



2020-
2021

CATALOG



DAKOTA COUNTY
TECHNICAL COLLEGE

A Member of Minnesota State

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GENERAL INFORMATION

UNDERSTANDING THIS GUIDE

This catalog contains sample course sequences for completing degrees, diplomas and certificates at Dakota County Technical College (DCTC). **Please note that the sequence samples shown are only one of many options.** You should meet with an instructor or academic advisor to discuss a sequence that fits your schedule and meets your educational goals. For the most up-to-date information, visit dctc.edu.

ACCREDITATION & APPROVALS

Dakota County Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. DCTC also holds occupationally specific accreditation in a number of its programs.

HEALTH

- The Dental Assistant program is accredited by the Commission on Dental Accreditation of the American Dental Association.
- The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).
- The Nursing Assistant program is accredited by the Minnesota Department of Health.
- The Practical Nursing program is approved by the Minnesota Board of Nursing.
- The Veterinary Technician program is accredited by The American Veterinary Medical Association (AVMA).

TRANSPORTATION

- The Automotive Technician program, Auto Body Collision Technology program, Automotive Service Educational Program, and Heavy Duty Truck program are accredited by the ASE Education Foundation.
- The Heavy Construction Equipment program is accredited by the Association of Equipment Distributors (AED) Foundation

CONSTRUCTION AND MANUFACTURING

- The Electrical Construction Maintenance program is approved by the Minnesota Board of Electricity.
- The Interior Design program is accredited by the National Kitchen and Bath Association.

DCTC meets established standards and is approved for the instruction of veterans, orphans of war veterans, state and federal rehabilitation students, and members of the workforce needing training or retraining. DCTC meets the definition of an institution of higher education, and students who qualify may participate in federal financial assistance programs.

ADMISSIONS

651-423-8000 • admissions@dctc.edu

Students interested in exploring higher education options and those beginning the application process are encouraged to attend DCTC's Campus Visit (every Tuesday 1-2:30 p.m., no reservation required). At the visit, students are given the opportunity to gather information on the college, the admissions requirements, and visit classrooms, labs and shops.

NEW STUDENT ADMISSION

Students pursuing a degree, diploma, or certificate **must** complete the following admissions requirements:

1. **Submit a DCTC Application:** available in Enrollment Services, or online at dctc.edu/onlineapp
2. **Pay a \$20 non-refundable application fee:** online payment is accepted with a credit card at dctc.edu/admissions
3. **Complete the ACCUPLACER Placement Test:** for a testing schedule, call 651-423-8000 or visit dctc.edu/accuplacer
4. **Submit transcripts:** all students must submit a copy of their high school transcript or high school diploma. GED recipients must provide a copy of their GED certificate. Official college transcripts are required from students with previous degrees or when transferring in credits. Official non-Minnesota State college transcripts must be sent directly from the previous college in a sealed envelope.

Note: Applicants must have a High School Diploma or GED to apply for financial aid. In addition, applicants to specific programs must meet published, program-specific admissions requirements.

RETURNING STUDENT ADMISSION

Students in continuous programs who have been absent for one or more terms must comply with the admission requirements that are in effect when returning to DCTC. Contact Admissions for more information.

TRANSFER STUDENT ADMISSION

A student wishing to transfer credits into DCTC must complete the new student admissions process and designate a major field of study.

Only those courses that are applicable to a student's chosen degree, certificate, or major will be considered for transfer. Transfer credits need to have a grade of C- or higher and be from a college with a regional accreditation of colleges and schools (North Central, Middle States, etc) in order to be considered for transfer. General education courses are automatically reviewed for transfer with submission of an official transcript.

For an unofficial review of general education courses or technical credits, contact an Academic advisor in Student Services. Official transcripts are not necessary for an unofficial review but will be required for final verification and transcription of transfer credits.

INTERNATIONAL STUDENT ADMISSION

Dakota County Technical College seeks a culturally diverse campus and welcomes applications from students from other countries. DCTC staff will evaluate each application and determine whether to issue an I-20 (Certificate of Eligibility for Non-Immigrant Student Status) form after receiving the following documentation:

1. Submit International application form with \$20 application fee.
2. Provide proof of English proficiency (Official TOEFL score of 61 or higher **OR** ACCUPLACER qualifying scores on Reading Comprehension (240) **OR** Official U.S. college or university transcript with an English composition/writing course with a "C" or better.).
3. Complete the Financial Responsibility Form and submit with three consecutive months of original, certified financial statements in English & USD.
4. Provide copy of birth certificate and/or visa.
5. Provide proof of high school completion (copy of high school certificate/transcript translated into English).
6. Send official U.S. college transcripts (if applicable).
7. Provide documentation of immunization and vaccination history.
8. Provide F-1 Transfer Form, a copy of original I-20, a copy of your visa, and a copy of your I-94 form (for students with an F-1 visa who are transferring to DCTC).

International students are sent written notification of acceptance and an I-20 after all documents are received and reviewed. International students pay the resident tuition rate.

INTERNATIONAL STUDENT ADMISSION DEADLINE

Students outside the United States:

- June 1 for Fall Semester
- October 1 for Spring Semester

Students inside the United States:

- July 1 for Fall Semester
- November 1 for Spring Semester

For more information, contact admissions@dctc.edu.

POST-SECONDARY ENROLLMENT OPTION (PSEO) ELIGIBILITY AND ADMISSION

High school students who are residents of Minnesota may participate in the PSEO program upon successful completion of the admissions process. To qualify for PSEO Seniors must rank in the upper half of their graduating class or have a composite score of 21 on the ACT or have a score of 250 on the ACCUPLACER Reading Comprehension or have received a 10th grade MCA score of 1047. Juniors must rank in the upper third of their graduating class or have a composite score of 24 on the ACT or have a score of 250 on the ACCUPLACER Reading Comprehension or have received a 10th grade MCA score of 1047. Sophomores must attend a Minnesota public high school and have passed the 8th grade MCA with a "Meets Standard."

DCTC PSEO applications for PSEO students are available at DCTC or online at dctc.edu/pseo. PSEO applicants must also submit a PSEO Program Notice of Student Registration form signed by their high school counselor, high school transcript, ACCUPLACER test, submit ACT scores (for those that do not meet the class rank qualifier) and the PSEO contract.

PSEO ADMISSION DEADLINE

- June 1 for fall semester
- December 1 for spring semester

To discuss PSEO options, email admissions@dctc.edu.

UNDECLARED MAJOR

Students do not need to complete the admissions process if they do not intend to:

1. Receive veterans' benefits
2. Complete a degree, diploma, or certificate
3. Enroll full time
4. Receive financial aid

RESIDENCY

Residency status will be as determined by Minnesota Statute 135A.031, subd.2. A complete explanation of state residency requirements is available in Student Services.

CREDITS

Students completing 15 to 18 credits per semester will finish most programs in an average length of time. Students taking 12 or more credits are considered full-time students. Check with your academic and financial aid advisor on current definitions as they apply to specific grants and loans.

DEGREES, DIPLOMAS, AND CERTIFICATES

Associate in Applied Science Degrees: are awarded for successful completion of a program of 60 to 85 semester credits with a minimum of 20 semester credits delivered by DCTC. An A.A.S. degree is primarily intended to prepare students for employment. An A.A.S. program includes a minimum of 15 semester credits of general education. General education courses shall be selected from at least three of the 10 goal areas of the Minnesota Transfer Curriculum. At least 30 semester credits shall be program-related occupational or technical credits.

Associate in Science Degrees: are awarded for successful completion of a program of at least 60 credits with a minimum of 20 semester credits delivered by DCTC. An A.S. degree is designed for transfer to a related baccalaureate major. An A.S. program includes a minimum of 30 semester credits in general education. General education courses shall be selected from at least six of the 10 goal areas of the Minnesota Transfer Curriculum.

Diplomas: are awarded for successful completion of a program intended to provide students with employment skills. Diplomas vary from 31 to 72 semester credits. At least one-third of the credits shall be delivered by DCTC. Diplomas of 45 or more credits require a minimum of nine semester credits in general education.

Certificates: are awarded for successful completion of a specialized program of study and vary in length from nine to 30 semester credits. At least one-third of the credits shall be delivered by DCTC.

FULL-TIME AND/OR DEGREE SEEKING STUDENTS

After new students are admitted to the college, they will be invited to attend a New Student Orientation & Registration session. During the session students will be given necessary information to ensure a successful college experience. Also, students will meet with an advisor to select courses for the term and they will register online.

Students must make payment arrangements with the Business Office or pay their tuition online at dctc.edu/admissions/pay-for-college/tuition-fees/tuition-payment.

Those interested in setting up a payment plan should contact the Business Office at 651-423-8248.

PART-TIME OR NON-DEGREE SEEKING STUDENTS

Students wanting to attend on a part-time basis and are not pursuing a degree may register as an undeclared student. Students seeking part-time non-degree courses are not financial aid eligible. Online, mailed or faxed registration requests will be accepted during the open registration period published on the college calendar. Requests received prior to this date will be held and processed in the order in which they were received after open registration begins. Visit dctc.edu/register for additional details and to download the undeclared registration form.

CHANGE OF REGISTRATION (DROP, ADD, WITHDRAWAL)

Students are responsible for their registration, drop, add and withdrawal from courses. Students are also responsible for the tuition and fees assessed as a result of their registration-related transactions.

CREDIT FOR PRIOR LEARNING

Credit for Prior Learning (CPL) can give you a head start in completing your diploma or degree. There are multiple options for all students. For more information, visit dctc.edu/cpl or contact Student Services.

TRANSFER FROM DCTC TO ANOTHER COLLEGE

DCTC has transfer agreements with several colleges and universities. For more information on transferring your degree from DCTC, visit dctc.edu/academics/transfer-from-dctc.

MINNESOTA TRANSFER CURRICULUM (MnTC)

The Minnesota Transfer Curriculum (MnTC) is the format in which general education is defined and accomplished within the public two- and four-year colleges and universities in Minnesota. Completion of an MnTC course at one institution enables a student to receive credit for lower division general education MnTC coursework upon admission to other Minnesota State colleges and universities as well as the University of Minnesota. DCTC provides general education in the MnTC format and accepts MnTC courses from other Minnesota State colleges and universities and from the University of Minnesota campuses.

TUITION & FEES

tuition@dctc.edu

Tuition rates are set by the Board of Trustees of Minnesota State and are subject to change without notice. Tuition is based upon the number of credits the student takes. Books and supplies are additional and vary for each student each semester, depending on course selection. For more information, visit dctc.edu/admissions/pay-for-college/tuition-fees.

SENIOR CITIZENS

Minnesota residents 62 or older may register for credit courses on a space-available basis and are able to register the second day of the semester. Tuition is \$20 per credit plus applicable fees. The following fees are applicable: technology, MSCSA, health, parking and non-refundable application fee. Tuition and some additional fees are waived if senior citizens choose to audit the course.

FINANCIAL AID & SCHOLARSHIPS

finaid@dctc.edu

Student financial aid is monetary assistance made available to students who qualify. Approximately 80 percent of the students attending Dakota County Technical College (DCTC) receive some type of financial aid. Financial aid is awarded on the basis of need. Need is determined by a family's financial strength. Items such as income, number in the family, other family members in college, and a number of other criteria are taken into consideration.

At DCTC there are four kinds of financial aid: scholarships, grants, work-study, and loans. Scholarships and grants are funds that do not have to be paid back. Work-study funds are earned by students working part-time on campus or at a non-profit organization off campus. Loans are funds that the student borrows from lending institutions and repays with interest. The purpose of the financial aid programs is to provide financial assistance to students who, without such aid, would find it difficult to attend college. For more information, visit dctc.edu/admissions/pay-for-college.

APPLYING FOR FINANCIAL AID

Several types of financial aid are available to students at DCTC, but students must apply in order to receive aid. To apply, all students must fill out the Free Application for Federal Student Aid (FAFSA), complete the admissions process, and register for classes at DCTC. The FAFSA is available on the Web at fafsa.gov. Some financial aid programs require an additional application. Students who want to be considered for a DCTC or DCTC Foundation scholarship must complete a separate scholarship application. DCTC staff are available to assist with the application process. Additional information about the application process is available at fafsa.gov.

The financial aid year includes fall semester, spring semester and summer session. **Students must re-apply each year they attend college.** The FAFSA determines eligibility for the following programs:

Federal Pell Grant: This is a Federal grant, which does not have to be paid back.

Minnesota State Grant Program: This is a state grant that does not have to be paid back. It is available to Minnesota residents only.

Federal Supplemental Educational Opportunity Grant (FSEOG): This is a federal grant that does not have to be paid back.

Work-Study: This program allows students to work while they go to school. Positions are available on campus and at certain non-profit agencies.

Stafford Student Loan: This loan allows students to borrow money for education related expenses. The Stafford Loan must be paid back. DCTC strongly encourages students to limit the amount they borrow. As with other types of financial aid, all students must complete the FAFSA before applying for the Stafford Loan. All students must complete a loan entrance counseling session before applying for a student loan. This can be done at studentloans.gov. Additionally, students must complete a loan exit counseling session before leaving DCTC.

SELF, PLUS, and Alternative Loans: These are additional loans for students and parents of students. Information on these loan programs is available from your advisor in the Enrollment Services Center. The student must complete the FAFSA to access these loan programs.

Child Care Assistance: A limited amount of funds are available on a first-come, first-serve basis through the Post-Secondary Child Care Grant Program for students who have children needing child care.

OTHER FUNDING SOURCES

Veteran and Military Benefits: Veterans and military personnel planning to use their education benefits should contact Enrollment Services. All students must apply through this office for certification of eligibility by the college.

Scholarships: Scholarships are awarded each year and are based on certain criteria. Scholarship funds may be available to first- and second-year students, recent high school graduates, and adult learners. Many scholarships are awarded through the DCTC Foundation. The mission of the Foundation is to support the college's mission, education for employment, by providing resource support for students, the college, and the programs. See dctc.edu/foundation.

COLLEGE SERVICES

DCTC is committed to providing its students with the opportunity to develop the technical skills needed to succeed in their career. The excellent faculty and superb technical facilities contribute to the learning environment. College staff provide a variety of services to complement and enhance each student's success.

ACCUPLACER TESTING

Minnesota State schools utilize the ACCUPLACER to assess students' college readiness in Reading and Math. Results of the assessment typically do not affect admission to the college (although some programs require certain scores) but are used to appropriately place students in courses. DCTC offers ACCUPLACER testing year round on a walk-in basis (during the day) and other times by appointment only. Students are encouraged to see if they might be exempt from all or parts of the ACCUPLACER based on MCA, ACT, or SAT scores or past college coursework/degrees. For more information, visit dctc.edu/accuplacer.

CAMPUS ASSESSMENT, REFERRAL, AND EDUCATION (CARE) TEAM

The CARE Team exists to promote, maintain, and enhance a safe and healthy learning and working community in support of DCTC's mission. The Team provides a means by which students, staff, and faculty can identify, report, and respond to situations affecting the success, safety, and overall well-being of the campus community. Referrals can be made through an electronic form available at dctc.edu/support-services/care-team.

BOOKSTORE

bookstore@dctc.edu

Students may purchase books and supplies in the DCTC Bookstore and online. For more information, visit dctcbookstore.com.

CAREER & TRANSFER RESOURCE CENTER

Career Services at DCTC serves as a resource for students needing career assessments, resume building, job-seeking sources, interviewing skill development, job placement and transfer information. The center is located in Room 2-202. For more information, visit dctc.edu/careerservices.

CENTER FOR STUDENT SUCCESS

The Center for Student Success is the place to go for tutoring, TRIO/Student Support Services, and studying. The center is available to students for general computer use, printing and Internet access during regular college hours. Charging stations, laptop computer areas and study tables are also available. Visit the Center for Student Success in room 2-101. For more information, visit dctc.edu/support-services/center-for-student-success.

ACCESSIBILITY SERVICES

Enrolled DCTC students may be eligible for services if they have a documented disability that significantly limits one or more major life activities. For more information, visit dctc.edu/support-services/accessibility-services.

EARLY ALERT REFERRAL SYSTEM (EARS)

EARS is an electronic tool sent to faculty early in the semester to identify students in their classes who are struggling academically. Once an alert has been submitted, the advisor(s) of the students on alert are notified so that an intervention can take place.

ACADEMIC & FINANCIAL AID ADVISING

Each award-seeking, enrolled student at DCTC will be assigned an Academic and Financial Aid advisor. This professional advisor can provide guidance and information to students on financial aid, academic planning, course selection, career options, and graduation preparation. Contact advising@dctc.edu for more information. Academic and Financial Aid advisors are located in Enrollment Services.

FRESH STOP CAFE

The café is open daily when the college is in full session and other times as posted. The café offers breakfast and grill entrees as well as soup, salad, sandwiches, juice, soda, and snacks. Starbucks is available next to the cafe.

HEALTH SERVICES

A licensed practical nurse is on duty Monday-Friday from 7 a.m. to 3 p.m. during fall and spring semesters and 7 a.m. to 2:30 p.m. during summer session. Health Services is located in Room 1-501. Please report any medical concerns to Health Services. For more information, visit dctc.edu/support-services/health-services.

HOUSING

DCTC maintains a housing and apartment list for students based on information provided by the general public. For the most current list, visit dctc.edu/housing.

LIBRARY

The DCTC Library exists to provide informational resources to students, staff and faculty by assisting users in locating these services. The Library supports classroom instruction but also helps students complete assignments and foster the development of using library tools and resources. The Library is located on the 1st level facing the West Atrium and Entrance. For more information, visit dctc.edu/library or contact them at library@dctc.edu.

LUNCH BOX

DCTC provides basic meals to help support students without the financial resources to either purchase food or bring food from home. Students can access and use the Lunch Box twice per week and pick up three food items each visit (a main meal item, a side and a snack). For more information, contact or stop by the Student Life Center.

MOBILE PANTRY

mobile.pantry@dctc.edu

DCTC in partnership with Open Door, brings the Mobile Pantry to campus once a month to any DCTC student in need of food support. The freshly-stocked bus provides students and their families healthy, wholesome food.

SAFETY AND SECURITY

A Deputy Sheriff from the Dakota County Sheriff's Office is on campus most of the day Mondays through Fridays and is available to respond to safety and security concerns on campus. The Deputy is located in our Operations Office (Room 2-514). A campus security escort is available in the evenings by calling 651-423-8388. As always, in case of an emergency, dial 911. For more information, visit dctc.edu/support-services/campus-security.

OFFICE OF SOCIAL NAVIGATION

A resource navigator is on staff and available to assist DCTC students at no cost. The resource navigator will help students with coping strategies in dealing with a variety of educational, life circumstances and mental health issues and will provide information on appropriate community and social services. For more information, visit dctc.edu/support-services/office-of-social-navigation.

TRIO/STUDENT SUPPORT SERVICES

The Student Support Services program provides academic development, advising and success strategies towards graduation. Available to eligible DCTC students who are first-generation, meet income guidelines, and/or have a disability. For more information, visit dctc.edu/trio.

TUTORING & TEST PREP

ACCOUNTING, ENGLISH, READING, WRITING, MATH & SCIENCE

Available at no cost to all DCTC students who need academic support. Tutoring is available by appointment only or walk in. For more information, visit dctc.edu/tutoring.

ONLINE TUTORING

Free 24/7 online, on-demand tutoring is available on D2L through Tutor.com. Tutors are always available for a variety of subjects, even late at night when your instructor may not be. For tutor.com questions, email studentsupport@tutor.com.

TECHNICAL TUTORING

By appointment only. For more information, visit dctc.edu/tutoring.

STUDENT ATHLETE TUTORING

Available to any DCTC student athlete who needs additional academic support. For more information, visit dctc.edu/tutoring.

TEAS PREP CLASS

In collaboration with Rosemount-Apple Valley-Eagan Adult Basic Education, DCTC offers its Practical Nursing applicants a free TEAS Prep course. The class is Tuesdays and Thursdays from 2-5 pm for a period of 8 weeks. The class is limited to 25 students and students must commit to the full course length (16 classes). For more information, visit dctc.edu/academics/programs-majors/health-education/practical-nursing/teas-exam-information.

STUDENT LIFE

The Student Life program at DCTC provides opportunities for students to participate in co- and extra-curricular activities. A goal of the program is to maximize student's experience and involvement in the educational process at DCTC. The college believes a dynamic Student Life program creates a distinctive and excellent learning environment that promotes the college. DCTC's student life center is located on the first floor in the central commons area. For more information, visit dctc.edu/student-life.

ALUMNI ASSOCIATION

Anyone who has ever attended a class at DCTC is eligible for membership in the DCTC Alumni Association. There is no cost to be a member of the Alumni Association. The mission of the Alumni Association is to reunite former students with the college and their programs, and to provide life-long learning opportunities and services to the community. For more information, visit dctc.edu/alumni.

STUDENT SENATE

The Student Senate is the official voice of students and is involved in many decisions made on campus including tuition increases and college initiatives. All students are encouraged to participate in the Student Senate, and each student club and athletic team is strongly encouraged to send representatives to Student Senate meetings. The Senate has the following three sub committees students can join:

- Activities Committee plans and coordinates campus activities and events sponsored by the Student Senate.

- Outreach Committee works to promote Student Life activities to the DCTC community and on Student Life retention efforts. The goal of the Outreach Committee is to create a stronger community among DCTC students, faculty, and staff.
- Student Life Committee studies and makes recommendations to the Student Senate on issues related to finances, including tuition increases and club funding requests.

For more information, visit dctc.edu/student-senate.

BLUE KNIGHTS ATHLETICS

DCTC participates in NJCAA Division II in baseball, basketball, fast pitch softball, volleyball, men's soccer and women's soccer.

All teams are independent members of the NJCAA Region XIII. DCTC offers athletic scholarships (grant in aid) for participation in varsity athletics as awarded by the head coach of a particular team. Students wishing to play varsity sports for DCTC should visit goblueknights.com, the Student Life Center, or contact the head coach of the team.

CLUBS AND ORGANIZATIONS

DCTC has a variety of program and special interest clubs and organizations where students can get involved and be active outside of the classroom. For more information or to start your own club, visit dctc.edu/clubs.

MILITARY & VETERANS SERVICE CENTER

veterans@dctc.edu

The Military & Veterans Service Center provides support services and program information to military veterans, current military, and their families. The center is located in Room 2-303 (above the bookstore). Kathy Bachman serves as the coordinator of the center that is committed to helping veterans reach their higher education goals. For more information, visit dctc.edu/veterans.

WELLNESS CENTER

The Wellness Center is a workout facility available to DCTC students. The Center provides cardio equipment, weight machines and free weights. Qualified staff are available to give first-time users an introduction to the equipment. The Wellness Center is located in Room 1-706. For more information, visit dctc.edu/campus-life/wellness-center.



DAKOTA COUNTY
TECHNICAL COLLEGE

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BUSINESS

PROGRAMS OF STUDY

Accounting
Administrative Assistant
Business Administration
Business Management
Digital Marketing Specialist
Legal Administrative Assistant
Marketing
Medical Administrative Specialist
Small Business Entrepreneurship
Technical Management

TAKING CARE OF BUSINESS

Make your mark in the arena of free enterprise. Learn from experienced business people who understand the complexities of commercial affairs.

The business of doing business is often complex and challenging. Shifting economic landscapes, strong competition and changing market environments are problems that are routinely confronted.

TRAITS OF THE TRADE

Top business professionals, managers and entrepreneurs possess a number of characteristics:

- Clarity of purpose
- Outstanding communication skills
- Able to think tactically and strategically
- Desire to lead

Unless otherwise specified, salary data is sourced from careerwise.minnstate.edu.



CONTACT US

FACULTY

Amy Evanson

651-423-8239 • AMY.EVANSON@DCTC.EDU

Administrative Assistant, Legal Administrative Assistant,
Medical Administrative Specialist

B.A., Minnesota State University, Moorhead

M.B.A., Minnesota School of Business

Scott Gunderson

651-423-8295 • SCOTT.GUNDERSON@DCTC.EDU

Business Administration, Business Management,
Individualized Studies, Multicultural Management,
Technical Management

B.S., LaSalle University

M.S., Metropolitan State University

Marie Saunders, CMA

651-423-8390 • MARIE.SAUNDERS@DCTC.EDU

Accounting

B.S., University of Wisconsin LaCrosse

M.B.A., Saint Mary's University

Carie Statz

651-423-8622 • CARIE.STATZ@DCTC.EDU

Marketing & Sales

B.A., University of Wisconsin, LaCrosse

M.A., University of Wisconsin, Milwaukee

D.B.A., Saint Mary's University

Lyle Stelter

651-423-8423 • LYLE.STELTER@DCTC.EDU

Accounting

B.S., Bemidji State University

Harold Torrence

651-423- 8606 • HAROLD.TORRENCE@DCTC.EDU

Business Administration, Business Management,
Individualized Studies, Multicultural Management,
Technical Management

B.A., Unitec

M.A., Hamline University

Ed.D., Hamline University

Patricia Weigand, CPA

651-423-8391 • PATTI.WEIGAND@DCTC.EDU

Accounting

B.S., University of Wisconsin, Eau Claire

M.B.A., Cardinal Stritch College

BUSINESS

ACCOUNTING

Delivery: Daytime, Evening, and Online Classes

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Accountant A.A.S. Degree	60 cr.
Accountant Diploma	54 cr.
Accounting Clerk Diploma	32 cr.
Small Business Accounting Certificate	16 cr.

MAJOR DESCRIPTION

Accounting students are trained to analyze, interpret and record financial information regarding the operations and financial condition of businesses and organizations. Working with spreadsheet and accounting software, they acquire the skills necessary to prepare financial statements, tax returns, and government forms. Students also learn federal and state tax and payroll laws. Accountants need to be life-long learners with the ability to work with all aspects of business.

DEGREE OPTIONS

The Accountant A.A.S. Degree provides basic and intermediate accounting skills to prepare students to enter the workforce as an accountant or to transfer and obtain advanced degrees. The Accountant Diploma provides basic and intermediate skills to enter the workforce as an accountant. The Accounting Clerk Diploma provides basic accounting skills to obtain a career as an accounting clerk. The Small Business Accounting Certificate is designed to provide accounting skills for an entrepreneur to start or manage a business, or for administrative personnel involved in the accounting function of a business.

WORK ENVIRONMENT

Many companies require the ongoing expertise of a staff accountant. As an accountant, you may find yourself working for a manufacturing firm, a hospital, a bank, an insurance company, or a private corporation. In addition, CPA firms, government agencies and not-for-profit organizations also hire accountants.

POTENTIAL JOB TITLES

- Accountant
- Financial Analyst
- Financial Advisor
- Payroll Accountant
- Tax Accountant
- Accounting Clerk
- Receivables/Payables Clerk
- Cost Accountant

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$23.05/hour
- Top Earners: \$31.40/hour

ACCOUNTANT

A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year – First Semester 13 cr

ACCT1010	Principles of Financial Accounting I	4
ACCT1100	Business Law & Ethics	3
ACCT1106	Accounting Mathematics	3
	General Elective (MnTC Goal 3 or 4)	3

First Year – Second Semester 16 cr

ACCT1013	Principles of Financial Accounting II	4
ACCT1206	Payroll Accounting	2
ACCT1306	Spreadsheets	3
ACCT1406	Income Tax	4
SPEE1020	Interpersonal Communication	3

Second Year – First Semester 17 cr

ACCT2000	Intermediate Accounting I	4
ACCT2110	Managerial Accounting I	4
ACCT2200	Accounting Computer Applications I	3
ENGL1150	Composition I	3
	General Elective (any MnTC area)	3

Second Year – Second Semester 14 cr

ACCT2003	Intermediate Accounting II	4
ACCT2113	Managerial Accounting II	4
ACCT2206	Fund Non-Profit Accounting	3
	General Elective (any MnTC area)	3

TOTAL PROGRAM REQUIREMENTS 60

ACCOUNTANT DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year – First Semester 10 cr

ACCT1010	Principles of Financial Accounting I.....	4
ACCT1100	Business Law & Ethics.....	3
ACCT1106	Accounting Mathematics.....	3

First Year – Second Semester 16 cr

ACCT1013	Principles of Financial Accounting II.....	4
ACCT1206	Payroll Accounting.....	2
ACCT1306	Spreadsheets.....	3
ACCT1406	Income Tax.....	4
SPEE1020	Interpersonal Communication.....	3

Second Year – First Semester 14 cr

ACCT2000	Intermediate Accounting I.....	4
ACCT2110	Managerial Accounting I.....	4
ACCT2200	Accounting Computer Applications I.....	3
ENGL1150	Composition I.....	3

Second Year – Second Semester 14 cr

ACCT2003	Intermediate Accounting II.....	4
ACCT2113	Managerial Accounting II.....	4
ACCT2206	Fund Non-Profit Accounting.....	3
	General Elective (MnTC Goal 3 or 4).....	3

TOTAL PROGRAM REQUIREMENTS 54

ACCOUNTING CLERK DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year – First Semester 16 cr

ACCT1010	Principles of Financial Accounting I.....	4
ACCT1100	Business Law & Ethics.....	3
ACCT1106	Accounting Mathematics.....	3
	Technical Elective*.....	6

First Year – Second Semester 16 cr

ACCT1013	Principles of Financial Accounting II.....	4
ACCT1206	Payroll Accounting.....	2
ACCT1306	Spreadsheets.....	3
ACCT1406	Income Tax.....	4
ENGL1150	Composition I.....	3

TOTAL PROGRAM REQUIREMENTS 32

** Select Technical electives from the following subject areas:
ACCT, ISTD or ADMS.*

SMALL BUSINESS ACCOUNTING CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year – First Semester 16 cr

ACCT1010	Principles of Financial Accounting I.....	4
ACCT1206	Payroll Accounting.....	2
ACCT1306	Spreadsheets.....	3
ACCT2200	Accounting Computer Applications I.....	3
	Technical Electives*.....	4

TOTAL PROGRAM REQUIREMENTS 16

** Select Technical electives from ACCT1013, ACCT1406 or ACCT2110*



DAKOTA COUNTY
TECHNICAL COLLEGE

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BUSINESS

ADMINISTRATIVE SUPPORT

Delivery: Daytime, Evening and Online Classes

Start: Fall, Spring or Summer Session, Full- or Part-Time

AWARDS

Executive Administrative Specialist A.A.S. Degree. 60 cr.

Administration Assistant Diploma 36 cr.

MAJOR DESCRIPTION

This program prepares students for employment in administrative support roles. Students use computer systems for document processing and file management tasks. This program teaches the expertise needed for creating and editing documents, spreadsheets, databases, electronic presentations and Internet navigation research. Administrative assistants may be called upon to communicate, organize, coordinate, and integrate data.

This is the ideal major for people in the workforce looking for a challenge or ways to advance their careers and gives them an opportunity to obtain Microsoft Certification for the required certification classes.

WORK ENVIRONMENT

Graduates find employment in administrative support in a wide variety of businesses, including but not limited to corporate headquarters, insurance companies, banks, manufacturing firms and government agencies.

POTENTIAL JOB TITLES

- Administrative Assistant
- Administrative Clerk
- Administrative Coordinator
- Administrative Office Specialist
- Clerical Office Worker
- Executive Assistant
- Office Assistant

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$28.83/hour
- Top Earners: \$39.05/hour

EXECUTIVE ADMINISTRATIVE SPECIALIST

A.A.S. DEGREE

First Year - First Semester 17 cr

ADMS1010	Business English Skills	2
ADMS1018	Basic Computer Applications	3
ADMS1020	Office Procedures	4
ADMS1021	Keyboarding/Formatting	2
SPEE1020	Interpersonal Communication	3
	General Elective (any MnTC area)	3

First Year - Second Semester 14 cr

ADMS1260	Certification Basics - Word	3
ADMS1265	Certification Basics - Excel	3
ADMS1275	Certification Basics - PowerPoint	3
ADMS1290	Written Business Communication	2
	General Elective (any MnTC area)	3

Second Year - First Semester 15 cr

ADMS1022	Office Support Event Management	3
ADMS1040	Integrated Office Skills	3
ADMS1041	Certification Basics - Outlook	3
	General Elective (MnTC Goal 3 or 4)	3
	Technical Electives*	3

Second Year - Second Semester 14 cr

ACCT1010	Principles of Financial Accounting I	4
ADMS1285	Oral Business Communications/Job Seeking Skills	2
ADMS1445	Capstone	1
ENGL1150	Composition I	3
	Technical Electives*	4

TOTAL PROGRAM REQUIREMENTS 60

* Select Technical electives from the following subject areas: ADMS, BUSN, ACCT, or ISTC.

ADMINISTRATIVE ASSISTANT

DIPLOMA

First Year - First Semester 11 cr

ADMS1010	Business English Skills	2
ADMS1018	Basic Computer Applications	3
ADMS1020	Office Procedures	4
ADMS1021	Keyboarding/Formatting	2

First Year - Second Semester 11 cr

ADMS1260	Certification Basics - Word	3
ADMS1265	Certification Basics - Excel	3
ADMS1275	Certification Basics - PowerPoint	3
ADMS1290	Written Business Communication	2

Second Year - Second Semester 14 cr

ADMS1022	Office Support Event Management	3
ADMS1040	Integrated Office Skills	3
ADMS1041	Certification Basics - Outlook	3
ADMS1285	Oral Business Communications/Job Seeking Skills	2
SPEE1020	Interpersonal Communication	3

TOTAL PROGRAM REQUIREMENTS 36



DAKOTA COUNTY
TECHNICAL COLLEGE

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BUSINESS

BUSINESS ADMINISTRATION

Delivery: Daytime, Evening and Online Classes

Start: Fall, Spring or Summer Session, Full- or Part-Time

AWARDS

Business Administration A.S. Degree 60 cr.

MAJOR DESCRIPTION

This program provides essential knowledge, skills and abilities that can be applied to the ever changing and highly competitive world of business. In this multidisciplinary degree, students understand business from management, financial and marketing perspectives.

The Business Administration A.S. offers students the opportunity to complete an Associate of Science degree and then transfer to designated bachelor's degree programs at a number of universities. Work with an advisor for transfer planning.

WORK ENVIRONMENT

Business professionals generally work in clean, comfortable, well-lit office spaces. Travel or relocation can be part of the job. However, improved technology continues to increase telecommuting from home offices, which along with teleconferencing, has reduced travel requirements.

POTENTIAL JOB TITLES

Business position titles will vary dramatically depending on the area of technical emphasis and the completion of a four-year degree.

- Small Business Management
- Office Manager
- Non-profit Director
- Front Line Supervisor
- Project Manager

SALARY DATA

See latest data at careers.minnstate.edu.

- Average Wage: \$37.74/hour
- Top Earners: \$57.31/hour

BUSINESS ADMINISTRATION

A.S. DEGREE

Required Curriculum 30 cr

ACCT1010	Principles of Financial Accounting I.....	4
ACCT2110	Managerial Accounting I.....	4
ADMS1018	Basic Computer Applications.....	3
BUSN1000	Principles of Management.....	3
BUSN1110	Business Law & Ethics.....	3
BUSN1210	Project Management.....	3
BUSN1320	Managing Diversity.....	3
BUSN2010	Graduation Project (or BUSN2970 Internship).....	1
MKTC1000	Principles of Marketing.....	3
	Technical Electives (from BUSN).....	3

General Education 30 cr

ECON1100	Microeconomics (Goal 5).....	3
ECON1200	Macroeconomics (Goal 5).....	3
ENGL1150	Composition I (Goal 1).....	3
MATS1251	Statistics (Goal 4).....	4
MATS1300	College Algebra (Goal 4).....	4
SPEE1015	Fundamentals of Public Speaking (Goal 1).....	3
SPEE1020	Interpersonal Communication (Goal 7).....	3
	General Elective (Goal 3).....	3
	General Electives (Goal 2, 6, 8, 9, or 10).....	4

TOTAL PROGRAM REQUIREMENTS 60



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BUSINESS

BUSINESS MANAGEMENT

Delivery: Evening and Online Classes

Start: Fall, Spring or Summer Session, Full- or Part-Time

AWARDS

Business Management A.A.S. Degree	60 cr.
Multicultural Human Resources Management Diploma.....	33 cr.
Multicultural Leadership Diploma.....	33 cr.
Multicultural Quality Management Diploma.....	33 cr.
Human Resource Management Certificate.....	17 cr.
Multicultural Supervision Certificate	17 cr.
Quality Improvement Certificate	17 cr.
Supervisory Leadership Certificate	17 cr.

MAJOR DESCRIPTION

This program provides working adults with the essential knowledge, skills and abilities to succeed in today's increasingly competitive business environment. Students acquired the competencies that can be universally applied to global and local organizations in the profit, non-profit and public sectors. Students can individualize their degree by selecting an emphasis area through the completion of two of the following certificates:

- Human Resource Management Certificate
- Multicultural Supervision Certificate
- Quality Improvement Certificate
- Supervisory Leadership Certificate

WORK ENVIRONMENT

Graduates with this training perform successfully in leadership positions in entrepreneurial enterprises, government agencies, companies, corporations and organizations in the public, private and nonprofit sectors.

POTENTIAL JOB TITLES

- Team Leader
- Supervisor
- Manager
- Human Resource Specialist/Manager
- Quality Specialist
- Event Manager

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average wage: \$24.18/hour
- Top earners: \$37.52/hour

BUSINESS MANAGEMENT

A.A.S. DEGREE

Required Curriculum 14 cr

BUSN1000	Foundations of Management	3
BUSN1010	Leadership.....	3
BUSN1020	Management Effectiveness	3
BUSN1030	Financial Management	2
BUSN1040	Organizational Behavior	3

Technical Paths 28 cr

Select two of the following three certificates:

Human Resources Management Certificate.....	14
Multicultural Supervision Certificate	14
Quality Improvement Certificate.....	14

Graduation Project or Internship 3 cr

Choose one of the following:

BUSN2010	Graduation Project*	3
BUSN2970	Internship.....	3

General Education 15 cr

ENGL1150	Composition I.....	3
SPEE1020	Interpersonal Communication.....	3
	General Elective (MnTC Goal 3 or 4).....	3
	General Electives (any MnTC area)	6

TOTAL PROGRAM REQUIREMENTS 60

* Graduation Project must have advisor approval and registration in the last semester of attendance. See advisor for details.

MULTICULTURAL HUMAN RESOURCES MANAGEMENT DIPLOMA

Required Curriculum		30 cr
BUSN1121	Employee & Labor Relations	3
BUSN1101	Workforce Planning	4
BUSN1130	Risk Management	2
BUSN1141	Human Resource Development	3
BUSN1150	Compensation & Benefits	2
BUSN1320	Managing Diversity	3
BUSN1330	Leading a Multicultural Workforce	3
BUSN1300	Multicultural Mentoring I	2
BUSN1310	Multicultural Mentoring II	1
BUSN1350	Multicultural Conflict Resolution	2
BUSN1340	International Business	3
BUSN1240	Creativity and Problem Solving	2
General Education		3 cr
SPEE1020	Interpersonal Communication	3

TOTAL PROGRAM REQUIREMENTS 33

MULTICULTURAL LEADERSHIP DIPLOMA

Required Curriculum		30 cr
BUSN1000	Foundations of Management	3
BUSN1010	Leadership	3
BUSN1020	Management Effectiveness	3
BUSN1030	Financial Management	2
BUSN1040	Organizational Behavior	3
BUSN1240	Creativity and Problem Solving	2
BUSN1300	Multicultural Mentoring I	2
BUSN1310	Multicultural Mentoring II	1
BUSN1320	Managing Diversity	3
BUSN1330	Leading a Multicultural Workforce	3
BUSN1340	International Business	3
BUSN1350	Multicultural Conflict Resolution	2
General Education		3 cr
SPEE1020	Interpersonal Communication	3

TOTAL PROGRAM REQUIREMENTS 33

MULTICULTURAL QUALITY MANAGEMENT DIPLOMA

Required Curriculum		30 cr
BUSN1030	Financial Management	2
BUSN1130	Risk Management	2
BUSN1200	Quality Management	3
BUSN1210	Project Management	3
BUSN1220	Effective Business Communication	3
BUSN1240	Creativity and Problem Solving	2
BUSN1260	Managing Customer Service	1
BUSN1300	Multicultural Mentoring I	2
BUSN1310	Multicultural Mentoring II	1
BUSN1320	Managing Diversity	3
BUSN1330	Leading a Multicultural Workforce	3
BUSN1340	International Business	3
BUSN1350	Multicultural Conflict Resolution	2
General Education		3 cr
ENGL1150	Composition I	3

TOTAL PROGRAM REQUIREMENTS 33

SUPERVISORY LEADERSHIP CERTIFICATE

Required Curriculum		14 cr
BUSN1000	Foundations of Management	3
BUSN1010	Leadership	3
BUSN1020	Management Effectiveness	3
BUSN1030	Financial Management	2
BUSN1040	Organizational Behavior	3
General Education		3 cr
General Elective (any MnTC area)		3

TOTAL PROGRAM REQUIREMENTS 17

HUMAN RESOURCE MANAGEMENT CERTIFICATE

Required Curriculum		14 cr
BUSN1121	Employee & Labor Relations	3
BUSN1101	Workforce Planning	4
BUSN1130	Risk Management	2
BUSN1141	Human Resource Development	3
BUSN1150	Compensation & Benefits	2
General Education		3 cr
SPEE1020	Interpersonal Communication	3
TOTAL PROGRAM REQUIREMENTS		17

QUALITY IMPROVEMENT CERTIFICATE

Required Curriculum		14 cr
BUSN1200	Quality Management	3
BUSN1210	Project Management	3
BUSN1220	Effective Business Communication	3
BUSN1240	Creativity and Problem Solving	2
BUSN1260	Managing Customer Service	1
BUSN1350	Multicultural Conflict Resolution	2
General Education		3 cr
ENGL1150	Composition I	3
TOTAL PROGRAM REQUIREMENTS		17

MULTICULTURAL SUPERVISION CERTIFICATE

Required Curriculum		14 cr
BUSN1300	Multicultural Mentoring I	2
BUSN1310	Multicultural Mentoring II	1
BUSN1320	Managing Diversity	3
BUSN1330	Leading a Multicultural Workforce	3
BUSN1340	International Business	3
BUSN1350	Multicultural Conflict Resolution	2
General Education		3 cr
General Elective (any MnTC area)		3
TOTAL PROGRAM REQUIREMENTS		17



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BUSINESS

DIGITAL MARKETING SPECIALIST

Delivery: Daytime and Online Classes

Start: Fall, Spring or Summer Session, Full- or Part-Time

AWARDS

Digital Marketing Specialist A.A.S. Degree. 60 cr.

Sales Specialist Certificate. 16 cr.

MAJOR DESCRIPTION

Digital Marketing Specialist A.A.S. Degree: Digital marketing is using the right techniques to allow a marketer to promote in a digital world. While the basics of marketing still apply, digital marketing isn't just another new channel for marketing. It's a refreshingly new approach to marketing which offers a unique understanding of consumer behavior through a digital world. Today's marketers must be well versed in social media, mobile marketing, analytics and more. Whether you are a recent graduate, accomplished marketing professional or looking to change careers, this program will provide you with the knowledge and skills to advance your career. You will learn a solid foundation of basic marketing concepts while obtaining a solid grasp of digital marketing management and strategies. This program combines theory with practical real-world experience.

Sales Specialist Certificate: Every company has a salesperson. Nothing happens in an organization until someone sells something. Most business executives start in a sales career and move into a management role after positively affecting profits of their companies through sales. If you intend to follow a corporate path, a career in sales prepares you for a variety of positions. This program gives students the skills associated with direct promotion of products and services to potential customers. Training includes basic sales techniques, general management and marketing concepts, customer relations, and consumer buying behavior.

WORK ENVIRONMENT

A digital marketing specialist oversees the implementation of different digital media programs for clients. You need writing skills for creating content, as you may be assigned to blogging or other writing for potential clients. You will be expected to have quick turn-around on projects and be a multi-tasker. You must thrive in an entrepreneurial setting, be able to accomplish tasks on your own, or as part of a team. You must be a self-starter and have strong project management skills. You need to be flexible and be able to adapt to the constant changes occurring in digital platforms, devices, and apps.

A sales professional needs to be goal-oriented and organized in a fast-paced environment, working in business-to-business sales and business-to-consumer sales. The day-to-day responsibilities of a sales representative can vary as significantly as the products and service the professional sells. They may work in an office, at home or while traveling for business. Sales reps need to commit to working hard and update themselves with evolving industry knowledge to gain new customers, retain them and be successful in sales.

POTENTIAL JOB TITLES

- Account Executive
- Content Strategist
- Content Writer
- Digital Brand Manager
- Digital Marketing Specialist
- Marketing Consultant
- Marketing Data Analyst
- Regional Sales Manager
- Sales Director
- Sales Representative
- SEO Specialist
- Social Media Specialist

DIGITAL MARKETING SPECIALIST**A.A.S. DEGREE****First Year - First Semester 15 cr**

MKTC1000	Principles of Marketing	3
MKTC1100	Fundamentals of Sales	3
MKTC2105	Marketing Communications Writing	3
MKTC2506	Digital Marketing	3
SPEE1020	Interpersonal Communication	3

First Year - Second Semester 15 cr

ENGL1150	Composition I	3
MKTC1150	Consumer & Professional Buying Behavior	3
MKTC2000	Advertising Practices & Procedures	3
MKTC2507	Digital Media Tools	3
MKTC2515	Digital SEM and Analytics	3

Second Year - First Semester 14 cr

MKTC2511	Web Development for Marketers	3
MKTC2520	Video Content for Marketers	2
MKTC2600	Marketing Research	3
MKTC2815	Business Law	3
	General Elective (MnTC Goal 3 or 4)	3

Second Year - Second Semester 16 cr

MKTC2550	International Marketing	3
MKTC2605	Data Analytics	3
MKTC2900	Portfolio & Interviewing	1
MKTC2970	Marketing Internship	3
	General Electives (any MnTC area)	6

TOTAL PROGRAM REQUIREMENTS 60**SALES SPECIALIST****CERTIFICATE**

This is a sample course sequence. Please contact your program advisor regarding your academic plans.

First Year - First Semester 9 cr

BUSN1000	Foundations of Management	3
MKTC1150	Consumer and Professional Buying Behavior	3
MKTC2506	Digital Marketing	3

First Year - Second Semester 7 cr

MKTC1000	Principles of Marketing	3
MKTC1100	Fundamentals of Sales	3
MKTC2900	Portfolio and Interviewing	1

TOTAL PROGRAM REQUIREMENTS 16

DAKOTA COUNTY
TECHNICAL COLLEGE

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BUSINESS

LEGAL ADMINISTRATIVE ASSISTANT

Delivery: Daytime, Online and Hybrid Classes

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Legal Administrative Assistant A.A.S. Degree 60 cr.
Legal Administrative Assistant Diploma 41 cr.

MAJOR DESCRIPTION

This program prepares students to work in a variety of law-related fields. Specialized legal courses include Civil Procedures, Civil Litigation, and Estate, Probate, and Real Estate. Students also take a variety of general administrative courses covering software applications, keyboarding and communications. This program teaches the expertise needed for creating and editing documents, spreadsheets, databases, electronic presentations and Internet navigation research. Legal Administrative Assistants may be called upon to communicate, organize, coordinate, and integrate data.

This is the ideal major for people in the workforce looking for a challenge or ways to advance their careers and gives them an opportunity to obtain Microsoft Certification for the required certification classes.

WORK ENVIRONMENT

Key employers include law firms, court systems, insurance agencies, legal and trust departments of banks, corporations and government agencies. Legal administrative assistants interact often and directly with clients and staff.

POTENTIAL JOB TITLES

- Legal Administrative Assistant
- Law Secretary
- Legal Secretary

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$27.70/hour
- Top Earners: \$38.93/hour

LEGAL ADMINISTRATIVE ASSISTANT A.A.S. DEGREE

This is a sample course sequence for a full-time student. All courses are not offered every semester. Please contact your program advisor regarding your academic plans.

First Year - First Semester 15 cr

ADMS1018	Basic Computer Applications	3
ADMS1020	Office Procedures	4
ADMS1021	Keyboarding/Formatting	2
ADMS1022	Office Support Event Management	3
ADMS1041	Certification Basics - Outlook	3

First Year - Second Semester 16 cr

ADMS1260	Certification Basics - Word	3
ADMS1265	Certification Basics - Excel	3
ADMS1290	Written Business Communication	2
LEGL1602	Civil Litigation †	4
LEGL1603	Civil Procedures, Business Organization, and Family Law †	4

Second Year - First Semester 16 cr

ADMS1010	Business English Skills	2
ADMS1040	Integrated Office Skills	3
ADMS1275	Certification Basics - PowerPoint	3
ADMS1285	Oral Business Communications/Job Seeking Skills	2
ENGL1150	Composition I	3
SPEE1020	Interpersonal Communication	3

Second Year - Second Semester 13 cr

ADMS1445	Capstone	1
LEGL 1614	Estate, Probate, and Real Estate †	3
	General Elective (MnTC Goal 3 or 4)	3
	General Electives (any MnTC area)	6

TOTAL PROGRAM REQUIREMENTS 60

† Online course offered by Alexandria Community and Technical College

LEGAL ADMINISTRATIVE ASSISTANT DIPLOMA

This is a sample course sequence for a full-time student. All courses are not offered every semester. Please contact your program advisor regarding your academic plans.

First Year - First Semester 15 cr

ADMS1018	Basic Computer Applications	3
ADMS1020	Office Procedures	4
ADMS1021	Keyboarding/Formatting	2
ADMS1022	Office Support Event Management.	3
ADMS1041	Certification Basics - Outlook	3

First Year - Second Semester 16 cr

ADMS1260	Certification Basics - Word	3
ADMS1265	Certification Basics - Excel.	3
ADMS1290	Written Business Communication	2
LEGL1602	Civil Litigation †	4
LEGL1603	Criminal Procedures, Business Organization, and Family Law †	4

Second Year - First Semester 10 cr

ADMS1010	Business English Skills	2
ADMS1040	Integrated Office Skills.	3
ADMS1275	Certification Basics - PowerPoint.	3
ADMS1285	Oral Business Communications/Job Seeking Skills . . .	2

TOTAL PROGRAM REQUIREMENTS 41

† Online course offered by Alexandria Community and Technical College.



