2010-2012 Catalog

MITCHELL
TECHNICAL INSTITUTE
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Mitchell, South Dakota 57301

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Mitchell Technical Institute (MTI) publishes this catalog to provide general information regarding program and course offerings. The information is accurate at the time of publication, but changes may occur before the next catalog is printed.

Reservation of the Right to Modify

Materials listed in this catalog are believed to be accurate at the time of printing. The Institute reserves the right to make changes that seem necessary or desirable, including course and program cancellations, requirements, financial fees, and to add, alter or delete courses and programs. While reasonable efforts will be made to publicize changes, a student is encouraged to seek current information from appropriate offices. Content is subject to change without notice and does not constitute an offer to contract with any person. **It is ultimately the student's responsibility to be aware of current regulations, curriculum, and the status of specific programs.** Students must also read the Student Handbook, which contains more information on student life and Institute policies.

HISTORY

Growth and expansion are underway at Mitchell Technical Institute. Fall 2010 will see further expansion to the South Campus location continuing with a new student services and administration building under construction and scheduled to open in Fall 2011. MTI opened in 1968 in a system of post-high school vocational technical education in South Dakota that included four area institutes and the South Dakota Office of Adult, Vocational and Technical Education. More than 14,000 individuals have graduated from MTI since it opened. The central mission of the Institute is to provide job preparatory programs on a full- or part-time basis to all who can benefit.

The south campus, including the Admissions office, is located at 1800 East Spruce in Mitchell, South Dakota. The north campus is located at 821 North Capital Street.

The Institute is governed by the Board of Education of the Mitchell School District 17-2 and operates under rules and regulations set forth by the South Dakota Board of Education. The Institute enjoys a close relationship with Mitchell and the James River Valley community. MTI has established advisory committees of community and regional representatives who provide program input and support.

MTI takes pride in the quality of its technical programs, in the high rate of graduate placement and in the rapid adaptability to business and industry needs by developing new programs and adding new dimensions to existing programs.

MTI offers general education courses applicable in the technical world. Community and advisory committee input enables MTI to adapt to changing technologies, employer expectations, student interests and employment opportunities.

MTI also strives to meet the needs of the community through adult, business, and industrial training programs. Services available to the general public include preparatory classes in communications and math, community education courses and business and industry training programs. Programs range from day-long business training to 24 month-long programs.

VISION STATEMENT

Mitchell Technical Institute will be a leader in technical education and a valued partner in global workforce development, equipping students for career success and lifelong learning in a changing world.

MISSION STATEMENT

It is the mission of Mitchell Technical Institute to provide skills for success in technical careers.

Our Primary Purposes:

- **Technical Education**: MTI provides high-quality Associate of Applied Science degree and diploma programs which prepare students for occupational success.
- **Life Skills**: MTI prepares graduates for lifelong learning through general education courses that support technical education and build skills in technology, communication, professionalism, problem-solving, teamwork, and adaptability.
- **Respect and Diversity**: MTI seeks and values a diverse student population, responds to the unique needs of individuals, and recognizes the dignity and worth of all people.
- **Excellence**: MTI commits to improve student learning and institutional effectiveness through a system of assessment and continuous review.
- **Community**: MTI builds student community through social and recreational activities, counseling support, and a student government structure administered through an organized student services office.
- **Human Capital**: MTI recruits, develops and invests in skilled, dedicated and student-oriented faculty and staff.
- **Advocacy**: MTI promotes the value of technical education through broad-based marketing and public relations activities.

- **Access**: MTI provides customized training, seminars, workshops, courses, and consulting services to business, industry, and the community.

INSTITUTIONAL LEARNING OUTCOMES

Mitchell Technical Institute promotes the development of six core abilities—foundational learning outcomes that will prepare a student to become a productive member of the workforce and a life-long learner ready to grow within his or her chosen profession. The MTI institutional learning outcomes will enable a graduate to:

- Communicate effectively through both oral and written means
- Demonstrate a professional attitude and work ethic
- Apply reasoning and critical thinking to solve problems and seek information
- Work cooperatively in a team environment
- Use computer technology within a field of study
- Apply technical skills required of an entry-level technician in a chosen field.

GENERAL EDUCATION

General Education is that part of our students' education that goes beyond learning technical skills and allows students to become well-rounded, higher-functioning citizens of the world. As an institute of higher learning, we are committed to the inherent value of general education and know that critical thinking ability, communication skills, information literacy, math and problem solving skills, and more, are crucial for our graduates' success in their future technical careers. We also recognize that an associate's degree or diploma at Mitchell Technical Institute must mean something more than job skills. Our students must become lifelong learners with the ability to adapt to a changing world and ever-increasing job expectations. To this end, general education learning outcomes that all MTI graduates should possess have been identified as follows:

Math

Students will understand and apply essential mathematical processes and analysis.

- Perform computations using appropriate methods and/or technologies
- Demonstrate knowledge and application of measurement
- Demonstrate knowledge and application of formulas
- Use math processes to solve problems
- Apply problem-solving steps.

Human Relations

Students will apply human relationship skills to work successfully in a diverse society.

- Demonstrate awareness and respect for people and their differences
- Ask for and listen to others' opinions and solutions
- Identify individual strengths and challenges in occupational relationships
- Apply team skills to group projects
- Demonstrate conflict resolution techniques
- Understand the benefits of community involvement and civic responsibility.

Technology

Students will use computer technology to access, organize, and communicate information.

- Use word processing, e-mail and presentation software to effectively and professionally communicate information
- Create and manage workbooks using spreadsheet software
- Access and manipulate data using database software
- Use electronic resources to conduct research.

Communication

Students will communicate effectively with others using a variety of contexts and formats.

- Use standard English spelling, mechanics, grammar, and structure
- Create written communication appropriate to the audience which clearly, concisely, and accurately expresses ideas and conveys needs
- Participate effectively in groups by demonstrating the ability to speak, listen, respond, and interpret
- Speak effectively, both formally and informally, in a variety of contexts
- Conduct, examine, interpret, and document research responsibly.

ACCREDITATION

The MTI Medical Laboratory Technology program, offered for the AAS degree, is accredited by:

The National Accrediting Agency for Clinical Laboratory Sciences
8410 West Bryn Mawr Avenue Suite 670
Chicago, IL 60631
(773) 714-8880

The MTI Medical Assistant program, offered for the AAS degree, is accredited by The Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350

The MTI Radiologic Technology program, offered for the AAS degree, is accredited by:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 900
Chicago, IL 60606-2901
(312) 704-5300; Fax: (312) 704-5304

The MTI Radiation Therapy program is in the process of researching and reviewing the requirements to achieve initial accreditation.

Membership is maintained with many industrial associations, which provide licensing or certification for students.

WHERE WE ARE LOCATED

MTI has two campus locations. The Admissions and Financial Aid offices are located at the South Campus (Spruce Street) facility. The president's office is located at the North Campus (Capital Street) facility.

Directions and maps to these sites can be found at: http://www.mitchelltech.edu/aboutus/contact/.

ADMISSIONS

Admissions Requirements

Any person 16 years of age or older capable of benefiting from instruction is eligible to apply for admission, regardless of previous education. Applicants will be accepted into educational programs in which they demonstrate a reasonable prospect for success. The Institute reserves the right to admit applicants based upon previous academic achievements and life experiences.

To be accepted to MTI and placed in a program, students must meet the admissions requirements of the Institute and the requirements established for each program. Institute requirements are as follows:

- Applicant must provide **proof that he/she is a legal US resident** (driver's license, Social Security card, student visa, resident alien card, etc.).
- Applicants must have a **high school diploma or a high school equivalency certificate** (GED) for full-time admission. (High school students requesting dual credit status must receive approval.)
- Applicants must **complete the established application process** as listed.
- Applicants must meet the **requirements of each program**. (Program requirements are found in each program section of this catalog.)
- Applicants must meet **minimum entrance examination scores**. (Study skills courses are offered to students desiring to improve their math, reading and communication skills.)

Students unable to meet program requirements may receive conditional acceptance. Students may upgrade conditional acceptance to official acceptance through a committee review, or by successfully completing one semester of coursework counting as requirements toward a program with a grade point average of at least 2.00.

Upon acceptance, students will be advised of courses and program options. Students may be eligible for degree or diploma options.

If the program is fully enrolled, students will be placed on a waiting list according to their application date.

Admission to MTI is open to anyone without regard to race, color, creed, religion, sex, handicap, economic status, national origin, or ancestry, in accordance with federal law.

How to Apply for Admission

Interested persons are invited to call, write or visit Mitchell Technical Institute. Offices are open Monday through Friday. Campus tours and presentations may be arranged. The staff can provide the necessary forms for admission to the Institute and the program of your choice.

Admissions Process

In order to be considered for admission to Mitchell Technical Institute, an applicant must complete the following requirements:

1. Submit an Application for Admission. (The application form is available at most high school guidance offices and at the MTI campus and online on the MTI web site.)
2. Send an *official* copy of your academic records (high school transcript, high school equivalency certificate, and/or college transcript). Your high school, the registrar of the last college you attended, or the testing center where you took the General Education Development test can provide copies of your academic records. If you cannot get an official transcript, contact the MTI Admissions Office.
3. In order to be accepted into a full-time program of study, you must pass the required entrance examination or the ACT test. All applicants must submit ACT scores or schedule an appointment to complete the entrance exam. The admissions test may be waived for students enrolled in fewer than 12 semester credit hours.
4. Provide MTI with a photocopy of a birth certificate or driver's license.
5. Students in health sciences programs will be required to submit to a criminal background check. The cost is the responsibility of the student.
6. Pay a $60 non-refundable matriculation fee.

7. Upon acceptance to a program:
    A. A start date will be identified.
    B. Evaluation for preparatory course work will be made.
    C. Students will register for courses.
8. Once a program is full, a tuition deposit of $150 will be required of all students accepted to that program. *This is a tuition deposit and will be applied to the student's tuition the first semester of classes*. In case a student opts not to attend, **the tuition deposit is non-refundable**.

Required Immunizations

South Dakota state law states that immunizations are required for students entering public or private postsecondary educational institutions in South Dakota. Thus, any such student entering Mitchell Technical Institute, must, within 45 days after the start of classes, present to the Office of Academic Affairs certification from a licensed physician that the student has received or is in the process of receiving the required two doses of immunization against measles, rubella, and mumps. As an alternative to the requirement for a physician's certification, the student may present:

1. Certification from a licensed physician stating the physical condition of the student would be such that immunization would endanger the student's life or health;
2. Certification from a licensed physician stating the student has experienced the natural disease against which the immunization protects;
3. Confirmation from a laboratory of the presence of adequate immunity; or
4. A written statement signed by the student that the student is an adherent to a religious doctrine whose teachings are opposed to such immunizations. If the student is under the age of eighteen, the written statement shall be signed by one parent or guardian.

Some programs, notably in the medical professions, may have additional immunization requirements for admission. These requirements will be included in the admissions materials provided to prospective students in these programs.

Admissions Guidelines

Admission to MTI is granted based on the preceding criteria. In cases where special consideration is needed, the ultimate decision regarding the admission of a student rests with the admissions committee consisting of Admissions personnel, the Dean of Enrollment, the Vice-President for Academic Affairs or designee, and an instructor. The committee may consider high school GPA and class rank, a personal interview, college GPA (if applicable), GED test scores (if applicable), ACT scores and/or COMPASS scores in determining a candidate's admission status. The goal of the Admissions Committee is to accept students who can master the training and education at MTI. Admission criteria is available in the Admissions Office.

Some programs may have added requirements. Students who elect to take an ACT test may substitute that examination for the COMPASS at MTI. ACT scores will be reviewed by the Admissions Committee and the Committee will determine if a student needs to complete the COMPASS or if the ACT score will be accepted in lieu of that test.

For students taking the ACT, the college code number for Mitchell Technical Institute is 4958.

Non-High School Graduates, Including Home-Schooled Students

Students who are home-schooled may be admitted to MTI with evidence of a high-school completion certificate/diploma from an accredited agency or school or with a GED. Home-schooled students will also be required to meet minimum requirements on the ACT and/or COMPASS. The Admissions office with work with any home-schooled student to make sure that their MTI Application for Admission is complete.

Home School Entrance Requirements

Home-schooled high school students applying for admission into MTI have two options to meet the high school diploma requirement:

1) Provide a home-school high school record of completion and receive the minimum entrance scores on the GED exam. The student must also take the COMPASS entrance assessment and meet the required scores for the program.

2) Provide a home-school high school record of completion that has been certified by an accredited outside educational organization. The student must also take the COMPASS entrance assessment and meet the required scores for the program.

Online High Schools

Students who wish to complete their high school studies online must choose a school carefully. Many online high schools on the Internet are not legitimate high schools. These schools promise that you can complete your entire high school career in as little as a few weeks for only a small fee. In addition, while they state that they are accredited high schools, their accrediting agencies consist of nothing more than a website and list no employees or contact information. These schools are obviously fraudulent and the diploma you receive is not legitimate and may in fact be illegal to use in many states.

Schools such as DIAL Virtual School in South Dakota are legitimate, recognized institutions. For students who want to complete their secondary education as quickly as possible, MTI recommends a GED. The GED is self-paced and you can complete it very quickly if you are so motivated. If you wish to continue your education at a legitimate, postsecondary institution anywhere in the nation, you must complete actual testing at an authorized GED testing center. Information about where and how to get a GED is available from the MTI Admissions office.

When to Apply

MTI academic semesters start in August and January, and May. Most technical programs, however, begin with the fall semester. Application may be made at any time, but students are encouraged to apply by February for the following academic year. It is possible to take general education classes to fulfill program requirements during any academic term. Check with the Admissions Office.

Non-Discrimination Statement

MTI does not discriminate in its employment of policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin, or ancestry.

Inquiries concerning the application of Title VI, Title IX or Section 504 may be referred to:

Vice-President for Academic Affairs, MTI
821 North Capital Street
Mitchell, SD, 57301
Telephone (605) 995-3023

or to:

US Department of Education
Office for Civil Rights
10220 N. Executive Hills Blvd. 8th Floor
Kansas City, MO 64153-1367
Phone: (816) 880-4202
Fax: (816) 891-0644

Advanced Standing/Articulation

Advanced standing refers to credits transferred to MTI by an entering student for proficiencies gained from previous education and/or work experience (including military experience/training and/or high school education). Advanced standing allows students to enter a program of study without starting at the beginning because prerequisites have been met.

High School Articulation

In some cases, a student may be able to transfer in credit from selected South Dakota high schools. Articulation is a cooperative effort between South Dakota's high schools and technical institutes. It links high schools with certificate, diploma and associate degree programs. It provides students with an opportunity to receive post-secondary credit at the technical institutes for skills mastered in high school. *It is the responsibility of the student to ensure that proper documentation is provided and that the articulation process is completed in order for credit to be received*. See the Registrar or Tech Prep Coordinator for details.

Dual Enrollment

A student may be able to receive dual enrollment credit for a maximum of two classes per semester. Prior approval is required. See the Outreach Coordinator for details.

International Students

In addition to completing the application procedures, all international students must provide the Admissions Office with the following:

1. A TOEFL score of 500 or above, or demonstrated competency.
2. A statement of financial support is available through the Admissions Office and must be completed.

The Admissions Office will advise international students who do not qualify under these requirements how they might remedy deficiencies.

Accessibility

All facilities at MTI accommodate physically disabled students. Additional accommodations may be arranged through the Dean of Enrollment or Learning Services Coordinator.

FINANCIAL INFORMATION

Tuition and Fees

The tuition is set by the South Dakota Board of Education. Tuition and fees are payable at the time of registration. There is no difference between resident and non-resident tuition. **For current tuition and fee information, request a copy of the current cost sheet from the Admissions office or see it on the MTI website.**

Tuition Deposit

Tuition deposits will be required once a program is full. The tuition deposit is $150 for all full programs. *This is a tuition deposit and will be applied to the student's tuition the first semester of classes*. In case a student opts not to attend, **the tuition deposit is non-refundable**.

Additional Expenses

Students are required to purchase designated book, supplies, tools and uniforms as assigned by the instructor in each course. Most programs specify tools and/or uniforms that are characteristic of the occupation for which the student is enrolled. Many of these materials can be purchased at the MTI Bookstore. In some cases, students will be advised to purchase tools at MTI-sponsored tool fairs. Refer to the MTI Estimated Costs brochure for more detailed information.

Students who enroll need to prepare for some initial expenses at the start of the term. Books, supplies, and tools will be required for all classes. MTI and the MTI Bookstore do not allow advances or charging of items from the Bookstore (except with a credit card). Financial aid loans are not available to first time borrowers until the 30th day of the term. Please budget accordingly when making your school plans.

Refund Policy

Students who leave the Institute and desire a financial refund of tuition should see the Student Handbook for details.

Laptop Return Policy

Laptops purchased from Mitchell Technical Institute may not be returned unless the student drops from a program within the first ten days of enrollment. Students who drop within the first ten days (official drop/add period) may return the laptop for a full refund. No refunds on laptops will be made after that date. No laptop will be accepted for return until its condition is approved by the MTI Technology office.

Applying for Financial Aid

As soon as a student (and his or her parents if financially dependent) has completed a tax return(s) for the most recent year, a free application for federal student aid should be completed. These forms may be obtained from any high school guidance counselor or the MTI Financial Aid Office.

The completed application form may be mailed to the processing center or submitted electronically on a personal computer with access to the Internet. The Internet address is: http://www.fafsa.gov.

Approximately three weeks after mailing the financial aid application or about five days after submitting it electronically, the processing center will send a student aid report (SAR). It is used to determine a student's eligibility for need-based financial aid: the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), the Academic Competitiveness Grant, the Federal College Work Study Program, Federal Perkins Loan, and the Federal Direct Student Loan.

When the students receive their copy of the Student Aid Report, they should check the report for accuracy. If any information is incorrect, the students should contact the Financial Aid office or make corrections at www.fafsa.gov.

Upon acceptance to MTI, the Financial Aid Office will send an award letter indicating the amount of financial aid for which the student qualifies and from which specific sources funding will be granted. All students who are the recipient of a Title IV federal student loan for the first time must complete entrance counseling before they can receive any proceeds from that loan. First-time loan recipients may not receive those checks until thirty days after the first day of classes. All other financial aid awards are available to students during the first week of classes. Returning students will generally receive all financial aid awards during the first week of classes. To contact the Financial Aid office at MTI, call (605) 995-3025 or (800) 684-1969 toll-free.

Satisfactory Academic Progress Requirements

Students must show satisfactory academic progress to remain enrolled and to continue receiving financial aid. See Academic Information for details. Certain students funded by outside agencies (eg. Veteran's Affairs, BIA, etc.) will have their attendance monitored to assure compliance with that agency's funding regulations.

Student Status

A full-time student is one who is enrolled in 12 or more credit hours during a semester.
A three-fourths time student is one who is enrolled in 9-11 credit hours during a semester.
A half-time student is one who is enrolled in 6-8 credit hours during a semester.
A part-time student is one who is enrolled 5 or less credit hours during a semester.
Financial aid calculations are determined by enrollment status. Financial aid is pro-rated for students enrolled in fewer than 12 credits in a semester. Courses other than degree- or diploma-fulfillment courses cannot be used in determining the amount of financial aid awarded. See the Financial Aid office for details.

Financial Aid Available

Grants

The Federal Pell Grant Program is a grant program funded by the federal government. The Student Aid Reports (SARs) from the processing center tell the MTI Financial Aid Office whether or not you qualify for this grant, and, if so, for how much. Awards are from $555 to $5550, depending upon the annual federal government funding of the program.

Academic Competitiveness Grant

If you qualify for a Federal Pell Grant, you may also qualify for the Academic Competitiveness Grant. To qualify, you must be enrolled full-time in the first or second year of the program, and have completed a rigorous secondary program of study as defined by the state of South Dakota. Second year students must maintain a minimum GPA of 3.00. Amounts for students range from $750 for first year students to $1300 for second year students. Contact the Financial Aid Office for details.

