	3
Consumer Economics and Finance	ECON1404	3
Technical Writing	ENGL1460	3
Occupational Strength & Conditioning	PHED1510	3

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



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# MARINE, MOTORCYCLE & POWERSPORTS TECHNICIAN

## DIPLOMA

	Course Name	Course ID	Credits	Hours/Week
1	Fall General Education Elective	GEN ED	3	3
1	Fall Basic Engine Principles I	MGEM1601	3	4
1	Fall Snowmobile I	MGEM1623	4	5
1	Fall Intro to Powersports Electrical Systems	MGEM1624	4	5
1	Fall Intro to Powersports Fuel Systems	MGEM1622	3	4
			Total Credits: 17	Hours/Week: 21
2	Spr Communicating for Results	COMM1440	2	2
2	Spr Engine Service & Rebuild	MGEM1611	3	4
2	Spr Outdoor Power Equipment	MGEM1612	3	4
2	Spr Snowmobile II	MGEM1625	4	5
2	Spr Compact Diesel Service	MGEM1619	3	4
2	Spr Marine Products I	MGEM1620	3	4
			Total Credits: 18	Hours/Week: 23
3	Sum Internship	MGEM1703	3	9
			Total Credits: 3	Hours/Week: 9
4	Fall Marine Electrical Systems	MGEM2630	4	5
4	Fall Marine Fuel Systems	MGEM2632	4	6
4	Fall Marine Engine Systems	MGEM2634	4	6
4	Fall Marine Drive Systems	MGEM2636	4	5
			Total Credits: 16	Hours/Week: 22
5	Spr Applied Technical Mathematics	MATH1455	2	2
5	Spr Technical Elective	TE	4	5
			Total Credits: 6	Hours/Week: 7
			PROGRAM CREDITS: 60	PROGRAM HOURS: 82

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

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



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# MARKETING & SALES MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week
1	Fall Principles of Management	BUS2220	3	3
1	Fall Beginning Personal Computer I	ITEC1440	2	2
1	Fall Retail Management & Merchandising	MKTG1505	3	3
1	Fall Business Math	MKTG1507	3	3
1	Fall Selling Principles & Practices	MKTG1515	3	3
			Total Credits:	14
			Hours/Week:	14
2	Spr Microsoft Excel & Access Applications	ACCT1610	3	4
2	Spr Principles of Accounting I	ACCT2000	4	5
2	Spr Composition I	ENGL1410	3	3
2	Spr Advertising & Sales Promotion	MKTG1511	3	3
2	Spr Principles of Marketing	MKTG2525	3	3
			Total Credits:	16
			Hours/Week:	18
3	Fall Interpersonal Communication	COMM1435	3	3
3	Fall Sales Management	MKSM2601	3	3
3	Fall Counselor Selling	MKTG1530	3	3
3	Fall Quality Customer Service	MKTG2515	3	3
3	Fall Ethics	PHIL1445	3	3
			Total Credits:	15
			Hours/Week:	15
4	Spr Consumer Economics and Finance	ECON1404	3	3
4	Spr Sales Territory Management	MKSM2602	3	3
4	Spr Marketing and Social Media Mgmt	MKTG2501	4	5
4	Spr Career Seminar	MKTG2521	2	2
4	Spr MN Transfer Curriculum Elective	MNTC3	3	3
			Total Credits:	15
			Hours/Week:	16
5	Smr Internship	MKTG2704	4	12
			Total Credits:	4
			Hours/Week:	12
			PROGRAM CREDITS:	64
			PROGRAM HOURS:	75

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

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2022-2023



# MARKETING & SALES MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

Elective Course Title	ID	Credits
Entrepreneurship	BUS2210	3
Public Speaking	COMM1415	3
Communicating for Results	COMM1440	2
Adv. Communicating for Results	COMM1445	3
Introduction to Economics Principles	ECON1410	3
Intro to Macroeconomics	ECON1420	3
Intro to Microeconomics	ECON1430	3
Technical Writing	ENGL1460	3
Introduction to Computer	ITEC1430	3
Mathematical Reasoning	MATH1415	3
College Algebra	MATH1420	3
Supervision/Human Resource Mgmt.	MKTG2518	3

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2022-2023

# MECHANICAL DRAFTING, DESIGN, & ENGINEERING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

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

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2022-2023

# MECHANICAL DRAFTING, DESIGN, & ENGINEERING TECHNOLOGY

## DIPLOMA

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

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



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2022-2023

# MECHATRONICS

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

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

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

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



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# MECHATRONICS

## DIPLOMA

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

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

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



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# 2022-2023

# MEDICAL ADMINISTRATIVE SPECIALIST

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

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**2022-2023**

# MEDICAL ADMINISTRATIVE SPECIALIST

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

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# MEDICAL CODING SPECIALIST

## DIPLOMA

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

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



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# MEDICAL CODING SPECIALIST

## CERTIFICATE

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

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



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**2022-2023**

# MEDICAL LABORATORY TECHNICIAN

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

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



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# NUCLEAR ENGINEERING FUNDAMENTALS

## CERTIFICATE

Course Name	Course ID	Credits	Hours/Week
General Chemistry with Lab	CHEM1500	4	5
Introduction to Statistics	MATH1447	4	4
Calculus II	MATH2232	4	4
Programmable Logic Controls	MFGT2552	4	4
Nuclear Technical Elective	NUCPXXXX	4	4
Engineering Physics I with Lab	PHYS1081	4	5
Engineering Physics II with Lab	PHYS1082	4	5
		Total Credits:	28
		Hours/Week:	31
		PROGRAM CREDITS:	28
		PROGRAM HOURS:	31

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



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# 2022-2023

# NUCLEAR ENGINEERING TECHNOLOGY

ASSOCIATE OF SCIENCE DEGREE

Course Name	Course ID	Credits	Hours/Week
General Chemistry with Lab	CHEM1500	4	5
Intercultural Communication	COMM1437	3	3
Composition I	ENGL1410	3	3
Technical Writing or Comp II (ENGL1420)	ENGL1460	3	3
Environmental Literature	ENGL1495	3	3
Geography MnTC Elective	GEOG	3	3
History MnTC Elective	HIST	3	3
Pre-Calculus	MATH1425	4	4
Calculus I	MATH1426	4	4
Introduction to Statistics	MATH1447	4	4
Calculus II	MATH2232	4	4
Programmable Logic Controls	MFGT2552	4	4
Nuclear Technical Elective	NUCPXXXX	4	4
Ethics	PHIL1445	3	3
Engineering Physics I with Lab	PHYS1081	4	5
Engineering Physics II with Lab	PHYS1082	4	5
Political Science MnTC Elective	POLS	3	3
		Total Credits:	60
		Hours/Week:	63
		PROGRAM CREDITS:	60
		PROGRAM HOURS:	63