DAKOTA COUNTY
TECHNICAL COLLEGE

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BUSINESS

MARKETING

Delivery: Daytime and Online Classes

Start: Fall, Spring or Summer Session, Full- or Part-Time

AWARDS

Marketing A.S. Degree 60 cr.

MAJOR DESCRIPTION

Marketing professionals use their attention to detail and communication skills to create marketing messages that address their customer needs through various communication methods. Marketers develop strategies to benefit both internal audiences and external customers. Their ability to work in fast-paced environment, deadline-oriented environments is due to marketers being independent thinkers. This program provides knowledge of all general marketing concepts, along with managing projects, determining strategies to reach markets, coordinating the distribution of products, planning advertising and promotional campaigns, creating digital strategies to establish a strong web presence, analyzing data, and researching to assist in market planning.

WORK ENVIRONMENT

Often a key department to the success of any business, marketing professionals work to develop strategies to meet the overall goals of the organization. Marketers can have creative or project management positions within a department. Professionals tend to work under deadlines set from managers, vendors or themselves. The role of a marketer can encompass creative, analytical, digital and administrative responsibilities which vary depending on the type and size of their employer. Travel or relocation can be part of the job. However, improved technology continues to increase telecommuting from home offices.

POTENTIAL JOB TITLES

- Advertising Specialist
- Brand Specialist
- Content Marketer
- Data Analyst
- Digital Marketer
- Global Sales Specialist
- Media Planner
- Marketing Analyst
- Marketing Project Manager

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$37.98/hour
- Top Earners: \$58.98/hour

MARKETING

A.S. DEGREE

This degree is designed for students wishing to transfer to a four-year institution to obtain an advanced degree.

Required Curriculum 30 cr

MKTC1000	Principles of Marketing	3
MKTC1100	Fundamentals of Sales	3
MKTC1150	Consumer and Professional Buying Behavior	3
MKTC2000	Advertising Practices and Procedures	3
MKTC2105	Marketing Communications Writing	3
MKTC2506	Digital Marketing	3
MKTC2550	International Marketing	3
MKTC2600	Marketing Research	3
MKTC2605	Marketing Analytics	3
MKTC2815	Business Law	3

General Education 30 cr

ECON1100	Microeconomics	3
ECON1200	Macroeconomics	3
ENGL1150	Composition I	3
MATS1251	Statistics	4
MATS1300	College Algebra	4
SPEE1020	Interpersonal Communication	3
	General Elective (MnTC Goal 3)	3
	General Electives (any MnTC area)	7

TOTAL PROGRAM REQUIREMENTS 60



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BUSINESS

MEDICAL ADMINISTRATIVE SPECIALIST

Delivery: Daytime, Online and Hybrid Classes

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Medical Administrative Specialist A.A.S. Degree60 cr.

Medical Administrative Specialist Diploma44 cr.

MAJOR DESCRIPTION

This program prepares students to work in a variety of positions in the medical field. Some of the specialized medical courses include medical documentation, medical terminology, and anatomy and physiology.

Students also take a variety of general administrative courses covering software applications, keyboarding and communications. This program teaches the expertise needed for creating and editing documents, spreadsheets, databases, electronic presentations and Internet navigation research. Medical Administrative Assistants may be called upon to communicate, organize, coordinate, and integrate data.

This is the ideal major for people in the workforce looking for a challenge or ways to advance their careers and gives them an opportunity to obtain Microsoft Certification for the required certification classes.

WORK ENVIRONMENT

Medical administrative specialists are employed in hospitals, clinics, physician offices, insurance companies and other organizations connected to the medical field. Administrative duties include composing/transcribing correspondence, managing doctors' schedules, preparing professional presentations, scheduling patient appointments, maintaining patient files and transcribing patient reports.

POTENTIAL JOB TITLES

- Medical Office Clerk
- Medical Office Secretary
- Medical Office Specialist
- Patient Services Representative

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$21.84/hour
- Top Earners: \$28.04/hour

MEDICAL ADMINISTRATIVE SPECIALIST A.A.S. DEGREE

This is a sample course sequence for a full-time student. All courses are not offered every semester. Please contact your program advisor regarding your academic plans.

First Year - First Semester 16 cr

ADMS1018	Basic Computer Applications	3
ADMS1020	Office Procedures	4
ADMS1021	Keyboarding/Formatting	2
ADMS1022	Office Support Event Management	3
HEAL1502	Medical Terminology	2
MDAS1150	Medical Documentation	2

First Year - Second Semester 15 cr

ADMS1260	Certification Basics - Word	3
ADMS1265	Certification Basics - Excel	3
ADMS1290	Written Business Communication	2
HEAL1101	Anatomy & Physiology	4
MDAS1271	Administrative Procedures	3

Second Year - First Semester 16 cr

ADMS1010	Business English Skills	2
ADMS1040	Integrated Office Skills	3
ADMS1041	Certification Basics - Outlook	3
ADMS1275	Certification Basics - PowerPoint	3
ADMS1285	Oral Business Communications/Job Seeking Skills	2
SPEE1020	Interpersonal Communication	3

Second Year - Second Semester 13 cr

ADMS1445	Capstone	1
ENGL1150	Composition I	3
	General Elective (MnTC Goal 3 or 4)	3
	General Electives (any MnTC area)	6

TOTAL PROGRAM REQUIREMENTS 60

MEDICAL ADMINISTRATIVE SPECIALIST DIPLOMA

This is a sample course sequence for a full-time student. All courses are not offered every semester. Please contact your program advisor regarding your academic plans.

First Year - First Semester 16 cr

ADMS1018	Basic Computer Applications	3
ADMS1020	Office Procedures	4
ADMS1021	Keyboarding/Formatting	2
ADMS1022	Office Support Event Management	3
HEAL1502	Medical Terminology	2
MDAS1150	Medical Documentation	2

First Year - Second Semester 15 cr

ADMS1260	Certification Basics - Word	3
ADMS1265	Certification Basics - Excel	3
ADMS1290	Written Business Communication	2
HEAL1101	Anatomy & Physiology	4
MDAS1271	Administrative Procedures	3

Second Year - First Semester 13 cr

ADMS1010	Business English Skills	2
ADMS1040	Integrated Office Skills	3
ADMS1041	Certification Basics - Outlook	3
ADMS1275	Certification Basics - PowerPoint	3
ADMS1285	Oral Business Communications/Job Seeking Skills	2

TOTAL PROGRAM REQUIREMENTS 44



DAKOTA COUNTY
TECHNICAL COLLEGE

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BUSINESS

SMALL BUSINESS ENTREPRENEURSHIP

Delivery: Evening and Online Classes

Start: Fall or Spring Semester

AWARDS

Business Entrepreneur Certificate 16 cr.

MAJOR DESCRIPTION

This program teaches small business management skills along with all the necessary knowledge and skill sets to start and grow a new small business. The program's central core is the planning of a small business to ensure that the business has the best possible chance of succeeding. The certificate can stand alone for individuals with existing skills or complement a variety of existing technical programs.

WORK ENVIRONMENT

Small business owners and entrepreneurs compete in a vast range of business enterprises. Because they are self-employed, small business owners need a broad base of business skills, including marketing, sales, financial accountability and business planning.

POTENTIAL JOB TITLES

For small business owners and entrepreneurs, titles are usually not a primary concern. Most self-employed people focus on what they do rather than what they're called. If a title is needed, the word "owner" is most often used by self-employed people.

SALARY DATA

See latest data at ziprecruiter.com/Salaries/How-Much-Does-a-Small-Business-Owner-Make-a-Year--in-Minnesota.

Annual salaries of small business owners and entrepreneurs diverge dramatically due to an immense variety of factors. The biggest factor is if the business is full- or part-time.

- Average salary (U.S.): \$62,033/year

SMALL BUSINESS ENTREPRENEUR CERTIFICATE

Required Curriculum		16 cr
BUSN1110	Business Law and Ethics.....	3
ENTR1170	Introduction to Small Business.....	2
ENTR1760	Selling and Negotiating for Small Business Owners.....	3
ENTR1860	Business Plan Development.....	3
ENTR1920	Capitalizing & Financial Management for Small Business.....	2
MKTC1000	Principles of Marketing.....	3

TOTAL PROGRAM REQUIREMENTS 16



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BUSINESS

TECHNICAL MANAGEMENT

Delivery: Daytime, Evening and Online Classes

Start: Fall, Spring or Summer Session, Full- or Part-Time

AWARDS

Technical Management A.A.S. Degree. 60 cr.

MAJOR DESCRIPTION

This program provides students with the knowledge, skills and abilities to succeed in leadership positions and enhances career mobility. The program is highly individualized based on a student's interests and previous experience by completing a credit for prior learning assessment process. Students can leverage their specific technical field with the required Business Management emphasis (BUSN), and they can further explore and incorporate more than one of DCTC's programs as part of this degree.

WORK ENVIRONMENT

Working conditions in technical management positions are typically similar to office team settings. Technical professionals fill supervisory and middle management roles in companies and corporations.

POTENTIAL JOB TITLES

- Production Supervisor
- Manager
- Facility Manager
- Line Supervisor
- Maintenance Manager
- Manufacturing Supervisor
- Quality Manager
- Human Resources Manager

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$33.96/hour
- Top Earners: \$48.59/hour

TECHNICAL MANAGEMENT

A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

Required Curriculum 45 cr

BUSN2010	Graduation Project (or BUSN2970 Internship)	1
	Technical Electives* or Prior Learning Credits	30
	Technical Electives* (any BUSN)	14

General Education 15 cr

ENGL1150	Composition I.	3
SPEE1020	Interpersonal Communication.	3
	General Elective (MnTC Goal 3 or 4).	3
	General Electives (any MnTC area)	6

TOTAL PROGRAM REQUIREMENTS 60

** Select Technical electives from any technical program, or credit for prior learning.*



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CONSTRUCTION & MANUFACTURING



PROGRAMS OF STUDY

Architectural Technology
 Brewing & Beer Steward Technology
 Civil Engineering Technology
 Construction Management
 Electrical Construction & Maintenance
 Electrical Lineworker
 HVAC & Refrigeration Technology
 Industrial Engineering Technician
 Interior Design
 Welding Technology

POWER UP

Technology is fundamentally a collection of techniques. The foundation of any technical career is the mastery of those techniques. Although the tools of the trade change from field to field, the technical expert is the one constant working it all out.

Our Construction & Manufacturing programs offer a range of choices for students searching for their place in a technological world.

TRAITS OF THE TRADE

The best technicians share these essential qualities:

- Inventive nature
- Commitment to excellence
- Attention to detail
- Powerful work ethic
- Safety consciousness
- Knack for concentration
- Adaptability
- Willingness to learn
- Superior motor skills
- Common sense
- Mathematical aptitude
- Gift for spatial perception

Unless otherwise specified, salary data is sourced from careerwise.minnstate.edu.

CONTACT US

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B.S., University of Minnesota
M.A., University of Minnesota

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Civil Engineering Technology
A.A.S., St. Cloud Technical College

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Credentialed

Bruce Hartung

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Welding Technology
Certificate, Red Wing Technical College

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Construction Management
M.Ed., University of Minnesota
B.A.S., University of Minnesota
A.A.S., North Hennepin Community College
Certificate: St. Cloud Technical & Community College

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HVAC & Refrigeration Technology
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Mitchell Louks

Electrical Construction & Maintenance Technology
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Electrical Lineworker
Diploma, Dakota County Technical College

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Brewing and Beer Steward Technology
Masters of Music, Northwestern University
Bachelors of Music, University of Minnesota
Diploma, American Brewers Guild

Joseph Mollner

Industrial Engineering Technician
B.A., University of St. Thomas
M.A., Concordia University

Bryan O'Neill

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Diploma, Dakota County Technical College

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Information Systems
B.S., Tarkio College

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Architecture Technology
B.A., Drake University
M.A., University of Kansas

CONSTRUCTION & MANUFACTURING

ARCHITECTURAL TECHNOLOGY

Delivery: Daytime Classes

Start: Fall Semester, Full-Time

AWARDS

Architectural Technology A.A.S. Degree. 60 cr.

Architectural Drafting Certificate. 12 cr.

MAJOR DESCRIPTION

This program prepares the student to work in architectural and construction related fields, providing training in the latest computer-aided design (CAD), building information modeling (BIM) software, and 3D visualization. Students develop drawings for residential and commercial buildings in a hands-on environment patterned after the most up-to-date architectural offices. Realistic architectural projects provide an excellent mix of technical training and creative problem solving, including effectively incorporating sustainability and green building principles.

WORK ENVIRONMENT

Graduates of this program find employment in many related areas: architectural firms and professional design offices, construction, engineering, product sales, estimating or managerial departments of construction firms or material manufacturing companies. As architectural technicians acquire experience, they have the potential to gain more responsibility and advance into project management positions.

POTENTIAL JOB TITLES

- CAD Technician
- AutoCAD Technician
- Computer-aided drafting and design drafter
- Draftsperson
- Architectural drafter
- Architectural Designer

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$27.10/hour
- Top Earners: \$37.53/hour

ARCHITECTURAL TECHNOLOGY

A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 14 cr

ARCT1000	Architectural Technology Studio I	5
ARCT1020	Methods and Materials I	3
ARCT1108	Computer Drafting I	3
	General Elective (MnTC Goal 3)	
	<i>BIOL1110 recommended</i>	3

First Year - Second Semester 17 cr

ARCT1208	Computer Drafting II	3
ARCT1500	Architectural Studio II	5
ARCT1540	Methods and Materials II	3
ARCT2020	Building Structures.	3
ARTS1310	History of Architecture	3

Second Year - First Semester 14 cr

ARCT1520	Building Codes and Regulations.	3
ARCT2000	Mechanical and Electrical Systems	3
ARCT2101	Architectural Studio III	5
ARCT2108	Computer Drafting III	3

Second Year - Second Semester 15 cr

ARCT2200	Architectural Studio IV	5
ARCT2970	Internship	1
ENGL1150	Composition I	3
SPEE1020	Interpersonal Communications	3
	General Elective (MnTC Goal 6)	
	<i>ARTS1301 or PHIL1460 recommended</i>	3

TOTAL PROGRAM REQUIREMENTS 60

ARCHITECTURAL DRAFTING*

CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester		12 cr
ARCT1020	Methods and Materials I	3
ARCT1108	Computer Drafting I	3
ARCT1208	Computer Drafting II	3
ARCT1540	Methods and Materials II	3
TOTAL PROGRAM REQUIREMENTS		12

**This program not eligible for financial aid*



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CONSTRUCTION & MANUFACTURING

BREWING & BEER STEWARD TECHNOLOGY

Delivery: Evening and Weekend Classes

Start: Fall Semester, Full-Time

AWARDS

Brewing & Beer Steward Technology Certificate 21 cr.

MAJOR DESCRIPTION

This interdisciplinary program is designed to prepare students for brewing beer, cellar operations, and other professional positions in the commercial brewery or brewpub industry. The program is also designed to provide the knowledge for those interested in the position of beer steward. The program is intended to provide an overview of all aspects of brewing, technical skills and knowledge to select raw materials, production, process management, beer care, beer service, and beer styles using food pairings. In addition, the program is designed to provide operations management, marketing and distribution, and financial management for breweries. Overall, the program will provide students with a solid understanding of brewing science, engineering, management, and service.

WORK ENVIRONMENT

Brewing and Beer Steward graduates will set up, operate, and tend brewing equipment; control, adjust, and regulate conditions such as material flow, temperature, and pressure. They will also validate the qualities such as clarity, cleanness, consistency, and maintaining logs on instrument readings and test results and the cleaning and sterilizing of brewery equipment.

POTENTIAL JOB TITLES

- Brewer/Cellar Operator
- Brewing/Blender Operator
- Brewery Maintenance Technician
- Cellar Worker
- Plant Operator
- Technical Brewer
- Lead Brewer
- Shift/Assistant Brewer
- Quality Control/Lab Technician
- Packaging Operator

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$18.38/hour

BREWING & BEER STEWARD TECHNOLOGY CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 10 cr

BREW1000	Introduction to Brewing & Beer Steward Technology	2
BREW1100	Science of Brewing & Fermentation	4
BREW1200	Raw Materials & Brewing Process	4

First Year - Second Semester 11 cr

BREW1300	Beer Production & Quality Control	4
BREW1400	Packaging & Process Technology	3
BREW2970	Internship	4

TOTAL PROGRAM CREDITS 21



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CONSTRUCTION & MANUFACTURING

CIVIL ENGINEERING TECHNOLOGY

Delivery: Daytime Classes

Start: Fall Semester, Full-Time

AWARDS

Civil Engineering & Land Survey Technology A.A.S. Degree . . .60 cr.

Civil Engineering & Land Survey Technology Certificate.30 cr.

MAJOR DESCRIPTION

This program incorporates state-of-the-art equipment and software programs in its labs. Working in a diverse field with excellent employment opportunities nationwide, graduates will be involved in all aspects of the construction process including the planning and design as well as project management and inspections of roads, bridges, highways, subdivisions, and conventional energy plants, including wind farms.

WORK ENVIRONMENT

Graduates may land rewarding careers with consulting engineering companies, construction companies, and governmental agencies such as the MN Department of Transportation, or the engineering department of a local municipality.

POTENTIAL JOB TITLES

- Civil Engineering Technician
- Civil Engineering Designer
- Surveyor

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$30.42/hour
- Top Earners: \$40.20/hour

CIVIL ENGINEERING & LAND SURVEY TECHNOLOGY A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 15 cr

CIVL1131	Beginning Surveying	5
CIVL1151	Basic CAD	5
CIVL1251	Soil Mechanics Survey/Materials Testing	3
	General Elective (any MnTC area) <i>INDS1020 recommended</i>	2

First Year - Second Semester 17 cr

CIVL1222	Civil Engineering Technology Drafting	4
CIVL1231	Intermediate Surveying & GPS	5
CIVL1242	Construction Staking	2
CIVL1256	Hydrology	1
CIVL1257	UAV/Drone Photogrammetry	1
MATS1340	Math for Engineering Technology	4

Second Year - First Semester 15 cr

CIVL2121	Construction Inspection & Project Management.	4
CIVL2132	Land Survey	3
CIVL2133	Subdivision Plat Drafting	1
CIVL2155	Eco-Sensitive Design	1
CIVL2970	Internship.	3
	General Elective (any MnTC area)	3

Second Year - Second Semester 13 cr

CIVL2211	Project Design	3
CIVL2221	Properties of Construction Materials.	2
CIVL2241	Estimating	2
ENGL1150	Composition I.	3
SPEE1020	Interpersonal Communication.	3

TOTAL PROGRAM CREDITS 60

CIVIL ENGINEERING & LAND SURVEY TECHNOLOGY CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 17 cr

CIVL1131	Beginning Surveying	5
CIVL1151	Basic CAD	5
CIVL1251	Soil Mechanics Survey/Materials Testing	3
	General Elective (any MnTC area) <i>INDS1020 recommended</i>	4

First Year - Second Semester 13 cr

CIVL1222	Civil Drafting	4
CIVL1231	Intermediate Surveying & GPS	5
CIVL1241	Construction Staking	2
CIVL1256	Hydrology	1
CIVL1257	UAV/Drone Photogrammetry	1

TOTAL PROGRAM CREDITS 30



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CONSTRUCTION & MANUFACTURING

CONSTRUCTION MANAGEMENT

Delivery: Fully-Online

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Construction Management A.S. Degree60 cr.

Construction Management A.A.S. Degree60 cr.

MAJOR DESCRIPTION

Construction Management prepares students for supervisory and management positions in the construction industry. The curriculum combines basic fundamentals with key courses in applied management, engineering, design and business that are required to manage complex construction projects.

Construction management is an ideal career choice if you have a strong, general interest in building and design plus an aptitude for taking the lead role on big projects from start to finish. As a construction manager, you'll oversee all phases of a project, from planning to budgeting to production.

The Associate of Science (A.S.) in Construction Management is designed to transfer to the University of Minnesota's B.A.S. in Construction Management and Minnesota State University Moorhead's B.S. in Construction Management (Twin Cities).

WORK ENVIRONMENT

Working in this field is likely to include both office and construction site work.

POTENTIAL JOB TITLES

- Project Manager
- Design Manager
- Area Superintendent
- Quantity Surveyor
- Chief Estimator
- Site Manager

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$46.24/hour
- Top Earners: \$65.72/hour

CONSTRUCTION MANAGEMENT

A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 15 cr

CMSV2860	Construction Plan Reading	2
CMSV 2870	Construction Management	3
ENGI 1150	Composition I	3
MATS 1300	College Algebra or	
MATS 1340	Math for Engineering Technology	4
PHIL 1100	Ethics	3

First Year - Second Semester 15 cr

CMSV2850	Construction Safety	2
CMSV2875	Mechanical & Electrical Systems	3
CMSV2890	Building Organization & Technology	3
ENGL2000	Composition II	3
PSYC1105	General Psychology	4

Second Year - First Semester 14 cr

ACCT1010	Financial Accounting	4
CMSV2885	Construction Estimating	3
PHYS1100	College Physics I	4
SPEE1020	Interpersonal Communications	3

Second Year - Second Semester 16 cr

ARTS1310	History of Architecture	3
BUSN 1000	Foundations of Management	3
CMSV2100	Soils & Concrete Technology	4
CMSV2900	Construction Scheduling	3
ECON 1100	Microeconomics	3

TOTAL PROGRAM REQUIREMENTS 60

CONSTRUCTION MANAGEMENT**A.A.S. DEGREE**

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 15 cr

CMSV2860	Construction Plan Reading	2
CMSV2870	Construction Management.....	3
PHIL 1100	Ethics	3
	Technical Elective*	3
	General Elective (MnTC Goal 4) <i>MATS1300 or MATS1340 recommended</i>	4

First Year - Second Semester 14 cr

CMSV2850	Construction Safety	2
CMSV2875	Mechanical & Electrical Systems	3
CMSV2890	Building Organization & Technology	3
ENGL 1150	Composition I.....	3
	Technical Elective*	3

Second Year - First Semester 15 cr

ARCT1108	Computer Drafting I.....	3
CMSV2885	Construction Estimating	3
PHYS1100	College Physics I	4
SPEE1020	Interpersonal Communications.....	3
	Technical Elective*	2

Second Year - Second Semester 16 cr

ARCT1208	Computer Drafting II	3
BUSN 1000	Foundations of Management	3
CMSV2100	Soils & Concrete Technology	4
CMSV2900	Construction Scheduling	3
CMSV2970	Construction Management Internship	3

TOTAL PROGRAM REQUIREMENTS 60

* Select Technical electives from the following subject areas:
ARCT, CIVL, CMSV, ELEC, HVAC, IDES



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CONSTRUCTION & MANUFACTURING

ELECTRICAL CONSTRUCTION & MAINTENANCE

Delivery: Daytime Classes

Start: Fall or Spring Semester, Full-Time

AWARDS

Electrical Construction & Maintenance A.A.S. Degree 81 cr.

Electrical Construction & Maintenance Diploma 75 cr.

MAJOR DESCRIPTION

Designed to give students hands-on experience for entry-level positions in electrical construction, installation, operation and maintenance occupations, this program delivers technical courses in electrical/electronics theory plus the installation, maintenance, wiring, and testing of electrical/electronic apparatus and control devices through the application of the National Electric Code.

Employment in this field typically requires successful completion of the Minnesota Electrical licensing exam.

WORK ENVIRONMENT

Able to work indoors and out, electricians must be safety conscious and able to distinguish colors. They find work with electrical contractors, technology system contractors, registered employers who only perform electrical work in facilities they own or lease, and manufacturers of electrical equipment.

POTENTIAL JOB TITLES

- Construction Electrician
- Electrical Installer
- Electrical Maintenance Worker
- Industrial Electrician
- Electrical System Specialist
- Solar Installer

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$37.93/hour
- Top Earners: \$49.97/hour

The Electrical Construction Maintenance program is approved by the Minnesota Board of Electricity.

ELECTRICAL CONSTRUCTION & MAINTENANCE TECHNOLOGY

A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 18 cr

ELEC1110	D.C. Electricity Theory and Lab.	3
ELEC1120	A.C. Electricity Theory and Lab	3
ELEC1130	National Electrical Code I	3
ELEC1137	Construction Site Safety	1
ELEC1139	Electrical Construction Fundamentals	2
ELEC1140	Blueprint Reading for Technicians	3
MATS1205	Math for Electricians.	3

First Year - Second Semester 18 cr

ELEC1210	Analog/Digital Electronics Theory.	2
ELEC1220	Analog/Digital Electronics Lab.	4
ELEC1230	Construction Skills & Intro to Wiring Theory.	3
ELEC1240	Construction Skills & Intro to Wiring Lab.	6
SPEE1020	Interpersonal Communication.	3

First Year - Summer Session 6 cr

ENGL1150	Composition I.	3
	General Elective (MnTC Goal 3 or 4).	3

Second Year - First Semester 18 cr

ELEC2110	Electrical Apparatus Theory	3
ELEC2120	Electrical Apparatus Lab.	6
ELEC2131	Programmable Logic Controllers Theory.	2
ELEC2141	Programmable Logic Controllers Lab.	4
	General Elective (any MnTC area)	3

Second Year - Second Semester 18 cr

ELEC2210	National Electrical Code II.	3
ELEC2220	Electrical/Electronic Controls & Systems Theory . . .	2
ELEC2230	Electrical/Electronic Controls & Systems Lab	4
ELEC2241	Industrial & Maintenance Wiring Theory/Lab.	3
ELEC2251	Commercial Wiring Theory and Lab.	3
ELEC2260	HVAC Wiring Theory and Lab.	3

Second Year - Summer Session 3 cr

	General Elective (any MnTC area)	3
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TOTAL PROGRAM REQUIREMENTS 81

ELECTRICAL CONSTRUCTION & MAINTENANCE TECHNOLOGY

DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 18 cr

ELEC1110	D.C. Electricity Theory and Lab.	3
ELEC1120	A.C. Electricity Theory and Lab.	3
ELEC1130	National Electrical Code I.	3
ELEC1137	Construction Site Safety.	1
ELEC1139	Electrical Construction Fundamentals.	2
ELEC1140	Blueprint Reading for Technicians.	3
MATS1205	Math for Electricians.	3

First Year - Second Semester 18 cr

ELEC1210	Analog/Digital Electronics Theory.	2
ELEC1220	Analog/Digital Electronics Lab.	4
ELEC1230	Construction Skills & Intro to Wiring Theory.	3
ELEC1240	Construction Skills & Intro to Wiring Lab.	6
SPEE1020	Interpersonal Communications.	3

First Year - Summer Session 3 cr

General Elective (any MnTC area)	3
---------------------------------------	---

Second Year - First Semester 18 cr

ELEC2110	Electrical Apparatus Theory.	3
ELEC2120	Electrical Apparatus Lab.	6
ELEC2131	Programmable Logic Controllers Theory.	2
ELEC2141	Programmable Logic Controllers Lab.	4
ENGL1150	Composition I (or ENGL1000)	3

Second Year - Second Semester 18 cr

ELEC2210	National Electrical Code II.	3
ELEC2220	Electrical/Electronic Controls & Systems Theory ...	2
ELEC2230	Electrical/Electronic Controls & Systems Lab.	4
ELEC2241	Industrial & Maintenance Wiring Theory/Lab.	3
ELEC2251	Commercial Wiring Theory and Lab.	3
ELEC2260	HVAC Wiring Theory and Lab.	3

TOTAL PROGRAM REQUIREMENTS 75



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TECHNICAL COLLEGE

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This information is available in an alternate format by calling 651-423-8469 or TTY/Minnesota Relay at 1-800-627-3529.

CONSTRUCTION & MANUFACTURING

ELECTRICAL LINeworker

Delivery: Daytime Classes

Start: July, Full-Time

AWARDS

Electrical Lineworker A.A.S. Degree 60 cr.

Electrical Lineworker Diploma 45 cr.

MAJOR DESCRIPTION

Graduates are prepared to join the electrical power industry workforce as safe and knowledgeable apprentices. Along with extensive hands-on experience building power lines, students also practice both overhead and underground techniques. Campus instruction facilities include a large outdoor training field for pole climbing, line construction, bucket-truck operation and erecting power lines using power-line construction trucks.

WORK ENVIRONMENT

Able to perform strenuous physical duties, electrical lineworkers work outdoors building overhead power lines and/or laying underground cable. Tool use, care, and safety awareness are extremely important.

POTENTIAL JOB TITLES

- Construction Lineworker
- Line Crewman
- Electric Power Line Installer
- Line Erector
- Line Installer-Repairer
- Power Lineworker

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$39.02/hour
- Top Earners: \$49.91/hour

ELECTRICAL LINeworker

A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

July Start 6 cr

ELLW1110 Distribution I 4

ELLW1120 Utility Equipment and Tools 2

First Year - First Semester 20 cr

ELLW1130 Basic Electricity 2

ELLW1140 Distribution IIA 4

ELLW1141 Distribution IIB 4

ELLW1145 Rope and Rigging 2

ELLW1150 Construction Planning and Practices 2

ELLW1155 Equipment Operations 2

ELLW1160 Transformers I 4

First Year - Second Semester 19 cr

ELLW1162 Transformers II 4

ELLW1165 Pole Top and Bucket Rescue 2

ELLW1170 Line Construction and Maintenance A 4

ELLW1172 Line Construction and Maintenance B 4

ELLW1175 System Protection 2

ELLW1180 Underground Cable and Fault Locating 2

ELLW1185 Electrical Industry Search Skills 1

Additional Requirements 15 cr

ENGL1150 Composition I 3

SPEE1020 Interpersonal Communication 3

General Elective (MnTC Goal 3 **or** 4) 3

General Electives (any MnTC area) 6

TOTAL PROGRAM REQUIREMENTS 60

ELECTRICAL LINEWORKER

DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

July Start 6 cr

ELLW1110	Distribution I	4
ELLW1120	Utility Equipment and Tools	2

First Year - Fall Semester 20 cr

ELLW1130	Basic Electricity	2
ELLW1140	Distribution IIA	4
ELLW1141	Distribution IIB	4
ELLW1145	Rope and Rigging	2
ELLW1150	Construction Planning and Practices	2
ELLW1155	Equipment Operations	2
ELLW1160	Transformers I	4

First Year - Spring Semester 19 cr

ELLW1162	Transformers II	4
ELLW1165	Pole Top and Bucket Rescue	2
ELLW1170	Line Construction and Maintenance A	4
ELLW1172	Line Construction and Maintenance B	4
ELLW1175	System Protection	2
ELLW1180	Underground Cable and Fault Locating	2
ELLW1185	Electrical Industry Search Skills	1

TOTAL PROGRAM REQUIREMENTS 45



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CONSTRUCTION & MANUFACTURING

HVAC & REFRIGERATION TECHNOLOGY

Delivery: Daytime

Start: Fall Semester, Full-Time

AWARDS

HVAC & Refrigeration Diploma 39 cr.

MAJOR DESCRIPTION

Employment of HVAC/R technicians is expected to increase faster than average for all occupations through the year 2022.* The goal of DCTC's Heating, Ventilation, Air Conditioning and Refrigeration Diploma program is to provide students with the entry level knowledge and skills required to safely install, maintain, troubleshoot and repair today's technologically advanced HVAC/R systems. Through group discussions, lectures and hands-on laboratory experience with actual HVAC/R equipment, this program helps students become successful in this exciting and challenging industry career. Interested applicants should possess strong basic math skills and mechanical aptitude. Each student will be prepared and required to pass the EPA Section 608 refrigerant handling certification exam.

WORK ENVIRONMENT

HVAC/R technicians must be able to work independently, in extreme conditions, at all hours of the day. From the cold of winter to the heat and humidity of summer, in attics, basements, crawl spaces and on roof tops. Occasional heavy lifting, working off ladders or scaffolding and being comfortable with heights are also potential requirements. HVAC/R technicians should expect to be on call and work after hours and some weekends.

POTENTIAL JOB TITLES

- Residential and/or Commercial HVAC/R Service Technician
- Residential and/or Commercial HVAC/R Installer
- Sheet Metal Fabrication and Installation
- HVAC/R Equipment and Parts Salesperson

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$27.02/hour
- Top Earners: \$42.02/hour

HVAC & REFRIGERATION DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester		20 cr
HVAC1100	Alternative Heating and Cooling Methods	2
HVAC1110	Indoor Air Quality	1
HVAC1120	Refrigeration Principles and Applications	4
HVAC1130	Tool Usage, Brazing and Soldering Techniques	2
HVAC1140	Electric Motors/Controls/Schematics.	2
HVAC1150	Halide Refrigerant Certification	2
HVAC1160	Employability, Problem Solving and Customer Relations	2
HVAC1170	Introduction to Basic Electricity	2
SPEE1020	Interpersonal Communication.	3

First Year - Second Semester		19 cr
BIOL1110	Environmental Science	3
HVAC1200	Forced Air Heating Systems	4
HVAC1210	Hydronic Heating Systems.	2
HVAC1230	Ventilating Systems and HVAC Installation.	4
HVAC1240	Air Conditioning and Heat Pump Service	3
HVAC1250	Commercial Refrigeration.	3

TOTAL PROGRAM REQUIREMENTS 39

HVAC2960 Specialized Lab - 1 credit technical elective is suggested, but not required.



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CONSTRUCTION & MANUFACTURING

INDUSTRIAL ENGINEERING TECHNICIAN

Delivery: Daytime and Online Classes

Start: Fall Semester, Full-Time

AWARDS

Industrial Engineering Technician Diploma 36 cr.

MAJOR DESCRIPTION

With training in the Industrial Engineering Technician program you will obtain the necessary skills to maintain manufacturing, industry, and energy plants. Modern manufacturing, industry and energy plants are highly complicated and require a skilled worker to maintain them.

This program prepares students with a foundation in the theory, application and principles of these complicated environments. This includes the proper installation, maintenance and troubleshooting of mechanical, electrical, electronic, electromechanical, hydraulic and pneumatic power equipment. Our program also focuses on bearings and seals, print reading, preventative/predictive maintenance, safety, welding, laser alignment, and vibration analysis.

The Industrial Engineering Technician program is an ideal choice for students with good mechanical aptitude who take pride in their work.

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$26.34/hour
- Top Earners: \$36.83/hour

INDUSTRIAL ENGINEERING TECHNICIAN DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester		18 cr
ENGL1200	Technical Writing.....	3
IETA1000	Intro to Industrial Safety and Health.....	3
IETA1100	Fundamentals of AC/DC Electricity I.....	3
IETA1200	Fundamentals of AC/DC Electricity II.....	3
IETA1300	Mechanical Fundamentals.....	3
IETA1400	Process Controls/Instrumentation I.....	3
First Year - Second Semester		18 cr
IETA1500	Print Reading.....	3
IETA1600	Welding Basics.....	2
IETA1700	Fluid Power.....	3
IETA1800	Mechanical Fundamentals for Process Control.....	3
IETA1900	Programmable Logic Controls (PLC) Fundamentals.....	3
MATS1340	Math for Engineering Technology.....	4
TOTAL PROGRAM REQUIREMENTS		36



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CONSTRUCTION & MANUFACTURING

INTERIOR DESIGN

Delivery: Daytime Classes

Start: Fall Semester, Full-Time

AWARDS

Interior Design A.A.S. Degree 60 cr.

Interior Design: NCIDQ Pathway Certificate 16 cr.

MAJOR DESCRIPTION

This award-winning Interior Design program is a challenging course of study preparing students to launch a career in an exciting and dynamic profession. Emphasis is placed on acquiring the hands-on knowledge and skills to design functional and aesthetically engaging environments. The curriculum is architecturally based and explores spatial design and its' embellishment. All aspects of space—scale, proportion, configuration, and lighting, as well as textures, materials, and color—are studied in relation to their effect on human well-being. Technical skills are gained in the latest computer-aided design (CAD), building information management (BIM) software, and 3D visualization and graphics. Current software includes: Auto-Cad, Revit, Sketch-up, 20/20, Photoshop and InDesign. These skills allow students to produce professional presentations and construction documents.

The students work closely in small groups with their instructors/industry practitioners on projects that develop in size and complexity. Service-learning and inter-disciplinary projects provide a real world experience. Graduates leave the program with a solid technical foundation and have the skills to collaborate with fellow professionals and deliver sustainable interior environments matched to the needs of their clients. Students also have options to transfer Interior Design credits to a 4-year university.

ACCREDITATION

The Interior Design program is accredited by the National Kitchen and Bath Association.

WORK ENVIRONMENT

Interior designers work closely with clients, home owners, businesses, architects, contractors, and tradespeople. They frequently work as members of a design team, primarily in architecture and interior design firms. This can be a highly competitive field, where use of the design process is critical to meeting project deadlines. Graduates will find employment in many areas, such as: residential design/architectural firms, kitchen and bath studios, furnishings, product sales, builders, and showrooms.

POTENTIAL JOB TITLES

- Kitchen and Bath Designer
- Residential Interior Designer
- Interior Design Coordinator
- Sales Representative
- Furniture & Textiles Consultant

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$30.73/hour
- Top Earners: \$45.43/hour

INTERIOR DESIGN**A.A.S. DEGREE***This is a sample course sequence.**Please contact your program advisor regarding your academic plans.***First Year - First Semester 17 cr**

ARTS1301	Design Fundamentals	3
IDES1111	Drafting I	4
IDES1121	Critical Thinking & Programming	4
IDES1137	Presentation Techniques I.....	3
IDES2108	Color and Light	3

First Year - Second Semester 15 cr

IDES1207	Residential Studio I.....	4
IDES1211	Drafting II.....	4
IDES1241	Presentation Techniques II	3
IDES2111	Materials & Estimating	4

Second Year - First Semester 14 cr

IDES1218	Commercial Studio I.....	4
IDES2147	Residential Studio II	4
	General Elective (MnTC Goal 3 or 4) <i>BIOL1110 recommended</i>	3
SPEE1020	Interpersonal Communication.....	3

Second Year - Second Semester 14 cr

ARTS1550	Art History or	
ARTS1310	History of Architecture	3
ENGL1150	Composition I.....	3
IDES1232	History of Architecture and Interiors.....	3
IDES2202	Business Practices.....	3
IDES2972	Internship I.....	2

TOTAL PROGRAM REQUIREMENTS 60**INTERIOR DESIGN: NCIDQ PATHWAY****CERTIFICATE***This is a sample course sequence.**Please contact your program advisor regarding your academic plans.***First Year - First Semester 16 cr**

IDES1020	Methods & Materials I.....	3
IDES1520	Building Codes & Regulations.....	3
IDES2138	Commercial Studio II	5
IDES2188	Computer Drafting III	3
IDES2973	Internship II	2

TOTAL PROGRAM REQUIREMENTS 16

DAKOTA COUNTY
TECHNICAL COLLEGE

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CONSTRUCTION & MANUFACTURING

WELDING TECHNOLOGY

Delivery: Daytime, Afternoon, and Evening Classes

Start: Fall Semester, Full-Time

AWARDS

Welding Diploma 36 cr.

MAJOR DESCRIPTION

The Welding Program offers a variety of training in different welding processes specific to our trade. Students will gain knowledge through theory in class and hands on experience in the welding lab. The major topics and welding processes will be covered in this nine-month course to ready the student for entry level positions in the industry. Subjects that are covered include: Shielded Metal Arc, Gas Metal Arc, Flux Cored Arc, Gas Tungsten Arc Welding Processes Oxy/Fuel, Plasma Arc. Students will work with a variety of metals which include: steel, stainless steel, and aluminum. Shop Fabrication, Blueprint Reading, Math, Visual Inspection, and Safety are covered in the curriculum.

WORK ENVIRONMENT

Welders with the ability to fabricate and weld metal products from blueprints are in great demand in a wide range of industries. Working careers in industry consist of three major areas: Manufacturing, Construction, and Repair.

POTENTIAL JOB TITLES

- Welder
- Welding Assembly Technician
- Machine Operator
- Spot Welder
- Fitter-Welder
- Robot Operator
- Fabricator

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$20.91/hour
- Top Earners: \$26.72/hour

WELDING TECHNOLOGY DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 19 cr

MATS1000	Math for Welders	3
WELD1101	Welding Safety and Theory I	3
WELD1111	Shielded Metal Arc Welding I	3
WELD1120	Gas Metal Arc Welding I	2
WELD1130	Flux Cored Arc Welding I	2
WELD1140	Gas Tungsten Arc Welding I	3
WELD1150	Print Reading I	3

First Year - Second Semester 17 cr

INTS1010	Job Search Skills	1
WELD1200	Print Reading II	3
WELD1210	Welding Safety and Theory II	3
WELD1230	Shielded Metal Arc Welding II	3
WELD1240	Gas Metal Arc Welding II	2
WELD1250	Flux Cored Arc Welding II	2
WELD1260	Gas Tungsten Arc Welding II	3

TOTAL PROGRAM REQUIREMENTS 36



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HEALTH & EDUCATION

PROGRAMS OF STUDY

Dental Assistant
 Early Childhood & Youth Development
 Exercise & Sport Science
 Medical Assistant
 Medical Coding Specialist
 Nursing Assistant
 Practical Nursing
 Sport Management
 Veterinary Technician

SERVICE FOR LIFE

Our programs in Health and Education give students opportunities to pursue careers in fields that are essential to the care and welfare of the human condition.

From nursing to child development, professionals in health and education bring their knowledge and expertise directly to the people they serve. They are both a lifeline and a boon to human beings of every age in all walks of life.

TRAITS OF THE TRADE

People attracted to careers in health and education are generally:

- Mature
- Responsible
- Patient
- Respectful
- Supportive
- Dependable
- Collaborative
- Enthusiastic
- Empathetic
- Compassionate
- Organized
- Conscientious

Unless otherwise specified, salary data is sourced from careerwise.minnstate.edu.



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B.A.S., Winona State University

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Exercise & Sport Science, Sport Management

A.A., Inver Hills Community College

B.S., University of Minnesota

M.A., University of Minnesota

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Medical Coding Specialist

B.A.S., University of Idaho

HEALTH & EDUCATION

DENTAL ASSISTANT

Delivery: Daytime Classes

Start: Fall Semester, Full-Time

AWARDS

Dental Assistant A.A.S. Degree. 60 cr.

Dental Assistant Diploma. 40 cr.

MAJOR DESCRIPTION

This program prepares students for employment in dentistry as a Certified Dental Assistant and a Licensed Dental Assistant. Students are trained to expose and process dental x-ray films, master a variety of chairside skills and expanded functions delegated by the Minnesota State Board of Dentistry. Students also study ways to control and prevent dental disease. Excellent communication skills are required for patient education.

Employment in this field typically requires successful completion of the Certified Dental Assistant (CDA) and Licensed Dental Assistant (LDA) licensing exams.

WORK ENVIRONMENT

Dental assistants provide direct and indirect patient care working under the supervision of a dentist. Potential work settings include dental practices in both general and specialty offices. Work areas are near the patient in the dental chair to permit efficient assistance to the dentist.

POTENTIAL JOB TITLES

- Certified Dental Assistant (CDA)
- Licensed Dental Assistant (LDA)
- Expanded Duty Dental Assistant
- Restorative Dental Assistant

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$26.09/hour
- Top Earners: \$31.87/hour

ACCREDITATION

The Dental Assistant program is accredited by the Commission on Dental Accreditation of the American Dental Association.

DENTAL ASSISTANT - A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 17 cr

DENT1100	Dental Science	4
DENT1110	Pre-Clinical Dental Assisting	3
DENT1120	Dental Health	2
DENT1135	Chairside Assisting I	4
DENT1145	Dental Materials	4

First Year - Second Semester 16 cr

DENT1250	Radiology	5
DENT1260	Expanded Functions	5
DENT1275	Chairside Assisting II	4
DENT1280	Dental Practice Management	2

First Year - Summer Session 7 cr

DENT2970	Externship	7
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Second Year - First Semester 20 cr

ENGL1150	Composition I	3
PHIL1350	Medical Ethics	3
PSYC1350	Lifespan Development	4
SPEE1020	Interpersonal Communication	3
	General Elective (any MnTC area)	3
	General Elective (MnTC Goal 3 or 4)	4

TOTAL PROGRAM REQUIREMENTS 60

DENTAL ASSISTANT DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 17 cr

DENT1100	Dental Science	4
DENT1110	Pre-Clinical Dental Assisting	3
DENT1120	Dental Health	2
DENT1135	Chairside Assisting I	4
DENT1145	Dental Materials	4

First Year - Second Semester 16 cr

DENT1250	Radiology	5
DENT1260	Expanded Functions	5
DENT1275	Chairside Assisting II	4
DENT1280	Dental Practice Management	2

First Year - Summer Session 7 cr

DENT2970	Externship	7
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TOTAL PROGRAM REQUIREMENTS 40



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HEALTH & EDUCATION

EARLY CHILDHOOD & YOUTH DEVELOPMENT

Delivery: Daytime and Online Classes

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Early Childhood Education Transfer Pathway A.S. Degree . . .	60 cr.
Child & Family Studies A.S. Degree	60 cr.
Early Childhood & Youth Development A.A.S. Degree	60 cr.
Early Childhood & Youth Development Diploma	33 cr.
Early Childhood & Youth Development Certificate	18 cr.

**All of the above awards require a clear MN Criminal Background Study.*

MAJOR DESCRIPTION

There are a wide variety of career opportunities in the field of Early Childhood & Youth Development. These professions are projected to increase.

Early Childhood Education Transfer Pathway A.S. Degree: This program is designed to prepare students for transfer to an early childhood teacher licensure program. Students learn about child development, guidance, professional relationships, nutrition, health & safety, cultural sensitivity, and techniques for promoting learning in young children. This program is available in the classroom and most courses are also available online. Courses meet Minnesota Department of Human Services educational requirements for teachers and assistant teachers in a child care setting.

Child & Family Studies A.S. Degree: This program delivers a broad scope of knowledge and skills necessary for working with, or on behalf of, children and families in a variety of non-teaching career fields such as human service agencies and services, home visiting, coaching, early childhood management, and child life. Students learn about child development, guidance, professional relationships, nutrition, health & safety, cultural sensitivity, and techniques for supporting children and families in a variety of settings, including therapeutic sites. This program is available in the classroom and most courses are also available online. This degree is designed for students wishing to transfer to a four-year institution to obtain an advanced degree.

Early Childhood & Youth Development A.A.S. Degree: This program prepares students for employment in a variety of early childhood and youth settings. Students learn about child development, guidance, professional relationships, nutrition, health & safety, cultural sensitivity, and techniques for promoting learning in young children. This program is available in the classroom and most courses are also available online. Courses meet Minnesota Department of Human Services educational requirements for assistant teacher and teachers in a child care setting.

Early Childhood & Youth Development Diploma: This program prepares individuals who would like to work in a child care center or preschool as a lead teacher or in a family child care program.

Early Childhood & Youth Development Certificate: This program prepares individuals for work in a child care center or preschool as an assistant teacher or in a family child care program.

WORK ENVIRONMENT

Early Childhood & Youth Development professionals work with infants, toddlers, preschoolers, school-age children/youth, and children with differing abilities in homes, schools, and community centers/agencies. Other career options include child advocacy and social service. Child Life Assistants may work in clinical and non-clinical settings with young children or youth who have special health needs.