The Federal Supplemental Educational Opportunity Grant Program

This is also a grant program funded by the federal government. Students who receive Pell Grants have priority for receiving this grant. Funding for this program is limited. Please apply early. Applicants typically receive funds from $100 to $600.

Work Opportunities

The federal government funds the Federal Work Study Program. The Financial Aid Office determines eligibility. If you qualify and funds are available, you are allotted an amount of money that you can earn during the academic year. Limited summer jobs during non-enrollment periods are also available. Contact the Financial Aid Office for details. Off-campus employment opportunities are available. See the Student Services Office or the Mitchell Area One Stop Career Center/Job Service for listings.

Loans

Student loans are financial aid that must be repaid in the future. All types of loans are disbursed by the semester.

The Federal Perkins Student Loan
This is a campus-based loan that is federally funded with eligibility determined by the Financial Aid office. You must have exceptional need to qualify for this loan. Repayments begin nine months after you leave MTI.

The Federal Direct Student Loan Program
This low-interest loan program allows dependent students to borrow up to $5500 for their first year and $6500 for their second year. Independent students may borrow up to $9500 for their first year and $10,500 for their second year. This program is either subsidized or unsubsidized. If the loan is subsidized, the interest does not accrue until six months after the time you leave MTI. If the loan is unsubsidized, interest is charged from the time the loan is disbursed. Your award letter will indicate the type of loan for which you qualify.

Federal Parent Loans (PLUS)
This program provides an opportunity for parents of dependent students to borrow funds for their student's educational costs. The Financial Aid office processes applications. The funds come from the U.S. Department of Education. Loan amounts may not exceed educational costs minus other financial aid.

Other Off-Campus Agency and Financial Aid Sources
Temporary Assistance for Needy Families **(TANF)** - If you are in this program, check with your TANF coordinator to see what assistance you may receive to attend MTI.
Bureau of Indian Affairs **(BIA)** - If you qualify for BIA funds, you should start by contacting your local BIA Agency. Paperwork completed early will ensure timely arrival of your funding.
Vocational Rehabilitation - Financial aid is available for mentally or physically disabled persons. Contact your local vocational-rehabilitation office.
Veteran's Benefits - Contact the Veteran's Center at (888) 442-4551 or the Financial Aid office at MTI to request information about the programs for which you may qualify. Veteran's Administration website: www.gibill.va.gov.
National Guard Benefits - Members of the National Guard may qualify for 100% tuition benefits and monthly stipends under the Chapter 1606 program. Contact your commanding officer.
Workforce Investment Act **(WIA)** - A program funded by the South Dakota Department of Labor. Economically disadvantaged students may qualify for grants in certain educational programs. Contact your local Job Service office for details.
Scholarships—The MTI Foundation offers a variety of scholarships to students who meet qualifications. Information regarding application deadlines is published periodically and distributed to students. See the Financial Aid office or the MTI Foundation office for more details. MTI also accepts any scholarships from outside sources.

STUDENT SERVICES

Housing

Although MTI does not own any student housing, the Student Services office maintains a current list of available housing in the Mitchell area. Students are urged to be aware of their tenant rights and responsibilities.

Counseling Services

Qualified counseling staff for students seeking personal counseling, career counseling, or placement services are available during school hours or by appointment.

Nontraditional Student Services

Mitchell Technical Institute provides assistance to prospective and enrolled nontraditional MTI students, particularly single parents and displaced homemakers. These services include:

- Career assessment
- Admissions process assistance

- Childcare providers listing
- Social service assistance
- Community resources information and referrals
- Commuters network
- Support groups

Food Service

Meals are served for a charge during the hours students are in attendance. Meal tickets are on sale and may be used to purchase food at either campus location.

Insurance

Mitchell Technical Institute *DOES NOT* carry insurance on students. Health insurance is the responsibility of each student and MTI urges each student to carry some type of health insurance. Injuries sustained while in class or lab are the responsibility of the student.

Students have the responsibility to communicate with their individual health insurance providers to make sure that coverage requirements are met. Dropping classes or withdrawing from school can have an impact on insurance coverage. Students and their parents should be aware of these issues.

Bookstore

Students may purchase required books and supplies in the MTI Bookstore located at the North Campus. School theme items are also available. The Bookstore is open each class day and during the summer. Hours are posted. Cash, check, or credit card can be used for purchases at the MTI Bookstore.

In order to comply with Section 133 of the Higher Education Opportunity Act (PL110-315), Mitchell Technical Institute has compiled course and course material information and posted them together on the institute's website, www.mitchelltech.edu.

After registering for classes, the student can visit Mitchell Tech's online Bookstore for information about the required course materials. The student will use the following process to access the information about required books for enrolled courses:

1. Go to www.mitchelltech.edu
2. Click on the "Book Store" link under "Current Students" heading.
3. Click on "MBS Bookstore" icon.
4. Click on "Order my books" icon.
5. Select the correct term.
6. Select the courses enrolled.
7. Click on "Submit Course ID Selection(s)" icon.

The student will now have a list of the course materials required for each course. At this point in time, books may be purchased. However, in many instances, the books can also be purchased through the MTI Bookstore or through a different online vendor. The only programs that will be required to purchase course materials online are Computer Systems Technology, Office Technology Specialist, and Radiologic Technology.

When a student orders books online, shipping costs, delivery time, and buyback should be considered. MBS has a guaranteed delivery time and guaranteed book buyback.

If the student is required to purchase course materials online or would prefer that option but does not have a credit card, a pre-paid credit card may be purchased through a bank or department store for a nominal one-time fee.

If the student participates in any program (Workforce Investment Act [WIA], Bureau of Indian Affairs [BIA], Vocational Rehabilitation, GI Bill, etc.) that includes the cost of course materials, the student should speak with the Bookstore manager about acquiring the necessary course materials.

Student Computer Use

Student access to personal computers is available in the Instructional Services Center (ISC) and at various times in other computer laboratories. All enrolled students must follow the computer and email usage policies published in the MTI Student Handbook. Violation of those policies will result in disciplinary action.

Student Laptop Computers on Campus

Required by program – Full access

Students who purchase computers from MTI for use in their programs will have full use of the campus network services. This includes the Internet and storage/work folders on MTI host servers. The laptops are loaded, distributed and supported by the MTI Information Technology Office. The following programs require laptops: Accounting/Business Management, Automation Controls/SCADA, Computer Systems Technology, Office Technology Specialist, Medical Office Professional, Radiation Therapy, Satellite Communications, Telecommunications, and Wind Turbine Technology (year two).

Not required by program – Full access

Students enrolled in programs that do not require laptops but would like access to the full range of network services with their own personal laptop are able to do so if the Institutes requirements for network access are met.

These requirements are as follows:

- The computer must be running Windows XP Pro Service Pack 2 with all of the current updates, Vista Business with all current updates or Windows 7.
- The computer must also have up-to-date virus protection.
- The computer will be renamed by campus IT office for identification on the network.

Not required by program – Limited access

Students who own computers which do not meet the Windows XP Pro, Vista Business, or Windows 7 requirement can still use their personal computers to access the Internet through any one of several Wi-Fi hotspots established on MTI campuses. Our network acceptable use policy still applies to your activity on the public network while on campus.

Current hotspots are located:

- Main campus in the commons area and the Instructional Services Center.
- Technology Center Campus commons and foyer area.

Student Technical Support

Students who purchase laptops/tablets as a program requirement can contact the IT department for technical support.

The campus IT department will ***not*** provide technical support to students using laptops/tablets not purchased and managed through MTI beyond network connectivity to our Wi-Fi hotspots. Students must seek support through their vendor or a commercial computer support service.

Instructional Services Center

The Instructional Services Center (ISC) is a one-stop source for print and electronic media, copies, computers, or a quiet place to study or relax with a favorite newspaper or magazine. More a resource room than a traditional library, the ISC is well-equipped to serve students. Computers are available at the ISC, allowing student access to the Internet, email, and application software. Students are also able to use the printers and scanner. The ISC also offers regular tutoring in general education courses and will provide tutoring in specific content areas as requests are received. The 2,432- square foot facility is located at the very center of the main campus building, making it easily accessible by all.

The ISC is staffed by a full-time coordinator, and students participating in the federal work-study program are employed part-time. In order to accommodate students, the ISC is open 7:00 a.m. to 6:00 p.m. Monday-Thursday

and 7:00 a.m. to 4:00 p.m. Friday. In addition, students are able to access research databases and the MTI library card catalog through the Internet, and thus many of our resources are available to students after hours.

Research

Students at MTI need current information in all academic and technical disciplines. In today's rapidly changing information-based society, MTI has found that a traditional "library" is not the best use of our resources. Instead, we have focused on providing electronic access to information. All students have Internet access in the ISC. There are traditional print materials as well, but most students choose to conduct their research electronically.

The ISC is equipped with 23 desktop and 18 laptop computers, all with high-speed Internet and standard software; 70 journal and magazine subscriptions; 4,000-plus books with a web-based searchable card catalog; eight state and regional daily newspapers; and South Dakota's Internet-based library resources providing access to academic research databases such as ProQuest, InfoTrac, EBSCO, Learning Express Library, Medline Plus, netLibrary, and World Book Advanced.

For additional library resources, there is a formal agreement between MTI and the Mitchell Public and Dakota Wesleyan University libraries for student access to these facilities. A student must show a student ID card and proof of residency to be eligible for public library and DWU library privileges. In addition, the ISC will also order materials from libraries statewide through the state's interlibrary loan system at no charge to students.

Tutoring

Tutoring in various areas and subjects is available at no cost to MTI students in the ISC. Regular tutoring sessions are held throughout the week for general education classes, such as math, English, and computer applications. Additionally, tutors are available for courses in advanced computers, electrical construction, culinary, accounting, radiologic technology, satellite communications and more. These content area tutors will arrange to meet with students on a one-to-one basis as need arises.

Please contact the ISC Coordinator or the Learning Services Coordinator, to learn more about tutoring services.

Student Activities

MTI offers a wide variety of organized student activities sponsored by the Student Rep Board in cooperation with the Student Services office. Activities include intramural sports, social events, picnics, musical events, entertainment, etc. Additionally, each MTI student has access to the Mitchell Recreation Center.

Placement

MTI's full time Career Services Coordinator offers assistance to program graduates by providing employment leads and, in some instances, bringing employment interviewers to campus. Several workshops and job seeking-related activities are sponsored each year. The Career Services office maintains a comprehensive web site for students to post resumes and for employers to post job openings. For more information or job search assistance, contact the Career Services Coordinator.

ACADEMIC INFORMATION

Academic Advising

Academic advising helps students choose courses and fulfill graduation requirements. At the registration session, faculty and staff will assist the student with selection of courses, completion of registration forms and answer questions the student may have about the registration process. Academic advisers are assigned to each student. Advising dates are scheduled each semester.

Registration

Students admitted to class must be officially registered. A student must file registration forms and pay all tuition and fees, or make other financial arrangements with the Business office. Students who do not complete the registration process will not receive credit for courses.

Preparatory Courses

090-level preparatory, review courses will be offered for pass/no credit ("P"/"N"). Preparatory credits count toward course load, but are not figured in grade point averages.

Online Courses

Although students attending MTI cannot earn a full degree online, there are some online courses offered. Courses available include general education courses and several courses for the Accounting, Business Management, and Office Technology Specialist degree programs.

Independent Study

With the permission of the Registrar's office, students may request to enroll in independent study projects. The program of independent study must be approved, in writing, by the instructor overseeing the project. A detailed outline of the study project, including material to be covered, written work to be submitted, etc., must be developed. The plan must be submitted to the Registrar's office for approval by the Vice-President for Academic Affairs. In general, students may not take required courses by independent study. In cases of special circumstances, a student may request to take independent study in place of a normally offered course. Students should be aware that MTI tries to avoid such arrangements so that as many students as possible benefit from classroom and lab instruction.

Canceled Courses

MTI reserves the right to cancel course sections due to low enrollment or other factors. Students will be notified and the Registrar will work with the students to assist with re-scheduling.

Course Numbering System

The following numbering system is used for all courses:

1. The two- to four-letter prefix designates the department or program area. A department may use more than one prefix.
2. The three-digit number indicates the level of instruction as follows:

   090-099 Preparatory/Review Level
   100-199 First Year
   200-299 Second Year

Credit Hour System

The credit hour is the academic unit used at Mitchell Technical Institute. One credit hour is defined as the credit earned for the completion of a course covering a semester, not less than 15 weeks long, consisting of one class period, not less than 50 minutes, weekly.

Full-Time Student

A full-time student is one who is enrolled in twelve or more credit hours during a semester. Courses other than degree-fulfillment courses can be used to determine full-time status for health insurance purposes, but cannot be used in financial aid calculations. See the Financial Aid office for details.

Student Academic Load

The maximum load to be carried during any semester by a student (including both face-to-face and online courses) is 21 credit hours or the number of hours specified in the curriculum for the particular semester, whichever is larger. A student who has attained a grade-point average of 2.5 on a load of at least 15 credit hours for the preceding semester may be permitted by the Vice-President for Academic Affairs to carry extra credit hours.

Terms of Payment

The registration process is not complete until all costs are either paid or arrangements are made. This must be completed by the end of the first day of classes of each semester. The conferring of degrees and diplomas is contingent upon the full payment of all tuition, fees and educational costs due MTI.

All registration costs must be paid by the end of the fourth week after the beginning of each semester or start date. Registration costs for summer courses must be paid by the end of the second week after the start date. Students who fail to make full payment within the time limit will be subject to immediate termination of their enrollment at MTI. Re-admission will be contingent upon payment in full.

**A late fee may be assessed to delinquent accounts.

Class Schedule Change

Any changes in a student's registration (including adding or dropping a course) must be completed on a Course Change Form. Semester courses may be added or dropped through the **10th day** of classes each semester. Courses scheduled in shorter modules may be added through the 5th day of such classes unless otherwise announced or approved by the department and Vice-President for Academic Affairs.

Adding and/or dropping a course after the 10th day requires approval signatures of the student and the course instructor. If the proper drop/add procedure is not followed, the student may fail the course.

A student may drop a course through the **48th school day** of the semester. Courses dropped during the first 10 days of the semester will not be recorded on transcripts. From days 11-48, the student who drops will be issued a grade of "W" to indicate official withdrawal. (A "W" grade is not computed in the student's grade point average.) Students will not be allowed to withdraw from specific courses after that time except under unusual circumstances and with the approval of the Vice-President for Academic Affairs. Students who stop attending classes are *not* automatically withdrawn. Students who quit attending classes after **48 days** and have not completed the withdrawal procedure will receive a failing grade.

A student must initiate the withdrawal process and file the appropriate paperwork. Paperwork is available in the Student Services office area. Financial aid is prorated based upon the number of credits for which a student is enrolled and may be impacted by a drop or withdrawal.

No registration change is official until the properly approved form is filed with the Registrar's office; the official date of the add or drop is the date the form is filed in the Registrar's office.

Attendance

Enrollment in MTI assumes maturity, seriousness of purpose, and self-discipline. Every student is expected to attend each meeting of all classes for which he/she is registered, to arrive on time, and to stay for the full class period. MTI recognizes that absences occur as a result of circumstances beyond a student's control, as well as from a student's failure to accept responsibility for attending class regularly. It is with the intent of providing for orderly management that MTI has established the following rules:

1. Instructors shall establish attendance policies for each class. Students are expected to become familiar with these policies and follow them.
2. Attendance shall be taken and recorded at each regularly scheduled class meeting.
3. Tardiness and leaving class early may be treated in the same manner as absences.
4. Instructors may excuse absences when the absence results from illness, accident, death in family, religious observance, holidays and other circumstances beyond the student's control, or for participation in authorized professional or Institute activities.
5. Instructors shall determine what work should be made up.

6. Final grades may be affected by attendance to the extent that the instructor has included attendance in the "method by which the final grade is determined" and has provided this information to the students in the course syllabus.
7. All rosters shall be cleared of inactive enrollment as of the **10th day** of the semester. Inactive enrollment results when students do not attend the first 10 days of class.
8. All drops and withdrawals shall be recorded on the student's record in the same manner.

Withdrawal From School

Students withdrawing from school must:

1. complete a withdrawal form obtained from the Registrar.
2. turn in their locker key and ID Card.
3. have an exit interview with the Learning Services Coordinator, the Registrar, or their designees.

The date of the completed withdrawal slip will determine the amount, if any, of the tuition refund to be made.

Satisfactory Academic Progress

Students attending Mitchell Technical Institute must be making satisfactory progress toward the completion of their academic goal—to obtain a degree or a diploma. Regular and punctual attendance is necessary. Active and committed class participation is required. To maintain financial aid, a student must have satisfactory progress.

Students must successfully complete at least seventy-five per cent (75%) of the credits attempted each semester in order to complete graduation requirements within the maximum time frame. Students who do not successfully complete 75% of 12 or more credits for two semesters may be suspended from financial aid.

Students have a maximum of four semesters to complete two-semester programs and six semesters to complete four-semester programs. Part-time students' completion schedules will be prorated accordingly.

Passing grades of "A," "B," and "C" are counted toward completion of courses for satisfactory progress. Students are encouraged to repeat program courses when they earn a "D" and must repeat all program courses that they fail. Some programs have higher minimum grade requirements. See program descriptions for details.

Repeated courses are considered as normal credit hours and count towards the maximum time and enrollment status for a given semester.

President's List

A full-time student will be named to the President's List by achieving a term GPA of 3.5 or higher. GPA calculations are made and the President's List is published every semester.

Incomplete Grades

Students with incomplete grades ("I") at the end of a semester should arrange for the completion of the course with the instructor. A student has 4 weeks from the end of the semester to complete an "I" grade. Failure to complete the course within the 4 weeks will result in a failing grade ("F") for the class. Incomplete forms are available from the instructor.

Grade Appeals

Students have the right to appeal a grade if they feel they have been graded unfairly. Students wishing to appeal a grade may do so by submitting a statement of their reason for appeal to the Vice-President for Academic Affairs no less than four calendar weeks into the subsequent term after the grades have been released. The request is considered by the Vice-President for Academic Affairs and the instructor.

Academic Probation

Students may be placed on academic probation if they have less than a cumulative 2.00 grade point average (GPA) at the end of their first semester and for any subsequent semester.

Students may attend MTI for one semester on academic probation. If the student fails to achieve a cumulative 2.00 GPA during the probation semester, the student will be placed on academic suspension.

In order to assure satisfactory progress, students on probation should carefully monitor their GPAs. Any student whose GPA drops below 2.0 should meet with an academic adviser, Registrar, or the Vice-President for Academic Affairs immediately to evaluate the probability of achieving the necessary GPA of 2.0 needed to graduate.

Students on academic probation must complete all credits attempted for that semester. During a probation semester, students may continue to receive financial aid; however, if the minimum grade point average is not achieved by the end of that semester, all federal financial aid will be suspended.

Please note: A student placed on probation will be notified in writing. A copy of that correspondence will be placed in the student's permanent file.

Academic Suspension

Students who fail to achieve a cumulative GPA of 1.0 during their first semester of enrollment will be suspended with no academic probation. **This type of suspension MAY NOT be appealed.**

Students may appeal suspension if their cumulative GPA is 1.50 or higher. The appeal process is initiated by the student with a written request of their reasons for the appeal sent to the Vice-President for Academic Affairs by the date specified on their notification of academic suspension.

If a student is suspended for academic or other reasons, the student must wait at least one full semester before applying for re-enrollment. Students may be suspended from a program only twice. Registration will not be accepted a third time.

Please note: A student placed on suspension will be notified in writing. A copy of that correspondence will be placed in the student's permanent file.

Repeating a Course

Students who have failed a course may need to repeat it to meet graduation requirements. Students may choose to repeat a course in an attempt to raise an undesirable grade. Financial aid restrictions may apply. In the event a student repeats a course, both grades are recorded on the student's Mitchell Technical Institute academic records. Only the grade from the second attempt will be calculated into a GPA.

Change of Program

Students may request a change of programs within the Institute by completing a Transfer Form. Transfer forms are available from the Registrar. Transfer is based on availability in a program. No transfer is guaranteed.

When a student changes programs, credits may be transferred to the new program. Only grades of "C" or better may be transferred. Students changing programs will have the normal time frame to complete the new program.