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# NURSING

ASSOCIATE OF SCIENCE DEGREE

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

Elective Course Title	ID	Credits
Critical Thinking in Society	SOCS1405	3

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

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



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# PARALEGAL

ASSOCIATE OF APPLIED SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week	
1	Fall Keyboarding/Word Processing Skills	ADMN1513	3	6	
1	Fall Composition I	ENGL1410	3	3	
1	Fall Introduction to Computer	ITEC1430	3	3	
1	Fall Legal Office Procedures & Ethics	LEGL1601	3	3	
1	Fall Critical Thinking in Society	SOCS1405	3	3	
				Total Credits: 15	Hours/Week: 18
2	Spr Technical Writing or Comp II (ENGL1420)	ENGL1460 b	3	3	
2	Spr Civil Litigation	LEGL1602	4	5	
2	Spr Criminal Procedures, Bus Org, Family Law	LEGL1603	4	5	
2	Spr Mathematical Reasoning	MATH1415	3	3	
				Total Credits: 14	Hours/Week: 16
3	Fall Accounting for Business	ACCT1501	2	3	
3	Fall Advanced Microsoft Word Techniques	ADMN2522	4	6	
3	Fall Debtor/Creditor & Intellectual Property	LEGL2601	3	3	
3	Fall Evidence and Exhibit Preparation	LEGL2611	3	3	
3	Fall Excel & Access Appl or MnTC Goal 1, 2, 4, or 9 Course	ACCT1610	3	4	
				Total Credits: 15	Hours/Week: 19
4	Spr Interpersonal Communication	COMM1435	3	3	
4	Spr Job Seeking/Keeping Skills	COMM1439	1	1	
4	Spr Estates, Probate, & Real Estate	LEGL1614	3	5	
4	Spr Paralegal Skills & Legal Writing	LEGL2612	4	5	
4	Spr Legal Research for Paralegals	LEGL2615	4	4	
				Total Credits: 15	Hours/Week: 18
5	Smr Internship	LEGL2704	4	12	
				Total Credits: 4	Hours/Week: 12
				PROGRAM CREDITS: 63	PROGRAM HOURS: 83

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

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



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# PARALEGAL

## DIPLOMA

	Course Name	Course ID	Credits	Hours/Week
1	Fall Keyboarding/Word Processing Skills	ADMN1513	3	6
1	Fall Composition I	ENGL1410	3	3
1	Fall Introduction to Computer	ITEC1430	3	3
1	Fall Legal Office Procedures & Ethics	LEGL1601	3	3
			Total Credits: 12	Hours/Week: 15
2	Spr Technical Writing or Comp II (ENGL1420)	ENGL1460 b	3	3
2	Spr Civil Litigation	LEGL1602	4	5
2	Spr Criminal Procedures, Bus Org, Family Law	LEGL1603	4	5
			Total Credits: 11	Hours/Week: 13
3	Fall Accounting for Business	ACCT1501	2	3
3	Fall Advanced Microsoft Word Techniques	ADMN2522	4	6
3	Fall Debtor/Creditor & Intellectual Property	LEGL2601	3	3
3	Fall Excel & Access Appl or MnTC Goal 1, 2, 4, or 9 Course	ACCT1610	3	4
			Total Credits: 12	Hours/Week: 16
4	Spr Interpersonal Communication	COMM1435	3	3
4	Spr Job Seeking/Keeping Skills	COMM1439	1	1
4	Spr Estates, Probate, & Real Estate	LEGL1614	3	5
4	Spr Critical Thinking in Society	SOC1405	3	3
			Total Credits: 10	Hours/Week: 12
			PROGRAM CREDITS: 45	PROGRAM HOURS: 56

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



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**2022-2023**

# PHLEBOTOMY TECHNICIAN

## CERTIFICATE

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

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



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**2022-2023**



# PRACTICAL NURSING

## DIPLOMA

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

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



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# 2022-2023

# PRE-SOCIAL WORK TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week	
1	Fall Interpersonal Communication	COMM1435	3	3	
1	Fall Composition I	ENGL1410	3	3	
1	Fall Ethics	PHIL1445	3	3	
1	Fall General Psychology	PSYC1445	3	3	
1	Fall Introduction to Sociology	SOCS1400	3	3	
				Total Credits: 15	Hours/Week: 15
2	Spr Essentials of Anatomy & Physiology	BIOL1416	3	4	
2	Spr Composition II	ENGL1420	3	3	
2	Spr Introduction to Statistics	MATH1447	4	4	
2	Spr Constitutional Democracy and Government	POLS1460	3	3	
2	Spr Introduction to Social Work	PRSW1400	3	3	
				Total Credits: 16	Hours/Week: 17
3	Fall People and the Environment	BIOL1430	3	3	
3	Fall People and the Environment Lab	BIOL1431	1	2	
3	Fall Elective	ELECTIVE	6	6	
3	Fall Multicultural American Literature	ENGL1453	3	3	
3	Fall Social Inequalities and Change	SOCS2410	3	3	
				Total Credits: 16	Hours/Week: 17
4	Spr Electives	ELECTIVE	4	4	
4	Spr Any Course from MN Transfer Goal 6	MNTC 6	3	3	
4	Spr Social Work Field Experience	PRSW1405	3	8	
4	Spr Lifespan Psychology	PSYC1405	3	3	
				Total Credits: 13	Hours/Week: 18
				PROGRAM CREDITS: 60	PROGRAM HOURS: 67

Elective Course Title	ID	Credits
<b>Intercultural Communication</b>	COMM1437	3
<b>Child Growth &amp; Development</b>	ECED1110	3
<b>Child/Family Relations in Diverse World</b>	ECED2110	3
<b>Children with Differing Abilities</b>	EDUC2410	3
<b>Intro to Criminal Justice</b>	LENF1500	3
<b>Juvenile Justice</b>	LENF1510	3
<b>Law Enforcement &amp; Human Behavior</b>	LENF1540	4
<b>Law Enforcement &amp; Community</b>	LENF2510	4
<b>Wellness and Fitness</b>	PHED1504	1
<b>Abnormal Psychology</b>	PSYC1410	3

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



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2022-2023

# PROFESSIONAL TRUCK DRIVER

## CERTIFICATE

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

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



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# 2022-2023

# PROFESSIONAL TRUCK DRIVER B-CDL

## CERTIFICATE

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

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



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**2022-2023**

# PSYCHOLOGY TRANSFER PATHWAY

ASSOCIATE OF ARTS DEGREE

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

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



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**2022-2023**

# RETAIL MANAGEMENT

## CERTIFICATE

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

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



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**2022-2023**

# SOCIOLOGY TRANSFER PATHWAY

ASSOCIATE OF ARTS DEGREE

	Course Name	Course ID	Credits	Hours/Week
1	Fall Introduction to Sociology	SOCS1400	3	3
1	Fall Composition I	ENGL1410	3	3
1	Fall Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
1	Fall Beginning Personal Computer I	ITEC1430	2	2
1	Fall Individualized Degree Planning	GSDV1400	1	1
1	Fall Wellness Elective	PHED Elective	1	2
			Total Credits: 13	Hours/Week: 14
2	Spr Human Sexuality	SOCS2403	3	3
2	Spr Composition II	ENGL1420	3	3
2	Spr Oral Communication	MNTC Goal #1	3	3
2	Spr People and the Environment with Lab	BIOL1430/1431	4	5
2	Spr General Elective	General Elective	3	3
			Total Credits: 16	Hours/Week: 17
3	Fall Social Problems or Intro to Women's Studies Sociology of Popular Culture	SOCS1402 or SOCS1408 or SOCS2412	3	3
3	Fall Introduction to Statistics (or another college level math course)	MATH1447	4	4
3	Fall Natural Sciences	MNTC Goal #3	4	5
3	Fall Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
3	Fall General Elective	General Elective	3	3
			Total Credits: 17	Hours/Week: 18
4	Spr History & Social & Behavioral Sciences	MNTC Goal #5	3	3
4	Spr Humanities (minimum of 2 disciplines)	MNTC Goal #6	3	3
4	Spr Ethic and Civic Diversity	MNTC Goal #9	3	3
4	Spr General Elective	General Elective	5	5
			Total Credits: 14	Hours/Week: 14
			PROGRAM CREDITS: 60	PROGRAM HOURS: 63

