ALEXANDRIA COLLEGE

CATALOG

2023-2024

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ABOUT THE COLLEGE

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 learner 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.

VALUES

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!

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.

GENERAL LEARNING OUTCOMES

Alexandria Technical and Community College has identified four General Learning Outcomes that support the college's mission.
- Core Skills: Demonstrate the ability to read, write, communicate effectively, and think critically and creatively to perform in an educational or work environment.
- Occupational and Career Skills: Apply specific career and technical competencies required for occupational and career readiness.
- Digital and Information Literacy: Demonstrate the ability to effectively and ethically use relevant information and technology for information access, communication, collaboration, and work.
- Citizenship: Demonstrate the ability to work collaboratively with people of various backgrounds while managing professional responsibilities in a diverse society.

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.

ABOUT HLC AND ACCREDITATION

The Higher Learning Commission (HLC) Is an institutional accreditation agency that accredits degree-granting colleges and universities that are based in the United States.

The Higher Learning Commission accredits approximately 1,000 colleges and universities. HLC is a private, non-profit accrediting agency. It is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation.

PROGRAM ACCREDITATIONS

The Medical Laboratory Technician program is accredited by 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.

The Practical Nursing and Associate Degree 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 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 Diesel Mechanics program is accredited by the AED Foundation (AEDF). AEDF is a non-profit foundation for the Heavy Equipment industry, a sister organization to Associate Equipment Distributors (AED), the international trade association for equipment distributors, manufacturers, and service providers. AEDF is located at 650 E Algonquin Rd., Ste 305, Schaumburg, IL, 60173. Phone: 630-574-0650.

As of March 2023, the International Council of Accreditation (ICA) Board of Directors approved the Ophthalmic Medical Technician program's letter of intent and approved the first graduating class to be eligible to sit for certification with the International Joint Commission on Allied Health Personnel in Ophthalmology (IJCAHPO®). The Ophthalmic Technician program is actively continuing the process to become fully accredited.

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.

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	CRLT1440	2		2	
2	Spr	Consumer Econ & Finance or Goal 5/9 Course	ECON1404	3		3	
2	Spr	Math Reasoning/Approved MnTC Elective	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	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
Intercultural Communication	COMM1437	3
Advertising & Sales Promotion	MKTG1511	3
Selling Principles & Practices	MKTG1515	3
Principles of Marketing	MKTG2525	3

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	Beginning Personal Computer I	ITEC1440	2		2	
1	Fall	College Algebra	MATH1421	4		4	
				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		6	
				Total Credits:	15	Hours/Week:	15
				PROGRAM CREDITS:	60	PROGRAM HOURS:	63

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

Elective Course Title	ID	Credits
Computerized Acct. for Quickbooks	ACCT1507	1
Microsoft Excel & Access Applications	ACCT1610	3
Payroll Accounting	ACCT1613	2
Intermediate Accounting I	ACCT2601	4
Intermediate Accounting II	ACCT2602	4
Income Tax I	ACCT2603	4
Income Tax Applications	ACCT2620	3
Intermediate Accounting III	ACCT2626	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	Electives	ELECTIVE	3		3	
1	Fall	Beginning Personal Computer I	ITEC1440	2		2	
1	Fall	MN Transfer Curriculum Goal 7, 8 or 9	MNTC	3		3	
				Total Credits:	16	Hours/Week:	16
2	Spr	Medical Terminology I	ADMM1620	3		3	
2	Spr	Physical/Developmental Supports I	BHHS1020	3		3	
2	Spr	Person-Centered Planning	BHHS1030	3		3	
2	Spr	Job Seeking/Keeping Skills	CRLT1439	1		1	
2	Spr	Electives	ELECTIVE	3		3	
2	Fall	Technical Writing	ENGL1460	3		3	
				Total Credits:	16	Hours/Week:	16
3	Fall	Social Welfare Services	BHHS1560	3		3	
3	Fall	Supportive Interventions	BHHS2050	4		4	
3	Fall	Electives	ELECTIVE	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	BHHS2100	4		12	
4	Spr	Electives	ELECTIVE	6		6	
4	Spr	Abnormal Psychology	PSYC1410	3		3	
				Total Credits:	16	Hours/Week:	24
				PROGRAM CREDITS:	64	PROGRAM HOURS:	72

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BEHAVIORAL HEALTH & HUMAN SERVICES

ASSOCIATE OF APPLIED SCIENCE DEGREE

Elective Course Title	ID	Credits
Adolescent Sbst Use (MN North)	ADDS1263	2
Comm Agencies/Res for Adults (Rwtr)	ADR1410	2
American Sign Language I	ASL1400	3
American Sign Language II	ASL1410	3
Public Speaking	COMM1415	3
Interpersonal Communication	COMM1435	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
Consumer Economics and Finance	ECON1404	3
Children's Mental Health (Rwtr)	EDUC1150	2
Children with Differing Abilities	EDUC2410	3
Composition I	ENGL1410	3
Health Info Privacy/Security (CLC)	HINS1120	1
Cultural Diversity (NCTC)	HLTH1108	1
Behaviors for Success-Resp Div (SPC)	HLTH1300	1
AHA Basic Life Support	HLTH1620	1
Behavioral Interventions (S Ctrl)	HSER1020	3
Poverty (S Ctrl)	HSER1030	3
Certified Nursing Assistant	NSGA1640	3
Introduction to World Religion	PHIL1450	3
Introduction to Social Work	PRSW1400	3
Psychology of Adjustment (MN North)	PSYC1105	2
Undrstdng Autism Sp Disorders (ARCC)	PSYC1135	2
Intro to Community Psychology (SMSU)	PSYC120	2
Lifespan Psychology	PSYC1405	3
Psychology of Addictions	PSYC2436	3
Mental Health Topics (SMSU)	PSYC287	1
Personal and Community Health (Rwtr)	PUBH1050	2
Drug Education (Rwtr)	PUBH1100	2
Introduction to Sociology	SOCS1400	3
Social Problems	SOCS1402	3
Critical Thinking in Society	SOCS1405	3

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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	Electives	ELECTIVE	2		2	
1	Fall	Beginning Personal Computer I	ITEC1440	2		2	
1	Fall	MN Transfer Curriculum, Goal 7, 8 or 9	MNTC	3		3	
				Total Credits:	15	Hours/Week:	15
2	Spr	Medical Terminology I	ADMM1620	3		3	
2	Spr	Physical/Developmental Supports I	BHHS1020	3		3	
2	Spr	Person-Centered Planning	BHHS1030	3		3	
2	Spr	Job Seeking/Keeping Skills	CRLT1439	1		1	
2	Spr	Electives	ELECTIVE	3		3	
1	Fall	Technical Writing	ENGL1460	3		3	
				Total Credits:	16	Hours/Week:	16
				PROGRAM CREDITS:	31	PROGRAM HOURS:	31

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ALEXANDRIA COLLEGE
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BEHAVIORAL HEALTH & HUMAN SERVICES

DIPLOMA

Elective Course Title	ID	Credits
Adolescent Sbst Use:Misuse (MN North)	ADDS1263	2
Comm Agencies/Res for Adults (Rwtr)	ADR1410	2
American Sign Language I	ASL1400	3
American Sign Language II	ASL1410	3
Public Speaking	COMM1415	3
Interpersonal Communication	COMM1435	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
Consumer Economics and Finance	ECON1404	3
Children's Mental Health (Rwtr)	EDUC1150	2
Children with Differing Abilities	EDUC2410	3
Composition I	ENGL1410	3
Health Info Privacy & Security (CLC)	HINS1120	1
Cultural Diversity (NCTC)	HLTH1108	1
Behaviors for Success/Respect Div (SPC)	HLTH1300	1
AHA Basic Life Support	HLTH1620	1
Behavioral Interventions (S Ctrl)	HSER1020	3
Poverty (S Ctrl)	HSER1030	3
Certified Nursing Assistant	NSGA1640	3
Introduction to World Religion	PHIL1450	3
Introduction to Social Work	PRSW1400	3
Psychology of Adjustment (MN North)	PSYC1105	2
Undrstdng Autism Spec Disorders (ARCC)	PSYC1135	2
Intro to Community Psychology (SMSU)	PSYC120	2
Lifespan Psychology	PSYC1405	3
Psychology of Addictions	PSYC2436	3
Mental Health Topics (SMSU)	PSYC287	1
Personal and Community Health (Rwtr)	PUBH1050	2
Drug Education (Rwtr)	PUBH1100	2
Introduction to Sociology	SOCS1400	3
Social Problems	SOCS1402	3
Critical Thinking in Society	SOCS1405	3