Those on academic probation will remain on probation in the new program.

Change of Program to Improve GPA

Qualifying students may increase a poor GPA if they change to a new program and successfully complete at least 12 credit hours in the new area with a minimum GPA of 2.0. If the student successfully completes 12 or more credits in the new program with a GPA of 2.0 or higher, the poor grades from the former program will remain on the transcript, but will not be used in any GPA calculation.

Readmission (Reinstatement)

Students who have left school in good standing will need to complete the application process if they wish to return. No application fee will be charged for readmission.

Students who have left school for reasons of unsatisfactory progress, nonpayment of fees, or suspension will need to do the following for re-admission into MTI:

1. Pay all past bills and the costs for the semester they are entering school.
2. Receive approval from the Vice-President for Academic Affairs and the respective Instructor.
3. If students need financial aid, such as Veterans benefits, Pell Grant, etc., they will also need approval from the Financial Aid Coordinator or the respective agency.

Students who leave the Institute on academic suspension must wait one semester before applying for readmission.

Receiving Transferred Credits

Students transferring credits to MTI from other post-secondary institutions or high schools will be individually evaluated to determine courses needed to complete a diploma or degree. A transfer student may have previous coursework accepted to fulfill MTI course and graduation requirements according to the following criteria:

1. Official transcripts shall be submitted for use in assessing courses and credits for transfer from accredited institutions. It is the student's responsibility to have his or her transcript validated by the Registrar.
2. A grade of C or better (2.0 on a 4.0 scale) shall be required in each course accepted in transfer. The last grade earned will be the recorded grade. Transfer credits do not count toward a cumulative GPA. Courses in the major area of study completed more than five years previously may not be accepted for transfer. The grade recorded on the student's academic record will be "CR" (credit).
3. Technical related and general education courses shall be reviewed by the appropriate department(s) and the Registrar to determine course equivalence and acceptance. Courses outside of MTI's areas of study will not be accepted for transfer.
4. Transfer students must complete a minimum of one-third of their coursework, including their final semester, at MTI.
5. Students who choose to transfer articulated high school courses to MTI should contact the Registrar or Tech Prep Coordinator.
6. To transfer credit, an Application for Admission must be on file and a record-processing fee may be charged.
7. Non-credit courses from MTI's Business and Industry Training Division may be considered toward meeting credit course requirements. Students requesting such credit transfers must present a certificate of completion to the Vice-President for Academic Affairs' office at MTI. The grade recorded on the student's academic record will be "CR" (credit).

Transferring Credits to Other Institutions

Mitchell Technical Institute maintains transfer agreements with many other technical institutes, colleges and universities. Whether or not to accept credits is at the discretion of the receiving institution. Students who wish to transfer should contact the school they wish to attend or see the MTI Registrar for more information.

Credit for Prior Learning/Work Experience

Students with post-high school education or verified work experience, including military experience and training, may request evaluation of prior education and work experiences. Some credit may be allowed towards a diploma or degree. Life experiences and training may constitute no more than half of the credits required for an MTI diploma or degree. The evaluation may require a written examination or other documentation by the student and instructor. Departments may award advanced standing after a review and evaluation of transcripts of previous education and/or testing.

Test-for-Credit Process

Students may be allowed to receive credit by taking a test—"Testing Out"—instead of completing a course. Within the first ten days of classes, a student may notify the instructor that s/he desires to Test Out. A "Test for Credit Form" is available in the Registrar's office and must be filed with the instructor and a test fee paid in advance to the Business office. The completed form must be in the Registrar's office before credit can be recorded on a student's academic record.

The non-refundable testing fee is $50 (up to 3 credits) plus $10 for each additional credit. If the test includes lab exercises, there may be additional fees assessed. If the test is passed with an 80% or higher score, a grade of "CR" will be entered on the student's transcript. A test-for-credit may not be repeated. Students may only test-for-credit for up to 50% of their courses required for graduation. ***Students considering test-for-credit should check with Financial Aid to determine how the test-out would affect financial aid or scholarship status***.

College Level Examination Program (CLEP)

Mitchell Technical Institute does not administer the College Level Examination Program (CLEP). However, CLEP credits earned for general education courses may be accepted by MTI. The guidelines governing transfer of credits will apply. Before taking any CLEP examination, students should consult with their Advisor and the Registrar to assure transfer of the CLEP credit.

Course Audits

Courses may be audited for no credit. There is a $40 fee to audit a course. A Class Audit form is available from the Registrar's office. Students enrolled for credit have first priority for space available in any MTI course.

Competency Requirements

Mitchell Technical Institute uses a competency-based education curriculum in which each program has identified competencies to be mastered by students. Each program reserves the right to require and to test mastery of the competency by its graduates. Thus, in cases where program course requirements are met by transfer or nontraditional credits, the Department may still require students to complete portions of courses to master specific competencies that were not met in the students' prior coursework or experience.

Exceptions to Regulations

Students who request exception to academic regulations must submit a letter to the Vice-President for Academic Affairs explaining special circumstances which might permit waiver of MTI regulations. Requests will be referred to the Vice-President for Academic Affairs for review with input from the department, the Registrar, Dean of Enrollment, and other interested parties.

The Family Education Rights and Privacy Act of 1974

The Family Education Rights and Privacy Act of 1974 protects the privacy of students' educational records. The statute governs access to records maintained by educational institutions and the release of educational information. The Institute is in compliance with the Family Educational Rights and Privacy Act of 1974. Compliance procedures are further defined in the Student Handbook.

The statute provides students access to their permanent files and an opportunity for a hearing to challenge the records if they are inaccurate or otherwise inappropriate. Permission must be obtained from a student before releasing personally identifiable data from the records.

The Institute discloses, without consent, "directory" information as defined in the Student Handbook. However, the Institute provides students with the opportunity to request nondisclosure of information.

Student Right to Know and Completion Rates

Federal law requires MTI to disclose information on its graduation or completion rates for students who enroll at MTI. Due to the complex nature of the statistical data, an explanation is available with the information from the Vice-President for Academic Affairs for those students who request it.

Transcripts

Transcripts are copies of academic records. Official transcripts will be issued on the following basis:

1. Copies of official transcripts cost $5.00 each.
2. All requests for transcripts must be made in writing. You may download a transcript request form from the MTI website.
3. Official transcripts are mailed in a sealed, labeled envelope.
4. Grade reports (unofficial transcripts), labeled as "Issued to Student," are available at no cost.

GRADUATION REQUIREMENTS

Degree and Diploma Requirements

Mitchell Technical Institute awards one-year Diplomas, two-year Diplomas, and Associate of Applied Science Degrees. Specific program requirements and course sequences are described by program. To secure a Diploma or AAS Degree, students must:

1. Complete the requirements of each program as specified in the current MTI General Catalog.
2. Achieve a minimum cumulative grade point average of 2.00 (C).
3. Have on file an official high school transcript or high school equivalency certificate.
4. File a Request to Graduate form with the Registrar's office.
5. Complete the General Education requirements:
   A. Diploma Students
      1. 3.0 credits in communications
      2. 3.0 credits in computer literacy
      3. 3.0 credits in mathematics

   B. Associate of Applied Science Degree students
      1. 3.0 credits in communications
      2. 3.0 credits in computer literacy
      3. 3.0 credits in mathematics
      4. 3.0 credits in behavioral science
      5. 3.0 credits in social science.

Students are required to fulfill all financial obligations to the school including outstanding tuition, parking fines, returned check charges, childcare bills, etc. Students shall not be permitted to receive their transcripts, diplomas, degrees and certificates until the indebtedness is settled.

Students are required to comply with the policies and regulations of the MTI catalog and the Student Handbook in the school years in which they attend.

Conferring of Degrees and Diplomas

Degrees and diplomas are officially conferred at the close of each semester. Public commencement exercises are held in the spring. Graduates who complete their coursework at the end of the summer term will be included in the spring commencement program.

Honors Designation

A student will be granted High Honors by maintaining a 3.75 or higher cumulative grade point average. A student will be granted Honors by maintaining a 3.5 - 3.74 cumulative grade point average.

Degree Audit

It is the responsibility of each student to monitor his or her academic progress. The student is expected to know the graduation requirements pertinent to his or her program, to be cognizant of his or her grade point average, to make appropriate elective course selections, and to add/drop courses to best facilitate attainment of his or her educational goals. To assist in making these important decisions, Mitchell Technical Institute provides each student with an Academic Advisor. The Registrar completes a degree audit for each student during the second year of their program.

Upgrading a Diploma to an AAS Degree

MTI may grant the AAS degree to students who have received a diploma in a two-year program from MTI prior to 1990 and who have subsequently completed the AAS requirements in their respective field. The following guidelines will be used to determine an applicant's eligibility to receive the AAS degree:

1. The student has met the added requirements of the AAS degree for a chosen major.
2. Courses counted toward the degree shall have been taken within the five (5) years prior to granting the degree, or there is satisfactory evidence that the applicant's respective knowledge and skills fulfill current standards and requirements.
3. Students must complete a request to graduate form after AAS degree requirements have been met. The respective department(s) shall review an applicant's transcripts record and recommend approval for the AAS degree. The student will pay a $30 records processing fee and any other fees for a new diploma, transcript, etc.

PROGRAM OFFERINGS

Accounting/Business Management

MTI offers two options for business degrees. Both two-year options lead to the completion of an Associate of Applied Science degree. In the first year, all students take a core group of courses that prepares them to make the decision to take the Accounting emphasis or the Management emphasis their second year.

The integration of technology allows students to take courses face-to-face, hybrid, (online and face-to-face) and online. This offers a degree of flexibility that students today want. Accounting is the "language" of business. Accountants and bookkeepers continue to be in high demand; the Accounting emphasis will provide the graduate with many options. The Management emphasis offers broad training in key business areas that employers want such as sales, advertising, marketing, insurance, investments and supervisory management.

Note: Students are required to purchase a laptop computer from MTI. The laptop will have the necessary software installed and will be serviced free of charge while the student is attending MTI.

Award: AAS Degree

First Semester			Semester Credits
ACCT	110	*Principles of Accounting I*	4
BUS	101	*Introduction to Business*	3
BUS	131	*Business Math*	3
CIS	105	*Microcomputer Software Applications*	3
SPCM	101	*Fundamentals of Speech*	3
SSS	100	*Student Success*	1
			17

Second Semester			Semester Credits
ACCT	111	*Principles of Accounting II*	4
BUS	120	*Principles of Marketing*	3
BUS	140	*Business Law*	3
ECN	201	*Principles of Economics (Macro)*	3
MATH	101	*Intermediate Algebra*	3
		Behavioral Science Elective	3
			19

Accounting Emphasis

Third Semester			Semester Credits
ACCT	212	*Intermediate Accounting I*	4
ACCT	214	*Cost Accounting I*	3
ACCT	216	*Governmental Reporting*	2
ACCT	218	*Tax Accounting I*	3
ACCT	220	*Computer and Accounting Applications I*	3
		Communications Elective	3
			18

Fourth Semester			Semester Credits
ACCT	213	*Intermediate Accounting II*	4
ACCT	215	*Cost Accounting II*	3
ACCT	217	*Governmental & Nonprofit Accounting*	3
ACCT	219	*Tax Software Applications*	1
ACCT	221	*Computer and Accounting Applications II*	2
BUS	217	*Database Operations*	3
or			
ACCT	290	*Internship*	3
			16

Total Credits Required to Graduate: 70

Management Emphasis

Third Semester			Semester Credits
ACCT	214	*Cost Accounting I*	3
ACCT	220	*Computer and Accounting Applications I*	3
BUS	210	*Sales & Advertising*	3
BUS	212	*Principles of Management*	3
BUS	214	*Principles of Insurance*	3
		Communications Elective	3
			18

Fourth Semester			Semester Credits
ACCT	215	*Cost Accounting II*	3
ACCT	221	*Computer and Accounting Applications II*	2
BUS	217	*Database Operations*	3
BUS	218	*Intro to Human Resource Management*	3
BUS	220	*Supervisory Management*	3
BUS	235	*Investments*	3
or			
ACCT	290	*Internship*	3
			17

Total Credits Required to Graduate: 71

Agricultural Chemical Technology

Agriculture chemical technicians are employed in agriculture chemical and fertilizer sales, farm service, and chemical application. Training is provided in chemical resources, application rates, product usage, safety, and application processes. This program culminates in certification as a pesticide applicator including three months of on-the-job training (OJT).

The MTI Agricultural Technology and Ag Chemical Technology programs farm 85 acres of land. MTI Ag students and instructors manage all aspects of crop production including government programs, marketing, agronomy, etc. The land lab is used in conjunction with many of the production and business Ag classes. Students gain experience in all areas of the operation: budgeting, planning, planting, spraying, fertilizing, harvesting and marketing.

Students are expected to conform to MTI's Drug Testing Policy while enrolled in the Commercial Driving course. See the Student Handbook for details. Any student who enrolls in Commercial Driver training must obtain a South Dakota driver's license in order to complete the CDL training course. A CDL is a graduation requirement for this program. See the Course Description for TRAN 100 for a full explanation.

MTI recommends that before entering the Agricultural Chemical Technology program, applicants obtain a physical examination for their safety and protection.

Award: One-Year Diploma

First Semester			Semester Credits
AG	111	*Weeds & Herbicides*	2
AG	112	*Crop Science I*	2
AG	145	*Agriculture Math*	3
AG	158	*Farm Power/Small Engines*	1
AG	212	*Agriculture Chemicals*	2
AG	217	*Fertilizers*	3
AG	243	*Sales and Advertising*	3
AG	254	*Agriculture Chemical Equipment*	1
AG	256	*Intro to Agriculture Business Careers*	1
TRAN	100	*Industrial Transportation/CDL*	1
CIS	105	*Microcomputer Software Applications*	3
			22

Second Semester			Semester Credits
AG	113	*Crop Science II*	2
AG	172	*First Aid/CPR*	0.5
AG	285	*Supervised Internship II*	6
AG	211	*Soil Science*	3
AG	231	*Business Accounting*	2
AG	241	*Agriculture Law*	3
SSS	100	*Student Success*	1
		Communications Elective	3
			20.5

Total Credits Required to Graduate: 42.5

Agricultural Technology

Agriculture, particularly in South Dakota, provides many employment opportunities. This two-year program prepares students for careers in farm and ranch management, and crop and livestock production. This comprehensive program teaches managerial and supervisory skills. A featured component of this program is the MTI Land Lab.

The MTI Agricultural Technology and Ag Chemical Technology programs farm 85 acres of land. MTI Ag students and instructors manage all aspects of crop production including government programs. The land lab is used in conjunction with many of the production and agri-business classes and gives students exposure to precision technologies including auto-steer, geo-referenced data management and variable rate technologies. Students gain experience in all areas of the operation: budgeting, planning, planting, spraying, fertilizing, harvesting and marketing.

Graduates work in production agriculture, agriculture chemical and fertilizer sales, in crop and livestock marketing, and agricultural retail sales and service. By completing the Agricultural Technology program, a student may be certified as a pesticide applicator.

Students are expected to conform to MTI's Drug Testing Policy while enrolled in the Commercial Driving Course. See the Student Handbook for details. Students are expected to conform to MTI's Drug Testing Policy while enrolled in the Commercial Driving course. See the Student Handbook for details. Any student who enrolls in Commercial Driver training must obtain a South Dakota driver's license in order to complete the CDL training course. A CDL is a graduation requirement for this program. See the Course Description for TRAN 100 for a full explanation.

MTI recommends that applicants to the Agricultural Technology program obtain a physical examination for their safety and protection.

Please Note: Students are required to achieve a grade of 2.0 (C) in core technical courses in order to satisfy graduation requirements.

Award: Two-Year Diploma or AAS Degree

First Semester			Semester Credits
AG	102	*Animal Science I*	2
AG	108	*Livestock Evaluation*	2
AG	111	*Weeds & Herbicides*	2
AG	112	*Crop Science I*	2
AG	152	*Building Principles*	1
AG	157	*Farm Power/Electrical Wiring*	1
AG	158	*Farm Power/Small Engines*	1
TRAN	100	*Industrial Transportation/CDL*	1
CIS	105	*Microcomputer Software Applications*	3
		Math Elective	3
		Agriculture Elective (Diploma)	1,2,or 3
		Behavioral Science Elective (AAS)	3
			Diploma 19
			AAS 21

Second Semester			Semester Credits
AG	106	*Animal Science II*	2
AG	172	*First Aid/CPR*	0.5
AG	201	*Animal Nutrition*	2
AG	211	*Soil Science*	3
AG	231	*Business Accounting*	2
SSS	100	*Student Success*	1
		Agriculture Elective(s)	1,2,or 3
		Communications Elective	3
OPTION I			
AG	185	*Supervised Internship I*	6
AG	264	*Pesticide Certification*	1
OPTION II			
AG	228	*Advanced Livestock Evaluation*	2

AG	131	*Principles of Farm Accounting*	3
			Option I 21.5
			Option II 19.5

Third Semester			Semester Credits
AG	217	*Fertilizers*	3
AG	243	*Sales & Advertising*	3
AG	245	*Credit & Finance*	3
AG	246	*Advanced Agriculture Computers*	2
AG	247	*Taxes & Insurance*	3
AG	287	*Community Service*	1
		Agriculture Elective(s)	3
		Social Science Elective (AAS)	3
			Diploma 18
			AAS 21

Fourth Semester			Semester Credits
AG	241	*Agriculture Law*	3
AG	248	*Marketing*	3
AG	253	*Machinery Management*	3
OPTION I			
AG	159	*Welding & Metal Fabrication*	2
AG	252	*Advanced Farm Building*	2
AG	257	*Advanced Electrical Wiring & Motors*	2
AG	258	*Advanced Farm Power*	2
		Agriculture Elective(s)	1, 2
			Diploma 19
			AAS 18
OPTION II			
AG	285	*Supervised Internship II*	6
		Agriculture Elective(s)	1, 2
			Diploma 17
			AAS 16

Fall Semester Electives

AG	160	*AI/Pregnancy Checking*	1
AG	166	*Land/Lab Management*	1, 2, 3
AG	200	*Equine Management*	3
AG	202	*Feed Utilization*	2
AG	207	*Livestock Diseases*	2
AG	208	*Reproductive Physiology*	2
AG	254	*Ag Chemical Equipment*	1
AG	256	*Intro to Agriculture Business Careers*	1
AG	260	*Elementary Surveying*	1
AG	263	*Designing Livestock Systems*	1
AG	271	*Understanding South Dakota Grasses*	3

Spring Semester Electives

AG	153	*Welding*	2
AG	188	*Leadership Lab* I	1
AG	209	*Sire Selection*	1
AG	261	*Farm Animal Parasitology*	1
AG	275	*Animal Science Lab*	1
AG	288	*Leadership Lab II*	1

Total Credits Required to Graduate: 74.5 (Diploma)
Total Credits Required to Graduate: 77.5 (AAS)

Architectural Design & Building Construction

Beginning with a firm foundation in drafting with instruments and an introduction to computed aided drafting (CAD), students learn to conceptualize the building process. Using the latest construction methods and under close supervision, they construct a residence inside the MTI building shop—where the weather is always nice.

In the second year of the program, students working in construction units build a student-designed house in the Mitchell community. Students learn about concrete work as they construct the foundation, rough-finish a basement, and finish a three-bedroom home.

Additionally, students will be exposed to many techniques and skills required in the area of commercial construction: steel, welding, commercial construction equipment operation, and more. Valuable experience will be gained during a commercial construction internship during the final semester of the program.

Our instructors are Certified Green Professionals, and MTI offers the only Energy Star certified program in South Dakota. Graduates will be able to build and audit structures using the Energy Star guidelines.

Graduates from this program find employment with lumberyards, building contractors, architectural firms, and commercial construction companies. Their skills in CAD, carpentry, surveying, estimating, cabinetry, commercial construction and green building technologies make the students in the Architectural Design and Building Construction program valuable employees in the building trades industry.