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



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2022-2023

# SPEECH-LANGUAGE PATHOLOGY ASSISTANT

ASSOCIATE OF APPLIED SCIENCE DEGREE

	Course Name	Course ID	Credits	Hours/Week	
1	Fall Child Growth & Development	ECED1110	3	4	
1	Fall Beginning Personal Computer I	ITEC1440	2	2	
1	Fall Introduction to Communication Disorder	SLPA1200	3	3	
1	Fall Phonetics for Language	SLPA1210	3	3	
1	Fall Language Development	SLPA1220	3	3	
				Total Credits: 14	Hours/Week: 15
2	Spr Essentials of Anatomy & Physiology	BIOL1416	3	4	
2	Spr Composition I	ENGL1410	3	3	
2	Spr Speech Sound Disorders	SLPA1231	3	3	
2	Spr Language Disorder and Treatment	SLPA1240	3	3	
2	Spr Anatomy of Speech/Language & Hearing	SLPA1250	3	3	
				Total Credits: 15	Hours/Week: 16
3	Fall Interpersonal Communication	COMM1435	3	3	
3	Fall Job Seeking/Keeping Skills	COMM1439	1	1	
3	Fall Lifespan Psychology	PSYC1405	3	3	
3	Fall Stuttering	SLPA2210	3	3	
3	Fall Clinical Practicum I	SLPA2220	3	9	
3	Fall Comm Disorders of Adults & Special Populations	SLPA2240	3	3	
				Total Credits: 16	Hours/Week: 22
4	Spr Children with Differing Abilities	EDUC2410	3	4	
4	Spr Clinical Documentation & Materials Mgmt	SLPA2200	3	3	
4	Spr Clinical Practicum II	SLPA2250	3	9	
4	Spr Introduction to Sociology	SOC1400	3	3	
4	Spr Technical Elective	TE	3	4	
				Total Credits: 15	Hours/Week: 23
				PROGRAM CREDITS: 60	PROGRAM HOURS: 76

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

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



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

2022-2023



# SPEECH-LANGUAGE PATHOLOGY ASSISTANT

## CERTIFICATE

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

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



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# 2022-2023

# WELDING

## DIPLOMA

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

Elective Course Title	ID	Credits
Introduction to Computer	ITEC1430	3

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



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# 2022-2023

# FARM BUSINESS MANAGEMENT

## CURRICULUM: FARM BUSINESS MANAGEMENT

### Diploma

COURSE #	COURSE TITLE	CREDITS
FBMT1112	Foundations for Farm Bus Mgmt.....	4
FBMT1121	Prep for Farm Bus Analysis.....	4
FBMT1122	Implementing the Sys Mgmt Plan.....	4
FBMT1131	Managing & Modifying Farm Sys Data.....	4
FBMT1132	Interpreting & Using Farm Sys Data.....	4
FBMT1211	Intro. to Farm Bus Mgmt.....	4
FBMT2141	Interpreting & Eval Financial Data.....	4
FBMT2142	Interpreting Trends in Business Planning.....	4
FBMT2151	Strategies in Farm Sys Data Mgmt.....	4
FBMT2152	Integrating System Info for Financial Planning.....	4
FBMT2161	Exam of the Context of Farm Sys Mgmt.....	4
FBMT2162	Refining Farm Sys Mgmt.....	4
FBMTELEC	FBMT Technical Electives.....	3
GEN ED	General Education from 2 Disciplines.....	9
<b>PROGRAM TOTAL</b>		<b>60</b>

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

## CURRICULUM: ADVANCED FARM BUSINESS MANAGEMENT

### Certificate

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

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



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# 2022-2023

# MINNESOTA TRANSFER CURRICULUM

## 1. Written & Oral Communications

(9 credits—requires at least 2 written [ENGL] and 1 oral [COMM] courses)

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

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

## 2. Critical Thinking ‡

(0-3 credits)

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

CHEM1406	Fundamentals of Chemistry+ 4 crs (G 3)
CHEM1500	General Chemistry I+ 4 credits (Goal 3)
CHEM1505	General Chemistry II+ 4 credits (Goal 3)
COMM1455	Social Technology (Goal 9)
ENGL1410	Composition I (Required) (Goal 1)
ENGL1420	Composition II (Goal 1)
ENGL1460	Technical Writing (Goal 1)
ENGL1490	Introduction to Literary Studies (Goal 6)
PHYS1407	College Physics I (Goal 3)
SOCS1405	Critical Thinking in Society (Goal 7)
SOCS2410*	Inequality and Social Change (Goal 7, 9)

## 3. Natural Sciences

(7-8 credits—one course must include a lab or lab-like component)

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

BIOL1410	Introduction to Biology I+ 4 credits
BIOL1411	Intro. to Biology II+ 4 credits (Goal 10)
BIOL1413	Plant Biology+ 4 credits (Goal 10)
BIOL1416	Essentials of Anatomy & Physiology+
BIOL1417	Human Anatomy & Physiology I+ 4 crs
BIOL1419	Human Anatomy & Physiology II+ 4 crs
BIOL1430	People & the Environment~ (Goal 10)
BIOL1431	People & the Env. Lab~1 credit
BIOL1435	Principles of Nutrition+
BIOL1450	General Biology I+ 4 credits

BIOL1452	General Biology II+ 4 credits (Goal 10)
BIOL2225	Microbiology I+
BIOL2230	Genetics+ 4 credits (Goal 9)
CHEM1406	Fundamentals of Chemistry+ 4 crs (G 2)
CHEM1410	Intro. to Organic and Biochemistry+ 4 crs
CHEM1500	General Chemistry I+ 4 credits (Goal 2)
CHEM1505	General Chemistry II+ 4 credits (Goal 2)
PHYS1081*	Engineering Physics I+
PHYS1082*	Engineering Physics II+
PHYS1100	Fundamentals of Physics+
PHYS1407	College Physics I~ (Goal 2)
PHYS1408	College Physics I Lab~ 1 credit

## 4. Mathematical/Logical Reasoning

(3 credits)

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

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

## 5. History & the Social & Behavioral Sciences

(9 credits)

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

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

# MINNESOTA TRANSFER CURRICULUM

## 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.

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

## 7. Human Diversity

(3 credits)

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

ASL1400	American Sign Language I (Goal 8)
ASL1410	American Sign Language II (Goal 8)
COMM1437	Intercultural Communication (Goal 1)
COMM2414	Conflict Resolutions through Comm. (G 1)
ENGL1453	Multicultural Amer Literature (Goal 6)
ENGL2405	Modern American Literature (Goal 6)
ENGL2420	Modern World Literature (Goal 6)
GEOG1480	Geography of US & Canada (Goal 5)
HIST1401	U.S. History to 1877 (Goal 5)
HIST1402	U.S. History 1877 to Present (Goal 5)
PSYC1405	Lifespan Psychology (Goal 5)
SOCS1402	Social Problems (Goal 5)
SOCS1405	Critical Thinking in Society (Goal 2)
SOCS1480	Introduction to Women's Studies
SOCS2403	Human Sexuality (Goal 5)
SOCS2410*	Inequality and Social Change (Goal 2, 9)

## 8. Global Perspective

(3 credits)

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

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

## 9. Ethical & Civic Responsibility

(3 credits)

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

BIOL2230	Genetics+ 4 credits (Goal 3)
COMM1455	Social Technology (Goal 2)
COMM1485	Social Media Communication (Goal 1)
ECON1404	Consumer Econ & Finance (Goal 5)
PHIL1410	Technology Ethics
PHIL1445	Ethics (Goal 6)
POLS1460	Constitutional Democracy & Govnt
POLS2402	Constitutional Law (Goal 5)
SOCS2410*	Inequality and Social Change (Goal 2, 7)
SOCS2412	Sociology of Popular Culture (Goal 5)

## 10. People & the Environment

(3 credits)

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

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

# GENERAL INFORMATION

## MISSION

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

## VISION

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

We are...