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ALEXANDRIA COLLEGE
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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	Composition I	ENGL1410	3	3
1	Fall	Individualized Degree Plan (or CRLT1439)	GSDV1400	1	1
1	Fall	College Algebra	MATH1421	4	4
				Total Credits: 16	Hours/Week: 18
2	Spr	General Biology II	BIOL1452	4	5
2	Spr	General Chemistry II	CHEM1505	4	5
2	Spr	Technical Writing or Comp II (ENGL1420)	ENGL1460	3	3
2	Spr	Personal Computer Skills	ITEC1445	1	1
2	Spr	Introduction to Statistics	MATH1447	4	4
				Total Credits: 16	Hours/Week: 18
3	Fall	Genetics	BIOL2230	4	5
3	Fall	Humanities/Fine Art - MnTC Goal 6	MNTC	3	3
3	Fall	COMM Course - MnTC Goal 1	MNTC	3	3
3	Fall	Science Course with Lab - MnTC Goal 3	MNTC	3	4
				Total Credits: 13	Hours/Week: 15
4	Spr	Microbiology I	BIOL2225	3	4
4	Spr	Any Course from Mn Transfer Goal 9	MNTC	3	3
4	Spr	Any MN Transfer Goal 5 & 7 Course	MNTC	3	3
4	Spr	Any MN Transfer Goal 5 & 8 Course	MNTC	3	3
4	Spr	Humanities/Fine Art - MnTC Goal 6	MNTC	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

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BUSINESS MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

Elective Course Title	ID	Credits
Public Speaking	COMM1415	3
Communicating for Results	CRLT1440	2
Consumer Economics and Finance	ECON1404	3
Intro to Macroeconomics	ECON1420	3
Technical Writing	ENGL1460	3
Computer Applications and Technology	ITEC1430	3
Mathematical Reasoning	MATH1415	3
College Algebra	MATH1421	4
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

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

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

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BUSINESS MANAGEMENT

CERTIFICATE

Course Name	Course ID	Credits	Hours/Week
Principles of Accounting I	ACCT2000	4	5
Principles of Management	BUS2220	3	3
COMM/ENGL Elective	GE	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
Microsoft Excel & Access Applications	ACCT1610	3
Principles of Accounting II	ACCT2010	4
Business Law	BUS2200	3
Interpersonal Communication	COMM1435	3
Composition I	ENGL1410	3
Technical Writing	ENGL1460	3
Business Math	MKTG1507	3
Advertising & Sales Promotion	MKTG1511	3
Selling Principles & Practices	MKTG1515	3

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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	Beginning Personal Computer I	ITEC1440	2	2
			Total Credits: 11	Hours/Week: 11	
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	Electives	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	Electives	ELECTIVE	3	3
3	Fall	College Algebra	MATH1421	4	4
3	Fall	Any Course from MN Transfer Goal 6	MNTC	3	3
3	Fal	Ethics	PHIL1445	3	3
			Total Credits: 16	Hours/Week: 16	
4	Spr	Principles of Accounting II	ACCT2010	4	4
4	Spr	Electives	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	

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BUSINESS TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

Elective Course Title	ID	Credits
Computerized Acct. for Quickbooks	ACCT1507	1
Computerized Accounting Applications	ACCT1605	2
Microsoft Excel & Access Applications	ACCT1610	3
Payroll Accounting	ACCT1613	2
Spreadsheet Applications	ACCT2607	2
Entrepreneurship	BUS2210	3
Introduction to Fashion Retailing	FASH1601	3
Fashion Merchandising	FASH2601	3
Sales Force and Territory Management	MKSM2603	3
Retail Management & Merchandising	MKTG1505	3
Business Math	MKTG1507	3
Advertising & Sales Promotion	MKTG1511	3
Selling Principles & Practices	MKTG1515	3
Counselor Selling	MKTG1530	3
Marketing and Social Media Mgmt	MKTG2501	4
Quality Customer Service	MKTG2515	3
Supervision/Human Resource Mgmt	MKTG2518	3
Digital Marketing	MKTG2530	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	Computer Applications and Technology	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	CRLT1440	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.

Elective Course Title	ID	Credits
Principles of Management	BUS2220	3
Public Speaking	COMM1415	3
Interpersonal Communication	COMM1435	3
Consumer Economics and Finance	ECON1404	3
Technical Writing	ENGL1460	3
Ethics	PHIL1445	3

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COMMUNICATION DESIGN

ASSOCIATE OF APPLIED SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Life Drawing I	ART1450	3		3	
1	Fall	Design Technology I	COAR1512	3		3	
1	Fall	2D Foundations	COAR1513	3		3	
1	Fall	Communication Design I	COAR1614	3		3	
1	Fall	Design Production I	COAR1710	3		4	
1	Fall	Composition I or Tech Writing (ENGL1460)	ENGL1410	3		3	
				Total Credits:	18	Hours/Week:	19
2	Spr	Modern Design & Theory	ART1420	3		3	
2	Spr	Design Technology II	COAR1522	3		3	
2	Spr	3D Foundations	COAR1540	3		3	
2	Spr	Communication Design II	COAR1615	3		3	
2	Spr	Design Production II	COAR1720	3		4	
2	Spr	MN Transfer Curriculum Elective	MNTC	3		3	
				Total Credits:	18	Hours/Week:	19
3	Fall	Digital Photography	ART1475	3		3	
3	Fall	Portfolio I	COAR2510	3		3	
3	Fall	Design Technology III	COAR2512	3		3	
3	Fall	Communication Design III	COAR2515	3		3	
3	Fall	Design Production III	COAR2530	3		4	
3	Fall	Web/UI Design or Illustration (COAR2570)	COAR2550	3		3	
				Total Credits:	18	Hours/Week:	19
4	Spr	Design Technology IV	COAR2522	3		3	
4	Spr	Portfolio II	COAR2524	3		3	
4	Spr	Communication Design IV	COAR2525	3		3	
4	Spr	Design Production IV	COAR2535	3		4	
4	Spr	Design Capstone	COAR2540	3		3	
4	Spr	Web/UI Design II or Illust II (COAR2580)	COAR2560	3		3	
				Total Credits:	18	Hours/Week:	19
				PROGRAM CREDITS:	72	PROGRAM HOURS:	76

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COMMUNICATION DESIGN

DIPLOMA

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Life Drawing I	ART1450	3		3	
1	Fall	Design Technology I	COAR1512	3		3	
1	Fall	2D Foundations	COAR1513	3		3	
1	Fall	Communication Design I	COAR1614	3		3	
1	Fall	Design Production I	COAR1710	3		4	
				Total Credits:	15	Hours/Week:	16
2	Spr	Modern Design & Theory	ART1420	3		3	
2	Spr	Design Technology II	COAR1522	3		3	
2	Spr	3D Foundations	COAR1540	3		3	
2	Spr	Communication Design II	COAR1615	3		3	
2	Spr	Design Production II	COAR1720	3		4	
				Total Credits:	15	Hours/Week:	16
3	Fall	Digital Photography	ART1475	3		3	
3	Fall	Portfolio I	COAR2510	3		3	
3	Fall	Design Technology III	COAR2512	3		3	
3	Fall	Communication Design III	COAR2515	3		3	
3	Fall	Design Production III	COAR2530	3		4	
3	Fall	Web/UI Design or Illustration (COAR2570)	COAR2550	3		3	
				Total Credits:	18	Hours/Week:	19
4	Spr	Design Technology IV	COAR2522	3		3	
4	Spr	Portfolio II	COAR2524	3		3	
4	Spr	Communication Design IV	COAR2525	3		3	
4	Spr	Design Production IV	COAR2535	3		4	
4	Spr	Design Capstone	COAR2540	3		3	
4	Spr	Web/UI Design II or Illust II (COAR2580)	COAR2560	3		3	
				Total Credits:	18	Hours/Week:	19
				PROGRAM CREDITS:	66	PROGRAM HOURS:	70

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COMPUTER INFORMATION SYSTEMS