Award: Two-Year Diploma or AAS Degree

First Semester			Semester Credits
AD	101	*Principles of Drafting I*	2
AD	111	*Construction Math I*	2
AD	151	*Architectural Drafting Lab I*	4
AD	172	*First Aid/CPR*	0.5
BC	121	*Principles of Building Construction I*	4
BC	151	*Building Construction Lab I*	4
CIS	105	*Microcomputer Software Applications*	3
SSS	100	*Student Success*	1
			20.5

Second Semester			Semester Credits
AD	102	*Principles of Drafting II/CAD*	2
AD	112	*Construction Math II*	2
AD	152	*Architectural Drafting Lab II*	3
BC	122	*Principles of Building Construction II*	2
BC	130	*Cabinetry*	2
BC	152	*Building Construction Lab II*	3
		Communications Elective	3
		Behavioral Science Elective (AAS)	3
			Diploma 17
			AAS 20

Third Semester			Semester Credits
AD	221	*Adv. Building Principles*	3
AD	241	*Principles of Commercial Construction*	4
BC	222	*Construction Equipment*	2
BC	251	*Building Construction Lab III*	5
BC	282	*Welding*	2

		Math Elective	3
		Social Science Elective (AAS)	3
			Diploma 19
			AAS 22

Fourth Semester			Semester Credits
AD	211	*Estimating*	3
BC	252	*Building Construction Lab IV*	5
BC	262	*Certified Green Professional*	2
BC	272	*Construction Business Management*	4
BC	292	*Commercial Construction Internship*	6
			20

Total Credits Required to Graduate: 76.5 (Diploma)
Total Credits Required to Graduate: 82.5 (AAS)

Automation Controls/SCADA

Supervisory Control & Data Acquisition, known in the industry as SCADA, is emerging as one of the fastest expanding areas of industry today. This program teaches students to use computers to collect management data and to use automated systems. Industries are placing greater emphasis on remotely controlling switching devices, gathering accurate inventory data, managing the operation of electrical devices, measuring and metering electrical systems and automating routine tasks.

SCADA technicians will find employment in electric power utilities, gas companies, water systems, security systems, manufacturing and in other industrial applications. Graduates will install and maintain remote switches and communication devices, or operate computer networks to control remote switches. This is the only program of its kind currently in the U.S.

Note: Students in this program are required to purchase a laptop computer from MTI. The laptop will have the necessary software installed and will be serviced free of charge while the student is attending MTI.

Award: AAS Degree

First Semester			Semester Credits
EC	112	*Electronics Theory*	4
EC	121	*DC/AC Circuit*	3
EC	151	*Electronics Laboratory I*	5
EC	161	*Electronics Math*	2
EC	167	*IT Essentials*	3
CIS	105	*Microcomputer Software Applications*	3
SSS	100	*Student Success*	1
			21

Second Semester			Semester Credits
EC	110	*Intro to Telephony/VoIP*	3
EC	140	*Digital Fundamentals*	2
EC	142	*Industrial Power Electronics*	3
EC	157	*Electronics Laboratory II*	5
CST	139	*Cisco Discovery I*	3
		Communications Elective	3
			19

Third Semester (Summer)			Semester Credit
SD	120	*Intro to Industrial Motor Controls*	3
SD	159	*Programmable Logic Controllers*	3
SD	160	*Industrial Wiring*	3
		Math Elective	3
			12

Fourth Semester (Fall)			Semester Credit
SD	210	*Bus Structures*	1
SD	220	*Wireless Communications*	3
SD	225	*Intro to SCADA Software*	2
SD	230	*Intro to Visual Basic*	3
SD	280	*Data Cabling Lab*	2
CST	242	*Cisco Discovery II*	3
OSHA	100	*OSHA 10 Training*	1
		Behavioral Science Elective	3
			18

Fifth Semester (Spring)			Semester Credit
SD	170	*Basic Heating & Cooling for SCADA*	2
SD	205	*Process Controls*	3
SD	235	*VB Net for SCADA*	2
SD	255	*Special Topics*	1
SD	270	*SCADA Testing & Control Lab*	7
CST	245	*Cisco Discovery III*	3
		Social Science Elective	3
			21

Total Credits Required to Graduate: 91

Culinary Academy of South Dakota

The Culinary Academy of South Dakota has a long and honored tradition in the upper Midwest. Placement opportunities for graduates have been excellent. This program combines traditional campus instruction with apprenticeship training in other South Dakota communities including major convention centers and hotels.

Learning to cook in the MTI kitchens, students master the techniques of food preparation, sanitation, and service in a large operation. Fulfilling all the positions in modern food service, students move easily from cook to waiter, learning as they work. The program provides daily food service to MTI students, staff and guests, short order service, and elegant Oak Room dining in MTI's prestigious on-campus restaurant.

After two semesters on campus, students are prepared to enter the food service industry with a one-year diploma. Students also have the option of enrolling in a second year and completing an Associate of Applied Science (AAS) degree. Either the one-year or two-year option will conclude with an internship experience. AAS graduates have experience in cooking, but equally important, are prepared for management positions in the food service industry.

Award: One-year Diploma or AAS Degree

First Semester			Semester Credits
CA	107	*Customer Service*	2
CA	162	*Food Service Sanitation*	2
CA	163	*Food Service Math*	3
CA	170	*Food Theory I*	3
CA	171	*Food Production I*	4
CA	172	*Restaurant Foods I*	2
CA	174	*First Aid/CPR*	0.5
CIS	105	*Microcomputer Software Applications*	3
SSS	100	*Student Success*	1
			20.5

Second Semester			Semester Credits
CA	103	*Controlling Food Cost*	3
CA	180	*Food Theory II*	3
CA	181	*Food Production II*	3
CA	182	*Restaurant Foods II*	2
CA	185	*Food Service Supervision*	2
CA	187	*Community Service*	1
		Communications Elective	3
		Math Elective	3
			20

Diploma ONLY (Summer)			Semester Credits
CA	190	*Internship*	6

AAS Degree ONLY

Third Semester			Semester Credits
CA	200	*Nutrition*	3
CA	201	*Advanced Foods*	4
CA	202	*Restaurant Foods III*	2
BUS	101	*Intro to Business*	3
BUS	110	*Accounting for Business*	4
		Social Science Elective	3
			19

AAS Degree ONLY

Fourth Semester			Semester Credits
CA	204	*Specialty Foods*	4
CA	205	*Restaurant Foods IV*	2
CA	208	*Hospitality & Management*	3
BUS	120	*Principles of Marketing*	3
		Behavioral Science Elective	3
			15

AAS Degree ONLY (Summer)			Semester Credits
CA	206	*Internship*	6

Total Credits Required to Graduate: 46.5 (Diploma)
Total Credits Required to Graduate: 80.5 (AAS)

Electrical Construction & Maintenance

The Electrical Construction and Maintenance program is a sequence of courses designed to provide basic training in maintenance and new construction wiring—in both residential and commercial buildings. The program emphasizes a combination of theory and practical application necessary for successful employment. Additional coursework includes fiber optic and data cabling as well as programmable logic controls.

The program begins with a review of basic math as it relates to the electrical trade and an introduction to hand tools, materials, basic electrical resistive theory, wire sizing, circuit construction, and troubleshooting. The program continues with basic through advanced motor control, motor theory and maintenance, installation and maintenance of equipment, blueprint reading, estimating, electrical codes, and instruction in job-seeking skills.

Apprentice electrical jobs in residential, commercial, and industrial areas are open to MTI graduates. Positions are available with electrical contractors and maintenance companies, and with regional substations and utility companies. Incoming students are licensed as apprentice electricians in South Dakota. Upon completion of the Electrical Construction and Maintenance program, an MTI graduate receives 2000 hours towards certification as a journeyman with a South Dakota electrician's license.

Award: Two-Year Diploma or AAS Degree

First Semester			Semester Credits
ECM	101	*Electrical Fundamentals*	4
ECM	121	*Electrical Drawing*	4
ECM	151	*Basic Electrical Lab*	5
SSS	100	*Student Success*	1
		Math Elective	3
		Social Science Elective (AAS)	3
			Diploma 17
			AAS 20

Second Semester			Semester Credits
ECM	103	*Designing Electrical Systems*	3
ECM	122	*Residential Blueprint & Code*	3
ECM	149	*Basic Conduit Bending*	2
ECM	157	*Wiring Lab*	4
CIS	105	*Microcomputer Software Applications*	3
		Behavioral Science Elective (AAS)	3
			Diploma 15
			AAS 18

Third Semester			Semester Credits
ECM	211	*Power Distribution*	1.5
ECM	231	*Electronic Circuits*	3
ECM	251	*Commercial and Industrial Wiring Lab*	4
ECM	252	*Industrial Controls*	3
ECM	255	*Control Lab I*	1.5
ECM	259	*Programmable Logic Controls*	3
		Communications Elective	3
			19

Fourth Semester			Semester Credits
ECM	172	*First Aid/CPR*	0.5
ECM	202	*Motor Theory & Maintenance*	2
ECM	221	*Commercial Blueprint Reading*	2.5
ECM	241	*Fiber Optics*	1
ECM	253	*Advanced Control Systems*	2.5
ECM	257	*Advanced Control Lab II*	2
ECM	260	*Data Cabling*	3
ECM	261	*Adv. Programmable Logic Controls*	3.5
OSHA	100	*OSHA 10 Training*	1
			18

Total Credits Required to Graduate: 69 (Diploma)
Total Credits Required to Graduate: 75 (AAS)

Heating and Cooling Technology

The Heating and Cooling Technology program provides students with skills and knowledge in mechanics, electricity and sheet metal. Students also receive extensive training in energy management and environmental controls technology to include renewable energy resources such as geothermal and solar technology. Laboratory time is spent installing and servicing heating and cooling systems, as well as designing and forming sheet metal patterns for ductwork.

Graduates are prepared for an expanding field that includes jobs in sales, service, installation and industrial maintenance for a company or as a self-employed contractor. Some typical jobs include service or installation technician, sales, service trainer, industrial maintenance, supervisor, manufacturer's representative or business owner.

Note: A combination degree requiring completion of selected courses in the Heating and Cooling Technology program and courses in the Propane & Natural Gas Technology program is available. Check with the Admissions office for details.

Award: Two-Year Diploma or AAS Degree

First Semester			Semester Credits
HV	101	*Electrical Fundamentals*	3
HV	111	*Heating Fundamentals*	3
HV	121	*AC and Refrigeration Fundamentals*	4
HV	151	*AC/Heating/Refrigeration Laboratory I*	5
CIS	105	*Microcomputer Software Applications*	3
SSS	100	*Student Success*	1
		Social Science Elective (AAS)	3
			Diploma 19
			AAS 22

Second Semester			Semester Credits
HV	102	*Sheet Metal Tech. & Blueprint Reading*	2
HV	122	*Sheet Metal Laboratory*	2
HV	132	*Heating & Refrigeration Theory*	4
HV	142	*HV Controls & Heat Pumps*	3
HV	152	*AC/Heating/Refrigeration Laboratory II*	4
		Math Elective	3
			18

Third Semester			Semester Credits
HV	211	*Domestic Heating and Cooling*	3
HV	221	*Planning & Estimating*	3
HV	231	*Heat Pumps*	2
HV	251	*AC/Heating/Refrigeration Laboratory III*	3
		Communications Elective	3
		Behavioral Science Elective (AAS)	3
			Diploma 14
			AAS 17

Fourth Semester			Semester Credits
HV	170	*SCADA for HVAC*	1.5
HV	202	*Commercial Refrigeration*	4
HV	232	*Commercial Air Conditioning*	3
HV	252	*AC/Heating/Refrigeration Laboratory IV*	5
HV	259	*DDC Temperature Control*	4
HV	290	*Internship*	5
			22.5

Total Credits Required to Graduate: 73.5 (Diploma)
Total Credits Required to Graduate: 79.5 (AAS)

Utilities Heating/Cooling Technology

This regionally unique program is a combination of Propane and Natural Gas Technology and Heating and Cooling Technology. Students receive hands on experience in residential, commercial, and cooling labs as well as sheet metal and duct fabrication work. They also learn how to install, maintain, operate and repair gas distribution systems.

This industry holds an excellent reputation with both great job opportunities and high starting salaries. Employment is available in construction or gas companies as a service or installation technician.

Note: Students in this program are expected to conform to MTI's Drug Testing Policy. See the Student Handbook for details. MTI recommends that applicants in the Utilities Heating/Cooling Technology program obtain a physical examination for their safety and protection.

Award: AAS Degree

***Note**: These programs can be taken in either sequence: HCT first followed by NG or NG first followed by HCT.*

HCT Curriculum

First Semester			Semester Credits
HV	101	*Electrical Fundamentals*	3
HV	111	*Heating Fundamentals*	3
HV	121	*AC and Refrigeration Fundamentals*	4
HV	151	*AC/Heating/Refrigeration Laboratory I*	5

Second Semester			Semester Credits
HV	102	*Sheet Metal Tech. & Blueprint Reading*	2
HV	122	*Sheet Metal Laboratory*	2
HV	132	*Heating & Refrigeration Theory*	4
HV	142	*HV Controls & Heat Pumps*	3
HV	152	*AC/Heating/Refrigeration Laboratory II*	4

PNG Curriculum

First Semester			Semester Credits
NG	100	*Electrical Circuits & Testing*	2
NG	102	*Gas Operations & Maintenance I*	5
NG	106	*Gas Mapping and Math*	2
NG	110	*Gas Operations & Maintenance Lab*	4
TRAN	100	*Industrial Transportation/CDL*	1
NG	172	*First Aid/CPR*	0.5

Second Semester			Semester Credits
NG	101	*Gas Appliance Service and Controls*	3
NG	103	*Gas Installation Lab I*	5
NG	105	*Measurement and Control*	5
OSHA	100	*OSHA 10 Training*	1

In addition to the technical courses required in each program, the student seeking an AAS degree must also complete:

ENGL	201	*Technical Writing*	3
SOC	110	*Industrial Relations*	3
CIS	105	*Microcomputer Software Applications*	3
MATH	104	*Technical Math*	3
PSYC	101	*General Psychology*	3

Total Credits Required to Graduate: 71.5

Information Systems Technology

The Information Systems Technology program offers students extensive knowledge and technical training related to the computer industry. With today's continuous changes in technology and the complexity of the personal computer, the need for technicians remains in high demand. Throughout this program, students learn how to install, diagnose, and upgrade personal computer systems and networks. Three options await students in the second year: System Administration, Network Administration or Computer Support. COMP TIA A+ certification exams will be offered. Successful completion of these exams will lead to A+ certification.

Admissions Requirement: Applicants to this program must pass an IT skills entrance test or take a computer skills preparatory class prior to beginning the program.

Note: Students in this program are required to purchase a laptop computer from MTI. The laptop will have the necessary software installed and will be serviced free of charge while the student is attending MTI.

Award: One-Year Diploma or AAS Degree

First Year (Core)/One-Year Diploma: Computer Systems Technology

First Semester			Semester Credits
CST	110	*Network Media*	3
CST	130	*A+ Core Hardware/Operating Systems*	5
CST	140	*CCNA I*	5
CST	159	*LINUX Systems*	3
CIS	105	*Microcomputer Software Applications*	3
SSS	100	*Student Success*	1
			20

Second Semester			Semester Credits
CST	105	*SQL Database Management*	3
CST	112	*MS Server Administration*	4
CST	141	*CCNA II*	5
CST	125	*A+ Certification Prep*	1
		Math Elective	3
		Communications Elective	3
			19

Second Year (Network Administration)

Third Semester			Semester Credits
CST	222	*Information Security I*	3
CST	243	*CCNA III*	5
CST	264	*MS Active Directory*	4
CST	265	*Network Monitoring & Management*	2
EC	110	*Intro to Telephony/VoIP*	2
		Behavioral Science Elective	3
			19

Fourth Semester			Semester Credits
CST	208	*Incident Response*	3
CST	244	*CCNA IV*	5
CST	256	*Information Security II*	3
CST	267	*IP Convergence*	2
		Social Science Elective	3
			16

Total Credits Required to Graduate: 74

Second Year (System Administration)

Third Semester			Semester Credits
CST	222	*Information Security I*	3
CST	243	*CCNA III*	5
CST	264	*MS Active Directory*	4
CST	265	*Network Monitoring & Management*	2
EC	110	*Intro to Telephony/VoIP*	2
		Behavioral Science Elective	3
			19

Fourth Semester			Semester Credits
CST	207	*Datacenter Logistics*	2
CST	208	*Incident Response*	3
CST	259	*LINUX Server Administration*	3
CST	268	*MS Exchange Server*	4
		Social Science Elective	3
			15

Total Credits Required to Graduate: 73

Second Year (Computer Support Specialist)

First Semester			Semester Credits
CSS	120	*Outlook Essentials*	2
CSS	122	*Customer Service*	3
CSS	143	*Document Production*	3
CSS	163	*Spreadsheet Concepts and Applications*	3
BUS	110	*Accounting for Business I*	4
		Behavioral Science Elective	3
			18

Second Semester			Semester Credits
CSS	170	*Desktop Publishing/Graphics I*	3
CSS	171	*Multimedia Concepts*	3
CSS	181	*Database Concepts and Applications*	3
CSS	203	*Web Design*	3
		Social Science Elective	3
			15

Total Credits Required to Graduate: 72

Medical Assistant

The Medical Assistant is a professional, multi-skilled person who assists in all aspects of medical practice. Medical Assistants help physicians examine and treat patients and perform routine tasks to keep offices running smoothly.

Medical assistants perform clerical duties such as answering telephones, greeting patients, updating and filing patient medical records, completion of insurance forms, handling correspondence and arranging for hospital admission and laboratory services. Clinical duties include taking and recording vital signs, explaining treatment procedures, preparing patients for examination, collecting laboratory specimens, administering medication, authorizing prescription telephone orders and preparing patients for X-rays. Opportunities exist in clinics, hospitals, nursing homes and insurance companies.

The MTI Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

***Admission Requirement**: All students applying to the program must submit to a criminal background check at the student's expense. Details are available from the Admissions office.*

Some immunization requirements may have to be met before entrance to certain clinical sites. See the Instructor for details.

Program Graduation Requirements: It is the goal of this program to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. To achieve that goal, students must earn a grade of C (2.0) or higher in all technical courses that include a lab, competency or performance evaluation as a prerequisite to MA 250 Clinical Externship. Students must earn a grade of C (2.0) or higher in their clinical externship in order to graduate.

Award: AAS Degree

First Semester			Semester Credits
MA	101	*Medical Terminology*	3
MA	103	*Anatomy/Physiology*	4
MA	111	*Medical Office Procedures*	3
ML	101	*Medical Laboratory Fundamentals*	4
PSYC	101	*General Psychology*	3
SSS	100	*Student Success*	1
			18

Second Semester			Semester Credits
MA	112	*Laboratory Procedures I*	4
MA	160	*Pathophysiology*	3
MA	162	*Medical Law & Ethics*	2
MOP	160	*CPT-4/ICD-9 Coding*	3
CIS	105	*Microcomputer Software Applications*	3
MATH	101	*Intermediate Algebra*	3
			18

Third Semester			Semester Credits
MA	113	*Laboratory Procedures II*	4
MA	210	*Pharmacology & Admin. of Medicines*	3
MA	220	*Examination Room Techniques I*	4
MOP	210	*Medical Insurance & Billing*	3
		Communications Elective	3
		Social Science Elective	3
			20

Fourth Semester			Semester Credits
MA	100	*First Aid/CPR*	1
MA	221	*Examination Room Techniques II*	3
MA	240	*Cardiac Monitoring and Care*	2
MA	250	*Clinical Externship*	6
MA	281	*Medical Transcription*	3
MOP	212	*Electronic Medical Records*	2
			17

Total Credits Required to Graduate: 73

The MTI Medical Assistant program, offered for the AAS degree, is accredited by The Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350

Medical Laboratory Technology

This program will prepare students for employment as medical laboratory technicians responsible for performing laboratory analysis. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). A student spends the first three semesters of the program in the classroom and lab at MTI. The remainder of the program assigns students to an affiliated hospital/clinic lab for a clinical practicum externship. During this time the student will work under the supervision of the lab personnel performing tests and other lab work as well as completing class assignments.