...passionate about creating a culture of excellence, innovation, and learning that challenges and empowers students and employees to achieve their highest potential.

...a learning community built on a proud legacy of career and technical education.

...committed to the social, intellectual, cultural, professional, and personal growth of all members of our community.

...partners with business, economic, governmental, and educational entities.

...providers of relevant career preparation, transfer pathways, and lifelong learning.

...proud of our stewardship.

We are Alexandria Technical and Community College!

## ACCREDITATION AND AFFILIATIONS

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

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

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

## PROGRAM ACCREDITATIONS

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

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

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

## COMPREHENSIVE EDUCATION

Alexandria Technical and Community College is a public associate degree college that is part of Minnesota State. ATCC is recognized as a national leader in advanced technical skills and transfer education. As a comprehensive college, ATCC has the

authority to offer credit-based certificates, diplomas, Associate of Applied Science (AAS), Associate of Science (AS), and Associate of Arts (AA) degrees. The college works collaboratively with state and private universities to provide transfer options to baccalaureate and graduate programs onsite and through online options.

## NOTICE

Alexandria Technical & Community College provides the environment and resources for academic success, extracurricular participation, and social lives of students. Efforts have been made to ensure the accuracy of the material contained within this publication as of the print date. However, all policies, procedures, academic schedules, program information, and fees are subject to change at any time by appropriate action of the faculty, the college administration, the Minnesota State Board of Trustees, or the Minnesota Legislature without prior notification. The provisions of this publication do not constitute a contract between the student and the college. The information in this publication is for use as an academic planning tool and is subject to change at any time.

## ADMISSIONS POLICY

Alexandria Technical and Community College (ATCC) considers all applicants for admission regardless of age, race, sex, color, religion, ethnicity, creed, disability, national origin, marital status, status in regard to public assistance, sexual orientation, gender identity, or status as a U.S. veteran. ATCC follows an open-door admission policy which means that any individual who has graduated from an accredited high school or successfully completed a General Education Development (GED) examination is eligible for admission.

Admission to ATCC does not automatically qualify a student for all college-level courses and programs. Some technical and transfer programs may also require special prerequisites and requirements. Refer to ATCC Policy 3.3 Assessment for Course Placement and ATCC Procedure 3.3.1 Assessment for Course Placement for further details.

## LICENSURE PROGRAMS

Admission criteria for the Nursing and Law Enforcement programs are based on established licensure requirements.

## DENIED ADMISSION

A student suspended from another college or university for academic reasons within a year prior to their application to Alexandria Technical and Community College will be denied admission. Notification of the denial of admission will be sent to the student with information about the appeal process.

A student who is currently suspended or has been expelled from another college or university for disciplinary reasons shall be denied admission.

## FINANCIAL HOLDS

A student who has a financial hold at another Minnesota State College or University may be admitted to Alexandria Technical and Community College, but will only be allowed to enroll in courses once the financial hold has been removed.

## ADMISSIONS PROCEDURE

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

ATCC will refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing military Service member enrollments.

**NEW STUDENT:**

A high school graduate or equivalent without completed, post high school, college credits.

- Application
- \$20 non-refundable application fee
- Official high school transcript, GED certificate or adult high school diploma transcript required if fewer than 60 completed college credits towards an academic major.
  - If the language of record is not English, a certified translation must be included with the official transcript.
- Official transcripts from all colleges previously attended.
  - If the language of record is not English, a certified course-by-course evaluation that includes GPA and course levels must be provided.

**TRANSFER STUDENT:**

A student with completed, post high school, college credits toward an academic major.

- Application
- \$20 non-refundable application fee
- Official transcripts from all colleges previously attended.
  - An official transcript from your high school, GED certificate, or adult high school diploma transcript is required if you have:
    - fewer than 60 completed, post high school, college credits towards an academic major completed credits that do not meet satisfactory academic standing per ATCC Policy 2.9
    - If education is outside of the US Education System, a certified course-by-course evaluation that includes GPA and course levels must be provided.
    - Military students: Community College of the Air Force (CCAF) and Air University transcripts are required. Optional: Submit a Joint Services Transcript (JST) for transfer evaluation.

**VISITING STUDENT:**

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

- Active StarID account
  - Students enrolled at a college or university outside of the Minnesota State system, who want to enroll in courses at ATCC, are required to create a StarID account in order to gain access to course registration.
- Students enrolled at another college or university in the Minnesota State system, who want to enroll in courses at ATCC, may register for courses utilizing the eServices course registration process.
- Unofficial transcript(s), when required to verify pre-requisite courses.

**INTERNATIONAL STUDENT:**

- International Student Application
- \$20 non-refundable ATCC application fee
- Payment of Student and Exchange Visitor Information System (SEVIS) 1-901 fee
- Copy of passport
- Official secondary school transcript and official international university transcripts from all universities attended
  - If education is outside of US Education System, a certified course-by-course evaluation that includes GPA and course levels must be provided.
  - Certified/official attested photocopies may be accepted if original official transcript is not attainable.
- Proof of English proficiency via Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)
- Financial documentation demonstrating ability to support first year of education

Most academic programs require a campus visit. Campus visits are scheduled with all on campus applicants; however, applicants who are applying to academic programs requiring an interview, must participate to meet program admission criteria. The admissions interview includes time with program faculty (when possible) learning about program curriculum, format, learning outcomes, and student expectations. It also includes time with an admissions representative to learn more about admission and financial aid processes, student services, student activities, and housing at ATCC.

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

**STUDENTS ACADEMICALLY SUSPENDED FROM COLLEGE**

An appeal must be filed by:

- August 1 for fall starts,
- December 1 for spring starts
- April 1 for summer starts

1. Students who left their previous college on an active academic suspension and are subsequently accepted into ATCC, based on a successful appeal, will be accepted on probation.
2. For all postsecondary institutions, it will be assumed that academic suspensions will be posted. If a suspension is posted, eligibility for reinstatement will be considered to be one year.
  - Students eligible for reinstatement will be admitted to Alexandria Technical and Community College on a probationary status.
3. If students are accepted and the Registrar's Office later receives college transcripts that indicate suspension status, their acceptance will be reviewed to determine if they are still eligible to attend and their admit status may be cancelled. Those who are eligible to attend will have their acceptance changed to probationary status.

**Note:** This is an academic procedure 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 department for any questions about financial aid eligibility.

