ALEXANDRIA COLLEGE

CATALOG

2026-2027

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ABOUT THIS CATALOG

INTRODUCTION

Alexandria Technical & Community College (ATCC) offers over 60 programs and transfer pathways that provide quality hands-on and liberal arts education. Most programs can be completed in two years or less, with some offerings as short as one semester. With among the highest graduation rate in the county and a job placement rate of over 99%, ATCC maintains a longstanding reputation as an academic institution of excellence.

PURPOSE

The ATCC Academic Catalog is the official listing of programs, courses, and educational policies for an academic year. The academic catalog can help students plan schedules, choose classes, and understand the curriculum and program requirements. In addition, the academic catalog provides important information related to institutional and program accreditation, as well as educational policies and procedures related to enrollment, registration, financial aid, and graduation.

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 (10/26/2026). 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.

CONTACT

Please email any questions about this academic catalog or its contents to academic.affairs@alextech.edu

Alexandria Technical & Community College Catalog is published annually. Publication: August 2026.

As policies, fees, and curriculum are continually changing, ATCC reserves the right to change the information contained herein. Please refer to www.alextech.edu for the most current information.

This document is available in alternative formats by calling 320-762-4673.

Alexandria Technical & Community College is committed to equal opportunity and nondiscrimination in employment and education. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or status as a U.S. Veteran. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status in regard to public assistance, sexual orientation, gender identity, gender expression, status as a U.S. Veteran, or familial status is prohibited.

Lack of English-speaking skill is not a barrier to college admission and participation.

For more information see ATCC policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education or visit www.alextech.edu/eeo.

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		2	
1	Fall	Principles of Accounting I	ACCT2000	4		4	
1	Fall	Public Speaking	COMM1415	3		3	
1	Fall	Technical Writing	ENGL1460	3		3	
1	Fall	Beginning Personal Computer	ITEC1440	2		2	
				Total Credits:	15	Hours/Week:	16
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		4	
3	Fall	Government & Non-Profit Accounting	ACCT2621	2		2	
3	Fall	Intro to Microeconomics or Goal 5 Course	ECON1430	3		3	
				Total Credits:	20	Hours/Week:	20
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	Cybersecurity & Information Systems Auditing	ACCT2629	2		2	
				Total Credits:	20	Hours/Week:	24
				PROGRAM CREDITS:	72	PROGRAM HOURS:	80

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
Intercultural Communication	COMM1437	3
Advertising & Sales Promotion	MKTG1511	3
Selling Principles & Practices	MKTG1515	3
Principles of Marketing	MKTG2525	3

ALEXANDRIA COLLEGE
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ACCOUNTING TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Principles of Accounting I	ACCT2000	4		4	
1	Fall	Composition I	ENGL1410	3		3	
1	Fall	Beginning Personal Computer	ITEC1440	2		2	
1	Fall	College Algebra	MATH1421	4		4	
				Total Credits:	13	Hours/Week:	13
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:	62

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

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

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

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ADVANCED FARM BUSINESS MANAGEMENT

ADVANCED TECHNICAL CERTIFICATE

Course Name	Course ID	Credits	Hours/Week
Fund of Financial Mgmt/Relates to Risk Mgmt	FBMA2930	3	9
Applied Financial Mgmt/Relates to Risk Mgmt	FBMA2931	3	9
Fund of Financial Mgmt/Strategic Planning Emphsis	FBMA2932	3	9
Applied Financial Mgmt/Strategic Planning Emphasis	FBMA2933	3	9
Fund of Financial Mgmt/Business Plan Emphasis	FBMA2934	3	9
Applied Financial Mgmt/Business Plan Emphasis	FBMA2935	3	9
Directed Studies-Decision Making	FBMA2936	2	6
Directed Studies-Communications	FBMA2937	2	6
Directed Studies-Modern Agricultural Tech	FBMA2938	2	6
Directed Studies-Enterprise Alternatives	FBMA2939	2	6
Directed Studies-Farm Bus Family Transition	FBMA2940	2	6
Directed Studies-Personal Management	FBMA2941	2	6
		Total Credits: 30	Hours/Week: 90
		PROGRAM CREDITS: 30	PROGRAM HOURS: 90

Electives	ID	Credits
Current Issues in Farm Business Mgmt	FBMA2200	5
Directed Studies-Current Issues in FBM	FBMA2201	5

APPLICATIONS IN FARM BUSINESS MANAGEMENT

CERTIFICATE

Course Name	Course ID	Credits	Hours/Week
Interpreting & Eval Financial Data	FBMT2141	4	12
Interpreting Trends in Business Planning	FBMT2142	4	12
Strategies in Farm Sys Data Mgmt	FBMT2151	4	12
Integrating System Info for Financial Planning	FBMT2152	4	12
Exam of the Context of Farm Sys Mgmt	FBMT2161	4	12
Refining Farm Sys Mgmt	FBMT2162	4	12
Special Topics - General Farm Mgmt	FBMT2204	1	3
Special Topics - Marketing	FBMT2210	1	3
Special Topics - Marketing	FBMT2211	1	3
Special Topics - Crops	FBMT2222	1	3
Special Topics - Livestock	FBMT2233	1	3
Special Topics - Livestock	FBMT2234	1	3
		Total Credits: 30	Hours/Week: 90
		PROGRAM CREDITS: 30	PROGRAM HOURS: 90

Electives	ID	Credits
Exploration of Value-Added Enterprises	FBMT1253	2
Incorporating of Value-Added Enterprises	FBMT1254	2
Management of Value-Added Enterprises	FBMT1255	2
Environmental Issues on Today's Farm	FBMT1260	3
Special Topics - Marketing	FBMT2215	2
Special Topics - Marketing	FBMT2216	2
Special Topics - Marketing	FBMT2217	2
Special Topics - Marketing	FBMT2218	2
Special Topics - Marketing	FBMT2219	2
Special Topics - Crops	FBMT2223	1
Special Topics - Crops	FBMT2225	2
Special Topics - Crops	FBMT2226	2
Special Topics - Crops	FBMT2227	2
Special Topics - Crops	FBMT2228	2
Special Topics - Crops	FBMT2229	2
Special Topics - Livestock	FBMT2235	2
Special Topics - Livestock	FBMT2236	2
Special Topics - Livestock	FBMT2237	2
Special Topics - Livestock	FBMT2238	2

BASIC WELDING

CERTIFICATE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Gas Metal Arc Welding I	WELD1603	4		7	
1	Fall	Gas Tungsten Arc Welding	WELD1607	4		7	
				Total Credits:	8	Hours/Week:	14
2	Spr	Shielded Metal Arc Welding I	WELD1601	4		7	
2	Spr	Blueprint Reading I	WELD1605	2		2	
2	Spr	GMAW-P & Advanced Processes	WELD1612	3		6	
				Total Credits:	9	Hours/Week:	15
				PROGRAM CREDITS:	17	PROGRAM HOURS:	29

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

BEHAVIORAL HEALTH & HUMAN SERVICES

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	Multicultural American Literature	ENGL1453	3		3	
1	Fall	Psychological Disorders	PSYC1410	3		3	
1	Fall	Introduction to Sociology	SOCS/SOCI1400	3		3	
				Total Credits:	15	Hours/Week:	15
2	Spr	Human Services Professional Practices	BHHS1510	3		3	
2	Spr	Composition II	ENGL1420	3		3	
2	Spr	Introduction to Statistics	MATH1447	4		4	
2	Spr	Introduction to Social Work	PRSW1400	3		3	
2	Spr	General Psychology	PSYC1445	3		3	
				Total Credits:	16	Hours/Week:	16
3	Fall	Essentials of Anatomy & Physiology	BIOL1416	3		4	
3	Fall	People and the Environment	BIOL1430	3		3	
3	Fall	People and the Environment Lab	BIOL1431	1		2	
3	Fall	Lifespan Psychology	PSYC1405	3		3	
3	Fall	Behavior Modification	PSYC2440	3		3	
3	Fall	Inequality and Social Change	SOCS/SOCI2410	3		3	
				Total Credits:	16	Hours/Week:	18
4	Spr	Internship Field Experience Seminar	BHHS2101	1		1	
4	Spr	Internship Field Experience	BHHS2102	3		9	
4	Spr	Ethics	PHIL1445	3		3	
4	Spr	Constitutional Democracy and Government	POLS1460	3		3	
4	Spr	Psychology of Addictions	PSYC2436	3		3	
				Total Credits:	13	Hours/Week:	19
				PROGRAM CREDITS:	60	PROGRAM HOURS:	68

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
Introduction to Trauma-Informed Care	BHHS2010	3

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BEHAVIORAL HEALTH

ASSOCIATE OF SCIENCE DEGREE (USNCC)

Course Name	Course ID	Credits		Hours/Week	
Human Services Professional Practices	BHHS1510	3		3	
Human Anatomy & Physiology I	BIOL1417	4		5	
Human Anatomy & Physiology II	BIOL1419	4		5	
Interpersonal Communication	COMM1435	3		3	
Composition I	ENGL1410	3		3	
Composition II	ENGL1420	3		3	
Introduction to Statistics	MATH1447	4		4	
Naval Ethics & Leadership	NAV101	3		3	
Modern Naval History	NAV102	3		3	
Naval Force Design	NAV103	3		3	
Civil Military Org & Politics: Intro to US Govt	NAV104	3		3	
Intro to Geopolitical Environment:US Perspective	NAV105	3		3	
Introduction to Social Work	PRSW1400	3		3	
Lifespan Psychology	PSYC1405	3		3	
Psychological Disorders	PSYC1410	3		3	
General Psychology	PSYC1445	3		3	
Psychology of Addictions	PSYC2436	3		3	
Behavior Modification	PSYC2440	3		3	
Introduction to Sociology	SOCS/SOCI1400	3		3	
		Total Credits:	60	Hours/Week:	62
		PROGRAM CREDITS:	60	PROGRAM HOURS:	62

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.

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	MNTCART	3		3	
3	Fall	COMM Course - MnTC Goal 1	MNTCCOMM	3		3	
3	Fall	Science Course with Lab - MnTC Goal 3	MNTCSCIE	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	MNTCART	3		3	
				Total Credits:	15	Hours/Week:	16
				PROGRAM CREDITS:	60	PROGRAM HOURS:	67

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

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

BUSINESS MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Business Math	BUS1507	3		3	
1	Fall	Principles of Management	BUS2220	3		3	
1	Fall	Composition I	ENGL1410	3		3	
1	Fall	Beginning Personal Computer	ITEC1440	2		2	
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		4	
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:	17
3	Fall	Principles of Accounting II	ACCT2010	4		4	
3	Fall	Business Law	BUS2200	3		3	
3	Fall	Entrepreneurship	BUS2210	3		4	
3	Fall	Supervision and Human Resource Mgmt.	BUS2518	3		3	
3	Fall	Counselor Selling	MKTG2535	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:	73

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

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

Elective Course Title	ID	Credits
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

ALEXANDRIA COLLEGE
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BUSINESS MANAGEMENT

DIPLOMA

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Business Law	BUS2200	3		3	
1	Fall	Composition I	ENGL1410	3		3	
1	Fall	Beginning Personal Computer	ITEC1440	2		2	
1	Fall	Selling Principles & Practices	MKTG1515	3		3	
1	Fall	Technical Electives	TE	6		6	
				Total Credits:	17	Hours/Week:	17
2	Spr	Principles of Accounting I	ACCT2000	4		4	
2	Spr	Principles of Management	BUS2220	3		3	
2	Spr	Job Seeking/Keeping Skills	CRLT1439	1		1	
2	Spr	Advertising & Sales Promotion	MKTG1511	3		3	
2	Spr	Principles of Marketing	MKTG2525	3		3	
2	Spr	Technical Elective	TE	3		4	
				Total Credits:	17	Hours/Week:	18
				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
Business Math	BUS1507	3
Entrepreneurship	BUS2210	3
Supervision and Human Resource Mgmt.	BUS2518	3
Consumer Economics and Finance	ECON1404	3
Introduction to Fashion Retailing	FASH1601	3
Retail Management & Merchandising	MKTG1505	3
Marketing and Social Media Mgmt	MKTG2501	4
Quality Customer Service	MKTG2515	3
Digital Marketing	MKTG2530	3
Counselor Selling	MKTG2535	3
Sales Force and Territory Management	MKTG2603	3

BUSINESS MANAGEMENT

CERTIFICATE

Course Name	Course ID	Credits		Hours/Week	
Principles of Accounting I	ACCT2000	4		4	
Principles of Management	BUS2220	3		3	
COMM/ENGL Elective	COMMENGL	3		3	
Principles of Marketing	MKTG2525	3		3	
Technical Electives	TE	6		6	
		Total Credits:	19	Hours/Week:	19
		PROGRAM CREDITS:	19	PROGRAM HOURS:	19

Elective Course Title	ID	Credits
Microsoft Excel & Access Applications	ACCT1610	3
Principles of Accounting II	ACCT2010	4
Business Math	BUS1507	3
Business Law	BUS2200	3
Interpersonal Communication	COMM1435	3
Composition I	ENGL1410	3
Technical Writing	ENGL1460	3
Advertising & Sales Promotion	MKTG1511	3
Selling Principles & Practices	MKTG1515	3

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	ITEC1440	2		2	
				Total Credits:	11	Hours/Week:	11
2	Spr	Principles of Accounting I	ACCT2000	4		4	
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:	16
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	Fall	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:	60

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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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
Business Math	BUS1507	3
Entrepreneurship	BUS2210	3
Supervision and Human Resource Mgmt.	BUS2518	3
Consumer Economics and Finance	ECON1404	3
Introduction to Fashion Retailing	FASH1601	3
Fashion Merchandising	FASH2601	3
Retail Management & Merchandising	MKTG1505	3
Advertising & Sales Promotion	MKTG1511	3
Selling Principles & Practices	MKTG1515	3
Marketing and Social Media Mgmt	MKTG2501	4
Quality Customer Service	MKTG2515	3
Career Seminar	MKTG2521	2
Digital Marketing	MKTG2530	3
Counselor Selling	MKTG2535	3
Sales Force and Territory Management	MKTG2603	3