ASSOCIATE OF SCIENCE DEGREE

Course Name	Course ID	Credits	Hours/Week
Computer Applications and Technology	ITEC1430	3	3
College Algebra	MATH1421	4	4
MN Transfer Gen Ed Electives	MNTC	26	26
Technical Electives	TE	27	36
		Total Credits: 60	Hours/Week: 69
		PROGRAM CREDITS: 60	PROGRAM HOURS: 69

Elective Course Title	ID	Credits
Microsoft Excel & Access Applications	ACCT1610	3
Linux Administration	CVNP1601	3
Cisco 1	CVNP1603	3
Networking Essentials	CVNP1604	3
Supporting Windows Operating Systems	CVNP1606	3
Cisco 2	CVNP1612	4
Enterprise Operating System 1	CVNP1620	4
Virtual Computing	CVNP2601	3
Adv Network Op Systems	CVNP2603	3
Cisco 3	CVNP2606	4
Security Fundamentals	CVNP2615	3
Defensive Security	CVNP2625	4
Computer Hardware	CVNP2626	3
Scripting & Command Line	CVNP2639	3
Offensive Security	CVNP2645	3
Python/JSON	CVNP2646	4
Cyber Forensics	CVNP2655	3
Ethics	PHIL1445	3

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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

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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 Electives	MNTC	3		3	
1	Fall	Ethics	PHIL1445	3		3	
				Total Credits:	15	Hours/Week:	18
2	Spr	Job Seeking/Keeping Skills	CRLT1439	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

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Elective Course Title	ID	Credits
Public Speaking	COMM1415	3
Interpersonal Communication	COMM1435	3
Composition I	ENGL1410	3
Mathematical Reasoning	MATH1415	3
College Algebra	MATH1421	4
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	Public Speaking or MnTC Elective	COMM1415	3	3	
1	Fall	Interpersonal Comm or MnTC Elective	COMM1435	3	3	
1	Fall	Diesel Industry Fundamentals	DIES1630	2	3	
1	Fall	DC Electricity	DIES1632	3	4	
1	Fall	Hydraulic Fundamentals	DIES1635	3	5	
1	Fall	Power Trains I	DIES1636	3	4	
				Total Credits: 17	Hours/Week:	22
2	Spr	People & the Environ or MN Trans Elective	BIOL1430	3	3	
2	Spr	Diesel Electronic Systems	DIES1633	3	5	
2	Spr	Diesel Engines I	DIES1640	6	9	
2	Spr	Diesel Fuel Systems	DIES1641	3	4	
2	Spr	Consumer Econ or MnTC Elective	ECON1404	3	3	
				Total Credits: 18	Hours/Week:	24
3	Smr	Applied Technical Mathematics	DIES1455	2	2	
3	Smr	Applied Failure Analysis	DIES1650	2	3	
3	Smr	Diesel Servicing/PM	DIES1651	2	3	
				Total Credits: 6	Hours/Week:	8
4	Fall	HVAC Systems	DIES1642	3	4	
4	Fall	Diesel Service Welding	DIES1643	1	2	
4	Fall	Diesel Engines II	DIES2630	6	9	
4	Fall	Electronic Engines/Controls	DIES2632	3	4	
4	Fall	Braking Systems	DIES2633	4	5	
				Total Credits: 17	Hours/Week:	24
5	Spr	Power Trains II	DIES2640	6	9	
5	Spr	Advanced Hydraulics	DIES2641	4	6	
5	Spr	Internship or DIES2642	DIES2704	4	12	
5	Spr	Technical Writing	ENGL1460	3	3	
				Total Credits: 17	Hours/Week:	30
				PROGRAM CREDITS: 75	PROGRAM HOURS:	108

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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	COMM1415 or 1435 or MnTC Elective	COMM	3	3
1	Fall	Diesel Industry Fundamentals	DIES1630	2	3
1	Fall	DC Electricity	DIES1632	3	4
1	Fall	Hydraulic Fundamentals	DIES1635	3	5
1	Fall	Power Trains I	DIES1636	3	4
				Total Credits: 14	Hours/Week: 19
2	Spr	BIOL1430, ECON1404 or MnTC Elective	BIOLECON	3	3
1	Spr	Diesel Electronic Systems	DIES1633	3	5
2	Spr	Diesel Engines I	DIES1640	6	9
2	Spr	Diesel Fuel Systems	DIES1641	3	4
				Total Credits: 15	Hours/Week: 21
2	Smr	Applied Technical Mathematics	DIES1455	2	2
3	Smr	Applied Failure Analysis	DIES1650	2	3
3	Smr	Diesel Servicing/PM	DIES1651	2	3
				Total Credits: 6	Hours/Week: 8
4	Fall	HVAC Systems	DIES1642	3	4
4	Fall	Diesel Engines II	DIES2630	6	9
4	Fall	Electronic Engines/Controls	DIES2632	3	4
4	Fall	Braking Systems	DIES2633	4	5
4	Fall	General Ed Elective	GEN ED 1	1	1
				Total Credits: 17	Hours/Week: 23
5	Spr	Power Trains II	DIES2640	6	9
5	Spr	Advanced Hydraulics	DIES2641	4	6
5	Spr	Internship or DIES2642	DIES2704	4	12
				Total Credits: 14	Hours/Week: 27
				PROGRAM CREDITS: 66	PROGRAM HOURS: 98

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 Lab	BIOL1431	1
Job Seeking/Keeping Skills	CRLT1439	1
Diesel Service Welding	DIES1643	1
Shop Practices	DIES2642	4

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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	Computer Applications and Technology	ITEC1430	3		3	
				Total Credits:	15	Hours/Week:	17
2	Spr	Job Seeking/Keeping Skills	CRLT1439	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

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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	MATH1421	4
Ethics	PHIL1445	3
Lifespan Psychology	PSYC1405	3
General Psychology	PSYC1445	3
Critical Thinking in Society	SOCS1405	3

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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	Computer Applications and Technology	ITEC1430	3		3	
				Total Credits:	15	Hours/Week:	17
2	Spr	Job Seeking/Keeping Skills	CRLT1439	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

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

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EARLY CHILDHOOD EDUCATION

CERTIFICATE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Job Seeking/Keeping Skills	CRLT1439	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.

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	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	MN Transfer Curriculum, Goal 7,8 or 9	MNTC789	3		3	
4	Fall	Science Course with Lab - MnTC Goal 3	MNTCSCIE	3		4	
				Total Credits:	12	Hours/Week:	14
5	Spr	Public Speaking	COMM1415	3		3	
5	Spr	Children with Differing Abilities	EDUC2410	3		4	
5	Spr	MN Transfer Curriculum Elective	MNTC	3		3	
5	Spr	Humanities/Fine Art - MnTC Goal 6	MNTCART	3		3	
4	Fall	SOCS Course - MnTC Goal 5	MNTCSOCS	3		3	
				Total Credits:	15	Hours/Week:	16
				PROGRAM CREDITS:	60	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
Practicum I	ECED2120	3

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ECONOMICS TRANSFER PATHWAY

ASSOCIATE OF ARTS DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Composition I	ENGL1410	3		3	
1	Fall	Individualized Degree Plan (or CRLT1439)	GSDV1400	1		1	
1	Fall	Personal Computer Skills	ITEC1445	1		1	
1	Fall	Humanities (minimum of 2 disciplines)	MNTC	3		3	
1	Fall	COMM Course - MnTC Goal 1	MNTC	3		3	
1	Fall	Science Course with Lab - MnTC Goal 3	MNTC	3		4	
				Total Credits:	14	Hours/Week:	15
2	Spr	Intro to Microeconomics	ECON1430	3		3	
2	Spr	Wellness Elective	ELECTIVE	1		1	
2	Spr	Composition II	ENGL1420	3		3	
2	Spr	College Algebra	MATH1421	4		4	
2	Spr	Science Course with Lab - MnTC Goal 3	MNTC	4		5	
				Total Credits:	15	Hours/Week:	16
3	Fall	Intro to Macroeconomics	ECON1420	3		3	
3	Fall	Introduction to Statistics	MATH1447	4		4	
3	Fall	Any Course from MN Transfer Goal 5	MNTC	3		3	
3	Fall	Any Course from MN Transfer Goal 6	MNTC	3		3	
3	Fall	Any Course from MN Transfer Goal 7	MNTC	3		3	
				Total Credits:	16	Hours/Week:	16
4	Spr	Electives	ELECTIVE	6		6	
4	Spr	Any Course from MN Transfer Goal 10	MNTC	3		3	
2	Spr	Humanities (minimum of 2 disciplines)	MNTC	3		3	
4	Spr	Any Course from MN Transfer Goal 9	MNTC	3		3	
				Total Credits:	15	Hours/Week:	15
				PROGRAM CREDITS:	60	PROGRAM HOURS:	62