**POST-SECONDARY ENROLLMENT OPTIONS**

Through the Post-Secondary Enrollment Options (PSEO) program, high school students may earn both high school and college credit for courses completed at Alexandria Technical and Community College, at their local high school (concurrent enrollment), or online. 10th, 11th, and 12th grade students enrolled through any Minnesota secondary school, home school, or alternative learning center are eligible to apply for the program. Acceptance to the PSEO program is based on factors outlined in ATCC procedure 3.5.1. Students may enroll at ATCC on a part-time or full-time basis. PSEO students are required to perform to the college's academic and student conduct standards. PSEO students are required to complete high school requirements before or at the time of college graduation for degrees and diplomas.

**ADMISSIONS REQUIREMENTS AND COURSE PLACEMENT FOR PSEO AND CONCURRENT ENROLLMENT STUDENTS**

**ELIGIBILITY STANDARDS FOR 11TH AND 12TH GRADE STUDENTS**

PSEO participation is available to 11th and 12th grade students who are enrolled in a Minnesota public or nonpublic secondary school and present evidence of the ability to perform college-level work. ATCC requires PSEO students to provide a high school transcript and documentation of meeting minimum

placement scores with either ACT, SAT, 10th Grade Reading MCA score, or an ACCUPLACER reading score.

#### **ELIGIBILITY STANDARDS AND ACCESS FOR 9TH AND 10TH GRADE STUDENTS**

These students must have a recommendation from a designated high school official to enroll in ATCC courses. Eligible 9th and 10th grade students may only enroll in a course offered through concurrent enrollment or through PSEO by contract under the following conditions defined by Minn. Stat. 124D.09, Subd. 5b:

1. The school district and the eligible postsecondary institution providing the course must agree to the student's enrollment; or
2. The course is a world language course currently available to 11th and 12th grade students, and consistent with Minn. Stat. 120B.022 governing world language standards, certificates, and seals. Indigenous languages and American Sign Language (ASL) are eligible under this provision.

#### **EXCEPTION FOR 10TH GRADE STUDENTS AND CAREER AND TECHNICAL EDUCATION PSEO COURSES**

Notwithstanding the eligibility standards established above, Minn. Stat. 124D.09, Subd.4(b) requires a student who is in 10th grade, has attained a passing score on the 8th grade Minnesota Comprehensive Assessment (MCA) in reading and meets any of the other course prerequisites of course enrollment standards established by ATCC, including but not limited to assessment test scores, program admission, or other requirements, may enroll in a career or technical education course at ATCC. If the student receives a grade of C or better in the course, the student must be allowed to take additional courses in subsequent terms including, but not limited to, career and technical education courses.

A current 10th grade student who did not take the 8th grade MCA in reading may substitute another reading assessment accepted by ATCC.

Students admitted under this provision may be required to attend academic advising sessions at the discretion of ATCC.

#### **ELIGIBILITY REVIEW PROCESS**

ATCC shall have a process for reviewing evidence of student eligibility to participate in the PSEO program. The admission process addresses each criterion and may include faculty, as appropriate.

#### **PSEO TUITION AND FEES**

There is no cost to the student for college-level course tuition and most fees. However, fees for on-campus parking and the cost of items that become the student's personal property will apply. Any remedial/developmental courses are self-pay courses.

#### **PSEO BOOKS**

There is no cost to the student for required textbooks for college-level courses. College-provided textbooks must be returned to the college immediately following the end of each semester. If books are not returned, the student will be billed for the cost of the books.

## **FINANCIAL AID**

#### **FINANCIAL AID**

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

#### **APPLYING FOR FINANCIAL AID**

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

#### **AWARD OFFER**

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

## **TUITION AND FEES**

#### **TUITION RATES**

Alexandria Technical and Community College (ATCC) charges tuition consistent with Minnesota Statutes and Minnesota State board policies. All tuition includes the cost of consumable supplies used in the classroom or laboratory.

Tuition charges will be based on the number of credits for which a student registers each semester. Although ATCC does not have an out-of-state/non-resident tuition rate, individual courses may have different tuition rates. Online courses also have a higher tuition rate.

#### **FEES**

ATCC charges fees consistent with Minnesota Statutes, Minnesota State board policies, and Minnesota State system procedures. See ATCC Procedure 5.11.1 for more information regarding fees.

#### **TUITION AND FEE PAYMENTS**

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

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

#### **TUITION AND FEE EXTENSION AND DEFERMENT POLICY**

Minnesota State Policy 5.12 outlines the requirements for tuition and fee due dates, refunds, withdrawals, and waivers. Alexandria Technical and Community College (ATCC) 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 (5) 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 (VA Form 22-1990) for Veteran's Administration benefits by the end of the fifth (5th) 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 (second day of class) after all tuition paying students have been accommodated.

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.

Fees for courses taken for credit: \$20/credit administrative fee, Minnesota State College Student Association fee, health service fee, parking permit fee, and technology fee.

Fees for 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.

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. Alexandria Technical and Community College (ATCC) 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 (5) 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 (VA Form 22-1990) for Veteran's Administration benefits by the end of the fifth (5th) 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.

### DROP/ADD PERIOD

If a student wishes to change their schedule, they may do so online until midnight on the fifth (5th) business day of the term.

The drop/add period begins when registration opens, and ends five (5) business days 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 drops the course on or before midnight on the fifth (5th) business day in a 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 does not have any course-related activity, the student's status for financial aid must be recalculated which could result in repayment of financial aid. The student will receive a grade of "FN" on their 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 an earned grade 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 online semester course schedule and on the student's printed schedule.

### WAIVERS

The President or designee may waive amounts due to the college for the following reasons:

1. College error;
2. 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.);
3. Death of a student;
4. Employee benefit provided by collective bargaining agreement;
5. Employment-related condition;
6. Medical reasons;
7. Natural disasters or other situations beyond the control of the campus;
8. Significant personal circumstances; or
9. Student leader stipends.

The President or designee may waive amounts due to the college for individual institutional waivers as approved by the Minnesota State Board.

ATCC 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.

ATCC 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.

Subject to the refund schedule below, students are obligated for any classes withdrawn after the fifth (5th) 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%

In certain contractual partnerships or agreements, the college reserves the right to make tuition adjustments or provide refunds for individual, non-standard term courses.

**CREDIT BALANCE POLICY**

If a student has a credit balance due to any Title IV disbursement, a refund will be made to the student within fourteen (14) days.

**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 Stafford 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 pro-rated 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. If you have questions, contact the Director of Financial Aid.

**MORE INFORMATION**

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 chooses to withdraw from a class or to withdraw totally from all classes may do so online through eServices on the ATCC website. Any student who ceases to attend and does not officially withdraw will be considered an unofficial withdrawal. (See 2.5.5 Attendance Policy) 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 National Student Loan Data System (NSLDS), and eligibility for financial aid will cease forever until the overpayment is repaid. Either instance will also have a negative effect on the student's credit rating.