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

ALEXANDRIA COLLEGE
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COMMODITY MARKETING IN FARM BUSINESS MANAGEMENT

CERTIFICATE

Course Name	Course ID	Credits		Hours/Week	
Intro to Farm Commodities Mktg	FBMT1170	3		9	
Directed Studies - Intro to Farm Comm Mktg	FBMT1173	2		6	
Applying Commodity Mktg Fundamentals	FBMT1180	3		9	
Directed Studies- Applying Comm Mktg Fund	FBMT1183	2		6	
Evaluating Farm Commodity Mktg Tools	FBMT1190	3		9	
Directed Study-Eval Farm Comm Mktg Tools	FBMT1193	2		6	
Monitoring Farm Commodity Mktg Plans	FBMT2170	3		9	
Directed Study-Monitoring Farm Comm Mktg Plans	FBMT2173	2		6	
Strategies in Farm Commodity Marketing	FBMT2180	3		9	
Directed Study-Strat in Farm Comm Mktg	FBMT2183	2		6	
		Total Credits:	25	Hours/Week:	75
		PROGRAM CREDITS:	25	PROGRAM HOURS:	75

COMMUNICATION DESIGN

ASSOCIATE OF APPLIED SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Modern Design & Theory	ART1420	3		3	
1	Fall	Drawing I	ART1451	3		3	
1	Fall	Design Technology I	CDES1512	3		3	
1	Fall	2D Foundations	CDES1513	3		3	
1	Fall	Communication Design I	CDES1614	3		3	
1	Fall	Design Production I	CDES1710	3		3	
				Total Credits:	18	Hours/Week:	18
2	Spr	Design Technology II	CDES1522	3		3	
2	Spr	3D Foundations	CDES1540	3		3	
2	Spr	Communication Design II	CDES1615	3		3	
2	Spr	Design Production II	CDES1720	3		4	
2	Spr	Web/UI Design or Illustration (CDES2570)	CDES2550	3		3	
2	Spr	Composition I or Tech Writing (ENGL1460)	ENGL1410	3		3	
				Total Credits:	18	Hours/Week:	19
3	Fall	Digital Photography	ART1475	3		3	
3	Fall	Portfolio I	CDES2510	3		3	
3	Fall	Design Technology III	CDES2512	3		3	
3	Fall	Communication Design III	CDES2515	3		3	
3	Fall	Design Production III	CDES2530	3		3	
3	Fall	MN Transfer Curriculum Elective	MNTC	3		3	
				Total Credits:	18	Hours/Week:	18
4	Spr	Design Technology IV	CDES2522	3		3	
4	Spr	Portfolio II	CDES2524	3		3	
4	Spr	Communication Design IV	CDES2525	3		3	
4	Spr	Design Production IV	CDES2535	3		4	
4	Spr	Design Capstone	CDES2540	3		3	
4	Spr	Web/UI Design II or Illust II (CDES2580)	CDES2560	3		3	
				Total Credits:	18	Hours/Week:	19
				PROGRAM CREDITS:	72	PROGRAM HOURS:	74

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

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ALEXANDRIA COLLEGE
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COMMUNICATION DESIGN

DIPLOMA

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Drawing I	ART1451	3		3	
1	Fall	Design Technology I	CDES1512	3		3	
1	Fall	2D Foundations	CDES1513	3		3	
1	Fall	Communication Design I	CDES1614	3		3	
1	Fall	Design Production I	CDES1710	3		3	
				Total Credits:	15	Hours/Week:	15
2	Spr	Design Technology II	CDES1522	3		3	
2	Spr	3D Foundations	CDES1540	3		3	
2	Spr	Communication Design II	CDES1615	3		3	
2	Spr	Design Production II	CDES1720	3		4	
2	Spr	Web/UI Design or Illustration (CDES2570)	CDES2550	3		3	
				Total Credits:	15	Hours/Week:	16
3	Fall	Modern Design & Theory	ART1420	3		3	
3	Spr	Digital Photography	ART1475	3		3	
3	Fall	Portfolio I	CDES2510	3		3	
3	Fall	Design Technology III	CDES2512	3		3	
3	Fall	Communication Design III	CDES2515	3		3	
3	Fall	Design Production III	CDES2530	3		3	
				Total Credits:	18	Hours/Week:	18
4	Spr	Design Technology IV	CDES2522	3		3	
4	Spr	Portfolio II	CDES2524	3		3	
4	Spr	Communication Design IV	CDES2525	3		3	
4	Spr	Design Production IV	CDES2535	3		4	
4	Spr	Design Capstone	CDES2540	3		3	
4	Spr	Web/UI Design II or Illust II (CDES2580)	CDES2560	3		3	
				Total Credits:	18	Hours/Week:	19
				PROGRAM CREDITS:	66	PROGRAM HOURS:	68

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

ALEXANDRIA COLLEGE
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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

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
Microsoft Excel & Access Applications	ACCT1610	3
Cybersecurity & Information Systems Auditing	ACCT2629	2
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

CONSTRUCTION

CERTIFICATE

Course Name	Course ID	Credits		Hours/Week	
Framing & Construction I	CARP1510	3		3	
Foundations & Concrete	CARP1533	3		3	
Framing & Construction II	CARP1538	3		3	
Tool Safety & First Aid	CARP1631	3		4	
Blueprint Reading	CARP2520	3		3	
Construction Safety/MN Construction Law	CARP2541	2		3	
		Total Credits:	17	Hours/Week:	19
		PROGRAM CREDITS:	17	PROGRAM HOURS:	19

CURRENT ISSUES IN FARM BUSINESS MANAGEMENT

CERTIFICATE

Course Name	Course ID	Credits		Hours/Week	
Current Issues in Farm Bus Mgmt (1-5 crs)	FBMA2210	5		15	
Current Issues in Farm Bus Mgmt (1-5 crs)	FBMA2211	5		15	
Current Issues in Farm Bus Mgmt (1-5 crs)	FBMA2212	5		15	
Current Issues in Farm Bus Mgmt (1-5 crs)	FBMA2220	5		15	
Current Issues in Farm Bus Mgmt (1-5 crs)	FBMA2221	5		15	
Current Issues in Farm Bus Mgmt (1-5 crs)	FBMA2222	5		15	
		Total Credits:	30	Hours/Week:	90
		PROGRAM CREDITS:	30	PROGRAM HOURS:	90

Electives	ID	Credits
Current Issues in Farm Bus Mgmt (1-5 crs)	FBMA2213	5
Current Issues in Farm Bus Mgmt (1-5 crs)	FBMA2214	5
Directed Studies-Current Issues in FBM	FBMA2223	5
Directed Studies-Current Issues in FBM	FBMA2224	5

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	Technical Elective	CVNP	3		3	
2	Spr	Technical Elective	CVNP	3		3	
2	Spr	Cisco 2	CVNP1612	4		5	
2	Spr	Cisco 3	CVNP2606	4		5	
				Total Credits:	14	Hours/Week:	16
				PROGRAM CREDITS:	30	PROGRAM HOURS:	35

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

CYBERSECURITY, VIRTUALIZATION, & NETWORKING

ASSOCIATE OF APPLIED SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Technical Elective	CVNP	3		3	
1	Fall	Supporting Windows Operating Systems	CVNP1606	3		4	
1	Fall	Virtual Computing	CVNP2601	3		4	
1	Fall	MN Transfer Curriculum Elective	MNTC	3		3	
1	Fall	Ethics	PHIL1445	3		3	
				Total Credits:	15	Hours/Week:	17
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	Technical Elective	CVNP	3		3	
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:	18
				PROGRAM CREDITS:	60	PROGRAM HOURS:	69

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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
Public Speaking	COMM1415	3
Interpersonal Communication	COMM1435	3
Adv Network Op Systems	CVNP2603	3
Computer Hardware	CVNP2626	3
Offensive Security	CVNP2645	3
Cyber Forensics	CVNP2655	3
Composition I	ENGL1410	3

ALEXANDRIA COLLEGE
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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 Curr	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/Preventative Maintenance	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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This course sequence is an example. Visit with advisor or refer to Degree Audit Report for elective options.

Elective Course Title	ID	Credits
Shop Practices	DIES2642	4

ALEXANDRIA COLLEGE
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DIESEL MECHANICS

DIPLOMA

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	COMM1435 or 1415 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	
2	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
3	Smr	Applied Technical Mathematics	DIES1455	2		2	
3	Smr	Applied Failure Analysis	DIES1650	2		3	
3	Smr	Diesel Servicing/Preventative Maintenance	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	
4	Fall	General Ed Elective	GEN ED	1		1	
				Total Credits:	18	Hours/Week:	25
5	Spr	Power Trains II	DIES2640	6		9	
5	Spr	Advanced Hydraulics	DIES2641	4		6	
5	Spr	Internship	DIES2703	3		9	
				Total Credits:	13	Hours/Week:	24
				PROGRAM CREDITS:	66	PROGRAM HOURS:	97

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
Shop Practices	DIES2642	4

ALEXANDRIA COLLEGE
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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	Smr	Internship Seminar	ECED2001	1		1	
3	Smr	Internship	ECED2002	2		6	
				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 Seminar	ECED2121	1		1	
4	Fall	Practicum I	ECED2122	2		6	
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 Seminar	ECED2211	1		1	
5	Spr	Practicum II	ECED2212	2		6	
5	Spr	Creative Development & Experiences	ECED2220	3		4	
5	Spr	Children with Differing Abilities	EDUC2410	3		4	
5	Spr	MN Transfer Curriculum Electives	MNTC	6		6	
				Total Credits:	18	Hours/Week:	25
				PROGRAM CREDITS:	72	PROGRAM HOURS:	96

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

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

ALEXANDRIA COLLEGE
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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	SOCS/SOCI1405	3

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

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

Elective Course Title	ID	Credits
Observation & Assessment	ECED1200	3
Preschool Development & Learning	ECED1230	4
Internship Seminar	ECED2001	1
Internship	ECED2002	2
Intro to Language & Literacy	ECED2100	3
Child/Family Relations in Diverse World	ECED2110	3
Creative Development & Experiences	ECED2220	3

EARLY CHILDHOOD EDUCATION

CERTIFICATE

Course Name	Course ID	Credits		Hours/Week	
Job Seeking/Keeping Skills	CRLT1439	1		1	
Intro to Early Childhood Education	ECED1100	3		3	
Child Growth & Development	ECED1110	3		4	
Child Health, Wellness, & Nutrition	ECED1120	3		3	
Guiding Young Children	ECED1130	3		4	
General Education Elective	GEN ED	3		3	
		Total Credits:	16	Hours/Week:	18
		PROGRAM CREDITS:	16	PROGRAM HOURS:	18

EARLY CHILDHOOD EDUCATION TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

		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	Smr	Internship Seminar	ECED2001	1		1	
3	Smr	Internship	ECED2002	2		6	
				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	MNTC	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	
5	Spr	SOCS/SOCI Course - MnTC Goal 5	MNTCSOCS/SOCI	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 Seminar	ECED2121	1
Practicum I	ECED2122	2

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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	Any Course from MN Transfer Goal 3	MNTC	3		3	
1	Fall	Humanities (minimum 2 disciplines)	MNTC	3		3	
1	Fall	COMM Course - MnTC Goal 1	MNTCCOMM	3		3	
				Total Credits:	14	Hours/Week:	14
2	Spr	Intro to Microeconomics	ECON1430	3		3	
2	Spr	Wellness Elective	ELECPHED	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	MNTCSCI	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	
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:	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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ENGINEERING BROAD FIELD

ASSOCIATE OF SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	General Chemistry I	CHEM1500	4		5	
1	Fall	Composition I	ENGL1410	3		3	
1	Fall	Precalculus	MATH1425	4		4	
1	Fall	Ethics	PHIL1445	3		3	
				Total Credits:	14	Hours/Week:	15
2	Spr	C++ for Scientist and Engineers	CSCI1525	4		4	
2	Spr	Introduction to Engineering	ENGR1220	3		4	
2	Spr	Calculus I	MATH1426	4		4	
2	Spr	Engineering Physics I	PHYS1081	4		5	
				Total Credits:	15	Hours/Week:	17
3	Fall	Statics	ENGR2101	3		3	
3	Fall	General Education Elective	GEN ED	3		3	
3	Fall	Calculus II	MATH2232	4		4	
3	Fall	Engineering Physics II	PHYS1082	4		5	
				Total Credits:	14	Hours/Week:	15
4	Spr	Dynamics	ENGR2102	3		3	
4	Spr	Mechanics of Deformable Bodies	ENGR2103	3		3	
4	Spr	Thermodynamics	ENGR2105	3		3	
4	Spr	Differential Equations and Linear Algebra	MATH2200	4		4	
4	Spr	Calculus III	MATH2240	4		4	
				Total Credits:	17	Hours/Week:	17
				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.

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

Elective Course Title	ID	Credits
Intro to Macroeconomics	ECON1420	3
World Regional Geography	GEOG1471	3
Geography of the United States and Canada	GEOG1480	3
U.S. History to 1877	HIST1401	3
World History to 1500	HIST1421	3
World History, 1500 to Present	HIST1422	3
Introduction to Sociology	SOCS/SOCI1400	3

ENGINEERING REQUISITES

CERTIFICATE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	C++ for Scientist and Engineers	CSCI1525	4		4	
1	Fall	Statics	ENGR2101	3		3	
				Total Credits:	7	Hours/Week:	7
2	Spr	Dynamics	ENGR2102	3		3	
2	Spr	Mechanics of Deformable Bodies	ENGR2103	3		3	
2	Spr	Thermodynamics	ENGR2105	3		3	
				Total Credits:	9	Hours/Week:	9
				PROGRAM CREDITS:	16	PROGRAM HOURS:	16

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

ENGINEERING SCIENCES

CERTIFICATE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Precalculus	MATH1425	4		4	
				Total Credits:	4	Hours/Week:	4
2	Spr	Calculus I	MATH1426	4		4	
				Total Credits:	4	Hours/Week:	4
3	Fall	Calculus II	MATH2232	4		4	
3	Fall	Engineering Physics I	PHYS1081	4		5	
				Total Credits:	8	Hours/Week:	9
4	Spr	Differential Equations and Linear Algebra	MATH2200	4		4	
4	Spr	Calculus III	MATH2240	4		4	
4	Spr	Engineering Physics II	PHYS1082	4		5	
				Total Credits:	12	Hours/Week:	13
				PROGRAM CREDITS:	28	PROGRAM HOURS:	30

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

ENGINEERING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	General Chemistry I	CHEM1500	4		5	
1	Fall	Composition I	ENGL1410	3		3	
1	Fall	Precalculus	MATH1425	4		4	
1	Fall	Computer Assisted Drafting 2-D	MEDR1617	3		4	
				Total Credits:	14	Hours/Week:	16
2	Spr	C++ for Scientist and Engineers	CSCI1525	4		4	
2	Spr	Introduction to Engineering	ENGR1220	3		4	
2	Spr	Introduction to Statistics	MATH1447	4		4	
2	Spr	Any MN Transfer Goal 5 & 8 Course	MNTC	3		3	
2	Spr	College Physics I	PHYS1407	3		3	
2	Spr	College Physics I Lab	PHYS1408	1		2	
				Total Credits:	18	Hours/Week:	20
3	Fall	Technical Electives from Manufacturing Majors	ENG	6		6	
3	Fall	Composition II	ENGL1420	3		3	
3	Fall	Environmental Literature	ENGL1495	3		3	
3	Fall	Any MN Transfer Goal 5 & 7 Course	MNTC	3		3	
				Total Credits:	15	Hours/Week:	15
4	Spr	COMM 1415, 1435 or 1437	COMM	3		3	
4	Spr	Technical Electives from Manufacturing Majors	ENG	7		7	
4	Spr	Ethics	PHIL1445	3		3	
				Total Credits:	13	Hours/Week:	13
				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.