Note: AA Degrees must have general education courses from all 10 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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ENGINEERING TECHNOLOGY

ASSOCIATE OF SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	General Chemistry I	CHEM1500	4		5	
1	Fall	Intro to Microeconomics	ECON1430	3		3	
1	Fall	Composition I	ENGL1410	3		3	
1	Fall	Precalculus	MATH1425	4		4	
1	Fall	Rapid Prototype Operations	MEDR1608	1		2	
1	Fall	Engineering Drafting	MFGT1550	2		4	
				Total Credits:	17	Hours/Week:	21
2	Spr	Intro to Macroeconomics	ECON1420	3		3	
2	Spr	Composition II	ENGL1420	3		3	
2	Spr	Calculus I	MATH1426	4		4	
2	Spr	Engineering Physics I	PHYS1081	4		5	
				Total Credits:	14	Hours/Week:	15
3	Fall	Environmental Literature	ENGL1495	3		3	
3	Fall	Calculus II	MATH2232	4		4	
3	Fall	Computer Assisted Drafting 2-D	MEDR1617	3		4	
3	Fall	Engineering Physics II	PHYS1082	4		5	
3	Fall	Technical Elective	TE	3		4	
				Total Credits:	17	Hours/Week:	20
4	Spr	Intercultural Communication	COMM1437	3		3	
4	Spr	Computer Assisted Drafting 3-D	MEDR1618	3		4	
4	Spr	Ethics	PHIL1445	3		3	
4	Spr	Technical Elective	TE	3		4	
				Total Credits:	12	Hours/Week:	14
				PROGRAM CREDITS:	60	PROGRAM HOURS:	70

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

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

Elective Course Title	ID	Credits
Basic Machining Processes	MACH1502	3
Applied Mechanical Components	MFGT1520	3
Mechatronics I	MFGT1560	3

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ENGLISH TRANSFER PATHWAY

ASSOCIATE OF ARTS DEGREE

		Course Name	Course ID	Credits	Hours/Week
1	Fall	General Biology I	BIOL1450	4	5
1	Fall	Composition I	ENGL1410	3	3
1	Fall	Personal Computer Skills	ITEC1445	1	1
1	Fall	COMM Course - MnTC Goal 1	MNTC	3	3
1	Fall	Introduction to Sociology	SOCS1400	3	3
				Total Credits: 14	Hours/Week: 15
2	Spr	People and the Environment	BIOL1430	3	3
2	Spr	People and the Environment Lab	BIOL1431	1	2
2	Spr	Wellness Elective	ELECTIVE	1	1
2	Spr	Composition II	ENGL1420	3	3
2	Spr	Introduction to Literary Studies	ENGL1490	3	3
2	Spr	Individualized Degree Plan (or COMM1439)	GSDV1400	1	1
2	Spr	Ethics	PHIL1445	3	3
				Total Credits: 15	Hours/Week: 16
3	Fall	Technical Writing	ENGL1460	3	3
3	Fall	Modern to Contemporary American Lit	ENGL2405	3	3
3	Fall	Modern World Literature	ENGL2420	3	3
3	Fall	MN Transfer Curriculum Elective	MNTC	3	3
3	Fall	Any Course from MN Transfer Goal 4	MNTC	4	4
				Total Credits: 16	Hours/Week: 16
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	MN Transfer Curriculum Elective	MNTC	3	3
				Total Credits: 15	Hours/Week: 15
				PROGRAM CREDITS: 60	PROGRAM HOURS: 62

Note: AA Degrees must have general education courses from all 10 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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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	Essentials of Cardio & Mobility Training	EXSC1610	3		4	
1	Fall	Introduction to Exercise Science	EXSC1670	2		2	
1	Fall	Exercise Principles and Methodology	EXSC1690	3		4	
1	Fall	Ethics	PHIL1445	3		3	
				Total Credits:	17	Hours/Week:	20
2	Spr	Principles of Nutrition	BIOL1435	3		3	
2	Spr	Technology in Industry	EXSC1590	3		3	
2	Spr	Exercise Physiology	EXSC1641	3		4	
2	Spr	Kinesiology and Biomechanics	EXSC1661	3		4	
2	Spr	Lifetime Fitness	EXSC1680	2		3	
				Total Credits:	14	Hours/Week:	17
3	Fall	Exercise Program Design	EXSC2600	3		3	
3	Fall	Sport and Fitness Business Development	EXSC2611	3		4	
3	Fall	Exercise for Special Populations	EXSC2630	3		4	
3	Fall	Wellness Coaching	EXSC2680	3		3	
3	Fall	General Psychology	PSYC1445	3		3	
				Total Credits:	15	Hours/Week:	17
4	Spr	Sports Performance	EXSC2612	3		4	
4	Spr	Practical Application of Prog Design	EXSC2640	4		7	
4	Spr	Legal Concepts in Sport and Fitness	EXSC2651	3		3	
4	Spr	Strength Training	EXSC2670	1		2	
4	Spr	Counselor Selling	MKTG1530	3		3	
				Total Credits:	14	Hours/Week:	19
				PROGRAM CREDITS:	60	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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EXERCISE SCIENCE

DIPLOMA

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Essentials of Anatomy & Physiology	BIOL1416	3		4	
1	Fall	Essentials of Cardio & Mobility Training	EXSC1610	3		4	
1	Fall	Introduction to Exercise Science	EXSC1670	2		2	
1	Fall	Exercise Principles and Methodology	EXSC1690	3		4	
				Total Credits:	11	Hours/Week:	14
2	Spr	Principles of Nutrition	BIOL1435	3		3	
2	Spr	Technology in Industry	EXSC1590	3		3	
2	Spr	Exercise Physiology	EXSC1641	3		4	
2	Spr	Kinesiology and Biomechanics	EXSC1661	3		4	
				Total Credits:	12	Hours/Week:	14
3	Fall	Exercise Program Design	EXSC2600	3		3	
3	Fall	Exercise for Special Populations	EXSC2630	3		4	
3	Fall	Professional Development in Exer Sc	EXSC2660	3		5	
				Total Credits:	9	Hours/Week:	12
4	Spr	Sports Performance	EXSC2612	3		4	
4	Spr	Practical Application of Prog Design	EXSC2640	4		7	
4	Spr	Strength Training	EXSC2670	1		2	
				Total Credits:	8	Hours/Week:	13
				PROGRAM CREDITS:	40	PROGRAM HOURS:	53

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

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EXERCISE SCIENCE TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Human Anatomy & Physiology I	BIOL1417	4		5	
1	Fall	Composition I	ENGL1410	3		3	
1	Fall	Introduction to Exercise Science	EXSC1670	2		2	
1	Fall	Exercise Principles and Methodology	EXSC1690	3		4	
1	Fall	Introduction to Sociology	SOCS1400	3		3	
				Total Credits:	15	Hours/Week:	17
2	Spr	Human Anatomy & Physiology II	BIOL1419	4		5	
2	Spr	Composition II	ENGL1420	3		3	
2	Spr	Exercise Physiology	EXSC1641	3		4	
2	Spr	Kinesiology and Biomechanics	EXSC1661	3		4	
2	Spr	Lifetime Fitness	EXSC1680	2		3	
				Total Credits:	15	Hours/Week:	19
3	Fall	Environmental Literature	ENGL1495	3		3	
3	Fall	Exercise Program Design	EXSC2600	3		3	
3	Fall	Exercise for Special Populations	EXSC2630	3		4	
3	Fall	Introduction to Statistics	MATH1447	4		4	
3	Fall	General Psychology	PSYC1445	3		3	
				Total Credits:	16	Hours/Week:	17
4	Spr	Principles of Nutrition	BIOL1435	3		3	
4	Spr	Intercultural Communication	COMM1437	3		3	
4	Spr	Practical Application of Prog Design	EXSC2640	4		7	
4	Spr	Strength Training	EXSC2670	1		2	
4	Spr	Ethics	PHIL1445	3		3	
				Total Credits:	14	Hours/Week:	18
				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.