POTENTIAL JOB TITLES

- Preschool Teacher
- Child Care Teacher
- Family Child Care Provider
- Social Service Agency Specialist
- School District Paraprofessional
- Child Life Assistant
- Head Start Teacher
- Home Visitor
- Program Director

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$18.61/hour
- Top Earners: \$27.92/hour

EARLY CHILDHOOD EDUCATION TRANSFER PATHWAY

A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

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

TRANSFER PATHWAYS

With this transfer Pathway, you will be able to transfer to the following designated baccalaureate degree majors:

Metropolitan State University

Urban Early Childhood Education – BS

Southwest Minnesota State university

Early Childhood Education – BS

St. Cloud State University

Early Childhood Education – BS

Winona State University

Early Childhood Education (birth to age 3) – BT

First Year - First Semester

15 cr

ECYD1110	Introduction to Early Childhood Education.....	3
ECYD1215	Child Growth and Development.....	3
ECYD1225	Health, Wellness, and Nutrition.....	3
ENGL1150	Composition I.....	3
SPEE1020	Interpersonal Communication.....	3

First Year - Second Semester

15 cr

ECYD1235	Guiding Young Children	3
ECYD1250	Learning and Creativity in Early Childhood.....	3
ECYD1570	Child and Family Relations in a Diverse World.....	3
	General Elective (MnTC Goal 3)	3
	General Elective (MnTC Goal 4)	3

Second Year - First Semester

15 cr

ECYD1335	Observation and Assessment	3
ECYD2340	Children with Differing Abilities	3
	General Electives (any MnTC area) **	9

Second Year - Second Semester

15 cr

ECYD1520	Practicum I	3
ECYD2550	Language and Literacy Development.....	3
	General Electives (any MnTC area) **	9

TOTAL PROGRAM REQUIREMENTS 60

**** It is recommended to complete MnTC Goal 1 by choosing one of the following courses as one of your MnTC electives: ENGL120, ENGL200, SPEE1015, ENGL1300**

CHILD & FAMILY STUDIES**A.S. DEGREE***This is a sample course sequence.**Please contact your program advisor regarding your academic plans.***First Year - First Semester 15 cr**

ECYD1110	Introduction to Early Childhood Education.	3
ECYD1215	Child Growth and Development.	3
ECYD1225	Health, Wellness, and Nutrition.	3
ENGL1150	Composition I.	3
SPEE1020	Interpersonal Communication.	3

First Year - Second Semester 15 cr

ECYD1235	Guiding Young Children.	3
ECYD1570	Child and Family Relations in a Diverse World.	3
	General Elective (MnTC Goal 3).	3
	General Elective (any MnTC area).	3
	Technical Elective (any ECYD).	3

Second Year - First Semester 15 cr

ECYD1335	Observation and Assessment.	3
ECYD2340	Children with Differing Abilities.	3
	General Elective (MnTC Goal 4).	3
	General Electives (any MnTC area).	6

Second Year - Second Semester 15 cr

ECYD2610	Leadership in Early Childhood Organizations.	3
ECYD2960	Field Experience.	3
	General Electives (any MnTC area).	9

TOTAL PROGRAM REQUIREMENTS 60**EARLY CHILDHOOD & YOUTH DEVELOPMENT****A.A.S. DEGREE***This is a sample course sequence.**Please contact your program advisor regarding your academic plans.***First Year - First Semester 15 cr**

ECYD1110	Introduction to Early Childhood Education.	3
ECYD1215	Child Growth and Development.	3
ECYD1225	Health, Wellness, and Nutrition.	3
ENGL1150	Composition I.	3
SPEE1020	Interpersonal Communication.	3

First Year - Second Semester 15 cr

ECYD1235	Guiding Young Children.	3
ECYD1250	Learning and Creativity in Early Childhood.	3
ECYD1520	Practicum I.	3
ECYD1570	Child and Family Relations in a Diverse World.	3
	General Elective (MnTC Goal 3 or 4).	3

Second Year - First Semester 15 cr

ECYD1335	Observation and Assessment.	3
ECYD1350	Curriculum Planning and Implementation.	3
ECYD2340	Children with Differing Abilities.	3
	General Elective (any MnTC area).	3
	Technical Elective (any ECYD).	3

Second Year - Second Semester 15 cr

ECYD2520	Practicum II.	3
ECYD2610	Leadership in Early Childhood Organizations.	3
	General Elective (any MnTC area).	3
	Technical Electives (any ECYD).	6

TOTAL PROGRAM REQUIREMENTS 60

EARLY CHILDHOOD & YOUTH DEVELOPMENT DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 15 cr

ECYD1110	Introduction to Early Childhood Education.	3
ECYD1215	Child Growth and Development.	3
ECYD1225	Health, Wellness, and Nutrition.	3
ECYD1335	Observation and Assessment.	3
ECYD2340	Children with Differing Abilities.	3

First Year - Second Semester 12 cr

ECYD1235	Guiding Young Children.	3
ECYD1250	Learning and Creativity in Early Childhood.	3
ECYD1570	Child and Family Relations in a Diverse World.	3
	Technical Elective (any ECYD).	6

First Year - Summer Session 3 cr

ECYD1520	Practicum I.	3
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TOTAL PROGRAM REQUIREMENTS 33

EARLY CHILDHOOD & YOUTH DEVELOPMENT CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 9 cr

ECYD1110	Introduction to Early Childhood Education.	3
ECYD1215	Child Growth & Development.	3
ECYD1225	Health, Wellness, and Nutrition.	3

First Year - Second Semester 9 cr

ECYD1235	Guiding Young Children.	3
ECYD1250	Learning and Creativity in Early Childhood.	3
ECYD1570	Child and Family Relations in a Diverse World.	3

TOTAL PROGRAM REQUIREMENTS 18



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TECHNICAL COLLEGE

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HEALTH & EDUCATION

EXERCISE & SPORT SCIENCE

Delivery: Daytime Classes

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Exercise Science Transfer Pathway A.S. Degree 60 cr.

Exercise & Sport Science A.A.S. Degree 60 cr.

Personal Training Certificate 16 cr.

MAJOR DESCRIPTION

Exercise & Sport Science A.S./A.A.S Degree: This program offers two different 60-credit degree awards: Associate in Science and Associate in Applied Science. Both programs include technical courses in Exercise and Sport Science and general education courses. The A.S. degree is intended to prepare students to transfer to a four-year college or university. The A.A.S. degree prepares students to go directly into the workforce.

Personal Training Certificate: This program provides the student with hands-on, practical experience in the area of personal training. The certificate consists of 16 credits of coursework. All of the courses are offered during fall semester. EXER2020 Personal Training and Exercise Leadership I is offered in partnership with the American Council on Exercise (ACE). Students will be prepared for the ACE Personal Training certification exam following successful completion of the course.

WORK ENVIRONMENT

Exercise and Sport Science graduates become valuable employees in fitness centers, YMCA/YWCA facilities, corporate fitness centers, collegiate and hospital-based wellness centers, cruise lines and cardiac rehab centers.

POTENTIAL JOB TITLES

- Coach
- Fitness Specialist
- Personal Trainer
- Group Fitness Instructor

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$23.96/hour
- Top Earners: \$34.95/hour

EXERCISE SCIENCE TRANSFER PATHWAY

A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

The Exercise Science Transfer Pathway A.S. offers students a powerful option: the opportunity to complete an Associate of Science degree whose course credits will directly transfer to designated bachelor's degree programs at Minnesota State universities. The entire curriculum has been carefully designed to guarantee junior-year status to students who have been admitted to a Minnesota State university. There, students can complete their bachelor's degree by earning 60 additional credits. Students may also transfer to additional 4-year colleges. Work with an advisor for transfer planning.

TRANSFER PATHWAYS

With this transfer pathway, you will be able to transfer to the following designated baccalaureate degree majors:

Minnesota State University, Mankato

Exercise Science – BS

Minnesota State University, Moorhead

Exercise Science – BS

Southwest Minnesota State University

Exercise Science – BS

Winona State University

Exercise and Rehabilitative Science – BS

First Year - Fall Semester		15 cr
EXER1000	Introduction to Human Performance Studies.	3
EXER1020	Strength Training.	2
CHEM1500	Introduction to Chemistry	4
ENGL1150	Composition I.	3
SPEE1020	Interpersonal Communication.	3
First Year - Spring Semester		16 cr
EXER1015	Personal Health and Wellness.	3
EXER1050	Nutrition for Health and Human Performance.	3
	Technical Elective (EXER or PHED).	2
BIOL1500	General Biology.	4
PSYC1105	General Psychology	4
Second Year - Fall Semester		16 cr
EXER2115	Applied Exercise Physiology	3
BIOL2000	Anatomy and Physiology I.	4
ENGL2000	Composition II	3
SOCY1110	Intro to Sociology	3
	General Elective (MnTC Goal 5 or 10).	3
Second Year - Spring Semester		13 cr
BIOL2010	Anatomy and Physiology II	4
MATS1251	Statistics.	4
	General Elective (MnTC Goal 6 or 8).	4
	General Elective (MnTC Goal 6)	1
TOTAL PROGRAM REQUIREMENTS		60

EXERCISE & SPORT SCIENCE**A.A.S. DEGREE**

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Aid/CPR certification is a requirement for graduation.

First Year - Fall Semester 15 cr

EXER1000	Introduction to Human Performance Studies.....	3
EXER1020	Strength Training.....	2
EXER1065	Psychology of Sport and Performance	3
BIOL1310	Intro Anatomy and Physiology	4
ENGL1150	Composition I.....	3

First Year - Spring Semester 15 cr

EXER1015	Personal Health and Wellness.....	3
EXER1025	Physical Conditioning.....	2
EXER1050	Nutrition for Health & Human Performance	3
	Technical Elective (EXER)	3
PSYC1105	General Psychology	4

Second Year - Fall Semester 14 cr

EXER2020	Personal Training and Exercise Leadership I.....	2
EXER2090	Exercise for Special Populations.....	2
EXER2115	Applied Exercise Physiology	3
EXER2260	Recruiting and Retaining Clients	1
ADMS1025	Computer Basics.....	1
SPEE1020	Interpersonal Communication.....	3
	Technical Elective (EXER)	2

Second Year - Spring Semester 16 cr

EXER2060	Personal Training and Exercise Leadership II	2
EXER2275	Sport Marketing.....	3
EXER2295	Social and Ethical Aspects of Sport	3
EXER2975	Practicum	3
SOCY1110	Introduction to Sociology (or SOCY1010).....	3
	Technical Elective (EXER)	2

TOTAL PROGRAM REQUIREMENTS 60**PERSONAL TRAINING****CERTIFICATE**

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Aid/CPR certification is a requirement for graduation.

First Year - Fall Semester 16 cr

EXER1020	Strength Training.....	2
EXER1065	Psychology of Sport and Performance	3
EXER2020	Personal Training and Exercise Leadership I.....	2
EXER2260	Recruiting and Retaining Clients	1
EXER2975	Practicum	1
BIOL1310	Introduction to Anatomy and Physiology or	
HEAL1101	Anatomy and Physiology	4
SPEE1020	Interpersonal Communication.....	3

TOTAL PROGRAM REQUIREMENTS 16



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HEALTH & EDUCATION

MEDICAL ASSISTANT

Delivery: Daytime, Evening Hybrid and Online Classes

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Medical Assistant A.A.S. Degree. 60 cr.

Medical Assistant Diploma. 42 cr.

MAJOR DESCRIPTION

This program trains students to work alongside physicians in medical offices and clinics. A medical assistant's expansive cross-training includes duties such as taking medical histories, preparing patients for procedures, administering medications, drawing blood, obtaining vital signs, scheduling appointments and collecting and testing lab samples. The program goal is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Employment in this field typically requires successful completion of the American Association of Medical Assistants (AAMA) certification exam.

WORK ENVIRONMENT

Graduates assist primary care physicians and specialists in clinics ranging in size from single-doctor to large, multi-specialty. Opportunities are also present in a variety of other health care areas.

POTENTIAL JOB TITLES

- Certified Medical Assistant
- Medical Assistant
- Clinical Assistant

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$20.42/hour
- Top Earners: \$25.18/hour

ACCREDITATION

Employment in this field typically requires successful completion of the CMA (AAMA) certification exam."

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

MEDICAL ASSISTANT

A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 16 cr

HEAL1101	Anatomy and Physiology	4
HEAL1502	Medical Terminology	2
MDAS1125	Laboratory Skills I	4
MDAS1132	Clinical Procedures I	4
MDAS 1150	Medical Documentation	2

First Year - Second Semester 19 cr

MDAS1211	Disease/Medical Treatment including Nutrition.	4
MDAS1223	Laboratory Skills II.	4
MDAS1232	Clinical Procedures II	4
MDAS1271	Administrative Procedures.	3
MDAS1702	Pharmacology & Math for Medical Assistants	4

First Year - Summer Session 7 cr

MDAS2970	Practicum	6
MDAS2990	Capstone	1

Second Year - First Semester 9 cr

ENGL1150	Composition I.	3
SPEE1020	Interpersonal Communication.	3
	General Elective (any MnTC area)	3

Second Year - Second Semester 9 cr

	General Elective (MnTC Goal 3 or 4).	3
	General Electives (any MnTC area)	6

TOTAL PROGRAM REQUIREMENTS 60

MEDICAL ASSISTANT DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 16 cr

HEAL1101	Anatomy and Physiology	4
HEAL1502	Medical Terminology	2
MDAS1125	Laboratory Skills I	4
MDAS1132	Clinical Procedures I	4
MDAS1150	Medical Documentation	2

First Year - Second Semester 19 cr

MDAS1211	Disease/Medical Treatment including Nutrition.	4
MDAS1223	Laboratory Skills II.	4
MDAS1232	Clinical Procedures II	4
MDAS1271	Administrative Procedures	3
MDAS1702	Pharmacology & Math for Medical Assistants	4

First Year - Summer Session 7 cr

MDAS2970	Practicum	6
MDAS 2990	Capstone	1

TOTAL PROGRAM REQUIREMENTS 42



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HEALTH & EDUCATION

MEDICAL CODING SPECIALIST

Delivery: Online with a few options for in person and/or hybrid classes

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Medical Coding Specialist A.A.S. Degree60 cr.

Medical Coding Specialist Diploma40 cr.

MAJOR DESCRIPTION

Medical Coding Specialist A.A.S. Degree: prepares students for an entry-level professional fee medical coding position as well as prepares the student for supervisory opportunities within leadership. These positions are often offered by physician and non-physician practitioner clinics, acute care hospitals, third party payers, or consulting firms with a need for a medical coder. The student will have working knowledge of healthcare law and a full understanding of the need to protect patient privacy. Our program utilizes a simulated electronic health record designed with industry standards which facilitates practice in abstracting patient information.

Upon completion of the A.A.S. degree students are able to code both procedure and diagnosis and with advanced preparation are ready to take the American Academy of Professional Coder Certified Professional Coder examination.

Medical Coding Specialist Diploma: prepares students for an entry-level professional fee medical coding position. These positions are often offered by physician and non-physician practitioner clinics, acute care hospitals, or third-party payers. The student will have working knowledge of healthcare law and a full understanding of the need to protect patient privacy. Our program utilizes a simulated electronic health record designed with industry standards which facilitates practice in abstracting patient information.

Upon completion of the diploma students are able to code both procedure and diagnosis and are ready to take the American Academy of Professional Coder Certified Professional Coder examination.

WORK ENVIRONMENT

Medical Coding Specialist have a variety of work environments which may include medical primary care offices, urgent care centers, emergency rooms, ambulatory surgical centers, independent diagnostic imaging centers, medical specialty centers, hospitals, third party payers, billing companies, medical consulting firms, or government agencies. Employers may offer 'work at home' programs.

POTENTIAL JOB TITLES

- Medical Coding Specialist
- Clinical Documentation Specialist
- Health Information Analyst
- Coding Analyst
- Medical Records Technician

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Salary: \$25.64/hour
- Top Earners: \$35.10/hour

MEDICAL CODING SPECIALIST**A.A.S. DEGREE**

This is a sample course sequence for a full-time student. All courses are not offered every semester. Please contact your program advisor regarding your academic plans.

First Year - First Semester 14 cr

ADMS 1045	Medical Terminology	2
ADMS 1360	Healthcare Documentation Essentials	4
ADMS 1390	Intro to Pharmacology	2
ADMS 1400	ICD-10-CM/PCS Coding	3
ADMS 1430	Legal Principles of Health Information	3

First Year - Second Semester 16 cr

ADMS 1018	Basic Computer Applications	3
ADMS 1049	Applied Medical Terminology	3
ADMS 1410	CPT Coding	3
HEAL1101	Anatomy & Physiology	4
PHIL1350	Medical Ethics	3

Second Year - First Semester 17 cr

ADMS 1051	Human Diseases	3
ADMS 1370	Medical Billing & Insurance	3
ADMS 1380	Quality & Healthcare Statistics	3
ADMS 1420	Supervision of Health Information	3
ADMS 1440	Advanced Coding	2
ENGL 1150	Composition	3

Second Year - Second Semester 13 cr

ADMS 1285	Oral Business Communications/ Job Seeking Skills	2
ADMS 1450	Internship & Review	2
SPEE 1020	Interpersonal Communication	3
	General Elective (MnTC Goal 3 or 4)	3
	General Elective (any MnTC area)	3

TOTAL PROGRAM REQUIREMENTS 60

MEDICAL CODING SPECIALIST**DIPLOMA**

This is a sample course sequence for a full-time student. All courses are not offered every semester. Please contact your program advisor regarding your academic plans.

First Year - First Semester 14 cr

ADMS1045	Medical Terminology	2
ADMS1360	Healthcare Documentation Essentials	4
ADMS1390	Intro to Pharmacology	2
ADMS1400	ICD-10-CM/PCS Coding	3
ADMS1430	Legal Principles of Health Information	3

First Year - Second Semester 13 cr

ADMS1018	Basic Computer Applications	3
ADMS1049	Applied Medical Terminology	3
ADMS1410	CPT Coding	3
HEAL1101	Anatomy & Physiology	4

Second Year - First Semester 13 cr

ADMS1051	Human Diseases	3
ADMS1285	Oral Business Communications/ Job Seeking Skills	2
ADMS1370	Medical Billing & Insurance	3
ADMS1380	Quality & Healthcare Statistics	3
ADMS1440	Advanced Coding	2

TOTAL PROGRAM REQUIREMENTS 40



DAKOTA COUNTY
TECHNICAL COLLEGE

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HEALTH & EDUCATION

NURSING ASSISTANT

Delivery: Daytime or Evening Classes

Start: Fall, Spring or Summer Session

AWARDS

Nursing Assisting Certificate. 4 cr.

MAJOR DESCRIPTION

This course prepares students to assist dependent elderly persons, home-care clients and hospital patients with their personal care needs. This course combines home health aide content with the nursing assistant course. The Minnesota State Certification examination is administered following course completion.

Employment in this field typically requires successful completion of the NNAAP exam.

WORK ENVIRONMENT

Nursing assistants and nursing assistants/registered, or NA/R, provide care under the direct supervision of licensed nurses. Employment is primarily in long-term care facilities, home health agencies and hospitals.

POTENTIAL JOB TITLES

- Certified Nurse Aide
- Health Care Aide
- Patient Care Technician
- Hospital Aide
- Certified Nursing Assistant
- Nursing Assistant/Registered

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$17.69/hour
- Top Earners: \$22.93/hour

ACCREDITATION

The Nursing Assistant program is accredited by the Minnesota Department of Health.

NURSING ASSISTANT - CERTIFICATE

First Year - First Semester **4 cr**

HEAL1061 Nursing Assistant 4

TOTAL PROGRAM REQUIREMENTS 4



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HEALTH & EDUCATION

PRACTICAL NURSING

Delivery: Daytime Classes

Start: Summer, Fall or Spring Semester

AWARDS

Practical Nursing Diploma 42 cr.

MAJOR DESCRIPTION

The program equips graduates with the knowledge and skill set to administer safe, ethical, patient-centered nursing care in traditional and alternative health care settings. The Practical Nurse (PN) role within the nursing process is taught through classroom learning, simulated client care, and instructor-supervised clinical experiences in health care settings.

Employment in this field typically requires successful completion of the NCLEX-PN licensing exam.

WORK ENVIRONMENT

Graduates of the Practical Nurse program must pass the NCLEX examination to become licensed. Licensed Practical Nurses (LPNs), provide direct patient care under the supervision of a registered nurse (RN), advanced practice nurse (APN), physical assistant (PA), or physician (MD). Potential employers include hospitals, long-term care facilities, health care clinics, schools, home health agencies, and homes for special populations.

POTENTIAL JOB TITLES

- Clinic Nurse
- Hospital Staff Nurse
- Charge Nurse
- Home Health Nurse
- Nursing Technician
- Office Nurse

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$24.06/hour
- Top Earners: \$29.86/hour

PROGRAM APPROVAL

The Practical Nursing program is approved by the Minnesota Board of Nursing.



Dakota County Technical College
Practical Nursing Program is accredited
by the National League for Nursing
Commission for Nursing Education
Accreditation (NLN CNEA) located at
2600 Virginia Ave. NW, Washington, DC
20037. (202) 909-2526

PRACTICAL NURSING DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Semester		13 cr
HEAL1061	Nursing Assistant	4
HEAL1101	Anatomy and Physiology	4
HEAL1150	Health Career Mathematics	1
PSYC1350	Lifespan Development	4

Second Semester		15 cr
<i>(Second application is required before starting this semester)</i>		
PNSG1010	Foundations of Nursing Practice	4
PNSG1355	Pharmacology	3
PNSG1400	Adult Health I	4
PNSG1600	Clinical I	4

Third Semester		14 cr
PNSG1410	Adult Health II	4
PNSG1620	Clinical II	4
PNSG1755	Behavioral Health Concepts	2
PNSG1805	Maternal and Child Health	2
PNSG2001	Nursing Capstone	2

TOTAL PROGRAM REQUIREMENTS 42



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HEALTH & EDUCATION

SPORT MANAGEMENT

Delivery: Daytime Classes

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Sport Management A.S. Degree*60 cr.

Sport Management Diploma48 cr.

**DCTC is currently working on a Sport Management A.S. degree. This degree will have a 2 + 2 agreement with Minnesota State University, Mankato. The A.S. degree has not yet been approved by the Minnesota State system office and is not financial aid eligible until approved. Contact Sara Woodward, sara.woodward@dctc.edu for more information.*

MAJOR DESCRIPTION

The field of sport management focuses on the business side of sport, fitness, and recreation. Topics include sport ethics, marketing, management, and accounting. An exploration of career requirements and opportunities in sport management is included. Required coursework includes classes in sport management, business, and liberal arts and sciences. The A.S. degree option provides for transfer to a baccalaureate program for continued study, networking, and expanded career options. Learn the knowledge and skills that it takes to become a successful sport management professional.

WORK ENVIRONMENT

Sport management graduates become valuable employees in community centers, sports arenas/fields/courts, youth sport organizations, fitness centers, camps, parks and cruise ships.

POTENTIAL JOB TITLES

- Coach
- Sport Instructor
- Officials
- Recreation Worker
- Recreation Supervisor
- Camp Counselor

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$32.24/hour
- Top Earners: \$46.57/hour

SPORT MANAGEMENT

A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

Required Technical Courses 20 cr

ADMS1018	Basic Computer Applications	3
EXER1000	Introduction to Human Performance Studies	3
EXER1045	Organization and Management of Sport	3
EXER1065	Psychology of Sport and Performance	3
EXER2295	Social and Ethical Aspects of Sport	3
EXER2975	Practicum	1
ACCT1010	Principles of Accounting I	4

Required General Education Courses 20 cr

ECON1100	Microeconomics or	
ECON1200	Principles of Macroeconomics	3
ENGL1150	Composition I	3
MATS1300	College Algebra or	
MATS1251	Statistics	4
PSYC1105	General Psychology	4
SOCY1110	Introduction to Sociology	3
SPEE1020	Interpersonal Communication	3

Remaining Credits to Complete MnTC 20 cr

General Electives (any MnTC area) *20

TOTAL PROGRAM REQUIREMENTS 60

** Students must complete the MnTC before transferring.*

Please see an advisor for current course schedule on MnTC courses.

SPORT MANAGEMENT DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year – Fall Semester 17 cr

ACCT1010	Principles of Accounting I	4
ADMS1025	Computer Basics	1
ENGL1150	Composition I	3
EXER1000	Introduction to Human Performance Studies	3
EXER1065	Psychology of Sport and Performance	3
	General Elective (any MnTC area)	3

First Year – Second Semester 15 cr

EXER1045	Organization and Management of Sport	3
EXER2275	Sport Marketing	3
EXER2295	Social and Ethical Aspects of Sport	3
PSYC1105	General Psychology	4
	Technical Elective *	2

Second Year – First Semester 16 cr

EXER2285	Sports Facilities Management	3
EXER2290	Legal Aspects of Sport	3
EXER2975	Practicum	1
SOCY1010	Marriage and Family	or
SOCY1110	Introduction to Sociology	3
SPEE1020	Interpersonal Communications	3
	General Elective (any MnTC area)	3

TOTAL PROGRAM REQUIREMENTS 48

* Select Technical electives from the following subject areas: EXER



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HEALTH & EDUCATION

VETERINARY TECHNICIAN

Delivery: Daytime Classes

Start: Fall and Spring Semester, Full-Time

Location: Lakeville

AWARDS

Veterinary Technician A.A.S Degree.....60 cr.

MAJOR DESCRIPTION

A veterinary technician is a key component of the animal healthcare team. Veterinary technicians perform medical tests under the supervision of a licensed veterinarian to assist in diagnosing injuries and illnesses of animals. Veterinary technicians are able to perform vital tasks from evaluating an animal's condition to collecting and evaluating biological samples, to educating clients on nutrition and behavior, to administering and monitoring anesthesia. The Veterinary Technician Program will prepare students for a career caring for animals in vet clinics, animal research, or wildlife rescue. The program will provide the opportunity for hands-on learning needed to do pharmacology, surgical preparation, and animal care which will prepare students with the skills needed to find a career in the veterinary technician field. A certified veterinary technician has passed the Veterinary Technician National Examination or VTNE given by the American Association of Veterinary State Boards.

Employment in this field typically requires successful completion of the VTNE (Veterinary Technician National Exam) licensing exam.

WORK ENVIRONMENT

Veterinary technicians perform medical tests in a laboratory environment under the supervision of a licensed veterinarian. These tests are used to diagnose and treat illnesses in animals. They prepare tissue samples and take blood. They also clean and sterilize instruments. Typical working conditions include frequent contact with others while working within a team.

POTENTIAL JOB TITLES

- Registered Veterinary Technician (RVT)
- Veterinary Assistant
- Veterinary Nurse

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$19.65/hour
- Top Earners: \$26.33/hour

ACCREDITATION NOTICE

The Veterinary Technician program is accredited by the American Veterinary Medical Association (AVMA).

VETERINARY TECHNICIAN

A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 14 cr

BIOL1500	General Biology	4
ENGL1150	Composition I.....	3
HEAL1502	Medical Terminology	2
SPEE1020	Interpersonal Communication.....	3
	General Elective (any MnTC area)	
	<i>INDS1020 recommended</i>	2

First Year - Second Semester * 14 cr

(Second application is required before starting this semester)

PHIL1350	Medical Ethics	3
VTEC1100	Veterinary Technology Procedures	3
VTEC1110	Veterinary Laboratory Skills I.....	3
VTEC1120	Calculations for Veterinary Professionals.....	1
VTEC1200	Comparative Anatomy & Physiology	1
VTEC1210	Veterinary Pharmacology.....	3

Second Year - First Semester 12 cr

VTEC1220	Fundamentals of Veterinary Imaging	3
VTEC1230	Veterinary Laboratory Skills II	3
VTEC1240	Lab and Exotic Animal	3
VTEC1250	Veterinary Nursing Techniques.....	3

Second Year - Second Semester 13 cr

VTEC2100	Animal Diseases and Nutrition	3
VTEC2110	Large Animal	3
VTEC2120	Anesthesia and Pain Management	3
VTEC2131	Vet Surgical Nursing & Dentistry	4

Second Year - Summer Session 7 cr

VTEC2970	Veterinary Technology Internship	6
VTEC2980	Capstone	1

TOTAL PROGRAM REQUIREMENTS 60

** 2nd application is required before starting the second semester.
Veterinary Technician students are required to obtain a C- or higher
on required and elective general education courses.*



DAKOTA COUNTY
TECHNICAL COLLEGE

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This information is available in an alternate format by calling 651-423-8469 or TTY/Minnesota Relay at 1-800-627-3529.

STEM

PROGRAMS OF STUDY

Biomedical Equipment Technology

Information Systems Management

Networking Administration

Software Development

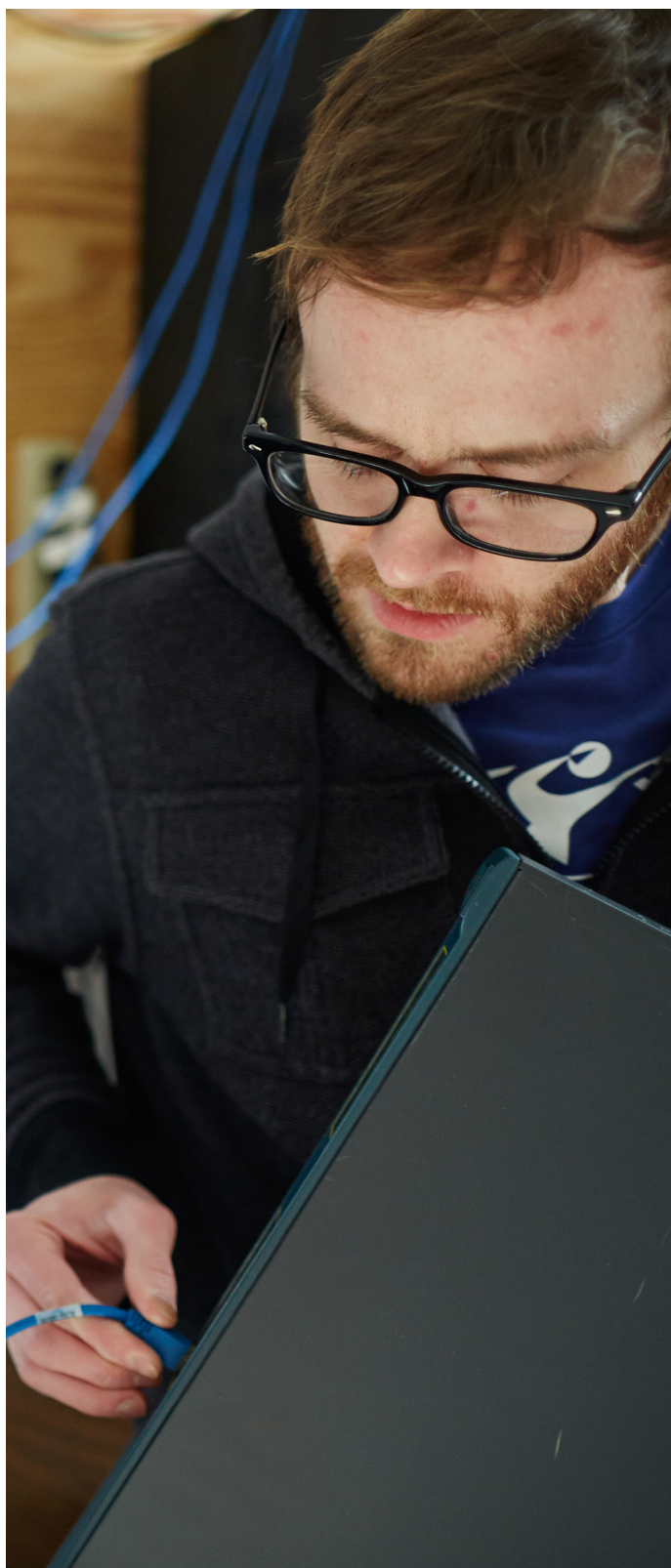
STEM CAREERS

Careers in STEM (science, technology, engineering and math) are ideal for those with great attention to detail. Successful professionals see challenges as an opportunity to learn and thrive through creative problem-solving using inductive and deductive reasoning.

TRAITS OF THE TRADE:

- Self-disciplined with attention to detail
- Adept at using technology
- Curious

Unless otherwise specified, salary data is sourced from careerwise.minnstate.edu.



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M.A.E., University of Northern Iowa

STEM

BIOMEDICAL EQUIPMENT TECHNOLOGY

Delivery: Daytime Classes

Start: Fall Semester, Full-Time Recommended

AWARDS

Biomedical Equipment Technology A.A.S. Degree. 70 cr.

Biomedical Equipment Technology Certificate. 27 cr.

MAJOR DESCRIPTION

Students are trained to work in the Healthcare Technology Management field as biomedical equipment technicians, more commonly known as BMETs. They test the performance and operating characteristics of medical electronic/electromechanical equipment of moderate to high complexity to ensure compliance with established performance and safety standards. Graduates are qualified to maintain equipment found in hospitals and medical centers.

WORK ENVIRONMENT

BMETs find employment with hospitals, clinics, universities, equipment manufacturers and contract service providers. They generally work indoors and some travel may be required. BMETs work with medical professionals at all levels to assure the safe and effective use of sophisticated medical devices.

POTENTIAL JOB TITLES

- Biomedical Electronics Technician
- Biomedical Engineering Technician
- Biomedical Equipment Specialist
- Electromedical Equipment Repairer
- Medical Equipment Repairer
- Field Service Technician

SALARY DATA

See latest data at careers.minnstate.edu.

- Average Wage: \$31.44/hour
- Top Earners: \$41.98/hour

BIOMEDICAL EQUIPMENT TECHNOLOGY

A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 19 cr

BMET1112	DC Electricity	3
BMET1123	AC Electricity	3
BMET1140	Solid State Electronics.	4
HEAL1502	Medical Terminology	2
ISTC1010	Microcomputer Maintenance.	3
MATS1300	College Algebra.	4

First Year - Second Semester 18 cr

BMET1122	Administrative Functions	4
BMET1530	Digital and Microprocessor	3
BMET2940	BMET Field Experience.	1
CHEM1500	Introduction to Chemistry	4
ENGL1150	Composition I.	3
ISTC1045	Network Systems I: Introduction to Networking.	3

Second Year - First Semester 16 cr

BIOL1310	Introduction to Anatomy and Physiology	4
BMET1220	Medical Device Technology	4
BMET2110	Professional Skills	2
ISTC2006	Network Systems II: Routing and Switching Essentials.	3
PHYS1050	Introduction to Physics	3

Second Year - Second Semester 15 cr

BMET1114	Wireless Communication	1
BMET2210	Biomedical Instrumentation I.	4
BMET1231	Biomedical Instrumentation II.	4
ISTC2011	Network Systems III: Scaling Networks	3
SPEE1020	Interpersonal Communication.	3

Second Year - Summer Session 2 cr

BMET2970	Internship.	2
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TOTAL PROGRAM REQUIREMENTS 70

BIOMEDICAL EQUIPMENT TECHNOLOGY CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

This certificate is designed for students with a degree in Electronics.

First Year - First Semester 12 cr

BIOL1310	Introduction to Anatomy and Physiology	4
BMET1220	Medical Device Technology	4
BMET2110	Professional Skills	2
HEAL1502	Medical Terminology	2

First Year - Second Semester 13 cr

BMET1114	Wireless Communication	1
BMET1122	Administrative Functions	4
BMET2210	Biomedical Instrumentation I.	4
BMET1231	Biomedical Instrumentation II	4

Summer Session 2 cr

BMET2970	Internship.....	2
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TOTAL PROGRAM REQUIREMENTS 27



DAKOTA COUNTY
TECHNICAL COLLEGE

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STEM

INFORMATION SYSTEMS MANAGEMENT

Delivery: Daytime and Evening Classes

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Information Systems Management A.A.S. Degree 69 cr.

Information Systems Management Diploma 60 cr.

MAJOR DESCRIPTION

This interdisciplinary program combines courses from Networking Administration, Software Development and Information Systems Management to teach a unique blend of networking, programming and management skills. Graduates are prepared to function in small business firms as the sole computer resource person or, matched with entrepreneurial knowledge, start their own computer consulting firms.

WORK ENVIRONMENT

Information systems managers experience a high level of social interaction where they use well-developed analytical skills. Job duties generally keep them indoors, and they typically work a regular business week.

POTENTIAL JOB TITLES

- Computer Network Support Technician
- Network Administrator, IT
- System Administrator, Computer/Network
- Information Technology Specialist
- Systems Administrator
- Programmer Analyst

SALARY DATA

See latest data at careers.minnstate.edu.

- Average Wage: \$57.10/hour
- Top Earners: \$83.91/hour

INFORMATION SYSTEMS MANAGEMENT A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 15 cr

ENGL1150	Composition I.	3
ISTC1015	Supporting Business Applications.	3
ISTC1030	Operating Systems I.	3
ISTC1045	Network Systems I: Introduction to Networking.	3
SPEE1020	Interpersonal Communication.	3

First Year - Second Semester 17 cr

ISTC1001	Introduction to Information Systems Mgmt †.	2
ISTC1010	Microcomputer Maintenance.	3
ISTC1033	Operating Systems II.	3
ISTC1050	Database Systems.	3
ISTC1061	Intro to IT Security.	3
ISTC1100	Business Communications.	3

Second Year - First Semester 18 cr

ISTC1300	Introduction to Programming.	3
ISTC2035	Operating System III.	3
ISTC2040	Database Management.	3
ISTC2066	Firewalls.	3
MATS1251	or MATS1240 or MATS1300 or PHIL1250*.	3
	General Elective (any MnTC area).	3

Second Year - Second Semester 19 cr

ACCT1010	Principles of Financial Accounting.	4
ISTC1230	System Analysis and Design.	3
ISTC2100	Project Management (or ISTC2970 Internship).	3
ISTC2150	Virtualization, Storage, and Cloud Technologies.	3
	General Elective (any MnTC area).	3
	Technical Elective (any ISTC).	3

TOTAL PROGRAM REQUIREMENTS 69

† Course only offered once a year. Please see faculty advisor for schedule

* PHIL1250 is 3 credits. MATS1251, 1240 & 1300 are 4 credits. Students who complete MATS1251, 1240, or 1300 will get 1 credit towards their General Elective total.

INFORMATION SYSTEMS MANAGEMENT

DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 15 cr

ENGL1150	Composition I.....	3
ISTC1015	Supporting Business Applications.....	3
ISTC1030	Operating Systems I.....	3
ISTC1045	Network Systems I: Introduction to Networking....	3
SPEE1020	Interpersonal Communication.....	3

First Year - Second Semester 14 cr

ISTC1001	Introduction to Information Systems Mgmt.....	2
ISTC1010	Microcomputer Maintenance.....	3
ISTC1033	Operating Systems II.....	3
ISTC1050	Database Systems.....	3
ISTC1061	Intro to Security.....	3

Second Year - First Semester 15 cr

ISTC1100	Business Communications.....	3
ISTC1300	Introduction to Programming.....	3
ISTC2035	Operating System III.....	3
ISTC2066	Firewalls.....	3
	Technical Elective (any ISTD).....	3

Second Year - Second Semester 16 cr

ACCT1010	Principles of Financial Accounting.....	4
ISTC1230	System Analysis and Design.....	3
ISTC2040	Database Management.....	3
ISTC2150	Virtualization, Storage, and Cloud Technologies....	3
	General Elective (any MnTC area).....	3

TOTAL PROGRAM REQUIREMENTS 60



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STEM

NETWORKING ADMINISTRATION

Delivery: Daytime and Evening Classes

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Networking Administration A.A.S. Degree	69 cr.
Networking Administration Diploma	60 cr.
PC Technician Certificate	30 cr.

MAJOR DESCRIPTION

This program provides students with the knowledge and experience to install and maintain computers, servers, networks and other networking equipment to function in a variety of network environments. Combining a theory-based foundation with hands-on work, students build and manage networks, install software, configure a variety of networking devices, including switches and routers, and troubleshoot problems related to both hardware and software.

WORK ENVIRONMENT

Graduates secure employment in entry-level positions such as network installation, network management, network maintenance, computer technician and help desk.

POTENTIAL JOB TITLES

- Network Administrator
- Network Manager
- Network Security Administrator
- Network Services Supervisor
- Network Specialist
- Network Systems Coordinator

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$43.37/hour
- Top Earners: \$60.38/hour

NETWORKING ADMINISTRATION

A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester		15 cr
ENGL1150	Composition I	3
ISTC1015	Supporting Business Applications	3
ISTC1030	Operating Systems I	3
ISTC1045	Network Systems I: Introduction to Networking	3
SPEE1020	Interpersonal Communication	3

First Year - Second Semester		18 cr
ISTC1010	Microcomputer Maintenance	3
ISTC1033	Operating Systems II	3
ISTC1050	Database Systems	3
ISTC1061	Intro to IT Security	3
ISTC1100	Business Communications	3
	General Elective (any MnTC area)	3

Second Year - First Semester		18 cr
ISTC2006	Network Systems II: Routing and Switching Essentials	3
ISTC2011	Network Systems III: Scaling Networks	3
ISTC2035	Operating System III	3
ISTC2066	Firewalls	3
ISTC2071	Computer Forensics	3
	General Elective (any MnTC area)	3

Second Year - Second Semester		18 cr
ISTC2016	Network Systems IV: Connecting Networks	3
ISTC2040	Database Management	3
ISTC2080	Cybersecurity	3
ISTC2100	Project Management (or ISTC2970 Internship)	3
ISTC2150	Virtualization, Storage, and Cloud Technologies	3
MATS1251	or MATS1240 or MATS1300 or PHIL1250*	3

TOTAL PROGRAM REQUIREMENTS 69

** PHIL1250 is 3 credits. MATS1251, 1240 & 1300 are 4 credits. Students who complete MATS1251, 1240, or 1300 will get 1 credit towards their General Elective total.*

NETWORKING ADMINISTRATION DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 15 cr

ENGL1150	Composition I.....	3
ISTC1015	Supporting Business Applications.....	3
ISTC1030	Operating Systems I.....	3
ISTC1045	Network Systems I: Introduction to Networking....	3
SPEE1020	Interpersonal Communication.....	3

First Year - Second Semester 15 cr

ISTC1010	Microcomputer Maintenance.....	3
ISTC1033	Operating Systems II.....	3
ISTC1050	Database Systems.....	3
ISTC1061	Intro to IT Security.....	3
ISTC1100	Business Communications.....	3

Second Year - First Semester 15 cr

ISTC2006	Network Systems II: Routing and Switching Essentials.....	3
ISTC2011	Network Systems III: Scaling Networks.....	3
ISTC2035	Operating System III.....	3
ISTC2066	Firewalls.....	3
ISTC2071	Computer Forensics.....	3

Second Year - Second Semester 15 cr

ISTC2016	Network Systems IV: Connecting Networks.....	3
ISTC2040	Database Management.....	3
ISTC2080	Cybersecurity.....	3
ISTC2150	Virtualization, Storage, and Cloud Technologies....	3
	General Elective (any MnTC area).....	3

TOTAL PROGRAM REQUIREMENTS 60

PC TECHNICIAN CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 15 cr

ISTC1015	Supporting Business Applications.....	3
ISTC1030	Operating Systems I.....	3
ISTC1045	Network Systems I: Introduction to Networking....	3
ISTC1100	Business Communications.....	3
SPEE1020	Interpersonal Communication.....	3

First Year - Second Semester 15 cr

ISTC1010	Microcomputer Maintenance.....	3
ISTC1033	Operating Systems II.....	3
ISTC1050	Database Systems.....	3
ISTC1061	Intro to IT Security.....	3
	Technical Elective (any ISTC).....	3

TOTAL PROGRAM REQUIREMENTS 30



DAKOTA COUNTY
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STEM

SOFTWARE DEVELOPMENT

Delivery: Daytime and Evening Classes

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Software Development A.A.S. Degree	69 cr.
Software Development Diploma	60 cr.
Desktop Programming Certificate	27 cr.
Web Programming Certificate	27 cr.

MAJOR DESCRIPTION

This program prepares students to become computer programmers. Learning an array of programming languages used for software development. Students design, write, debug and test application software. Individual effort and teamwork are developed. Skilled graduates are prepared to provide software solutions for employers.

WORK ENVIRONMENT

Working conditions are generally indoors in offices or laboratories. Programmers convert data from project specifications and problem statements to develop computer programs. Often employed in a team setting, programmers are also working more from home or other remote locations as telecommuting becomes more prevalent.

POTENTIAL JOB TITLES

- Computer Programmer
- Computer Software Specialist
- Software Architect
- Software Developer
- Software Development Engineer
- Software Quality Assurance Specialist

SALARY DATA

See latest data at careers.minnstate.edu.

- Average Wage: \$47.78/hour
- Top Earners: \$68.63/hour

SOFTWARE DEVELOPMENT

A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester		18 cr
ENGL1150	Composition I	3
ISTC1015	Supporting Business Applications	3
ISTC1030	Operating Systems I	3
ISTC1045	Network Systems I: Introduction to Networking	3
ISTC1300	Introduction to Programming	3
SPEE1020	Interpersonal Communication	3

First Year - Second Semester		18 cr
ISTC1033	Operating Systems II	3
ISTC1050	Database Systems	3
ISTC1061	Intro to IT Security	3
ISTC1100	Business Communications	3
ISTC1510	Web Programming I	3
ISTC2320	.NET I †	3

Second Year - First Semester		18 cr
ISTC1230	System Analysis and Design	3
ISTC2110	Web Programming II	3
MATS1251	or MATS1240 or MATS1300 or PHIL1250*	3
	General Elective (any MnTC area)	3
	Technical Electives (Certificate Dependent)**	6

Second Year - Second Semester		15 cr
ISTC2100	Project Management or ISTC2970 Internship.	3
ISTC2330	Cross Platform Mobile App Development †	3
ISTC2610	Web Programming III †	3
	General Elective (any MnTC area)	3
	Technical Electives (Certificate Dependent)**	3

TOTAL PROGRAM REQUIREMENTS 69

† Course only offered once a year. Please see faculty advisor for schedule.

* PHIL1250 is 3 credits. MATS1251, 1240 & 1300 are 4 credits. Students who complete MATS1251, 1240, or 1300 will get 1 credit towards their General Elective total.

** Students must choose one of the following certificates to complete the Software Development AAS: Desktop Programming or Web Programming.

SOFTWARE DEVELOPMENT DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 15 cr

ENGL1150	Composition I.....	3
ISTC1015	Supporting Business Applications.....	3
ISTC1030	Operating Systems I.....	3
ISTC1045	Network Systems I: Introduction to Networking....	3
ISTC1300	Introduction to Programming.....	3

First Year - Second Semester 15 cr

ISTC1033	Operating Systems II.....	3
ISTC1050	Database Systems.....	3
ISTC1061	Intro to IT Security.....	3
ISTC1510	Web Programming I.....	3
ISTC2320	.NET I †.....	3

Second Year - First Semester 15 cr

ISTC1230	System Analysis and Design.....	3
ISTC2110	Web Programming II.....	3
SPEE1020	Interpersonal Communication.....	3
	Technical Electives (Certificate Dependent)**.....	6

Second Year - Second Semester 15 cr

ISTC1100	Business Communications.....	3
ISTC2330	Cross Platform Mobile App Development †.....	3
ISTC2610	Web Programming III †.....	3
	Technical Electives (Certificate Dependent)**.....	3
	General Elective (any MnTC area).....	3

TOTAL PROGRAM REQUIREMENTS 60

† Course only offered once a year. Please see faculty advisor for schedule.

** Students must choose one of the following certificates to complete the Software Development AAS: Desktop Programming or Web Programming.

DESKTOP PROGRAMMING CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 3 cr

ISTC1300	Introduction to Programming.....	3
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First Year - Second Semester 9 cr

ISTC1510	Web Programming I.....	3
ISTC2315	Java II †.....	3
ISTC2320	.NET I †.....	3

Second Year - First Semester 9 cr

ISTC2110	Web Programming II.....	3
ISTC2325	.NET II †.....	3
ISTC2330	Cross Platform Mobile App Development †.....	3

Second Year - Second Semester 6 cr

ISTC2050	Data Structures †.....	3
ISTC2610	Web Programming III †.....	3

TOTAL PROGRAM REQUIREMENTS 27

† Course only offered once a year. Please see faculty advisor for schedule.

WEB PROGRAMMING CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 3 cr

ISTC1300	Introduction to Programming.....	3
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First Year - Second Semester 9 cr

GRDT1016	Typography and Layout I.....	3
ISTC1510	Web Programming I.....	3
ISTC2320	.NET I †.....	3

Second Year - First Semester 9 cr

ISTC2110	Web Programming II.....	3
ISTC2330	Cross Platform Mobile App Development †.....	3
WEBD1650	Web Content I.....	3

Second Year - Second Semester 6 cr

ISTC2610	Web Programming III †.....	3
WEBD2695	UX/UI Design.....	3

TOTAL PROGRAM REQUIREMENTS 27

† Course only offered once a year. Please see faculty advisor for schedule.



DAKOTA COUNTY
TECHNICAL COLLEGE

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TRANSPORTATION

PROGRAMS OF STUDY

Auto Body Collision Technology

Automotive Technician

GM Automotive Service Educational Program

Heavy Construction Equipment Technology

Heavy Duty Truck Technology

Transportation Management

WHEELS IN MOTION

People and goods are constantly on the move. Transportation began with human power, but today's modes of transport are literally all over the map—with road and rail covering much of the ground.

Transportation programs provide students with the knowledge and skills to get rolling in the career direction of their choice. Whether your repairing and maintaining personal vehicles or a heavy equipment mechanic servicing a Caterpillar track loader, our graduates always get where they're going.

TRAITS OF THE TRADE

People drawn to careers in the transportation fields are typically:

- Innovative
- Adaptable
- Strong-minded
- Analytical
- Troubleshooters
- Good with hands-on tools
- Mechanically inclined
- Moderate in math skills
- Natural communicators
- Independent
- Alert to their surroundings
- Attuned to all things on wheels

Unless otherwise specified, salary data is sourced from careerwise.minnstate.edu.



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Michael Wink

Automotive Technology
Diploma, Wisconsin Indianhead Technical College

TRANSPORTATION

AUTO BODY COLLISION TECHNOLOGY

* All students applying for the transportation programs are **REQUIRED** to attend a Tuesday Campus Visit

Delivery: Daytime Classes

Start: Fall Semester, Full-Time

AWARDS

Auto Body Collision Technology A.A.S. Degree	72 cr.
Auto Body Collision Technology Diploma	64 cr.
Body Technician Certificate	28 cr.
Paint Preparation Certificate	21 cr.
Estimator Certificate	14 cr.

MAJOR DESCRIPTION

Auto body collision technicians are the skilled professionals who accurately diagnose and repair collision-damaged vehicles. Repairing today's advanced passenger vehicles requires knowledge and training in metals, plastics, structural repairs and refinishing. Instruction involves classroom theory, demonstrations and hands-on repair of customer vehicles.

WORK ENVIRONMENT

Skilled graduates find rewarding careers as body, frame or paint technicians, adjusters, appraisers and managers in franchise or independent body shops, dealerships, specialty shops and insurance companies.

POTENTIAL JOB TITLES

- Collision Repair Technician
- Detailer
- Estimator
- Glass Installer
- Paint Prepper
- Paint Technician

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$24.98/hour
- Top Earners: \$42.33/hour

ACCREDITATION

This program is accredited by the ASE Education Foundation.