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

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	Computer Assisted Drafting 2-D	MEDR1617	3		4	
				Total Credits:	18	Hours/Week:	21
2	Spr	Composition II	ENGL1420	3		3	
2	Spr	Calculus I	MATH1426	4		4	
2	Spr	Computer Assisted Drafting 3-D	MEDR1618	3		4	
2	Spr	Engineering Physics I	PHYS1081	4		5	
				Total Credits:	14	Hours/Week:	16
3	Fall	Environmental Literature	ENGL1495	3		3	
3	Fall	Calculus II	MATH2232	4		4	
3	Fall	Engineering Drafting	MFGT1550	2		4	
3	Fall	Engineering Physics II	PHYS1082	4		5	
3	Fall	Technical Elective	TE	3		4	
				Total Credits:	16	Hours/Week:	20
4	Fall	Intercultural Communication	COMM1437	3		3	
4	Spr	Intro to Macroeconomics	ECON1420	3		3	
4	Spr	Ethics	PHIL1445	3		3	
4	Spr	Technical Elective	TE	3		4	
				Total Credits:	12	Hours/Week:	13
				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
Machine Learning	AIDA1420	3
Python/JSON	CVNP2646	4
Basic Machining Processes	MACH1502	3

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ENGINEERING TECHNOLOGY

CERTIFICATE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Technical Electives from Manufacturing Majors	ENG	6		6	
1	Fall	Introduction to Engineering	ENGR1220	3		4	
1	Fall	Precalculus	MATH1425	4		4	
				Total Credits:	13	Hours/Week:	14
2	Spr	Introduction to Statistics	MATH1447	4		4	
2	Spr	College Physics I	PHYS1407	3		3	
2	Spr	College Physics I Lab	PHYS1408	1		2	
				Total Credits:	8	Hours/Week:	9
3	Fall	Technical Electives from Manufacturing Majors	ENG	6		6	
3	Fall	Computer Assisted Drafting 2-D	MEDR1617	3		4	
				Total Credits:	9	Hours/Week:	10
				PROGRAM CREDITS:	30	PROGRAM HOURS:	33

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

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	MNTCCOMM	3		3	
1	Fall	Introduction to Sociology	SOCS/SOCI1400	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	ELECPHED	1		1	
2	Spr	Composition II	ENGL1420	3		3	
2	Spr	Introduction to Literary Studies	ENGL1490	3		3	
2	Spr	Individualized Degree Plan (or CRLT1439)	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	U.S. 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.

ALEXANDRIA COLLEGE
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ESSENTIALS IN FARM BUSINESS MANAGEMENT

CERTIFICATE

Course Name	Course ID	Credits		Hours/Week	
Foundations for Farm Bus Mgmt	FBMT1112	4		12	
Prep for Farm Bus Analysis	FBMT1121	4		12	
Implementing the Sys Mgmt Plan	FBMT1122	4		12	
Managing & Modifying Farm Sys Data	FBMT1131	4		12	
Interpreting & Using Farm Sys Data	FBMT1132	4		12	
Intro. to Farm Bus Mgmt	FBMT1211	4		12	
Special Topics - General Farm Management	FBMT2200	1		3	
Special Topics - Crops	FBMT2220	1		3	
Special Topics - Crops	FBMT2221	1		3	
Special Topics - Livestock	FBMT2230	1		3	
Special Topics - Livestock	FBMT2231	1		3	
Special Topics - Livestock	FBMT2232	1		3	
		Total Credits:	30	Hours/Week:	90
		PROGRAM CREDITS:	30	PROGRAM HOURS:	90

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	Counselor Selling	MKTG2535	3		3	
4	Spr	Strength Training	PHED1401	1		2	
				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.

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

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	Wellness Coaching	EXSC2680	3		3	
				Total Credits:	9	Hours/Week:	10
4	Spr	Sports Performance	EXSC2612	3		4	
4	Spr	Practical Application of Prog Design	EXSC2640	4		7	
4	Spr	Strength Training	PHED1401	1		2	
				Total Credits:	8	Hours/Week:	13
				PROGRAM CREDITS:	40	PROGRAM HOURS:	51

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

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	SOCS/SOCI1400	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	PHED1401	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.

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

DIPLOMA

Course Name	Course ID	Credits	Hours/Week
Foundations for Farm Bus Mgmt	FBMT1112	4	12
Prep for Farm Bus Analysis	FBMT1121	4	12
Implementing the Sys Mgmt Plan	FBMT1122	4	12
Managing & Modifying Farm Sys Data	FBMT1131	4	12
Interpreting & Using Farm Sys Data	FBMT1132	4	12
Intro. to Farm Bus Mgmt	FBMT1211	4	12
Interpreting & Eval Financial Data	FBMT2141	4	12
Interpreting Trends in Business Planning	FBMT2142	4	12
Strategies in Farm Sys Data Mgmt	FBMT2151	4	12
Integrating System Info for Financial Planning	FBMT2152	4	12
Exam of the Context of Farm Sys Mgmt	FBMT2161	4	12
Refining Farm Sys Mgmt	FBMT2162	4	12
Special Topics - General Farm Management	FBMT2200	1	3
Special Topics - General Farm Mgmt	FBMT2204	1	3
Special Topics - Marketing	FBMT2210	1	3
Special Topics - Marketing	FBMT2211	1	3
Special Topics - Crops	FBMT2220	1	3
Special Topics - Crops	FBMT2221	1	3
Special Topics - Crops	FBMT2222	1	3
Special Topics - Livestock	FBMT2230	1	3
Special Topics - Livestock	FBMT2231	1	3
Special Topics - Livestock	FBMT2232	1	3
Special Topics - Livestock	FBMT2233	1	3
Special Topics - Livestock	FBMT2234	1	3
		Total Credits: 60	Hours/Week: 180
		PROGRAM CREDITS: 60	PROGRAM HOURS: 180

FASHION MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Business Math	BUS1507	3		3	
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	Selling Principles & Practices	MKTG1515	3		3	
				Total Credits:	15	Hours/Week:	15
2	Spr	Interpersonal Communication	COMM1435	3		3	
2	Spr	Fashion Merchandising	FASH2601	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:	15	Hours/Week:	15
3	Fall	Principles of Accounting I	ACCT2000	4		4	
3	Fall	Supervision and Human Resource Mgmt.	BUS2518	3		3	
3	Fall	Composition I	ENGL1410	3		3	
3	Fall	Quality Customer Service	MKTG2515	3		3	
3	Fall	Counselor Selling	MKTG2535	3		3	
				Total Credits:	16	Hours/Week:	16
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:	71

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

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

Elective Course Title	ID	Credits
Entrepreneurship	BUS2210	3
College Algebra	MATH1421	4
Critical Thinking in Society	SOCS/SOCI1405	3

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FASHION MANAGEMENT

CERTIFICATE

Course Name	Course ID	Credits		Hours/Week	
Principles of Management	BUS2220	3		3	
Interpersonal Communication	COMM1435	3		3	
Introduction to Fashion Retailing	FASH1601	3		3	
Fashion Merchandising	FASH2601	3		3	
Computer Applications and Technology	ITEC1430	3		3	
Retail Management & Merchandising	MKTG1505	3		3	
Principles of Marketing	MKTG2525	3		3	
		Total Credits:	21	Hours/Week:	21
		PROGRAM CREDITS:	21	PROGRAM HOURS:	21

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

GENERAL ENGINEERING

ASSOCIATE OF SCIENCE DEGREE (USNCC)

Course Name	Course ID	Credits	Hours/Week
General Chemistry I	CHEM1500	4	5
C++ for Scientist and Engineers	CSCI1525	4	4
Composition I	ENGL1410	3	3
Introduction to Engineering	ENGR1220	3	4
Statics	ENGR2101	3	3
Dynamics	ENGR2102	3	3
Mechanics of Deformable Bodies	ENGR2103	3	3
Thermodynamics	ENGR2105	3	3
Precalculus	MATH1425	4	4
Calculus I	MATH1426	4	4
Differential Equations and Linear Algebra	MATH2200	4	4
Calculus II	MATH2232	4	4
Calculus III	MATH2240	4	4
Naval Ethics & Leadership	NAV101	3	3
Modern Naval History	NAV102	3	3
Naval Force Design	NAV103	3	3
Civil Military Org & Politics: Intro to US Govt	NAV104	3	3
Intro to Geopolitical Environment:US Perspective	NAV105	3	3
Engineering Physics I	PHYS1081	4	5
Engineering Physics II	PHYS1082	4	5
		Total Credits: 69	Hours/Week: 73
		PROGRAM CREDITS: 69	PROGRAM HOURS: 73

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

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

GENERAL ENGINEERING REQUISITES

CERTIFICATE (USNCC)

Course Name	Course ID	Credits		Hours/Week	
C++ for Scientist and Engineers	CSCI1525	4		4	
Statics	ENGR2101	3		3	
Dynamics	ENGR2102	3		3	
Mechanics of Deformable Bodies	ENGR2103	3		3	
Thermodynamics	ENGR2105	3		3	
		Total Credits:	16	Hours/Week:	16
		PROGRAM CREDITS:	16	PROGRAM HOURS:	16

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

GENERAL ENGINEERING SCIENCES

CERTIFICATE (USNCC)

Course Name	Course ID	Credits		Hours/Week	
Precalculus	MATH1425	4		4	
Calculus I	MATH1426	4		4	
Differential Equations and Linear Algebra	MATH2200	4		4	
Calculus II	MATH2232	4		4	
Calculus III	MATH2240	4		4	
Engineering Physics I	PHYS1081	4		5	
Engineering Physics II	PHYS1082	4		5	
		Total Credits:	28	Hours/Week:	30
		PROGRAM CREDITS:	28	PROGRAM HOURS:	30

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

GENERAL ENGINEERING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE (USNCC)

Course Name	Course ID	Credits	Hours/Week
General Chemistry I	CHEM1500	4	5
C++ for Scientist and Engineers	CSCI1525	4	4
Composition I	ENGL1410	3	3
Composition II	ENGL1420	3	3
Introduction to Engineering	ENGR1220	3	4
Precalculus	MATH1425	4	4
Introduction to Statistics	MATH1447	4	4
Computer Assisted Drafting 2-D	MEDR1617	3	4
Naval Ethics & Leadership	NAV101	3	3
Modern Naval History	NAV102	3	3
Naval Force Design	NAV103	3	3
Civil Military Org & Politics: Intro to US Govt	NAV104	3	3
Intro to Geopolitical Environment:US Perspective	NAV105	3	3
Navy Technical Credits	NVYT	13	13
College Physics I	PHYS1407	3	3
College Physics I Lab	PHYS1408	1	2
		Total Credits: 60	Hours/Week: 64
		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.