Graduates may test to become certified as Medical Laboratory Technicians by the American Society of Clinical Pathologists [MLT (ASCP)] and/or the National Certification Agency for Medical Laboratory Personnel to obtain the title of Clinical Laboratory Technician [CLT(NCA)].

Note: It is strongly recommended that applicants have taken chemistry, biology, higher math and show an interest and aptitude in science. Some special requirements may have to be met before entrance to the program or to certain clinical sites. See the Program Director or the MLT Student Handbook for details.

Admission Requirement*: All students applying to the program must submit to a criminal background check at the student's expense. Details are available from the Admissions office.*

Some immunization requirements may have to be met before entrance to certain clinical sites. See the Instructor for details.

Program Graduation Requirement*: Students must earn a grade of C or higher in technical courses during clinical practicum in order to graduate.*

Award: AAS Degree

First Semester			Semester Credits
ML	101	*Medical Laboratory Fundamentals*	4
ML	105	*Laboratory Instrumentation*	2
MA	101	*Medical Terminology*	3
MA	103	*Anatomy/Physiology*	4
CIS	105	*Microcomputer Software Applications*	3
MATH	101	*Intermediate Algebra*	3
SSS	100	*Student Success*	1
			20

Second Semester			Semester Credits
ML	111	*Hemostasis*	2
ML	112	*Hematology*	6
ML	121	*Urinalysis/Body Fluids*	3
ML	141	*Basic Chemistry*	4
ML	171	*Immunology/Serology*	3
		Communications Elective	3
			21

Third Semester			Semester Credits
ML	230	*Clinical Chemistry**	4
ML	240	*Microbiology*	6
ML	272	*Immunohematology* (Blood Banking)*	3
		Behavioral Science Elective	3
		Social Science Elective	3
			19

Fourth Semester			Semester Credits
Clinical Practicum			
ML	214	*Practical Clinical Hematology**	4
ML	224	*Practical Clinical Urinalysis/Body Fluids**	3
ML	244	*Practical Clinical Microbiology/Serology**	5
ML	274	*Practical Clinical Immunohematology**	4
			16

Fifth Semester			Semester Credits
Clinical Practicum			
ML	234	*Practical Clinical Chemistry/Immunoassay**	6

*Prerequisite: Students must have earned a grade of C or better in all previous technical courses before enrolling in clinical courses.

Total Credits Required to Graduate: 82

The MTI Medical Laboratory Technology program, offered for the AAS degree, is accredited by:

The National Accrediting Agency for Clinical Laboratory Sciences
8410 West Bryn Mawr Avenue Suite 670
Chicago, IL 60631
(773) 714-8880

Medical Office Professional

A skilled Medical Office Professional is an invaluable asset to any medical office, working effectively with medical professionals and patients while performing assorted office duties. With the number of healthcare procedures escalating every year as the population ages, there's a high demand for skilled specialists in patient information technology and medical billing and reimbursement. Medical Office Professionals (MOP) are the experts on patient data that doctors, nurses and other providers rely on to perform their jobs.

Health information technology professionals can expect to be in high demand in the health sector during the next 20 to 30 years. In fact, the Bureau of Labor Statistics projects health information technology will be one of the 20 fastest growing occupations in the U.S.

Career opportunities in these areas include Medical Receptionist, Medical Records Clerk, Medical Information Management Clerk, Health Information Management, Medical Claims Clerk, Medical Claims Processor, Medical Claims Analyst or more.

***Admission Requirement**: All students applying to the program must submit to a criminal background check at the student's expense. Details are available from the Admissions office.*

Note: Students in this program are required to purchase a laptop computer from MTI. The laptop will have the necessary software installed and will be serviced free of charge while the student is attending MTI

Award: AAS Degree

First Semester			Semester Credits
MA	101	*Medical Terminology*	3
MA	103	*Anatomy/Physiology*	4
CIS	105	*Microcomputer Software Applications*	3
BUS	110	*Accounting for Business I*	4
		Communications Elective	3
SSS	100	*Student Success*	1
			18

Second Semester			Semester Credits
MOP	103	*Medical Office Administration*	3
MOP	160	*CPT/ICD-9 Coding*	3
BUS	111	*Accounting for Business II*	3
MA	160	*Pathophysiology*	3
MA	162	*Medical Law & Ethics*	2
		Math Elective	3
			17

Third Semester			Semester Credits
MOP	205	*Computers in the Medical Office*	3
MOP	206	*Transcription I*	4
MOP	210	*Medical Insurance & Billing*	3
MOP	260	*Advanced Coding*	2
		Social Science Elective	3
		Behavioral Science Elective	3
			18

Fourth Semester			Semester Credits
MOP	208	*Transcription II*	4
MOP	212	*Electronic Medical Records*	3
MOP	220	*Pharmacology Basics*	2
MOP	290	*Clinical Internship*	8
MA	100	*First Aid/CPR*	0.5
			17.5

Total Credits Required to Graduate: 70.5

Office Technology Specialist

If computers are your passion and you'd like to earn a living sharing your knowledge with others, consider a career in a computer or technology area at Mitchell Technical Institute.

Most businesses and organizations require office/computer support at all levels: word processing, web design, database management, spreadsheets, desktop publishing, bookkeeping, sales, finance, specialty software support, training, hardware and more. If you like to learn about applications, develop projects that incorporate creativity, provide customer service and work in a business environment, you'll find a fit in one of our specialty areas.

Our one-year option will allow you to earn a diploma as an Office Technology Specialist. If you return for a second year, you can specialize in business or computer support. Classes are delivered both face-to-face and online.

Note: Students in this program are required to purchase a laptop computer from MTI. The laptop will have the necessary software installed and will be serviced free of charge while the student is attending MTI

Award: One-year Diploma or AAS Degree

Office Technology Specialist (one-year diploma)

First Semester			Semester Credits
CSS	120	*Outlook Essentials*	2
CSS	122	*Customer Service*	3
CSS	143	*Document Production*	3
CSS	163	*Spreadsheet Concepts and Applications*	3
BUS	110	*Accounting for Business I*	4
SSS	100	*Student Success*	1
		Communications Elective	3
			19

Second Semester			Semester Credits
CSS	170	*Desktop Publishing/Graphics I*	3
CSS	171	*Multimedia Concepts*	3
CSS	181	*Database Concepts and Applications*	3
CSS	203	*Web Design*	3
CSS	206	*IT Essentials*	3
or			
BUS	111	*Accounting for Business II*	4
		Math Elective	3
			18/19

Administrative Office Specialist (AAS Degree)

Third Semester			Semester Credits
BUS	101	*Introduction to Business*	3
SPCM	101	*Fundamentals of Speech*	3
		Behavioral Science Elective	3
Choose 3 Electives:			
ACCT	214	*Cost Accounting I*	3
BUS	131	*Business Math*	3
BUS	210	*Sales and Advertising*	3
BUS	214	*Principles of Insurance*	3
BUS	212	*Principles of Management*	3
			18

Fourth Semester			Semester Credits
ECN	201	*Principles of Economics* (Macro)	3
BUS	100	*Personal Finance*	3

Choose 4 Electives:

ACCT	215	*Cost Accounting II*	3
ACCT	221	*Computer and Accounting Applications II*	2
ACCT	290	*Internship*	3
BUS	120	*Principles of Marketing*	3
BUS	140	*Business Law*	3
BUS	218	*Intro to Human Resource Management*	3
BUS	220	*Supervisory Management*	3
BUS	235	*Investments*	3
			17/18

Computer Support Specialist (AAS Degree)

Third Semester			Semester Credits
CST	110	*Network Media*	3
CST	130	*A+ Core Hardware/Operating Systems*	5
CST	140	*CCNA I*	5
CST	159	*LINUX Systems*	3
		Behavioral Science Elective	3
			16

Fourth Semester			Semester Credits
CST	105	*SQL Database Management*	3
CST	112	*MS Server Administration*	4
CST	141	*CCNA II*	5
CST	125	*A+ Certification Prep*	1
		Social Science Elective	3
			16

Total Credits Required to Graduate with One-Year Diploma: 37
Total Credits Required to Graduate with AAS Degree: 69

Outdoor Power & Recreational Vehicle Technology

Technicians in the fast-growing occupation of outdoor power sports are in demand all across the country. The last two decades have seen an increase in the number of recreational vehicles in households and businesses: motorcycles, scooters, snowmobiles, ATVs, four-wheelers, and more.

Students will get experience learning service and repair of these high-powered machines in MTI's state-of-the-art laboratories. Many dealerships in the region will offer supervised job shadowing and internship experiences. Employment opportunities can be found in many areas including dealership sales and service, cycle builders and manufacturers, ag maintenance shops, and various other locations.

Award: One-Year Diploma or AAS Degree

First Semester			Semester Credit
OPRV	105	*Service Center Fundamentals*	3
OPRV	120	*Basic Engine Theory & Operation*	2
OPRV	121	*Basic Engine Lab*	2
OPRV	130	*Electrical/Electronic Systems*	2
OPRV	140	*Multi-Cylinder 2 & 4 Cycle Engines*	2
OPRV	141	*Multi-Cylinder Engine Lab*	2
		Math Elective	3
		Communications Elective	3
SSS	100	*Student Success*	1
			20

Second Semester			Semester Credit
OPRV	106	*Adv. Service Center Fundamentals*	3
OPRV	107	*Service Fundamentals Lab*	2
OPRV	124	*ATV & Snowmobile Systems*	2
OPRV	125	*ATV & Snowmobile Lab*	3
OPRV	142	*Adv. Multi-Cylinder 2 & 4 Cycle Engines*	2
OPRV	143	*Adv. Multi-Cylinder Engine Lab*	5
OSHA	100	*OSHA 10 Training*	1
CIS	105	*Microcomputer Software Applications*	3
			21

Third Semester (Summer)			Semester Credit
OPRV	185	*Internship*	4

Fourth Semester (Fall)			
OPRV	208	*Intro to Fabrication & Custom Finishes*	3
OPRV	235	*Intro to Fuel Injection & Electronic Control Systems*	5
OPRV	260	*Marine Technology*	3
OPRV	261	*Marine Technology Lab*	2
BUS	101	*Intro to Business*	3
		Behavioral Science Elective	3
			19

Fifth Semester (Spring)			
OPRV	209	*Adv. Fabrication & Custom Finishes*	3
OPRV	236	*Adv. Fuel Injection & Electronic Control Systems*	4
OPRV	262	*Adv. Marine Technology & Diagnostics*	3
OPRV	263	*Adv. Marine Tech. & Diagnostics Lab*	3
OPRV	280	*Successful Service Management*	3
		Social Science Elective	3
			19

Total Credits Required to Graduate: 83

Power Line Construction & Maintenance

Mitchell Technical Institute offers the only Power Line program in South Dakota. Employment opportunities are available with rural electric cooperatives, municipal and private utility companies, the Bureau of Reclamation, private contractors and many others. Course material and lab are based around the application and theory of distribution and transmission of electrical power. Fieldwork includes operating a digger derrick truck, setting poles, climbing poles, installing anchors, and stringing conductors. Outside lab also involves installation of transformers, metering for overhead and underground distribution systems.

Students who wish to obtain an AAS degree in **Utilities Technology** may complete this curriculum, the Propane and Natural Gas Technologies curriculum, and an additional 6 credits of general education.

Students are expected to conform to MTI's Drug Testing Policy while enrolled in the Commercial Driving course. See the student Handbook for details. Any student who enrolls in Commercial Driver training must obtain a South Dakota driver's license in order to complete the CDL training course. A CDL is a graduation requirement for this program. See the Course Description for TRAN 100 for a full explanation.

Note: MTI recommends that applicants in the Power Line Construction & Maintenance program obtain a physical examination for their safety and protection.

Award: One-Year Diploma

First Semester			Semester Credit
PL	111	*Characteristics of DC/AC*	3
PL	141	*Power Grid Design*	3
PL	151	*Construction of Underground Lines*	2
PL	152	*Construction of Overhead Lines*	4
PL	171	*Utility Safety I*	2
TRAN	100	*Industrial Transportation/CDL*	1
OSHA	100	*OSHA 10 Training*	1
		Math Elective	3
			19

Second Semester			Semester Credit
PL	112	*Electrical Circuits/Metering*	3
PL	154	*Maintenance of Underground Lines*	2
PL	155	*Maintenance of Overhead Lines*	4
PL	172	*Utility Safety II*	2
PL	142	*Power Grid Design II*	3
PL	173	*First Aid/CPR*	0.5
CIS	105	*Microcomputer Software Applications*	3
SSS	100	*Student Success*	1
		Communications Elective	3
			21.5

Total Credits Required to Graduate: 40.5

Lineman Training material furnished through a grant from the Institute for Safety in Powerline Construction.

ISPC
Institute for Safety in Powerline Construction

Propane & Natural Gas Technologies

The Propane & Natural Gas Technologies program emphasizes skills needed to install, maintain, operate and repair gas distribution systems and equipment for residential, commercial and industrial customers. Students also learn to maintain and repair appliances used by residential and commercial customers.

In the propane industry there is an abundance of opportunities in both managerial and service divisions. Graduates may also be employed in the construction industry, which contracts with public utilities and/or municipalities to install and maintain gas service.

Students who wish to obtain an AAS degree in **Utilities Technology** may complete this curriculum, the Power Line Construction and Maintenance curriculum, and an additional 6 credits of general education.

Students who wish to obtain a **specialized combination degree** may complete courses in the Propane & Natural Gas Technology program and selected courses in the Heating and Cooling Technology program. Check with the Admissions office for details.

Students are expected to conform to MTI's Drug Testing Policy while enrolled in the Commercial Driving course. See the Student Handbook for details. Any student who enrolls in Commercial Driver training must obtain a South Dakota driver's license in order to complete the CDL training course. A CDL is a graduation requirement for this program. See the Course Description for TRAN 100 for a full explanation.

Note: MTI recommends that applicants in the Propane & Natural Gas Technologies program obtain a physical examination for their safety and protection.

Award: One-Year Diploma

First Semester			Semester Credits
NG	100	*Electrical Circuits & Testing*	2
NG	102	*Gas Operations & Maintenance I*	5
NG	106	*Gas Mapping and Math*	2
NG	110	*Gas Operations & Maintenance Lab*	4
NG	172	*First Aid/CPR*	0.5
TRAN	100	*Industrial Transportation/CDL*	1
CIS	105	*Microcomputer Software Applications*	3
SOC	110	*Industrial Relations*	3
			20.5

Second Semester			Semester Credits
NG	101	*Gas Appliance Service and Controls*	3
NG	103	*Gas Installation Lab I*	5
NG	105	*Measurement and Control*	5
OSHA	100	*OSHA 10 Training*	1
SSS	100	*Student Success*	1
		Communications Elective	3
		Math Elective	3
			21

Total Credits Required to Graduate: 41.5

Radiation Therapy

The Radiation Therapy program utilizes didactic, laboratory and clinical education to prepare students to work as Radiation Therapists in cancer treatment centers, hospitals, clinics, private office and research centers. Radiation Therapists work under the direction of a radiation oncologist to treat patients with malignant diseases using ionizing radiation. Radiation Therapists practice appropriate patient care, apply problem-solving and critical thinking skills, administer treatment protocols and maintain patient records. The program uses a combination of technical and general education courses to emphasize decision-making and critical thinking skills based upon a solid clinical foundation.

Admissions Requirements: Applicants to the program must be an ARRT registered Radiologic Technologist or registry eligible. *All students applying to the program must submit to a criminal background check at the student's expense. Details are available from the Admissions office.*

Some additional requirements (including, but not limited to, drug screening and immunizations) may have to be met before entrance to certain clinical sites. Students must meet all of MTI's general education requirements in order to receive an AAS degree. See the Program Director or Registrar for a transcript evaluation.

Note: Students are required to purchase a laptop computer from MTI. The laptop will have the necessary software installed and will be serviced free of charge while the student is attending MTI.

Award: AAS Degree

First Semester (Fall)			Semester Credits
RTH	200	*Introduction into Radiation Therapy*	2
RTH	201	*Nursing & Patient Care Issues*	2
RTH	202	*Radiation Therapy Physics I*	3
RTH	203	*Rad Therapy Physics II*	3
RTH	205	*Clinical Radiation Oncology*	4
RTH	206	*Simulation & Medical Imaging*	3
RTH	207	*Radiation Biology*	1
			18

Second Semester (Spring)			Semester Credits
RTH	209	*Radiation Therapy Topics*	2
RTH	210	*Clinical Practicum I*	10
RTH	212	*Registry Review I*	1
			13

Third Semester (Summer)			Semester Credits
RTH	211	*Modern Radiation Therapy Research*	3
RTH	213	*Clinical Practicum II*	8
RTH	214	*Registry Review II*	1
RTH	215	*Sectional Anatomy*	3
			15

Total Credits Required to Graduate: 46

Radiologic Technology

This program creates a unique clinical and didactic challenge to students, including a combination of classroom study and clinical rotation for practical application. The classroom portion teaches the student the fundamental principles of x-ray production, whereas the clinical portion allows students practical experience in real life situations. Graduates of the program will pursue employment opportunities in radiology or diagnostic imaging departments.

Admissions Requirements: Visitation of a radiology department, submission of a written essay describing and analyzing the visit and a personal interview with the MTI Admissions Committee. **Deadline for application: January 15**.

Admission Requirement*: All students applying to the program must submit to a criminal background check at the student's expense. Details are available from the Admissions office.*

Some immunization requirements may have to be met before entrance to certain clinical sites. See an instructor for details.

Award: AAS Degree

First Semester (Fall)			Semester Credits
RAD	111	*Introduction to Rad Tech and Ethics*	3
RAD	112	*Radiation Physics I*	2
RAD	113	*Radiographic Exposure & Technique*	4
RAD	114	*Radiograpic Procedures I*	4
MA	101	*Medical Terminology*	3
MA	103	*Anatomy / Physiology*	4
SSS	100	*Student Success*	1
			21

Second Semester (Spring)			Semester Credits
RAD	121	*Imaging Equipment*	2
RAD	122	*Radiation Physics II*	2
RAD	123	*Radiation Biology and Protection*	3
RAD	124	*Radiographic Procedures II*	4
RAD	125	*Image Critique I*	2
CIS	105	*Complete Microcomputer Concepts*	3
		Math Elective	3
			19

Third Semester (Summer)			Semester Credits
RAD	131	*Intro to Clinical Radiology*	2
RAD	132	*Topics in Radiology*	2
RAD	133	*Digital Imaging*	2
RAD	134	*Radiographic Procedures III*	4
RAD	135	*Image Critique II*	2
RAD	136	*Radiographic Pathology*	3
RAD	137	*Sectional Anatomy*	3
			18

Fourth Semester (Fall)			Semester Credits
RAD	211	*Clinical Radiology I*	11
RAD	212	*Registry Review I*	1
		Behavioral Science Elective (Online)	3
			15

Fifth Semester (Spring)			Semester Credits
RAD	221	*Clinical Radiology II*	11
RAD	222	*Registry Review II*	1
		Social Science Elective (Online)	3
			15

Sixth Semester (Summer)	Semester Credits

RAD	231	*Clinical Radiology III*	11
RAD	232	*Registry Review III*	1
		Communications Elective	3
			15

Total Credits Required to Graduate: 103

The MTI Radiologic Technology program, offered for the AAS degree, is accredited by:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 900
Chicago, IL 60606-2901
(312) 704-5300; Fax: (312) 704-5304

Satellite Communications

MTI is the only school in the nation to offer a two-year Associate degree Satellite Communications training program. This program provides training in installation, operation, maintenance and management of satellite communication systems. This includes working with transmission of broadcasts, uplinks and downlinks, between satellites and remote or in-house studios. The career of satellite communications technician offers opportunities all over the world working for television networks, satellite companies or local TV stations.

Students may elect to enroll in an optional one-year program following their Satellite Communications degree. PC Tech Support & Repair is offered for a one-year diploma giving students more skills in information technology and data networking.

Note: Students in this program are required to purchase a laptop computer from MTI. The laptop will have the necessary software installed and will be serviced free of charge while the student is attending MTI

Program Graduation Requirement: Students must earn a grade of C or higher in technical courses and during internship in order to graduate.