AUTO BODY COLLISION TECHNOLOGY A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 18 cr

ABCT1111	Collision Repair Welding I	2
ABCT1120	Sheet Metal Repair	5
ABCT1130	Refinishing Preparation I	2
ABCT1142	Glass, Trim and Hardware	4
ABCT1150	Reconditioning and Detailing	2
ENGL1150	Composition I or	
ENGL1200	Technical Writing	3

First Year - Second Semester 18 cr

ABCT1212	Collision Repair Welding II	2
ABCT1214	Refinishing Preparation II	3
ABCT1216	Refinishing Application	5
ABCT1230	Auto Body Plastic Repair	2
PHIL1200	Critical Thinking	3
SPEE1020	Interpersonal Communication	3

Second Year - First Semester 18 cr

ABCT2103	Damage Analysis, Estimating, & Customer Service . . .	2
ABCT2106	Collision Damage Repair/Replacement	6
ABCT2108	Unibody/Frame/Wheel Alignment I	4
ABCT2230	Body Mechanical and Air Conditioning	3
BIOL1110	Environmental Science	3

Second Year - Second Semester 18 cr

ABCT2100	Body Electrical	2
ABCT2212	Unibody/Frame/Wheel Alignment II	6
ABCT2240	Emerging Technologies	2
ABCT2970	Autobody Internship	5
HIST1450	The History of Minnesota	3

TOTAL PROGRAM REQUIREMENTS 72

AUTO BODY COLLISION TECHNOLOGY DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 18 cr

ABCT1111	Collision Repair Welding I.....	2
ABCT1120	Sheet Metal Repair	5
ABCT1130	Refinishing Preparation I.....	2
ABCT1142	Glass, Trim and Hardware.....	4
ABCT1150	Reconditioning and Detailing	2
ENGL1150	Composition I or	
ENGL1200	Technical Writing.....	3

First Year - Second Semester 18 cr

ABCT1212	Collision Repair Welding II	2
ABCT1214	Refinishing Preparation II	3
ABCT1216	Refinishing Application	5
ABCT1230	Auto Body Plastic Repair	2
PHIL1200	Critical Thinking	3
SPEE1020	Interpersonal Communication.....	3

Second Year - First Semester 15 cr

ABCT2103	Damage Analysis, Estimating, & Customer Service .	2
ABCT2106	Collision Damage Repair/Replacement	6
ABCT2108	Unibody/Frame/Wheel Alignment I	4
ABCT2230	Body Mechanical and Air Conditioning	3

Second Year - Second Semester 13 cr

ABCT2100	Body Electrical.....	2
ABCT2212	Unibody/Frame/Wheel Alignment II.....	6
ABCT2970	Autobody Internship	5

TOTAL PROGRAM REQUIREMENTS 64

BODY TECHNICIAN CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

Required Curriculum 28 cr

ABCT1111	Collision Repair Welding I.....	2
ABCT1120	Sheet Metal Repair	5
ABCT1142	Glass, Trim and Hardware.....	4
ABCT1212	Collision Repair Welding II	2
ABCT2100	Body Electrical.....	2
ABCT2106	Collision Damage Repair/Replacement	6
ABCT2108	Unibody/Frame/Wheel Alignment I	4
ABCT2230	Body Mechanical and Air Conditioning	3

TOTAL PROGRAM REQUIREMENTS 28

PAINT PREPARATION CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

Required Curriculum 21 cr

ABCT1130	Refinishing Preparation I.....	2
ABCT1142	Glass, Trim and Hardware.....	4
ABCT1150	Reconditioning and Detailing	2
ABCT1214	Refinishing Preparation II	3
ABCT1216	Refinishing Application	5
ABCT1230	Auto Body Plastic Repair	2
ENGL1200	Technical Writing or	
SPEE1020	Interpersonal Communication.....	3

TOTAL PROGRAM REQUIREMENTS 21

ESTIMATOR CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

Required Curriculum 14 cr

ABCT1120	Sheet Metal Repair	5
ABCT2103	Damage Analysis, Estimating, & Customer Service ..	2
ABCT2108	Unibody/Frame/Wheel Alignment I	4
ENGL1200	Technical Writing or	
SPEE1020	Interpersonal Communication.....	3

TOTAL PROGRAM REQUIREMENTS 14



DAKOTA COUNTY
TECHNICAL COLLEGE

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TRANSPORTATION

AUTOMOTIVE TECHNICIAN

** All students applying for the transportation programs are
REQUIRED to attend a Tuesday Campus Visit*

Delivery: Daytime Classes

Start: Fall or Spring Semester, Full-Time

AWARDS

Automotive Technician A.A.S. Degree.	72 cr.
Automotive Technician Diploma.	66 cr.
Automotive Electronics & HVAC Diploma	35 cr.
Automotive Engine Performance Diploma.	35 cr.
Automotive Powertrain Diploma	35 cr.
Automotive Vehicle Maintenance Certificate.	18 cr.

MAJOR DESCRIPTION

As skilled professionals, automotive technicians accurately diagnose mechanical problems related to engine, transmission, fuel injection, suspension and electrical systems. Students learn to maintain and repair engine, chassis, drive train, front-wheel drive, fuel injection, and electrical and emission systems. Instruction involves classroom theory, demonstrations, computer applications and hands-on car repair.

The Vehicle Maintenance programs is designed to introduce students to the automotive industry and provide opportunities to obtain the entry level fundamental knowledge, skills, training and credentials needed for employment and advancement in transportation career pathways. The curriculum follows the standards defined by the ASE Education Foundation which ensures all training meets the highest standards. Students who graduate from this program will be able to work for independent repair facilities and dealerships in maintenance and light repair.

WORK ENVIRONMENT

Automotive technicians land jobs at dealerships, independent shops and specialty shops. They generally work indoors with good ventilation and lighting as well as strong safety precautions.

POTENTIAL JOB TITLES

- Automotive Technician
- Automobile Service Advisor
- Automotive Repair Technician
- Automotive Engineer
- Service Manager
- Light Duty Maintenance Technician
- Fleet Repair Technician
- Lube Technician
- Tire Technician

SALARY DATA

See latest data at [careerwise.minnstate.edu](https://careers.wisconsin.gov/careerwise/minnstate.edu).

- Average Wage: \$21.89/hour
- Top Earners: \$32.10/hour

ACCREDITATION

This program is accredited by the ASE Education Foundation.

AUTOMOTIVE TECHNICIAN A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 18 cr

AUTM1003	Automotive Fundamentals.....	2
AUTM1013	Automotive Starting and Charging Systems	3
AUTM1023	Automotive Suspension Systems.....	3
AUTM1033	Automotive Brake Systems	3
AUTM1043	Vehicle Maintenance.....	4
ENGL1150	Composition I or	
ENGL1200	Technical Writing.....	3

First Year - Second Semester 17 cr

AUTM2117	Automotive Electronics 1	3
AUTM2127	Automotive Electronics 2	3
AUTM2137	Automotive HVAC Systems.....	3
AUTM2147	Advanced Automotive Electronics	5
	General Elective (any MnTC area)	
	<i>PHIL1200 recommended</i>	3

Second Year - First Semester 17 cr

AUTM2218	Automotive Engine Fundamentals	3
AUTM2228	Automotive Transmission Fundamentals.....	3
AUTM2238	Automotive Driveline Fundamentals.....	3
AUTM2248	Advanced Powertrain	5
	General Elective (MnTC Goal 3)	
	<i>BIOL1110 recommended</i>	3

Second Year - Second Semester 20 cr

AUTM2314	Engine Performance 1	3
AUTM2324	Engine Performance 2.....	3
AUTM2334	Engine Performance 3.....	3
AUTM2344	Advanced Engine Performance	5
SPEE1020	Interpersonal Communication.....	3
	General Elective (any MnTC area)	
	<i>SOCY1010 recommended</i>	3

TOTAL PROGRAM REQUIREMENTS 72

AUTOMOTIVE TECHNICIAN DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 18 cr

AUTM1003	Automotive Fundamentals.....	2
AUTM1013	Automotive Starting and Charging Systems	3
AUTM1023	Automotive Suspension Systems.....	3
AUTM1033	Automotive Brake Systems	3
AUTM1043	Vehicle Maintenance.....	4
ENGL1150	Composition I or	
ENGL1200	Technical Writing.....	3

First Year - Second Semester 14 cr

AUTM2117	Automotive Electronics 1	3
AUTM2127	Automotive Electronics 2	3
AUTM2137	Automotive HVAC Systems.....	3
AUTM2147	Advanced Automotive Electronics	5

Second Year - First Semester 17 cr

AUTM2218	Automotive Engine Fundamentals	3
AUTM2228	Automotive Transmission Fundamentals.....	3
AUTM2238	Automotive Driveline Fundamentals.....	3
AUTM2248	Advanced Powertrain	5
	General Elective (any MnTC area)	
	<i>BIOL1110 recommended</i>	3

Second Year - Second Semester 17 cr

AUTM2314	Engine Performance 1	3
AUTM2324	Engine Performance 2.....	3
AUTM2334	Engine Performance 3.....	3
AUTM2344	Advanced Engine Performance	5
SPEE1020	Interpersonal Communication.....	3

TOTAL PROGRAM REQUIREMENTS 66

AUTOMOTIVE ELECTRONICS & HVAC DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester		18 cr
AUTM1003	Automotive Fundamentals.	2
AUTM1013	Automotive Starting and Charging Systems	3
AUTM1023	Automotive Suspension Systems.	3
AUTM1033	Automotive Brake Systems	3
AUTM1043	Vehicle Maintenance.	4
ENGL1150	Composition I or	
ENGL1200	Technical Writing.	3

First Year - Second Semester		17 cr
AUTM2117	Automotive Electronics 1	3
AUTM2127	Automotive Electronics 2	3
AUTM2137	Automotive HVAC Systems	3
AUTM2147	Advanced Automotive Electronics	5
	General Elective (any MnTC area)	
	<i>BIOL1110 recommended</i>	3

TOTAL PROGRAM REQUIREMENTS 35

AUTOMOTIVE POWERTRAIN DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester		18 cr
AUTM1003	Automotive Fundamentals.	2
AUTM1013	Automotive Starting and Charging Systems	3
AUTM1023	Automotive Suspension Systems.	3
AUTM1033	Automotive Brake Systems	3
AUTM1043	Vehicle Maintenance.	4
ENGL1150	Composition I or	
ENGL1200	Technical Writing.	3

First Year - Second Semester		17 cr
AUTM2218	Automotive Engine Fundamentals	3
AUTM2228	Automotive Transmission Fundamentals.	3
AUTM2238	Automotive Driveline Fundamentals.	3
AUTM2248	Advanced Powertrain	5
	General Elective (any MnTC area)	
	<i>BIOL1110 recommended</i>	3

TOTAL PROGRAM REQUIREMENTS 35

AUTOMOTIVE ENGINE PERFORMANCE DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester		18 cr
AUTM1003	Automotive Fundamentals.	2
AUTM1013	Automotive Starting and Charging Systems	3
AUTM1023	Automotive Suspension Systems.	3
AUTM1033	Automotive Brake Systems	3
AUTM1043	Vehicle Maintenance.	4
ENGL1150	Composition I or	
ENGL1200	Technical Writing.	3

Second Year - Second Semester		17 cr
AUTM2314	Engine Performance 1	3
AUTM2324	Engine Performance 2	3
AUTM2334	Engine Performance 3	3
AUTM2344	Advanced Engine Performance	5
SPEE1020	Interpersonal Communication.	3

TOTAL PROGRAM REQUIREMENTS 35

AUTOMOTIVE VEHICLE MAINTENANCE CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester		18 cr
AUTM1003	Automotive Fundamentals.	2
AUTM1013	Automotive Starting and Charging Systems	3
AUTM1023	Automotive Suspension Systems.	3
AUTM1033	Automotive Brake Systems	3
AUTM1043	Vehicle Maintenance.	4
ENGL1150	Composition I or	
ENGL1200	Technical Writing.	3

TOTAL PROGRAM REQUIREMENTS 18



DAKOTA COUNTY
TECHNICAL COLLEGE

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This information is available in an alternate format by calling 651-423-8469 or TTY/Minnesota Relay at 1-800-627-3529.

TRANSPORTATION

— GM AUTOMOTIVE SERVICE EDUCATION PROGRAM (ASEP) —

** All students applying for the transportation programs are
REQUIRED to attend a Tuesday Campus Visit*

Delivery: Daytime Classes

Start: Fall Semester, Full-Time

AWARDS

Automotive Service A.A.S. Degree 82 cr.

MAJOR DESCRIPTION

Through DCTC's unique cooperation with General Motors and AC Delco, ASEP trains highly skilled service technicians for GM dealers and AC Delco Professional Service Centers. ASEP labs are equipped with the latest GM technology, including vehicles, components, training aids and technical information. Trained to handle GM'S computer-oriented product line, ASEP technicians are prepared to keep pace with future technology.

WORK ENVIRONMENT

ASEP graduates work as service technicians in General Motors dealerships, including Buick, Cadillac, Chevrolet, GMC or an AC Delco Professional Service Center.

POTENTIAL JOB TITLES

- Automotive Technician
- Automotive Repair Technician
- Automotive Service Advisor
- Automotive Engineer
- Automotive Service Manager
- Automotive Mechanic

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$21.89/hour
- Top Earners: \$32.10/hour

ACCREDITATION

This program is accredited by the ASE Education Foundation.

AUTOMOTIVE SERVICE

A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 17 cr

ASEP1101	Automotive Fundamentals.....	3
ASEP1102	Electrical and Fuel Systems.....	3
ASEP1201	Dealer Work Experience I.....	8
BIOL1110	Environmental Science.....	3

First Year - Second Semester 17 cr

ASEP1103	Driveability.....	3
ASEP1105	Heating and Air Conditioning.....	3
ASEP1202	Dealer Work Experience II.....	8
SPEE1020	Interpersonal Communication.....	3

First Year - Summer Session 14 cr

ASEP1104	Body Electronics.....	3
ASEP2110	Automatic Transmissions.....	3
ASEP2303	Dealer Work Experience III.....	5
ENGL1150	Composition I or	
ENGL1200	Technical Writing.....	3

Second Year - First Semester 17 cr

ASEP1204	Dealer Work Experience IV.....	8
ASEP2111	Engines.....	3
ASEP2209	Driveline and Four-Wheel Drive.....	3
PHIL1200	Critical Thinking.....	3

Second Year - Second Semester 17 cr

ASEP1108	Brake Systems.....	3
ASEP1205	Dealer Work Experience V.....	8
ASEP1212	Advanced Diagnostics/New Model Update.....	1
ASEP2107	Steering and Suspension.....	2
SOCY1010	Marriage and Family.....	3

TOTAL PROGRAM REQUIREMENTS 82



DAKOTA COUNTY
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TRANSPORTATION

— HEAVY CONSTRUCTION EQUIPMENT TECHNOLOGY —

* All students applying for the transportation programs are **REQUIRED** to attend a Tuesday Campus Visit

Delivery: Daytime Classes

Start: Fall Semester, Full-Time

AWARDS

Heavy Construction Equip. Technology A.A.S. Degree 72 cr.

Heavy Construction Equip. Mechanic Diploma 64 cr.

Heavy Construction Equip. Maintenance Certificate 29 cr.

MAJOR DESCRIPTION

Coursework prepares students to succeed as well-trained, mechanically minded, hard-working technicians with heavy equipment dealers and contractors. Instruction involves classroom theory, live shop demonstrations, and repair of heavy equipment currently used in industry. Making repairs on actual equipment is vital to skill development.

WORK ENVIRONMENT

Heavy equipment dealers and earth-moving contractors are top employers. Jobs are also available with mining and logging companies. Most mechanics work in indoor shops, but experienced field service technicians travel to job sites to perform repairs.

POTENTIAL JOB TITLES

- Mobile Heavy Equipment Technician
- Construction Equipment Technician
- Field Service Technician
- Dealer Service Technician

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$29.33/hour
- Top earners: \$37.36/hour

ACCREDITATION

This program is accredited by the Associated Equipment Distributors Foundation (AED).

HEAVY CONSTRUCTION EQUIPMENT TECHNOLOGY

A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 17 cr

ENGL1150	Composition I or	
ENGL1200	Technical Writing.	3
HCEM1102	General Shop Mechanics - Introduction.	3
HCEM1110	Welding and Flame Cutting.	2
HCEM1132	Heavy Duty Electrical.	3
HCEM1140	Diesel Engine Overhaul I.	4
HCEM1150	Applied Failure Analysis	2

First Year - Second Semester 21 cr

HCEM1234	Heavy Duty Electronics.	3
HCEM1246	Diesel Engine Overhaul II	3
HCEM1250	Brakes.	2
HCEM1256	Diesel Engine Tune-up.	3
HCEM1262	Preventative Maintenance	2
HCEM1271	CAT Basics Training	2
PHIL1200	Critical Thinking.	3
SPEE1020	Interpersonal Communication.	3

Second Year - First Semester 17 cr

BIOL1110	Environmental Science	3
HCEM2115	Transmissions	4
HCEM2135	Hydraulics I	3
HCEM2177	Machine Electronics I	2
HCEM2238	Hydraulics II	3
HCEM2265	Differentials.	2

Second Year - Second Semester 17 cr

HCEM2145	Hydrostatic Systems	3
HCEM2225	Track Drive Systems.	3
HCEM2256	Steering Systems.	2
HCEM2260	Machine Electronics II	2
HCEM2271	CAT Advanced Training.	2
HCEM2280	Climate Control	2
HIST1450	The History of Minnesota	3

TOTAL PROGRAM REQUIREMENTS 72

HEAVY CONSTRUCTION EQUIPMENT MECHANIC DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 17 cr

ENGL1150	Composition I or	
ENGL1200	Technical Writing.....	3
HCEM1102	General Shop Mechanics - Introduction.....	3
HCEM1110	Welding and Flame Cutting.....	2
HCEM1132	Heavy Duty Electrical.....	3
HCEM1140	Diesel Engine Overhaul I.....	4
HCEM1150	Applied Failure Analysis.....	2

First Year - Second Semester 21 cr

HCEM1234	Heavy Duty Electronics.....	3
HCEM1246	Diesel Engine Overhaul II.....	3
HCEM1250	Brakes.....	2
HCEM1256	Diesel Engine Tune-up.....	3
HCEM1262	Preventative Maintenance.....	2
HCEM1271	CAT Basics Training.....	2
PHIL1200	Critical Thinking.....	3
SPEE1020	Interpersonal Communication.....	3

Second Year - First Semester 14 cr

HCEM2115	Transmissions.....	4
HCEM2135	Hydraulics I.....	3
HCEM2177	Machine Electronics I.....	2
HCEM2238	Hydraulics II.....	3
HCEM2265	Differentials.....	2

Second Year - Second Semester 12 cr

HCEM2145	Hydrostatic Systems.....	3
HCEM2225	Track Drive Systems.....	3
HCEM2256	Steering Systems.....	2
HCEM2260	Machine Electronics II.....	2
HCEM2280	Climate Control.....	2

TOTAL PROGRAM REQUIREMENTS 64

HEAVY CONSTRUCTION EQUIPMENT MAINTENANCE CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 14 cr

HCEM1102	General Shop Mechanics - Introduction.....	3
HCEM1110	Welding and Flame Cutting.....	2
HCEM1132	Heavy Duty Electrical.....	3
HCEM1140	Diesel Engine Overhaul I.....	4
HCEM1150	Applied Failure Analysis.....	2

First Year - Second Semester 15 cr

HCEM1234	Heavy Duty Electronics.....	3
HCEM1246	Diesel Engine Overhaul II.....	3
HCEM1250	Brakes.....	2
HCEM1256	Diesel Engine Tune-up.....	3
HCEM1262	Preventative Maintenance.....	2
HCEM1271	CAT Basics Training.....	2

TOTAL PROGRAM REQUIREMENTS 29



DAKOTA COUNTY
TECHNICAL COLLEGE

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TRANSPORTATION

HEAVY DUTY TRUCK TECHNOLOGY

* All students applying for the transportation programs are **REQUIRED** to attend a Tuesday Campus Visit

Delivery: Daytime Classes

Start: Fall & Spring Semester, Full-Time

AWARDS

Heavy Duty Truck Technology A.A.S. Degree 78 cr.
Heavy Duty Truck Technology Diploma 70 cr.
Truck Fleet Maintenance Certificate 29 cr.

MAJOR DESCRIPTION

Students learn all aspects of heavy-duty truck repair and maintenance. The program focuses on class 7 and 8. Areas of instruction include electrical and electronic systems, emissions, steering/alignment, foundation brakes, air brakes and anti-lock brake systems. Students perform diesel engine troubleshooting, overhauls and tune-ups on electronic engines. Clutch, transmission, drive axle repair and overhaul are taught along with welding instruction, preventive maintenance, and HVAC. Students will be given the opportunity to obtain a commercial drivers license (CDL) and become a state of MN certified commercial vehicle inspector.

WORK ENVIRONMENT

Technicians generally work a standard 40-hour week in well-lighted and well-ventilated shops. Truck fleet companies, dealerships and truck repair shops are major employers.

POTENTIAL JOB TITLES

- Diesel Mechanic
- Diesel Technician
- Fleet Mechanic
- Heavy Duty Mechanic
- Truck Engine Technician
- Transportation Mechanic

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$26.64/hour
- Top Earners: \$36.39/hour

ACCREDITATION

This program is accredited by the ASE Education Foundation.

HEAVY DUTY TRUCK TECHNOLOGY A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 19 cr

ENGL1200	Technical Writing or	
ENGL1150	Composition I.....	3
HDTT1100	Truck Technology Fundamentals.....	4
HDTT1106	Welding Procedures.....	2
HDTT1212	Preventive Maintenance.....	4
HDTT1217	Electrical Systems I.....	3
HDTT1219	Electrical Systems II.....	3

First Year - Second Semester 22 cr

HDTT1102	Air Brake Systems.....	5
HDTT1104	Air Brake Electronics.....	2
HDTT1109	Fluid Power Systems.....	2
HDTT1215	Suspensions and Steering Systems.....	4
HDTT1223	Truck A/C.....	3
SPEE1020	Interpersonal Communication.....	3
	General Elective (any MnTC area)	
	<i>PHIL1200 recommended</i>	3

Second Year - First Semester 19 cr

HDTT2101	Drive Train I.....	6
HDTT2104	Drive Train II.....	4
HDTT2105	Drive Train III.....	2
HDTT2107	Diesel Fundamentals.....	3
HDTT2110	Diesel Fuel Systems.....	1
	General Elective (MnTC Goal 3)	
	<i>BIOL1110 recommended</i>	3

Second Year - Second Semester 18 cr

HDTT2213	Diesel Engine Fundamentals.....	4
HDTT2216	Diesel Electronics.....	3
HDTT2228	D.O.T. Certification.....	1
HDTT2230	Heavy Truck Industry Training.....	2
HDTT2970	Internship.....	5
	General Elective (any MnTC area)	
	<i>HIST1450 recommended</i>	3

TOTAL PROGRAM REQUIREMENTS 78

HEAVY DUTY TRUCK TECHNOLOGY DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 19 cr

ENGL1200	Technical Writing or	
ENGL1150	Composition I.....	3
HDTT1100	Truck Technology Fundamentals.....	4
HDTT1106	Welding Procedures.....	2
HDTT1212	Preventive Maintenance	4
HDTT1217	Electrical Systems I.....	3
HDTT1219	Electrical Systems II	3

First Year - Second Semester 19 cr

HDTT1102	Air Brake Systems.....	5
HDTT1104	Air Brake Electronics	2
HDTT1109	Fluid Power Systems	2
HDTT1215	Suspensions and Steering Systems.....	4
HDTT1223	Truck A/C	3
SPEE1020	Interpersonal Communication.....	3

Second Year - First Semester 19 cr

HDTT2101	Drive Train I.....	6
HDTT2104	Drive Train II	4
HDTT2105	Drive Train III	2
HDTT2107	Diesel Fundamentals	3
HDTT2110	Diesel Fuel Systems	1
	General Elective (any MnTC area)	
	<i>BIOL1110 recommended</i>	3

Second Year - Second Semester 13 cr

HDTT2213	Diesel Engine Fundamentals.....	4
HDTT2216	Diesel Electronics	3
HDTT2228	D.O.T. Certification.....	1
HDTT2970	Internship	5

TOTAL PROGRAM REQUIREMENTS 70

TRUCK FLEET MAINTENANCE CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 13 cr

HDTT1100	Truck Technology Fundamentals.....	4
HDTT1106	Welding Procedures.....	2
HDTT1212	Preventive Maintenance	4
HDTT1217	Electrical Systems I.....	3

First Year - Second Semester 14 cr

HDTT1102	Air Brake Systems.....	5
HDTT1109	Fluid Power Systems	2
HDTT1215	Suspensions and Steering Systems.....	4
HDTT1223	Truck A/C	3

TOTAL PROGRAM REQUIREMENTS 27



DAKOTA COUNTY
TECHNICAL COLLEGE

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TRANSPORTATION

TRANSPORTATION MANAGEMENT

Delivery: Evening Classes

Start: Fall or Spring Semester, Part-Time

AWARDS

Transportation Management Certificate 20 cr

MAJOR DESCRIPTION

This certificate enables students to gain management jobs within transportation companies. This certificate covers topics important to dealerships and repair shops such as fix operations, transportation economics, management, leadership, after-market sales, etc.

Upon completion of this certificate and an equivalent of a two-year A.A.S. degree, students can complete at Metropolitan State University an Individualized Studies B.A. degree with a focus on Transportation Management. Contact Jonathan O'Hara at jonathan.ohara@dctc.edu for more information.

WORK ENVIRONMENT

Professionals in this field may find themselves working in a wide variety of environments, including dealerships, repair shops, transportation hubs and more.

POTENTIAL JOB TITLES

- Transportation Managers
- Storage and Distribution Managers
- Logistics Managers

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$53.00/hour
- Top Earners: \$77.88/hour

TRANSPORTATION MANAGEMENT CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 12 cr

TMGT2500	Fixed Operations Management	3
TMGT2510	Principles of Management and Supervision	3
TMGT2540	Transportation Facilities and Operations	3
TMGT2560	Transportation Production and Aftermarket Environments	3

First Year - Second Semester 8 cr

TMGT2520	Transportation Industry Economics and Finance	3
TMGT2530	Fixed Operations Computer Applications	3
TMGT2580	Negotiations, Contracts, Warranty and Customer Relations	2

TOTAL PROGRAM REQUIREMENTS 20



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VISUAL ARTS & COMMUNICATION

PROGRAMS OF STUDY

Graphic Design Technology

Photography

Web Design

DESIGN

Our programs unite the beauty of ancient traditions with modern technology. Our instructors use their industry experience to bring unique and valuable perspectives to the classroom. Our Visual Arts & Communications programs produce graduates who not only possess superb technical skills and strong design fundamentals, but also have experience in critical thinking, sustainability, civic engagement and collaborative projects.

TRAITS OF THE TRADE

- Creative
- Attuned to shape and symmetry
- At ease with dimensional thinking
- Self-disciplined with attention to detail
- Computer savvy
- Inquisitive and individualistic

Unless otherwise specified, salary data is sourced from careerwise.minnstate.edu.



CONTACT US

FACULTY

DeAnn Engvall

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Web and Graphic Design Technology

A.A.S., Dakota County Technical College

B.S., Mankato State University

Darrell Tangen

651-423-8584 | DARRELL.TANGEN@DCTC.EDU

Photography

A.A.S., Anoka-Ramsey Community College

B.S., University of Minnesota

M.A., Saint Mary's University

VISUAL ARTS & COMMUNICATION

GRAPHIC DESIGN TECHNOLOGY

Delivery: Daytime Classes

Start: Recommended Fall Semester, Spring Semester options available, Full- or Part-Time

AWARDS

Graphic Design Technology A.A.S. Degree 70 cr.

MAJOR DESCRIPTION

This program prepares students to explore, plan, design and produce visual solutions to graphic design communications problems. Graphic designers work to discover the most effective way to communicate in print, web, and interactive media. Students develop skills and knowledge in design concepts, typography, layout, illustration, animation, web content and computer software to create graphic designs for a variety of purposes.

WORK ENVIRONMENT

Performing much of their work on a computer, graphic designers work closely with internal and external clients on advertising, marketing, and promotional projects for a range of organizations and businesses.

POTENTIAL JOB TITLES

- Advertising Designer
- Graphic Art Designer
- Graphic Artist
- Visual Designer
- Graphic Design Specialist
- Studio Designer
- Production Assistant
- Web Content Designer
- Motion Graphic Designer
- Animator

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$27.87/hour
- Top Earners: \$41.35/hour

GRAPHIC DESIGN TECHNOLOGY

A.A.S. DEGREE

Please contact your program advisor regarding your academic plans.

First Year - Fall Semester 14 cr

GRDT1001	Technical Foundations.....	2
GRDT1016	Typography and Layout I.....	3
GRDT1030	Graphic Design Fundamentals.....	3
GRDT1410	Adobe Illustrator I.....	3
WEBD1650	Web Content I.....	3

First Year - Spring Semester 15 cr

GRDT1010	Adobe Photoshop I.....	3
GRDT1053	Design Drawing.....	3
GRDT1430	Adobe InDesign I.....	3
GRDT2420	Adobe Illustrator II.....	3
WEB2685	Web Page Construction I.....	3

First Year - Summer Session 6 cr

ENGL1150	Composition I.....	3
	General Elective (any MnTC area).....	3

Second Year - Fall Semester 15 cr

WEB1750	Web Content II.....	3
GRDT2016	Typography and Layout II.....	3
GRDT2400	Adobe Photoshop II.....	3
PHOT1100	Introduction to Photography.....	3
WEBD2681	Multimedia.....	3

Second Year - Spring Semester 14 cr

GRDT1096	Illustration Fundamentals or	
WEBD2711	CMS Websites.....	2
GRDT1423	Print Processes and Production or	
WEB2690	Web Page Construction II.....	3
GRDT2415	Adobe InDesign II or	
WEBD2695	UX/UI Design.....	3
GRDT2721	Graphic Design Career and Portfolio.....	3
	General Elective (MnTC Goal 3 or 4).....	3

Second Year - Summer Session 6 cr

SPEE1020	Interpersonal Communication.....	3
	General Elective (any MnTC area).....	3

TOTAL PROGRAM REQUIREMENTS 70



DAKOTA COUNTY
TECHNICAL COLLEGE

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VISUAL ARTS & COMMUNICATION

PHOTOGRAPHY

Delivery: Daytime and Evening Classes

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Professional Photography A.A.S. Degree	60 cr.
Photography Diploma.	32 cr.
+ Technical Management A.A.S. Degree	60 cr.
+ Individualized Studies A.S. Degree	60 cr.

MAJOR DESCRIPTION

Photography is a creative visual industry that requires highly trained professionals. Students learn all major aspects of photography through hands-on application of image capture, lighting, computer software, portraiture and print production. Courses in design skills, video and color management round out your experience.

DEGREE OPTIONS

The Professional Photography A.A.S. Degree and Diploma programs deliver the skills to capture excellent images in many different environments, then transform those images into professional-quality prints. The A.A.S. degree includes business courses, providing the knowledge to manage or own a successful photography business. Students may earn a Technical Management A.A.S. Degree (for those entering the workforce upon graduation), or an Individualized Studies A.S. Degree (for those wishing to transfer to a four-year college or university).

CAMERA REQUIREMENTS

Students are required to own a DSLR (digital single lens reflex) camera. Speak with an instructor if you own a DSLR to confirm it meets the requirements, or for guidance in purchasing a camera.

WORK ENVIRONMENT

Graduates become photographers and digital imaging specialists, with the foundation needed to advance with the industry. Opportunities in new technologies and niche areas continue to grow as clients expect a more sophisticated variety of services.

POTENTIAL JOB TITLES

- Photography Business Owner
- Studio Photographer
- Commercial Photographer / Assistant
- Freelance Photographer
- Digital Production Assistant / Printing Specialist
- Digital Asset Management Technician / Digital Retoucher

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$28.07/hour
- Top Earners: \$45.26/hour

PROFESSIONAL PHOTOGRAPHY

A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 13 cr

ENGL 1150	Composition I.	3
PHOT1050	Camera Skills	2
PHOT1110	Lighting Basics.	2
PHOT1310	Adobe Lightroom	2
PHOT1320	Photoshop for Photographers	2
PHOT1420	Studio Portraits	2

First Year - Second Semester 16 cr

ENTR1170	Introduction to Small Business	2
PHOT1550	DSLR Video.	2
PHOT1610	Advanced Software	2
PHOT1651	Product Photography	2
PHOT1680	Photo Business Preparation.	2
PHOT1830	Location Portraits	2
	General Elective (any MnTC area)	3
	Technical Elective (any PHOT)	1

Second Year - First Semester 16 cr

ENTR1760	Selling and Negotiating for Small Business.	3
PHOT1120	Natural Light Portraits	1
PHOT1510	Color Management.	2
SPEE1020	Interpersonal Communication.	3
	General Elective (any MnTC area)	3
	Technical Elective (any PHOT)	4

Second Year - Second Semester 15 cr

ENTR1860	Business Plan Development.	3
MKTC1000	Principals of Marketing	3
PHOT2560	Digital Printing	2
PHOT2651	Advanced Photo Projects.	2
PHOT2710	Portfolio Development	2
	General Elective (MnTC Goal 3 or 4).	3

TOTAL PROGRAM REQUIREMENTS 60

PHOTOGRAPHY DIPLOMA

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year - First Semester 16 cr

ENGL 1150	Composition I or	
SPEE 1020	Interpersonal Communication.....	3
PHOT1050	Camera Skills	2
PHOT1110	Lighting Basics.....	2
PHOT1120	Natural Light Portraits.....	1
PHOT1310	Adobe Lightroom.....	2
PHOT1320	Photoshop for Photographers	2
PHOT1420	Studio Portraits	2
PHOT1510	Color Management.....	2

First Year - Second Semester 16 cr

PHOT1550	DSLR Video.....	2
PHOT1610	Advanced Software	2
PHOT1651	Product Photography	2
PHOT1680	Photo Business Preparation.....	2
PHOT1830	Location Portraits	2
PHOT2560	Digital Printing	2
PHOT2651	Advanced Photo Projects.....	2
PHOT2710	Portfolio Development	2

TOTAL PROGRAM REQUIREMENTS 32

INDIVIDUALIZED STUDIES A.S. DEGREE

This degree is designed for students wishing to transfer to a four-year institution to obtain an advanced degree.

Because this degree will be custom designed to meet your education and career goals, there is no sample course sequence. Please discuss your academic goals with a program advisor so they can work with you to develop a sequence.

Required Curriculum 30 cr

INDS1000	Individual Studies Career Exploration or	
INDS1010	Credit for Prior Learning	1
	Technical Credits	29

General Education 30 cr

ENGL1150	Composition I.....	3
SPEE1020	Interpersonal Communication.....	3
	Mathematics (choose one course numbered over 1000, except 1000 & 1205)	3-4
	Science (choose one course numbered over 1000, except 1200)	3-4
	General Electives.....	16-18

TOTAL PROGRAM REQUIREMENTS 60

** Students must complete 16-18 elective credits from at least two of the following goal areas: 2, 5, 6, 8, 9, and 10.*

TECHNICAL MANAGEMENT A.A.S. DEGREE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

Required Curriculum 45 cr

BUSN2010	Graduation Project or	
BUSN2970	Internship.....	1
	Technical Electives* or	
	Prior Learning Credits	30
	Technical Electives* (any BUSN)	14

General Education 15 cr

ENGL1150	Composition I.....	3
SPEE1020	Interpersonal Communication.....	3
	General Elective (MNTC Goal 3 or 4)	3
	General Electives (any MnTC area)	6

TOTAL PROGRAM REQUIREMENTS 60

** Select Technical electives from any technical program, or credit for prior learning.*



DAKOTA COUNTY
TECHNICAL COLLEGE

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VISUAL ARTS & COMMUNICATION

WEB DESIGN

Delivery: Daytime or Fully-Online Classes

Start: Fall Semester, Full-Time

Location: Rosemount Campus

AWARDS

Web Design Certificate 20 cr.

MAJOR DESCRIPTION

As a one year, in-class or fully-online program, this certificate emphasizes web page architecture for the graphic designer or those just looking for basic web design skills. User interface design concepts, HTML, CSS and JavaScript as well as Content Management Systems are used to create web page structures. Image creation and optimization, basic animation in 2d and 3d environments, and audio and video editing for web content are also taught to create a complete set of web design skills.

WORK ENVIRONMENT

Like graphic designers and desktop publishers, web designers usually work in comfortable office environments. They frequently adhere to strict deadlines and spend considerable time seated before computer monitors.

POTENTIAL JOB TITLES

- Web Designer
- Web Developer
- Multimedia Specialist
- Multimedia Designer
- Multimedia Developer
- Web Specialist

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$30.03/hour
- Top Earners: \$50.13/hour

WEB DESIGN CERTIFICATE

This is a sample course sequence.

Please contact your program advisor regarding your academic plans.

Fall Semester		9 cr
GRDT1016	Typography and Layout I	3
WEBD1650	Web Content I	3
WEBD2685	Web Page Construction I	3
Spring Semester		11 cr
WEBD1750	Web Content II	3
WEBD2690	Web Page Construction II	3
WEBD2695	UX/UI Design	3
WEBD2711	CMS Websites	2

TOTAL PROGRAM REQUIREMENTS 20



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LIBERAL ARTS & SCIENCES

PROGRAMS OF STUDY

General Education & Transfer Curriculum

Individualized Studies

PHILOSOPHY OF LIBERAL ARTS & SCIENCES

Dakota County Technical College incorporates Liberal Arts & Sciences into its curriculum because it firmly believes that higher education involves breadth as well as depth of study and because General Education achieves an important goal of the college's mission. The mission of Dakota County Technical College is to provide collegiate-level education for employment that will empower individuals to enhance their opportunities for career advancement and success in a global economy.

AWARD STATEMENT

Liberal Arts & Sciences is a requirement of all programs of 45 or more semester credits in length and is an integral part of the formal technical and professional preparation of students. This "general" education provides the kind of intellectual concepts and common knowledge that is expected of an educated person.

DELIVERY OF COURSES

Traditional: DCTC offers a variety of day and evening transferable general education courses in the classroom.

Online: DCTC offers transferable general education courses online for those who need flexibility.

Hybrid: DCTC offers transferable general education courses in a blended format that includes both face-to-face and online components for increased flexibility.

For a current schedule of course offerings, visit, dctc.edu/go/courses.



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LIBERAL ARTS & SCIENCES

— GENERAL EDUCATION & TRANSFER CURRICULUM —

A.S. DEGREE REQUIREMENTS

An Associate in Science degree requires a minimum of 30 semester credits of general education as outlined below. See your program's page in this catalog or your academic advisor for program-specific requirements.

Required Courses 12-14 cr

Communication

ENGL1150 Composition I..... 3

Human Diversity

SPEE1020 Interpersonal Communication..... 3

Mathematics (choose one course numbered over 1000)

MATS any Math course (except 1000 and 1205)..... 3-4

Science (choose one course numbered over 1000)

BIOL any Biology course (except 1200)..... 3-4

CHEM any Chemistry course..... 4

PHYS any Physics course..... 3

Elective Courses 16-18 cr

Students must complete a minimum of 16-18 elective credits from at least two of the following Goal Areas listed on the following Minnesota Transfer Curriculum pages:

- Goal 2 Critical Thinking
- Goal 5 History and the Social and Behavioral Sciences
- Goal 6 Humanities and Fine Arts
- Goal 8 Global Perspective
- Goal 9 Ethical and Civic Responsibility
- Goal 10 People and the Environment

TOTAL REQUIREMENTS 30

A.A.S. DEGREE REQUIREMENTS

An Associate in Applied Science degree requires a minimum of 15 credits of general education as outlined below. See the program page in this catalog for program-specific requirements.

Required Courses 9-10 cr

Communication

ENGL1150 Composition I..... 3

Human Diversity

SPEE1020 Interpersonal Communication..... 3

Mathematics or Science (choose one course numbered over 1000):

BIOL any Biology course (except BIOL1200)..... 3-4

CHEM any Chemistry course..... 4

PHYS any Physics course..... 3-4

MATS any Math course (except 1000 and 1205)..... 3-4

Elective Courses 5-6 cr

Students may be required to complete additional credits beyond what is listed above. Choose from the courses listed on the following Minnesota Transfer Curriculum pages:

- Goal 2 Critical Thinking
- Goal 3 Natural Sciences
- Goal 4 Mathematical/Logical Reasoning
- Goal 5 History and the Social and Behavioral Sciences
- Goal 6 Humanities and Fine Arts
- Goal 8 Global Perspective
- Goal 9 Ethical and Civic Responsibility
- Goal 10 People and the Environment

TOTAL REQUIREMENTS 15

DIPLOMA REQUIREMENTS

For students enrolled in diploma programs over 45 credits in length, a minimum of nine credits as outlined below is required. See your program's page in this catalog or your academic advisor for program-specific requirements.

Required Courses	9 cr
Communication	
ENGL1150 Composition I.....	3
Human Diversity	
SPEE1020 Interpersonal Communication.....	3
Elective Courses	3 cr
General Elective (any MnTC area)	3
TOTAL REQUIREMENTS	9

MINNESOTA TRANSFER CURRICULUM

The Minnesota Transfer Curriculum (MnTC) is the format in which general education is defined and accomplished within the public two- and four-year colleges and universities in Minnesota. Completion of an MnTC course at one institution enables a student to receive credit for lower division general education MnTC coursework upon admission to other Minnesota State colleges and universities as well as the University of Minnesota.

DCTC provides general education in the MnTC format and accepts MnTC courses from other Minnesota State colleges and universities and from the University of Minnesota campuses.

Students who complete the entire general education transfer curriculum have shown competency in 10 goal areas. DCTC offers courses that meet all of the 10 goal areas. Students transferring these courses to other colleges transfer on a course-by-course basis. Courses approved for the Minnesota Transfer Curriculum are identified in DCTC publications by MnTC goal numbers.

MINNESOTA TRANSFER CURRICULUM COMPLETION

Completion of the Minnesota Transfer Curriculum (MnTC) may require additional courses beyond those required for the A.S., A.A.S., or diploma. If the intent is to transfer to another college, it is advisable to contact the transfer college for course selection recommendations and transfer admission process information. If a transfer college has not yet been identified, then use the Minnesota Transfer Curriculum courses listed on the following pages as a guide for course selection.

Successful completion of at least 40 credits within the accepted 10 goal areas as outlined below constitutes completion of the Minnesota Transfer Curriculum at DCTC. The goal area completion requirement is listed in italicized text after the description of each goal area. Notation of MnTC completion can be added to a student's transcript upon request after completion.

COMMUNICATIONS (GOAL 1)

To develop writers and speakers who use the English language effectively and who read, write, speak and listen critically. As a base, all students should complete introductory communication requirements early in their collegiate studies. ***MnTC completion requires three courses. One must be ENGL1150 and one SPEE.***

ENGL1150	Composition I.....	3 cr.
ENGL1200	Technical Writing	3 cr.
ENGL2000	English Composition II.....	3 cr.
SPEE1015	Fundamentals of Public Speaking	3 cr.
SPEE1020	Interpersonal Communication.....	3 cr.
ENGL1300	Intro to Creative Writing	3 cr.

CRITICAL THINKING (GOAL 2)

Students will be able to gather and use factual information to make logical assumptions, interpretations or connections. Critical thinking will be taught and used throughout the general education and technical curriculum to develop student's awareness of their own thinking and problem-solving procedures. ***This goal can be met in one of the following three ways: 1) by completion of one course; 2) by completion of Goal 1 and a technical program; 3) by completion of the entire MnTC.***

BIOL1250	Biology of Women and Men	4 cr.
ENGL1675	Children's Literature	3 cr.
INDS1020	Critical Thinking for Student Success	2 cr.
PHIL1200	Critical Thinking.....	3 cr.
PHIL1500	Philosophy of Technology	3 cr.
PSYC1105	General Psychology	4 cr.

NATURAL SCIENCES (GOAL 3)

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. By studying the problems that engage today's scientists, students learn to appreciate the importance of science in their lives and to understand the value of a scientific perspective. ***MnTC Completion requires two courses of two different disciplines; at least one must be a lab course.***

Lab Sciences

BIOL1111	Environmental Science with Lab	4 cr.
BIOL1250	Biology of Women and Men	4 cr.
BIOL1310	Introduction to Anatomy & Physiology	4 cr.
BIOL1500	General Biology	4 cr.
BIOL2020	Microbiology.....	4 cr.
BIOL2000	Anatomy & Physiology I	4 cr.
BIOL2010	Anatomy & Physiology II	4 cr.
CHEM1500	Introduction to Chemistry	4 cr.
PHYS1050	Introduction to Physics	3 cr.
PHYS1100	College Physics I	4 cr.

Lab-like Sciences

BIOL1110	Environmental Science	3 cr.
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MATHEMATICAL/LOGICAL REASONING (GOAL 4)

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. ***MnTC completion requires one course that is at least three credits.***

MATS1251	Statistics.....	4 cr.
MATS1300	College Algebra	4 cr.
MATS1350	Math for Liberal Arts	4 cr.
PHIL1250	Introduction to Logic.....	3 cr.
MATS1240	Quantitative Reasoning.....	4 cr.
MATS1340	Math for Engineering Technology	4 cr.

HISTORY AND THE SOCIAL AND BEHAVIORAL SCIENCES (GOAL 5)

To increase students' knowledge of how historians and social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity. ***MnTC completion requires three courses from at least two disciplines.***

ECON1100	Principles of Microeconomics	3 cr.
ECON1200	Principles of Macroeconomics	3 cr.
ENGL1625	Film Studies	4 cr.
HIST1100	History of United States to 1877	4 cr.
HIST1200	History of US from 1877 to Present	4 cr.
HIST1360	World History to 1500	4 cr.
HIST1361	World History Since 1500.....	4 cr.
HIST1400	American Environmental History	3 cr.
HIST1450	The History of Minnesota	3 cr.
PSYC1105	General Psychology	4 cr.
PSYC1200	Abnormal Psychology.....	3 cr.
PSYC1300	Child/Adolescent Psychology	3 cr.
PSYC1350	Lifespan Development.....	4 cr.
PSYC 1450	Death & Dying	2 cr.
SOCY1010	Marriage and Family	3 cr.
SOCY1110	Introduction to Sociology	3 cr.

HUMANITIES AND FINE ARTS (GOAL 6)

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. Students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities. ***MnTC completion requires two courses from two different disciplines.***

ARTS1301	Design Fundamentals	3 cr.
ARTS1310	History of Architecture	4 cr.
ARTS1550	Art History, Renaissance to Modern	3 cr.
ENGL1300	Intro to Creative Writing	3 cr.
ENGL1401	Short Stories.....	3 cr.
ENGL1550	Introduction to Literature	3 cr.
ENGL1570	The Literature of Nature	2-3 cr.
ENGL1625	Film Studies	4 cr.
ENGL1630	Genre Film.....	1 cr.
ENGL1650	Greek Mythology.....	4 cr.
ENGL1675	Children's Literature	3 cr.
HUMA1100	Introduction to the Humanities.....	4 cr.
HUMA1125	The Humanities in Modern Minnesota.....	3 cr.
PHIL1003	Philosophy of Sex & Love	3 cr.
PHIL1100	Ethics	3 cr.
PHIL1300	Introduction to Philosophy.....	3 cr.
PHIL1350	Medical Ethics	3 cr.
PHIL1500	Philosophy of Technology	3 cr.
SPAN1300	Beginning Spanish Language and Culture	4 cr.

HUMAN DIVERSITY (GOAL 7)

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. ***MnTC completion requires one course.***

HIST1200	History of the U.S. from 1877 to the Present.....	4 cr.
PHIL1200	Critical Thinking.....	3 cr.
PSYC1350	Lifespan Development.....	4 cr.
SPEE1020	Interpersonal Communication	3 cr.
SPEE1030	Intercultural Communication	3 cr.

GLOBAL PERSPECTIVE (GOAL 8)

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. **MnTC completion requires one course.**

HIST1360	World History to 1500	4 cr.
HIST1361	World History since 1500	4 cr.
HUMA1100	Introduction to the Humanities.....	4 cr.
SPAN1300	Beginning Spanish Language and Culture	4 cr.
SPEE1030	Intercultural Communication	3 cr.

ETHICAL AND CIVIC RESPONSIBILITY (GOAL 9)

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. **MnTC completion requires one course.**

BIOL1250	Biology of Women and Men	4 cr.
ENGL1570	The Literature of Nature	2-3 cr.
PHIL1003	Philosophy of Sex & Love	3 cr.
PHIL1100	Ethics	3 cr.
PHIL1300	Introduction to Philosophy.....	3 cr.
PHIL1350	Medical Ethics	3 cr.
PHIL1500	Philosophy of Technology	3 cr.
SOCY1110	Introduction to Sociology.....	3 cr.
SOCY1400	Introduction to Criminal Justice	3 cr.

PEOPLE AND THE ENVIRONMENT (GOAL 10)

To improve students' understanding of today's complex environmental challenges. Students will examine the interrelatedness of human society and the natural environment. Knowledge of both biophysical principles and sociocultural systems is the foundation for integrative and critical thinking about environmental issues. **MnTC completion requires one course.**

BIOL1110	Environmental Science	3 cr.
BIOL1111	Environmental Science with Lab	4 cr.
BIOL1200	Biology and Society	3 cr.
HIST1400	American Environmental History	3 cr.

DEVELOPMENTAL EDUCATION

- General Education at the developmental level is designed to prepare students for transfer-level coursework and to enhance success within technical training programs.
- Developmental courses often help students improve test scores in order to qualify for entry into general education or technical coursework.
- Developmental course numbers begin with a zero. They cannot be used to satisfy graduation requirements.

Communications

ENGL0140	Developing College Writing Skills	4 cr.
ENGL0150	English Writing Essentials.....	3 cr.
READ0110	College Reading Boost	1 cr.
READ0140	Developing College Reading Skills.....	4 cr.
READ0150	English Reading Essentials.....	3 cr.

Mathematical/Logic Reasoning

MATS0075	Number Sense	1 cr.
MATS0640	Mathematical Literacy	3 cr.
MATS0700	Algebra Emporium.....	3 cr.



DAKOTA COUNTY
TECHNICAL COLLEGE

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LIBERAL ARTS & SCIENCES

INDIVIDUALIZED STUDIES

Delivery: Daytime, Evening and Online Classes

Start: Fall, Spring or Summer Session, Full- or Part-Time

AWARDS

Individualized Studies A.S. Degree60 cr.

MAJOR DESCRIPTION

This degree enables students to custom design a program to meet educational and career goals that cannot otherwise be accomplished through existing college programs. The program is suited for students:

- Who wish to explore potential occupational/technical courses in one or more areas of study
- Who are working and wishing to advance their careers
- Who are undecided about their future
- Who are seeking to pursue a baccalaureate degree
- Who have started a technical program but wish to change direction

WORK ENVIRONMENT

Graduates of this program will have the opportunity to be employed or achieve advancement in occupations related to their selected areas of study.

POTENTIAL JOB TITLES

Graduates will obtain positions that will vary according to the individual design of their degrees.

SALARY DATA

Salaries will vary according to the custom design of each degree.