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

Elective Course Title	ID	Credits
Machine Learning	AIDA1420	3
Python/JSON	CVNP2646	4
Computer Assisted Drafting 3-D	MEDR1618	3
Programmable Logic Controls	MFGT2552	4

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GENERAL ENGINEERING TECHNOLOGY

CERTIFICATE (USNCC)

Course Name	Course ID	Credits		Hours/Week	
Introduction to Engineering	ENGR1220	3		4	
Precalculus	MATH1425	4		4	
Introduction to Statistics	MATH1447	4		4	
Computer Assisted Drafting 2-D	MEDR1617	3		4	
Navy Technical Credits	NVYT	12		12	
College Physics I	PHYS1407	3		3	
College Physics I Lab	PHYS1408	1		2	
		Total Credits:	30	Hours/Week:	33
		PROGRAM CREDITS:	30	PROGRAM HOURS:	33

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

Elective Course Title	ID	Credits
Machine Learning	AIDA1420	3
Python/JSON	CVNP2646	4
Computer Assisted Drafting 3-D	MEDR1618	3
Programmable Logic Controls	MFGT2552	4

HEALTH SCIENCE BROAD FIELD

ASSOCIATE OF SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Human Anatomy & Physiology I	BIOL1417	4		5	
1	Fall	General Biology I	BIOL1450	4		5	
1	Fall	Composition I	ENGL1410	3		3	
1	Fall	Ethics	PHIL1445	3		3	
				Total Credits:	14	Hours/Week:	16
2	Spr	Human Anatomy & Physiology II	BIOL1419	4		5	
2	Spr	Intercultural Communication	COMM1437	3		3	
2	Spr	College Algebra	MATH1421	4		4	
2	Spr	General Psychology	PSYC1445	3		3	
				Total Credits:	14	Hours/Week:	15
3	Fall	Principles of Nutrition	BIOL1435	3		3	
3	Fall	General Chemistry I	CHEM1500	4		5	
3	Fall	Electives	ELECTIVE6	6		6	
3	Fall	Lifespan Psychology	PSYC1405	3		3	
				Total Credits:	16	Hours/Week:	17
4	Spr	Microbiology I	BIOL2225	3		4	
4	Spr	Electives	ELECTIVE6	6		6	
4	Fall	Introduction to Statistics	MATH1447	4		4	
4	Spr	Introduction to Sociology	SOCS/SOCI1400	3		3	
				Total Credits:	16	Hours/Week:	17
				PROGRAM CREDITS:	60	PROGRAM HOURS:	65

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

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

Elective Course Title	ID	Credits
People and the Environment	BIOL1430	3
People and the Environment Lab	BIOL1431	1
Interpersonal Communication	COMM1435	3
Composition II	ENGL1420	3
Multicultural American Literature	ENGL1453	3
AHA Heartsaver CPR & First Aid	HLTH1720	1
Fundamentals of Physics	PHYS1100	3
Medical Terminology	PNSG1100	1
Constitutional Democracy and Government	POLS1460	3

HEALTH SCIENCE

ASSOCIATE OF SCIENCE DEGREE (USNCC)

Course Name	Course ID	Credits	Hours/Week
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
General Chemistry I	CHEM1500	4	5
Interpersonal Communication	COMM1435	3	3
Composition I	ENGL1410	3	3
Composition II	ENGL1420	3	3
College Algebra	MATH1421	4	4
Introduction to Statistics	MATH1447	4	4
Naval Ethics & Leadership	NAV101	3	3
Modern Naval History	NAV102	3	3
Naval Force Design	NAV103	3	3
Civil Military Org & Politics: Intro to US Govt	NAV104	3	3
Intro to Geopolitical Environment:US Perspective	NAV105	3	3
Strength Training	PHED1401	1	2
Lifespan Psychology	PSYC1405	3	3
General Psychology	PSYC1445	3	3
Introduction to Sociology	SOCS/SOCI1400	3	3
		Total Credits: 60	Hours/Week: 65
		PROGRAM CREDITS: 60	PROGRAM HOURS: 65

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

HEALTH SCIENCE ESSENTIALS

CERTIFICATE (USNCC)

Course Name	Course ID	Credits		Hours/Week	
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	
General Chemistry I	CHEM1500	4		5	
Introduction to Statistics	MATH1447	4		4	
Lifespan Psychology	PSYC1405	3		3	
General Psychology	PSYC1445	3		3	
		Total Credits:	28	Hours/Week:	32
		PROGRAM CREDITS:	28	PROGRAM HOURS:	32

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

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	Digital Tools in Healthcare	ADMM1680	3		3	
1	Fall	Introduction to Health Information	ADMM2601	3		3	
1	Fall	Essentials of Anatomy & Physiology	BIOL1416	3		4	
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	Healthcare Delivery Systems	ADMM2609	2		2	
2	Spr	Computer Applications and Technology	ITEC1430	3		3	
				Total Credits:	11	Hours/Week:	11
3	Fall	EHR Systems & Applications	ADMM1605	3		3	
3	Fall	Healthcare Data Analytics	ADMM1616	3		3	
3	Fall	AAPC Coding I	ADMM1640	3		3	
3	Fall	Healthcare Billing	ADMM1670	3		3	
3	Fall	Intercultural Communication	COMM1437	3		3	
				Total Credits:	15	Hours/Week:	15
4	Spr	AAPC Coding II	ADMM1650	3		3	
4	Spr	Hospital & Inpatient Coding	ADMM1660	3		3	
4	Spr	Healthcare Reimbursement Systems	ADMM2630	2		2	
4	Spr	Healthcare Law & Ethics	ADMM2640	2		2	
4	Spr	Ethics	PHIL1445	3		3	
4	Spr	Lifespan Psychology	PSYC1405	3		3	
				Total Credits:	16	Hours/Week:	16
5	Smr	Advanced Medical Coding	ADMM2620	3		3	
				Total Credits:	3	Hours/Week:	3
				PROGRAM CREDITS:	60	PROGRAM HOURS:	61

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

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

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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	Digital Tools in Healthcare	ADMM1680	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	
				Total Credits:	15	Hours/Week:	16
2	Spr	Basic Pathology	ADMM1608	3		3	
2	Spr	Healthcare Front Office Operations	ADMM1624	3		3	
2	Spr	Medical Terminology II	ADMM1629	3		3	
2	Spr	Healthcare Delivery Systems	ADMM2609	2		2	
2	Spr	Quality Customer Service	MKTG2515	3		3	
2	Spr	Ethics	PHIL1445	3		3	
				Total Credits:	17	Hours/Week:	17
3	Fall	EHR Systems & Applications	ADMM1605	3		3	
3	Fall	Healthcare Data Analytics	ADMM1616	3		3	
3	Fall	Healthcare Billing	ADMM1670	3		3	
3	Fall	Technical Writing	ENGL1460	3		3	
3	Fall	Computer Applications and Technology	ITEC1430	3		3	
				Total Credits:	15	Hours/Week:	15
4	Spr	Healthcare Office Leadership	ADMM2604	3		3	
4	Spr	Healthcare Reimbursement Systems	ADMM2630	2		2	
4	Spr	Healthcare Law & Ethics	ADMM2640	2		2	
4	Spr	Supervision and Human Resource Mgmt.	BUS2518	3		3	
4	Spr	Lifespan Psychology	PSYC1405	3		3	
				Total Credits:	13	Hours/Week:	13
				PROGRAM CREDITS:	60	PROGRAM HOURS:	61

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

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

HEALTHCARE ADMINISTRATIVE SPECIALIST

DIPLOMA

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Medical Terminology I	ADMM1620	3		3	
1	Fall	Digital Tools in Healthcare	ADMM1680	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	Healthcare Front Office Operations	ADMM1624	3		3	
2	Spr	Medical Terminology II	ADMM1629	3		3	
2	Spr	Healthcare Delivery Systems	ADMM2609	2		2	
2	Spr	Quality Customer Service	MKTG2515	3		3	
				Total Credits:	14	Hours/Week:	14
3	Fall	EHR Systems & Applications	ADMM1605	3		3	
3	Fall	Healthcare Data Analytics	ADMM1616	3		3	
3	Fall	Healthcare Billing	ADMM1670	3		3	
3	Fall	Computer Applications and Technology	ITEC1430	3		3	
				Total Credits:	12	Hours/Week:	12
4	Spr	Healthcare Office Leadership	ADMM2604	3		3	
4	Spr	Healthcare Reimbursement Systems	ADMM2630	2		2	
4	Spr	Healthcare Law & Ethics	ADMM2640	2		2	
				Total Credits:	7	Hours/Week:	7
				PROGRAM CREDITS:	45	PROGRAM HOURS:	46

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

HEALTHCARE MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE (USNCC)

Course Name	Course ID	Credits	Hours/Week
EHR Systems & Applications	ADMM1605	3	3
Basic Pathology	ADMM1608	3	3
Healthcare Data Analytics	ADMM1616	3	3
Medical Terminology I	ADMM1620	3	3
Healthcare Front Office Operations	ADMM1624	3	3
Medical Terminology II	ADMM1629	3	3
Healthcare Billing	ADMM1670	3	3
Introduction to Health Information	ADMM2601	3	3
Healthcare Office Leadership	ADMM2604	3	3
Healthcare Delivery Systems	ADMM2609	2	2
Healthcare Reimbursement Systems	ADMM2630	2	2
Healthcare Law & Ethics	ADMM2640	2	2
Essentials of Anatomy & Physiology	BIOL1416	3	4
Supervision and Human Resource Mgmt.	BUS2518	3	3
Composition I	ENGL1410	3	3
Quality Customer Service	MKTG2515	3	3
Naval Ethics & Leadership	NAV101	3	3
Modern Naval History	NAV102	3	3
Naval Force Design	NAV103	3	3
Civil Military Org & Politics: Intro to US Govt	NAV104	3	3
Intro to Geopolitical Environment:US Perspective	NAV105	3	3
		Total Credits: 60	Hours/Week: 61
		PROGRAM CREDITS: 60	PROGRAM HOURS: 61

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

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

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	ITEC1440	2		2	
1	Fall	COMM Course - MnTC Goal 1	MNTCCOMM	3		3	
1	Fall	Science Course with Lab - MnTC Goal 3	MNTCSCI4	4		5	
				Total Credits:	16	Hours/Week:	17
2	Spr	Wellness Elective	ELECPHED	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	Any 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

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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HUMAN SERVICES ASSISTANT

CERTIFICATE

Course Name	Course ID	Credits		Hours/Week	
Psychological Disorders	PSYC1410	3		3	
Introduction to Statistics	MATH1447	4		4	
Introduction to Social Work	PRSW1400	3		3	
Interpersonal Communication	COMM1435	3		3	
Essentials of Anatomy & Physiology	BIOL1416	3		4	
Behavior Modification	PSYC2440	3		3	
Human Services Professional Practices	BHHS1510	3		3	
General Psychology	PSYC1445	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.

HUMAN SERVICES SPECIALIST

CERTIFICATE (USNCC)

Course Name	Course ID	Credits		Hours/Week	
Human Services Professional Practices	BHHS1510	3		3	
Human Anatomy & Physiology I	BIOL1417	4		5	
Human Anatomy & Physiology II	BIOL1419	4		5	
Interpersonal Communication	COMM1435	3		3	
Introduction to Social Work	PRSW1400	3		3	
Psychological Disorders	PSYC1410	3		3	
General Psychology	PSYC1445	3		3	
Behavior Modification	PSYC2440	3		3	
		Total Credits:	26	Hours/Week:	28
		PROGRAM CREDITS:	26	PROGRAM HOURS:	28

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

INDIVIDUALIZED STUDIES

ASSOCIATE OF APPLIED SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	ENGL 1410 or 1460	ENGL	3		3	
1	Fall	Technical Course	TECH	3		3	
1	Fall	Technical Course	TECH	3		3	
1	Fall	Technical Course	TECH	3		3	
1	Fall	Technical Course	TECH	3		3	
				Total Credits:	15	Hours/Week:	15
2	Spr	COMM 1415, 1435 or 1437	COMM	3		3	
2	Spr	MnTC Goals 3-10 Elective	MNTC	3		3	
2	Spr	Technical Course	TECH	3		3	
2	Spr	Technical Course	TECH	3		3	
2	Spr	Technical Course	TECH	3		3	
				Total Credits:	15	Hours/Week:	15
3	Fall	MnTC Goals 3-10 Elective	MNTC	3		3	
3	Fall	Technical Course	TECH	3		3	
3	Fall	Technical Course	TECH	3		3	
3	Fall	Technical Course	TECH	3		3	
3	Fall	Technical Course	TECH	3		3	
				Total Credits:	15	Hours/Week:	15
4	Spr	MnTC Goals 3-10 Elective	MNTC	3		3	
4	Spr	Technical Course	TECH	3		3	
4	Spr	Technical Course	TECH	3		3	
4	Spr	Technical Course	TECH	3		3	
4	Spr	Technical Course	TECH	3		3	
				Total Credits:	15	Hours/Week:	15
				PROGRAM CREDITS:	60	PROGRAM HOURS:	60

Individualized Studies degrees are, in part, for students who intend to transfer to complete a bachelor's degree. These 60 credit degrees (AAS or AS) allow 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. Students planning to transfer into a Bachelor's degree program are encouraged to complete the MnTC (40 credits and all ten goal areas) as part of their degree requirements, making the transfer process more seamless.

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 see minnstate.edu/transfer.

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INDIVIDUALIZED STUDIES

ASSOCIATE OF SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	COMM 1415, 1435 or 1437	COMM	3		3	
1	Fall	Composition I	ENGL1410	3		3	
1	Fall	MnTC Goals 3-10 Elective	MNTC3-10	3		3	
1	Fall	Technical Course	TECH	3		3	
1	Fall	Technical Course	TECH	3		3	
				Total Credits:	15	Hours/Week:	15
2	Spr	ENGL 1420 or 1460	ENGL	3		3	
2	Spr	MnTC Goals 3-10 Elective	MNTC	3		3	
2	Spr	MnTC Goals 3-10 Elective	MNTC	3		3	
2	Spr	Technical Course	TECH	3		3	
2	Spr	Technical Course	TECH	3		3	
				Total Credits:	15	Hours/Week:	15
3	Fall	MnTC Goals 3-10 Elective	MNTC	3		3	
3	Fall	MnTC Goals 3-10 Elective	MNTC	3		3	
3	Fall	Technical Course	TECH	3		3	
3	Fall	Technical Course or MnTC Goal 3-10	TEMNTC	3		3	
3	Fall	Technical Course or MnTC Goal 3-10	TEMNTC	3		3	
				Total Credits:	15	Hours/Week:	15
4	Spr	MnTC Goals 3-10 Elective	MNTC	3		3	
4	Spr	MnTC Goals 3-10 Elective	MNTC	3		3	
4	Spr	Technical Course	TECH	3		3	
4	Spr	Technical Course or MnTC Goal 3-10	TEMNTC	3		3	
4	Spr	Technical Course or MnTC Goal 3-10	TEMNTC	3		3	
				Total Credits:	15	Hours/Week:	15
				PROGRAM CREDITS:	60	PROGRAM HOURS:	60

Individualized Studies degrees are, in part, for students who intend to transfer to complete a bachelor's degree. These 60 credit degrees (AAS or AS) allow 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. Students planning to transfer into a Bachelor's degree program are encouraged to complete the MnTC (40 credits and all ten goal areas) as part of their degree requirements, making the transfer process more seamless.

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 see minnstate.edu/transfer.