#### **PERCENTAGE POINT IN TIME:**

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

### **MILITARY SERVICE AND VETERANS WITH DISABILITIES**

Students who are members of any branch of the U.S. military reserves and who are unable to complete a semester due to having been called to active duty shall to the extent possible be provided one of the following options:

- A. The student may be given a full refund of tuition. Students receiving financial aid who choose this option should be made aware that they may be liable for any required refunds of state or federal financial aid funds.
- B. The student may be given a grade of incomplete (I) in a course and complete it upon release from active duty. Course completion may be accomplished by independent study or by retaking course without payment of tuition. Under federal financial aid policies, a course that is retaken this way may not be counted toward a student's enrollment load.
- C. If, in the instructor's judgment, the student has completed sufficient course work to earn a grade of C or better, the student may be given credit for completion of a course.

#### **RETURN OF UNEARNED TUITION ASSISTANCE**

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend college for the entire period for which the tuition assistance is awarded. When a student withdraws from college, Alexandria Technical and Community College (ATCC) will return any unearned TA funds on a prorated basis through at least 60% portion of the period, which the funds were provided for the student. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

Return Schedule

#### **8- WEEK COURSE: WITHDRAWAL SUBMITTED**

Before or during week 1: 100 % return  
 During week 2: 75% return  
 During weeks 3-4: 50% return  
**During week 5: 40% return (60% of course is completed)**  
 During weeks 6-8: 0% return

#### **16-WEEK COURSE: WITHDRAWAL SUBMITTED**

Before or during weeks 1-2: 100% return  
 During weeks 3-4: 75% return  
 During weeks 5-8: 50% return  
**During weeks 9-10: 40% return (60% of course is completed)**  
 During weeks 11-16: 0% return

#### **FOR COURSES THAT HAVE DURATIONS DIFFERING FROM THOSE LISTED ABOVE:**

Unearned TA funds will be returned on a prorated basis, depending on the length of the course. To determine the amount of TA that needs to be returned, the institution will determine the date the withdrawal was submitted, and then divide that by the number of days in the term to determine the percentage of TA that was earned by the student.

## **SATISFACTORY ACADEMIC PROGRESS**

Alexandria Technical and Community College, the Minnesota State Board of Trustees, federal laws, and state laws require students make satisfactory qualitative and quantitative academic progress towards a degree or certificate to attend college and remain eligible for financial aid. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty.

1. Qualitative Measure of Progress (grade point average, GPA): All students are required to maintain a 2.0 cumulative grade point average (GPA). Grades of A, B, C, D, F, FW, U, I and IP or Z will be included in the GPA calculation. (Refer to 3.17.1 Grading System for further details on how the GPA is calculated). ATCC utilizes a 4.0 grade scale.

2. Quantitative Measure of Progress (Completion Percentage)

#### 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, and IP or Z (or blank/missing) are treated as registered credits but NOT earned credits and thus negatively impact the percent of completion. Completion percentage is calculated by dividing earned credits by attempted credits.

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 150% of the published credit length of the program (timeframe). In the event it is not possible for a student to complete the required credits in the 150% timeframe, the student will be denied financial aid. If the institution determines it is not possible for a student to raise their GPA to the institution's standards before the student completes their program of study they will be suspended from financial aid.

#### **EVALUATION PERIOD**

Alexandria Technical & Community College will evaluate satisfactory academic progress of all registered students after each semester, which includes fall, spring, and summer.

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

##### Warning

- Students will be placed on a warning status if qualitative and quantitative measures of progress have not been met. Warning status continues for one semester. Students on warning are eligible to register for credits and receive financial aid.

##### Suspension of Students on Warning Status

- Following the warning period, if 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.

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

- Suspension for Exceeding the Maximum Timeframe. The student shall be suspended from financial aid eligibility if at the end of the evaluation period a student has failed to meet the standard for measurement of maximum timeframe.
- Suspension for Inability to Meet Program Requirements within the Maximum Timeframe. The student shall be suspended from financial aid if at the end of the evaluation period the institution determines it is not possible for a student to raise their GPA or course completion percentage before the student completes their program of study at ATCC.

- 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 semester 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 Institution. Students who have been suspended from, or have not met Alexandria Technical & Community College satisfactory academic progress standards at another college or university within the past academic year are required to petition for admission and financial aid at ATCC. Students on a suspension status should contact the ATCC Registrar's Office for the appropriate appeal form. Students who were suspended longer than one year ago (but who have not subsequently enrolled or returned to good standing) may enroll at ATCC; however, in order to receive financial aid, they would be required to appeal. The status of a student with a successful appeal would change to a probationary status.

#### **RETURN TO GOOD STANDING**

If at the end of the warning or probation period a student has met both the cumulative GPA and cumulative completion percentage standards, the warning or probation 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 mitigating 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 forms available from the college.
- The appeal must include an explanation of the special, unusual or mitigating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.
- The appeal must also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
- Supporting documentation beyond the written explanation is strongly encouraged.
- Initial consideration of appeals will be undertaken by the Director of Financial Aid, Educational Services Dean, or designee. If denied, academic suspensions may be resubmitted for consideration by an Appeals Committee and financial aid suspensions to the Educational Services Dean.
- 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 semester. All academic plans put in place for percent (%) completion deficiency, will require a term completion percentage of 75% during any probationary semester.

##### **PROBATIONARY STATUS**

A student who has successfully appealed shall be placed on probation for one evaluation period and be monitored during that evaluation period to ensure they meet their academic plan. 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 and be monitored during that period of time.
- 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 to institutional account) 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 ATCC 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. Subject to a student's successful appeal, a student suspended from ATCC may be reinstated to enroll for classes after not attending for one year. Neither paying for their 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/add period each semester.

**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 ATCC, and are included for purposes of processing financial aid at this college (applicability). 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 credits hours (excluding ESL). Remedial/developmental credits must be included in the GPA and excluded from the completion percentage measurement of satisfactory academic progress. Up to 30 remedial/developmental credits must be excluded from the maximum time-frame 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 3.17.4 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 (financial aid) cumulative completion percentage. Grades associated with these credits shall not be used in calculating cumulative GPA. Transfer credits accepted and applied toward a student's general education, program or degree requirements shall apply toward the maximum time-frame calculation.

**WITHDRAW:** The mark of "W" (withdrawal) is assigned when a student withdraws from a class after the drop/add period. It is not included when calculating grade point average or earned credits. Thus, it does not impact GPA but does count as attempted 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 ATCC 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 semester, depending upon the deficiency.

**EVALUATION PERIOD.** Satisfactory progress is measured at the end of each academic semester.

**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 their status.

**SUSPENSION STATUS.** A student on suspension status is not eligible to register for credits 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 either an institution's grade point average standard, or completion percentage standard, or both.

**FRESH START.** The fresh start option applies to academic standing only and does not affect financial aid satisfactory academic progress status. A student will return to the college with the status that was in effect when they last attended. A student may request an academic fresh start after completing their first term of enrollment if they meet the following criteria:

- Has not attended ATCC for five (5) academic years. (An academic year is three (3) semesters in length.)
- First term of enrollment is successfully completed (2.0 GPA and no withdrawals).
- Only prior D and F grades no longer count in GPA.
- 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.
- 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.
- Student must complete the fresh start request form if they meet the above criteria.

## **TRANSFER OF CREDIT POLICY**

Alexandria Technical and Community College (ATCC) accepts transfer credits from regionally accredited educational institutions. All credits that are applicable to the student's ATCC major are transferred in to meet program requirements. If a student does not agree with a transfer of credit decision, the Student Appeal Process is in place for them to appeal the decision. The ATCC Transfer Specialist, Registrar, or designee, serve as credit evaluators to assist students with questions about the transfer of credit.