INDIVIDUALIZED STUDIES

A.S. DEGREE

This degree is designed for students wishing to transfer to a four-year institution to obtain an advanced degree.

Because this degree will be custom designed to meet your education and career goals, there is no sample course sequence. Please discuss your academic goals with a program advisor so they can work with you to develop a sequence.

Required Curriculum 30 cr

INDS1000	Individualized Studies Career Exploration or	
INDS1010	Credit for Prior Learning	1
	Technical Credits	29

Required Courses 12-14 cr

Communication

ENGL1150	Composition I	3
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Human Diversity

SPEE1020	Interpersonal Communication	3
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Mathematics (choose one course numbered over 1000)

MATS	any Math course (except 1000 and 1205)	3-4
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Science (choose one course numbered over 1000)

BIOL	any Biology course (except 1200)	3-4
CHEM	any Chemistry course	4
PHYS	any Physics course	3

Elective Courses 16-18 cr

Students must complete a minimum of 16-18 elective credits from at least two of the following Goal Areas listed on the following Minnesota Transfer Curriculum pages:

Goal 2	Critical Thinking
Goal 5	History and the Social and Behavioral Sciences
Goal 6	Humanities and Fine Arts
Goal 8	Global Perspective
Goal 9	Ethical and Civic Responsibility
Goal 10	People and the Environment

TOTAL PROGRAM REQUIREMENTS 60



DAKOTA COUNTY
TECHNICAL COLLEGE

DCTC.EDU • 2020-2021 CATALOG

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This information is available in an alternate format by calling 651-423-8469 or TTY/Minnesota Relay at 1-800-627-3529.

COURSE DESCRIPTIONS

AUTO BODY REPAIR

ABCT1111 Collision Repair Welding I 2

This course covers welding safety, familiarization with oxyacetylene equipment and MIG welder operations.

ABCT1120 Sheet Metal Repair 5

This course covers the tools and processes used for repairing minor damage on sheet metal panels. Safe and proper use of body fillers are included in this course. *Prerequisites: ABCT1111*

ABCT1130 Refinishing Preparation I 2

This course covers refinishing safety, refinishing equipment, masking and surface preparation procedures. *Prerequisites: ABCT1120, ABCT1142*

ABCT1142 Glass, Trim, and Hardware 4

This course covers the procedures for the removal and replacement of stationary glass, moveable glass and most component of a vehicle.

ABCT1150 Reconditioning and Detailing 2

This course covers various methods of vehicle cleanup and reconditioning.

ABCT1212 Collision Repair Welding II 2

This course covers aluminum welding, resistance type spot welding, weld bonding and the I-CAR welding qualification test. *Prerequisites: ABCT1111*

ABCT1214 Refinishing Preparation II 3

This course covers procedures for preparation and application of undercoat systems. Panel preparation techniques are also covered. *Prerequisites: ABCT1120, ABCT1130, ABCT1142*

ABCT1216 Refinishing Application 5

This course covers the application of undercoats and topcoats in refinishing. Color theory, adjustment, and blending will be covered. *Prerequisites: ABCT1142, ABCT1150, ABCT1130, and ABCT1214 or BSEP1301*

ABCT1230 Auto Body Plastic Repair 2

This course covers the different methods of repairing automotive plastics. *Prerequisites: ABCT1130, ABCT1142, ABCT1214 or BSEP1301, and ABCT1216*

ABCT2100 Body Electrical 2

This course will focus on electrical troubleshooting and repair problems and procedures relating to collision electrical damage problems.

ABCT2103 Damage Analysis, Estimating, & Customer Service 2

This course will focus on management duties related to personnel, shop flow and monetary tasks. This course will contain and require handwritten and computer driven estimation procedures and understanding of estimating terminology. *Prerequisites: ABCT1230*

ABCT2106 Collision Damage Repair/Replacement 6

This course will focus on sheetmetal, unitized body and full frame sectioning and replacement of parts and components. *Prerequisites: ABCT1111, ABCT1212 or BSEP1301, and ABCT1120*

ABCT2108 Unibody/Frame/Wheel Alignment I 4

This course will focus on unibody, full frame repair and alignment using various alignment, measuring and pulling equipment. This course will also contain wheel alignment procedures and terminology relating to collision damaged vehicles. *Prerequisites: ABCT1111, ABCT1212 or BSEP1301, and ABCT1120*

ABCT2212 Unibody/Frame/Wheel Alignment II 6

This course is a continuation of ABCT2108 with additional technical information and procedures. Students will be using frame repair equipment, various measuring equipment to include universal measuring, centerline gauges, and laser measuring and applying all previous training on damaged vehicle repairs. *Prerequisites: ABCT1111, ABCT1212 or BSEP1301, ABCT1120, ABCT2108, and ABCT2106*

ABCT2230 Body Mechanical and Air Conditioning 3

This course will focus on auto collision related minor mechanical failures. The course will also focus on typical air conditioning procedures related to auto collision such as reclaim, recharge and replace parts as result of a collision contains subject matter related to mechanical repairs as a result of a collision.

ABCT2240 Emerging Technologies 2

This course covers emerging automotive technologies and how they will impact the collision repair field.

ABCT2960 Auto Body Collision Tech: Skill Development

Auto Body Collision Tech: Skill Development

ABCT2970 Autobody Internship

This course is required and can be for two to five credits. The intern will perform duties related to and to include duties that were performed and learned thus far. *Prerequisites: ABCT1100, ABCT1111, ABCT1120, ABCT1130, ABCT1142, ABCT1150, ABCT1212, ABCT1216, ABCT1230, ABCT2102, ABCT2230, ABCT2106, ABCT2108*

ACCOUNTING

ACCT1010 Principles of Financial Accounting I 4

This introductory course covers the fundamental accounting concepts and principles which are used in a business environment. These concepts are consistent with generally accepted accounting principles. The phrase generally accepted accounting principles (or GAAP consists of three important sets of rules: (1) the basic accounting principles and guidelines (2) rules and standards issued by FASB and (3) the generally accepted industry practices. The course explores the role of accounting as a primary business information system.

ACCT1013 Principles of Financial Accounting II 4

This course continues to explore fundamental accounting concepts and principles. Topics include current and fixed assets, and current and long-term liabilities. Corporations and partnership business types are also explained and defined. *Prerequisites: ACCT1010*

ACCT1100 Business Law and Ethics 3

This course is an introductory course in the principles of law as they apply to citizens and business.

ACCT1106 Accounting Mathematics 3

This course includes a review of the basics of arithmetic and algebra. The focus is on business and financial operations concepts with a strong emphasis on problem solving.

ACCT1206 Payroll Accounting 2

This course covers the various state and federal laws pertaining to computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, employee earnings records, and state and federal reports. *Prerequisites: ACCT1010*

ACCT1306 Spreadsheets 3

This course covers the use of a computer spreadsheet program for accounting applications. Topics include managing multiple-sheet spreadsheets, creating and using charts and graphs, creating complex formulas, and creating and printing reports.

ACCT1406 Income Tax 4

This course covers the major Internal Revenue Code sections that apply to the filing of individual and business income tax returns. Major topics covered include a history of income tax law, the tax formula, gross income and exclusions, business and personal deductions, and tax credits. Income tax form preparation is an integral part of this course.

ACCT2000 Intermediate Accounting I 4

This course is a comprehensive study of accounting theory and concepts with an analysis of the influence on financial accounting by various boards, associations, and governmental agencies. Topics include the income statement, balance sheet, cash, marketable securities, notes and accounts receivable, plant and intangible assets, and bonds and leases. *Prerequisites: ACCT1013*

ACCT2003 Intermediate Accounting II 4

This course is part two of a two-part course of study of accounting theory and concepts. Topics include long-term investments,

current and contingent liabilities, bonds payable, leases, pension plans, owner's equity, and accounting for income taxes and earnings per share. *Prerequisites: ACCT2000*

ACCT2110 Managerial Accounting I 4

This course covers accounting for materials, labor, and factory overhead for a manufacturing entity. Other topics include the job order cost system, the process cost system, and accounting for scrap, spoiled goods, by-products, and joint products. *Prerequisites: ACCT1010*

ACCT2113 Managerial Accounting II 4

Topics include cost-volume-profit relationships, differential costs and revenues, budgeting, standard costing, and cost analysis. Also included are quantitative techniques used for inventory control. *Prerequisites: ACCT2110*

ACCT2200 Accounting Computer Applications I 3

This course is an introduction to computerized applications. Students will learn to prepare financial statements, setup both service and merchandise companies, analyze transactions, make payroll entries, reconcile bank accounts, journalize and post adjusting and closing entries. *Prerequisites: ACCT1010*

ACCT2206 Fund/Nonprofit Accounting 3

This course covers the application of generally accepted accounting principles for state and local governmental units. Topics include accounting for states, municipalities, and not-for-profit organizations with some federal government accounting. *Prerequisites: ACCT1013*

ADMINISTRATIVE SUPPORT

ADMS1005 Keyboarding/Formatting 3

This course covers basic formatting for business documents, including letters, memos, reports, and tables. Straight-copy skill development for speed and accuracy will also be included. *Prerequisites: A typing speed of 35 words per minute with five or fewer errors*

ADMS1010 Business English Skills 2

This course is an extensive, comprehensive study of English grammar, spelling, word usage, punctuation, number usage, capitalization and abbreviation rules, and proofreading.

ADMS1017 Technology for the Business Professional 3

This course is designed to advance the training of business and office students in the use of desktop publishing documents, real world business projects, web site analysis, and web browser.

ADMS1018 Basic Computer Applications 3

This course covers basic information on the history of computers and their impact on society, computer hardware and desk application software. Students will learn the fundamentals of word processing, database, spreadsheet, and presentation applications. Students will also be introduced to use of the Internet and e-mail. This course meets the DCTC computer literacy requirement.

ADMS1019 Receptionist Skills 2

This course incorporates the skills that are needed to be an

effective receptionist. Topics such as: scheduling techniques using various software, typing skills, interpersonal communications, customer service.

ADMS1020 Office Procedures 4

This course covers areas that develop skill in understanding and performing typical office tasks: office communication, setting up meetings and conferences, travel arrangements, handling mail, records management, and understanding cultural diversity.

ADMS1021 Keyboarding/Formatting 2

This course covers basic formatting for business documents, including letters, memos, reports, and tables. Skill development for speed and accuracy will also be included. *Prerequisites: A typing speed of 30 words per minute with five or fewer errors*

ADMS1022 Office Support Event Management 3

This course covers basic planning of business events such as meetings, conferences, and luncheons. Topics include all aspects of planning these events from scheduling, invitations, agendas, room management, set up, handouts, and catering needs. Students will also work to develop appropriate skills to take effective meeting minutes, create agendas, and continuous improvement in event management through development of surveys to gain feedback from participants.

ADMS1025 Computer Basics 1

This course covers basic information on operating system software, word processing software and presentation software, students will be introduced to the internet, including ethics and security, information literacy and navigating an online platform.

ADMS1040 Integrated Office Skills 3

This course is designed to integrate and reinforce the skills and knowledge learned in previous courses in the program. Project emphasis will develop the students' awareness of work flow, chain of command, and creation/integration of office documents. The use of electronic tools and the integration of documents created in various Microsoft Office Suite programs is the primary focus of this course.

ADMS1041 Certification Basics - Outlook 3

This course covers training in the preparation for students to take the Microsoft Office Specialist Exam for Outlook.

ADMS1045 Medical Terminology 2

This course is an introduction to building medical terms and learning the meanings. Students will learn combining forms, word roots, prefixes and suffixes, and how these word parts apply to building medical terms. Students will also learn common medical abbreviations and symbols.

Note: This course is the same as HEAL1502

ADMS1049 Applied Medical Terminology 3

This advanced medical terminology course is a continuation of ADTC1045 Medical Terminology with a focus on word analysis, spelling, pronunciation, and usage of medical terms. Word roots/combining forms, prefixes, suffixes, abbreviations and medical terms will be addressed for the medical specialty areas including

oncology, radiology, psychiatry and pharmacology. There will be an emphasis placed on diagnostic terms, laboratory and clinical procedures assigned to each of the body systems. In addition, students will apply medical terminology usage to common healthcare documentations. *Prerequisites: ADMS1045*

ADMS1051 Human Diseases 3

This course provides basic information about common disease conditions affecting various body systems. There is a focus on the general principles of disease and signs and symptoms of specific disease processes. Major concepts include diagnostic tests, treatment modalities, and medication protocols related to specific disease processes.

ADMS1057 Medical Office Procedures 4

This course is an overview of duties that are performed by a medical administrative assistant and a medical assistant. Emphasis will be on medical/legal issues, patient registration, standard patient forms, medical forms, telephone/communication skills, appointment procedures, medical records. Other topics included in the course will be accounting statements, professional reports/manuscripts, preparing meeting announcements, agendas and minutes. *Prerequisites: ADMS1018 or 1030*

ADMS1260 Certification Basics - Word 3

This course covers training in the preparation for students to take the Microsoft Office Specialist Exam for Word.

ADMS1265 Certification Basics - Excel 3

This course covers training in the preparation for students to take the Microsoft Office Specialist Exam for Excel.

ADMS1275 Certification Basics - PowerPoint 3

This course covers training in the preparation for students to take the Microsoft Office Specialist Exam for PowerPoint.

ADMS1285 Oral Business Communications & Job Seeking Skills 2

This course covers the development of oral communication skills in the following areas: one-to-one communication, oral presentations to groups, use of MS PowerPoint in presentations and student evaluation of speeches. Students will also learn successful employment interview strategies as well as how to find various job leads, write a successful resume, application letter, and follow-up letter.

ADMS1290 Written Business Communications 2

This course covers the process of communication, including writing techniques and strategies. Students learn by completing a range of writing exercises and critical thinking cases. Specific applications focus on letter and memorandum writing and formal and informal reports. Communication skills are emphasized along with e-mail usage.

ADMS1360 Healthcare Documentation Essentials 4

This beginning course provides an orientation to the healthcare delivery system, health records, and the health information profession. Basic concepts of medical records are explored in different healthcare settings, including hospitals, nursing homes, clinics, and physician's offices. This course addresses the various

forms which comprise a medical record, assembly of records, record analysis and medical record terminology.

ADMS1370 Medical Billing and Insurance 3

This advanced course provides a study of various health plans, reimbursement methodologies, and compliance strategies. Students will continue using principles of ICD-10-CM and CPT coding and advanced concepts of coding to ensure proficiency in coding. *Prerequisites: ADMS1045, 1400, 1410*

ADMS1380 Quality & Healthcare Statistics 3

This course covers the components of quality improvement for problem-solving, decision-making, time management and implementation of quality concepts, and applying quality tools. This course also covers collecting, analyzing, interpreting, and presenting numerical data relating to healthcare services. Students will apply computer software skills using spreadsheet, database, and presentation software to convey healthcare information. *Prerequisites: ADMS1360*

ADMS1390 Introduction to Pharmacology 2

This course covers the various medications commonly used for all body systems. Topics covered will be drug classification, modes of administration, treatment means, and characteristics of typical drug effects.

ADMS1400 ICD-10-CM/PCS Coding 3

This course will introduce the student to the ICD-10-CM classification system and ICD-10-PCS inpatient procedural coding system. Emphasis will be placed on the correct process of utilizing the alphabetic index and tabular list for code assignment. The focus will be on rules, conventions, and instructions of ICD-10-CM as well as chapter specific guidelines (e.g. circulatory, injury, pregnancy), including criteria for assignment of principal and additional diagnoses in the inpatient and outpatient setting. *Prerequisites: ADMS1360, 1045*

ADMS1410 CPT Coding 3

This course provides a study of the Current Procedural Terminology (CPT) coding system using sample exercises and medical records to develop skill and accuracy in coding. Students will continue using the principles of ICD-10-CM coding to ensure proficiency in coding using patient records and advanced concepts of coding. Students will adhere to current regulations and established guidelines in code assignment. *Prerequisites: ADMS1400, 1360, 1045*

ADMS1420 Supervision of Health Information 3

This course is a study of the principles of management, communication, and interpersonal relationships in creating a productive work environment in a healthcare facility. Fundamentals of team leadership will be explored, as well as organizational skills and employee training and development. Cultural issues and its effect on health, healthcare quality, cost and HIM will be explored, as well as creating programs and policies that support a culture of diversity.

ADMS1430 Legal Principles of Health Information 3

This course covers the application of legal principles, policies, regulations, and standards for the control and usage of consent and release of Information forms used in medical facilities. Ethical and bio ethical practices will be explored. An overview of current health legislation will be included.

ADMS1440 Advanced Coding 2

This advanced course provides a study of various health insurance plans, reimbursement methodologies and compliance strategies. Students will continue to use the principles of ICD-10-CM and CPT coding to ensure proficiency in coding patient records and advanced concepts of coding. Students will follow current regulations and established guidelines in coding assignments. An overview of health insurance plans and reimbursement systems will be discussed, along with the basics of completing insurance claim forms. *Prerequisites: ADMS1360, 1400, 1410, 1045*

ADMS1445 Capstone 1

This course provides students with the opportunity to participate in real life observation of work settings. Emphasis is placed on critical thinking and role transition from student to graduate. Students are assigned to observe/meet with industry contacts, research and utilize real life application of their coursework and prepare and present findings based on project assigned to them.

ADMS1450 Internship and Review 2

This course provides the student with practical application of theories learned during the course of study. Under the supervision of a qualified health information professional at affiliation site, the student will gain professional practice experience, when available, in a healthcare facility. Students will be required to meet written goals and objectives and undergo evaluations. Affiliation sites are organizations that agree to take medical coding students for a non-paid period of time in order to aid the student in blending classroom theory with practical application. The student should be supervised and considered a contributing member of the affiliation site staff. The internship and review will prepare the student to sit for the Certified Professional Coder (CPC) national exam. *Prerequisites: Students should be in their last semester of coursework*

ARCHITECTURE

ARCT1000 Architectural Technology Studio I 5

This course will introduce the beginning architectural technology student to drafting standards and techniques used in both hand and CAD drafting. Students will learn to draw plans, sections, elevations and details for residential projects and the graphic conventions used to communicate information on these drawings. Sustainable building principles will be applied to the commercial projects.

ARCT1020 Methods and Materials I 3

This course will introduce the beginning architectural technology or interior design student to the properties and applications of common, as well as new and sustainable residential building materials. This class will cover materials and methods such as: current sustainable practices in home building, wood stud construction, window installation, roofing, foundations, flashing, etc. These materials and construction methods will then be applied in the Studio I projects.

Note: This course is cross listed with IDES1020

ARCT1107 CAD I 3

This course will introduce the beginning architectural technology student to computer-aided design programs currently being used in professional design offices. Fundamental concepts, commands, and tools of a C.A.D. environment will be taught with a hands-on approach to learning. Students will complete self-paced drafting exercises.

ARCT1208 Computer Drafting II 3

This course introduces the student to AutoDesk Revit Software. There is an emphasis on BIM workflow and basic to intermediate modeling techniques. The student will develop intermediate CAD and BIM techniques to develop construction drawings. This knowledge can then be applied to projects in concurrent and future projects. *Prerequisites: ARCT1108*

ARCT1501 Architectural Studio II 5

This course will guide students through the production of construction drawings for a commercial building. The larger scale and scope of the project will build upon skills acquired in Studio I and drawings will be more comprehensive and detailed as students learn to integrate building codes and regulations into their designs. Students will apply sustainable practices along with industry standards and will begin to develop building details for construction drawings.

ARCT1521 Building Codes and Regulations 3

The goal of this class is to provide a fundamental understanding of the International Building Code (IBC), the Americans with Disabilities Act (ADA), and Energy Codes and Rating Systems the class emphasizes Health, Safety, Welfare (HSW) topics such as: building codes, fire codes, accessibility issues, and environmental issues.

ARCT1541 Methods and Materials II 3

This course will use knowledge gained in ARCT 1020 and pair it with studio projects to round out students' knowledge of the methods of construction. Content will include detailing as well as understanding material connections and junctions between materials.

ARCT2000 Mechanical and Electrical Systems 3

This course will introduce the student to electrical/lighting, plumbing, HVAC, and fire protection. The course will examine the integration of various building systems into building design and look at energy efficiency and other means of contributing to a building's sustainability.

ARCT2020 Building Structures 3

This course provides a basic understanding of the structural design for beams, columns and joists in wood, steel and concrete. It emphasizes the nature of frame structures and is intended to provide an architectural technician with the knowledge necessary to work and communicate effectively with a structural engineer.

ARCT2101 Architectural Studio III 5

Students prepare architectural drawings for multi-story commercial buildings. This course builds upon the students' architectural technology skills as they prepare construction drawings for more complex buildings. Content from prior courses and sustainability will be integrated into comprehensive studio projects.

ARCT2107 CAD III 3

This course builds on the student's knowledge of AutoCAD. The student will use advanced AutoCAD techniques to develop construction drawings to supplement the work in ARCT 2101. *Prerequisites: ARCT1207 or equivalent*

ARCT2201 Architectural Studio IV 5

Students prepare final drawing sets for a multi-story building. Work is done in a team environment to help understand firm culture and coordination. Emphasis is placed on the Construction Documents phase of design, working through details, sections, schedules, and a brief exposure to specifications.

ARCT2970 INTERNSHIP: Architecture Technology 1

This course is taught through a professional internship to facilitate the transition from school to a working environment. Internship will begin with job seeking and interviews for those not already in a qualifying position. Upon acceptance of an internship, the internee will begin produce work in a professional design office workplace. The internship coordinator will visit with supervisors to complete an evaluation form.

ART**ARTS1301 Design Fundamentals 3**

This course covers the elements and principles of design: line, shape and form, space, texture, color and balance, proportion and scale, unity and harmony, and emphasis, in two dimensional and three dimensional formats through application. Color will be a focus, including the study of hue, saturation, and intensity, and how color affects people demonstrated through project work.

ARTS1310 History of Architecture 3

This course will cover architecture from prehistory up to today, looking at examples throughout history and examining the issues that help shape them. The course will not only look at who designed the buildings, but who built them, who used them, and why. Beginning with the earliest manmade shelters and ending with issues influencing architecture today, the course will introduce students to different ways of seeing building and architecture as cultural artifacts.

ASEP**ASEP1101 Automotive Fundamentals 3**

This course is designed to develop the basic concepts needed for the General Motors Automotive Service Educational Program. This unit covers basic automotive safety and procedures in the shop. Different types and uses of fasteners, including thread repair, will be covered. The proper procedures for writing repair orders and parts requisitions will be covered. The use of General Motors service bulletins as well as service and repair manuals will be examined in detail, including wiring schematics. Instruction and GM certification in the General Motors Specialized Electronics Training program (GM-SET) is also a part of this unit.

ASEP1102 Electrical and Fuel Systems 3

This course begins by examining batteries, charging systems, and starting systems used by General Motors. Proper testing methods utilizing various types of equipment will be stressed, followed by unit repair procedures. All General Motors ignition systems and emission controls will be examined. The fundamentals of GM engine computer systems and related sensors will be addressed. Diagnosis, adjustments, and repair of component parts will be covered. An introduction to oscilloscopes and four-gas analysis will also be covered. *Prerequisites: ASEP1101*

ASEP1103 Driveability 3

This course will cover General Motors engine control systems. Included will be a thorough examination of automotive microprocessors, sensor and actuator operation, DIS ignitions, TBI, PFI, and other GM fuel systems. The proper use of service manual diagnostic information and trouble charts will be covered. The use of scan tools, including TECH 1, TECH 2, and GM-PC for diagnosis, will be covered in detail. This unit includes a continuation of scope and infra-red operating and diagnosis. *Prerequisites: ASEP1101 and ASEP1102; or instructor approval*

ASEP1104 Body Electronics 3

This course will cover General Motors body electrical systems. A study of the theory, diagnosis, and repair of electric windows, door locks, power seats, mirrors, electronic and conventional instrumentation, windshield wipers, cruise controls, theft deterrent systems, and microprocessor-controlled body electronics is included. The automatic and electronic climate control systems will be addressed in this unit. The Supplemental Inflatable Restraint system (SIR) and its various applications and functions will also be examined. *Prerequisites: ASEP1101, ASEP1102, ASEP1103; or instructor approval*

ASEP1105 Heating And Air Conditioning 3

This course is a study of the theory, operation, maintenance, diagnosis, and repair of General Motors heating and air conditioning systems. The basic refrigerant cycle will be addressed as well as system components and controls used by GM. Emphasis will be on GM CCOT and VDOT systems. Included will be an examination of manual controls used in conjunction with GM heating and air conditioning systems. Reclaiming and recycling of R-12 and R-134A and retrofitting will also be covered in this unit. *Prerequisites: ASEP1101*

ASEP1108 Brake Systems 3

This course covers theory and practice of servicing brake systems on General Motor's cars. Included will be disc/drum brakes, power brakes, diagonal split, anti-lock brakes, and four-wheel disc brakes. *Prerequisites: ASEP1101*

ASEP1201 Dealer Work Experience I 8

This is on-the-job training at a GM dealership. The dealer provides coordinated work experience in accordance with the program schedule. Work experience is supervised by the college's ASEP staff and ASEP coordinator at the dealership. *Prerequisites: Enrollment in GM ASEP and successful completion of the previous semester*

ASEP1202 Dealer Work Experience II 8

This is on-the-job training at a GM dealership. The dealer provides coordinated work experience in accordance with the program

schedule. Work experience is supervised by the college's ASEP staff and ASEP coordinator at the dealership. *Prerequisites: Enrollment in GM ASEP and successful completion of the previous semester*

ASEP1204 Dealer Work Experience IV 8

This is on-the-job training at a GM dealership. The dealer provides coordinated work experience in accordance with the program schedule. Work experience is supervised by the college's ASEP staff and ASEP coordinator at the dealership. *Prerequisites: Enrollment in GM ASEP and successful completion of the previous semester*

ASEP1205 Dealer Work Experience V 8

This is on-the-job training at a GM dealership. The dealer provides coordinated work experience in accordance with the program schedule. Work experience is supervised by the college's ASEP staff and ASEP coordinator at the dealership. *Prerequisites: Enrollment in GM ASEP and successful completion of the previous semester*

ASEP1212 Advanced Diagnostics/New Model Update 1

This course provides the student with additional electronic fuel and body systems diagnosis and repair procedures. The most current factory diagnostic procedures will be stressed. Emphasis will be on GM-PC, TECH 1, and TECH 2, as well as additional lab scope and infra-red analysis. Also, any new products or systems introduced on GM vehicles that have not been previously covered will be addressed. *Prerequisites: ASEP1101, ASEP1102, ASEP1103, ASEP1104*

ASEP2107 Steering and Suspension 2

This course covers the principles of operation, removal, reconditioning, installation, and adjustments of GM steering and suspension systems. It includes comprehensive training on power/manual steering gears, power/manual rack and pinion systems, suspension repairs, wheel alignment, wheel balance, and vibration diagnosis.

ASEP2110 Automatic Transmissions 3

This course covers the removal, disassembly, operation, reconditioning, assembly, installation, and diagnosis of General Motors automatic transaxles and transmission.

ASEP2111 Engines 3

This course covers the operation, diagnosis, removal, assembly, reconditioning, and installation of General Motors gas engines. Oil and coolant leak diagnosis and repair will also be covered. *Prerequisites: ASEP1102*

ASEP2209 Driveline and Four-Wheel Drive 3

This course covers the disassembly, operation, reconditioning, assembly, and adjustments of General Motors front and rear axles, driveaxles, and driveshafts.

ASEP2303 Dealer Work Experience III 5

This is on-the-job training at a GM dealership. The dealer provides coordinated work experience in accordance with the program schedule. Work experience is supervised by the college's ASEP staff and ASEP coordinator at the dealership. *Prerequisites: Enrollment in GM ASEP and successful completion of the previous semester*

ASEP2502 GM Global Electric Systems 1.5

This course begins with practice exercises related to the diagnosis

and repair of body control systems that are performed by students working in groups. Each student will then complete test exercises requiring the same job skills.

ASEP2511 HVAC Systems and Operation 1

This course covers the operation and diagnosis of GM air conditioning systems. Proper usage of special tools will also be covered.

ASEP2532 Engine Mechanical Diagnosis and Measurement 1.5

This course consists of a WBT, IDL and Hands-on component. This course covers the proper techniques and fundamental knowledge necessary to correctly isolate and diagnose abnormal engine conditions. Topics include recommended diagnostic, measurement, and overhaul/repair procedures for GM engines.

ASEP2548 Rear Axle and Propeller Shaft 1.5

This course consists of a CBT, IDL and Hands-on component. Intended for driveline service technicians, this course provides participants with the fundamentals of rear axle and propeller shaft operation. Topics include propeller shafts and limited-slip differentials. Also included are proper maintenance, service procedures, basic vibration, and noise diagnosis.

ASEP2550 Diesel Engine Performance Advanced Diagnostic Strategies 1.5

Engine Performance Advanced Diagnostic Strategies

ASEP2559 8-Speed Automatic Transmission/Transaxle 1.5

This course begins with practice exercises related to the diagnosis and repair of GM Automatic Transmission/Transaxle Mechanical systems that are performed by students working in groups.

ASEP2590 Auto Transmission: Diagnosis and Service 1.5

This course begins with a PowerPoint presentation to review the components of the 4ET50 transmission. The presentation also includes safety precautions to follow while working on a high voltage system. The students will work in groups on workstations related to the diagnosis and repair of the 4ET50 transmission.

AUTOMOTIVE

AUTM1003 Automotive Fundamentals 2

This course covers automotive industry fundamental knowledge and operations as well as basic automotive electrical theories, diagnosis, and repair procedures using various types of tools and test equipment and reference materials available in Alldata, Mitchell and your textbook.

AUTM1013 Automotive Starting and Charging Systems 3

This course covers automotive batteries, starting and charging system theories, diagnosis and repair procedures using various types of tools and test equipment and reference materials available in Alldata, Mitchell and student textbook. *Prerequisites: AUTM1003*

AUTM1023 Automotive Suspension Systems 3

This course teaches suspension systems using leaf springs, coil springs, McPherson struts, and torsion bars. Steering systems using manual and power rack and pinion, recirculating ball steering

gears. Alignment angles and their relationship to vehicle handling.

Prerequisites: AUTM1003, 1013

AUTM1033 Automotive Brake Systems 3

This course includes basic principles of brakes, hydraulic system basics, disc and drum brakes, parking brakes, anti-lock brakes and power assist units. Emphasis will be placed on operation, diagnosis and repair of various types of braking systems.

Prerequisites: AUTM 1003, 1013

AUTM1043 Vehicle Maintenance 4

In this course you will learn to inspect, and provide basic service and repairs on both manual and automatic transmissions & transaxles differential, transfer cases, drive axles and wheel bearings.

Prerequisites: AUTM 1003, 1013, 1023, 1033 (with a C or better)

AUTM2117 Automotive Electronics 1 3

This course covers automotive electrical and electronic fundamentals. Operation, diagnosis, and repair of automotive lighting, horn, relay, and windshield wiper circuits are studied using various types of tools and test equipment. Reference materials available through Alldata, Mitchell, Identifix, AC Delco, Subaru of America and the student textbook will be utilized. *Prerequisites: AUTM 1003 and 1013*

AUTM2127 Automotive Electronics 2 3

This course covers automotive electronics and computer fundamentals. Operation, diagnosis, and repair of automotive accessory and Supplemental Restraint systems are studied using various types of tools and test equipment. Reference materials available through Alldata, Mitchell, Identifix, AC Delco, Subaru of America and the student textbook will be utilized. *Prerequisites: AUTM 1003, 1013, 2117*

AUTM2137 Automotive HVAC Systems 3

This course covers the principles of air conditioning and types, diagnosis, testing, and repair of air conditioning systems. The course includes practical work on air conditioning systems such as evacuating, replacement of components, charging, recycling, and performance testing. Reference materials available through Alldata, Mitchell, Identifix, AC Delco, Subaru of America and the student textbook will be utilized. *Prerequisites: AUTM 1003, 1013, 2117, 2127*

AUTM2147 Advanced Automotive Electronics 5

This course covers advanced automotive electrical, electronic, and HVAC system diagnostic and repair procedures using various types of tools and test equipment and reference materials available in Alldata, Mitchell and student textbook. *Prerequisites: Successful completion of AUTM1003, AUTM1013, AUTM2117, AUTM 2127, and AUTM2137 with a minimum overall score of 70% OR concurrent enrollment in course 2960 Skill Development with instructor approval*

AUTM2218 Automotive Engine Fundamentals 3

This course includes general engine diagnosis, cylinder head diagnosis and repair, valve train diagnosis and repair, engine block diagnosis and repair. The class stresses how engines work and how to repair them. *Prerequisites: AUTM 1003, 1013*

AUTM2228 Automotive Transmission Fundamentals 3

This course includes basic theory of torque converters, planetary gears, clutches, bands, and hydraulics. The class stresses how automatic transmissions and transaxles work and how to repair them. *Prerequisites: AUTM 1003, 1013*

AUTM2238 Automotive Driveline Fundamentals 3

This course will cover the operation and proper repair procedures of current differentials, manual transmissions, transaxles, and transfer cases used on late model vehicles. It also covers the operation and proper repair procedures for locking hubs in four-wheel drive vehicles. *Prerequisites: AUTM 1003, 1013*

AUTM2248 Advanced Powertrain 5

This course includes: advanced automatic transmission and engine diagnostic procedures. Advanced repair of automatic transmissions and engines. *Prerequisites: Successful completion of AUTM 1003, 1043, 2218, 2228, and 2238 with a minimum overall score of 70% OR concurrent enrollment in AUTM 2960 with instructor approval*

AUTM2314 Engine Performance 1 3

This course covers the operation and servicing techniques required to diagnose and repair automotive fuel system related concerns encountered on modern automobiles. *Prerequisites: AUTM 1003, 1013*

AUTM2324 Engine Performance 2 3

This course covers the operation and servicing techniques required to diagnose and repair automotive computer system related concerns encountered on modern automobiles. *Prerequisites: AUTM 1003, 1013, and 2314*

AUTM2334 Engine Performance 3 3

This course covers the operation and servicing techniques required to diagnose and repair ignition system related concerns encountered on modern automobiles. *Prerequisites: AUTM 1003, 1013, 2314, and 2324*

AUTM2344 Advanced Engine Performance 5

This course will focus on emission control systems and hybrid vehicle operation, diagnosis, and repair. Live work will be at the core of this course and will reinforce understandings obtained in prior courses. *Prerequisites: Successful completion of AUTM1003, 1013, 2314, 2324, and 2334 with a minimum overall score of 70% OR concurrent enrollment in course AUTM 2960 with instructor approval*

AUTM2960 Skill Development: Auto Mechanics 1

Skill Development: Auto Mechanics

AUTM2980 Special Topics

Special topics courses are designed by faculty to address some unique and specifically identified needs of a group of students to fulfill their program requirements. Such courses are usually delivered as a one-time offering and do not become part of the program. Special topic courses can have a varied credit value and differing Prerequisites. *Prerequisites: Instructor approval*

BIOLOGY**BIOL1110 Environmental Science 3**

This course emphasizes the fundamental concepts of ecology as it pertains to the impact of humans on their environment. It addresses the demands placed on the biosphere by the exploitation of natural resources and energy, the creation of pollution and the disposal of waste. This course is interdisciplinary, combining concepts from the natural and physical sciences (e.g. biology, chemistry, geology, physics) with the social sciences (e.g. economics, politics, ethics, history) to present an understanding of how wise stewardship of earth's resources can result in the long-term sustainability of our shared environment. *(Meets MnTC Goal 3 and 10)*

BIOL1111 Environmental Science with Lab 4

This course emphasizes the fundamental concepts of ecology as it pertains to the impact of humans on their environment. It addresses the demands placed on the biosphere by the exploitation of natural resources and energy, the creation of pollution, and the disposal of waste. This course is interdisciplinary, combining concepts from the natural and physical sciences (e.g. biology, chemistry, geology, physics) with the social sciences (e.g. economics, politics, ethics, history) to present an understanding of the sustainable use of Earth's resources. The lab/field component includes application of concepts with an emphasis on observation, the scientific method, and analysis. *(Meets MnTC Goal 3 and 10)*

BIOL1250 Biology of Women and Men 4

Students will focus on concepts related to women's and men's health. Topics covered will include anatomy and physiology of human reproductive systems, ethical issues in women's and men's health, formulating critical thinking skills in the face of new medical findings presented to society and biological concepts of common medical issues faced by women/men. Specific topics may include, menopause, prostate health, hair loss, mental health, pregnancy and current media issues in the face of health care, to name a few. Lab like experiences will be included in the teaching of these topics through simulations, case-studies and more.

BIOL1310 Introduction to Anatomy and Physiology 4

This lecture and laboratory-based course is designed for introductory study of human organ systems (integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, and urogenital) by structure and function. Cellular function, human reproduction, development, and heredity are other topics integrated into the biology of the human body. Carefully check your program requirements for acceptability of this course. It does not replace the two course sequence of anatomy and physiology required for many advanced health programs. *(Meets MnTC Goal 3)*

BIOL1500 General Biology 4

This course surveys the basic principles of biology. Content topics include fundamental concepts of cellular structure and metabolism, inheritance, biodiversity, ecology, and evolution. The lab component includes application of concepts with an emphasis on observation, the scientific method, and analysis. This course provides a foundation for students pursuing health-related careers as well as those in non-science majors. *(Meets MnTC Goal 3)*

BIOL2000 Anatomy & Physiology I 4

This course is the first semester of a two-semester lab-science course intended for students pursuing careers in fitness and allied health fields. Human anatomy and physiology are studied using a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Homeostasis is an integrating theme throughout this course. Content topics include basic anatomical and directional terminology, fundamental concepts and principles of cell physiology, histology, and the integumentary, skeletal, muscular, and nervous systems. Dissection of individual organs and whole organisms may be included. *(Meets MnTC Goal 3) Prerequisites: BIOL 1500 with a grade of C or better*

BIOL2010 Anatomy & Physiology II 4

This course is the second semester of a two-semester lab-science course intended for students pursuing careers in fitness and allied health fields. Human anatomy and physiology are studied using a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Homeostasis is an integrating theme throughout this course. Content topics include immunity, metabolism, fluid balance, development, and the cardiovascular, hematopoietic, respiratory, lymphatic, digestive, urinary, and reproductive systems. Dissection of individual organs and whole organisms may be included. *(Meets MnTC Goal 3) Prerequisites: BIOL 2000 with a grade of C or better*

BIOMEDICAL EQUIPMENT TECHNOLOGY**BMET1112 DC Electricity 3**

This course is designed to investigate the direct current and voltage behavior of series and parallel circuits, using Ohm's and Watt's laws. Natural and direct current electromagnetism will also be presented. Students will perform lab projects on all subject matter by use of an interactive lab network computer.

BMET1114 Wireless Communication 1

This class will study the use of wireless networks in hospitals. The technology involved in wireless medical telemetry. The designated frequencies within the radio spectrum and the potential for radio frequency interference. Also discussed will be the wireless environment, wireless LANs, cell phones, wireless planning and antenna systems plus the role the Federal Communication Commission has in managing the radio frequency spectrum. This class is intended to be an introductory level class.

BMET1122 Administrative Functions 4

This course introduces students to the basic operation of hospitals; the requirements of regulatory agencies; biomedical departmental policies and procedures and the managing of information, work orders and vendors.

BMET1123 AC Electricity 3

This course introduces the principles of alternating current. Circuits will consist of resistive, capacitive, and inductive devices. Ohm's and Watt's laws, along with Norton's and Thevenin's theorems will be used to simplify complex combinations of RCL circuits. Test equipment

introduced includes the VOM (volt-ohm-meter), DMM (digital-multimeter), signal generator, and oscilloscope. The course concludes with resonating circuits. *Prerequisites: BMET1112 or equivalent*

BMET1140 Solid State Electronics 4

This course will introduce students to a wide range of active solid state devices such as transistors, unijunction transistors, and silicon-controlled rectifiers. It also teaches how these devices are used in practical circuits such as amplifiers, speed controls, switching circuits, and timing circuits. The student will computer component and circuit parameters. These will then be compared with measured data. Circuits will be designed and evaluated by breadboarding and/or computer simulation software.

BMET1220 Medical Device Technology 4

This course provides students with an industry overview/perspective of the biomedical technology field. In this course students will learn the relationships between equipment and patient care and the various sensors and transducers used by medical equipment. Typical electronic circuitry used in medical equipment will be covered.

BMET1231 Biomedical Instrumentation II 4

This course provides a foundation in the theory and operation of medical test equipment. The student will use various types of test equipment to test and measure the performance of diagnostic, monitoring and surgical equipment. Each class will have a lecture component on a specific type of instrumentation following the syllabus. *Prerequisites: BMET1220*

BMET1530 Digital and Micro Processor 3

This course covers the basic and advanced digital logic used in integrated circuits and their application. Logic diagrams and analysis will be covered. Microprocessor control and feedback systems using sensor feedback will be studied. Training will be accomplished using the LabVolt system and handouts selected by the Instructor. *Prerequisites: BMET1112, BMET1123, BMET1116 or equivalent.*

BMET2110 Professional Skills 2

This course will consist of class lecture, practical exercises and reflective compositions. The student will focus on the professional skills necessary to thrive in the Healthcare Technology Management field.

BMET2210 Biomedical Instrumentation I 4

This course studies the various technologies used in the medical care field. Areas of study will cover the use of various test equipment, performing preventive maintenance and the use of testing equipment for maintaining proper operation. Students will also learn to read schematics and following instructions in service manuals for performing test and maintenance. Each class will have a lecture component on a specific type of instrumentation following the syllabus.

BMET2940 BMET Field Experience 1

In this course students work in a clinical site within the Biomedical Engineering Department. They are expected to observe and apply all of the BMET skills learned thus far—the same skill that would be expected of an employee.

BMET2970 Biomedical Equipment Technology Internship

In this course students work full shifts in a clinical site within the Biomedical Engineering Department. They are expected to observe and apply all of the BMET skills learned thus far - the same skill that would be expected of an employee. *Prerequisites: BMET1110, BMET1210, BMET1220*

BREWING & BEER STEWARD TECHNOLOGY**BREW1000 Introduction to Brewing and Beer Steward 2**

This course will focus on the history of beer and brewing, the main processing steps involved in beer brewing, identification and characteristics of a variety of beer styles and flavors, beer serving and freshness, main ingredients used in brewing beer, and societal impact and legal regulation of beer and brewing.

BREW1100 Science of Brewing and Fermentation 4

Students will learn the biological, chemical, and physical science related to brewing and the fermentation process.

BREW1200 Raw Materials and Brewing Process 4

In this course students will learn about the characteristics and variables related to the main ingredients used in the beer brewing process—water, barley/malt, hops, adjuncts, yeast, and other ingredients. The students will also learn more in-depth about the brewing process including equipment and procedures involved in wort production, fermentation, clarification, and filtration.

BREW1300 Beer Production and Quality Control 4

Students will gain more in-depth knowledge and hands-on experience of the brewing and beer production process. The course will cover process, procedures, and best practices for each step in the brewing process.

BREW1400 Packaging and Process Technology 3

In this course students will develop a basic knowledge of bottling, canning, and kegging beer emphasizing best practices for stability and shelf life. Students will also learn about draught systems, packaging containers, and materials used in the brewing industry and quality control tests and measurements used on finished beer. This course will also include operation, safety and maintenance of brewing equipment and technology including hydraulic pumps, filtration systems, and heating and refrigeration technology.

BREW2970 Internship 4

Brewing and Beer Steward Internship

BUSINESS MANAGEMENT**BUSN1000 Foundations of Management 3**

This course will provide you with background and theories of supervision and management, and the key skills required to be successful supervisor, manager and entrepreneur. Learn to effectively manage in an ever increasingly diverse workforce. Ease the transition to supervisor or bring yourself up-to-date

with today's supervisory/management practices. Study the role and responsibilities of supervisors including planning, organizing, staffing, directing, and controlling. Develop new skills in communication, correcting or rewarding performance, and overall management of resources.

BUSN1010 Leadership 3

Learn concepts to become an effective leader in today's global business environment. Determine your leadership style and the implications of that style on work group performance. Incorporate ethics, cooperate mission, vision and culture into a powerful leadership strategy. Enhance your ability to motivate and positively influence others in an increasingly diverse workforce. Model leadership behaviors and inspire, challenge, enable and encourage those around you toward a common purpose.

BUSN1020 Management Effectiveness 3

Learn practical tools to manage time and stress. Develop habits to increase personal productivity and create an individual time management plan. Set priorities, delegate and reduce time wasters and stressors. Explore strategies to improve time utilization in workgroups.

BUSN1030 Financial Management 2

This course provides the non-financial manager/supervisor an understanding of business accounting terms, annual reports, basic accounting cycles, budgeting, cost control, income statements, cash flow analysis and other financial statements. Develop and apply skills in basic accounting principles and concepts to make sound business financial decisions. You will be introduced to financial business plans.

BUSN1040 Organizational Behavior 3

We will review, discuss and analyze some of the things that make an organization of any size and purpose tick. We will examine the ways that systems and values help to make up an organizations culture. We will discuss the ways individuals work inside an organization and ways they influence those around them. And we will consider in detail what this all means in the context of today's call for constant change. The focus of this course will be on application. We will work to understand theories as they can be practiced. We will work with models and tools that have practical application in our many endeavors. Ultimately, success will be judged on each participants ability to make a difference outside the classroom.

BUSN1101 Workforce Planning 4

This course will provide the learner with an overview of how HR evolved into a profession into its modern-day role. Examine HR's roles in business strategy and planning, leadership concepts, and workforce planning, including legal and ethical considerations relevant to these areas. This course observes the standards for the Human Resource Certification Institute.

BUSN1110 Business Law and Ethics 3

Examine workplace issues impacting supervisory responsibilities and explore the influence of ethics on individuals and organizations. You will be introduced to the American legal system. Understand civil, criminal, TORT, contract, employment and labor laws and other factors that affect business operations.

BUSN1121 Employee and Labor Relations 3

This course will examine all aspects of employee and labor relationships. Learning will include the various employee engagement strategies, the performance management process, collective bargaining and legal and ethical considerations. This course observes the standards for the Human Resource Certification Institute (HRCI).

BUSN1130 Risk Management 2

This course is designed to give the supervisor or manager an overview of how to provide a safe and healthy work environment. Supervisors/managers will be able to develop, based on knowledge gained in this course, a safety plan, conduct a job safety analysis, new employee orientation, job safety training, perform workplace inspections and conduct effective accident investigations.

BUSN1141 Human Resource Development 3

This course will examine organizations methods and strategies to hire, train, develop, and retain talent to achieve their mission and goals. This course observes the standards for the Human Resource Certification Institute.

BUSN1150 Compensation and Benefits 2

This course will examine mandatory government, and the various voluntary compensation, benefits and rewards offered by employers to attract and retain top talent. This course observes the standards for the Human Resource Certification Institute.

BUSN1200 Quality Management 3

Learn how to integrate TQM into planning and project management, strategic management, process improvement and how to modify an organizations behavior. Assess supervisors roles and responsibilities related to quality including identifying and meeting customer needs, applying problem solving tools and techniques for improving systems and processes and making quality decisions. Develop a quality training plan for work group members and enhancing work group commitment to continuous quality improvement.

BUSN1210 Project Management 3

Understand the project management process and learn to utilize the appropriate tools to initiate, plan, execute, control and close projects. Learn to apply knowledge, skills, tools and techniques to project activities to meet project requirements. Understand how organizational planning impacts the projects by means of project prioritization based on risk, funding, and the organizations strategic plan.

BUSN1220 Effective Business Communication 3

Learn and practice skills to communicate your message directly and effectively to generate the desired results, whether in a meeting, presentation or written media. Integrate multi-media to support your ideas. Assess your audience prior to communicating to maximize effectiveness. Facilitate group participation including handling disruptive behavior. Learn to apply skills in any situation to achieve win-win negotiations.

BUSN1240 Creativity and Problem Solving 2

Develop the skills and knowledge to cultivate productive work teams. Learn to defuse resistance to change and foster support

and involvement in developing a shared vision. Another important focus is to master conflict resolution and negotiation strategies essential for supervisors and others in leadership positions in fostering self managed work teams.

BUSN1260 Managing Customer Service 1

Identify how supervisors can plan for and support excellent customer service through developing a service strategy. Examine the impact of employee training and decision making authority on customer service. Analyze models of service for internal and external customers. Learn tools and techniques for gathering feedback and handling complaints. Consider the relationship between customer service and quality.

BUSN1300 Multicultural Mentorship I 2

This course explains what multicultural mentoring is and how it can be used as an effective tool to develop individuals, foster teamwork, multicultural understanding and organizational effectiveness and productivity. This course places the student in the role of mentee and mentor. As a mentee, the student will learn how to develop and acquire new skills and abilities through a multicultural mentorship partnership. A mentor/mentee agreement will develop a path to growth opportunities.

BUSN1310 Multicultural Mentorship II 1

This course builds on what multicultural mentoring is and how it can be used as an affective tool to develop individuals, foster teamwork, multicultural understanding and organizational effectiveness and productivity. This course places the student in the role of mentee and mentor. As a mentor, you will utilize skills learned to help their mentee succeed. A mentor/mentee agreement will develop a path to growth opportunities. *Prerequisites: BUSN1300*

BUSN1320 Managing Diversity 3

Identify what it takes to become a diversity leader in your organization and community. Learn the complexities of managing in today's diverse workforce. Explore the evolution of diversity from the past, present and future perspectives. Assess personal, group and organizational viewpoints toward diversity and diversity initiatives. Examine the legal aspects related to discrimination, affirmative action, bias and stereotyping in human resource activities. Implore effective communication methods to build relationships and understanding. Utilize the differences, similarities and tensions of individuals and groups into a collaborative and competitive advantage for your organization. Eliminate barriers affecting equal access and professional growth and mobility.

BUSN1330 Leading a Multicultural Workforce 3

Learn how to adapt global and multicultural contexts into traditional leadership theories. Develop assimilation strategies that do not lose the many advantages that diversity offers. Examine the leadership challenges regarding ethics, social responsibility, accountability and training in a multicultural environment. Choose appropriate leadership styles to build teamwork and collaboration. Raise the awareness of the workforce at all levels to leverage the value of diversity.