Award: AAS Degree

First Semester			Semester Credits
EC	112	*Electronics Theory*	4
EC	121	*DC/AC Circuit*	3
EC	151	*Electronics Laboratory I*	5
EC	162	*Electronics Math/Digital*	2
EC	167	*IT Essentials*	3
CIS	105	*Microcomputer Software Applications*	3
SSS	100	*Student Success*	1
			21

Second Semester			Semester Credits
EC	100	*Basic Telephony*	3
EC	105	*Transmission Media*	3
EC	157	*Electronics Laboratory II*	5
EC	120	*Television/Head-End Technology*	2
CST	139	*Cisco Discovery I*	3
		Communications Elective	3
			19

Third Semester			Semester Credits
EC	210	*VoIP*	3
EC	234	*Intro to Data Transmission*	3
SC	264	*Prin. of Satellite & Wireless Communications*	3
SC	265	*Satellite Communication Lab I*	4
SC	266	*Earth Station Receiver Systems (RX)*	4
		Behavioral Science Elective	3
			20

Fourth Semester			Semester Credits
SC	274	*Earth Station Transmitter Systems (TX)*	4
SC	275	*Satellite Communications Lab II*	3
SC	276	*Teleport Regulations*	3
CST	242	*Cisco Discovery II*	3
		Math Elective	3
		Social Science Elective	3
			19

Fifth Semester			Semester Credits
SC	290	*Internship*	6

Total Credits Required to Graduate: 85

Optional One-Year Diploma/PC Tech Support & Repair

First Semester			Semester Credits
CST	110	*Network Media*	3
CST	130	*A+ Core Hardware/Operating Systems*	5
CST	140	*CCNA I*	5
CST	159	*LINUX Systems*	3
			16

Second Semester			Semester Credits
CST	105	*SQL Database Management*	3
CST	112	*MS Server Administration*	4
CST	141	*CCNA II*	5
CST	125	*A+ Certification Prep*	1
			13

Total Credits Required to Graduate: 29

Speech-Language Pathology Assistant

One in six Americans has a speech, hearing or language disorder. These disorders affect infants, children, adults and the elderly. A communication disorder may affect a person's ability to pronounce sound intelligibly, to understand what is being said, to process and remember spoken information, to use appropriate vocabulary and grammar, to speak fluently without stuttering, or to use his or her voice appropriately. Accidents, illnesses, birth defects and substance abuse can all contribute to communication disorders. These disorders isolate people from their friends, family, and the community, and limit job and educational opportunities. Speech-Language Pathology Assistants help these individuals to recover their ability to speak, understand and interact with others.

Graduates of the SLPA program will serve as support personnel to perform tasks prescribed, directed, and supervised by certified speech-language pathologists.

***Admission Requirement**: All students applying to the program must submit to a criminal background check at the student's expense. Details are available from the Admissions office. Students are required to have good reading, writing, hearing, and communication (verbal, written and articulation) skills in order to competently perform the job of a speech-language pathology assistant and to gain successful employment.*

Some immunization requirements may have to be met before entrance to certain clinical sites. See the Instructor for details.

Program Graduation Requirement: It is the goal of this program to prepare competent entry-level speech-language pathology assistants. To achieve that goal, students must earn a grade of C (2.0) or higher in all technical courses that include a lab, competency or performance evaluation as a prerequisite to SLPA 240 Clinical Fieldwork. Students must earn a grade of C (2.0) or higher in their clinical fieldwork in order to graduate.

Award: AAS Degree

First Semester			Semester Credits
SLPA	101	*Intro to Speech-Language Pathology Assistant*	2
SLPA	105	*Speech and Language Development*	3
SLPA	106	*Introduction to Phonetics*	3
MA	103	*Anatomy/Physiology*	4
SCPM	101	*Fundamentals of Speech*	3
SSS	100	*Student Success*	1
		Behavioral Science Elective	3
			19
Second Semester			
SLPA	102	*Clinical Observation I*	1
SLPA	103	*Career Seminar*	1
SLPA	111	*Intro to Communication Disorders and Treatment*	3
SLPA	112	*Child Growth and Development*	3
SLPA	120	*Voice and Diction for Effective Communication*	3
CIS	105	*Microcomputer Software Applications*	3
		Communications Elective	3
			17
Third Semester			
SLPA	100	*First Aid/CPR*	0.5
SLPA	200	*Intro to Audiology and Aural Rehabilitation*	2
SLPA	202	*Clinical Observation II*	2
SLPA	220	*Speech Disorders and Intervention*	3
SLPA	230	*Language Disorders and Intervention*	3
		Social Science Elective	3
		Math Elective	3
			16.5

Fourth Semester

SLPA	201	*Clinical Management and Procedures*	4
SLPA	210	*Alternative and Augmentative Communication*	2
SLPA	211	*Screening Processes*	2
SLPA	240	*Clinical Fieldwork*	6
			14

Total Credits Required to Graduate: 66.5

Telecommunications

The Telecommunications program prepares students for employment as technicians in many areas of electronic communications (digital, broadband, analog, microwave, wireless, etc.). Graduates find employment opportunities in various geographic locations. Technicians apply their knowledge of electronics, science, and math by assisting engineers, performing tests on equipment, working in field service or maintaining sophisticated electronic systems to include data transport systems; radio and video systems; industrial controls; T1 and DSL equipment; and residential/commercial telephone equipment.

The program begins with electronic fundamentals and moves to advanced electronic systems. Students will be trained on a wide range of equipment currently used in the communications industry. Some of the equipment on which students will receive hands-on training includes central office switch programming and maintenance; signal strength and reflection test equipment; network components and routers; computer and data communications equipment; and video imaging and distribution systems.

Graduates are employed with many of the nation's largest and most prestigious communication companies. Job opportunities range from local telephone companies to national industries dependent on communication technology infrastructures.

Students may elect to enroll in an optional one-year program following their Telecommunications degree. PC Tech Support & Repair is offered for a one-year diploma giving students more skills in information technology and data networking.

Note: Students are required to purchase a laptop computer from MTI. The laptop will have the necessary software installed and will be serviced free of charge while the student is attending MTI.

Award: AAS Degree

First Semester			Semester Credits
EC	112	*Electronics Theory I/II*	4
EC	121	*DC/AC Circuit*	3
EC	151	*Electronics Laboratory I*	5
EC	162	*Electronics Math/Digital*	2
EC	167	*IT Essentials*	3
CIS	105	*Microcomputer Software Applications*	3
SSS	100	*Student Success*	1
			21

Second Semester			Semester Credits
EC	100	*Basic Telephony*	3
EC	105	*Transmission Media*	3
EC	157	*Electronics Laboratory II*	5
EC	120	*Television/Head-End Technology*	2
CST	139	*Cisco Discovery I*	3
		Communications Elective	3
			19

Third Semester (Summer)			
EC	290	Internship	6

Fourth Semester			Semester Credits
EC	210	*VoIP*	3
EC	234	*Intro to Data Transmission*	3
EC	249	*Advanced OSP*	3
EC	251	*Electronics Lab III*	4
CST	242	*Cisco Discovery II*	3
		Social Science Elective	3
			19

Fifth Semester			Semester Credits
EC	211	*Wireless Communications*	3
EC	246	*CO Transport*	3
EC	257	*Electronics Lab IV*	4
		Math Elective	3
		Behavioral Science Elective	3
			16

Total Credits Required to Graduate: 81

Optional One-Year Diploma/PC Tech Support & Repair

First Semester			Semester Credits
CST	110	*Network Media*	3
CST	130	*A+ Core Hardware/Operating Systems*	5
CST	140	*CCNA I*	5
CST	159	*LINUX Systems*	3
			16

Second Semester			Semester Credits
CST	105	*SQL Database Management*	3
CST	112	*MS Server Administration*	4
CST	141	*CCNA II*	5
CST	125	*A+ Certification Prep*	1
			13

Total Credits Required to Graduate: 29

Utilities Technology

The utilities industry is one of the most technologically intensive segments of today's economy. The utility worker who is well rounded with knowledge of different types of utilities will find success in many areas. MTI is addressing this industry need by combining the curricula of three existing programs to offer an AAS degree in Utilities Technology.

Students who complete a combination of two programs from Power Line Construction and Maintenance, Propane and Natural Gas Technologies, and Heating and Cooling Technologies, with the addition of a mathematics elective (3 hours) and a behavioral science elective (3 hours) will be awarded an AAS degree. **A student may choose which program to complete first.** Graduates of this program will find many employment opportunities as combination technicians for utility providers.

Students are expected to conform to MTI's Drug Testing Policy while enrolled in the Commercial Driving course. See the Student Handbook for details. Any student who enrolls in Commercial Driver training must obtain a South Dakota driver's license in order to complete the CDL training course. A CDL is a graduation requirement for this program. See the Course Description for TRAN 100 for a full explanation.

Note: MTI recommends that applicants in the Utilities Technology program obtain a physical examination for their safety and protection.

Award: AAS Degree

***Note**: These programs can be taken in either sequence: PL first followed by NG or NG first followed by PL.*

In addition to the technical courses required in each program, the student seeking an AAS degree must also complete:

ENGL	201	*Technical Writing*	3
SOC	110	*Industrial Relations*	3
CIS	105	*Microcomputer Software Applications*	3
MATH	104	*Technical Math*	3
PSYC	101	*General Psychology*	3

Total Credits Required to Graduate: 72.5

Wind Turbine Technology

The power of the wind to generate electricity for today's consumer is only as reliable as the technicians who install and service the giant turbines. Today, wind is one of the fastest growing energy technologies. Wind turbine technicians and windsmiths are needed around the world to support the demand for clean, efficient energy.

This optional two-year program will allow students to learn about the basics of turbines, mechanics, hydraulics, electronics and the computer networks that allow the system to communicate. After the completion of two semesters, a graduate may exit with a diploma. Jobs in turbine construction, maintenance and troubleshooting will be available. The optional second year of the program will give graduates experience in areas like PLCs, fiber options, SCADA, electronics and more, and will include an internship. A graduate of the two-year AAS option will find employment opportunities in areas like power distribution, controls and other areas that move the power through the grid.

Students are expected to conform to MTI's Drug Testing Policy while enrolled in the Commercial Driving course. See the Student Handbook for details. Any student who enrolls in Commercial Driver training must obtain a South Dakota driver's license in order to complete the CDL training course. A CDL is a graduation requirement for this program. See the Course Description for TRAN 100 for a full explanation.

Note: Students are required to purchase a laptop computer from MTI for the second year of this program. The laptop will have the necessary software installed and will be serviced free of charge while the student is attending MTI.

Award: One-Year Diploma or AAS Degree

First Semester (Fall)			Semester Credits
WTT	100	*Turbine Safety/First Aid*	1
WTT	101	*Intro to Wind Technology*	2
WTT	102	*Basic Turbine Mechanics*	4
WTT	105	*DC/AC Circuits*	4
WTT	107	*Pitch Systems (Hydraulics)*	4
SSS	100	*Student Success*	1
		Math Elective	3
			19

Second Semester	(Spring)		Semester Credits
WTT	108	*Intermediate Hydraulics*	4
WTT	112	*Electronics Theory I*	4
WTT	120	*Industrial Motor Controls*	4
CSS	210	*Introduction to Networking*	3
CIS	105	*Complete Microcomputer Applications*	3
		Communications Elective	3
			21

Third/Sixth Semester (Summer)			Semester Credits
WTT	190	*Internship*	6

Fourth Semester (Fall)			Semester Credits
WTT	200	*Turbine Economics*	3
WTT	213	*Electronics Theory II*	4
WTT	215	*Advanced Motor Controls*	4
WTT	225	*Utility Safety*	2
		Behavioral Science Elective	3
		Social Science Elective	3
			19

Fifth Semester (Spring)			Semester Credits
WTT	214	*Theory of Power Generation*	4
WTT	216	*Maintenance of Underground Lines*	4
SD	140	*Intro to SCADA*	4
CSS	163	*Spreadsheet Concepts & Applications*	3
			15

Total Credits Required to Graduate (One-Year Diploma): 40
Total Credits Required to Graduate (Two-Year AAS): 80

General Education

General Education is that part of our students' education that goes beyond learning technical skills and allows students to become well-rounded, higher-functioning citizens of the world. As an institute of higher learning, we are committed to the inherent value of general education and know that critical thinking ability, communication skills, information literacy, math and problem solving skills, and more, are crucial for our graduates' success in their future technical careers. We also recognize that an associate's degree or diploma at Mitchell Technical Institute must mean something more than job skills. Our students must become lifelong learners with the ability to adapt to a changing world and ever-increasing job expectations. To this end, general education learning outcomes that all MTI graduates should possess have been identified as follows:

MTI General Education Learning Outcomes

Math

Students will understand and apply essential mathematical processes and analysis.

- Perform computations using appropriate methods and/or technologies
- Demonstrate knowledge and application of measurement
- Demonstrate knowledge and application of formulas
- Use math processes to solve problems
- Apply problem-solving steps

Human Relations

Students will apply human relationship skills to work successfully in a diverse society.

- Demonstrate awareness and respect for people and their differences
- Ask for and listen to others' opinions and solutions
- Identify individual strengths and challenges in occupational relationships
- Apply team skills to group projects
- Demonstrate conflict resolution techniques
- Understand the benefits of community involvement and civic responsibility

Technology

Students will use computer technology to access, organize, and communicate information.

- Use word processing, e-mail and presentation software to effectively and professionally communicate information
- Create and manage workbooks using spreadsheet software
- Access and manipulate data using database software
- Use electronic resources to conduct research

Communication

Students will communicate effectively with others using a variety of contexts and formats.

- Use standard English spelling, mechanics, grammar, and structure
- Create written communication appropriate to the audience which clearly, concisely, and accurately expresses ideas and conveys needs
- Participate effectively in groups by demonstrating the ability to speak, listen, respond, and interpret
- Speak effectively, both formally and informally, in a variety of contexts
- Conduct, examine, interpret, and document research responsibly

Both diploma and Associate of Applied Science degree candidates at MTI are required to successfully complete general education courses as designated by the technical department. NOTE: Students should be aware that most general education courses are not transferable to South Dakota universities. Transferable courses are available through enrollment in select courses offered through an agreement with Dakota State University and will be designated on your official transcript with a "T". Please see your advisor or the registrar for more details.

Student Success Course

All entering first-year students are required to complete a one-credit course, SSS 100 Student Success, tailored specifically to enhance their success as students.

Diploma Track

Students pursuing a diploma are required to complete a minimum of 10 credits in general education.

ENGL	201	*Technical Writing*	3
CIS	105	*Microcomputer Software Applications*	3
MATH	104	*Technical Math*	3
SSS	100	*Student Success Course*	1

Individual departments may require additional credits. See individual program descriptions for details.

AAS Degree
Students pursuing the Associate of Applied Science degree are required to complete a minimum of 16 credits in general education in six subject areas. Individual departments may require additional credits. See specific program descriptions for options.

Communications		(3 credits required)	
COMM	200	*Business Communications*	3
ENGL	101	*Composition I*	3
ENGL	201	*Technical Writing*	3
ENGL	202	*Technical Communications*	3
SPCM	101	*Fundamentals of Speech*	3
Math		(3 credits required)	
MATH	101	*Intermediate Algebra*	3
MATH	104	*Technical Math*	3
Computer Literacy		(3 credits required)	
CIS	105	*Microcomputer Software Applications*	3
Behavioral Science		(3 credits required)	
PSYC	101	*General Psychology*	3
Social Science		(3 credits required)	
ECN	201	*Principles of Economics (Macro)*	3
SOC	110	*Industrial Relations*	3
SOC	115	*Marriage and the Family*	3
Student Success		(1 credit required)	
SSS	100	*Student Success*	1

Individual departments may require additional credits. See specific program descriptions for further details.

Preparatory Courses
Some students may be required, according to placement test scores, to complete review/preparatory courses to help strengthen their skills and prepare them for success in diploma or degree courses.

1. Students pursuing the diploma with a low placement test score in math will be required to complete:

MATH 090 Basic Math.....(2 credits)

before proceeding into MATH 104.

2. Students pursuing the AAS degree with a low placement test score in algebra will be required to complete:

MATH 091 Basic Algebra .....(2 credits)

before entering MATH 101 or MATH 104.

3. Students pursuing the diploma or the AAS degree with low placement test scores in reading or writing will be required to complete:

ENGL 098 Grammar/Usage Review .....(2 credits)

before entering their Communications elective.

Farm Business Management

Mitchell Technical Institute's Farm Business Management program is unique because it is individualized. Most instruction is conducted one-on-one with the instructor and the farm operator participating at the farm site or at a Farm Credit Service office in South Dakota. The participants keep records of their own business, which are later analyzed and utilized to develop a comprehensive farm business plan. Participants receive cost comparison figures from across the state, which helps in determining factors that can improve profitability. The MTI Farm Business Management Program has three instructors who are available throughout eastern South Dakota.

All records are kept strictly confidential. Only during individualized instruction are business records discussed, unless otherwise volunteered.

Benefits to the participants of the program include: complete records of past years to review when making management decisions; records needed for filing yearly tax reports; development of a record management system for use with bankers and lending agencies; an increased knowledge of the strengths and weaknesses of the business; the ability to determine the business's exact financial progress in any one year; an ability to project profitability of individual enterprises; and development of a working understanding of cash flow, net worth, and profit and loss statements. Each semester, students will enroll in a five-credit course which will include a specific area of study plus they will use various financial instruments to investigate ways in which both earnings and financial progress can be measured. This is a two-tiered program, Basic and Advanced, each consisting of twelve semesters of instruction.

The MTI Farm Business Management Program is also a certified provider of the FSA Farmer Borrower Training program.

To enroll in this program, contact the Farm Business Management instructors at (605) 995-7194; (605) 995-7196 or (605) 995-7191, or call toll free (800) 952-0042.

Award: Certificate

Basic Program

First Semester			Semester Credits
FBM	111	*Fundamentals of Farm Business Management*	5
Second Semester			Semester Credits
FBM	121	*Farm/Ranch Data Management*	5
Third Semester			Semester Credits
FBM	131	*Implementing the System Management Data*	5
Fourth Semester			Semester Credits
FBM	141	*Preparation for Farm Business Data Analysis*	5
Fifth Semester			Semester Credits
FBM	151	*Interpreting and Using System Data*	5
Sixth Semester			Semester Credits
FBM	161	*Managing & Modifying Farm System Data*	5
Seventh Semester			Semester Credits
FBM	171	*Interpreting Trends in Business Planning*	5
Eighth Semester			Semester Credits
FBM	181	*Interpreting & Evaluating Financial Data*	5
Ninth Semester			Semester Credits
FBM	191	*Integrating Information for Financial Planning*	5
Tenth Semester			Semester Credits
FBM	201	*Strategies in Farm System Data Management*	5
Eleventh Semester			Semester Credits
FBM	211	*Refining Farm System Management*	5
Twelfth Semester			Semester Credits
FBM	221	*Examination of the Context System Management*	5

Following the first twelve semesters of the program, instructors work with students to develop an advanced individualized curriculum according to each student's special interest or need. This portion of the program is offered for an additional twelve semesters. Course modules include:

Analysis Preparation & Interpretation
Business Tax Planning
Estate Planning
Risk Management Through Marketing
Computer Applications in Business

MTI Corporate Education

Your "First Choice" Provider for Training

Corporate Education encompasses a wide range of training and re-training needs. Employers will find that MTI can help them with many of their needs:

- New employees for new or existing companies
- Training to upgrade existing employee skills
- Training required for certification or licensure
- Labor pool development

MTI Corporate Education offers a full-line of training for the utility industry. Training available includes Propane and Natural Gas, underground and overhead high-voltage training. These include all modules of CETP from the National Propane Gas Association, operator qualification training and testing for both natural gas and electric workers is available through our education partnership with the Midwest Energy Association. In addition, our qualified personnel can provide pole-climbing, pole-top rescue, bucket truck safety and CDL training. MTI's on-site Energy Training field allows for any aspect of Safety Training for energy industries.