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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	3		3	
2	Spr	Kitchen & Bath Studio	IDES1652	3		3	
2	Spr	Commercial Studio	IDES1654	3		3	
2	Spr	CAD Drawing in Design I	IDES2639	3		3	
				Total Credits:	20	Hours/Week:	21
3	Fall	Drawing I	ART1451	3		3	
3	Fall	Composition I	ENGL1410	3		3	
3	Fall	Interior Design Elective	IDES EL	3		3	
3	Fall	Interior Design Elective	IDES EL	3		3	
3	Fall	Lighting Design	IDES1657	3		3	
3	Fall	Furniture: Style & Construction	IDES2600	3		3	
				Total Credits:	18	Hours/Week:	18
4	Spr	Public Speaking	COMM1415	3		3	
4	Spr	Interior Design Elective	IDES EL	3		3	
4	Spr	Interior Design Elective	IDES EL	3		3	
4	Spr	Professional Practices	IDES2633	3		3	
4	Spr	Any Course from MnTC Goal 2-5, 7-10	MNTC	3		3	
				Total Credits:	15	Hours/Week:	15
5	Smr	Internship	IDES2704	2		6	
				Total Credits:	2	Hours/Week:	6
				PROGRAM CREDITS:	72	PROGRAM HOURS:	77

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
Interior Design Details	IDES2651	3
Advanced Kitchen & Bath Studio	IDES2652	3
Remodel Studio	IDES2653	3
Advanced 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

ALEXANDRIA COLLEGE
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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	3		3	
2	Spr	Kitchen & Bath Studio	IDES1652	3		3	
2	Spr	Commercial Studio	IDES1654	3		3	
2	Spr	CAD Drawing in Design I	IDES2639	3		3	
				Total Credits:	20	Hours/Week:	21
3	Fall	Drawing I	ART1451	3		3	
3	Fall	Interior Design Elective	IDES EL	3		3	
3	Fall	Interior Design Elective	IDES EL	3		3	
3	Fall	Lighting Design	IDES1657	3		3	
3	Fall	Furniture: Style & Construction	IDES2600	3		3	
				Total Credits:	15	Hours/Week:	15
4	Spr	Public Speaking	COMM1415	3		3	
4	Spr	Interior Design Elective	IDES EL	3		3	
4	Spr	Interior Design Elective	IDES EL	3		3	
4	Spr	Professional Practices	IDES2633	3		3	
				Total Credits:	12	Hours/Week:	12
5	Smr	Internship	IDES2704	2		6	
				Total Credits:	2	Hours/Week:	6
				PROGRAM CREDITS:	66	PROGRAM HOURS:	71

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

Elective Course Title	ID	Credits
Interior Design Details	IDES2651	3
Advanced Kitchen & Bath Studio	IDES2652	3
Remodel Studio	IDES2653	3
Advanced 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

ALEXANDRIA COLLEGE
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LIBERAL ARTS & SCIENCES

ASSOCIATE OF ARTS DEGREE

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

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

For more information see minnstate.edu/transfer

Note: AA degrees must have general education courses from all ten goal areas of the MN Transfer Curriculum.

See alextech.edu/MNTC for a complete list of Minnesota Transfer Curriculum courses.

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

I. 40 credits from the Minnesota Transfer Curriculum (MnTC) satisfying all MnTC goal areas:
- Goal 1: Communications (9 credits) requires at least 2 written (ENGL) and 1 oral (COMM) courses. ENGL1410 Composition I required.
- 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)
- Goal 4: Mathematical/Logical Reasoning (3-4 credits)
- Goal 5: History & the Social & Behavioral Sciences (9 credits required for AA, 6 credits for MnTC)
- Goal 6: Humanities and Fine Arts (Minimum of two disciplines. 9 credits required for AA, 6 credits for MnTC)
- Goal 7: Human Diversity, Race, Power, and Justice in the United States (3 credits from either Option 7A or 7B)
- 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. Technology Literacy 1-3 credits (choose one)
- ITEC 1430 Computer Applications & Technology (3 credits)
- ITEC 1440 Beginning Personal Computer I (2 credits)
- ITEC 1445 Personal Computer Skills (1 credit)

III. Wellness 1-3 credits (choose one)
- BIOL1435 Principles of Nutrition (3 credits)
- Any PHED course

VI. Workplace Skills/Career Exploration 1-2 credits (choose one)
- CRLT1439 Job Seeking/Keeping Skills (1 credit)
- CRLT1440 Communicating for Results (2 credits)
- GSDV1400 Individualized Degree Planning (1 credit)

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/Keeping Skills	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	Powersports Technical Math	MATH1456	2		2	
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:	16	Hours/Week:	20
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	General Education Elective	GEN ED	3		3	
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:	19	Hours/Week:	25
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:	16	Hours/Week:	22
				PROGRAM CREDITS:	72	PROGRAM HOURS:	99

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

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MARKETING & SALES MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Business Math	BUS1507	3		3	
1	Fall	Principles of Management	BUS2220	3		3	
1	Fall	Beginning Personal Computer	ITEC1440	2		2	
1	Fall	Retail Management & Merchandising	MKTG1505	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		4	
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:	17
3	Fall	Interpersonal Communication	COMM1435	3		3	
3	Fall	Quality Customer Service	MKTG2515	3		3	
3	Fall	Digital Marketing	MKTG2530	3		3	
3	Fall	Counselor Selling	MKTG2535	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	Marketing and Social Media Mgmt	MKTG2501	4		5	
4	Spr	Career Seminar	MKTG2521	2		2	
4	Spr	Sales Force and Territory Management	MKTG2603	3		3	
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:	74

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

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
Supervision and Human Resource Mgmt.	BUS2518	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

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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	a	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

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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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.

ALEXANDRIA COLLEGE
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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	Sustainable Manufacturing	MFGT2501	3		3	
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:	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	Manufacturing Automation	MFGT2560	3		3	
4	Spr	Manufacturing Automation Lab	MFGT2564	2		4	
4	Spr	MN Transfer Curriculum Elective	MNTC	3		3	
4	Fall	MN Transfer Curriculum Elective	MNTC	3		3	
				Total Credits:	17	Hours/Week:	23
				PROGRAM CREDITS:	72	PROGRAM HOURS:	95

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

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

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

ALEXANDRIA COLLEGE
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MECHATRONICS

DIPLOMA

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Public Speaking	COMM1415	3		3	
1	Fall	Technical Writing	ENGL1460	3		3	
1	Fall	Pneumatic Componentry	FLPO1525	2		2	
1	Fall	Pneumatic Componentry Lab	FLPO1526	1		2	
1	Fall	Instrumentation	FLPO2520	3		3	
1	Fall	Engineering Drafting	MFGT1550	2		4	
1	Fall	Mechatronics I	MFGT1560	3		4	
				Total Credits:	17	Hours/Week:	21
2	Spr	Fluid Power Fundamentals	FLPO1501	2		2	
2	Spr	Fluid Power Fundamentals Lab	FLPO1503	1		2	
2	Spr	Pneumatic Circuits & Logic 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	Sustainable Manufacturing	MFGT2501	3		3	
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:	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	Manufacturing Automation	MFGT2560	3		3	
4	Spr	Manufacturing Automation Lab	MFGT2564	2		4	
				Total Credits:	11	Hours/Week:	17
				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

ALEXANDRIA COLLEGE
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MEDICAL CODING SPECIALIST

DIPLOMA

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Medical Terminology I	ADMM1620	3		3	
1	Fall	Digital Tools in Healthcare	ADMM1680	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	Healthcare Delivery Systems	ADMM2609	2		2	
2	Spr	Computer Applications and Technology	ITEC1430	3		3	
				Total Credits:	11	Hours/Week:	11
3	Fall	EHR Systems & Applications	ADMM1605	3		3	
3	Fall	Healthcare Data Analytics	ADMM1616	3		3	
3	Fall	AAPC Coding I	ADMM1640	3		3	
3	Fall	Healthcare Billing	ADMM1670	3		3	
				Total Credits:	12	Hours/Week:	12
4	Spr	AAPC Coding II	ADMM1650	3		3	
4	Spr	Hospital & Inpatient Coding	ADMM1660	3		3	
4	Spr	Healthcare Reimbursement Systems	ADMM2630	2		2	
4	Spr	Healthcare Law & Ethics	ADMM2640	2		2	
				Total Credits:	10	Hours/Week:	10
5	Smr	Advanced Medical Coding	ADMM2620	3		3	
				Total Credits:	3	Hours/Week:	3
				PROGRAM CREDITS:	48	PROGRAM HOURS:	49

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

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	Healthcare 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	Hospital & Inpatient Coding	ADMM1660	3		3	
2	Spr	Healthcare Reimbursement Systems	ADMM2630	2		2	
2	Spr	Healthcare Law & Ethics	ADMM2640	2		2	
				Total Credits:	13	Hours/Week:	13
				PROGRAM CREDITS:	25	PROGRAM HOURS:	26

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

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	Mathematical Reasoning	MATH1415	3		3	
1	Fall	Phlebotomy Skills	MELT1606	2		3	
				Total Credits:	15	Hours/Week:	18
2	Spr	Microbiology I	BIOL2225	3		4	
2	Spr	Biological Fluids	MELT1635	3		4	
2	Spr	Hematology	MELT1640	5		7	
2	Spr	Immunohematology (Blood Bank)	MELT1645	5		7	
				Total Credits:	16	Hours/Week:	22
3	Fall	Diagnostic Microbiology	MELT2601	5		7	
3	Fall	Diagnostic Chemistry	MELT2615	5		7	
3	Fall	MLT Seminar	MELT2620	5		6	
3	Fall	Immunology	MELT2630	3		5	
				Total Credits:	18	Hours/Week:	25
4	Spr	MLT Clinical Internship	MELT2625	9		27	
4	Spr	MLT Capstone	MELT2635	6		6	
				Total Credits:	15	Hours/Week:	33
				PROGRAM CREDITS:	64	PROGRAM HOURS:	98

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

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

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

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NAVAL NUCLEAR ENGINEERING TECHNOLOGY

ASSOCIATE OF SCIENCE DEGREE (USNCC)

Course Name	Course ID	Credits	Hours/Week
General Chemistry I	CHEM1500	4	5
Conflict Resolutions through Communications	COMM2414	3	3
Composition I	ENGL1410	3	3
Composition II	ENGL1420	3	3
Environmental Literature	ENGL1495	3	3
NAV102 or NAV103	HIST N	3	3
Precalculus	MATH1425	4	4
Calculus I	MATH1426	4	4
Introduction to Statistics	MATH1447	4	4
Calculus II	MATH2232	4	4
Programmable Logic Controls	MFGT2552	4	5
Naval Ethics & Leadership	NAV101	3	3
Civil Military Org & Politics: Intro to US Govt	NAV104	3	3
Intro to Geopolitical Environment:US Perspective	NAV105	3	3
Nuclear Technical Elective	NUCP	4	4
Engineering Physics I	PHYS1081	4	5
Engineering Physics II	PHYS1082	4	5
		Total Credits: 60	Hours/Week: 64
		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.

NAVAL NUCLEAR ENGINEERING TECHNOLOGY

DIPLOMA (USNCC)

Course Name	Course ID	Credits		Hours/Week	
General Chemistry I	CHEM1500	4		5	
Precalculus	MATH1425	4		4	
Calculus I	MATH1426	4		4	
Introduction to Statistics	MATH1447	4		4	
Calculus II	MATH2232	4		4	
Programmable Logic Controls	MFGT2552	4		5	
Nuclear Technical Elective	NUCP	4		4	
Engineering Physics I	PHYS1081	4		5	
Engineering Physics II	PHYS1082	4		5	
		Total Credits:	36	Hours/Week:	40
		PROGRAM CREDITS:	36	PROGRAM HOURS:	40

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

NUCLEAR ENGINEERING TECHNOLOGY

ASSOCIATE OF SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	General Chemistry I	CHEM1500	4		5	
1	Fall	Composition I	ENGL1410	3		3	
1	Fall	Any History (1401, 1402, 1421, 1422)	HIST	3		3	
1	Fall	Precalculus	MATH1425	4		4	
				Total Credits:	14	Hours/Week:	15
2	Spr	Composition II	ENGL1420	3		3	
2	Spr	Calculus I	MATH1426	4		4	
2	Spr	Engineering Physics I	PHYS1081	4		5	
2	Spr	Constitutional Democracy and Government	POLS1460	3		3	
				Total Credits:	14	Hours/Week:	15
3	Smr	Programmable Logic Controls	MFGT2552	4		5	
				Total Credits:	4	Hours/Week:	5
4	Fall	Conflict Resolutions through Communications	COMM2414	3		3	
4	Fall	Calculus II	MATH2232	4		4	
4	Fall	Nuclear Technical Elective	NUCP	4		4	
4	Fall	Engineering Physics II	PHYS1082	4		5	
				Total Credits:	15	Hours/Week:	16
5	Spr	Environmental Literature	ENGL1495	3		3	
5	Spr	World Regional Geography	GEOG1471	3		3	
5	Spr	Introduction to Statistics	MATH1447	4		4	
5	Fall	Ethics	PHIL1445	3		3	
				Total Credits:	13	Hours/Week:	13
				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.

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

NUCLEAR ENGINEERING TECHNOLOGY

DIPLOMA

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	General Chemistry I	CHEM1500	4		5	
1	Fall	Precalculus	MATH1425	4		4	
				Total Credits:	8	Hours/Week:	9
2	Spr	Calculus I	MATH1426	4		4	
2	Spr	Engineering Physics I	PHYS1081	4		5	
				Total Credits:	8	Hours/Week:	9
3	Smr	Programmable Logic Controls	MFGT2552	4		5	
				Total Credits:	4	Hours/Week:	5
4	Fall	Calculus II	MATH2232	4		4	
4	Fall	Engineering Physics II	PHYS1082	4		5	
				Total Credits:	8	Hours/Week:	9
5	Spr	Introduction to Statistics	MATH1447	4		4	
5	Spr	Nuclear Technical Elective	NUCP	4		4	
				Total Credits:	8	Hours/Week:	8
				PROGRAM CREDITS:	36	PROGRAM HOURS:	40

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

NURSING

ASSOCIATE OF SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
		Practical Nursing Credits	"PNSG"	8		0	
		PHASE 1: General Education Requirements	*PHASE 1	0		0	
		Human Anatomy & Physiology I	BIOL1417	4		5	
		Human Anatomy & Physiology II	BIOL1419	4		5	
		Principles of Nutrition	BIOL1435	3		3	
		Microbiology I	BIOL2225	3		4	
		Fundamentals of Chemistry	CHEM1406	4		5	
		Composition I	ENGL1410	3		3	
		Composition II	ENGL1420	3		3	
		Ethics	PHIL1445	3		3	
		Lifespan Psychology	PSYC1405	3		3	
				Total Credits:	38	Hours/Week:	34
1	Fall	PHASE 2: Acceptance into Core Nursing	*PHASE 2	0		0	
1	Fall	Advanced Nursing Concepts	NURS2304	3		4	
1	Fall	Concepts of Nursing Practices I	NURS2305	2		4	
1	Fall	Family Nursing I	NURS2310	3		3	
1	Fall	Comprehensive Clinical I	NURS2316	4		8	
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

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
Critical Thinking in Society	SOCS/SOCI1405	3

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NURSING ASSISTANT

CERTIFICATE

ABOUT THIS PROGRAM

The Nursing Assistant program is a 84-hour, 3-credit, state-approved course that presents curriculum to develop skills, attitudes, and knowledge essential in giving direct and supportive care as a nursing assistant in long-term care, in assisted living, and as a home health aide

After successful completion of the course, students take the National Nurse Aid Assessment Program (NNAAP) Knowledge Test and Skills Test. NNAAP is an industry certification developed by the National Council of State Boards of Nursing to measure competency in nurse aide skills.