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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	Computer Applications and Technology	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	Composition I	ENGL1410	3	3
3	Fall	Fashion Merchandising	FASH2601	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	MATH1421	4
Critical Thinking in Society	SOCS1405	3

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HEALTHCARE ADMINISTRATIVE SPECIALIST: CODING EMPHASIS

ASSOCIATE OF APPLIED SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Medical Terminology I	ADMM1620	3		3	
1	Fall	Introduction to Health Information	ADMM2601	3		3	
1	Fall	Essentials of Anatomy & Physiology	BIOL1416	3		4	
1	Fall	Intercultural Communication	COMM1437	3		3	
1	Fall	Technical Writing	ENGL1460	3		3	
				Total Credits:	15	Hours/Week:	16
2	Spr	Basic Pathology	ADMM1608	3		3	
2	Spr	Medical Terminology II	ADMM1629	3		3	
2	Spr	Health Care Systems and Practices	ADMM2609	2		2	
2	Spr	Computer Applications and Technology	ITEC1430	3		3	
2	Spr	Quality Customer Service	MKTG2515	3		3	
				Total Credits:	14	Hours/Week:	14
3	Fall	Electronic Health Records	ADMM1605	3		3	
3	Fall	Basic Health Data Statistics and Analysis	ADMM1616	3		3	
3	Fall	AAPC Coding I	ADMM1640	3		3	
3	Fall	Medical Billing	ADMM1670	3		3	
				Total Credits:	12	Hours/Week:	12
4	Spr	AAPC Coding II	ADMM1650	3		3	
4	Spr	Inpatient Coding	ADMM1660	3		3	
4	Spr	Medicolegal & Reimbursement Issues	ADMM2605	4		4	
4	Spr	Ethics	PHIL1445	3		3	
4	Spr	Lifespan Psychology	PSYC1405	3		3	
				Total Credits:	16	Hours/Week:	16
3	Smr	Advanced Medical Coding	ADMM2620	3		3	
				Total Credits:	3	Hours/Week:	3
				PROGRAM CREDITS:	60	PROGRAM HOURS:	61

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HEALTHCARE ADMINISTRATIVE SPECIALIST: MANAGEMENT EMPHASIS

ASSOCIATE OF APPLIED SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Medical Terminology I	ADMM1620	3		3	
1	Fall	Introduction to Health Information	ADMM2601	3		3	
1	Fall	Keyboarding/Word Processing Skills	ADMN1513	3		6	
1	Fall	Essentials of Anatomy & Physiology	BIOL1416	3		4	
1	Fall	Computer Applications and Technology	ITEC1430	3		3	
				Total Credits:	15	Hours/Week:	19
2	Spr	Basic Pathology	ADMM1608	3		3	
2	Spr	Medical Reception	ADMM1624	3		3	
2	Spr	Medical Terminology II	ADMM1629	3		3	
2	Spr	Health Care Systems and Practices	ADMM2609	2		2	
2	Spr	Quality Customer Service	MKTG2515	3		3	
				Total Credits:	14	Hours/Week:	14
3	Fall	Electronic Health Records	ADMM1605	3		3	
3	Fall	Basic Health Data Statistics and Analysis	ADMM1616	3		3	
3	Fall	Medical Billing	ADMM1670	3		3	
3	Fall	Intercultural Communication	COMM1437	3		3	
3	Fall	Supervision/Human Resource Mgmt.	MKTG2518	3		3	
				Total Credits:	15	Hours/Week:	15
4	Spr	Medical Office Management	ADMM2604	3		3	
4	Spr	Medicolegal & Reimbursement Issues	ADMM2605	4		4	
4	Spr	Technical Writing	ENGL1460	3		3	
4	Spr	Ethics	PHIL1445	3		3	
4	Spr	Lifespan Psychology	PSYC1405	3		3	
				Total Credits:	16	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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HEALTHCARE ADMINISTRATIVE SPECIALIST

DIPLOMA

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Basic Health Data Statistics and Analysis	ADMM1616	3		3	
1	Fall	Medical Terminology I	ADMM1620	3		3	
1	Fall	Introduction to Health Information	ADMM2601	3		3	
1	Fall	Keyboarding/Word Processing Skills	ADMN1513	3		6	
				Total Credits:	12	Hours/Week:	15
2	Spr	Basic Pathology	ADMM1608	3		3	
2	Spr	Medical Reception	ADMM1624	3		3	
2	Spr	Medical Terminology II	ADMM1629	3		3	
2	Spr	Health Care Systems and Practices	ADMM2609	2		2	
2	Spr	Quality Customer Service	MKTG2515	3		3	
				Total Credits:	14	Hours/Week:	14
3	Fall	Electronic Health Records	ADMM1605	3		3	
3	Fall	AAPC Coding I	ADMM1640	3		3	
3	Fall	Computer Applications and Technology	ITEC1430	3		3	
				Total Credits:	9	Hours/Week:	9
4	Spr	AAPC Coding II	ADMM1650	3		3	
4	Spr	Medical Office Management	ADMM2604	3		3	
4	Spr	Medicolegal & Reimbursement Issues	ADMM2605	4		4	
				Total Credits:	10	Hours/Week:	10
				PROGRAM CREDITS:	45	PROGRAM HOURS:	48

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

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HISTORY TRANSFER PATHWAY

ASSOCIATE OF ARTS DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Composition I	ENGL1410	3		3	
1	Fall	Individualized Degree Plan (or CRLT1439)	GSDV1400	1		1	
1	Fall	HIST1401 or HIST1402	HIST	3		3	
1	Fall	Beginning Personal Computer I	ITEC1440	2		2	
1	Fall	COMM Course - MnTC Goal 1	MNTC	3		3	
1	Fall	Science Course with Lab - MnTC Goal 3	MNTC	4		5	
				Total Credits:	16	Hours/Week:	17
2	Spr	Wellness Elective	ELECTIVE	1		1	
2	Spr	Composition II	ENGL1420	3		3	
2	Spr	HIST1421 or HIST1422	HIST	3		3	
2	Spr	Introduction to Statistics	MATH1447	4		4	
2	Spr	Humanities (minimum 2 disciplines)	MNTC	3		3	
2	Spr	Any MNTC Course from Goal 3 with Lab	MNTC	3		4	
				Total Credits:	17	Hours/Week:	18
3	Fall	General Education Elective	GEN ED	3		3	
3	Fall	Additional History (1401, 1402, 1421, 1422)	HIST	3		3	
3	Fall	Any Course from MN Transfer Goal 10	MNTC	3		3	
3	Fall	Humanities (minimum 2 disciplines)	MNTC	3		3	
3	Fall	Any Course from MN Transfer Goal 9	MNTC	3		3	
				Total Credits:	15	Hours/Week:	15
4	Spr	General Ed Electives	GEN ED	9		9	
4	Spr	Humanities (minimum 2 disciplines)	MNTC	3		3	
				Total Credits:	12	Hours/Week:	12
				PROGRAM CREDITS:	60	PROGRAM HOURS:	62

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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 20 - 30 technical credits and 30 - 40 Minnesota Transfer Curriculum. Please refer to the MnTC on pages 80 - 81 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*.

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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	3		3	
3	Fall	Interior Design Elective	IDES	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	3		3	
4	Spr	Interior Design Elective	IDES	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

ASSOCIATE OF APPLIED SCIENCE DEGREE

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.

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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	3		3	
3	Fall	Interior Design Elective	IDES	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	3		3	
4	Spr	Interior Design Elective	IDES	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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INTERIOR DESIGN

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

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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.

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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	
1	Fall	Intro to Criminal Justice	LENF1500	3		3	
1	Fall	Juvenile Justice	LENF1510	3		3	
1	Fall	Emergency Medical Responder	LENF1520	2		3	
1	Fall	Criminal Investigations	LENF2500	3		3	
				Total Credits:	11	Hours/Week:	12
2	Spr	Minnesota Statutes	LENF1530	4		4	
2	Spr	Law Enforcement & Human Behavior	LENF1540	4		4	
2	Spr	Criminal Procedures	LENF1550	3		3	
2	Spr	Law Enforcement & Community	LENF2510	4		4	
				Total Credits:	15	Hours/Week:	15
3	Smr	Law Enforcement Skills	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	Social Problems	SOCS1402	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	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.