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BUSN1340 International Business 3

Understand the growing influence of globalization on all areas of business. Assess the global business environment which includes trade, outsourcing, off shoring, legal, technological, political and social and ethical perspectives. Learn the affects of cultural contexts in negotiation and management. Explore strategies for international and global business.

BUSN1350 Multicultural Conflict Resolution 2

This course focuses on building multicultural conflict resolution skills needed to improve the workplace relationships by understanding the concept of cultural clashes, practicing conflict management prevention, mastering negotiating skills across cultures, building multicultural communication skills, developing mediation techniques, understanding the conflict management continuum resolving multicultural conflict, and comprehending the Alternative Dispute Resolution progression.

BUSN2010 Graduation Project

Complete an improvement project applying the knowledge and skills you have learned in the Supervisory Management program. Advisor approval is required for the project and credits. Credits are variable (1-6 credits) based on the scope of the project. Up to five technical electives required in the program may be applied to the Graduation Project.

BUSN2970 Internship

Internship

CHEMISTRY**CHEM1500 Introduction to Chemistry 4**

This course is a broad introduction to chemistry - its principles and applications. It is intended for the non-science major. No previous chemistry experience is required. Topics include: the scientific method, measurement, quantitative calculations, atomic structure, periodic table, general properties of matter, the development of the model of the atom, naming, basics of chemical bonding, chemical reactions and their uses, chemical equations, acids and bases, and oxidation/reduction. Includes a lab experience. (*Meets MnTC Goal 3*)

CIVIL ENGINEERING TECHNOLOGY**CIVL1131 Beginning Survey 5**

Introduces the three basic surveying tools - the tape, level and transit/theodolite - along with proper field procedures for basic surveying which include taking field notes, taping and EDM, leveling, bearings and azimuths, topography, and mapping.

CIVL1151 Basic CAD 5

This is the first course in Computer Aided Design (CAD) labwork for Civil Engineering Technology Students using AutoCAD software. It will present the fundamentals of AutoCAD including but not limited to command structure, setting units and limits, drafting primitives, layering, use of editing tools, grid, snap, and axis commands. The assignments require extensive use of the Civil Engineering Technology CAD lab.

CIVL1222 Civil Drafting 4

An introduction to large scale mapping as used in highway and site design. Laboratory exercises include preparation of site plans, boundary surveys, and road plans. Laboratory exercises make extensive use of Autodesk Civil 3D. *Prerequisites: CIVL1121*

CIVL1231 Intermediate Surveying and GPS 5

This course covers the basics of horizontal and vertical curve geometry as used in highway design before undertaking the study of more advanced surveying topics including: use of mass diagrams to track earthwork on highways, control surveying mathematics, universal coordinate systems, and boundary location. Laboratory exercises will vary between CAD drawings and outdoor exercises.

CIVL1241 Construction Staking 2

A course on fundamental construction layout principles required for typical construction projects. Topics include: basic control networks, coordinate systems and coordinate geometry, alignment and grade for structures, roadway, and utilities, data collector use, and RTK GPS data acquisition, positioning, and mapping.

CIVL1242 Construction Staking 2

A course on fundamental construction layout principles required for typical construction projects. Topics include: basic control networks, coordinate systems and coordinate geometry, alignment and grade for structures, roadway, and utilities, data collector use, and RTK GPS data acquisition, positioning, and mapping.

CIVL1251 Soil Mechanics/Materials Testing 3

Determination of soil composition and structure is the first phase of project delivery for every type of civil engineering related activity. This course covers the classification of soils through: soil exploration, basic geology, hydraulics of groundwater, weight-volume relationships, sampling procedures, stresses, strains, bearing capacity, settlement and expansion, compaction, stabilization, and an introduction to foundations and retaining walls. Soil mechanics are determined by both field and laboratory test methods. In this course, you will gain hands on experience by applying the methods that are commonly performed to determine soil mechanics. This course also familiarizes students with lab and testing procedures for testing construction materials. Topics include sieve analysis, relative density, compaction tests, Atterberg limits, and soil classification, concrete strength testing, and bituminous sampling.

CIVL1255 Hydrology and GIS 3

Geographic Information Systems (GIS) is information in context. The ability to tie information to a spatial location is basis of GIS. GIS allows us to view, understand, question, interpret, and visualize data in many ways the reveal relationships, pattern, and trends in the form of maps, reports, and charts. In this class the student will learn how to use GIS and apply it to civil engineering and other related practices. Completing civil engineering projects involves skills in health, marketing, environmental studies, geography, natural resource management and many other disciplines. These skills will be developed by using GIS to perform analysis of spatial and tabular data in the field of civil engineering. This course is also an introduction to storm water management as it relates to the design of storm water conveyance systems, and ponds using various engineering tools. *Prerequisites: CIVL1122*

CIVL1256 Hydrology 1

This course is an introduction to storm water management as it relates to the design of storm water conveyance systems, and ponds using various engineering tools. Students will learn calculating runoff, pipe design and sizing.

CIVL1257 UAV/Drone Photogrammetry 1

An introductory course in photogrammetry using UAV (unmanned aerial vehicle) aka drones. Students will learn the correct use of drones as a survey/map making aid. Students will fly a drone and acquire data for use in making plans and maps for civil projects.

CIVL2120 Construction Inspection 3

Develop an understanding of the various roles that the construction inspector plays, and methods used by the construction inspector to document and enforce compliance with the specifications of a construction contract.

CIVL2121 Construction Inspection and Project Management 4

Develop an understanding of the various roles that the construction inspector plays, and methods used by the construction inspector to document and enforce compliance with the specifications of a construction contract. This course also introduces the student to a key element of the Civil Engineering task: Project Management. The student will learn the elements of managing a construction project and work out project schedules by hand and with PM software programs.

CIVL2131 Land Survey 2

An advanced course on fundamental land survey principles required for typical boundary establishment. Topics include: Legal Description reading/writing, adverse possession, Junior/Senior rights, Riparian rights, Land Survey case law, and covers MN Rules on Land Surveys. *Prerequisites: CIVL1231, CIVL2141*

CIVL2132 Land Survey 3

An advanced course on fundamental land survey principles required for typical boundary establishment. Topics include: Legal Description reading/writing, adverse possession, Junior/Senior rights, Riparian rights, Land Survey case law, and covers MN Rules on Land Surveys.

CIVL2133 Subdivision Plat Drafting 1

An advanced drafting course for the drafting of subdivision plats under MN Statutes 505 and others. Students will utilize AutoCad Civil 3D to render the plats. Students will also learn rules that apply to the drafting and recording of plats.

CIVL2155 Eco-Sensitive Design 1

This course is an introduction to the design of sites, and buildings with methods, materials, and philosophies that produce sustainability and protect the world's ecosystems. *Prerequisites: CIVL 1221*

CIVL2162 Project Management 2

This course introduces the student to a key element of the Civil Engineering task: Project Management. The student will learn the elements of managing a construction project and work out project schedules by hand and with PM software programs.

CIVL2211 Project Design 3

This course is a comprehensive introduction to the estimating practices used in the construction industry. *Prerequisites: CIVL2150*

CIVL2221 Properties of Construction Materials 2

This course is an introduction to the Properties of Construction Materials normally used in Civil Engineering applications. *Prerequisites: CIVL1251*

CIVL2241 Estimating 2

This course is a comprehensive introduction to the estimating practices used in the construction industry. *Prerequisites: CIVL2120*

CIVL2970 Internship 3

This course is required for graduation and consists of a minimum of 96 hours of experience in the Civil Engineering Technology industry as an intern. Intern tasks can vary: surveying, construction inspection, CAD work, and office work of a Civil Engineering Technician. *Prerequisites: First year CET classes*

CONSTRUCTION MANAGEMENT

CMSV2100 Soils & Concrete Technology 4

Discusses the history and fundamentals of concrete, admixtures, soils and aggregates. Examines the interactions of concrete, weather, and soil conditions; the proper placement of concrete; bearing capacity of soils; and the basic principles of concrete and soil inspection.

CMSV2850 Construction Safety 2

Examines the planning and administration of construction safety programs, and reviews the history and development of Federal and State Construction safety standards and methods for abatement and control of job site hazards to develop a safe construction project.

CMSV2860 Construction Plan Reading 2

Reviews construction working drawings emphasizing symbols used in the production of architectural, structural, mechanical, and electrical drawings. Course includes interpretation of drawing details, sections, elevations, floor plans, and construction specifications.

CMSV2870 Construction Management 3

Examines estimating, purchasing, bidding, scheduling, coordinating, expediting, and supervising work and dealing with public agencies, the design professions, suppliers, and subcontractors as these activities relate to the operation of a building contracting company.

CMSV2875 Mechanical & Electrical Systems 3

Identify, analyze, and evaluate all aspects of building mechanical, electrical, and plumbing systems. The students will explore a variety of systems found typical in both residential and commercial buildings and will have the opportunity to gain detailed knowledge on how systems are designed, constructed, and perform.

MSV2885 Construction Estimating 3

Examines the basic techniques and guidelines of estimating. The student will develop skills to prepare material takeoffs, and discuss how these relate to labor, equipment, and time. Practical step-by-step estimating procedures will be applied to an actual building project.

CMSV2890 Building Organization & Technology 3

Examines the varied technology that comprise buildings and an exploration into the sequential process of building construction. Theories of building types, functional organizations, and material applications are presented. This course also includes the identification of historic basis for and comparison between basic building materials and construction methods. The importance of building assembly sequences is also presented.

CMSV2900 Construction Scheduling 3

Examines the planning, scheduling, management, and control relating to both core and higher functions associated with network diagram analysis, CPM scheduling, project diagnostics, forecasting techniques.

CMSV2970 Construction Management Internship 3

Provides the student an opportunity to observe and participate in all aspects of construction management that are typically encountered in the construction workplace.

DENTAL ASSISTANT

DENT1100 Dental Science 4

This course provides an overview of basic normal body structure and function including an understanding of the common disease process. Special attention will be given to a comprehensive overview of the oral anatomical structures, functions, and development of the oral cavity, as well as the identification of structures of the head and neck and their functions. *Prerequisites: Admission to Dental Assisting Program*

DENT1110 Pre-Clinical Dental Assisting 3

This course will introduce the student to the health and safety considerations for basic infection control and dental emergencies. Topics will include occupational exposure risks, personal protection, exposure control, hazard communication standards, and medical waste disposal, as defined by government guidelines and regulations including OSHA standards. Special attention will be given on how to reduce the risk of transmission of disease commonly found in the dental office between dental assistants and patients, including various sterilization and disinfection techniques. This course will also discuss the prevention and treatment of medical emergencies commonly found in the dental office. The student will have a basic understanding of the classification, administration, use, and effects of drugs commonly used in a dental office. *Prerequisites: Admission to Dental Assisting Program*

DENT1120 Dental Health 2

This course is designed to provide the student with the knowledge necessary to instruct a patient in proper oral hygiene and explain the benefits of fluoride. It also will provide the students with basic

nutritional concepts and their practical applications. *Prerequisites: Admission to Dental Assisting Program*

DENT1135 Chairside Assisting I 4

This course introduces the student to the fundamentals of working in a dental office setting as a chairside assistant. It introduces concepts of dental charting, techniques of basic equipment, supplies, four-handed dentistry, oral evacuation and instrument identification and their proper use. This course also provides an introduction to the psychology of patient management skills necessary for effective interaction with patients.

DENT1145 Dental Materials 4

This course provides the student with the knowledge and practical application of dental materials commonly found in the dental office. Emphasis will be on chemical and physical properties, uses, types and applications. Students will be able to identify uses for specific dental products and be aware of specific care and storage properties of various materials.

DENT1250 Radiology 5

This course requires instructor approval if not taken in the semester sequence. This course assists the student with an understanding of how radiation is produced, principles of protection for the patient and the operator, and techniques for processing radiographs as well as identifying processing errors. This course covers the techniques used in exposing intraoral radiographs as well as technical errors and corrections. Students will learn to mount and evaluate films for their diagnostic value. The student will be exposed to the extraoral accessory films utilized in the dental office and the procedural techniques for exposing them. *Prerequisites: Admission to Dental Assisting Program or instructor permission*

DENT1260 Expanded Functions 5

This course prepares the assistant to perform all functions legally performed by a registered dental assistant (RDA) according to the Minnesota Dental Practice Act. This course covers the following expanded functions: alginate impressions for opposing models and study casts with bite registration, mechanical polishing of the clinical crowns, application of topical fluoride, rubber dam applications and removal, application of topical medications, orthodontic skills of preselecting orthodontic bands, removing and replacing ligature ties, and placement and removal of elastic separators. Also included are suture removal, placement and removal of periodontal dressings, adaptation of temporary crowns, cement removal, pit and fissure sealants, enamel etching, removal of bonding material, and nitrous oxide monitoring. *Prerequisites: Admission to Dental Assisting Program or instructor approval*

DENT1275 Chairside Assisting II 4

This course furthers knowledge of chairside assisting duties by presenting tray set-ups and the restorative process to help further the development of basic skills of four handed dentistry. This course also introduces basic concepts of the different specialties in dentistry, including orthodontics, oral surgery, endodontics, pediatrics, prosthodontics, and oral pathology. The student will be taught to identify the instruments, materials, and procedures needed to gain skills in assisting the dentist with each specialty.

DENT1280 Dental Practice Management 2

This course is an overview of duties performed by a dental assistant with emphasis on patient registration, medical history forms, telephone skills, appointments, recordkeeping, and correspondence. It also will provide the student with knowledge of professional ethics and dental laws with emphasis on the Minnesota Dental Practice Act. Students will write the Minnesota Dental Jurisprudence Exam. *Prerequisites: Admission to Dental Assisting Program or instructor permission*

DENT2970 EXTERNSHIP: Dental Assistant 7

This course provides the student with actual experience assisting in an off-campus clinical setting in private dental offices, group practices, or specialty dental offices. *Prerequisites: Prior completion of all Dental Assisting courses or instructor approval*

ECONOMICS

ECON1100 Microeconomics 3

This course is an introduction to: price mechanisms, supply and demand, resource allocation, analysis of market structures, distribution of income, and business decisions with regard to cost analysis. *(Meets MnTC Goal 5)*

ECON1200 Principles of Macroeconomics 3

This course analyzes the interactions between all segments of the economic system. The course will focus on savings and investment, aggregate supply and aggregate demand, the monetary system, unemployment and inflation, and fiscal policy. Additional topics may include the balance of payments and currency exchange rates determination. *(Meets MnTC Goal 5)*

EARLY CHILDHOOD & YOUTH DEVELOPMENT

ECYD1110 Introduction to Early Childhood Education 3

This course provides an overview of the early childhood profession, including theories, philosophies, research, principles, and regulations impacting work with young children and their families. This course examines the differing roles within the profession and the many influences on work with children and families.

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD1215 Child Growth and Development 3

This course examines the major developmental milestones across cultures, both typical and atypical, for children from conception through age eight in the areas of physical, social, emotional, language, cognitive and aesthetic/creative development. While studying developmental theory, investigative/observational research methods and developmentally appropriate practices, students will observe children and analyze characteristics of development at various stages. The course emphasizes interactions between maturational processes and environmental factors. To complete assignments in this class, students are required to spend approximately 10 hours per semester outside of class time observing

young children in community-based early childhood programs.

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD1225 Health, Wellness, and Nutrition 3

An introduction to the regulations, standards, policies, and procedures, prevention techniques, and early childhood curriculum related to health, safety, and nutrition. The key components that ensure physical health, mental health, and safety for both children and staff will be identified, as well as the importance of collaboration with families and health professionals. A focus will be on integrating the concepts into everyday planning and program development.

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD1235 Guiding Young Children 3

This course examines positive strategies to guide children's behavior in the early childhood setting. It also examines ways to establish supportive relationships with children and guide them in order to enhance learning.

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD1250 Learning and Creativity in Early Childhood 3

Presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children. Examines the role of the teacher in providing learning experiences to meet each child's needs, capabilities, and interests, and ways to implement the principles of developmentally appropriate practices. Will provide and overview of content areas including (but not limited to): Language and literacy, social and emotional learning, sensory learning, art and creativity, math and science.

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD1320 Infant and Toddler Care and Education 3

This course examines the developmental theories and caregiving skills unique to work with infants and toddlers. Students will build on their knowledge of child development with a special focus on topics such as temperament, attachment, brain development and the emergence of self-regulation during the first years of life. Students will also explore the impacts of culture and diversity on the care and education of infants and toddlers. Age appropriate curriculum models and learning experiences are explored.

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD1335 Observation and Assessment 3

This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning, to plan and individualize curriculum and teaching practices, and to join with families and professionals in promoting children's success. Students will explore recording strategies, rating systems, multiple assessment tools and portfolios. Focus is placed on increasing objectivity in observing and interpreting children's behavior, using assessment ethically, observing developmental characteristics and increasing the awareness of normal patterns of children's behavior. Students participating in this course should expect to devote at least 15 hours per semester of out-of-class time to observation in a community-based early childhood setting. *Prerequisites: ECYD 1210 or Instructor Permission*

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD1350 Curriculum Planning and Implementation 3

This course provides an advanced level examination of learning in early childhood. Students will examine program and curriculum models consistent with best practice in the profession as well as various short and long-term planning strategies employed by early childhood teachers. Learning trajectories for early childhood content areas will be examined and students will practice selection of developmentally appropriate learning goals, activities, materials and instructional strategies. Use of assessment data to guide the development of individually appropriate and responsive curriculum will be emphasized.

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD1360 STEM in Early Childhood. 3

This course examines the development of skills in science, technology, engineering and mathematics during early childhood. Students will explore the learning trajectories associated with each content area as well as developmentally appropriate environments and experiences for teaching concepts such as number sense, counting patterns, measurement, the scientific process, balance symmetry, and more. An exploration of outdoor play and the incorporation of nature in early childhood programs is also emphasized. To complete this class, students are required to spend 10 hours per semester observing and interacting with young children in an approved community-based early childhood program.

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD1520 Practicum I 3

This course provides students an opportunity to demonstrate the early childhood teaching competencies explored in other classes while guided by a supervising teacher in a licensed early childhood program. The competencies addressed include: developing active and developmentally appropriate environments accessible to the multiple needs of learners, positive child guidance strategies, communication skills, and development of professional skills such as communication and respectful interactions with families, colleagues, and other potential partners in the care and education of young children. *Prerequisites: ECYD1100, ECYD1215, ECYD1225, ECYD1235, and ECYD1250*

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD1570 Child and Family Relations in a Diverse World 3

This course examines the impact of family, culture and society on young children. Students will consider strategies for emphasizing culturally and linguistically appropriate and anti-bias approaches while supporting children's care and education. Students will examine the many types of families, as well as the importance of forging effective partnerships with families and community organizations and resources.

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD2340 Children with Differing Abilities 3

This course examines the development of children with differing abilities. Students will integrate strategies that support inclusive programs for children, apply legal and ethical requirements including, but not limited to, the American Disabilities Act and Individuals with Disabilities Education Act. Students will differentiate between typical and atypical development, analyze the differing abilities of children with physical, cognitive, health/medical, communication, and/or behavioral/emotional special needs and explore strategies to adapt curriculum

to meet the needs of children with developmental differences and cultivate partnerships with families. This course includes an emphasis on the use of sign language with children to support communication and the development of language skills. To complete assignments in this class, students are required to spend approximately 15 hours per semester outside of class time observing and interacting with young children in community-based early childhood programs.

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD2501 Experiential Learning 1

This course provides students with an opportunity to experience both clinical and non-clinical sites, as well as expertise in the field. Emphasis will include volunteer experience in a selected setting. Course goals are based on individual need. *Prerequisites: Instructor Permission.*

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD2520 Practicum II 3

This course provides students an opportunity to apply theory, knowledge, and skills in an early childhood setting. Students will demonstrate the ability to plan and lead developmentally, culturally, and individually appropriate activities that meet the learning goals of the program in which they are placed. To complete this class, students are required to spend 150 hours per semester (approximately 10-15 hours per week) observing and interacting with young children in an approved community based early childhood program. *Prerequisites: ECYD1520, 1335, 1350, 1570 and 2340.*

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD2550 Language and Literacy Development 3

This course is an introduction to children's language and literacy development from birth to age eight. Students will obtain skills in creating developmentally appropriate learning experiences that support both oral language and emerging literacy skills amount children at all developmental levels. Students will be exposed to a wide range of instructional practices, approaches, methods, and curriculum materials to support children's language and literacy development. To complete assignments in this class, students are required to spend approximately 10 hours per semester outside of class time observing and interacting with young children in community-based early childhood programs. *Prerequisites: ECYD1210*

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD2610 Leadership in Early Childhood Organizations 3

This course provides an advance level examination of professional expectations and behavior. Students will examine the nature of leadership in early childhood profession including ethical considerations, advocacy, and communications skills required when leading or interacting with colleagues, clients, and allied professionals. Coursework includes opportunities to develop teamwork and problem solving skills while examining issues of interest to students and relevant to early childhood professions. A special focus on job seeking skills, professional presentation and on-going professional development if included. *Prerequisites: ECYD1110, 1215, 1225, 1235, 1570*

Note: This course requires a clear Minnesota Criminal Background Study.

ECYD2960 Field Experience 3

This course provides an opportunity to demonstrate competencies under guided supervision and to make connections between theory and practice. Students will develop professional behaviors through experience in professional settings. Students apply comprehensive understanding of developmentally and culturally appropriate approaches for supporting children and families in a variety of settings, including medical sites. To complete this class students are required to spend 150 hours per semester (approximately 10-15 hours per week) observing and interacting with children and families in approved community-based programs. *Prerequisites: Instructor permission is required for this course.*

Note: This course requires a clear Minnesota Criminal Background Study.

ELECTRICAL CONSTRUCTION & MAINTENANCE TECHNOLOGY

ELEC1110 D.C. Electricity Theory and Lab 3

This course covers investigation of direct current and its behavior in series, parallel, and series/parallel circuits; measuring devices and components; and electromagnetism.

ELEC1120 A.C. Electricity Theory and Lab 3

This course covers investigation of alternating current and its behavior in resistive and reactive series, parallel, and series/parallel circuits; use of test instrumentation; electromagnetic induction; and resonation.

ELEC1130 National Electrical Code I 3

This course covers the requirements of the National Electrical Code.

ELEC1137 Construction Site Safety 1

Safety in the workplace is everyone's responsibility. This course covers basic employee safety training for hazards commonly encountered on a construction site or an industrial workplace. Employees can greatly reduce the chance of injury to themselves or co-workers by carefully following the safety rules and safe work practices.

ELEC1139 Electrical Construction Fundamentals 2

Construction is the systematic process of putting something together. Constructing electrical systems requires a variety of mechanical skills including, but not limited to, measuring, cutting, drilling, bending, fabricating, mounting, fastening, supporting, and terminating. These basic mechanical skills become the foundation for technical and specialized skills. As such, construction requires the efficient and safe use of numerous hand and power tools, as well as the techniques to use trade-specific tools. In addition, electrical work is a licensed and regulated occupation. It is important that students are made aware of the laws and rules governing licensing and registration so as not to find themselves facing the consequences of working unlawfully.

ELEC1140 Blueprint Reading for Technicians 3

This course investigates blueprint reading for electricians. This course consist of basic sketching and drawing techniques, applications of plans, scales and scaling applications, symbology, and print reading.

ELEC1210 Analog and Digital Electronics Theory 2

This course covers the theory of semiconductors, power supplies, amplifiers, digital circuits, microprocessor applications, sensors, and signal coupling materials/devices. *Prerequisites: ELEC1110, ELEC1120, MATS1205*

ELEC1220 Analog and Digital Electronics Lab 4

This course covers connecting, testing, and analyzing semiconductors, power supplies, amplifiers, digital circuits, microprocessor applications, sensors, and signal coupling materials/devices. *Prerequisites: ELEC1120, 1110, MATS 1205*

ELEC1230 Construction Skills & Introduction to Wiring Theory 3

This course covers material and design of residential wiring, wiring methods, selection of proper fastening devices, sizing of wire and boxes, branch circuit requirements, and use of blueprints. *Prerequisites: ELEC 1130, 1139*

ELEC1240 Construction Skills & Introduction to Wiring Lab 6

This course covers lab experiences in material and design of residential wiring, wiring methods, selection of proper fastening devices, sizing of wire and boxes, branch circuit requirements, and use of blueprints. *Prerequisites: ELEC1139, 1130*

ELEC2110 Electrical Apparatus Theory 3

This course will consist of technical instruction and assessment of knowledge related to the installation and operation of electrical apparatus. Students will receive instruction on basic and complex control circuits, single-phase and three-phase motors and transformers, across-the-line motor controllers, reduced voltage starters, variable frequency drives, and power distribution and transfer apparatus. In addition, students will study the National Electrical Code requirements governing the installation of electrical equipment and apparatus. The majority of the technical information will be used to support a parallel lab course. *Prerequisites: ELEC 1240, 1120, 1130*

ELEC2120 Electrical Appartus Lab 6

This course will consist of clearly directed lab exercises with the expectation of exact results, performance evaluations and related assignments. Students will have an opportunity to connect, troubleshoot, and operate both basic and complex control circuits, connect and operate single-phase and three-phase motors, across-the-line motor controllers, reduced-voltage starters, and variable frequency drives. In addition, students will connect and operate single-phase and three-phase transformers, autotransformers, and other electrical equipment and apparatus. The supporting technical information will be provided through a parallel theory course. *Prerequisites: ELEC 1240, 1120, 1130*

ELEC2131 Programmable Logic Controllers Theory 2

Course work includes the technical information supporting a parallel lab course. Students will learn Allen-Bradley RSLogix 500 and RSLogix 5000 programming software to write, edit, download, and operate control programs for Allen-Bradley MicroLogix 1100, SLC-500, and CompactLogix PLC hardware. Students will learn Allen-Bradley Panelbulder32 programming software to create applications for the Panelview 300 and 600 operator interface terminals. In addition, will students study basic instrumentation and networking strategies associated with automation technologies. *Prerequisites: ELEC 1220*

ELEC2141 Programmable Logic Controllers Lab 4

This course work will consist of clearly directed lab exercises with the expectation of exact results, performance evaluations and related assignments. Students will use Allen-Bradley RSLinx, RSLogix 500 and RSLogix 5000 programming software to write, edit, download, and operate control programs for Allen-Bradley MicroLogix 1000, MicroLogix 1100, SLC-500, and CompactLogix PLC hardware. Students will use Allen-Bradley Panelbuilder32 programming software to create applications for the Panelview 300 and 600 operator interface terminals. In addition, students will study basic instrumentation and networking strategies associated with automation technologies. The supporting technical information will be provided through a parallel theory course. *Prerequisites: ELEC 1220*

ELEC2210 National Electric Code II 3

This course covers continued requirements of the National Electrical Code. *Prerequisites: ELEC1130*

ELEC2220 Electrical/Electronic Controls & Systems Theory 2

This course covers analysis and troubleshooting of logic controllers, AC and DC electronic drives, energy management systems, heating and cooling systems, fire alarm and security systems, and integrated voice/video/data and infrared systems. *Prerequisites: ELEC2130, 2140*

ELEC2230 Electrical/Electronics Controls and Systems Lab 4

This course covers analysis and troubleshooting of programmable logic controllers, AC and DC electronic drives, energy management systems, heating and cooling systems, fire alarm and security systems, and integrated voice/video/data and infrared systems. *Prerequisites: ELEC1240*

ELEC2241 Industrial and Maintenance Wiring Theory & Lab 3

This course covers the use of materials and design of industrial wiring, industrial tools and equipment, service equipment, and maintenance technology. *Prerequisites: ELEC1240*

ELEC2251 Commercial Wiring Theory and Lab 3

This course covers the use of materials and design of commercial wiring, commercial tools and equipment, service equipment, and maintenance technology. *Prerequisites: ELEC1240*

ELEC2260 Heating, Ventilation, and Air Conditioning Wiring Theory and Lab 3

This course covers the use of materials and design of materials and equipment for heating, ventilating, and air conditioning residential, commercial and industrial buildings. *Prerequisites: ELEC1120, 1110*

ELECTRICAL LINE WORKER

ELLW98 Introduction to Climbing 1

This course covers the introduction to the equipment used for climbing. The use of this equipment will be applied to the act of learning to climb safely and correctly.

ELLW1110 Distribution I 4

This course covers the task of learning to climb safely along with the use of digger/derrick units. It includes an introduction of the materials and their applications, along with an introduction to the

application of rigging to the industry. The safety aspect of the industry is stressed in these applications. *Prerequisites: ELLW1098*

ELLW1120 Utility Equipment and Tools 2

This course offers an introduction to the tools used in the line industry. Personal tools, climbing tools, and the introduction to the safe operation of carrier-mounted devices are included. The digger/derrick and the personnel-carrying aerial devices will be covered. *Prerequisites: ELLW0098*

ELLW1130 Basic Electricity 2

This course covers the introduction to electrical circuits and magnetic circuits, both AC and DC. The student will use mathematics to calculate voltage, resistance, and current in each type of circuit. This course is an introduction to the use of formulas needed to do the calculations that the lineworker may encounter in this field. The introduction to the magnetic circuits will be the basis for transformer application. The safety aspects of calculating voltages and currents will be used to identify the exposure in such applications that could be a safety hazard.

ELLW1140 Distribution IIA 4

This course covers the construction aspects in the building of single-phase lines and the use of plan profiles, specification drawings, material lists, and their application to the field. It includes the equipment that will be used for this construction. Hot line work with sticks will also be introduced at this time. The hanging of guys, the stringing of conductors, anchor installations, industry framing practices, and safety in all line building, equipment operations, and material handling will be observed and practiced. *Prerequisites: ELLW1110, 1120, and concurrent enrollment in ELLW1141*

ELLW1141 Distribution IIB 4

This course covers more of the material that is in ELLW1140 Distribution IIA. *Prerequisites: ELLW1110, 1120, and concurrent enrollment in ELLW1140*

ELLW1145 Rope and Rigging 2

Students will learn and practice knot tying and splicing. Also included are the study of rope characteristics, different uses of rope, and basic rigging techniques.

ELLW1150 Construction Planning and Practices 2

This course covers the use of different drawings, maps, and construction materials used in the lineworker's field. This includes the list of materials and specifications. Use of the transit will be introduced and applied to the lab field where lines will be staked for future building as a project. Placement of anchors and the installation of line equipment will also be used in the advanced part of the class. *Prerequisites: ELLW1110*

ELLW1155 Equipment Operations 2

A mix of classroom training and outdoor lab work studying and applying the safe and efficient operation of digger derricks, skid steer loaders, backhoes and trenchers.

ELLW1160 Transformers I 4

This course covers the theory and applications of transformer principles of magnetic and electrical circuits for primary and secondary connections. Understanding of polarities is examined and

applied. Use of the different types and possibilities of connections will also be covered, with the needed information for choosing the loading, transformer types and sizes, and the fusing of the same.
Prerequisites: ELLW1130 and concurrent enrollment in ELLW1161

ELLW1162 Transformers II 4

This course covers the actual mounting and connecting of the transformers to the primary and secondary systems, including the use and installation of over-current and over-voltage protection. The use of closed and open banks will be applied, as well as the paralleling of same. Safety of both the primary and secondary applications will be covered and used in all applications.
Prerequisites: Concurrent enrollment in ELLW1160

ELLW1165 Pole Top and Bucket Rescue 2

Students will learn the most up-to-date techniques and operations of rescue equipment in the electrical line worker industry. These skills will help prepare for the possibility of line worker injury on the pole or in aerial equipment. Along with this training, the student will obtain First Aid, CPR and AED certification.

ELLW1170 Line Construction and Maintenance A 4

This course covers the conversion of single-phase to multi-phase applications. The use of three-phase hot stick line applications will be applied to the changing of poles, deadends, crossarms, and running angles. The maintenance of three-phase systems will be applied. The use of insulated fiberglass boards and ladders, nylon hot line hoists, and block and tackle will be applied. Safety applications will be emphasized at all times throughout this course. *Prerequisites: Concurrent enrollment in ELLW1172*

ELLW1172 Line Construction and Maintenance B 4

This course covers the continuation of line construction and maintenance. The application of ties, standard and preformed with sticks and live line applications, is covered. The use of protective coverup materials for lineman and support structures is covered. The transferring and handling of energized conductors using temporary supports, etc. are also covered. *Prerequisites: Concurrent enrollment in ELLW1170*

ELLW1175 System Protection 2

Students will be given a general overview on the basic fundamentals of equipment used in Transmission and Distribution system protection. The objective of this course will be to help the student understand how protection systems function, and how they protect the general public and utility employees, reduce damage to electrical equipment, and reduce duration and number of sustained outages.

ELLW1180 Underground Cable and Fault Locating 2

This course covers the practices and techniques used in cable and fault locating. The student will understand and demonstrate all safety practices in the application and operation involved with the equipment used in this course.

ELLW1185 Electrical Industry Search Skills 1

This course covers a comprehensive view of the aspects incurred in job search activity. It will cover locating job openings, hidden markets, assessing employment strengths, writing resumes, writing cover letters, completing applications, preparing for interview questions, and using the computer highway for job searching.

ENGLISH

ENGL140 Developing College Writing Skills 4

This is a basic writing course that introduces students to the primary principles of college composition and professional writing skills. The courses primary skill areas include organizational development, refined grammar and punctuation execution, proper paragraph development, short essay construction, proofreading skills, audience recognition, and rules for formatting.

ENGL150 English Writing Essentials 3

This is a basic writing course that introduces students to the primary principles of college composition and professional writing skills. The courses primary skill areas include organizational development, refined grammar and punctuation execution, proper paragraph development, short essay construction, proofreading skills, audience recognition, and rules for formatting.

ENGL150 Composition I 3

This course emphasizes the process of writing expository and persuasive essays using effective writing skills and a variety of research techniques. Also included in the course content are critical reading and logical reasoning. *(Meets MnTC Goal 1) Prerequisites: Students having one of the recommended placement assessment scores, or a grade of C- or higher in READ150 and ENGL150*

ENGL1200 Technical Writing 3

This course is designed to enhance students' abilities to write technical documents. The content covered will include proposals, research reports, technical manuals, feasibility studies, and process reports. *Prerequisites: Students must score 70 or above on the Accuplacer Reading assessment to register for this course. (Meets MnTC Goal 1) Co-requisite: If students score between 51 and 69, they can register for this course, but must concurrently take ENGL 0110 College Reading Boost.*

ENGL1300 Introduction to Creative Writing 3

This course introduces students to the fundamentals of creative writing. The elements of fiction, poetry, nonfiction, and screenwriting are covered. Emphasis will be placed on both the writing process and the end product. *(Meets MnTC Goals 1, 6)*

ENGL1401 Short Stories 3

This course emphasizes the review and analysis of examples of the short story format. These stories will be by various American writers from the period 1789 to the present. Also included in the course content are critical reading and logical reasoning. *(Meets MnTC Goal 6)*

ENGL1550 Introduction to Literature 3

This course introduces the study of literature as a mode of discourse for defining, exploring, and expressing human experience. There is an emphasis on learning the skills of reading and writing about literature. This course will cover fiction, drama, and poetry, with attention also paid to literary non-fiction. Thus the class will introduce students to such basic concepts as (for fiction) plot structure, point of view, characterization, imagery and symbolism, setting, tone, irony, and style; (for drama) protagonist/antagonist, plot, dramatic structure, tragedy and comedy; (for poetry) persona, denotation/connotation, figurative language, metrics and major verse forms. *(Meets MnTC Goal 6)*

ENGL1570 The Literature of Nature

This course focuses on the understanding and analysis of humanity's relationship to its environment, as revealed through particular genres, such as the short story, essay, diary, and poetry. Students will review the major texts in the literature of nature and look at the ethical and philosophical relationship between humans and nature over the centuries, focusing primarily on North America. *(Meets MnTC Goals 6, 9)*

ENGL1625 Film Studies 4

This course emphasizes the review and analysis of films. This will include how movies reflect and shape the hopes, dreams, and aspirations of the society that produces them. These films will be from various genres and span the entire time frame that movies have been a popular phenomenon. Also included in this course is logical reasoning as well as the investigation of certain aspects of film that set it apart from other literary forms such as technical advances, special effects, camera angles, costuming, cinematography, and lighting. *(Meets MnTC Goals 5—Beginning Spring 2018—and 6)*

ENGL1630 Genre Film 1

This course emphasizes the review and analysis of focused genres of films. This will include how a genre reflects the society that produces them and how each genre transcends the limits of its formula. Also included in this course is logical reasoning. *(Meets MnTC Goal 6)*

ENGL1650 Greek Mythology 4

This course emphasizes the review and analysis of various Greek myths. This will include how these myths have reflected and shaped art and history. Also included in the course are critical reading and logical reasoning. *(Meets MnTC Goal 6)*

ENGL1675 Children's Literature 3

Students will study and evaluate literature (picture books, fables, fairy tales, fantasy fiction, realistic fiction, historical fiction, and more) written for children from first years to preteen years. Topics covered in this course include (but are not limited to) how to study, analyze, and discuss literature; how to engage children in reading and to encourage thoughtful and creative responses to literature; how to evaluate the literary and educational merits of a text; how to introduce children to a variety of cultural and historical perspectives through literature; how to promote the overall joy of reading; and personal reflections on various modern-day concerns with literature.

ENGL2000 Composition II 3

This course will offer challenging insights into the act of writing. Students will continue to strengthen their writing skills while engaging in analysis of literary texts and secondary sources. In writing critical essays based on that analysis, students will apply rhetorical strategies related to purpose, audience, genre and context. *(Meets MnTC Goal 1) Prerequisite: ENGL 1150*

BUSINESS ENTREPRENEUR**ENTR1170 Introduction to Small Business 2**

Students taking this course will learn what it takes to own, operate, and grow a small business successfully. The student will learn the personal traits and characteristics necessary to succeed in the fast-

paced small business environment. This course will also examine the various ways small business can start. Some of these ways include starting a business from scratch, buying an existing business, or buying a franchise. Various case studies will be examined as to why some businesses fail, while others succeed. In addition, the student will identify their individual strengths and weaknesses and will learn which of these areas help or hinder the success of small business ownership.

ENTR1180 Legal Issues for Small Business 3

This course covers all aspects of Business Law for the entrepreneur/small business owner operator. Every business owner needs to understand the legal aspects of his or her business so as to protect not only the business, but the personal assets of the business owner as well. Topics covered in this class include types of business entities and which entity is the best for his or her business, writing contracts, dealing with employees, protecting your business with legal agreements, intellectual property including patents, trademarks, copyrights, business ethics, and creating a code of ethics for your company. In addition, the student will examine the very serious business issues of sexual harassment, workplace violence, discrimination, and be able to create small business policies for each of these areas.

ENTR1490 Marketing for Small Business 3

Students will be given a complete overview of all aspects of marketing used to grow a small business. Specific topics include research, determining a target market, selecting the right marketing tactics for a specific target customer, and creating the best marketing messages for results oriented marketing. The student will be exposed to over 30 marketing tactics and will learn how to use these tactics to grow their own small business. In this class both traditional marketing tactics and web marketing tactics will be discussed so that the student will have a complete understanding of marketing for his or her small business in today's world.

ENTR1760 Selling & Negotiating for Small Business Owners 3

Your success as a business owner is directly related to your ability to sell yourself, your company, and your products or services. This course is ideal for the new business owner especially if they have never sold before. The entire sales process is clearly defined and broken down into seven steps that lead the student through all aspects of sales. Each student learns how to sell his or her own product or service and is given ample opportunity to practice selling his or her own products and services in a safe setting. In addition to learning how to sell, the student will also learn how to negotiate and will be able to practice negotiating skills in a safe environment. The student will learn the importance of a win/win negotiation and learn the consequences when one party wins and the other party loses. The student will be part of a negotiation team and the team will be part of a negotiation role play.

ENTR1860 Business Plan Development 3

This course will give the student all the necessary tools to create a business plan that gets results. The student will, during the course of the semester, create his or her own business plan, which is the main objective of the course. The business plan process will be broken down into five areas: vision, customers product/service, numbers, and team. Numerous business plans will be examined and good points and bad points will be examined in each. Students will also be given the opportunity to present their plans to the group in a safe setting and have them critiqued for clarity and effectiveness.

ENTR1920 Capitalizing & Financial Management for Small Business 2

This course will provide the student with the basics of raising money for his or her business, along with gaining a basic understanding of the financial management aspects of any small business. The student will be exposed to the various methods of raising both start-up capital and capital for continuing operations. The methods for raising money presented in the class include bank loans, SBA loans, other debt instruments, venture capital, equity financing, and Federal Grant opportunities. The student will also learn the basic, common-sense aspects of money management including understanding cash flow, basic spreadsheets, and monthly/quarterly and annual financial requirements for tax purposes.

EXERCISE & SPORT SCIENCE

EXER1000 Introduction to Human Performance Studies 3

Introduction and orientation to the fields of and related to physical education, sports management and exercise science. Includes an overview of aims, objectives, values, issues, qualifications and opportunities in related professions as well as a brief historical perspective of sport as an industry.

EXER1015 Personal Health and Wellness 3

A comprehensive course that focuses on disease prevention, physical activity, nutrition, and general health facts. The course is designed to help each student take responsibility for their overall health and learn practical ways of achieving a safe and healthy lifestyle. Course topics include self-assessment, wellness improvement plan, personal program design, exercise research investigation, and exercise critical thinking issues.

EXER1020 Strength Training 2

This course is an introductory course to strength or resistance training. Students will perform more than four different workouts during the course of the semester designed for various levels of resistance training expertise. Topics covered during lecture include: skeletal and muscular anatomy and physiology, program design, lifting safety, weight room etiquette, and strength plateaus.

EXER1050 Nutrition for Health and Human Performance 3

This course will provide the student with introductory nutritional information for health, fitness and sports performance. Course content includes: classification and function of nutrients, body composition and weight management, dietary supplements and ergogenic aids, energy and metabolism, and eating disorders.

EXER1065 Psychology of Sport and Performance 3

This course examines thoughts, emotions, and feelings associated with performing one's best in sport and other areas. Topics covered include: realizing potential; performance goals; motivation; mental readiness; distraction control; group dynamics; injuries and rehabilitation; depression, eating disorders and substance abuse; and age and gender issues.

EXER2020 Personal Training and Exercise Leadership I 2

An introductory course to the business of personal training. This course will focus on the fundamental concepts in personal training

for healthy, general populations. Topics include: program design, nutrition, health and fitness assessments, and legal and ethical issues.

EXER2035 Health and Lifestyle Coach 3

This course is designed to provide theoretical knowledge and practical skills in preparation for a national certification exam in health coaching. Topics include effective coach-to-client communication techniques; behavioral, nutritional, and physiological sciences (particularly as they relate to the obese client); screening and assessment; guidelines for designing and implementing safe, effective, and purposeful exercise programs; and the legal, professional, and roles of the health coach.

EXER2060 Personal Training and Exercise Leadership II 2

A lecture/laboratory covering an overview of various training methods and facilities used in one-on-one training, group training, and sports team training. Topics include client motivation, Lifestyle modification coaching, program periodization, plyometrics, rehabilitation concerns, and exercise facility design.

EXER2115 Applied Exercise Physiology 3

This course will present an overview of the most important concepts for coaches, fitness instructors, or practitioners in a health-science field. It is not the intent to study each topic in depth. This course will feature laboratory activities, demonstrations, and hands-on learning experience, and from these activities, conclusions will be discussed regarding concepts.

EXER2260 Recruiting and Retaining Clients 1

This course will provide an introduction to the business side of personal training. Students will learn sales and marketing techniques to use to recruit clients and customer service skills to retain their clients. This course will provide future trainers with the knowledge and skills to maximize their client base and to be effective in meeting the individualized needs of their clients.

EXER2275 Sport Marketing 3

This course is designed to give students an understanding of marketing theories and practices relative to the sports industry. Specific topics include: public relations, promotions, special events, fundraising, licensing and merchandising, market research, pricing, sales, sponsorship and consumer behavior as it applies to the marketing sport or marketing products through sport.

EXER2290 Legal Aspects of Sport 3

The purpose of this course is to provide students with an adequate background to ensure their comfort when dealing with legal issues surrounding sport. Students will learn of the inherent risk associated with sport management and administration. They will be provided with a history of legal arguments, defenses, and judgments in the sport arena.

EXER2975 PRACTICUM - Exercise and Sport Science

PRACTICUM - Exercise and Sport Science

GRAPHIC DESIGN

GRDT1001 Technical Foundations 2

This is an introductory course that prepares all students for entry into the graphic design or web and multimedia design fields. General overviews will be given of the visual arts, photography, and graphic design fields. Students will learn basic computer operations, how to use the local campus network for servers and printers, and an introduction to the online classroom resources. Additionally, students will learn to prepare, mount, display, and present design work.

GRDT1010 Adobe Photoshop I 3

This is an introduction to the basic tools used for image manipulation in Adobe Photoshop. Image modification and compositing, use of the scanner, and mastery of Photoshop tools are stressed. Image adjustment, enhancement and layer masks are also included.

GRDT1016 Typography and Layout I 3

This course covers the basics of typography and development of page layout in graphic design processes. It provides an overview of the graphic design profession and a historical framework for modern typography and layout practices. Typography classification and identification are covered. Design elements and principles are used as a foundation of any design work. Both screen and print formats are explored. Students work with type and visuals to create layouts and solve design assignments.

GRDT1030 Graphic Design Fundamentals 3

In this course, the principles and elements of design will be studied and applied to various design projects. Methods of solving creative problems will be explored and developing creativity and overcoming creative blocks will be emphasized. Those methods will include the application of the creative process and metaphorical thinking. Additional emphasis is placed on evaluating solutions and effective presentation of those solutions. Professionalism and professional attitude will be practiced.

GRDT1053 Design Drawing 3

This is a beginning drawing course geared toward developing or improving good drawing habits. Linear perspective is emphasized. Drawing freehand is practiced for sketchbook and various classroom exercises. Drawing in perspective will also be emphasized, including one, two and three point perspective. The course will explore composition, drawing and rendering techniques. A key emphasis for this course is to instill more confidence in visual expression, through learned techniques and to become a better visual communicator.

GRDT1096 Illustration Fundamentals 2

This course covers the basic concepts in the illustration sector of visual communication. The history and genres of illustration as well as illustration styles and mediums are examined. Projects are assigned to develop illustration skills and uses of various media. Using professional business practices are part of the focus. Visual concept development and communication through illustration are explored through research and application. *Prerequisites: GRDT1030, 1053*

GRDT1410 Adobe Illustrator I 3

This course is a comprehensive look into the drawing tools of

Adobe Illustrator, a computer illustration application. Students will develop skills using the basic drawing tools. Use of the transformation tools, templates, layers, spot and process color, and file output will be emphasized.

GRDT1423 Print Processes and Production 3

This graphic design course is designed to give the student a hands-on overview of various printing processes. Theory, terminology, paper use and production, as well as press and bindery processes will be emphasized. Students will make paper, print on paper and virtually use a press simulator. Students will work with vinyl and learn more about this growing field.

GRDT1430 Adobe InDesign I 3

placed on software operation. Use of text and graphics into single and multi-page documents will be incorporated into projects.

GRDT2016 Typography and Layout II 3

This course covers advanced typography and page layout skills. Students develop greater understanding of type as a key element of design. The course concentrates on designing with type, understanding the relationship between type families and type styles, selecting type for emotional impact, and using color and texture in type. Additional topics include font and image copyright requirements, and use of type and images for web and motion graphics. Students work toward creating effective marketing and advertising pieces through the practical application of typography and composition. The use of visual concepts is explored. Development and completion of a variety of assignments place emphasis on methods using page layout software. *Prerequisites: GRDT1016*

GRDT2400 Adobe Photoshop II 3

This course builds on the tools and techniques learned in Adobe Photoshop I. The student will use and become more proficient with all the tools, especially the adjustment layers, layer styles and layer masks. The actions panel will be used to facilitate work with many photographs. Students will composite photos using various techniques. *Prerequisites: GRDT1010*

GRDT2415 Adobe InDesign II 3

Students will design and produce advanced page layouts using Adobe In Design to further develop skills combining type and images together. Emphasis will be placed on advanced publishing techniques to create complex quality projects for print, interactive publishing and portfolio presentation.

GRDT2420 Adobe Illustrator II 3

This is a project driven course. Specific Adobe Illustrator skill areas covered are blending tools, gradient mesh, graphs and charts, use of path options and brushes. Students will design symbols, ads, packages and campaigns, using these skills. They will create a variety of portfolio quality drawings that reflect their ability to design and use the Illustrator software. *Prerequisites: GRDT1410*

GRDT2721 Graphic Design Career and Portfolio 3

This capstone experience concentrates on preparing students to enter the graphic design job market. Coursework includes career research and development of a professional portfolio, web representation, cover letter, resume and self-promotional

materials. Students conduct informational interviews and develop networking skills. These skills will enable the students to better market, manage and promote themselves for positions in-house for a company or starting their own freelance business. Students will use skills learned in software and design coursework to refine or create new projects to include in a portfolio. Students should expect a substantial level of out-of-class time preparation. Prerequisites: Must be taken in final semester with the majority of degree coursework complete.

GRDT2970 Graphic Design Technology Internship

A Graphic Design Technology Internship is a supervised work experience to apply classroom and graphics knowledge in a real on-the-job setting. This learning alternative will provide students the opportunity to develop speed and skills and gain knowledge and attitudes in their specialty areas. Specific student outcomes will be prearranged and assessed with the internship provider. A designated faculty member will monitor student progress on a regular basis. Internships can have a varied credit value and need prior approval from the supervising instructor. *Prerequisites: instructor approval*

HEAVY EQUIPMENT MAINTENANCE

HCEM1102 General Shop Mechanics - Introduction 3

Students achieve a basic understanding of skills needed in the heavy equipment field. Some areas covered are safety, hand and power tools, hand tool projects, flaring, soldering, gears, chains, bearings, seals, fuels, lubricants, fasteners, fittings, wires and connectors, belts, pulleys, couplings, and precision measuring instruments.