If your staff needs to adapt to changes as computer technologies change or as software packages improve, we train on the latest MS-Office suite and other applications. Through the MTI Corporate Education program, your employees can be trained on your choice of software using up-to-date computer technology at your site or in our training labs.

Best of all, you'll see immediate results from training. Techniques learned in the classroom can be immediately put to use on the job. Our instructors stress the importance of hands-on, practical applications throughout the training process, and concentrate on realistic use of the materials. Your site or ours, your instructor or one we provide for you, by the class or by the year, we are flexible and adaptable to your needs.

Examples of industry based certification training that have been done:

- CETP training, testing and certification for the propane industry
- EPA-approved Refrigerant Transition and Recovery training, testing and certification
- Food Service Sanitation and Safety training, ServSafe testing and certification
- Electric Code Class for license renewal
- Computer workshops
- AWS welding certification for steel and pipe

Examples of short-term industry-based training

- Pole Climbing and Pole-Top Rescue
- Basic Electricity for Facility Maintenance
- Boiler Operation and Maintenance
- Furnace Troubleshooting and Maintenance
- Air Conditioning and Heat Pump Maintenance
- Refrigeration Maintenance
- Computer Maintenance and Troubleshooting
- Supervisory/Management training
- Welding training for beginners or specialty welding

We also offer applicant-based classes which are developed based on public demand and are marketed at large for open enrollment. Following are classes that have been offered:

- Computer Operation & Software
- Web Design
- Digital Cameras and Scanners

- Photography
- Customer Service
- Spanish

The Corporate Education office at MTI will consider offering any course for which there is a demand. For assistance, a course proposal, or a list of course offerings, contact the Corporate Education office in the MTI Technology Center, call 995-3056, (800) 952-0042, send an email to training@mitchelltech.edu or visit the Corporate Education link at www.mitchelltech.edu.

Course Descriptions

ACCT 110 *PRINCIPLES OF ACCOUNTING I* (4 credits)
Provides knowledge of fundamental accounting standards, concepts and practices utilized in the preparation and analysis of financial reports for non-corporate and corporate business entities. Topics include business transactions and accounting records, the accounting cycle, financial statements, internal controls, current assets and liabilities, fixed assets, and depreciation.

ACCT 111 *PRINCIPLES OF ACCOUNTING II* (4 credits)
Continuation of ACCT 110. Topics include payroll, partnership and corporate accounting, investments, long-term debt, statement of cash flows, financial analysis and departmental accounting. Prerequisite: ACCT 110.

ACCT 212 *INTERMEDIATE ACCOUNTING I* (4 credits)
Review of basic accounting concepts and principles, financial statements, the accounting process, cash and temporary investments, receivables, inventories and cost procedures. Statement of cash flows, the time-value-of-money inventory cost allocations, valuation procedures, and estimation are discussed. Computer problems solving uses Lotus 1-2-3 or Excel spreadsheet programs. Prerequisite: ACCT 211 with a grade of C or higher.

ACCT 213 *INTERMEDIATE ACCOUNTING II* (4 credits)
Comprehensive view of liability relationships and owner's equity. Accounting for corporations are discussed. The importance of accounting for long-term bonds and investments, leases, retained earnings and their distribution is presented. Accounting for pensions, revenue recognition and financial reporting are covered. The acquisition utilization and retirement of operating assets is covered. Lotus 1-2-3 or Excel spreadsheet programs are utilized. Prerequisite: ACCT 212.

ACCT 214 *COST ACCOUNTING I* (3 credits)
Accounting concepts, procedures and systems used in planning and controlling manufacturing business operations. Emphasis is placed on sources of cost information, maintenance of cost accounting records and cost accounting reports. Topics include accounting for materials, labor and factory overhead, job order costing, and process costing systems. Prerequisite: ACCT 111 with a grade of C or higher.

ACCT 215 *COST ACCOUNTING II* (3 credits)
Continuation of ACCT 214 with emphasis placed on the budgeting process and methods of analyzing cost accounting data for managerial planning and control purposes. Topics include process costing systems, budgeting, standard costing, direct costing and decision analysis techniques. Textbook problems and computer problems are used. Prerequisite: ACCT 214.

ACCT 216 *GOVERNMENTAL REPORTING* (2 credits)
Examination of state and federal reports filed by business and non-profit entities. Emphasis is on payroll, sales and excise tax reports. Computer application software is utilized.

ACCT 217 *GOVERNMENT AND NONPROFIT ACCOUNTING* (3 credits)
Introduction to concepts and practices of fund accounting for local governmental units and nonprofit organizations. Emphasis on fund structures, analysis and recording of transactions, preparation of financial reports is covered. Topics include local governmental unit funds, proprietary funds, fiduciary funds, account groups, hospitals, and voluntary health and welfare organizations. Prerequisite: ACCT 110 with a grade of C or higher.

ACCT 218 *TAX ACCOUNTING I* (3 credits)
Comprehensive study of federal income tax law. Major emphasis is on structure and administration of federal income tax law, preparation of individual income tax returns, supporting schedules, and income tax planning procedures. Topics include gross income inclusions and exclusions, business and personal deductions, tax credits and property transactions. Prerequisite: ACCT 111 with a grade of C or higher.

ACCT 219 *TAX SOFTWARE APPLICATIONS* (1 credit)
Various software packages are used in tax preparation exercises.

ACCT 220 *COMPUTER AND ACCOUNTING APPLICATIONS I* (3 credits)
Accounting projects using advanced Excel software techniques. A final project encompassing spreadsheet applications is completed. Prerequisite: CIS 105 and ACCT 110.

ACCT 221 *COMPUTER AND ACCOUNTING APPLICATIONS II* (2 credits)
Computer programs used to produce reprints and solve problems. Peachtree and Quickbooks accounting software are emphasized. Prerequisite: ACCT 111 with a grade of C or higher.

ACCT 290 INTERNSHIP (3 credits)
Supervised internship performed off-campus in an accounting/finance setting.

AD 101 *PRINCIPLES OF DRAFTING I* (2 credits)
Drawing methods in architectural drafting. Site planning and plot plans drawing are presented. Computer-aided drafting (CAD) is introduced.

AD 102 *PRINCIPLES OF DRAFTING II/CAD* (2 credits)
Continuation of AD 101. Coordinates design including electrical layout and mechanical planning. Emphasis is placed on zoning and traffic flow. Computer Aided Design (CAD) software is utilized.

AD 111 *CONSTRUCTION MATH I* (2 credits)
Based on the need to understand math concepts in the construction process, students will cover the fundamental mathematics necessary to a broad range of building construction skills and mathematical matters of direct concern to the builder. Problems include step-by-step explanations and solutions.

AD 112 *CONSTRUCTION MATH II* (2 credits)
A continuation of AD 111.

AD 151 *ARCHITECTURAL DRAFTING LAB I* (4 credits)
Use and care of drawing instruments, application of skills to basic engineering drawing of orthographic projection, sections, dimension techniques, pictorial drawings and plot plans.

AD 152 *ARCHITECTURAL DRAFTING LAB II* (3 credits)
Drawing components of residential structures. Efforts directed towards precisely correlating the drawings completed in the drafting room with the building project under construction. CAD is emphasized.

AD 172 *FIRST AID/CPR* (0.5 credit)
Practice and certification in first aid and CPR, as well instruction in construction equipment and safety.

AD 211 *ESTIMATING* (3 credits)
Procedures used to estimate and prepare surveys for completing estimates. From working drawings and material specifications, calculations are derived. Labor needs are estimated.

AD 221 *ADVANCED BUILDING PRINCIPLES* (3 credits)
Experience and instruction in concrete, advanced framing techniques and construction codes are taught. This course builds upon skills gained in introductory courses.

AD 241 *PRINCIPLES OF COMMERCIAL CONSTRUCTION* (3 credits)
Study of commercial construction. Drawing of commercial plans is done. Emphasis is placed on terminology, material, and typical fastening techniques.

AG 102 *ANIMAL SCIENCE I* (2 credits)
Introduction to the red meat industry including organizations, product value, breeds and methods of individual and sire selection. Management goals are evaluated.

AG 106 *ANIMAL SCIENCE II* (2 credits)
Study of the establishment and operation of a beef, swine, sheep, or dairy enterprise including production performances, animal environment, marketing strategies, and management alternatives.

AG 108 *LIVESTOCK EVALUATION* (2 credits)
Study of beef, dairy, horses, sheep and swine evaluation, correlating body type to economical and efficient breeding stock production. Animal evaluation is performed on site for each species.

AG 111 *WEEDS AND HERBICIDES* (2 credits)
Study of weed plant and seed identification, classification and types of weeds for control purposes, and cultural and chemical control of weeds. A unit on sprayer calibration is included.

AG 112 *CROP SCIENCE I* (2 credits)
Study of the importance, uses, and production of biotechnology with an emphasis on the production of crops in South Dakota.

AG 113 *CROP SCIENCE II* (2 credits)
Continuation of AG 112. Study of the importance, uses and production of the major row crops and small grains raised in South Dakota. Students assist in the planning and operation of the MTI Land Lab working with projects like seeding rates, fertilizer and chemical products selection and perform the application of those products.

AG 131 *PRINCIPLES OF FARM ACCOUNTING* (3 credits)
Study of the accounting process through double-entry accounting, recording business transactions, accounting for cash, accounting for merchandise sales, and completion of the accounting cycle.

AG 145 *AGRICULTURE MATHEMATICS* (3 credits)
Review of business math fundamentals such as fractions, decimals, metrics and percentages. Interest calculations, consumer loans, retail and marketing math are covered. Math calculation for areas, and volumes are discussed. Office procedures and legal locations are reviewed. Fulfills diploma mathematics requirement.

AG 152 *BUILDING PRINCIPLES* (1 credit)
Selection of building materials and construction. The design and construction concepts of livestock, storage and feed handling facilities is presented.

AG 153 *WELDING* (2 credits)
Practice in both oxyacetylene and electric arc welding. Oxyacetylene cutting and brazing are covered, including mild steel welding. Practical experience includes welding butt, lap and fillet joints.

AG 157 *FARM POWER/ELECTRICAL WIRING* (1 credit)
Basic farm wiring including calculation of wattage, voltage, and wiring size.

AG 158 *FARM POWER/SMALL ENGINES* (1 credit)
Small engine theory, construction, disassembly repair and small engine overhaul. Small engines are overhauled including electrical systems, carburetors, starters, generators, bearings, and seals.

AG 159 *WELDING AND METAL FABRICATION* (2 credits)
Advanced skills in horizontal and vertical joints in both electric arc and oxyacetylene welding are emphasized. Experience on TIG and MIG welders, hard surfacing and cast iron welding is provided. Design and construction of a metal project.

AG 160 *AI/PREGNANCY CHECKING* (1 credit)
Reproductive systems of swine and cattle. Artificial insemination of livestock including pregnancy checking in cows when resources are available.

AG 166 *LAND LAB MANAGEMENT* (1, 2 or 3 credits)
Students are given the task of managing the 78-acre MTI land lab. Decisions regarding ground preparation, planting, cultivating, spraying, harvesting, and marketing are all incorporated into the curriculum.

AG 172 *FIRST AID/CPR* (0.5 credit)
Practice and certification in first aid and CPR, as well as instruction in agricultural equipment and chemical safety.

AG 185 *SUPERVISED INTERNSHIP I* (6 credits)
Work off-campus in an agricultural business related to livestock production, feed and animal health, livestock sales, agricultural chemicals, or fertilizer sales and applications. Prerequisite: AG 264 and AGTR 165.

AG 188 *LEADERSHIP LAB I* (1 credit)
Preparation and participation in post-secondary Agriculture Student Organization (PAS) for state and national competition. Includes career planning, career progress, extemporaneous speaking, prepared public speaking, sales, agricultural mechanics, and employment interviewing.

AG 200 *EQUINE MANAGEMENT* (3 credits)
Overview of the practical skills needed to work with horses day to day. Topics include different aspects of the horse industry, development of the common breeds of pleasure horses, health, care and feeding, breeding, and the business side of horse management.

AG 201 *ANIMAL NUTRITION* (2 credits)
Examination of feed value, costs, and crop use. Animal's nutritional requirements and computation of rations for specific species are discussed.

AG 202 *FEED UTILIZATION* (2 credits)
Advanced study of feed stuffs and their values for animals, feed processing practices and ration formulations.

AG 207 *LIVESTOCK DISEASES* (2 credits)
Detailed study of livestock diseases, terms, symptoms, and care of sick animals.

AG 208 *REPRODUCTIVE PHYSIOLOGY* (2 credits)
Study of young mammal development. Microscopic cell study, fetal development, genetics, artificial insemination, pregnancy testing and performance testing are discussed.

AG 209 *SIRE SELECTION* (1 credit)
Familiarizes students with available sources of sire information. Type, pedigree, performance, production (EPD & ratio), carcass, linear (dairy), and dollar data will be analyzed. Students should be able to evaluate the worth of a sire by the end of the course.

AG 211 *SOIL SCIENCE* (3 credits)
Study of soil formation, factors affecting productivity, capability classes and conservation.

AG 212 *AGRICULTURAL CHEMICALS* (2 credits)
Advanced study of agricultural chemicals, pesticides, and chemical applications. Equipment for liquid and dry chemicals, as well as non-chemical alternatives are studied. A record which includes chemical safety, individual worksheets, and advertising sales literature is maintained. The State Certification Test for Pesticide Applicators is administered. A 70% or higher score is required to spray for certification as a custom applicator in South Dakota.

AG 217 *FERTILIZERS* (3 credits)
Study of fertilizer types and elements, soil testing, and applications. The blending and manufacturing of dry, liquid and suspension fertilizers is studied.

AG 228 *ADVANCED LIVESTOCK EVALUATION* (2 credits)
A continuation of AG 108. Animal evaluations will be performed on site.

AG 231 *BUSINESS ACCOUNTING* (2 credits)
Study of the accounting forms and procedures used in agriculture business. Practice sets and accounting problems are completed for experience necessary for employment in a retail farm store.

AG 241 *AGRICULTURAL LAW* (3 credits)
Agriculture law. Included are contracts, trespass, land use laws, bankruptcy, partnerships, corporations, environmental laws, and estate planning.

AG 243 *SALES AND ADVERTISING* (3 credits)
Development of skills needed by an agricultural salesperson. An investigation of the agricultural sales process and advertising methods.

AG 245 *CREDIT AND FINANCE* (3 credits)
Study of the types and use of credit instruments. Farm budgeting is explored. Finance representatives explain farm credit. Presentations will be made by representatives of outside resources such as banks, PCA, Federal Land Bank, FHA and others.

AG 246 *ADVANCED AG COMPUTERS* (2 credits)
Continuation of the introduction to computers using agriculture programs, Software is used to develop spreadsheet programs, records management, and farm accounting programs.

AG 247 *TAXES AND INSURANCE* (3 credits)
Exploration of life, health, homeowner's, auto, crop and livestock insurance. Taxes are discussed with an emphasis on income tax forms and procedures. Computer software is used in the tax preparation process.

AG 248 *MARKETING* (3 credits)
Marketing of agricultural products. Profit projection and cost of production is studied. Cash livestock, grain markets, and the futures market in both livestock and grain commodities are studied. Futures and options are explored.

AG 252 *ADVANCED FARM BUILDING* (2 credits)
Continuation of the AG 152 *Building Principles* course. Experience in truss rafter, concrete block, and concrete placement is provided.

AG 253 *MACHINERY MANAGEMENT* (3 credits)
Comparison of agricultural machines. The size of equipment is calculated and a comparison of the economics of buying, owning, or leasing is made.

AG 254 *AGRICULTURAL CHEMICAL EQUIPMENT* (1 credit)
Study of the utilization and safety of specialized agricultural equipment. Operating and calibrating specialized equipment: fork-lifts, skid loaders, articulating loaders, spray coupes and floaters. Demonstrations, on-site observations, and troubleshooting are utilized.

AG 256 *INTRODUCTION TO AGRICULTURAL BUSINESS CAREERS* (1 credit)
Examination of agricultural job opportunities, as well as cooperative management and entrepreneurship. Discussions include professional image, troubleshooting customer complaints, business etiquette, and human relations.

AG 257 *ADVANCED ELECTRICAL WIRING AND MOTORS* (2 credits)
Study of the installation of lamps and fixtures, outlets, switches, low-voltage controls, and automatic controls. Troubleshooting of electric motors and farm wiring are included.

AG 258 *ADVANCED FARM POWER* (2 credits)

Continuation of AG 158 *Farm Power/Small Engines*. Preventative maintenance of hydraulics and diesel engines is learned. Major overhaul of farm tractors is included.

AG 260 *ELEMENTARY SURVEYING* (1 credit)
Preparation for the operation of levels and transits. Agricultural applications include laying out waterways, terraces, and foundations. Field notes and differential leveling will be performed as lab exercises.

AG 261 *FARM ANIMAL PARASITOLOGY* (1 credit)
Study in the identification and treatment of parasites, and symptoms of infestations.

AG 263 *DESIGNING LIVESTOCK SYSTEMS* (1 credit)
Familiarization with the housing requirements of livestock. The identification and selection of materials, as well as livestock housing system design is completed.

AG 264 *PESTICIDE CERTIFICATION* (1 credit)
Identification of pests, economic thresholds, monitoring techniques, and pest control. Emphasis on crop insects, weeds, chemicals, crop diseases, and fertility.

AG 271 *UNDERSTANDING SOUTH DAKOTA GRASSES* (3 credits)
A two-semester study of the primary grasses of South Dakota. Students will develop skills in identification, natural habitat, and annual feed values of each grass. Lab work may include one day spent at South Dakota Rangeland Days, one day in western South Dakota, and three days in the Black Hills.

AG 275 *ANIMAL SCIENCE LAB* (1 credit)
A five-day field trip to the Denver Livestock Show and Rodeo and a tour of the Monfort Feedlots, the Yocom McColl Wool Testing Lab, Excel Packing Plant, and Farr Feedlot.

AG 285 *SUPERVISED INTERNSHIP II* (6 credits)
Paid on-the-job training (OJT). Work 12 weeks in an agricultural business related to livestock production, feed and animal health sales, livestock buyers, agricultural chemical and fertilizer sales and applications. (12-week, 480 hours minimum). Prerequisite: AG 256 and departmental approval.

AG 287 *COMMUNITY SERVICE* (1 credit)
Community volunteer work outside the classroom. Students will be required to complete a documented hours of community service.

AG 288 *LEADERSHIP LAB II* (1 credit)
Preparation and participation in Postsecondary Agriculture Student Organization (PAS) at state and national competition. Included are career planning, career progress, extemporaneous speaking, prepared public speaking, sales, agricultural mechanics, and employment interviewing.

BC 121 *PRINCIPLES OF BUILDING CONSTRUCTION I* (4 credits)
Basic safety, operation and maintenance of hand tools, power tools and miscellaneous equipment. Construction of a residence is taught in shop. Included are layout and frame, finish (exterior), insulation (interior and exterior), and hanging, taping, and texturing.

BC 122 *PRINCIPLES OF BUILDING CONSTRUCTION II* (2 credits)
Interior finishing work of a residential house. Emphasis are on materials and processes involved in finishing the interior.

BC 130 *CABINETRY* (2 credits)
Basic principles of cabinet construction. Lab projects will include construction of cabinets for the MTI shop house.

BC 151 *BUILDING CONSTRUCTION LAB I* (4 credits)
Basic principles of framing a residential house. Use, purchase and maintenance of hand tools and power tools are emphasized. First aid, fire equipment and scaffold safety is stressed Interior/exterior insulation and interior dry wall taping are taught.

BC 152 *BUILDING CONSTRUCTION LAB II* (3 credits)
Study of the materials and processes involved interior finishing.

BC 222 *CONSTRUCTION EQUIPMENT* (2 credits)
Practical experience in construction equipment operations. Topics include forklift, crane and skid loader operations and OSHA 10 training.

BC 251 *BUILDING CONSTRUCTION LAB III* (5 credits)
Details of foundation construction, framing and exterior finish.

BC 252 *BUILDING CONSTRUCTION LAB IV* (5 credits)
Provides training and experience in the completion of a residential structure with emphasis on interior finish and millwork.