The CNA certification is a pre-requisite for the Practical Nursing program.

The Nursing Assistant course is offered multiple times each semester. Each course is 4 weeks, 22 class hours per week.

DESIGN

This class meets OBRA requirements for training nurse assistants and home health aides, and meets the Minnesota Department of Health (MDH) standards. Students practice skills in a supervised laboratory setting and in a clinical environment in long-term care.

The Nursing Assistant course is delivered either entirely in-person or in a hybrid format that includes some online coursework plus in-person skills training. Due to the accelerated nature of this course, students are expected to be in 100% attendance during classroom, skills, and clinical work experience.

A calendar listing all training dates and times, as well as topics covered is provided to the student the first day of class.

CERTIFICATE - 3 CREDITS

The following are included in the training:

- Introduction to healthcare and the role of the nursing assistant.
- Basic human needs, growth, development, body system basics, and common chronic conditions.
- Communication with residents and staff: adapting communication to include those with sensory deficits and traumatic brain injury.
- Caring for residents cross-culturally.
- Safe and clean environment, response to emergencies, and the principles of infection control.
- Purpose and procedures for obtaining vital signs and measurements and O2 safety.
- Purpose and skills related to personal cares for residents.
- Purpose of activity and exercise, correct technique for transfers, positioning, and range of motion.
- Nutrition and fluids, diets, hydration, assisting with eating, and alternate nutrition.
- Elimination, bowel and bladder care, colostomy care, and urinary catheter care.
- Caring for residents with special needs, behavioral health, developmental disabilities, dementia, death and dying.
- Practice of skills that will be needed in nursing home.
- Clinical experience with residents in a nursing home facility.

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	Introduction to Ophthalmology	OPMT1510	2		2	
1	Fall	Ophthalmic Skills Lab I	OPMT1520	2		4	
1	Fall	Ophthalmic Clinical Rotation I	OPMT1530	2		6	
1	Fall	General Psychology	PSYC1445	3		3	
1	Fall	Critical Thinking in Society	SOCS/SOCI1405	3		3	
				Total Credits:	15	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		12	
				Total Credits:	15	Hours/Week:	25
3	Fall	Technical Writing	ENGL1460	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		12	
				Total Credits:	14	Hours/Week:	25
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		9	
4	Spr	COT Certification Exam Prep	OPMT2590	1		1	
4	Spr	Ethics	PHIL1445	3		3	
				Total Credits:	16	Hours/Week:	26
				PROGRAM CREDITS:	60	PROGRAM HOURS:	98

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

PATIENT ACCESS SPECIALIST

CERTIFICATE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	EHR Systems & Applications	ADMM1605	3		3	
1	Fall	Healthcare Data Analytics	ADMM1616	3		3	
1	Fall	Medical Terminology I	ADMM1620	3		3	
1	Fall	Healthcare Billing	ADMM1670	3		3	
1	Fall	Introduction to Health Information	ADMM2601	3		3	
				Total Credits:	15	Hours/Week:	15
2	Spr	Healthcare Front Office Operations	ADMM1624	3		3	
2	Spr	Healthcare Delivery Systems	ADMM2609	2		2	
2	Spr	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:	26

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

PATIENT ADMISSIONS SPECIALIST

CERTIFICATE (USNCC)

Course Name	Course ID	Credits		Hours/Week	
EHR Systems & Applications	ADMM1605	3		3	
Healthcare Data Analytics	ADMM1616	3		3	
Medical Terminology I	ADMM1620	3		3	
Healthcare Front Office Operations	ADMM1624	3		3	
Introduction to Health Information	ADMM2601	3		3	
Healthcare Delivery Systems	ADMM2609	2		2	
Supervision and Human Resource Mgmt.	BUS2518	3		3	
Quality Customer Service	MKTG2515	3		3	
		Total Credits:	23	Hours/Week:	23
		PROGRAM CREDITS:	23	PROGRAM HOURS:	23

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

PEACE OFFICER/PUBLIC SAFETY TRANSFER PATHWAY

ASSOCIATE OF SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Intercultural Communication	COMM1437	3		3	
1	Fall	Introduction to Criminal Justice	PTE1500	3		3	
1	Fall	Juvenile Justice	PTE1510	3		3	
1	Fall	Emergency Medical Responder	PTE1520	2		3	
1	Fall	Introduction to Sociology	SOCS/SOCI1400	3		3	
				Total Credits:	14	Hours/Week:	15
2	Spr	Composition I	ENGL1410	3		3	
2	Spr	Minnesota Statutes	PTE1530	4		4	
2	Spr	Law Enforcement & Human Behavior	PTE1540	4		4	
2	Spr	Criminal Procedures	PTE1550	3		3	
				Total Credits:	14	Hours/Week:	14
3	Fall	Public Speaking	COMM1415	3		3	
3	Fall	Composition II	ENGL1420	3		3	
3	Fall	Ethics	PHIL1445	3		3	
3	Fall	Criminal Investigations	PTE2500	3		3	
3	Fall	Social Problems	SOCS/SOCI1402	3		3	
				Total Credits:	15	Hours/Week:	15
4	Spr	Mathematical Reasoning	MATH1415	3		3	
4	Spr	Any Course from MN Transfer Goal 1-10	MNTC	3		3	
4	Spr	Psychological Disorders	PSYC1410	3		3	
4	Spr	Law Enforcement & Community	PTE2510	4		4	
				Total Credits:	13	Hours/Week:	13
5	Smr	Criminal Investigation - Skills	PTE2650	2		3.5	
5	Smr	Firearms - Skills	PTE2655	3		5.5	
5	Smr	Highway Safety - Skills	PTE2660	2		3.5	
5	Smr	Patrol Tactics - Skills	PTE2665	3		5.5	
5	Smr	Use of Force - Skills	PTE2670	2		4	
				Total Credits:	12	Hours/Week:	22
				PROGRAM CREDITS:	68	PROGRAM HOURS:	79

Elective Course Title	ID	Credits
People and the Environment	BIOL1430	3

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

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PHLEBOTOMY TECHNICIAN

CERTIFICATE

Course Name	Course ID	Credits		Hours/Week	
Phlebotomy Skills	MELT1606	2		3	
Clinical Phlebotomy	MELT1701	3		9	
Phlebotomy Seminar	MELT1710	4		4	
		Total Credits:	9	Hours/Week:	16
		PROGRAM CREDITS:	9	PROGRAM HOURS:	16

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

POLICE TRAINING & EDUCATION

ASSOCIATE OF APPLIED SCIENCE DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Public Speaking	COMM1415	3		3	
1	Fall	Introduction to Criminal Justice	PTE1500	3		3	
1	Fall	Juvenile Justice	PTE1510	3		3	
1	Fall	Emergency Medical Responder	PTE1520	2		3	
1	Fall	Physical Fitness/Use of Force Training I	PTE1526	2		3	
1	Fall	Introduction to Sociology	SOCS/SOCI1400	3		3	
				Total Credits:	16	Hours/Week:	18
2	Spr	Technical Writing	ENGL1460	3		3	
2	Spr	Psychological Disorders	PSYC1410	3		3	
2	Spr	Physical Fitness/Use of Force Training II	PTE1527	1		2	
2	Spr	Minnesota Statutes	PTE1530	4		4	
2	Spr	Law Enforcement & Human Behavior	PTE1540	4		4	
2	Spr	Criminal Procedures	PTE1550	3		3	
				Total Credits:	18	Hours/Week:	19
3	Fall	Ethics	PHIL1445	3		3	
3	Fall	Criminal Investigations	PTE2500	3		3	
3	Fall	Criminal Investigation Lab	PTE2505	2		4	
3	Fall	Police Report Writing/Employment Prep	PTE2602	3		4	
3	Fall	Firearms/Survival Tactics	PTE2606	4		8	
3	Fall	Hwy Safety/Accident Investigation	PTE2608	4		8	
3	Fall	Use of Force Management I	PTE2618	2		4	
				Total Credits:	21	Hours/Week:	34
4	Spr	Law Enforcement & Community	PTE2510	4		4	
4	Spr	Traffic Stops	PTE2515	3		4	
4	Spr	Police Tactical Management Training	PTE2612	4		8	
4	Spr	Use of Force Management II	PTE2619	2		4	
4	Spr	Tactical Communications/Relations	PTE2620	4		5	
				Total Credits:	17	Hours/Week:	25
				PROGRAM CREDITS:	72	PROGRAM HOURS:	96

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

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

Elective Course Title	ID	Credits
Social Problems	SOCS/SOCI1402	3
Critical Thinking in Society	SOCS/SOCI1405	3

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POLICE TRAINING & EDUCATION CAREER TRANSITION

DIPLOMA

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Introduction to Criminal Justice	PTE1500	3		3	
1	Fall	Juvenile Justice	PTE1510	3		3	
1	Fall	Emergency Medical Responder	PTE1520	2		3	
1	Fall	Criminal Investigations	PTE2500	3		3	
				Total Credits:	11	Hours/Week:	12
2	Spr	Minnesota Statutes	PTE1530	4		4	
2	Spr	Law Enforcement & Human Behavior	PTE1540	4		4	
2	Spr	Criminal Procedures	PTE1550	3		3	
2	Spr	Law Enforcement & Community	PTE2510	4		4	
				Total Credits:	15	Hours/Week:	15
3	Smr	Criminal Investigation - Skills	PTE2650	2		3.5	
3	Smr	Firearms - Skills	PTE2655	3		5.5	
3	Smr	Highway Safety - Skills	PTE2660	2		3.5	
3	Smr	Patrol Tactics - Skills	PTE2665	3		5.5	
3	Smr	Use of Force - Skills	PTE2670	2		4	
				Total Credits:	12	Hours/Week:	22
				PROGRAM CREDITS:	38	PROGRAM HOURS:	49

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

POLICE TRAINING & EDUCATION SKILLS

CERTIFICATE

Course Name	Course ID	Credits		Hours/Week	
Criminal Investigation - Skills	PTE2650	2		3.5	
Firearms - Skills	PTE2655	3		5.5	
Highway Safety - Skills	PTE2660	2		3.5	
Patrol Tactics - Skills	PTE2665	3		5.5	
Use of Force - Skills	PTE2670	2		4	
		Total Credits:	12	Hours/Week:	22
		PROGRAM CREDITS:	12	PROGRAM HOURS:	22

ABOUT THIS PROGRAM

The Police Training & Education 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.

TRAINING TOPICS

The eight-week training includes:

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

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PRACTICAL NURSING

DIPLOMA

	Course Name	Course ID	Credits		Hours/Week	
1	Essentials of Anatomy & Physiology	BIOL1416	3		4	
1	Interpersonal Communication	COMM1435	3		3	
1	Personal Computer Skills	ITEC1445	1		1	
1	Medical Terminology	PNSG1100	1		1	
1	Fundamentals of Nursing	PNSG1105	5		7	
1	Pharmacology	PNSG1111	2		2	
1	Geriatric Nursing	PNSG1115	3		4	
1	Clinical I	PNSG1121	3		6	
			Total Credits:	21	Hours/Week:	28
2	Adult Health	PNSG1130	4		5	
2	Psychosocial Nursing	PNSG1135	1		1	
2	Maternal & Child Health	PNSG1140	3		4	
2	Role Transition	PNSG1145	1		1	
2	Clinical II	PNSG1151	7		14	
2	Lifespan Psychology	PSYC1405	3		3	
			Total Credits:	19	Hours/Week:	28
			PROGRAM CREDITS:	40	PROGRAM HOURS:	56

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	SOCS/SOCI1400	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	Electives	ELECTIVE	6		6	
3	Fall	Multicultural American Literature	ENGL1453	3		3	
3	Fall	Inequality and Scoial Change	SOCS/SOCI2410	3		3	
				Total Credits:	16	Hours/Week:	17
4	Spr	Electives	ELECTIVE	4		4	
4	Spr	Social Work Field Experience Seminar	PRSW2101	1		1	
4	Spr	Social Work Field Experience	PRSW2102	2		6	
4	Spr	Lifespan Psychology	PSYC1405	3		3	
4	Spr	Psychology of Addictions	PSYC2436	3		3	
				Total Credits:	13	Hours/Week:	17
				PROGRAM CREDITS:	60	PROGRAM HOURS:	66

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
Human Services Professional Practices	BHHS1510	3
Introduction to Trauma-Informed Care	BHHS2010	3
Child Growth & Development	ECED1110	3
Infant/Toddler Development & Learning	ECED1220	4
Preschool Development & Learning	ECED1230	4
Child/Family Relations in Diverse World	ECED2110	3
Children with Differing Abilities	EDUC2410	3
Personal Computer Skills	ITEC1445	1
Psychological Disorders	PSYC1410	3
Behavior Modification	PSYC2440	3
Introduction to Criminal Justice	PTE1500	3
Juvenile Justice	PTE1510	3
Law Enforcement & Human Behavior	PTE1540	4
Law Enforcement & Community	PTE2510	4

PROFESSIONAL TRUCK DRIVER

CERTIFICATE

Course Name	Course ID	Credits		Hours/Week	
State & Federal Regulations	TRDR1603	3		4	
Safe Operation Fundamentals	TRDR1604	4		5	
Fork Lift Operations	TRDR1608	2		3	
Math & Trip Planning	TRDR1609	3		3	
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:	29
		PROGRAM CREDITS:	20	PROGRAM HOURS:	29

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

PROFESSIONAL TRUCK DRIVER B-CDL

CERTIFICATE

Course Name	Course ID	Credits		Hours/Week	
State & Federal Regulations	TRDR1603	3		4	
Safe Operation Fundamentals	TRDR1604	4		5	
Fork Lift Operations	TRDR1608	2		3	
Math & Trip Planning	TRDR1609	3		3	
Job Prep Skills	TRDR1610	1		1	
Operations of Commercial Vehicles I	TRDR1616	4		7	
		Total Credits:	17	Hours/Week:	23
		PROGRAM CREDITS:	17	PROGRAM HOURS:	23

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

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	ELECPHED	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	ITEC1440	2		2	
2	Spr	Introduction to Statistics	MATH1447	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	Psychological Disorders	PSYC1410	3		3	
3	Fall	Psychology of Addictions	PSYC2436	3		3	
3	Fall	Inequality and Scoial Change	SOCS/SOCI2410	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	SOCS/SOCI1400	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.