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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 - Fondational
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/Vulnerble 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

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.

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

I. 40 credits from the Minnesota Transfer Curriculum (MnTC).
  Goal 1: Communication (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: Humanities and Fine Arts (6 credits—2 courses from a minimum of 2 disciplines)
  Goal 7: Human Diversity, Race, Power, and Justice in the United States (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
  CRLT1439 Job Seeking/Keeping Skills,
  CRLT1440 Communicating for Results,
  COMM1445 Advanced Communicating for Results, or
  GSDV1400 Individualized Degree Planning

Note: AA degrees must have general education courses from all ten 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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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	CRLT1439	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.

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
Ethics	PHIL1445	3

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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	CRLT1440	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

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Elective Course Title	ID	Credits
Principles of Management	BUS2220	3
Consumer Economics and Finance	ECON1404	3
Technical Writing	ENGL1460	3

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	Counselor Selling	MKTG1530	3		3	
3	Fall	Quality Customer Service	MKTG2515	3		3	
3	Fall	Digital Marketing	MKTG2530	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 Force and Territory Management	MKSM2603	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	
				Total Credits:	15	Hours/Week:	16
5	Smr	Internship	MKTG2704	4		12	
				Total Credits:	4	Hours/Week:	12
				PROGRAM CREDITS:	64	PROGRAM HOURS:	75

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MARKETING & SALES MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

Elective Course Title	ID	Credits
Entrepreneurship	BUS2210	3
Public Speaking	COMM1415	3
Communicating for Results	CRLT1440	2
Intro to Macroeconomics	ECON1420	3
Intro to Microeconomics	ECON1430	3
Technical Writing	ENGL1460	3
Computer Applications and Technology	ITEC1430	3
Mathematical Reasoning	MATH1415	3
College Algebra	MATH1421	4
Supervision/Human Resource Mgmt.	MKTG2518	3

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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	MEDR1617	3		4	
				Total Credits:	16	Hours/Week:	22
2	Spr	Basic Machining Processes	MACH1502	3		5	
2	Spr	College Algebra	MATH1421	4		4	
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:	18	Hours/Week:	25
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	CRLT1440	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:	103

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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.

MECHANICAL DRAFTING, DESIGN, & ENGINEERING TECHNOLOGY

DIPLOMA

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Technical Writing	ENGL1460	3		3	
1	Fall	College Algebra	MATH1421	4		4	
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	MEDR1617	3		4	
				Total Credits:	17	Hours/Week:	23
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	CRLT1440	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:	100

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

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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 Lab	FLPO2527	1	2
2	Spr	Pneumatic Circuits & Logic	FLPO2528	2	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:	18	Hours/Week: 25
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	Electrical Design for Mechatronics Systems	MFGT2555	2	2
3	Fall	MN Transfer Curriculum Elective	MNTC	3	3
			Total Credits:	20	Hours/Week: 26
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

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Elective Course Title	ID	Credits
Specialist Certification	FLPO2641	1
Advanced Programmable Logic Controls	MFGT2571	5

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 Lab	FLPO2527	1	2
2	Spr	Pneumatic Circuits & Logic	FLPO2528	2	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:	18	Hours/Week: 25
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	Electrical Design for Mechatronics Systems	MFGT2555	2	2
			Total Credits:	17	Hours/Week: 23
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

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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	Basic Health Data Statistics and Analysis	MEDS1616	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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MEDICAL ADMINISTRATIVE SPECIALIST

ASSOCIATE OF APPLIED SCIENCE DEGREE

Elective Course Title	ID	Credits
People and the Environment	BIOL1430	3
Multicultural American Literature	ENGL1453	3
World Regional Geography	GEOG1471	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

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MEDICAL CODING SPECIALIST

DIPLOMA

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Electronic Health Records	ADMM1605	3		3	
1	Fall	Medical Terminology I	ADMM1620	3		3	
1	Fall	Introduction to Health Information	ADMM2601	3		3	
1	Fall	Essentials of Anatomy & Physiology	BIOL1416	3		4	
				Total Credits:	12	Hours/Week:	13
2	Spr	Basic Pathology	ADMM1608	3		3	
2	Spr	Medical Terminology II	ADMM1629	3		3	
2	Spr	Medicolegal & Reimbursement Issues	ADMM2605	4		4	
2	Spr	Health Care Systems and Practices	ADMM2609	2		2	
				Total Credits:	12	Hours/Week:	12
3	Fall	Basic Health Data Statistics and Analysis	ADMM1616	3		3	
3	Fall	AAPC Coding I	ADMM1640	3		3	
3	Fall	Medical Billing	ADMM1670	3		3	
				Total Credits:	9	Hours/Week:	9
4	Spr	AAPC Coding II	ADMM1650	3		3	
4	Spr	Inpatient Coding	ADMM1660	3		3	
4	Spr	Computer Applications and Technology	ITEC1430	3		3	
				Total Credits:	9	Hours/Week:	9
5	Smr	Advanced Medical Coding	ADMM2620	3		3	
				Total Credits:	3	Hours/Week:	3
				PROGRAM CREDITS:	45	PROGRAM HOURS:	46

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	
1	Fall	Medical Terminology I	ADMM1620	3		3	
1	Fall	AAPC Coding I	ADMM1640	3		3	
1	Fall	Medical Billing	ADMM1670	3		3	
1	Fall	Essentials of Anatomy & Physiology	BIOL1416	3		4	
				Total Credits:	12	Hours/Week:	13
2	Spr	Basic Pathology	ADMM1608	3		3	
2	Spr	AAPC Coding II	ADMM1650	3		3	
2	Spr	Inpatient Coding	ADMM1660	3		3	
2	Spr	Medicolegal and Reimbursement Issues	ADMM2605	4		4	
				Total Credits:	13	Hours/Week:	13
				PROGRAM CREDITS:	25	PROGRAM HOURS:	26

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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	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	CRLT1439	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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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		
		Human Anatomy & Physiology I	BIOL1417	4	5
		Human Anatomy & Physiology II	BIOL1419	4	5
		Principles of Nutrition	BIOL1435	3	3
		Microbiology I	BIOL2225	3	4
		Fundamentals of Chemistry	CHEM1406	4	5
		Composition I	ENGL1410	3	3
		Composition II	ENGL1420	3	3
		Ethics	PHIL1445	3	3
		Lifespan Psychology	PSYC1405	3	3
				Total Credits: 38	Hours/Week: 34
1	Fall	PHASE 2: Acceptance into Core Nursing	PHASE 2		
1	Fall	Advanced Nursing Concepts	NURS2304	3	4
1	Fall	Concepts of Nursing Practices I	NURS2305	2	4
1	Fall	Family Nursing I	NURS2310	3	3
1	Fall	Comprehensive Clinical I	NURS2316	4	8
1	Fall	Nursing Pharmacology	NURS2319	1	1
				Total Credits: 13	Hours/Week: 20
2	Spr	Comprehensive Clinical II	NURS2321	4	8
2	Spr	Family Nursing II	NURS2325	3	3
2	Spr	Family Nursing III	NURS2330	3	3
2	Spr	Concepts of Nursing Practices II	NURS2336	2	4
2	Spr	Professional Nursing	NURS2341	1	2
				Total Credits: 13	Hours/Week: 20
				PROGRAM CREDITS: 64	PROGRAM HOURS: 74

Elective Course Title	ID	Credits
Critical Thinking in Society	SOCS1405	3

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OPHTHALMIC MEDICAL TECHNICIAN