HCEM1110 Welding and Flame Cutting 2

Students study basic arc and gas welding used in the heavy equipment industry. Theory, safety, and practice will be taught. Cutting and heat bending are also included. *Prerequisites: HCEM1101 or instructor's approval*

HCEM1132 Heavy Duty Electrical 3

This is an introduction to electricity as applied to heavy equipment covering electronic theory and magnetism. Emphasis is on theory, diagnosis and repair of basic starting, charging, lighting and ignition systems. This course prepares students for Heavy Duty Electronics HCEM1234 through classroom instruction and lab practice.

HCEM1140 Diesel Engine Overhaul I 4

This course teaches engine tear down, failure analysis, cylinder head repair, minor overhaul, and use of proper precision measuring instruments on engines used in the heavy equipment field such as Cat, John Deere, Perkins, Case, Ford, and Cummins. This course also includes basic fundamentals of diesel engine design, including the study of cylinder heads and blocks, lubrication, air intake, exhaust, electrical, cooling, and fuel systems. Precision measuring is included, along with preventive maintenance and minor repair as well as testing on stationary and mobile engines used in the heavy equipment industry. Safety and troubleshooting are stressed. Offered: Fall. *Prerequisites: HCEM1101*

HCEM1150 Applied Failure Analysis 2

The student will study Applied Failure Analysis. The course will

include basic metallurgy, principles of fractures and principles of wear. The course will discuss how these factors affect the failure of parts as related to the engines, hydraulics and powertrain components used in the heavy equipment industry. We will do case studies from actual part failures from machines used in the industry. The emphasis of this course is to find the root cause of the failure and prevent the failure from occurring again. This course is required by both the diploma and the A.A.S. student.

HCEM1234 Heavy Duty Electronics 3

This course teaches students heavy equipment electronics, diagnostics and repair. The student will enhance their knowledge of equipment electronics and failure analysis through instruction and hands-on training. Course work will include electrical schematics and symbols, advanced multimeter training, testing, troubleshooting and repair of electronic monitoring systems. Computerized engine components are also covered. *Prerequisites: HCEM1132.*

HCEM1246 Diesel Engine Overhaul II 3

This course teaches engine tear down, failure analysis, cylinder head repair and major overhaul, and use of proper precision measuring instruments on engines used in the heavy equipment field such as Cat, John Deere, Perkins, Case, Ford, Cummins and Detroit Diesel. This course also includes basic fundamentals of diesel engine design, including the study of cylinder heads and blocks, lubrication, air intake, exhaust, electrical, cooling, and fuel systems. Major tear down and measuring are included along with mastery of preventive maintenance and major repair, tune-up and testing on mobile and stationary diesel engines used in the heavy equipment industry. Safety and troubleshooting are stressed. *Prerequisites: HCEM1101 and HCEM1140*

HCEM1250 Brakes 2

Instruction covers hydraulic and pneumatic brake theory and operation, component identification, application, and general repairs on heavy equipment. Safety and troubleshooting are stressed. *Prerequisites: HCEM1101 or instructor's approval*

HCEM1256 Diesel Engine Tune-up 3

This course includes component identification, testing procedures, problem analysis, valve and injection adjustment, pump replacement, and engine tune-up. Troubleshooting is stressed.

HCEM1262 Preventative Maintenance 2

This course covers proper service intervals, the importance of maintenance records, the knowledge of oil classifications, refill capacities, importance of contamination control and proper oil sampling.

HCEM1271 CAT Basic Training 2

The student will gain an understanding of the Caterpillar engine and product line with basic fundamentals of the diesel engine.

HCEM2115 Transmissions 4

This is a technical course designed to promote understanding of powershift transmissions used in heavy equipment industry. Theory related to powershift transmissions and torque converters, along with basic fundamental principles of hydraulics, torque multiplication, gear ratios, disassembly, assembly, and adjustment procedures are covered. *Prerequisites: HCEM1101, HCEM1130 or instructor's approval*

HCEM 2135 Hydraulics I 3

This introduction to basic hydraulics is a prerequisite to related courses. The student will study principles of hydraulics, identification of components, operation, fluids, and preventive maintenance. Students will use test instruments such as high-pressure gauges and flow meters to troubleshoot and diagnose hydraulic pump efficiency and condition of related system components. System components are disassembled and reassembled, with adjustments made to main and circuit reliefs in accordance with manufacturer's specifications. *Prerequisites: HCEM1101 and HCEM1130 or instructor's approval*

HCEM2145 Hydrostatic Systems 3

Students study basic principles of operations, system components, testing procedures, repair techniques, adjustments, and preventive maintenance procedures. *Prerequisites: HCEM1101 and HCEM2135 or instructor's approval*

HCEM2177 Machine Electronics I 2

This course will focus on Machine Electronics. The course will start out with a review of Ohms law and series and parallel electric circuits. Sensors used in modern electronic systems will be covered including switches, PWM sensors, Analog sensors, speed sensors, on/off solenoids, PWM solenoids etc. We will cover electrical schematics, how to read them, find part numbers for electrical components and wiring harnesses and locate pin locations. We will cover electrical connectors and how to repair them including Deutsch, Sure Seal and Tyco/Amp connectors. We will discuss electronic system fault codes and how to troubleshoot them. We will discuss why we need to calibrate machines and do a live machine calibration.

HCEM2225 Track Drive Systems 3

This course provides the student with an understanding of track drive component operation and wear. Students study principles of operation, demonstrate safe jacking and blocking procedures, and study track, track frame, sprocket, idler, and roller removal and installation. Wear analysis and preventive maintenance are stressed. Adjustments are made according to manufacturer's specifications. *Prerequisites: HCEM1101 and HCEM2115, or instructor's approval*

HCEM2238 Hydraulics II 3

This course is designed for students with knowledge of hydraulic flow and pressure. Students learn National Standard Institute symbols used in fluid power diagrams. A technical study provides students with operational knowledge of computer-controlled multiple hydraulic systems. Students troubleshoot and diagnose hydraulic system malfunctions. *Prerequisites: HCEM1101, HCEM1130, and HCEM2135, or instructor's approval*

HCEM2256 Steering Systems 2

This course provides students with basic understanding of steering systems used on heavy equipment. The course begins with mechanical systems followed by intensive overview of hydraulic-assisted systems used on crawlers, articulated loaders, motor graders, and backhoes. Students study principles of operation, components, repair procedures, and adjustments.

HCEM2260 Machine Electronics II 2

This course is a continuation of Machine Electronics I. The student will do more in depth study of sensors and switches covered in

Machine Electronics I. There will also be more troubleshooting of the sensors on actual machines in the lab. The student will be studying more in depth electrical schematics and electrical systems. The student will be using the Cummins Insight computer program to troubleshoot Cummins engines. The student will repair electrical systems on several different brands of equipment.

HCEM2265 Differentials 2

This course provides students with operational knowledge of differentials used in the heavy equipment industry, including standard, limited slip, controlled traction, no spin, and locking. The course covers principles of operation, gear ratios, disassembly, assembly, and adjustment procedures. *Prerequisites: HCEM1101 and 2115 or instructor's approval*

HCEM2271 CAT Advanced Training 2

The student will study the operational principals of machine systems such as Air Conditioning, Hydraulics and Powershift Transmissions.

HCEM2280 Climate Control 2

Students will be taught how to perform routine maintenance and troubleshooting procedures in order to identify and repair or replace faulty components within a climate controlled cab in heavy construction equipment. Air-conditioning theory will be discussed. *Prerequisites: HCEM1101, 1130, and 2135*

HEAVY DUTY TRUCK

HDTT1100 Truck Technology Fundamentals 4

This course covers shop procedures and safety in the truck shop such as safety in the use of hand tools, power tools, hoists, jacks, and other equipment used by a heavy duty truck technician. Different types and uses of fasteners, thread repair, and similar procedures will be discussed. Methods of record keeping, repair orders, and the use of repair manuals and related service publications will also be covered. The student will be familiarized with the basic fundamentals of operating heavy trucks. Included will be pre-start and pre-trip inspection procedures, basic operation of the vehicle, and shut-down procedures. Dropping and hooking and basic maneuvering of the trailer will be covered.

HDTT1102 Air Brake Systems 5

This course covers the theory of compressed air and its application to the brake system. Air system components will be identified and their functions studied individually and within the entire system. Emphasis will be placed on general repair and trouble-shooting. The course will cover identification of the mechanical components of the foundation brake system and their application, including all wheel/axle components. Theory of operation, removal, repair, and replacement along with diagnostic and testing procedures are covered in this course.

HDTT1103 Air Brake Systems 6

This course covers the theory of compressed air and its application to the brake system. Air system components will be identified and their functions studied individually and within the entire system. Emphasis will be placed on general repair and trouble-shooting. The course will cover identification of the mechanical components

of the foundation brake system and their application, including all wheel/axle components. Theory of operation, removal, repair, and replacement along with diagnostic and testing procedures are covered in this course.

HDTT1104 Air Brake Electronics 2

This course will cover the theory and operation of electronics in air brake systems associated with a heavy duty truck. Students will demonstrate safe shop practices while working on electronic air brake systems. Students will demonstrate identification, troubleshooting and repair of complex electronic systems. Anti-lock braking, rollover stability, and collision avoidance will be discussed and applied using the latest technology.

HDTT1106 Welding Procedures 2

This course covers basic position welding techniques of the different welding applications used in the heavy truck repair industry. This course will cover applications of oxyacetylene welding, brazing, cutting, heating, arc welding, and wire-feed (MIG).

HDTT1109 Fluid Power Systems 2

This course covers the introduction to basic hydraulics and is designed to promote understanding of hydraulic theory and application related to hydraulic systems, tools, and equipment used in heavy duty trucks. The student will study principles of hydraulics, operation, component identification, and preventive maintenance. Also included will be basic information pertaining to heavy truck hydraulic brake components.

HDTT1212 Preventive Maintenance 4

This course covers the importance and proper procedures of preventive maintenance and inspection schedules used for various types of heavy trucks and their applications. Students learn to perform inspections according to the standards of the Department of Transportation (D.O.T.) This course also offers the opportunity to participate in taking the test for certified inspector through the state of Minnesota.

HDTT1215 Suspensions and Steering Systems 4

This course covers the identification, inspection techniques, repair and adjustment procedures, and alignment checks of the components associated with the variety of frames and suspensions common to heavy trucks. Students will be instructed in identifying the various types of truck steering systems and components. The students learn and practice inspection disassembly, reassembly, and alignment procedures. Manual and power steering sectors and pumps are included.

HDTT1217 Electrical Systems I 3

This course covers the basic purpose and function of the various truck electrical systems, components, and instruments. Electrical theory, application, and diagnosis using typical test equipment will also be covered.

HDTT1218 Electrical Systems 4

This course covers the basic purpose and function of the various truck electrical systems, components, and instruments. Electrical theory, application, and diagnosis using typical test equipment will also be covered.

HDTT1219 Electrical Systems II 3

This course covers the basic purpose and function of the various truck systems. Battery, Starting and Charging systems will be covered. Electrical theory, application, and diagnosis using specialized testing equipment will be used.

HDTT1223 Truck A/C 3

The student will gain an understanding of the Caterpillar electrical systems, Caterpillar ET, Caterpillar Fuel systems, Caterpillar Tier 3 engines, and basic hydraulic fundamentals.

HDTT2101 Drive Train I 6

This course covers repairing, rebuilding, and diagnosing problems in transmissions and differentials. Students are taught how to remove, inspect, and replace gears, shafts, bearings, seals, and other components using the proper tools and procedures.

HDTT2104 Drive Train II 4

This course covers the theory of operation, repair, removal, inspection, and installation of the clutch and drive shafts.

HDTT2105 Drive Train III 2

This course covers the basic purpose and function of automatic transmissions in heavy duty trucks. Hydraulic theories, application, and diagnosis using specialized testing equipment will be covered.

HDTT2107 Diesel Fundamentals 3

This course covers the basic theory, operation, and understanding of the two- and four-stroke cycle diesel engine. The compression ignition engine principles and the engine's components will be covered, along with the disassembly, inspection, evaluation, reassembly, and proper torque techniques which are used on this type of engine. The different engine tools and their proper usage will also be covered.

HDTT2110 Diesel Fuel Systems 1

This course will cover the basic operation, theory, and understanding of non-electronic diesel fuel systems. Each of the components, their operation, usage, and internal parts will be covered and then tied together to show the student the complete fuel system.

HDTT2213 Diesel Engine Fundamentals 4

This course covers the basic components of the diesel engine as well as their removal, inspection, cleaning, repair, proper measuring, replacement, and/or reuse. *Prerequisites: HDTT2107*

HDTT2216 Diesel Electronics 3

This course covers the basics of the electronically-controlled engines found in the trucking industry today. The components and their usage, testing, diagnosis, repair, and replacement will be covered. The student will be expected to use a wide variety of diagnostic test equipment. *Prerequisites: HDTT1218*

HDTT2228 D.O.T. Certification 1

This course covers the proper method of performing the federal and state D.O.T. truck inspection. Use of inspection forms and permit stickers will also be covered. After completion of this course and final exam, the student will be a certified truck inspector and able to perform both federal and Minnesota D.O.T. inspections.

HDTT2230 Heavy Duty Truck Industry Training 2

This on-line course covers diesel engine component identification, operation, troubleshooting techniques and procedures, service guidelines, and problem solving procedures used on class 7 and 8 on-highway trucks.

HDTT2970 Heavy Duty Truck Internship

This course is an elective for diploma-seeking students and with the instructor's prior approval, can take the place of HDTT2222. However, this course is required for the A.A.S. Degree student as a three-credit internship. This course will allow the students hands-on experience while working at their place of employment. There is a list of required job tasks which the student will perform on the job thus acquiring valuable work experience.

HEALTH CAREERS

HEAL1061 Nursing Assistant 4

This course introduces concepts of basic human needs and the function of the nursing assistant in long term care and or home health care. Basic nursing skills will be demonstrated and practiced in the laboratory setting. Upon successful completion of classroom studies, the student will participate in 24 hours of supervised clinical experience in a long term care setting. This course is a prerequisite for the Practical Nursing Program. It meets the objectives of Federal State Statutory requirements for nursing assistant training. Prerequisites: none. Individuals who provide direct contact services to clients of licensed facilities are required to have complete criminal background studies. Disqualified persons will not be permitted to work in these facilities.

HEAL1101 Anatomy and Physiology 4

This course is an introduction to the structure and function of the human body. Focus will be on the study of each individual organ system and the interaction of each system with the rest of the body.

HEAL1150 Health Career Mathematics 1

This course will assist students in mastering the skills necessary to determine drug dosages. Applicable basic skills will be reviewed, followed by proportions and a study of the metric system and the apothecaries' system. A major portion of the time will be spent solving drug dosage word problems. *Prerequisites: Qualifying scores on ACCUPLACER Arithmetic test.*

HEAL1502 Medical Terminology 2

This course is an introduction to building medical terms and learning the meanings. Students will learn combining forms, word roots, prefixes and suffixes, and how these word parts apply to building medical terms. Students will also learn common medical abbreviations and symbols.

HISTORY

HIST1200 History of the U.S. from 1877 to the Present 4

This course will survey the major historical events of the United States from 1877 to the present. The text emphasizes political and

social developments while the secondary readings provide a closer examination of this period's major themes. *(Meets MnTC Goals 5, 7)*

HIST1361 World History Since 1500 4

This history course explores world civilizations to the present from the Reformation and Enlightenment in Europe to Modern East Asia; the rise of transatlantic and transpacific societies to industrial revolution; and from the emergence of nationalism and the age of ideologies to the global marketplace. *(Meets MnTC Goals 5, 8)*

HIST1400 American Environmental History 3

This 100% on-line lecture course examines the interaction between humans and the natural world in the United States from the ice age to the present. The course considers such diverse topics as the industrialization and urban growth on the environment, the emergence of ecology and green politics, and creation of the idea of Nature in American culture. Students will be expected to develop a historical understanding of the major themes of American environmental history; relationships between human activity and pollution, emergence of reform movements and environmental regulations, relationships between increasing urban growth and increasing environmental concern, and the rise of environmental politics in both local and national settings. *(Meets MnTC Goals 5, 10)*

HIST1450 The History of Minnesota 3

This 3 credit history course explores the history of Minnesota from the ice age and early Native Americans to the events of today. Through a combination of textbooks and internet sites students can gain an appreciation of the contributions made by those who came before us in the state we now call Minnesota. Field trips may be required. *(Meets MnTC Goal 5)*

HUMANITIES

HUMA1100 Introduction to Humanities 4

This course emphasizes eight disciplines as they have grown and influenced each other and the societies that produced them through the ages in western history. These disciplines are: literature, art, architecture, philosophy, music, science, religion, and technology. The course will include analysis of written text, pictures, and ideas. *(Meets MnTC Goal 6)*

HUMA1125 The Humanities in Modern Minnesota 3

This course emphasizes six of the disciplines that make-up the humanities (literature, art, architecture, philosophy, music, science, religion, and technology) and looks at how Minnesotans have been defining and influencing our local and national culture for the past fifty years. The course will include analysis of written texts, art, architecture, music, science, performances, and ideas. *(Meets MnTC Goal 6)*

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

HVAC1100 Alternative Heating and Cooling Methods 2

This course will provide the student with an understanding of alternative heating and cooling applications and installations. Students will gain

a working knowledge of a solar thermal and geothermal heating and cooling system including but not limited to: how the controls work within the system, panel installation, piping and site assessment/survey. Also covered will be gas fireplaces, pellet/corn stoves and wood fired boilers. The course will use lectures, handouts, media presentations and a structured lab to deliver the subject material.

HVAC1110 Indoor Air Quality 1

Indoor air quality is an important consideration for the HVAC technician. This course familiarizes the student with accessories utilized in the HVAC field to improve indoor air quality. Topics covered include the different types of air filters, electronic air cleaners, UV air purifiers, air quality sensors, fresh air ventilation, humidifiers/dehumidifiers and heat/energy recovery ventilators.

HVAC1120 Refrigeration Principles and Applications 4

This course covers the theory and the basics of residential and commercial compression refrigeration systems. A refrigeration trainer will be built by each student to supplement the theory delivered in the classroom.

HVAC1130 Tool Usage, Brazing and Soldering Techniques 2

This introductory class introduces students to the tools required for a career in the HVAC field. Proper use of several types of torches, solders and brazing materials are included. Students will acquire the skills necessary to complete clean, leak free joints.

HVAC1140 Electric Motors/Controls/Schematics 2

This course covers the operating principles of electric motors and control components used in the HVAC/R field.

HVAC1150 Halide Refrigerants Certification 2

This course provides an understanding of characteristics of common refrigerants used in equipment installed and serviced by HVAC/R technicians. This course also addresses environmental concerns, federal and state regulations (Minnesota and Wisconsin) on refrigerants and procedures, and use of recovery equipment. New refrigerants and methods of leak detection will also be covered. Before completing the course, the student will perform hands on recovery procedure. The course includes approved testing to meet EPA technician certification requirements.

HVAC1160 Employability, Problem Solving & Customer Relations 2

This course covers the study of relationships with co-workers, supervisors, and customers. Also covered are job-seeking and employability skills. Topics include attitudes, behaviors, and techniques for achieving success on the job, human relations, job relocation techniques, informal interviews, job applications, and mathematical problems pertaining to the HVAC/R technician.

HVAC1170 Introduction to Basic Electricity 2

This course covers the fundamental concepts of electricity. Students will utilize Ohm's law, construct basic circuits, and learn the operation of basic test equipment.

HVAC1200 Forced Air Heating Systems 4

The student will identify furnace electrical components and circuits, basic procedures required to service and install standard gas, oil and electric furnaces, belt-drive and direct drive blowers, humidifiers and air filtration techniques.

HVAC1210 Hydronic Heating Systems 2

This course is designed to familiarize the student with boiler safety and operation. Properly operating boiler safety controls, operating controls, proper placement of shut off valves and water level check valves are all very important to boiler operation and customer safety. In addition fluid flow principles, piping design and applications, hot water and steam system operation and maintenance are important aspects for troubleshooting and repair of wet systems. Each is explained in detail with some practical applications during this course. The principles of hydronic heat are studied, starting with an introduction of hydronic heat, heat load calculations, heat sources, fluid flow, pumps and emitters, and controls.

HVAC1230 Ventilating Systems and HVAC Installation 4

Indoor air quality is an important consideration for the HVAC technician. This course familiarizes the student with sheet metal fabrication and layout procedures. Construction blueprint reading and duct sizing is covered. Individualized instruction packets cover electronic air cleaners, air handler service procedures, multizone systems and the basic operation of economizers and make-up air units.

HVAC1240 Air Conditioning and Heat Pump Service 3

Knowledge of the maintenance, servicing and charging of residential and commercial air conditioners and residential heat pumps is covered. The student will replace components, test pressures and temperatures and perform charging and refrigerant recovery procedures. The student also will troubleshoot air conditioners, heat pumps, and rooftop heating-cooling units.

HVAC1250 Commercial Refrigeration 3

The student will learn about various types of commercial refrigeration equipment, the necessary controls and the proper operation. Equipment will include walk in and reach in coolers and freezers as well as ice machines. Also covered will be proper maintenance procedures as well as troubleshooting and schematic diagrams.

HVAC2960 Specialized Lab 1

This lab course provides the student with the opportunity of obtaining a higher level of proficiency in performing the equipment service learned in current or previous HVAC courses. The student may be asked to perform instructor requested shop work. This is an elective course that should be used to provide extra lab time for the student. This credit is not a requirement for graduation.

INTERIOR DESIGN

IDES1020 Methods and Materials I 3

This course will introduce the beginning architectural technology & Interior Design student to the properties and applications of common, as well as new and sustainable residential building materials. This class will cover materials and methods such as: current sustainable practices in home building, wood stud construction, window installation, roofing, foundations, flashing, etc. These materials and construction methods will then be applied in the Studio I projects.

Note: this course is cross listed with ARCT1020.

IDES1111 Drafting I 4

This course covers basic skills for generating and reading manual and computer-aided drawings for design and construction. Students will learn industry graphic standards for two-dimensional drawings, including line quality and drawing nomenclature. Industry standard formatting for various drawing types and sheet sizes will be addressed.

IDES1121 Critical Thinking and Programming 4

This course introduces students to the critical thinking skills used in the design process of interior spaces. Cultural anthropology, anthropometrics, universal design, and ergonomics will be studied. Students will synthesize these factors to generate strategic layouts for interior environments. The initial phases of the design process—programming (gathering project information) and schematic design (develop preliminary concepts) will be explored.

IDES1137 Presentation Techniques I 3

This course covers the process of making visual and verbal presentations. These presentations will be focused on the appropriate industry needs. The visual material will cover sketching and rendering techniques, and the preparation of one-point and two-point perspective drawings. Students will also learn proper techniques and design criteria for board presentation. The verbal component of the class will cover and apply techniques for a successful design presentation.

IDES1207 Residential Studio I 4

This course covers the basic skills necessary to design both public and private interior spaces in a home. The interior design process will be applied, with an emphasis on the design development phase (refining the design concept and focusing on design details). Sustainable design principles for housing will be introduced, including industry rating systems. Students will investigate furnishings, lighting and finish material sources in progressively complex residential interior design projects. Design fundamentals, critical thinking skills, presentation techniques and verbal presentation skills will be utilized.

IDES1211 Drafting II 4

This course covers intermediate skills for generating and reading computer-aided drawings for design and construction. Students will generate drawings used throughout the design process, including industry graphic standards and formatting. Computer software and hardware appropriate to entry level job positions will be used.

IDES1218 Commercial Studio I 4

This course covers the basic skills necessary to design both public and private interior spaces in a commercial setting. The interior design process will be applied, with an emphasis on the design development phase (refining the design concept and focusing on design details). Sustainable design principles for commercial spaces will be introduced. Students will investigate furnishings, lighting and finish material sources in progressively complex commercial interior design projects. Design fundamentals, critical thinking skills, presentation techniques, and verbal presentation skills will be utilized.

IDES1232 History of Architecture and Interiors 3

This course covers the history of architecture and interiors, from ancient times through the 21st century, with which an interior designer must be familiar for use in industry applications. Particular focus is placed on the history of furniture during these periods.

IDES1241 Presentation Techniques II 3

This course covers computer based design visualization practices. These practices will be focused on the appropriate industry needs. Students will utilize computer based color application techniques to create rendered presentation drawings. Three-dimensional computer modeling processes and digital image editing will be employed. Strategies for effective visual presentations will be integrated into course work, including electronic presentation layouts. Verbal presentation skills will be utilized.

IDES1520 Building Codes and Regulations 3

The goal of this class is to provide you with a fundamental understanding of the International Building Code (IBC), the Americans with Disabilities Act and Energy Codes. The class emphasizes Health, Safety, Welfare (HSW) topics such as: building codes, fire codes, accessibility issues, and environmental issues. *Prerequisites: Prior to, or currently enrolled in, ARCT1500, 1207 and 1540 OR accepted into IDES Certificate.*

Note: this course is cross listed with ARCT1520

IDES2108 Color and Light 3

This course continues the study of color principles, theory and psychology, and how color affects people and interior space. Light sources, lighting systems, environmental factors and lighting design methods will also be studied. Students will investigate the dynamics of color and light in interior environments while developing knowledge of lighting techniques and their effects.

IDES2111 Materials and Estimating 4

This course provides students with information that will allow them to establish a systematic approach to selecting materials for interior environments. Students will also create specifications for interior materials, emphasizing code requirements and testing standards. Environmental issues and concerns in relation to the product materials will be addressed. Textiles and their use in residential and commercial interiors are presented. Students will learn the appropriate estimating techniques to determine accurate material amounts for any given job. The overall appropriateness and manufacturing process combined with the use of materials for walls, floors and ceilings will be emphasized.

IDES2138 Commercial Studio II 5

This course covers the interior design of public spaces. The design process will be applied, with emphasis on the design development phase (refining the design concept and focusing on design details) and the contract documentation phase (construction drawings and specifications). Students will continue to address commercial furnishings, lighting and finish materials. Synthesis of design elements and principles, building systems and regulations, sustainable design principles and product application will be used in progressively complex commercial interior design projects.

IDES2188 Computer Drafting III 3

This course provides working knowledge of other industry-standard software(s) such as SketchUp, Bluebeam, and certain pieces of the Adobe Suite. These techniques can be applied in all courses, and are used to develop a professional portfolio.

Note: this course is cross listed with ARCT2108

IDES2202 Business Practices 3

This course emphasizes the business practices specific to the interior design industry, including professional ethics, organizational procedures, marketing and sales, and business plan components. The course will also focus on exploring career directions in interior design, including tools and information necessary to obtain an internship position upon the completion of interior design course work. *Prerequisites: IDES2147, 2107*

IDES2972 Internship 2

Upon the satisfactory completion of and/or current enrollment in all IDES coursework, this on-the-job training will provide the interior design student with the opportunity to participate in an internship position within his/her determined area of interiors to strengthen skills within a real design environment. Established design goals from IDES 2100 will be applied in selecting the location and type of design specialty more appropriate to each student. The course is completed after the internship assignments, hours worked identified, and a conference with the student's faculty representative is recorded. Each participant is to complete 120 hours of intern work. *Prerequisites: all other IDES courses*

IDES2973 Internship II 2

Upon the satisfactory completion of IDES AAS and Current enrollment in IDES certificate, this on-the-job training will provide the interior design student with the opportunity to participate in an internship position within his/her determined area of interiors to strengthen skills in a real design environment on a NCIDQ pathway. They will establish goals and develop the understanding of CIDA and NCIDQ and prepare for the hours of work and test after.

IDES2980 SPECIAL TOPICS: Interior Design

SPECIAL TOPICS: Interior Design

INDUSTRIAL ENGINEERING**IETA1000 Intro to Industrial Safety and Health 3**

This course is designed to align with the Manufacturing Skill Standards Council's (MSSC) assessment and certification system for Safety. The course curriculum is based upon federally-endorsed national standards for production workers. This course will introduce OSHA standards relating to personal protective equipment, HAZMAT, tool safety, confined spaces and others.

IETA1100 Fundamentals of AC/DC Electricity I 3

This is a foundational course in direct current electricity. This course is designed for students who have no previous experience with electricity. The primary goals of this course are to help individuals acquire a solid foundation in the theories and laws of

direct current (DC) electricity, and to apply their knowledge and skills through problem solving, simulation and practical projects.

IETA1200 Fundamentals of AC/DC Electricity II 3

This is a fundamental course in alternating current (AC) electricity. This course is designed for students who have a fundamental knowledge and understanding of the theory and laws of direct current (DC) electricity. The primary goals of this course are to help individuals gain the knowledge and skills necessary to troubleshoot and repair single and three phase AC powered systems and equipment. Individuals will apply these skills through problem solving, simulation, and practical projects.

IETA1300 Mechanical Fundamentals 3

This course teaches students the basic knowledge and skills required to install, and maintain pumps, compressors, hoists, rigging and power transmission systems.

IETA1400 Process Controls/Instrumentation I 3

This course covers the fundamental principles of process measurement and control equipment and systems. Students will acquire the knowledge required to read and interpret piping and instrument diagrams, understand the terminology and language of control systems, and control strategies. Students will be introduced to a variety of instruments commonly used in industry for measurement and control.

IETA1500 Print Reading 3

This is a foundational course in industrial print reading. This course is designed for students who have no previous experience with print reading. The primary goals of this course are to help individuals acquire a solid foundation in print reading, mechanical drafting concept, machine layout tools to transfer measurements from drawing to stock. Understand piping and instrumentation diagrams (P&ID).

IETA1600 Welding Basics 2

This course covers basic welding procedures using arc welding and oxy-fuel equipment. One of the major topics of discussion will be safe use of this equipment. Time will be spent in the lab completing welds in various positions with different processes and electrodes. The processes to be covered in this class will be stick welding (SMAW), wire feed (GMAW), Tig (GTAW) Oxy-Acetylene welding, cutting and brazing along with an introduction to other equipment used in welding shops. Students in this course will be non-welding majors where welding may be a useful tool. Course instruction will stress the many situations where it is advisable to have a skilled welder engaged. Knowing your limitations is of the utmost importance.

IETA1700 Fluid Power 4

This course is an introductory course in hydraulics and pneumatics. This course is designed for students who have no previous experience working with hydraulics or pneumatic systems. The primary goals of this course are to help individuals acquire the knowledge and skills required to install, troubleshoot and maintain hydraulic systems.

IETA1800 Mechanical Fundamentals for Process Control 3

This course is a comprehensive introduction to the workings of a modern manufacturing facility in the process industry. Key topics include valves, vessels, motors and turbines, heat exchangers, cooling towers, reactors and distillation, extraction and separation systems, and process instrumentation.

IETA1900 Programmable Logic Controls (PLC) Fundamentals 3

This course covers the knowledge and skills required to install and maintain programmable logic controllers (PLC) in automated control systems. Students will learn to write programs to solve basic control problems, connect sensors and actuators, and configure PLCs.

INDIVIDUAL STUDIES

INDS1000 Individual Studies Career Exploration 1

This course is designed for the planning efforts of students who are enrolled in the Individualized Studies major. This interactive course is for individuals to uncover the career exploration process by understanding how personal characteristics develop interests, values, and abilities as they relate to career choices. This course is required for Individualized Studies students in their first semester and will result in a comprehensive plan for degree completion at the college. *Prerequisites: student must be an Individual Studies major*

INDS1010 Credit for Prior Learning 1

This course will guide students in their first semester through the creation of an individualized degree plan for the Business Management AAS degree program or other participating program at the college. Students will assess their previous education, prior learning from work and life experience and develop a portfolio of prior learning which will be submitted for review. Any credit(s) awarded will be in compliance with the standards, principles, and procedures as published by the Council for Adult and Experiential Learning. Course can be repeated up to six credits. *Prerequisites: Program advisor approval.*

INDS1020 Critical Thinking for Student Success 2

This course introduces students to basic concepts in critical thinking that support ongoing accomplishment in a modern world. Students will address concepts relevant to criticism, point of view, communication, education, organization, and performance. This course is intended for students in their first or second semester at DCTC. *(Meets MnTC Goal 2)*

INTERDISCIPLINARY STUDIES

INTS1010 Job Search Skills 1

This course is designed to introduce students to the fundamentals of planning and organizing job search strategies. Emphasis is placed on identification of individual goals, assessment of talents, exploration of career options, analysis of the job market, effective use of employment search tools (e.g. resume, cover letters, interviewing, networking), and management of career pathways.

INFORMATION SYSTEMS TECHNOLOGY CAREERS

ISTC1001 Introduction to Information Systems Management 2

This course provides an overview of computer hardware, relational databases, local area networks and programming. Information Systems terminology and industry acronyms associated with data, voice and video are also covered.

ISTC1010 Microcomputer Maintenance 3

This course is designed for the PC novice to learn how to maintain, upgrade, and repair personal computers. Participants will remove and replace motherboards, and various input/output devices. Hard drives maintenance procedures (formatting) and loading operating systems will be covered.

ISTC1015 Supporting Business Applications 3

This course prepares IT students to support end users on the Microsoft Office Suite. This course covers basic computer concepts on computer hardware and desktop application software. Students will learn the fundamentals of word processing, database, and spreadsheet and presentation applications. Students will also be introduced to use of the Internet, online collaboration tools, and outlook. The capstone of the course will cover a comprehensive integration with Office applications.

ISTC1030 Operating Systems I 3

This course covers operating system administration with the use of command line for microcomputers. Topics include booting and configuring the system, the use of internal commands and external commands, file management, networking, and writing of batch files.

ISTC1033 Operating Systems II 3

This course is designed to provide students with the knowledge and skills necessary to install, configure, manage and troubleshoot desktop clients in a network. Lectures, hands-on projects and exercises reinforce skills as they are learned. Specific topic coverage includes: Installing; Using the System Utilities; Managing File Systems and Storage; Users, Groups, Profiles, and Policies; Security and Access Controls; Network Protocols; Printing and Faxing; Performance Tuning; Working with the Registry; Booting Process; Fault Tolerance; Troubleshooting. *Prerequisites: ISTC1030*

ISTC1045 Network Systems I: Introduction to Networking 3

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. This is the first course preparing the student to take the Cisco Certified Network Associate (CCNA) Routing and Switching examination.

ISTC1050 Database Systems 3

This course focuses on the fundamentals of relational databases; their use, design and implementation. The course will include

entity-relationship modeling, logical and physical design and normalization, as well as the definition of tables and indexes. The use of Structured Query Language (SQL) for data manipulation will be emphasized. The course will also cover concepts of client/server, distributed and object-oriented databases, security and data warehousing. *Prerequisites: ISTC1015*

ISTC1061 Introduction to IT Security 3

This course is designed to investigate the analysis and implementation of network security policies, procedures and guidelines for establishing, monitoring and controlling methodologies for local and wide area networks. The course covers authentication methods, communication security, infrastructure security, cryptography, operational security and firewalls. *Prerequisites: ISTC1045*

ISTC1100 Business Communication 3

This course focuses on the foundations of business communication in the Information Systems Industry. The topics will include developing your business writing skills, correspondence, written and oral business reports, employment communication, as well as topics on the social and ethical implications of Information Systems.

ISTC1230 Systems Analysis and Design 3

This course provides coverage of systems analysis and design theories and techniques. Both the traditional, structured approach and the object-oriented approach to systems development will be explored. Students will learn the theory of analysis, design and implementation following the guidelines of the Systems Development Life Cycle. Students will demonstrate system modeling with UML. *Prerequisites: ISTC1300 or equivalent programming experience.*

ISTC1300 Introduction to Programming 3

This course provides the beginner programmer with a guide to developing programs using structured programming logic. Analysis, design, coding, testing and debugging will be covered. Students will be exposed to various design techniques, such as flowcharts, as prequels to writing code. Programming key points include structured programming, modularized programming, decision-making, looping, arrays, data file utilization, arrays and object-oriented classes. Students will be exposed to procedural and object-oriented programming. Students will be required to generate simple programs for this course.

ISTC1510 Web Programming I 3

This course covers skills used to create web applications with a focus on client-side technologies, including such topics as cascading style sheets (CSS), HTML and JavaScript. Students will create numerous web applications using scripting tools/languages. Emphasis will be placed on the design, development, deployment and maintenance of the interactive web sites. *Prerequisites: ISTC1300*

ISTC2006 Network Systems II: Routing & Switching Essentials 3

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs,

and inter-VLAN routing in both IPv4 and IPv6 networks. This is the second course preparing the student to take the Cisco Certified Network Associate (CCNA) Routing and Switching examination. *Prerequisites: ISTC1045*

ISTC2011 Network Systems III: Scaling Networks 3

This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. This is the third course preparing the student to take the Cisco Certified Network Associate (CCNA) Routing and Switching examination. *Prerequisites: ISTC2006*

ISTC2016 Network Systems IV: Connecting Networks 3

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. This is the fourth (and final) course preparing the student to take the Cisco Certified Network Associate (CCNA) Routing and Switching examination. *Prerequisites: ISTC2011*

ISTC2035 Operating Systems III 3

In this course the student is expected to learn the procedures underlying server operating systems. The course will cover network design, installing Servers, configuring and optimizing Servers, managing users and groups, disk quotas, basic and dynamic disks, security, and print management. *Prerequisites: ISTC1045, 1033*

ISTC2040 Database Management 3

This course focuses on working with an enterprise-level database management system as well as basic administrative tasks such as installations. The use of Structured Query Language (SQL) will be emphasized as it relates to data definition and data manipulation. Topics also include triggers and stored procedures. *Prerequisites: ISTC1050.*

ISTC2050 Data Structures 3

This course introduces the student to the theory, design and implementation of common data structures and related algorithms. Topics include linked lists, recursion, stacks, queues, search algorithms, sorting algorithms, graphs and binary trees. Students will write numerous programs to demonstrate comprehension of the course topics. *Prerequisites: ISTC1300*

ISTC2066 Firewalls 3

This course is designed for the network administrator who needs to learn the basics of VPN security and network firewalls. Basic installation techniques are covered along with how to make an intelligent choice of firewall technology. Basic firewall troubleshooting is also presented. This course aligns with the CheckPoint CCSA Certification outline. *Prerequisites: ISTC1060*

ISTC 2071 Computer Forensics 3

This course provides the student with methods for conducting a computer forensics investigation including procedures, tools, ethics, and analysis. This course maps to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. *Prerequisites: ISTC1015, 1033*

ISTC2080 Cybersecurity 3

The CCNA Cybersecurity Operations curriculum provides an introduction to the knowledge and skills needed for a Security Analyst working with a Security Operations Center team. It teaches core security skills needed for monitoring, detecting, investigating, analyzing and responding to security events, thus protecting systems and organizations from cybersecurity risks, threats and vulnerabilities.

ISTC2100 Project Management 3

This course will provide fundamentals of planning and managing projects for information system (IS) organization. This includes creating a capstone project which will involve schedules, using critical path, assigning resources, and tracking progress. Focus is on topics that are unique to management of projects in an IS department. *Prerequisites: ISTC1015*

ISTC2110 Web Programming II 3

This course covers components to create dynamic Web-based applications with a focus on server-side technologies using scripting languages such as PHP, ColdFusion, Python Django and Ruby on Rails. Methods and tools for integrating data will be emphasized including those provided as open source. *Prerequisites: ISTC1510*

ISTC2150 Virtualization, Storage, and Cloud Technologies 3

This course covers the fundamentals of virtualization and network storage technologies. Topics covered in this course include Network Attached Storage, Storage Area Networks, Hypervisors, virtual machines, cloud-based technologies, and additional related technologies. *Prerequisites: ISTC2035*

ISTC2315 Java II 3

This course builds on JAVA I to cover some of JAVA's more advanced capacities. Topics covered include the embedding of simple applets in web pages, enterprise wide development of distributed n-tier client/server applications, Remote Method Invocation (RMI), JAVA Database Connectivity (JDBC), server side JAVA programming (Servlets/JSP), collections and data structures. *Prerequisites: ISTC1300*

ISTC2320 .NET I 3

This course will introduce the student to the .NET application development environment. The student will learn the .NET tools to create applications that correspond to Windows standards.

Topics covered include data controls, reports, multiple-document applications, file processing, elementary database interfacing (ADO.NET), class modules, web applications (ASP.NET) and application installation. The major focus of the course will be on object-oriented topics such as classes, constructors, inheritance and polymorphism used in the context of creating Graphical User Interface (GUI) intense programs. By the end of the course, the student will be able to design and code simple business applications. *Prerequisites: ISTC1300 or equivalent programming experience.*

ISTC2325 .NET II 3

This course will present advanced topics in .NET application development. Coursework will focus on developing programs in the 3-tier client/server environment. Topics covered include database interfacing using ADO.NET, web applications using ASP.NET, web services, collections, enumerations, interfaces, Crystal Reports, and an introduction into mobile device applications. *Prerequisites: ISTC2320 or equivalent .NET programming experience*

ISTC2330 Cross-Platform Mobile Application Development 3

This course is designed to introduce students to the concepts of cross-platform application development and to get them started in developing mobile applications. Participants will build mobile applications while learning what makes mobile applications different from desktop applications. All Prerequisites must be met to take this course, or have an instructor approval. *Prerequisites: ISTC1510*

ISTC2610 Web Programming III 3

This course focuses on capstone web project development. Students will be completing a capstone project that highlights an interactive web application, using both client and server side technologies. Advanced web development topics will be addressed that include such areas as version control, Ajax and jQuery. *Prerequisites: ISTC2110 or equivalent programming experience*

ISTC2970 Internship 3

This course is designed to provide students the opportunity to work within the Information Technology field. Students are expected to observe and apply all of the technical skills learned thus far in their program. Students are also expected to conduct themselves in a manner that would be expected of a full-time employee of the organization they are working for.

MATHEMATICS

MATS75 Number Sense 1

A short course aimed at pre-program students, especially those needing to prepare for HEAL 1150 Health Careers Math. Emphasis is on increasing a student's confidence thinking through practical problems involving arithmetic, fractional quantities (including percent concentration), and especially proportions. Basic multiplication facts will be reinforced as work is done by hand using tables (not calculators). Course meets ninety minutes, twice per week, for eight weeks.

Note: this course is NOT eligible for federal financial aid.

MATS640 Mathematical Literacy 3

This course is part of a nationwide movement to redefine college mathematics for non-STEM majors. As the prerequisite to the

college-level, Goal-4, MATS 1240 Quantitative Reasoning course, students will build their understanding of basic mathematical concepts with an emphasis on application to everyday life. The four major areas of focus are numerical reasoning, proportional reasoning, algebraic reasoning, and an understanding of functions. True to the spirit of the reform movement, all symbolism is presented in a context.

MATS700 Algebra Emporium 3

This P/NC course serves as the prerequisite for STEM students wishing to take College Algebra or Math for Engineering Technology, both of which require a higher level of algebraic proficiency than the Statistics or Math for Liberal Arts courses. Though there is a lecture component, the emporium design, by using adaptive software, enables students of widely varying abilities to work towards minimum proficiency along personalized paths. The course meets three times per week for two hours each: the first half-hour is devoted to a group lecture or activity, and the remaining time to independent lab work. There is no hybrid nor online version of this course, but students may wish to contact the instructor to inquire about an independent study option.

MATS1000 Math for Welders 3

A course for students enrolling in the Welding program. Topics include operations with whole numbers, fractions, decimals and percents; metric system and unit conversions; perimeter, area and volume of regular and composite shapes; angular measurements; bends, stretchouts, economical layout and takeoffs. Prerequisites: none. This course DOES NOT meet any requirements of the Transfer Curriculum: it does not meet the general education requirements for A.A.S. degree students and is not a substitute for general electives.

MATS1205 Math for Electricians 3

A first-semester course for students in the Electrical Construction program. Derivation and application of power-wheel formulas; significant figures and engineering notation; circuit analysis using Kirchhoff's laws and systems of equations; right triangle trigonometry with applications; vectors and vector addition; AC sine waves; phasor analysis of an RLC circuit; binary, octal, and hexadecimal number systems; signal distribution; direct and inverse proportions. Attention: This course does not fulfill the union requirement of a year of high school algebra. Students looking to fulfill this requirement should enroll in MATS0310.

MATS1240 Quantitative Reasoning 4

A project-based course using Microsoft Excel, emphasizing conceptual understanding and application of elementary mathematics as it is used and communicated in a variety of everyday contexts (no prior experience with Excel is necessary). Mathematical topics include ratios, rates, percentages, units, descriptive statistics, linear and exponential modeling, correlation, logic, and probability; contexts include (but are not limited to) personal finance and critical examination of current news articles. Written and oral presentations will be required.

MATS1251 Statistics 4

Fundamental principles of inferential statistics are presented in lecture (3 hrs) augmented by computer labs using Excel (2 hrs). Essential topics include sampling methods; descriptive statistics;

counting and probability; binary, normal, and other probability distributions; confidence intervals; hypothesis testing; inferences from two samples; correlation and regression. Optional topics include goodness-of-fit and contingency tables; ANOVA; nonparemetrics; and statistical process control. (Meets MnTC Goal 4)

MATS1300 College Algebra 4

Linear, quadratic, polynomial, rational, exponential, logarithmic, and other functions are carefully analyzed, with particular emphasis on graphical transformations (shifting, reflecting, stretching and compressing). Additional topics include matrices and Gaussian elimination; solving complex equations, including those in quadratic form and those that must be solved graphically; variation problems; particle motion; optimization problems; composition and inverse functions; arithmetic and geometric sequences; properties of logarithms and exponential/logarithmic equations; exponential growth and decay. (Meets MnTC Goal 4) Prerequisites: MATS0600

MATS1340 Math for Engineering Technology 4

A course combining elements of college algebra, college trigonometry, and statistics, with a particular focus on topics useful to future engineers or engineering techs. Manipulating literal equations; solving equations analytically and by graphing; identifying, analyzing, and specifying linear, quadratic, polynomial, power, reciprocal, exponential, logarithmic, and sine/cosine functions; solving systems of equations analytically and using matrix solvers; setting up and solving systems of equations for practical applications; trigonometric functions; laws of sines and cosines; vector analysis of forces in static equilibrium; basic concepts of probability; bell curve; confidence intervals and uncertainty analysis; correlation and regression.

MATS1350 Math for Liberal Arts 4

A college level course exploring the uses of mathematics in society. Major topics include the design of surveys and clinical trials; counting, probability, and statistics, including the bell curve; voting methods; distribution of power; fair division; apportionment; route planning; project scheduling; patterns of growth; and financial calculations (compound interest). Optional topics include networks, spiral growth, symmetry, and fractals. (Meets MnTC Goal 4) Prerequisites: MATS0600

MEDICAL ASSISTANT

MDAS1125 Laboratory Skills I 4

This course introduces the student to the clinical lab setting found in a physician's office. It includes safety and emergency practices, professionalism, basic math, weights, measurement, quality control and quality assurance. It also covers skill development in the performance of blood collection methods using proper techniques and standard precaution. The student will be trained to perform evacuated tube, syringe, and butterfly needle venipuncture and dermal puncture. Performance will be on adults only; infant and child methods will be simulated. Emphasis will be placed on infection control, patient identification, proper labeling, and quality assurance. Students will be expected to participate as both a phlebotomist and a patient. Prerequisites: acceptance to the Medical Assistant Program, concurrent HEAL1101

MDAS1132 Clinical Procedures I 4

This course covers Medical Assisting duties that are the fundamentals required for medical asepsis, physical examination, federal regulations, office emergencies and first aid, patient assessment including vital signs and documentation and communication skills. Professionalism and study of law and ethics are taught at the beginning of the course. Assisting with physical exam, minor surgery procedures and sterile technique are presented at end of course. *Co-requisites: MDAS1125*

MDAS1150 Medical Documentation 2

This course is designed to give Medical Assistant students the skills necessary to document in medical records appropriately. Emphasis will be on grammar, punctuation, sentence structure, capturing patient intake, and an electronic health record program. Other topics included in this course will be confidentiality, general computer skills, medical documents, and paper charts. *Prerequisites: Admission to Medical Assisting Program. Co-requisites: HEAL1502*

MDAS1211 Disease/Medical Treatment, Incl. Nutrition 4

This course presents basic information about common disease conditions affecting various body systems. The causes, symptoms, and current diagnostic and treatment options will be presented. Basic nutritional concepts and practical applications are also included. *Prerequisite: HEAL 1101*

MDAS1223 Laboratory Skills II 4

This course builds on the basic skills learned in Laboratory Skills I and covers the basic laboratory testing done in many clinic labs. The student will participate in waived and moderately complex testing in the areas of chemistry, immunology, microbiology, hematology, coagulation, and urinalysis. The course will also cover electrocardiography as practiced in the clinic. The end of the course will simulate the operation of a clinic laboratory from specimen collection to result reporting of testing.

MDAS1232 Clinical Procedures II 4

This course covers the expanded practice of Medical Assisting duties that are the fundamentals required for assisting with medical specialty exams and procedures, specimen collection, rehabilitation and therapeutic modalities. Medical specialties include cardiovascular, ENT, eye, gerontology, GI, male reproductive, neurology, ob/gyn, orthopedics, pediatrics, respiratory, and urinary procedures. Students are required to participate in a service learning project.