ALEXANDRIA COLLEGE
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RETAIL MANAGEMENT

CERTIFICATE

Course Name	Course ID	Credits		Hours/Week	
Principles of Accounting I	ACCT2000	4		4	
Principles of Management	BUS2220	3		3	
Supervision and Human Resource Mgmt.	BUS2518	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	
Principles of Marketing	MKTG2525	3		3	
		Total Credits:	25	Hours/Week:	25
		PROGRAM CREDITS:	25	PROGRAM HOURS:	25

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

ROBOTICS

CERTIFICATE

Course Name	Course ID	Credits		Hours/Week	
Public Speaking	COMM1415	3		3	
Technical Writing	ENGL1460	3		3	
Fluid Power Fundamentals	FLPO1501	2		2	
Fluid Power Fundamentals Lab	FLPO1503	1		2	
Mechatronics I	MFGT1560	3		4	
Programmable Logic Controls	MFGT2550	3		3	
Manufacturing Automation	MFGT2560	3		3	
		Total Credits:	18	Hours/Week:	20
		PROGRAM CREDITS:	18	PROGRAM HOURS:	20

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

SOCIOLOGY TRANSFER PATHWAY

ASSOCIATE OF ARTS DEGREE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Wellness Elective	ELECPHED	1		1	
1	Fall	Composition I	ENGL1410	3		3	
1	Fall	Individualized Degree Plan (or CRLT1439)	GSDV1400	1		1	
1	Fall	Beginning Personal Computer	ITEC1440	2		2	
1	Fall	Humanities (minimum 2 disciplines)	MNTC	3		3	
1	Fall	Introduction to Sociology	SOCS/SOCI1400	3		3	
				Total Credits:	13	Hours/Week:	13
2	Spr	People and the Environment	BIOL1430	3		3	
2	Spr	People and the Environment 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	MNTCCOMM	3		3	
2	Spr	SOCS/SOCI 1402, 1405, or 2410	SOCS/SOCI	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 2 disciplines)	MNTC	3		3	
3	Fall	Any MNTC course from Goal 3 with Lab	MNTC	3		4	
3	Fall	SOCS/SOCI 1402, 1405, or 2410	SOCS/SOCI	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/SOCI	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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SPANISH FOR PUBLIC SAFETY

CERTIFICATE

		Course Name	Course ID	Credits		Hours/Week	
1	Fall	Spanish for Community Engagement I	PTE1810	3		3	
				Total Credits:	3	Hours/Week:	3
2	Spr	Spanish for Community Engagement II	PTE1815	3		3	
				Total Credits:	3	Hours/Week:	3
3	Fall	Spanish for Community Engagement III	PTE1820	3		3	
				Total Credits:	3	Hours/Week:	3
4	Spr	Spanish for Community Engagement IV	PTE1825	3		3	
				Total Credits:	3	Hours/Week:	3
				PROGRAM CREDITS:	12	PROGRAM HOURS:	12

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

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	ITEC1440	2		2	
1	Fall	Introduction to Communication Disorders	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	Clinical Seminar I	SLPA2000	2		2	
3	Fall	Clinical Practicum I	SLPA2002	1		3	
3	Fall	Stuttering	SLPA2210	3		3	
				Total Credits:	13	Hours/Week:	15
4	Spr	Children with Differing Abilities	EDUC2410	3		4	
4	Spr	Anatomy of Speech/Language & Hearing	SLPA1250	3		3	
4	Spr	Clinical Seminar II	SLPA2004	2		2	
4	Spr	Clinical Practicum II	SLPA2006	1		3	
4	Spr	Clinical Documentation & Materials Mgmt	SLPA2200	3		3	
4	Spr	Comm Disorders of Adults & Spec Pops	SLPA2240	3		3	
4	Spr	Introduction to Sociology	SOCS/SOCI1400	3		3	
				Total Credits:	18	Hours/Week:	21
				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.

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
Psychological Disorders	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	Speech Sound Disorders	SLPA1231	3		3	
1	Fall	Language Disorder and Treatment	SLPA1240	3		3	
1	Fall	Certificate Seminar I	SLPA2001	2		2	
1	Fall	Certificate Practicum I	SLPA2003	1		3	
				Total Credits:	10	Hours/Week:	12
2	Spr	Certificate Seminar II	SLPA2005	2		2	
2	Spr	Certificate Practicum II	SLPA2007	1		3	
2	Spr	Comm Disorders of Adults & Special Populations	SLPA2240	3		3	
				Total Credits:	6	Hours/Week:	8
				PROGRAM CREDITS:	16	PROGRAM HOURS:	20

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

WELDING TECHNOLOGY

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

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

Elective Course Title	ID	Credits
Computer Applications and Technology	ITEC1430	3

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MINNESOTA TRANSFER CURRICULUM

1. Communications (9 credits)
Requirements:
Composition I + 1 ENGL (written) + 1 COMM (oral)
Goal: To develop writers and speakers who use the English language effectively and who read, write, and listen critically.

COMM 1415	Public Speaking
COMM 1435	Interpersonal Communication
COMM 1437	Intercultural Communication (Goal 7A)
COMM 1485	Social Media Communication (Goal 9)
COMM 2414	Conflict Resolution through Communication
ENGL 1410	Composition I (Required) (Goal 2)
ENGL 1420	Composition II (Goal 2)
ENGL 1460	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.

CHEM 1406	Fundamentals of Chemistry 4 credits (Goal 3)
CHEM 1500	General Chemistry I 4 credits (Goal 3)
CHEM 1505	General Chemistry II 4 credits (Goal 3)
ENGL 1410	Composition I (Required) (Goal 1)
ENGL 1420	Composition II (Goal 1)
ENGL 1460	Technical Writing (Goal 1)
ENGL 1490	Introduction to Literary Studies (Goal 6)
PHYS 1407	College Physics I (Goal 3)
SOCS/SOCI 1405	Critical Thinking in Society (Goal 7)

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

3. Natural Sciences (7-8 credits)
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.

BIOL 1410	Introduction to Biology I 4 credits
BIOL 1411	Introduction to Biology II 4 credits (Goal 10)
BIOL 1413	Plant Biology 4 credits (Goal 10)
BIOL 1416	Essentials of Anatomy and Physiology
BIOL 1417	Human Anatomy and Physiology I 4 credits
BIOL 1419	Human Anatomy and Physiology II 4 credits
BIOL 1430	People & the Environment~ (Goal 10)
BIOL 1431	People & the Environment Lab~ 1 credit
BIOL 1435	Principles of Nutrition
BIOL 1450	General Biology I 4 credits
BIOL 1452	General Biology II 4 credits (Goal 10)
BIOL 2225	Microbiology I
BIOL 2230	Genetics 4 credits (Goal 9)
CHEM 1406	Fundamentals of Chemistry 4 credits (Goal 2)
CHEM 1410	Intro to Organic and Biochemistry 4 credits
CHEM 1500	General Chemistry I 4 credits (Goal 2)
CHEM 1505	General Chemistry II 4 credits (Goal 2)
PHYS 1081	Engineering Physics I 4 credits
PHYS 1082	Engineering Physics II 4 credits
PHYS 1100	Fundamentals of Physics
PHYS 1407	College Physics I~ (Goal 2)
PHYS 1408	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.

MATH 1415	Mathematical Reasoning
MATH 1421	College Algebra 4 credits
MATH 1425	Precalculus 4 credits
MATH 1426	Calculus I 4 credits
MATH 1431	Geometry
MATH 1432	Principles of Trigonometry
MATH 1447	Introduction to Statistics 4 credits
MATH 1460	Quantitative Problem Solving
MATH 2200	Differential Equations and Linear Algebra
MATH 2232	Calculus II 4 credits
MATH 2240	Calculus III 4 credits

5. History and the Social and 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, and ideas.

ECON 1404	Consumer Economics and Finance (Goal 9)
ECON 1420	Introduction to Macroeconomics (Goal 8)
ECON 1430	Introduction to Microeconomics
GEOG 1471	World Regional Geography (Goal 8)
GEOG 1480	Geography of the US and Canada (Goal 8)
HIST 1401	U.S. History to 1877 (Goal 7A)
HIST 1402	U.S. History, 1877 to Present (Goal 7A)
HIST 1421	World History to 1500 (Goal 8)
HIST 1422	World History 1500 to Present (Goal 8)
POLS 1460	Constitutional Democracy & Gov't (Goal 9)
PSYC 1405	Lifespan Psychology
PSYC 1410	Psychological Disorders
PSYC 1445	General Psychology
PSYC 2436	Psychology of Addictions
PSYC2440	Behavior Modification
SOCS/SOCI 1400	Introduction to Sociology (Goal 8)
SOCS/SOCI 1402	Social Problems (Goal 7A)

~ Must be taken together to fulfill goal area

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.

ART 1408	Survey of Western Art and Culture 4 credits
ART 1420	Modern Design & Theory (Goal 8)
ART 1451	Drawing I
ART 1475	Digital Photography
COMM 2409	Communication and Films We Watch
ENGL 1453	Multicultural American Literature (Goal 7A)
ENGL 1465	Creative Writing
ENGL 1475	Introduction to Literature
ENGL 1485	Introduction to Film Studies
ENGL 1490	Introduction to Literary Studies (Goal 2)
ENGL 1495	Environmental Literature (Goal 10)
ENGL 2405	Modern to Contemporary American Literature (Goal 7A)
ENGL 2420	Modern World Literature
HUMA 1407	Introduction to Humanities
HUMA 1411	Theatre Appreciation
MUSC 1500	American Music and Culture (Goal 8)
MUSC 1600	ATCC Concert Choir
PHIL 1405	Introduction to Philosophy (Goal 8)
PHIL 1445	Ethics (Goal 9)
PHIL 1450	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.

Option 7A: Human Diversity
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. Students should be able to evaluate the United States' historical and contemporary responses to group differences.

ASL 1400	American Sign Language (Goal 8)
ASL 1410	American Sign Language II (Goal 8)
COMM 1437	Intercultural Communication (Goal 1)
ENGL 1453	Multicultural American Literature (Goal 6)
ENGL 2405	Modern to Contemporary American Literature (Goal 6)
HIST 1401	U.S. History to 1877 (Goal 5)
HIST 1402	U.S. History, 1877 to Present (Goal 5)
PSYC 1405	Lifespan Psychology (Goal 5)
SOCS/SOCI 1402	Social Problems (Goal 5)
SOCS/SOCI 1405	Critical Thinking in Society (Goal 2)

Option 7B: Race, Power, and Justice
Goal: To build knowledge and understanding of historic and contemporary structures of racism in the United States, which systemically shape complex social, political, economic and environmental inequities experienced by marginalized groups and identities, and promote agency to address matters of structural inequality.

SOCS/SOCI 2410	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.

ART 1420	Modern Design & Theory (Goal 6)
ASL 1400	American Sign Language (Goal 7A)
ASL 1410	American Sign Language II (Goal 7A)
ECON 1420	Introduction to Macroeconomics (Goal 5)
GEOG 1471	World Regional Geography (Goal 5)
GEOG1480	Geography of the US and Canada (Goal 5)
GEOG 1510	Human Geography
HIST 1421	World History to 1500 (Goal 5)
HIST 1422	World History 1500 to Present (Goal 5)
MUSC 1500	American Music and Culture (Goal 6)
PHIL 1405	Introduction to Philosophy (Goal 6)
PHIL 1450	Introduction to World Religion (Goal 6)
SOCS/SOCI 1400	Introduction to Sociology (Goal 5)
SPAN1410	Beginning Spanish I

9. Ethical and Civic Responsibility (3 credits)
Goal: To develop students' capacity to identify, discuss, and reflect upon the ethical dimensions of political, social, and personal life and to understand the ways in which they can exercise responsible and productive citizenship.

BIOL 2230	Genetics 4 credits (Goal 3)
COMM 1485	Social Media Communication (Goal 1)
ECON 1404	Consumer Economics and Finance (Goal 5)
PHIL 1445	Ethics (Goal 6)
POLS 1460	Constitutional Democracy & Gov't (Goal 5)
SOCS/SOCI 2410	Inequality and Social Change (Goal 7B)

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

BIOL 1411	Introduction to Biology II 4 credits (Goal 3)
BIOL 1413	Plant Biology 4 credits (Goal 3)
BIOL 1430	People & the Environment (Goal 3)
BIOL 1452	General Biology II 4 credits (Goal 3)
ENGL 1495	Environmental Literature (Goal 6)

For more information see
minnstate.edu/transfer or alextech.edu/mntc

ABOUT THE COLLEGE

MISSION

Alexandria Technical & Community College fosters lifelong learning by offering high-quality education and training that support workforce development and civic engagement.

VISION

To be a national provider of professional technical and transfer education, inspiring unparalleled success for all students.

VALUES

EXCELLENCE
We embrace a culture where both students and employees are motivated to do their best, take pride in their work, and continuously improve.

CONNECTION
We foster an inclusive environment where all individuals feel they belong, are valued and supported, and are empowered to succeed.

INNOVATION
We encourage and celebrate leadership, taking risks, exploring new ideas, and finding creative solutions.

COMMUNITY
We serve our communities through volunteerism, connecting students to real-world experiences, and building strong economic, cultural, and industry partnerships.

STEWARDSHIP
We responsibly manage resources while investing in people, programs, infrastructure, and services that create lasting impact.

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.

INSTITUTIONAL LEARNING OUTCOMES

Alexandria Technical and Community College has identified four Institutional Learning Outcomes that support the college's mission.