ASSOCIATE OF APPLIED SCIENCE DEGREE

		Course Name	Course ID	Credits	Hours/Week
1	Fall	Essentials of Anatomy & Physiology	BIOL1416	3	4
1	Fall	Ophthalmic Medical Terminology	OPMT1500	1	1
1	Fall	Introduction to Ophthalmology	OPMT1510	2	2
1	Fall	Ophthalmic Skills Lab I	OPMT1520	2	4
1	Fall	Ophthalmic Clincal Rotation I	OPMT1530	2	4
1	Fall	Fundamentals of Physics	PHYS1100	3	4
1	Fall	General Psychology	PSYC1445	3	3
				Total Credits: 16	Hours/Week: 22
2	Spr	Ocular Anatomy and Physiology	OPMT1540	2	2
2	Spr	Physical and Clinical Optics	OPMT1550	3	3
2	Spr	Ocular Motility	OPMT1560	2	2
2	Spr	Ophthalmic Pharmacology	OPMT1570	2	2
2	Spr	Ophthalmic Skills Lab II	OPMT1580	2	4
2	Spr	Ophthalmic Clinical Rotation II	OPMT1590	4	8
				Total Credits: 15	Hours/Week: 21
3	Fall	Composition I	ENGL1410	3	3
3	Fall	Eye Diseases and Ocular Emergencies	OPMT2510	2	2
3	Fall	Ophthalmic Imaging Techniques	OPMT2520	2	2
3	Fall	Ophthalmic Skills Lab III	OPMT2530	3	6
3	Fall	Ophthalmic Clinical Rotation III	OPMT2540	4	8
				Total Credits: 14	Hours/Week: 21
4	Spr	Ophthalmic Surgical Assisting	OPMT2550	3	3
4	Spr	Ophthalmic Instrument Maintenance	OPMT2560	2	2
4	Spr	Ophthalmic Skills Lab IV	OPMT2570	4	8
4	Spr	Ophthalmic Clinical Rotation IV	OPMT2580	3	6
4	Spr	Ethics	PHIL1445	3	3
				Total Credits: 15	Hours/Week: 22
				PROGRAM CREDITS: 60	PROGRAM HOURS: 86

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* The Ophthalmic Medical Technician program information has been submitted to the Higher Learning Commission (HLC).

PATIENT ACCESS SPECIALIST

CERTIFICATE

		Course Name	Course ID	Credits		Hours/Week	
3	Fall	Electronic Health Records	ADMM1605	3		3	
1	Fall	Basic Health Data Statistics and Analysis	ADMM1616	3		3	
1	Fall	Medical Terminology I	ADMM1620	3		3	
1	Fall	Introduction to Health Information	ADMM2601	3		3	
1	Fall	Keyboarding/Word Processing Skills	ADMN1513	3		6	
				Total Credits:	15	Hours/Week:	18
2	Spr	Medical Reception	ADMM1624	3		3	
2	Spr	Health Care Systems and Practices	ADMM2609	2		2	
3	Fall	Computer Applications and Technology	ITEC1430	3		3	
2	Spr	Quality Customer Service	MKTG2515	3		3	
				Total Credits:	11	Hours/Week:	11
				PROGRAM CREDITS:	26	PROGRAM HOURS:	29

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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	CRLT1439	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

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PRACTICAL NURSING

DIPLOMA

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

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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	Inequality and Social 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	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

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.

ALEXANDRIA COLLEGE
Technical & Community

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PRE-SOCIAL WORK TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

Elective Course Title	ID	Credits
Intercultural Communication	COMM1437	3
Child Growth & Development	ECED1110	3
Child/Family Relations in Diverse World	ECED2110	3
Children with Differing Abilities	EDUC2410	3
Intro to Criminal Justice	LENF1500	3
Juvenile Justice	LENF1510	3
Law Enforcement & Human Behavior	LENF1540	4
Law Enforcement & Community	LENF2510	4
Wellness and Fitness	PHED1504	1
Introduction to World Religion	PHIL1450	3
Abnormal Psychology	PSYC1410	3
Psychology of Addictions	PSYC2436	3
Social Problems	SOCS1402	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.

ALEXANDRIA COLLEGE
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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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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.

ALEXANDRIA COLLEGE
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PSYCHOLOGY TRANSFER PATHWAY

ASSOCIATE OF ARTS DEGREE

		Course Name	Course ID	Credits	Hours/Week
1	Fall	People and the Environment	BIOL1430	3	3
1	Fall	People and the Environment Lab	BIOL1431	1	2
1	Fall	Interpersonal Communication	COMM1435	3	3
1	Fall	Wellness Elective	ELECTIVE	1	1
1	Fall	Composition I	ENGL1410	3	3
1	Fall	Individualized Degree Plan (or CRLT1439)	GSDV1400	1	1
1	Fall	General Psychology	PSYC1445	3	3
			Total Credits: 15		Hours/Week: 16
2	Spr	Principles of Nutrition	BIOL1435	3	3
2	Spr	Beginning Personal Computer I	ITEC1440	2	2
2	Spr	Introduction to Statistics	MATH1147	4	4
2	Spr	Ethics	PHIL1445	3	3
2	Spr	Lifespan Psychology	PSYC1405	3	3
			Total Credits: 15		Hours/Week: 15
3	Fall	MN Transfer Curriculum Elective	MNTC	3	3
3	Fall	Introduction to World Religion	PHIL1450	3	3
3	Fall	Abnormal Psychology	PSYC1410	3	3
3	Fall	Psychology of Addictions	PSYC2436	3	3
3	Fall	Inequality and Social Change	SOCS2410	3	3
			Total Credits: 15		Hours/Week: 15
4	Spr	Any ECON Course	ECON	3	3
4	Spr	Composition II	ENGL1420	3	3
4	Spr	Any ENGL Literature Course	ENGLLIT	3	3
4	Spr	General Education Elective	GEN ED	3	3
4	Spr	Introduction to Sociology	SOCS1400	3	3
			Total Credits: 15		Hours/Week: 15
			PROGRAM CREDITS: 60		PROGRAM HOURS: 61

Note: AA Degrees must have general education courses from all 10 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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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
Computer Applications and Technology	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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SOCIOLOGY TRANSFER PATHWAY

ASSOCIATE OF ARTS DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Wellness Elective	ELECTIVE	1		1	
1	Fall	Composition I	ENGL1410	3		3	
1	Fall	Individualized Degree Plan (or CRLT1439)	GSDV1400	1		1	
1	Fall	Beginning Personal Computer I	ITEC1440	2		2	
1	Fall	Humanities (minimum 2 disciplines)	MNTC	3		3	
1	Fall	Introduction to Sociology	SOCS1400	3		3	
				Total Credits:	13	Hours/Week:	13
2	Spr	People and the Environment	BIOL 1430	3		3	
2	Spr	People and the Environment with Lab	BIOL1431	1		2	
2	Spr	Composition II	ENGL1420	3		3	
2	Spr	General Education Elective	GEN ED	3		3	
2	Spr	COMM Course - MnTC Goal 1	MNTC	3		3	
2	Spr	SOCS 1402, 1405, or 2410	SOCS	3		3	
				Total Credits:	16	Hours/Week:	17
3	Fall	General Education Elective	GEN ED	3		3	
3	Fall	Introduction to Statistics	MATH1447	4		4	
3	Fall	Humanities (minimum of 2 disciplines)	MNTC	3		3	
3	Fall	Any MNTC course from Goal 3 w/ lab	MNTC	3		4	
3	Fall	SOCS 1402, 1405, or 2410	SOCS	3		3	
				Total Credits:	16	Hours/Week:	17
4	Spr	General Ed Electives	GEN ED	6		6	
4	Spr	MN Transfer Goal 5 besides SOCS	MNTC	3		3	
4	Spr	Humanities (minimum 2 disciplines)	MNTC	3		3	
4	Spr	Any Course from MN Transfer Goal 9	MNTC	3		3	
				Total Credits:	15	Hours/Week:	15
				PROGRAM CREDITS:	60	PROGRAM HOURS:	62

Note: AA Degrees must have general education courses from all 10 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.

ALEXANDRIA COLLEGE
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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	Speech Language Comm in Diverse Pop	SLPA2260	3	3
			Total Credits: 15		Hours/Week: 16
3	Fall	Interpersonal Communication	COMM1435	3	3
3	Fall	Job Seeking/Keeping Skills	CRLT1439	1	1
3	Fall	Lifespan Psychology	PSYC1405	3	3
3	Fall	Stuttering	SLPA2210	3	3
3	Fall	Clinical Practicum I	SLPA2220	3	9
3	Fall	Comm Disorders of Adults & Special Populations	SLPA2240	3	3
			Total Credits: 16		Hours/Week: 22
4	Spr	Children with Differing Abilities	EDUC2410	3	4
4	Spr	Clinical Documentation & Materials Mgmt	SLPA2200	3	3
4	Spr	Clinical Practicum II	SLPA2250	3	9
4	Spr	Introduction to Sociology	SOCS1400	3	3
4	Spr	Technical Elective	TE	3	4
			Total Credits: 15		Hours/Week: 23
			PROGRAM CREDITS: 60		PROGRAM HOURS: 76

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

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

Summer Classes available.