Because many ATCC courses are sequential, students who transfer in credits may still need to attend ATCC for the standard number of terms to complete a program majors, but may take fewer credits each semester or may adjust their schedule based on what transferred in.

Transfer students who receive financial aid should check with the Financial Aid Office to determine how their transfer credits impacts their financial aid status.

Credits from Non-Regionally Accredited Institutions  
ATCC accepts credits from non-regionally accredited institutions if the courses meet certain requirements. See ATCC Procedure 3.21.1 Transfer of Credit for more information.

## **MINNESOTA TRANSFER CURRICULUM (MnTC) CREDIT TRANSFER**

A Minnesota Transfer Curriculum (MnTC) course, MnTC goal area completion, or entire MnTC completion must transfer from one Minnesota State College or University to another Minnesota State College or University as determined by the sending institution criteria. Therefore, if a student is certified as completing a MnTC course or goal area by one Minnesota State College or University, that course or goal area must be considered complete at all Minnesota State Colleges and Universities

## **TRANSFER STUDENT APPEAL**

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. See ATCC Procedure 3.21.1 for the process of appealing a transfer decision.

## TRANSFER OF CREDIT PROCEDURE

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

Students who have attended other post-secondary institutions must have official college transcripts sent to Alexandria Technical and Community College (ATCC) directly from all other colleges attended. The ATCC Registrar's Office will gather official transcripts (if available) from all Minnesota State institutions electronically. Transfer courses will not impact the student's ATCC cumulative GPA. In some cases, students may be asked to provide additional information on course content, (e.g. course descriptions, course outlines, or faculty credentials) for the course to be reviewed. ATCC will award transfer credit under the following conditions:

1. The previous coursework is from a regionally accredited higher education institution.
2. The earned grade must be equivalent to the minimum grade requirements for the academic program.
3. The standard for review of transfer courses must be 75% or more similarity in content to be determined as equivalent to a specific ATCC course.
4. Technical courses must have been successfully completed within the time frame set by the department. See 3.36.4 Course Substitutions and Exceptions for additional information on courses that have expired.
5. Individual departments with programs culminating in certification or licensure may specify expirations for specific liberal arts courses.
6. ATCC will consider courses for transfer from non-regionally accredited educational institutions under the following conditions:
  1. Conditions 2 through 5, listed above, must be met.
  2. The student submits a course outline and a copy of the faculty credentials for each course, or other appropriate documentation as requested by the credit evaluator.

**Note:** If a course 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. American Council of Education (ACE) credit recommendations for military transcripts will be reviewed based on the conditions listed in items 2 through 5 above.
8. Courses taken outside of the United States must be sent to a third-party evaluator (e.g. ECE or WES) to establish equivalencies to the U.S. educational system (e.g. GPA, semester credits, degree equivalencies, etc.). Once that evaluation is received by ATCC, the ATCC designee will evaluate and make transfer credit determinations.

Transcripts will be evaluated as they are received. Electronic transcripts (e-transcripts) will be available and collected once students apply for admission at ATCC. ATCC transcript evaluator(s) will make effort to update in-progress transfer coursework prior to student Registration & Advising Days. However, it is ultimately the student's responsibility to ensure their credit transfer is up to date as the ATCC designee may not know about transfer coursework taken after the initial transfer evaluation.

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

### TRANSFER STUDENT'S APPEAL PROCESS

#### TRANSFER APPEAL STEPS:

1. Student fills out an appeal form. Supplemental information, (e.g. a course outline, course description, faculty credentials), can help in this process.
2. The Dean of Educational Services, or their 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. (Please contact Academic Affairs for the appropriate paperwork.)
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. (Please contact the Registrar's Office for the appropriate paperwork.)

### MINNESOTA TRANSFER CURRICULUM NOTATION

In order for the MnTC Curriculum completed notation to be coded on an ATCC transcript, the student must ensure all credit transfer is up to date by referring to the SMNTC audit available in their e-services account, and have a minimum cumulative MnTC GPA of 2.0. GPA calculations include all transfer courses with a grade of D or higher for the MnTC.

The ATCC Registrar's office will process the MnTC completion query after the beginning of each semester.

#### MILITARY COURSES AND MILITARY OCCUPATIONS

Minn. Stat. §197.775 Higher Education Fairness requires Alexandria Technical and Community College to recognize military courses and award credit when they were part of a student's military training or service.

#### BACKGROUND

Formal military courses must meet contract criteria to be evaluated by the American Council on Education (ACE). Part of the criteria includes individual assessment of the learning. The scope of military courses may include lecture, small group work, case studies, skills lab, clinical, practical exercises, computer-based delivery, and discussion boards. Successful course completion is measured using various assessment tools that include case studies, summative examinations, performance tests, papers, group projects, and oral presentations. ACE only reviews courses with individual assessments. A team of teaching faculty from accredited institutions with experience in higher education conducts the ACE course review. The ACE recommendations are based on the content, scope, rigor, breadth, and depth of the course as compared to current college curricular standards.

ACE does not conduct evaluations of courses that align with regional accrediting military institutions, such as Community College of the Air Force (CCAF). Air Force courses have a limited scope under the ACE review process. Because CCAF is regionally accredited those transcripts and credit recommendations are treated the same as courses from other regionally-accredited colleges or universities in System Procedure 3.21.1.

ACE does not conduct evaluations of Air Force occupations.

Service members must complete a series of formal training courses to be assigned to a particular military occupation, and they also have the opportunity for on-the-job learning. The ACE occupation review process assesses the learning that occurs on the job, above and beyond the formal classroom training. Examples include, but are not limited to, Electronics Technician, Hospital Corpsman, Infantryman, Military Police, and Intelligence Specialist.

#### CREDIT FOR MILITARY COURSES AND MILITARY OCCUPATIONS

ATCC shall recognize and award credit for courses and occupations that were part of military training or service and that meet the standards of ACE or equivalent standards for awarding academic credit. When awarding credit, consideration must be given to all aspects of the training, course, or occupation, and must not be limited solely to the physical fitness or activity components.

ATCC shall offer students the opportunity to demonstrate college-level learning for military courses and military occupations that include the components listed below.

### **CREDIT AWARD**

ACE evaluates a military course or military occupation to determine a credit award and level. Once a credit award and level has been determined, students who provide documentation that they meet the military course or occupation requirements must be awarded the credit(s). This is documented on a Joint Service Transcript (JST).

### **CREDIT AWARDED**

ATCC shall honor credit for military courses and military occupations as a course or as an individualized subject area. Minnesota Transfer Curriculum (MnTC) goal areas may be designated for military courses and military occupations when there are no equivalent general education courses at ATCC. Credits awarded for prior learning may fulfill general, technical, MnTC, program/major, and/or elective courses.

### **RESIDENCY CREDIT**

ATCC shall award credit for military courses and military occupations consistent with residency and graduation requirements in Minnesota State Board Policy 3.36 and System Procedure 3.36.1 Academic Programs. Credit awarded for military courses and military occupations does not apply toward residency credit requirements.

### **RECORD THE CREDIT AWARDED**

See Minnesota State System Procedure 3.29.1 College and University Transcripts, Part 5.

### **CREDIT LIMIT**

ATCC shall not limit the total number of credits students may be awarded for military courses and military occupations

### **TUITION AND FEES**

ATCC shall not charge tuition for the award of credit for military courses or military occupations and shall not charge fees for assessment or evaluation services.