MDAS1271 Administrative Procedures 3

This course will introduce the student to the administrative duties performed by a Medical Assistant. Emphasis will be on front office duties such as; telecommunications, appointment scheduling, medical records, insurance, bookkeeping, written communications, and medical coding. Other topics included in the course will be office and human resource management as they apply to the Medical Assistant. *Prerequisites: MDAS 1150*

MDAS1702 Pharmacology and Math for Medical Assistants 4

The objective of this course is to introduce the study of medications and their uses in the ambulatory care setting. Basic mathematics in relation to calculation of dosages will be taught. Medical Assistant

students will learn the techniques needed for administration of medication. *Prerequisites: Concurrent with MDAS1232*

MDAS2960 Medical Assisting Skills Refresher

Medical Assisting Skills Refresher

MDAS2970 Practicum 6

This course is designed to provide on-the-job experience for the medical assistant student. The student will be assigned to work in a physician's office/clinic for a total of six weeks, five days a week, eight hours per day, or the equivalent, for a total of 240 unpaid hours. The student will work under the supervision of medical office personnel doing tasks pertinent to the student's program. *Prerequisites: all Diploma requirements must be met; must be recommended by instructors*

MDAS2990 Capstone 1

This course is designed for students to reflect on and integrate the medical assisting concepts from the Medical Assistant core courses. This course provides opportunity for assessment of critical thinking skills, communication skills, and teamwork skills helping the student transition from the classroom to the clinic. The course devotes a significant amount of time reviewing all areas of the certification exam reinforcing the knowledge and skills required in preparing for the CMA (AAMA) national certification exam. *Prerequisites: recommendation to Practicum*

MARKETING COMMUNICATIONS & SALES**MKTC1000 Principles of Marketing 3**

Introduction to marketing terms, concepts, and skills useful in analyzing marketing problems. Covers legal, behavioral, ethical, competitive, economic, technological and international factors affecting product, pricing, promotion, and marketing channel decisions. Identify factors marketing managers take into account when creating a marketing plan, including buying behavior, market segmentation, product life cycle, packaging, branding, pricing, advertising, sales promotion, public relations, personal selling, and product distribution methods.

Note: this course is cross listed with IDES2300

MKTC1100 Fundamentals of Sales 3

Introduction of the basic principles and applications of the sales process as they may apply to industrial, wholesale and retail selling situations. This would include prospecting and qualifying, planning and pre-approaching, approaching the customer, the sales presentation/demonstration, handling objections, closing the sale and post-sale service and follow-up with customer.

Note: this course is cross listed with IDES2310

MKTC1150 Consumer and Professional Buying Behavior 3

Course examines the principles of the behavioral sciences of psychology, sociology and anthropology and how these sciences are used in creating marketing communications plans aimed at consumer or professional buyers. Specific topics include perception processes, lifestyle analysis, personality psychographics, motivation analysis and influence of groups on buying behaviors.

MKTC2000 Advertising Practices and Procedures 3

This course studies advertising fundamentals. Students will explore the marketing communications plan, product and service positioning, consumer behavior theories, uses of various media, relationship advertising, and the process of developing creative strategies. Examination of advertising's relationship to other promotional elements of selling, sales promotion and publicity, and the functions and operation of an advertising agency.

MKTC2105 Marketing Communications Writing 3

Course examines how to write advertising copy for all areas of marketing communications such as the Internet, public relations, news media, scriptwriting, business writing as well as for print, radio, television and collateral media.

MKTC2310 Public Relations 3

This course explains the nature and uses of public relations as a promotional tool. Training in the writing and preparation of press releases and press kits, publicity campaigns, conduct of press conferences, and other public relations tools. Course also includes current practices and problems in the field of public relations. Emphasizes successful case histories and planning techniques.

MKTC2506 Digital Marketing 3

Digital marketing uses marketing strategies through electronic devices such as computers, tablets, and other mobile devices to engage with consumers and other business partners. Internet Marketing is a major component of digital marketing. In this course, we will cover the what, why, and how of major current approaches, including online listening and monitoring, search engine optimization, search ads, email marketing, and participating in social media. The course is designed to offer knowledge on digital trends and teach students how to remain current as technology and devices evolve. In addition, students will receive relevant hands-on experience through assignments and exercises.

MKTC2507 Digital Media Tools 3

Explore the world of mobile marketing app, sites, and platforms, along with social media platforms for marketing. Examine the impact of new and emerging technologies available to a marketer. Assess the available new digital media tools to determine which ones make sense for individual businesses. Learn how to implement industry-leader social digital media tools.

MKTC2511 Web Development for Marketers 3

Marketing students will learn the basic tools of web page coding and how to create and implement modern web pages with various popular applications and web development languages. The course offers advanced training on how to code web pages including adjusting the websites for users' mobile devices. Techniques to design sites that load fast, have strong usability, and meet company objectives are taught.

MKTC2515 Digital SEM and Analytics 3

The Digital SEM and Analytics teaches students digital knowledge of advanced search engine marketing and analytics skills. The course examines professional digital marketing execution techniques. The course focuses on the areas of analytics, analysis and reporting, and Search Engine Marketing (SEM). Through content analysis techniques, users learn to increase traffic through

digital marketing initiatives such as blogs, paid advertising, and integration with traditional marketing measures.

MKTC2520 Video Content for Marketers 2

The Videography for Marketers examines the techniques of leveraging the conversion power of marketing with video. The course analyzes the importance of the creation of shareable creative content that encourages engagement and conversion. Students will learn how to promote marketing storytelling through video and optimize visual content for SEO.

MKTC2550 International Marketing 3

This course introduces students to the concepts and disciplines of international marketing. Students develop an understanding of the international environment and its impact on marketing. Topics include social and cultural influences; political, legal and financial considerations; exporting and importing; organizational alternatives; information sources; marketing-entry strategies; pricing and distribution; sales and communications practices; counter trade; and other current international marketing issues.

MKTC2600 Marketing Research 3

This course examines the processes and techniques used in securing, analyzing and creatively using information to identify marketing problems and opportunities. Businesses need current information on which to base their marketing decisions; this course studies research to help business determine marketing strategies and create plans for such objectives as product development, marketing promotional evaluations, operation efficiencies and client satisfaction.

MKTC2605 Data Analytics 3

Take your career to the next level by showcasing your skills in data analytics. This course will teach you data analytics and management through best practices for managing data and preparing it for organizational use. With this knowledge, you'll understand how to analysis to support your organization to achieve goals in growth, productivity, profitability, and performance.

MKTC2815 Business Law 3

Examine workplace issues impacting supervisory responsibilities and explore the influence of ethics on individuals and organizations. You will be introduced to the American legal system. Understand civil, contract, employment, and labor laws and how they affect business, such as harassment, discrimination, TORTS, documentation and terminations.

MKTC2900 Portfolio and Interviewing 1

Students will prepare their portfolios for interviewing and showing potential employers. Students will also learn how to set-up interviews, develop interviewing skills and create their resumes and cover letters for job searches.

MKTC2970 Marketing Internship

Marketing Internship

PHYSICAL EDUCATION

PHED2520 Intercollegiate Men's Soccer I 1

Soccer is a one-credit Physical Education/General Education elective course at Dakota County Technical College. Students in the course are required to be members of either the Men's or Women's varsity soccer team at the college for the entire season and are required to meet the requirements and achieve a grade. Members must be in good standing in order to receive any credit. The major goal of the course is to develop psychological, physical, technical, athletic skills and abilities required to succeed as a college level athlete in the sport of soccer.

PHED2521 Intercollegiate Women's Soccer I 1

Soccer is a one-credit Physical Education/General Education elective course at Dakota County Technical College. Students in the course are required to be members of either the Men's or Women's varsity soccer team at the college for the entire season and are required to meet the requirements and achieve a grade. Members must be in good standing in order to receive any credit. The major goal of the course is to develop psychological, physical, technical, athletic skills and abilities required to succeed as a college level athlete in the sport of soccer.

PHED2525 Intercollegiate Men's Soccer II 1

Soccer is a one-credit Physical Education/General Education elective course at Dakota County Technical College. Students in the course are required to be members of either the Men's or Women's varsity soccer team for the entire season and are required to meet the requirements and achieve a grade. Members must be in good standing in order to receive any credit. The major goal of the course is to develop psychological, physical, technical, athletic skills and abilities required to succeed as a college level athlete in the sport of soccer.

PHED2526 Intercollegiate Women's Soccer II 1

Soccer is a one-credit Physical Education/General Education elective course at Dakota County Technical College. Students in the course are required to be members of either the Men's or Women's varsity soccer team for the entire season and are required to meet the requirements and achieve a grade. Members must be in good standing in order to receive any credit. The major goal of the course is to develop psychological, physical, technical, athletic skills and abilities required to succeed as a college level athlete in the sport of soccer.

PHED2530 Intercollegiate Baseball I 1

Baseball is a one-credit Physical Education/General Education elective course at Dakota County Technical College. Students in the course are required to be members of the Baseball team at the college for the entire season and are required to meet the requirements and achieve a grade. Members must be in good standing in order to receive any credit. The major goal of the course is to develop psychological, physical, technical, athletic skills and abilities required to succeed as a college level athlete in the sport of baseball.

PHED2535 Intercollegiate Baseball II 1

Baseball is a one-credit Physical Education/General Education elective course at Dakota County Technical College. Students in

the course are required to be members of the Baseball team at the college for the entire season and are required to meet the requirements and achieve a grade. Members must be in good standing in order to receive any credit. The major goal of the course is to develop psychological, physical, technical, athletic skills and abilities required to succeed as a college level athlete in the sport of baseball.

PHED2540 Intercollegiate Softball I 1

Softball is a one-credit Physical Education/General Education elective course at Dakota County Technical College. Students in the course are required to be members of the fastpitch softball team at the college for the entire season and are required to meet the requirements and achieve a grade. Members must be in good standing in order to receive any credit. The major goal of the course is to develop psychological, physical, technical, athletic skills and abilities required to succeed as a college level athlete in the sport of softball.

PHED2545 Intercollegiate Softball II 1

Softball is a one-credit Physical Education/General Education elective course at Dakota County Technical College. Students in the course are required to be members of the fastpitch softball team at the college for the entire season and are required to meet the requirements and achieve a grade. Members must be in good standing in order to receive any credit. The major goal of the course is to develop psychological, physical, technical, athletic skills and abilities required to succeed as a college level athlete in the sport of softball.

PHED2560 Intercollegiate Volleyball I 1

Volleyball is a one-credit Physical Education/General Education elective course at Dakota County Technical College. Students in the course are required to be members of the men's varsity volleyball team at the college for the entire season and are required to meet the requirements and achieve a grade. Members must be in good standing in order to receive any credit. The major goal of the course is to develop psychological, physical, technical, athletic skills and abilities required to succeed as a college level athlete in the sport of volleyball.

PHED2565 Intercollegiate Volleyball II 1

Volleyball is a one-credit Physical Education/General Education elective course at Dakota County Technical College. Students in the course are required to be members of the men's varsity volleyball team at the college for the entire season and are required to meet the requirements and achieve a grade. Members must be in good standing in order to receive any credit. The major goal of the course is to develop psychological, physical, technical, athletic skills and abilities required to succeed as a college level athlete in the sport of volleyball.

PHED2570 Intercollegiate Basketball I 1

Basketball is a one-credit Physical Education/General Education elective course at Dakota County Technical College. Students in the course are required to be members of the men's varsity basketball team at the college for the entire season and are required to meet the requirements and achieve a grade. Members must be in good standing in order to receive any credit. The major goal of the course is to develop psychological, physical, technical,

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athletic skills and abilities required to succeed as a college level athlete in the sport of basketball.

PHED2575 Intercollegiate Basketball II **1**

Basketball is a one-credit Physical Education/General Education elective course at Dakota County Technical College. Students in the course are required to be members of the men's varsity basketball team at the college for the entire season and are required to meet the requirements and achieve a grade. Members must be in good standing in order to receive any credit. The major goal of the course is to develop psychological, physical, technical, athletic skills and abilities required to succeed as a college level athlete in the sport of basketball.

PHILOSOPHY

PHIL1003 Philosophy of Sex and Love **3**

This course is an introduction to philosophical and ethical issues dealing with desire, love, and identity. Emphasis will be placed on the implications of digital technology on the subject area and the personal value of the ideas explored. Students will discuss and criticize texts written by ancient, modern, and contemporary philosophers. *(Meets MnTC Goals 6, 9)*

PHIL1100 Ethics **3**

This course is an introduction to the study of ethics. Students will read, discuss, and write about texts from Classical and World philosophy. Emphasis will be placed on the process of criticism and the practical value of the ideas explored. *(Meets MnTC Goal 6, 9)*

PHIL1200 Critical Thinking **3**

In this course, students will develop skills in argument evaluation, the use of informal logic, and language analysis as they criticize problems found on the World Wide Web, in the workplace, and in other everyday environments with some focus on personal and social relationships. Students will also have an opportunity to explore topics in media literacy and the philosophy of science. *(Meets MnTC Goals 2, 7) Suggested Accuplacer reading cut score over 78.*

PHIL1250 Introduction to Logic **3**

Students will learn to identify, analyze, and evaluate arguments in real-world problems using techniques of formal logic. Covered will be inductive and deductive logic, categorical logic, propositional logic, and natural deduction. *(Meets MnTC Goal 4) Prerequisites: Accuplacer score of 78 or higher in Reading Comprehension OR College Reading I, AND Accuplacer score of 51 or higher in Elementary Algebra OR MATS0305 Introduction to Algebra.*

PHIL1350 Medical Ethics **3**

This course introduces students to basic issues in medical ethics. Emphasis will be placed on the process of considering ethical theories and laws in the analysis of specific cases from the field. This course will be of special interest to students in programs such as Patient Care Technician, Dental Assistant, and Veterinary Technician though students in any program will find the study of medical ethics worthwhile. *(Meets MnTC Goals 6, 9) Suggested Accuplacer reading cut score over 78 and completion of ENGL 1150.*

PHIL1460 Philosophy of the Arts and Architecture **(null)**

In this introductory course, students will take a philosophical approach to thinking about painting, photography, film, architecture, music, literature, theater arts, and popular art. Using ideas from a variety of time periods, students will analyze artworks of their own choosing. All students will find this course valuable though it will be of special interest to those in programs such as Interior Design, Architectural Technology, Graphic Design Technology, Multimedia & Web Design, and Photographic Technology. The philosophy of arts in general will be addressed in the 2-credit option; the philosophy of architecture will be the focus of the third credit of the 3-credit option.

PHIL1500 Philosophy of Technology **3**

In this introductory course, students will take a philosophical approach to thinking about the processes and objects of technology and design. Also addressed will be related ethical, societal, and political matters. Students will read and write about classical and recent philosophy. *(Meets MnTC Goals 2, 6, 9)*

PHOTOGRAPHY

PHOT1050 Camera Skills **2**

This course gives the student an introduction to most of the controls and adjustments available on today's complicated digital SLR cameras. Through hands-on projects we will experiment with both manual and automatic exposure controls with a main emphasis in exposure control, depth-of-field, and motion adjustments. Discussion of camera types, lenses types and uses, and accessories will compliment the practice of capturing images that illustrate composition and storytelling. An introduction to management of images and proofing techniques will be included. This course is specially designed for those who plan to make a career out of providing photographic services.

PHOT1100 Introduction to Photography **3**

This hands-on introductory course is designed to familiarize students with the industry standard Digital Single Lens Reflex (DSLR) camera. Coursework will cover operation of manually-adjustable DSLR camera functions such as controlling motion, depth of field, ISO, white balance through various indoor, outdoor, and natural lighting conditions. Gaining an understanding of the controls and adjustments will be the key to this course; but students will also be exposed to additional skills such as management and output of images as part of the digital workflow procedures, photographic composition, use of on-camera flash, presentation of finished images, and uses of images in the industry.

PHOT1110 Lighting Basics 2

All photography makes use of some form of lighting and this course will introduce the student to both natural, ambient, and artificial lighting situations. Lighting equipment operation and use light modifiers and meters will be the main emphasis throughout this course. Lighting variables, metering techniques, and light control will be practiced by distinguishing the qualities of light in terms of direction, color, contrast, form, and intensity. This course will give the student an understanding of all types of lighting and practical hands-on experience with meters, lights, and modifiers used both in studios and on location.

PHOT1120 Natural Light Portraits 1

This course covers the use of natural outdoor and window lighting and cameras to produce professional looking portraits. Emphasis will be on the use locations and posing to capture creative images of individuals, couples, small and large groups of people. A critical skill in this area is the ability to use the correct lighting direction, form, intensity, color and contrast to enhance the character and features of the customer. Projects will include typical family, high school senior, on-location, and group portrait techniques. *Prerequisites: PHOT1050, 1110*

PHOT1310 Adobe Lightroom 2

Adobe Lightroom helps photographers organize and manipulate their images. It works hand in hand with Adobe Photoshop and Bridge but adds many new options and features. This course will explore the power and features of Lightroom and how it can import, catalog, save and organize thousands of images and save the photographer a lot of time upfront in the workflow. Then Lightroom's develop and print modules can modify, manipulate and improve digital images in a non-destructive manner. We will wrap up this class with practice outputting images to web, to CD and to labs to create products and images for client viewing. Bring a few hundred images to class for hands-on practice during this class.

PHOT1320 Photoshop for Photographers 2

Photographers not only need to master their digital camera but also master the software that, manipulates, enhances, modifies, and outputs their images for the clients. Of the two main softwares (Photoshop and Lightroom) used in photography, this course will cover introduce Adobe Photoshop: it's tools, editing techniques, non-destructive image enhancement, correction and modification options. Students will practice workflow essentials and image techniques needed by photographers in order to compete successfully in this highly digital field. Skills in the use of the computers operating system and workflow techniques will be covered as well. *Prerequisites: PHOT 1310*

PHOT1360 Photography Workshop (null)

This course allows the student to choose the types of learning experiences they would like to be involved in. Emphasis is placed on the student and the instructor designing a specific educational goal and clearly defining the intended skills and results to be accomplished. This course will meet the highly creative and unique areas of photography or imaging that are not covered by any other course content. Much of the time the student will be expected to work with minimal supervision. Can be taken multiple times. *Prerequisites: Approval is based on instructor recommendation and a minimum of previous photographic experience*

PHOT1370 North Shore Photography Workshop 1

This course is a 3-day field trip to the North Shore of Minnesota. Here we explore the tips and techniques of effective nature photography. We spend part of the time in informative lectures and slide shows held on site with the rest of the time spent in the field under the guidance of the instructor. Topics such as advanced composition, creative use of filters, lens and viewing angles, difficult metering situations and effective equipment operation are covered throughout the workshop. Students will come away with a new appreciation and understanding of nature photography as well as some great images of one of Minnesota's most beautiful areas. *Prerequisites: PHOT1100*

PHOT1420 Studio Portraits 2

This course covers the use of studio lighting and cameras to produce professional looking portraits. Emphasis will be on the use of time-proven techniques and equipment to capture creative images of individuals, couples, small and large groups of people. A critical skill in this area is the ability to use the correct lighting and posing to enhance the character and features of the customer. Projects will include typical business, family, high school senior, on-location, and group portrait techniques. *Prerequisites: PHOT1050, 1110*

PHOT1510 Color Management 2

This course builds on the skills introduced in the prerequisite courses by providing advanced color theory and practical application of digital color management techniques by using various types of calibration equipment. At the heart of this course is a thorough understanding of color theory, color application, color recognition and color adjustments as it relates to the production of high-quality color images. The student will use various monitor calibration and profiling techniques to develop a system of consistent and predictable image quality. An introduction to small and large format printing will enhance the application of these new skills. *Prerequisites: PHOT1310, 1320 concurrent*

PHOT1550 DSLR Video 2

This course is designed to introduce the visual artist/technician to the concepts, uses and operation of digital single lens reflex (DSLR) video cameras. Emphasis will be placed on the use of DSLR camera and video/audio equipment to augment the practice of photography for special events such as weddings, anniversaries, and other events. Camera capture techniques using different compositions, zooms, views and angles will be covered along with basic storyboarding. Basic video editing will cover importing, organizing, clip management, transitions, special effects, and adding audio tracks that can be used to create multimedia presentations. Information on storage and presentation to the client and customer will also be covered. *Prerequisites: PHOT1050, 1310*

PHOT1610 Advanced Software 2

This course will bring the student to the advanced level of image processing by building on the tools and skills from PHOT1310 Lightroom and PHOT1320 Photoshop for Photographers. This project-based course will simulate many real-life projects and challenges that a photographer will face in this industry. Some of the skills that students will expected to master will be advanced portrait retouching, non-destructive based editing, image enhancement, corrective techniques, creating composites and solving image problems. *Prerequisites: PHOT1050, 1310, 1320*

PHOT1651 Product Photography 2

In this course, students will take part in the planning, photography, and post-production of product-type photography projects. Emphasis will be given to studio lighting, and students will apply lighting and aesthetic skills to a variety of assignments including architecture, food, still-life objects, glassware, and people. Students will also replicate industry work as they make images according to client specifications regarding size, cropping, file format output, color, and other layout considerations. The student will review and investigate all the variables, controls, and characteristics related to a professional photo shoot in an effort to create a higher quality digital image and a better understanding of the advancing technology. *Prerequisites: PHOT1050, 1110, 1310, 1320, 1420*

PHOT1680 Photo Business Preparation 2

Successful photographers have a set of skills that include time management, organization, marketing, professional ethics, accounting and general business policies. These are the topics covered in this courses all while building a indepth business plan customized to your ideas. The purpose is to prepare the individual for all the aspects of the business side of this industry. Whether the photographer or technician works for themselves as an entrepreneur or is employed by a photography company this knowledge will be beneficial to their success. *Prerequisites: PHOT1050, 1420*

PHOT1740 Macro Photography 2

Macro or close-up photography can be a difficult skill to master, even though it is used in many different areas of the photographic industry. Nature photography, medical and forensic photography, the copy and restoration industry, industrial and commercial photography are just some of the career clusters that benefit from good macro photography skills. Real-life projects in this course will include the use of special macro lenses, ring flashes, and special lighting techniques to capture high-quality close-up images. *Prerequisites: PHOT1100*

PHOT1830 Location Portraits 2

Many professional photographers will go to the client's location of choice to take portraits thus prompting the need for proficient with portable lighting equipment and setups. This course covers the use of the combination of portable lighting equipment and ambient location lighting to produce professional looking portraits. Emphasis will be on the simulation of typical location portraits such as senior portraits, family, children, baby-style portraiture. A critical skill in this area is the ability to control the lighting direction, form, intensity, color and contrast in unusual conditions and unique locations. *Prerequisites: PHOT1050, 1110, 1420*

PHOT2560 Digital Printing 2

Using the skills and knowledge from the Color Management course and the skills introduced in the prerequisite courses the student will print large format and high quality images for clients. The student will use numerous computer systems and printing devices to produce color photographs ranging from wallets to large enlargements. Different substrates, surfaces and ink applications will provide the student with a thorough understanding of many of the options that the client may request. The ultimate test of skills in this area is for a photographer or photo technician to be able to create large high-quality photographs in order to stay competitive in the industry. *Prerequisites: PHOT1310, 1320, 1510*

PHOT2620 Advanced North Shore Photo Workshop (null)

This course is a 3-day field trip to either the north shore or south shore of Lake Superior. Here we explore the tips and techniques of effective and sellable nature images. We spend part of the time in informative lectures and slide shows held on site with the rest of the time spent in the field under the guidance of the instructor. Topics such as advanced composition, creative use of filters, lens and viewing angles, difficult metering situations, night and time lapse photography. This advanced workshop will give students appreciation and understanding of creating marketability of fine art nature photography as well as some great images of a new region of the Upper Midwest. *Prerequisites: PHOT 1370 (taken twice) and PHOT1100*

PHOT2651 Advanced Photo Projects 2

This course will give the student a chance to apply the advanced software skills to reality-based photo projects typically required by clients in this industry. This project-based course will practice advance workflow techniques of client interaction, location shooting, image prep and organizing, advanced editing and delivery of products. . Continued practice of advanced, non-destructive based editing will help student master the techniques needed to survive and flourish in this business. *Prerequisites: PHOT1310, 1320, 1610, 1510*

PHOT2710 Portfolio Development 2

This hands-on course will guide the student through the creation of a photography-based portfolio and prepare student for entering the workforce upon graduation. Students will begin by assessing their interests, strengths, goals and clarifying the steps needed to enter into the industry. Concepts in assemble techniques, display options and presentation methods will be at the heart of this course. Upon completion the student will have multiple industry-ready photographic portfolios in preparation for career exploration. Emphasis will be given to the idea that portfolio is a process not a project, and therefore requires planning and continuous review and development. *Prerequisites: Should be taken during the last semester prior to graduation so all required photo courses should be completed with exception of PHOT2650, 2550 and 2510 with are typically taken concurrently.*

PHOT2970 Internship (null)

Photography Internship

PHYSICS**PHYS1050 Introduction to Physics 3**

This is an introductory course in Physics and its applications. The course is designed for individuals with no previous experience in physics. In this course students will learn basic theory and application of classical physics in everyday life, and how to apply that knowledge through problem solving, simulation, and laboratory experiments. Topics to be covered include: linear and rotational motion, vectors, forces and equilibrium, work and energy, momentum, properties of solids, liquids and gases, heat and thermodynamics, and waves and sound. *(Meets MnTC Goal 3)*

PRACTICAL NURSING

PNSG1010 Foundations of Nursing Practice 4

Foundations of Practical Nursing provides an introduction to the theoretical foundation for focused-assessment and nursing skills. The student is given an opportunity to demonstrate these skills in the laboratory setting. An introduction to the nursing process provides the student with a beginning framework for decision making. The key concepts of teamwork and collaboration, safety, quality improvement, professional identity/behavior, patient/relationship centered care, nursing judgement/evidence based practice, managing care of the individual patient, and informatics/technology are introduced. *Prerequisites: HEAL1060, 1101, 1150, and PSYC 1350*

PNSG1355 Pharmacology 3

Included in this course is information on pharmacokinetics, pharmacodynamics, common adverse/side effects, and contraindications to drug use. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications to patients across the life span. *Prerequisites: HEAL1061, 1101, 1150, and PSYC1350 and acceptance into PN Program.*

PNSG1400 Adult Health Nursing I 4

Nursing Care of Adults Health I introduces students to the care of older patients with a focus on health promotion and safety. Emphasis is on common health problems of the adult in restorative and residential facilities as well as safety and end-of-life care. Application of pathophysiology, nutrition and pharmacology are applied to common diseases within each topic area. THEORY TOPICS INCLUDE: Basic alterations in fluid and electrolytes, oxygenation, cardiac output and tissue perfusion, regulation and metabolism, cognition and sensation, immunity, integument, mobility, digestion, elimination, excretion, physical and psychosocial variations, chronic illness, end of life care, environmental safety and emergency preparedness. *Prerequisites: HEAL1061, 1101, 1150, and PSYC1350 and acceptance into PN Program*

PNSG1410 Adult Health Nursing II 4

Adult Health Nursing II focuses on the care of adults with common medical/surgical health problems. Emphasis is placed on physiological disorders that require management in an acute care facility. Application of pathophysiology, nutrition, and pharmacology are applied to co-morbid diseases within each topic area. *Prerequisites: PNSG1010, 1400, 1355, 1600*

PNSG1600 Clinical I 4

Clinical I provides the student an opportunity to apply nursing judgement using the nursing process to implement safe, patient/relationship centered care in selected settings. The clinical student demonstrates focused assessments, data collection, implementation of skills learned in the lab setting, documents findings and reinforces teaching plans for individual patients with common problems. The student develops communication and customer service skills working with individual patients and team members. *Prerequisites: HEAL1061, 1101, 1150, PSYC 1350 and acceptance into PN Program.*

PNSG1620 Clinical II 4

Clinical II provides the student an opportunity to apply nursing judgement using evidence based care, critical thinking and clinical

judgement to implement safe, patient/relationship centered care to individual patients across the lifespan (including maternal/child/pediatric). The clinical student reflects on the value of patient centered care, teamwork and collaboration, informatics, quality improvement, safety, managing care of the individual patient, and nursing judgement/evidence based care in his/her career as a LPN. *Prerequisites: PNSG1010, 1400, 1355, 1600*

PNSG1755 Behavioral Health Concepts 2

Psychosocial nursing care focuses on the care of patients with psychiatric and behavioral disorders. Emphasis is placed on common psychiatric and behavioral disorders as well as promoting and maintaining the mental health of individuals. Role and standards of practice for mental health nursing, therapeutic communication skills when working with psychiatric and behavioral disorders, therapeutic modalities including pharmacotherapeutics, anxiety disorders, mood disorders, personality disorders, psychotic disorders, chemical impairment and substance abuse, abuse and violence. *Prerequisites: PNSG1010, 1400, 1355, 1600.*

PNSG1805 Maternal and Child Health 2

Nursing Care of Women/Newborns/Children provides an integrative approach to the care of the childbearing woman, newborns, and children. Prominence is placed on normal pregnancies, normal growth and development, and common pediatric disorders. TOPICS FOR THEORY: Legal and ethical issues, reproductive health care, antepartum, intrapartum, and postpartum care, newborn care, pediatric emergencies and accident prevention, communicable diseases, alterations in fluid and electrolytes, oxygenation, cardiac output and tissue perfusion, regulation and metabolism, cognition and sensation, immunity, integument, mobility, regulation and metabolism, ingestion/digestion/absorption/elimination, and excretion. *Prerequisites: PNSG1010, 1400, 1355, 1600*

PNSG2001 Nursing Capstone 2

This course facilitates the transition of the student to the LPN role and to the workplace. Concepts related to career development options that enhance career mobility are reviewed. Standards of practice and the importance of practicing according to state regulations and statutes for the scope of practice for the LPN are examined. *Prerequisites: PNSG1010, 1400, 1355, 1600*

PSYCHOLOGY

PSYC1105 General Psychology 4

This general psychology course is an introduction and overview of the scientific study of behavior and experience. It includes topics like the history of psychology, research methods, perception, learning, human development, intelligence, motivation, social perception and group behavior, and psychological disorders.

PSYC1300 Child and Adolescent Psychology 3

This psychology course is an introduction and overview of the scientific study of child development from prenatal through adolescence. It includes topics like perception, learning, intelligence, motivation, developmental disorders, and parenting and peer influence on the developing child. *(Meets MnTC Goal 5)*

PSYC1350 Lifespan Development 4

This psychology course is an introduction and overview of the scientific study of development throughout the life span from prenatal through old age, death, dying and bereavement from a developmental perspective. *(Meets MnTC Goals 5, 7)*

PSYC1450 Death and Dying 2

This psychology course is an introduction to the concepts and issues surrounding death and dying. It examines these issues from a theoretical perspective with attention to ethical and moral issues from a multicultural perspective and the impact of death, dying and bereavement throughout the lifespan. *(Meets MnTC Goal 5)*

READING

READ110 College Reading Boost 1

The course is designed to develop the effective reading and clear thinking skills that are required to be successful in college today.

READ140 Developing College Reading Skills 4

This course focuses on reading skills widely recognized as essential for comprehending college-level material. Topics include pre-reading, reading, and post-reading strategies as well as critical thinking to improve comprehensions, increase vocabulary, and develop thoughtful responses to reading with additional emphasis on the close relationship of reading, writing, and thinking. This course is required for students who score 50 or less on the Reading Accuplacer Test.

READ150 English Reading Essentials 3

This course focuses on reading skills widely recognized as essential for comprehending college-level material. Topics include pre-reading, reading, and post-reading strategies as well as critical thinking to improve comprehensions, increase vocabulary, and develop thoughtful responses to reading with additional emphasis on the close relationship for reading, writing, and thinking. This course is required for students who score 51-77 on the Reading Accuplacer Test.

SOCIOLOGY

SOCY1010 Marriage and the Family 3

This course embodies a survey of human relationships. This course will examine and explore both the practical side and the sociological side of human relationships. Topics include dealing with love, conflict, sexuality, parenting, relationship violence and gender roles. The focus of the course is to expose students to the cultural diversity of marriage and the family. To give students a fundamental understanding of the sociological perspective on this topic and apply a theoretical/historical perspective. *(Meets MnTC Goal 5)*

SOCY1110 Introduction to Sociology 3

This course covers the basic concepts and terminology used in sociological studies. Sociology is broadly defined as the study of human social organization and social behavior including its forms and consequences. It will focus on the characteristics of human group life as they relate to the structure of the social environment and its influence on the individual. This course is designed to introduce

students to the theories, concepts and areas of inquiry that typically characterize sociological analyses. Students will have the opportunity to examine the ethical/dimensions and issues facing political, social, and personal life as it relates to the topics in Sociology. Students will explore their own citizenship and find ways to apply their ideas and goals to civic learning and service learning through embracing facets of human society and the human condition. *(Meets MnTC Goals 5, 9)*

SOCY1400 Introduction to Criminal Justice 3

This course will provide an overview of the philosophy of criminal law and deviance, and of the nature and extent of crime in America. The theory, structure, and operation of each of the principle components of the Criminal Justice System (ie. police, courts, and corrections) will be examined in detail. Major topics include the historical foundations of our Criminal Justice System, critique of current sociological theories on crime, analysis of impact of legal and social systems on human behavior, rehabilitation, public safety (including homeland security), and citizen responsibility. We will create a learning environment that takes into account all backgrounds and experiences where we can learn from one another.

SPANISH

SPAN1300 Beginning Spanish Language and Culture I 4

This course is designed as an introduction to basic Spanish language skills, including listening comprehension, reading speaking and writing. Student are introduced to cultures of the Spanish speaking countries and develop an understanding and sensitivity to diverse groups. Major grammar focus includes regular and irregular verbs in the present tense, adjective agreement, and discussion of family, school, time, weather, numbers and greetings.

SPEECH

SPEE1020 Interpersonal Communication 3

This course is intended to increase student's awareness of the processes, models, and theories of interpersonal communication relative to relationships that impact people's personal and professional lives. Through self-analysis and reflection, case studies, practical application, and critical thinking, students will examine the influence of communicative behaviors on themselves, their personal relationships, groups, and society. Concepts include self-esteem, self-fulfilling prophecies, perception, ethics, emotion, conflict, cultural awareness, language, nonverbal communication, social media, and listening. *(Meets MnTC Goal 7; meets Goal 1, Fall 2016 and after)*

SPEE1030 Intercultural Communications 3

This course studies cultural differences and how they affect communication in our locally, nationally and globally. Topics include definitions of communication; definitions of culture and diversity of cultural patterns; cultural variables influencing communication such as the media, gender, language, nonverbal behavior, perception, values, and beliefs. Basic theories, models and concepts that interface with intercultural communication are explored. An examination of US culture in comparison to other cultures is explored in different contexts. *(Meets MnTC Goals 7, 8)*

TRANSPORTATION MANAGEMENT

TMGT2500 Fixed Operations Management 3

This course covers the exciting and fast-paced world of a typical automotive dealership fixed operations department. Students will study the operations of the service department, parts department and the body shop of a typical new car franchised dealership. Students will learn the best practices for optimizing the return on investment for the dealership and how the after-sales side of the business contributes to the financial health of the entire dealership. Other topics covered in this course will be creating a comprehensive dealership business plan and using PC based dealership management software as a critical management tool. Students will learn to outline typical steps and procedures involved in the planning, building, staffing and financing of a typical dealership. Major emphasis will be placed on the importance and impact of customer satisfaction looking at both customer loyalty and customer-repurchase intentions.

TMGT2510 Principles of Management and Supervision 3

This course will provide you with background and theories of supervision and management, and the key skills required to be successful supervisor or manager. Learn to effectively manage in an ever increasingly diverse workforce. Ease the transition to supervisor or bring yourself up-to-date with today's supervisory/management practices. Study the role and responsibilities of supervisors including planning, organizing, staffing, directing, and controlling. Develop and apply skills in communication, correcting or rewarding performance, and overall management of resources. Apply these skills through course activities and a final learning portfolio.

TMGT2530 Fixed Operations Computer Applications 3

This course will focus on technology available to manage information in various transportation settings. Hardware and software skills will be taught as the course covers a multitude of computer systems used in the industry. Students will learn to use these systems to maintain customer data, stay ahead of business development techniques, and learn about the virtual opportunities available to dealerships.

TMGT2560 Transportation Production & Aftermarket Environments 3

This course will examine the steps of transportation production and steps taken in the aftermarket environment. Sales, trades, and terminology will be focused on as students learn distribution channels and trends.

TMGT2580 Negotiations, Contracts, Warranty & Customer Relations 3

This introductory course will focus on negotiation tactics, contract management, and warranties within the transportation industry, and how to maintain positive customer relations. Students will investigate state and federal laws that apply to contracts and warranties while learning about budget management, consulting skills, and negotiation skills.

VETERINARY TECHNOLOGY

VTEC1100 Veterinary Technology Procedures 3

This course is an introductory study of various aspects of the world of veterinary medicine and the role of the veterinary technician

within that world. Emphasis is placed on learning the basics of animal identification, husbandry, grooming, animal behavior, and physical examinations. Students learn veterinary office economics and paperwork, medical records management, reminders, financial matters, components to popular veterinary software and the concepts of ethics and professionalism in the work place.

VTEC1110 Veterinary Laboratory Skills I 3

A general introduction to the veterinary clinical sciences, this course acquaints students with laboratory safety, OSHA regulations, medical asepsis, infection control, zoonotic diseases, glassware, specimen collection, laboratory calculations, and microscopy. This course includes hands-on practice of basic laboratory techniques, veterinary parasitology, an introduction to hematology and urinalysis, and basic calculations required in the veterinary medical laboratory.

VTEC1120 Calculations for Veterinary Professionals 1

This course instructs the student in the various mathematical calculations and equations used on a daily basis in the medical field. Students will learn calculations involving percentages, fractions, decimals, and ratios, how to convert between different measurement systems, how to calculate patient medication and fluid dosages, and how to apply these methods to real world scenarios.

VTEC1200 Comparative Anatomy and Physiology 1

This course explores the body systems of small animals using the cat cadaver as a model. A systems approach is used to study basic anatomy and physiology of dogs and cats. Comparative reference will be made to a few important differences in anatomical structures of various large animal and exotic pet species.

VTEC1210 Veterinary Pharmacology 3

This course introduces the student to the development and regulation of drugs and vaccines and their use in veterinary medicine. Commonly used drugs are studied using a body systems approach. Calculation of drug dosages is emphasized and techniques for medication administration to canine and feline patients are also covered. *Prerequisites: BIOL1310, HEAL1502*

VTEC1220 Fundamentals of Veterinary Imaging 3

Radiation safety and imaging techniques commonly used in veterinary medicine are covered in this course. Students develop radiographic technique charts and practice radiography using live animals. They also learn about other imaging techniques used in the medical field. *Prerequisites: BIOL1310*

VTEC1230 Veterinary Laboratory Skills II 3

As an in-depth study of clinical laboratory procedures, students practice sample collection and handling for hematology, parasitology, blood chemistries, urinalysis, microbiology, cytology and serology. Emphasis is placed on the usefulness of these diagnostic techniques in the context of the animal's overall veterinary care. This course includes discussion of various diseases and disorders evaluated by laboratory testing. Zoonotic disease prevention and biosecurity-safety measures are also covered. *Prerequisites: VTEC1110*

VTEC1240 Lab and Exotic Animal 3

This course presents the fields of laboratory animal research and zoological medicine, as well as the care and management of exotic

pets. Discussion will include husbandry, animal behavior, nutrition identification, restraint, common clinical conditions, nursing procedures, and preventive health care. Mice, rats, rabbits, and other exotic and laboratory animals are utilized to allow hands-on experience. *Prerequisites: VTEC1110*

VTEC1250 Veterinary Nursing Techniques 3

In this course students learn and practice various aspects of small animal husbandry including kennel management and sanitation, reproductive cycles and management, recognition of and response to emergency situations, preventative medicine, and nursing care. Discussion and practice of specialty physical exams will take place. This course will introduce concepts of first aid, care for critically ill patients, emergency nursing, oncology, cardiology, and neurology. There will be opportunities to perform specific nursing skills on small animals. *Prerequisites: VTEC 1100*

VTEC2100 Animal Diseases and Nutrition 3

This course introduces students to the signs, diagnostic methods, and treatments of diseases in domestic animals. Prevention, zoonosis, and client education regarding common diseases will be covered. Animal nutrition, and the use of therapeutic nutrition and dietary management of disease will also be discussed. Diseases of each body system, as well as systemic and oncology cases will be presented. An understanding of animal behavior will be introduced. *Prerequisites: VTEC1210*

VTEC2110 Large Animal 3

This course introduces the livestock and equine industry and the various species of large animal livestock. This includes livestock terminology, breeds, production systems, basic management practices, preventive medicine, lameness examinations and conditions, necropsy procedures and animal products and by-products. Techniques covered will include restraint, behavior, and medical and surgical nursing procedures of large animals and equine. This course includes field trips. *Prerequisites: VTEC1200*

VTEC2120 Anesthesia and Pain Management 3

The course will cover basic anesthetic principles and monitoring. The course applies basic utilization of anesthetic agents, the use and operation of allied machines, monitoring and care of the anesthetized animal patient, and the pre-operative considerations and duties for anesthesia. Other topics include understanding of veterinary dental techniques, emergency procedures, and control of post-surgical pain. *Prerequisites: VTEC1250*

VTEC2130 Veterinary Surgical Nursing and Dentistry 5

Students will learn the basics of routine veterinary surgical assisting. This course will cover instrumentation, aseptic technique, proficiency in the proper preparation of the operating room and general nursing care. This course will also cover pre-surgery preparation and post-surgical care of small animals, principles of surgery, aseptic technique, fluid therapy, and surgical assisting through practical experience. Other topics include performance of routine veterinary dental prophylactic techniques, emergency procedures, and control of post-surgical pain. *Prerequisites: VTEC1250*

VTEC2131 Vet Surgical Nursing & Dentistry 4

Students will learn the basics of routine veterinary surgical assisting. This course will cover instrumentation, aseptic technique,

proficiency in the proper preparation of the operating room and general nursing care. This course will also cover pre-surgery preparation and post-surgical care of small animals, principles of surgery, aseptic technique, fluid therapy, and surgical assisting through practical experience. Other topics include performance of routine veterinary dental prophylactic techniques, emergency procedures, and control of post-surgical pain.

VTEC2970 Veterinary Technology Internship 6

Students participate as Veterinary Technician intern in an off-campus learning experiences in business, industry, and/or the public sector. The student is involved in the day-to-day work of the facility, including restraint and handling of animals, office procedures, clinical laboratory techniques, radiography, pharmacology, and surgical preparation and monitoring. *Prerequisites: Completion with a C or better of all previous VTEC coursework and approval of the program director*

VTEC2980 Veterinary Technician Capstone 1

This course facilitates the transition of the student to the CVT role and to the workplace. Concepts related to career development options that enhance career mobility are reviewed. Preparation and registration for certification by the American Association of Veterinary State Boards (AAVSB) is covered. *Prerequisites: Completion with a C or better of all previous VTEC coursework*

WEB & MULTIMEDIA DESIGN

WEBD1032 Web Fundamentals 2

This course will explore the fundamentals of development and delivery of web sites. Students will be introduced to basic web page coding and image preparation. Special emphasis will be placed on HTML page structure and control of page elements through CSS. Students will be able to create a simple website with HTML and CSS and upload it to a server at the end of the course.

WEBD1650 Web Content I 3

This course addresses the creating, editing, optimizing and formatting of photo/raster images, vector/drawing images and 3D content at an introductory level for use in web pages and social media. It also address use of raster, vector and web page software for the development of wireframing and screen designs. Software explored includes Adobe Photoshop, Adobe Illustrator and Adobe Dreamweaver.

WEBD1750 Web Content II 3

This course addresses the creating, editing, optimizing and formatting of audio, video, 2D and 3D animated content at an introductory level for use in web pages and social media. Software explored includes Adobe Premiere, Adobe Photoshop and Adobe Animate.

WEBD2650 Multimedia Project Management 2

This course is designed to introduce the student to the methods of design and construction of a multimedia production. Students will learn project management, client contact, and presentation techniques. Students will learn to integrate information from a variety of resources into a multimedia production design. This course is delivered online and requires weekly discussion participation.

WEBD2675 Designing for Mobile Applications 2

This course explores the basics of interface and interactive design for common mobile devices and tablets. It focuses on the use of designer friendly software to create and distribute simple mobile apps. Use of the design process and layout principles are stressed. Prerequisites: WEBD1032 Interactive Design Fundamentals, or equivalent HTML and CSS experience

WEBD2681 Multimedia 3

Students will be introduced to Macromedia's Flash, an object based 2D animation program. Flash is used to create animated segments for use in web pages or multimedia. Basic animation, symbols - unique to Flash, timing, storyboarding, design and software tools will be emphasized. Other Flash tools that are introduced in this course include: masks, motion guides and buttons. ActionScript language code is introduced.

WEBD2685 Web Page Construction I 3

Students will become familiar with the concepts of web page design, construction, and software programs. Emphasis will be on good design process for graphic element creation, logical web page information flow, and site creation. Adobe Dreamweaver, Illustrator, and Photoshop will be used at the primary software tools.

WEBD2690 Web Page Construction II 3

In this class students will become familiar with advanced web page design techniques. The emphasis will be on good design of both graphic elements and logical web page information flow. This advanced course will introduce students to a variety of web page construction software packages and tools. Additionally, issues dealing with file transmission (audio, multimedia interaction) will be discussed.

WEBD2695 UX/UI Design 3

Students will use type and layout skills and interaction design principles to create portfolio quality working interface prototypes for multimedia products. Emphasis will be placed on user interface and experience design, logical information flow, screen design, quality graphic design, and interactivity. This course is project intensive.

WEBD2700 Web Capstone Project 2

This course addresses the creating, editing, optimizing and formatting of photo/raster images, vector/drawing images and 3D content at an introductory level for use in web pages and social media.

WEBD2705 JavaScript for Designers 2

This course explores the basics of JavaScript code and how to write it. Use of JQuery libraries and Dreamweaver snippets are explored. Students use Dreamweaver to incorporate JavaScript into designed web pages. Previous knowledge of HTML and CSS is required.

WEBD2710 Web Page Construction III 3

Introduces web content management software and use of templates and plugins to create websites. Emphasis is on tools for creating feature rich websites without ground up programming. Other topics include using template web marketing, shopping cart/e-commerce options and HTML 5 and CSS3.

WEBD2711 CMS Websites 2

Introduces web content management software and use of templates and plugins to create websites. Emphasis is on tools for creating feature rich websites without ground up programming. Other topics include using template web marketing, shopping cart/e-commerce options and HTML 5 and CSS3.

WEBD2722 Web and Multimedia Career and Portfolio 3

This capstone experience concentrates on preparing students to enter the multimedia/web design job market. This includes career research and development of a professional portfolio, cover letter, resumes and self-promotional materials. Students conduct informational interview and develop networking skills. These skills will enable students to better market, manage, and promote themselves for in-house or freelance/contract positions. Students will use skills learned in software and design courses to create new or refine existing projects to include in a portfolio. Students should expect a substantial level of out-of-class time preparation.

WELDING TECHNOLOGY**WELD1101 Welding Safety and Theory I 3**

This course will give the student a basic introduction to welding and cover basic safety for the welding trade. Theory for Shielded Metal, Gas Metal, Flux Cored, and Gas Tungsten Arc Welding Processes. Theory for Oxygen Fuel, Plasma Arc, and Carbon Arc Cutting/Gouging processes. Also covered is visual inspection and quality standards.

WELD1111 Shield Metal Arc Welding I 3

This course develops the welding skills necessary for the Shield Metal Arc Welding (SMAW) process on carbon steel plate in flat and horizontal positions. In addition, students develop skills in manual and mechanized Oxygen Fuel Cutting (OFC).

WELD1120 Gas Metal Arc Welding I 2

This course develops the welding skills necessary for the Gas Metal Arc Welding (GMAW) process on carbon steel plate in flat and horizontal positions to be performed in short circuiting and spray arc transfer.

WELD1130 Flux Cored Arc Welding I 2

This course develops the welding skills necessary for the Flux Core Arc Welding (FCAW) process on carbon steel plate in flat and horizontal positions.

WELD1140 Gas Tungsten Arc Welding I 3

This course develops the welding skills necessary for the Gas Tungsten Arc Welding (GTAW) process on mild steel sheet and plate in the flat and horizontal positions to include Plasma Arc Cutting (PAC).

WELD1150 Print Reading I 3

In this course students learn to interpret drawings related to the manufacture of metal products from simple single part drawings to more complex multi-part drawings. Students learn welding symbols, drawing symbols, material specifications, and basic fabrication methods used on blueprint drawings.

WELD1200 Print Reading II 3

Students in this course will demonstrate the use of the American Welding Society (AWS) welding symbol to industry standards. Students will interpret joint design from welding symbols and learn forming and cutting processes shown on engineering drawings. Classification of base materials and wire will be emphasized.

Prerequisites: WELD1150

WELD1210 Welding Safety and Theory II 3

Upon completion of this course, students will understand metallurgy as it pertains to base metal and its alloying elements. Students will understand basic safety practices associated within the welding industry and will learn about advanced welding processes and cutting technology. Students will interpret code specifications with testing and inspection gauges. *Prerequisites: WELD1101*

WELD1230 Shield Metal Arc Welding II 3

This course develops the welding skills necessary for the Shield Metal Arc Welding (SMAW) process on carbon steel plate in vertical and overhead positions. Students weld certification plates to American Welding Society (AWS) D1.1 structural code. *Prerequisites: WELD1101, 1111, and must be taken at the same time as 1210*

WELD1240 Gas Metal Arc Welding II 2

This course develops the welding skills necessary for the Gas Metal Arc Welding (GMAW) process on carbon steel plate, aluminum, and stainless steel. Welds are performed in flat, horizontal, vertical, and overhead positions in short circuiting, spray arc transfer, and pulse mode. *Prerequisites: WELD1120, WELD1101, and must be taken at same time as 1210*

WELD1250 Flux Cored Arc Welding II 2

This course develops the welding skills necessary for the Flux Core Arc Welding (FCAW) process on carbon steel plate in vertical and overhead positions. *Prerequisites: WELD1101, 1130, and must be taken at same time as 1210*

WELD1260 Gas Tungsten Arc Welding II 3

This course will develop the skills necessary for the Gas Tungsten Arc Welding (GTAW) process on aluminum and stainless steel sheet and plate in the flat, horizontal, and vertical up positions. *Prerequisites: WELD1101, 1140, and must be taken at the same time as 1210*

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DAKOTA COUNTY TECHNICAL COLLEGE

A Member of Minnesota State

2020-2021 ACADEMIC CATALOG

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DAKOTA COUNTY TECHNICAL COLLEGE IS AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER/EDUCATOR.
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