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

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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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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	CRLT1439	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
Computer Applications and Technology	ITEC1430	3

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

ALEXANDRIA COLLEGE
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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
	PROGRAM TOTAL	**60**

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
	Program Total	**30**

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

ALEXANDRIA COLLEGE
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MINNESOTA TRANSFER CURRICULUM

1. 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
COMM1435	Interpersonal Communication
COMM1437	Intercultural Communication (Goal 7)
COMM2414	Conflict Resolutions through Communications (Goal 7)
ENGL1410	Composition I (Required) (Goal 2)
ENGL1420	Composition II (Goal 2)
ENGL1460	Technical Writing (Goal 2)

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)
ENGL1410	Composition I (Required) (Goal 1)
ENGL1420	Composition II (Goal 1)
ENGL1460	Technical Writing (Goal 1)
ENGL1490	Introduction to Literary Studies (Goal 6)
PHYS1407	College Physics I (Goal 3)
SOCS1405	Critical Thinking in Society (Goal 7)

3. Natural Sciences
(7-8 credits—one course must include a lab or lab-like component)
Goal: To improve students' understanding of natural science principles and of the methods of scientific inquiry, i.e., the ways in which scientists investigate natural science phenomena

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 4 credits
PHYS1082	Engineering Physics II 4 credits
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 and logical modes of thinking. This will enable students to appreciate the breadth of applications of mathematics, evaluate arguments, and detect fallacious reasoning.

MATH1415	Mathematical Reasoning
MATH1421	College Algebra 4 credits
MATH1425	Precalculus 4 credits
MATH1426	Calculus I 4 credits
MATH1431	Geometry
MATH1432	Principles of Trigonometry
MATH1447	Introduction to Statistics 4 credits
MATH1460	Quantitative Problem Solving
MATH2232	Calculus II 4 credits

5. History & the Social & Behavioral Sciences
(6 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)
ECON1420	Intro to Macroeconomics (Goal 8)
ECON1430	Intro to Microeconomics
GEOG1471	World Regional Geography (Goal 8)
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
SOCS1400	Introduction to Sociology (Goal 8)
SOCS1402	Social Problems (Goal 7)

+ Includes lab
~ Must be taken together to fulfill goal area
‡ Taking 40 General Education credits to otherwise accomplish the Minnesota Transfer Curriculum will also satisfy goal 2.

MINNESOTA TRANSFER CURRICULUM

6. Humanities and the Fine Arts
(6 credits—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 human imagination and thought.

ART1408	Survey of Western Art and Culture 4 crs	
ART1420	Modern Design & Theory (Goal 8)	
ART1450	Life Drawing I	
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)	
ENGL2405	Modern American Literature (Goal 7)	
ENGL2420	Modern World Literature (Goal 7)	
HUMA1407	Introduction to Humanities	
HUMA1411	Theatre Appreciation	
MUSC1500	American Music & Culture (Goal 8)	
PHIL1405	Introduction to Philosophy (Goal 8)	
PHIL1445	Ethics (Goal 9)	
PHIL1450	Introduction to World Religion (Goal 8)	

7. Human Diversity, Race, Power and Justice in the United States
(3 credits)
Goal: To increase students' understanding of individual and group differences (e.g. race, gender, class) and their knowledge of the traditions and values of various groups in the United States.

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)
SOCS2410	Inequality and Social Change (Goal 9)

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

ART1420	Modern Design & Theory (Goal 6)
ASL1400	American Sign Language (Goal 7)
ASL1410	American Sign Language II (Goal 7)
ECON1420	Intro to Macroeconomics (Goal 5)
GEOG1471	World Regional Geography (Goal 5)
HIST1421	World History to 1500 (Goal 5)
HIST1422	World History 1500 to Present (Goal 5)
MUSC1500	American Music & Culture (Goal 6)
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 to understand the ways in which they can exercise responsible and productive citizenship.

BIOL2230	Genetics 4 credits (Goal 3)
ECON1404	Consumer Econ & Finance (Goal 5)
PHIL1445	Ethics (Goal 6)
POLS1460	Constitutional Democracy & Gvnt
POLS2402	Constitutional Law (Goal 5)
SOCS2410	Inequality and Social Change (Goal 7)

10. People & the Environment
(3 credits)
Goal: To improve students' understanding of today's complex environmental challenges.

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

+ Includes lab
~ Must be taken together to fulfill goal area
‡ Taking 40 General Education credits to otherwise accomplish the Minnesota Transfer Curriculum will also satisfy goal 2.

ATCC POLICIES & PROCEDURES

UNDERGRADUATE 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, successfully completed a General Education Development (GED) examination, or will be dually/concurrently enrolled at ATCC and a secondary school 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 Police Training & Education 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.

If a student has previously attended ATCC, please see ATCC Procedure 3.4.2 for readmissions procedures.

UNDERGRADUATE ADMISSIONS PROCEDURE

Prospective students of Alexandria Technical and Community College are invited to begin the admissions process by applying 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 or any student 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 on-campus academic programs strongly encourage a campus visit. The admissions campus visit includes time with program faculty (when possible) learning about program curriculum, format, learning outcomes, and student expectations. It also includes time with an admissions representative to learn more about admission and financial aid processes, 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
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.
   o 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 (PSEO) POLICY

Post-Secondary Enrollment Options (PSEO) is a program that allows qualified students in 10th, 11th, and 12th grades to earn both high school and college credit for courses completed at Alexandria Technical and Community College, through concurrent enrollment (at their high school), or online. 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.

POSTSECONDARY ENROLLMENT OPTIONS (PSEO) PROCEDURE
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, or 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 will 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.

COURSE PLACEMENT

Students choosing to enroll in PSEO or concurrent enrollment courses shall meet the requirements of ATCC policy 3.3 and ATCC procedure 3.3.1 Assessment for Course Placement, before enrolling in courses that require have a prerequisite in reading, writing, or mathematics skills.

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

Alexandria Technical and Community College (ATCC) is committed to providing financial assistance to students to help cover the cost of education which includes tuition and fees, books and supplies, room and board, transportation, and personal expenses.

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. 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 Policy 5.12 requires that tuition and fees are due by the end of the fifth business day after the term begins. Alexandria Technical and 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 CHARGES AND FEES

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

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 (must drop all courses to recieve refund):

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 totally withdraw 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 3.11 Student Attendance) 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.

ACADEMIC STANDING AND FINANCIAL AID 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.

In order to retain academic and financial aid eligibility, students must meet the following satisfactory academic progress requirements:

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 , IP and 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, IP, and 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 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 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 at 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.

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.

COURSE AND CREDIT TRANSFER AND THE MINNESOTA TRANSFER CURRICULUM

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

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. Coursework is from a regionally accredited higher education institution.
2. The earned grade is equivalent to the minimum grade requirements for the academic program.
3. The course has 75% or more similarity in content to a specific ATCC course.

4. Technical courses were 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. Specific liberal arts courses were successfully completed based on individual department guidelines (e.g., course grade requirements) and timelines (e.g., expiration of science courses after 5 years), especially those programs culminating in certification or licensure.

ATCC will consider courses for transfer from non-regionally accredited educational institutions under the following conditions:
1. Conditions 2 through 5, listed above, are 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.

American Council of Education (ACE) credit recommendations for military transcripts will be reviewed based on the conditions 2 through 5 above.

Courses taken outside of the United States must be sent to a third-party evaluator (e.g. ECE, WES, or SpanTran) 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. The ATCC transcript evaluator(s) will try 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 accurate as the ATCC designee may not know about transfer coursework taken/completed after the initial transfer evaluation.

If a student does not agree with a transfer of credit decision, the Transfer 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 Institution 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

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 of Science degree, Associate of Applied Science degree, Associate of Arts degree, a diploma, or a certificate as listed for each major. Total credit requirements vary by program and have been determined based upon curriculum requirements, advisory committee recommendations, and the Minnesota State system office.

DEFINITIONS

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 the online Graduation Application.
   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. 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.
3. 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 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 Academic Catalog to academic.affairs@alextech.edu.

MINNESOTA STATE

Alexandria Technical & Community College
a member of Minnesota State