- **Core Skills:** Demonstrate effective communication and critical thinking relevant to the program's academic or work environment.
- **Academic and Workplace Readiness:** Apply career competencies required for the program's academic or work environment.
- **Digital and Information Competence:** Evaluate information for credibility to support the program's academic or work environment.
- **Civic Engagement:** Demonstrate awareness of civic responsibilities applicable to the program's academic or work environment.

ACCREDITATION

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 the Standard Pathway.

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 Nursing** (Nursing AS) programs are 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.

The **Ophthalmic Medical Technician** program is accredited by the International Council of Accreditation (ICA). This affirms the program's compliance with ICA's Standards for Allied Ophthalmic Personnel (AOP) education. ICA is located at 2025 Woodlane Dr., St. Paul, MN 55125. Phone: 651-731-7224.

The **Concurrent Enrollment** program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), the sole accrediting body for concurrent enrollment partnerships. NACEP is located at 179 E Franklin St., #578, Chapel Hill, NC 27514. Phone: 919-593-5205.

LICENSURES & CERTIFICATIONS

The U.S. Department of Education has implemented regulations (Regulation 34 CFR 668.43 (a)(5)(v)) which requires Alexandria Technical & Community College (ATCC) to make public whether a program will fulfill educational requirements for a specific professional licensure or certification required for employment in an occupation where the institution's curriculum meets state educational requirements for professional licensure or certification.

EXERCISE SCIENCE

This applies to:

- Exercise Science
- Exercise Science Transfer Pathway

Exercise Science curriculum actively prepares students for a credentialing exam from the National Strength and Conditioning Association (NSCA). The Certified Personal Trainer certification (NSCA-CPT) is recognized by all 50 U.S. states and all U.S. protectorates.

POLICE TRAINING & EDUCATION

This applies to:

- Police Training & Education AAS
- Police Training & Education Career Transition
- Police Training & Education Skills
- Peace Officer/Public Safety Transfer Pathway AS

Police Training & Education programs teach the skills and characteristics necessary to successfully pass the Minnesota Peace Officer Standards and Training (POST) Board examination and gain employment in the state of Minnesota. These programs are intended to prepare a student for potential licensure or certification in Minnesota and students may or may not meet the educational requirements for a licensure or certification in another state.

For police training & education programs offered online, it is undetermined if ATCC meets educational requirements for other U.S. states.

MEDICAL LABORATORY TECHNICIAN

This applies to:

- Medical Laboratory Technician

Medical Laboratory Technician curriculum actively prepares students for the Board of Certification Examination of the American Society for Clinical Pathology, which is recognized globally.

NURSING

This applies to:

- Practical Nursing
- Associate Degree of Nursing

Students may go to the National Council of States Boards of Nursing (NCSBN) website to review each state's initial licensure educational requirements: https://www.ncsbn.org/14730.htm

1. This information is only for initial licensure by exam requirements for the state listed.
1. Students should contact the Board of Nursing in the state they would like to be initially licensed in for more specific information. **ATCC's Practical Nursing and Associate Degree of Nursing programs meet the requirements for licensure in Minnesota.** For all other states, it is undetermined if ATCC meets educational requirements.

OPHTHALMIC MEDICAL TECHNICIAN

This applies to:

- Ophthalmic Medical Technician

Ophthalmic Medical Technician program graduates are approved to sit for the International Joint Commission on Allied Health Personnel in Ophthalmology (IJCAHPO®) certification at the intermediate, Certified Ophthalmic Technician (COT®) level. The COT® designation confirms a technician's knowledge in specific content areas. COT® candidates must successfully complete both a multiple-choice examination and a skill evaluation.

Program graduates must submit a certification application within 12 months of completing the program. Once IJCAHPO® confirms eligibility requirements have been met, the graduate may contact Pearson VUE to schedule their examination.

SPEECH LANGUAGE PATHOLOGY ASSISTANT

This applies to:

- Speech Language Pathology Assistant

Speech Language Pathology Assistant is now a protected title. Anyone providing speech-language services to a patient/client and/or any individual on an IEP needs to be licensed by the Minnesota Department of Health (MDH). Speech Language Pathology Assistant AAS and Certificate program graduates meet Minnesota state licensing requirements.

Program graduates need to submit their ATCC credential with their Minnesota Department of Health (MDH) application. This will suffice for the logging of any clinical hours obtained during their internships. Completion of the ASHA SLPA modules and/or passing the ASHA SLPA national certificate exam will not meet state criteria for licensing. Note that passing the ASHA SLPA certificate is not required to be licensed in the state of MN. It will not be accepted by MDH as one of the educational criteria options.

PROFESSIONAL TRUCK DRIVING

This applies to:

- Professional Truck Driver

Professional Truck Driver certificate programs prepare students for licensure in the state of Minnesota. It is undetermined whether ATCC meets the licensure requirements for any state other than Minnesota. View state-by-state requirements for CDL licensure at this link.

ATCC POLICIES & PROCEDURES

UNDERGRADUATE ADMISSIONS POLICY (3.4)

PURPOSE
To establish admission standards for individuals applying to Alexandria Technical and Community College (ATCC).

ADMISSIONS
Alexandria Technical and Community College 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 access admissions 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 programs may also require special prerequisites and requirements.

COLLEGE-LEVEL COURSES
Refer to ATCC Policy 3.3 Assessment for Course Placement and ATCC Procedure 3.3.1 Assessment for Course Placement for 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 will 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.

UNDERGRADUATE ADMISSIONS PROCEDURE (3.4.1)

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 complies with Minnesota State system procedure 3.4.1 in regards to Ability to Benefit.

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.

Most on campus academic programs strongly encourage a campus visit. The campus visit includes time with program faculty (when possible) to learn 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.

ADMISSIONS CATEGORIES AND REQUIRED DOCUMENTATION

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 standard adult high school diploma is required if fewer than 60 completed college credits.
  - 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 may be required upon request.
- If the validity of the organization issuing the transcript is questionable and ATCC cannot confirm the organization's recognition from the state in which the organization is located, then the Ability to Benefit language in Minnesota State System Procedure 3.4.1 will be followed.

TRANSFER STUDENT
A student with completed, post high school, college credits.
- Application
- $20 non-refundable application fee
- Official transcripts from all colleges previously attended.
  - An official transcript from your high school, GED certificate, or adult high school diploma transcript is required if you have:
    - Fewer than 60 completed, post high school, college credits
    - Completed credits that do not meet satisfactory academic progress 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 may be required upon request.
  - 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.
- If the validity of the organization issuing the transcript is questionable and ATCC cannot confirm the organization's recognition from the state in which the organization is located, then the Ability to Benefit language in Minnesota State System Procedure 3.4.1 will be followed.

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 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 documentation of international secondary school qualifications that are equivalent to a U.S. high school diploma. These may include, but are not limited to, A-Levels, the International Baccalaureate, or national exams such as the Irish Leaving Certificate.
  - If education is outside of the U.S. education system, a certified course-by-course evaluation that includes GPA and course levels may be required upon request.
  - Certified/official attested photocopies may be accepted if original, official transcript is not attainable.
- Official international college/university transcripts from all college/universities attended.
  - If education is outside of U.S. education system, a certified course-by-course evaluation that includes GPA and course levels may be required upon request.
  - Certified/official attested photocopies may be accepted if original, official transcript is not attainable.
- Proof of English proficiency:
  - International students need to demonstrate similar equivalents to the criteria listed above based upon the grading scale in their home country/institution, as well as demonstrate proficiency in the English language.
  - If education is outside the U.S. education system, demonstration of English proficiency within the last 2 years must be provided. Copies are not accepted and official documentation must be sent for one of the following:
    - Test of English as a Foreign Language (TOEFL)
      - A minimum score of 500 or the written exam OR
      - A minimum score of 61 on the iBT exam
    - International English Language Testing System (IELTS)
      - A minimum score of 55 is required on the International English Assessment Battery
    - Duolingo English Test:
      - A minimum score of 90
  - If educated in English outside of the U.S., three or more years of documented English instruction is required.
- Financial documentation demonstrating ability to support first year of education

FINANCIAL HOLDS AT OTHER MINNESOTA STATE INSTITUTIONS

An applicant who has a financial hold at another Minnesota State college or university may be admitted to Alexandria Technical and Community College; however, the student will not be permitted to enroll in courses until the financial hold has been removed.

STUDENTS ACADEMICALLY SUSPENDED FROM COLLEGE

DISCIPLINARY SUSPENSION/EXPULSION:

Applicants who are currently suspended or have been expelled from another college or university for disciplinary reasons will be denied admission.

1. Applicants who left their previous college on an active academic suspension will be denied admission if the suspension occurred within one year prior to the application date. Notification of denial of admission will be sent to the applicant with information about the appeal process. If the appeal is approved, the applicant may be admitted to ATCC with probationary status.
2. For all postsecondary institutions, it is assumed that any academic suspensions will be officially recorded on the student's transcript. If a suspension is noted, the standard period before eligibility for reinstatement will be one year.
   - Applicants eligible for reinstatement (e.g., the standard one-year period has elapsed) may be admitted to Alexandria Technical and Community College with probationary status, as applicable.

   If an applicant is accepted and the Registrar's Office later receives transcripts indicating an academic suspension, the applicant's status will be reviewed to determine continued eligibility to attend and whether admission should be rescinded or updated to probationary status, as applicable.

PROCEDURE 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 Office for any questions about financial aid eligibility.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO) POLICY (3.5)

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 (3.5.1)

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, food and housing, 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 (5.11)

TUITION RATES
Alexandria Technical and Community College (ATCC) charges tuition consistent with Minnesota Statutes, Minnesota State Board Policies, and Minnesota State System Procedures. Minnesota Statutes 136F.06 and 136F.70 provide that the Minnesota State Board of Trustees shall set tuition, fees, and refunds for ATCC.

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. All tuition includes the cost of consumable supplies used in the classroom or laboratory.

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.

REQUIRED FEES
There are five required fees:
1. Senior citizen fee in lieu of tuition
2. Parking fee, permits, or charges
3. Late fee
4. Payment plan fee
5. Statewide student association fee

ATCC charges these fees consistent with Minnesota Statutes, Minnesota State Board Policies, and Minnesota State System Procedures.

CAMPUS DISCRETIONARY FEES
The Minnesota State Board of Trustees authorizes the campus discretionary fee categories and approves the fee maximums. The Minnesota State System Office reviews, reports, and makes recommendations to the Board of Trustees regarding fee maximum levels at least once every five years.

ATCC charges the following campus discretionary fees:
1. 1. Application fee
2. Credit for prior learning assessment fee
3. Student life/activity fee
4. Athletics fee
5. Health Service fee
6. Special Events fee
7. Technology fee

STUDENT CONSULTATION
All tuition and fees are subject to the student consultation requirements in ATCC Policy 2.3 Student Involvement in Decision-Making and associated ATCC Procedures.

TUITION AND FEE PAYMENTS
ATCC 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
ATCC 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 (5.11.3)

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.

FINANCIAL DUE DATES, REFUNDS, WAIVERS, AND WITHDRAWALS (5.12)

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 receive 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	Credits%

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	Credits%

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

WITHDRAWAL FROM PROGRAMS OR COURSES OFFERED IN MODULES

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

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

The Minnesota Office of Higher Education (MOHE) Refund Calculation Worksheet will be used to determine refunds for Minnesota State Grant, SELF, institutional grants, and other non-Federal financial aid programs that require a refund. The non-Federal refunds are 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 who 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: Credits% 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: Credits% 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 (2.9)

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.

SATISFACTORY ACADEMIC PROGRESS (2.9.1)

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 or 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.
- *Current PSEO, Concurrent, and Online College in the High School (OCHS) Students.* In an effort to avoid academic and financial aid suspension prior to high school graduation, all Post-Secondary Enrollment Option (PSEO), Concurrent Enrollment, and On-line College in the High School (OCHS) students placed on a warning status must submit an academic appeal for continued enrollment at ATCC while in any of these three statuses. An ATCC employee will review the appeal to ensure the student can realistically and mathematically avoid suspension at the end of the following term of enrollment.

Additionally, the appeal requires endorsement of the student, parent, and high school representative.

Upon approval of the appeal, the student may remain on warning status for one term of enrollment. Any GPA deficiency must be corrected to the minimum cumulative GPA of 2.Credits and/or completion deficiency must be remedied to 66.67% completion, or an academic and financial aid suspension will be applied at the end of the next term of enrollment.

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, Dean of Educational Services, or designee. If denied, academic suspensions may be resubmitted for consideration by an Appeals Committee and financial aid suspensions to the Dean of Educational Services.
- 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 their academic plan (2.50 term GPA and/or 75% term completion rate, depending upon the deficiency), the student shall retain their financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
- Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in their academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

NOTIFICATION OF STATUS AND APPEAL RESULTS

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

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

REINSTATEMENT

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

TREATMENT OF GRADES AND CREDITS

CREDITS: The unit by which academic work is measured. Registered (Attempted) Credits: The total number of credits for which a student is officially enrolled in at the end of the registration drop/add period each semester.

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

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

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

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

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

CONSORTIUM CREDITS: Consortium credits are those credits for which a student is registered at another college, are accepted 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.

INCOMPLETE: 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.

UNDERGRADUATE COURSE AND CREDIT TRANSFER AND THE MINNESOTA TRANSFER CURRICULUM (3.21)

Alexandria Technical and Community College (ATCC) accepts transfer credits from 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 major, 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 impact their financial aid status.

CREDITS FROM NON-ACCREDITED INSTITUTIONS

ATCC accepts credits from non-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 (3.21.1)

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 an accredited higher education institution.
2. The earned grade is equivalent to the minimum grade requirements for the academic program.
3. The course has a minimum of 75% 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-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-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 Dean, they have the right to appeal to the Vice President of Academic and Student Affairs. (Please contact Academic & Student 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.Credits. 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 (3.21.2)

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 ATCC 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 ATCC Policy 3.36 and 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 ATCC Procedure 3.21.1 Transfer of Credit. 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:
   - 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.
   - 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 System 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 System 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 program 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.

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 requirement. 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 financial 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.

MINNESOTA STATE

Alexandria Technical & Community College
a member of Minnesota State

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