### **TRANSFER OF CREDIT AWARDED FOR PRIOR LEARNING**

A student who is awarded credits based on military courses and military occupations and transfers to another college or university within the Minnesota State system must have their transcript evaluated by the receiving college or university pursuant to Minnesota System Procedure 3.21.1 Transfer of Undergraduate Courses, Credit, Associate Degrees, and the Minnesota Transfer Curriculum. When a course equivalency has been designated by the sending institution, a receiving college or university may honor the original course equivalency.

### **IMPLEMENTATION**

#### **STUDENT RESPONSIBILITY**

1. A student must be admitted to ATCC to be eligible for the award of transfer credits, including military coursework.
2. Students seeking credit for the transfer of military credit recommendations are responsible for seeking information and advice on the use of that credit in ATCC programs, including understanding processes, expectations, and assessment criteria, academic and financial aid implications, and any applicable pre-requisites or limitations based on degree program, major, MnTC criteria, etc.
3. In order to receive credit for military courses and occupations, a student must request that an official military transcript (branch dependent) be sent directly to ATCC. Student should request military transcripts as follows:
  - a. Army, Marine Corps, Navy, and Coast Guard (active duty, guard, reserve, and veterans): Students who are serving or have served in these branches of the armed services may request an official military transcript through the JST webpage and have it sent directly to ATCC.
  - b. Air Force (active duty, guard, reserve, and veterans): Students who have earned credit through Air University (AU), Community College of the Air Force (CCAF), and/or Air Force Institute of Technology (AFIT) may request an official transcript from their respective regionally-accredited institution(s).

4. Students shall adhere to ATCC policies and procedures for the awarding of military credit recommendations.

### **ATCC RESPONSIBILITY**

ATCC shall establish procedures for assessing and awarding credit for military courses and military occupations that will include, but not be limited to the following:

1. ATCC shall publish opportunities for CPL for military courses and military occupations in its print and electronic media catalog and related publications. Published information must include CPL policies and procedures, and CPL appeals;
2. ATCC shall provide students with information about CPL assessment processes, applicable policies, required documentations, appeals process, transfer information, and the impact that credit awarded for prior learning may have on financial aid eligibility.

### **APPEALS**

ATCC's appeal process is outlined in ATCC Procedure 3.21.1 Transfer of Credit.

### **GRADUATION AWARDS**

ATCC follows and adheres to the Minnesota State Board Policy 3.36 Academic Programs. Upon successful completion of program requirements, a student is eligible to receive an Associate in Science degree, Associate in Applied Science degree, Associate in Arts degree, a diploma, or a certificate as listed for each major. Total credit requirements vary by program and have been determined based upon curriculum requirements, advisory committee recommendations, and the Minnesota State system office.

### **DEFINITIONS**

#### **GENERAL EDUCATION:**

General Education is the knowledge, skills, concepts, and attitudes that serve as the foundation to success within all programs of study. General Education courses help students gain competence in the exercise of independent inquiry and also stimulate their examination and understanding of personal, social, and civic values.

General Education includes, but is not limited to, the Minnesota Transfer Curriculum (MnTC).

#### **ACADEMIC AWARDS:**

##### *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.

A diploma with 61-72 credits must have a minimum of 7 general education credits. A diploma with 45-60 credits must have a minimum of 6 general education credits. A diploma with 31-44 credits must have a minimum of 4 general education credits.

##### *Associate of Arts Degree:*

An Associate of Arts (AA) Degree is awarded upon completion of a 60-credit academic program in the liberal arts and sciences. It is designed for transfer to baccalaureate degree-granting college or university. An AA Degree requires completion of at least a 40-credit curriculum that fulfills the Minnesota Transfer Curriculum goal areas.

An AA Degree that is a transfer pathway is awarded upon completion of a 60-credit academic program in the liberal arts and sciences and is titled "[Discipline] Transfer Pathway." Transfer Pathway programs are designed to ensure completion of designated baccalaureate degree programs at Minnesota State universities within 120 credits.

**Associate of Science Degree:**

An Associate of Science (AS) Degree is awarded upon completion of a 60-credit academic program in scientific, technological, or other professional fields. The AS Degree requires a minimum of 30 credits selected from at least 6 of the 10 goal areas of the Minnesota Transfer Curriculum (MnTC).

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 Degree:**

An Associate of Applied Science (AAS) 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 AAS Degree prepares students for employment in an occupation or range of occupations. An AAS Degree may also be accepted in transfer to a related baccalaureate program.

Students enrolled in the AAS Degree program at ATCC must complete a minimum of 15 credits of their program in MnTC from at least 3 of the 10 goal areas. Additional expectations require students to take a writing intensive course, as well as a computer literacy and workplace skills course.

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

In order to be eligible for graduation, a student at Alexandria Technical and Community College must meet the following graduation requirements.

### GRADUATION REQUIREMENTS

1. Complete the requirements listed on the Degree Audit (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.
  - a) All program-specific graduation requirements must be approved by program faculty and the advisory committee. No course requires external certification exams as part of the course or graduation requirements unless approved by the program faculty and advisory committee.
3. Fulfill all financial and legal obligations to the college.
4. Complete the graduation application.
5. Students would have the right to appeal through the Academic Affairs Appeal Process.

### GRADUATION PROCEDURE

1. Students are to complete Part I of the Graduation Application, attach a DARS report, obtain advisor signature and submit to the Registrar's Office.
  - a. Registrar Review: Priority deadline for the Registrar's Office to review to determine if requirements are met is at mid-semester of the term prior to graduation.
  - b. Graduation Program: Deadline for submitting information to be listed on the graduation program is April 1.
2. Advisor should review DARS report to verify progress and sign Part II if student has completed all courses satisfactorily to date and, if upon satisfactory completion of courses for which student is currently registered, he/she will be eligible for graduation. 'AU', 'F', 'FN', 'FW', 'NC' or 'U' grades will not satisfy requirements. In some programs, a grade of 'D' will not satisfy program requirements.

If a student will not be graduating at this time, please return the form to the Registrar's Office with an explanation.
3. The Registrar, or designee, will make a preliminary review and notify the student and advisor of missing requirements for those requests submitted by the priority deadline. Final approval will not be determined until final grades are submitted and posted to the student's record.

4. In order for awards to be mailed, there must be no holds on the students' accounts, such as Business Office, laptop, loan exit counseling (may be completed at <https://studentaid.gov/>). If a hold exists, awards will not be mailed until the Registrar's Office has been notified that the obligation has been satisfied.

It is the student's responsibility to keep the college informed of address changes so that awards are mailed to the correct address.

### RETURNING STUDENT PROGRAM COMPLETION

Students who did not complete the requirements for graduation at the time of their initial enrollment and wish to re-enroll and graduate must meet all current college requirements, including:

The program the student wishes to graduate from must still be listed as active on the Minnesota State inventory. A student's DARS catalog may be back-dated to the most recent acceptance/attendance term within four (4) years, allowing the student to graduate under the requirements in place when they were previously enrolled. The following requirements must be met:

- the student must apply for readmission to the program;
- faculty/academic affairs retain the right to make course substitutions if the curriculum has been revised;
- the student must meet all program requirements; and
- all technical courses must be validated by the program faculty for current recency.

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





**MINNESOTA STATE**

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

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