BC 262 *CERTIFIED GREEN PROFESSIONAL* (2 credits)
Coursework leading to the designation of Certified Green Professional provides a solid background in green building methods, as well as the tools to inform consumers of the benefits of green construction.

BC 272 *CONSTRUCTION BUSINESS MANAGEMENT* (4 credits)
Introduction to the responsibilities of small business entrepreneurship.

BC 282 *WELDING* (2 credits)
Practice in arc welding. Cutting and brazing are covered, including steel welding. Practical experience with welding projects unique to commercial construction. Welding safety practices are stressed.

BC 292 *COMMERCIAL CONSTRUCTION INTERNSHIP* (6 credits)
On-the-job work experience on a commercial construction site utilizing specialty skills in steel, masonry, concrete, and other uniquely commercial techniques.

BUS 100 *PERSONAL FINANCE* (1, 2 or 3 credits)
This course is designed to introduce students to the principles of individual and family financial management. Strategies for the development and attainment of short-term and long-term financial goals will be examined. The class will examine personal financial management based on a life cycle approach, while addressing the need for flexibility due to changing personal, social and economic conditions.

BUS 101 *INTRODUCTION TO BUSINESS* (3 credits)
A comprehensive, substantial coverage of the major activities of business process. An understanding of capitalism and a free enterprise system is provided. A broad view of American business including legal, social and economic environment is presented.

BUS 110 *ACCOUNTING FOR BUSINESS I* (4 credits)
Fundamental accounting concepts and practices. Topics covered include business transactions and accounting records, the accounting cycle, financial statements, internal controls, current assets and liabilities, fixed assets, depreciation and payroll.

BUS 111 *ACCOUNTING FOR BUSINESS II* (4 credits)
Accounting principles and procedures regarding notes, inventory, long-term assets, internal control and the concept of partnerships. Textbook problems and a practice set are used to enhance learning. Prerequisite: BUS 110

BUS 120 *PRINCIPLES OF MARKETING* (3 credits)
Introduction to marketing concepts and terminology. Establishes the origins, roles, purposes and scope of marketing as a business process and activity. Introduction to the marketing environment, as well as the different aspects of the marketing mix: products, price, promotion and distribution, is presented.

BUS 131 *BUSINESS MATH* (3 credits)
Covers basic mathematical calculations commonly used in business settings. Courses cover computing fractions and decimals, the order of operations for combined computations, and solving equations and word problems. Also provides instruction on the use of a calculator for business applications.

BUS 140 *BUSINESS LAW* (3 credits)
Review of business law terms and concepts applied to business. A background in legal rights, social forces, administrative agencies, government regulations and consumer protection is presented. Contracts, personal property, and bailments are discussed. Law terms and definitions are learned.

BUS 210 *SALES & ADVERTISING* (3 credits)
Sales emphasize the importance of establishing good relationships and closing the sale in a business deal. Advertising helps students understand that everyone is influenced by advertising in some form or another. They will learn how advertising is actually practiced in businesses today.

BUS 212 *PRINCIPLES OF MANAGEMENT* (3 credits)
Managers and professionals need both interpersonal and analytical skills to meet their day-to-day responsibilities. This course will provide information about such topics as decision making, job design, organization structure, effective inventory management, and information technology.

BUS 214 *PRINCIPLES OF INSURANCE* (3 credits)
A basic study of insurances available in the market today. The major areas covered include the types of term and permanent policies, annuities, how much insurance is needed, policy provisions, riders and health insurance plans.

BUS 217 *DATABASE OPERATIONS* (3 credits)
Creation and design of data bases and data base view sheets. The query process and the maintenance of data bases are taught. The integration of data bases into spreadsheet applications is utilized.

BUS 218 *INTRODUCTION TO HR MANAGEMENT* (3 credits)
Students will learn how an organization's efficiency is impacted by the effectiveness of its human resource department. Human resource planning recruitment, selection, development, compensation and benefits will be explored throughout the course.

BUS 220 *SUPERVISORY MANAGEMENT* (3 credits)
Many organizational trends today, downsizing, cost cutting, employee empowerment, flexible hours and diversity issues are all impacting the way supervisors deal with employees in the workplace. Students will understand all of these concepts and working through people to maximize productivity while maintaining a positive work environment.

BUS 235 *INVESTMENTS* (3 credits)
Economic and financial aspects of investments, supply and demand for capital, classification of investments, investment banking, the investment market, and analysis of securities.

BUS 290 *INTERNSHIP* (3 credits)
Supervised internship performed off-campus in a business-related setting.

CA 103 *CONTROLLING FOOD COST* (3 credits)
Students will experience working with inventory control, recipe adjusting, pricing, and scheduling within a computerized foodservice management program. Financial reporting reflecting food costs, labor costs, sales income, and profit and loss statements is reviewed. Other topics discussed include food storage techniques, inventory pricing, waste reports, and controlling food cost in sales. Labor productivity including sales per person-hour is introduced.

CA 107 *CUSTOMER SERVICE* (2 credits)
Students will learn the cycle of service as it relates to the importance of the customer. This course discusses the difference between hospitality and service and outlines the four facets of high-quality customer service. Other topics covered are: service-profit chain, suggestive selling, ensuring profit, and ensuring consistent service value.

CA 162 *FOODSERVICE SANITATION* (2 credits)
Causes and prevention of food-poisoning. Sanitation from the workers', customers', and the supervisors' points of view are discussed. Hazardous Analysis Critical Control Point (HACCP) system is utilized. Satisfactory completion of this course is required for certification by the Educational Foundation of the National Restaurant Association.

CA 163 *FOODSERVICE MATH I*(3 credits)
Applied mathematical operations used to increase or decrease standard recipe yields, calculate food costs, convert recipes to units of measure, and calculate portion costs and menu prices.

CA 170 *FOOD THEORY I* (3 credits)
Foundation in storage, preparation, and service techniques. Emphasis is on cooking foods properly. Satisfactory completion of this course and CA 180 are required for certification by the Educational Foundation of the National Restaurant Association.

CA 171 *FOOD PRODUCTION I* (4 credits)
Preparation of foods for cafeteria service, as well as fast food preparation and service. Includes the selection and preparation of dishes from an assigned task list.

CA 172 *RESTAURANT FOODS I* (2 credits)
Preparation of foods in an *a la carte*/cook-to-order setting. Table service is discussed. Customer relations are emphasized. Full-service foodservice skills and management are presented.

CA 174 *FIRST AID/CPR* (0.5 credit)
Practice and certification in first aid and CPR.

CA 180 *FOOD THEORY II* (2.5 credits)
Continuation of CA 170 *Food Theory I*.

CA 181 *FOOD PRODUCTION II* (3 credits)
Continuation of CA 171 *Food Production I*.

CA 182 *RESTAURANT FOODS II* (2 credits)
Continuation of CA 172 *Restaurant Foods I*.

CA 185 *FOODSERVICE SUPERVISION* (3 credits)
Training for first-line supervisors in the food service industry. Supervision of personnel includes hiring, training, evaluating, coaching, disciplining and terminating employees. Training provides information as a first-line employer. The supervisor's role and responsibilities are emphasized. Satisfactory completion of this course is required for certification by the Educational Foundation of the National Restaurant Association.

CA 187 *COMMUNITY SERVICE* (1 credit)
Community volunteer work outside the classroom. Students will be required to complete 20 documented hours of community service. Examples could include food-related fundraisers, food bank, serving meals at a shelter, etc.

CA 190 *INTERNSHIP* (6 credits)
Experience in a commercial foodservice operation. Work in all areas of a commercial kitchen provides knowledge and skills of each position. The experience reveals the teamwork and responsibilities in a successful operation. Participation in banquet service is expected.

CA 200 *NUTRITION* (3 credits)
Nutrition is the science of the nutrients in food and how they maintain the body. Students will learn the function of food ingredients and the aesthetic (flavor, texture, and aroma) profiles of food to create dishes that are both creative and delicious. How people taste food and increased awareness of nutritional standards and guidelines are the basis for study of proteins, fats and other lipids, carbohydrates, and vitamins, minerals and water.

CA 201 *ADVANCED FOODS* (4 credits)
Continuation of CA 181 *Food Production II*.

CA 202 *RESTAURANT FOODS III* (2 credits)
Continuation of CA 182 *Restaurant Foods II*.

CA 204 *SPECIALTY FOODS* (4 credits)
Continuation of CA 201 *Advanced Foods*.

CA 205 *RESTAURANT FOODS IV* (2 credits)
Continuation of CA 202 *Restaurant Foods III*.

CA 206 *INTERNSHIP* (6 credits)
Experience in a commercial food service operation. Work in all areas of a commercial kitchen provides knowledge and skills of each position. The experience reveals the teamwork and responsibilities in a successful operation. Participation in banquet service is expected.

CA 208 *HOSPITALITY & MANAGEMENT* (3 credits)
This course is designed to prepare students for the many rewards and challenges of restaurant management including the "people side" of management. Communicating effectively, establishing a harassment-free workplace and building successful teams are three major areas of concentration. Leadership, time management, problem solving, scheduling, meeting preparedness, fair hiring practices and managing terminations are all discussed in this course.

CIS 105 *MICROCOMPUTER SOFTWARE APPLICATIONS I* (3 credits)
Computer concepts, terminology, and hardware structure. Special emphasis on operating systems, the Internet, word processing, data bases, and spreadsheet is stressed.

CSS 120 *OUTLOOK ESSENTIALS* (2 credits)
This course will look at the main features of Microsoft Outlook: e-mail, calendaring, tasks and contacts. Topic covered will include sending and receiving e-mail, organizing e-mail, assigning appointments to a calendar including recurring and multiple person scheduling, and creating and organizing contacts and distribution lists. Students will maximize their skills by learning to use the tools and features that Outlook has to offer. This course will help prepare the student for the Microsoft Outlook certification exam.

CSS 122 *CUSTOMER SERVICE* (3 credits)
The computer industry offers many rewarding careers, which can require a unique combination of hands-on skills, creative problem solving, and an understanding of business needs. This course is a study of issues in the workplace relating to effective customer service. Students are introduced to the issues of problem solving, strategy, empowerment, communications, motivation, and leadership necessary for the delivery of exceptional customer service and customer retention.

CSS 143 *DOCUMENT PRODUCTION* (3 credits)
Applied experience using word processing software such as Microsoft Word to create and format documents and tables; create mail merges, macros, templates, and fill-in forms; set and manipulate tabs; insert charts, graphics, and hyperlinks; and import and export data. This course will help prepare the student for the Microsoft Word certification exam.

CSS 163 *SPREADSHEET CONCEPTS AND APPLICATIONS* (3 credits)

Spreadsheet Concepts and Applications provides detailed instruction on the use of Microsoft Excel. Concepts covered include: working with formulas and functions, formatting, creating charts, graphs and pivottables/pivotcharts, sorting and filtering databases, data consolidation between multiple worksheets and workbooks, scenario management, and importing and exporting of data. This course will help prepare the student for the Microsoft Excel certification exam.

CSS 170 *DESKTOP PUBLISHING/GRAPHICS I* (3 credits)
Training in desktop publishing software such as Microsoft Publisher, Adobe InDesign and Adobe PhotoShop. Using the desktop publishing software students will create brochures, newsletters, posters, cards/invites, menus, and manipulate photographs.
Prerequisite: CSS 143.

CSS 171 *MULTIMEDIA CONCEPTS* (3 credits)
This course provides detailed instruction on the use of a variety of software to create multimedia projects. The primary software packages to be utilized in this class include PowerPoint, Flash, Pinnacle Studio, Windows Movie Maker, PhotoShop, PhotoStory, Audacity, Camtasia Studio, and Windows Media Encoder. Prerequisite: CSS 143.

CSS 181 *DATABASE CONCEPTS AND APPLICATIONS* (3 credits)
A comprehensive presentation of Microsoft Access will be studied. Topics include creating and using a database, querying a database using the Select Query Window, maintaining a database using the Design and Update features of Access, sharing data among applications, creating reports and forms, utilizing combo boxes, enhancing forms with OLE fields, hyperlinks, and subforms, designing switchboards, PivotTables, and PivotCharts, utilizing Data Access pages, implementing advanced report and form techniques, using Visual Basic for Applications (VBA), creating multi-page forms, administering a database system, and using SQL. This course will help prepare the student for the Microsoft Access certification exam.

CSS 203 *WEB DESIGN* (3 credits)
Web Design provides detailed instruction on the development, maintenance, and publication of a Web site using HTML, Microsoft Expression Web, and Adobe DreamWeaver. Other software utilized in this course includes PhotoShop and Flash. Students will also learn to create and update blogs.

CSS 206 *IT ESSENTIALS* (3 credits)
Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. Through hands-on activities and labs, students learn to assemble and configure a computer, install operating systems and software, use graphical and command-line operating system basics, troubleshoot hardware and software problems, install and troubleshoot peripheral devices, and implement computer system maintenance planning techniques. An introduction to networking will be addressed. This course helps students prepare for the CompTIA A+ certification.

CSS 210 *INTRODUCTION TO NETWORKING* (3 credits)
Through extensive hands-on, this introductory course provides a solid foundation of how PC's and networks function. Students will identify the aspects of networking computer systems and peripherals. They will install, configure, and troubleshoot hardware and software components to facilitate network operation.

CST 105 *SQL DATABASE MANAGEMENT* (3 credits)
This course provides students with hands on knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft SQL Server and MySQL. The use of scripts will be incorporated throughout. Prerequisites: Basic keyboarding and computer skills are expected.

CST 110 *NETWORK MEDIA* (3 credits)
This course provides the knowledge and skills for basic data network cabling and installation. Students will develop skills in reading network designs, pulling and mounting cable, cable management, wiring cabinets and panel installation and termination as well as installing jacks and cable testing. About half way through the semester, students will move on to planning, designing, installing and configuring wireless LANs that prepares students to enter the emerging field of WLANs (Wireless Local Area Networks). The class offers in-depth coverage of wireless networks with extensive step-by-step coverage of IEEE 802.11b/a/g as well as the new 802.11n implementation, design, security, and troubleshooting. Material is reinforced with hands-on projects designed from two of the principal wireless LAN vendors, Cisco and Linksys. Students will use Microsoft Visio to create a sample wireless network for a business. This project includes a site-survey, design, deployment strategies, security, and management of the wireless local-area network.

CST 112 *MS SERVER ADMINISTRATION* (4 credits)
Through extensive hands on, students will work in a team with individual server hardware to learn the skills to plan for, install, configure and administer Windows servers. They will become familiar with the concepts and basic administration of a Windows network. Students will configure TCP/IP, name resolution as well as other vital services such as DNS, WINS, and DHCP. Students will also gain experience in utilizing Group policies and user profiles, configuring access control and resource sharing, monitor performance, and administer Active Directory. Scripting using PowerShell is also introduced. Prerequsites: CST 130, or CSS 206

CST 125 *A+ CERTIFICATION PREP* (1 credit)
The goal of this *A+ Certification* course is that students will, by mastering the labs and study material, be able to become a CompTIA A+ certified technician. CompTIA A+ is a widely accepted IT industry standard certification.

CST 130 *A+ HARDWARE & OPERATING SYSTEMS* (5 credits)
Students learn the functionality of operating systems and hardware components as well as suggested best practices in support roles. Through hands-on activities and labs, students learn how to configure a computer, install operating systems and troubleshoot hardware problems. This course prepares students for CompTIA's A+ Essentials exam (CompTIA A+ exam 220-601) and Comp TIA's IT Technician exam (CompTIA 220-602) which are widely accepted IT industry standard certifications. Prerequisites: Basic keyboarding and computer skills are expected.

CST 139 *CISCO DISCOVERY I* (3 credits)
Teaches networking based on application, covering networking concepts within the context of the network environments students may encounter in their daily lives from small office networking to more complex enterprise and theoretical networking models later in the curriculum. Uses a SOHO network to introduce some basic networking concepts such as cabling, addressing, wireless, and security, and teaches students how to plan, deploy, and troubleshoot a small network.

CST 140 *CISCO CCNA I* (5 credits)
Exploration / Network Fundamentals. Semester one of four taught to reach students skill needed to excel in the high demand field of Internetworking. Course follows closely to the industry recognized objectives to take and succeed on the Cisco Certified network Associate exam. This course uses network protocol models to explain the layers of communications in data networks. Design, calculate, and apply subnet masks and addresses. Build a simple Ethernet network using routers and switches. Employ basic cabling and network designs to connect devices. Use Cisco CLI commands to perform basic router and switch configuration and verification. Analyze the operations and feature of the transport and network layer protocols and services. Students also learn to manage IOS configuration files locally and on the network for Cisco routers. Software tools used in hands-on learning throughout all four semesters included a network simulator called Packet Tracer to build and simulate networks. Wireshark is also employed to show students actual packet headers to analyze material covered in lecture components. Our state-of-the are lab has all the equipment necessary for students to work on labs while at school or anywhere access to the Internet is available.

CST 141 *CISCO CCNA II* (5 credits)

Exploration / Routing Protocols and Concepts. Semester two of four provides students the skills needed in the internetworking career field. In semester one students are taught the basic concepts of IP (Internet protocol), a routable protocol as it relates to networking. In semester two we continue to enhance those skills using Routing Protocols. Students configure and verify router interfaces as well as analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Students will be able to demonstrate comprehensive RIPv1 configuration skills. Design and implement a classless IP addressing scheme for a network. Use advanced configuration commands with routers implementing EIGRP. Apply the basic RIPv2 configuration commands and evaluate RIPv2 routing updates as well as OSPF in a classless single area routing domain.

CST 159 *LINUX SYSTEMS* (3 credits)
Through considerable hands-on, students will explore the free world of Linux. They will learn elementary operating system tasks such as logging on and creating files, to advanced techniques such as installing, configuring and using system commands. The concept of virtualization is introduced and utilized throughout this course. Prerequisites: Basic keyboarding and computer skills are expected.

CST 207 *DATACENTER LOGISTICS* (2 credits)
Students will learn, research, and document some of the most advanced topics within the NOC (Network Operations Center). Topics of discussion include Blade Servers and SAN (Storage Area Network) Technology. Using network connections between those technologies which include FiberChannel, I-SCSI, and EtherChannel. Other topics include Datacenter outsourcing, Backups, Disaster Recovery and GreenIT. Advanced Virtualization will also be covered in depth and made use of heavily in the hands-on portion of this class. VMware ESXi® is used on the CST Netlab which students will have an opportunity to maintain hands-on either via remote desktop or in the MTI NOC itself.

CST 208 *INCIDENT RESPONSE* (3 credits)
Threats of computer crime have grown substantially. In this course, students apply the latest computer forensic techniques to uncover illicit activity and recover lost data. Every crime leaves behind clues. Through hands-on activities students will learn to implement a computer forensics incident-response strategy, lead a successful investigation from the initial response to completion, conduct disk-based analysis and recover deleted files, identify information-hiding techniques, and reconstruct user activity from e-mail, temporary Internet files and cached data.

CST 222 *INFORMATION SECURITY I* (3 credits)
Comprehensive overview of network security is given following the objectives of the CompTIA Security+® exam. An ethical hacking agreement signed by the students prior to entering this class is required. Such topics as system Threats, Risks, and how to protect those systems from them are covered. Network vulnerabilities, attacks, and defenses are covered in-depth. Access control to networks both physically and logically are covered as well as authentication methods in use today which includes biometrics, passwords, and authentication servers. Cryptography is discussed and the algorithms used such as MD5 and SHA. Students will also learn the concepts behind vulnerability assessments and security audits to harden business networks from the threats posed to them today. Business continuity topics such as redundancy planning, disaster recovery, incident response, security policies, and training are covered to give students the situations facing businesses today. Students will learn about the firewall technologies at the network edge all the way down to the users sitting behind the terminals and how they all are tools used to combat the threats and risks posed to networks all over the globe.

CST 242 *CISCO DISCOVERY II* (3 credits)
The course covers protocols and theory in depth and uses language that allows for integration with engineering concepts. Students learn the basics of routing, switching, and advanced technologies to prepare for Cisco CCNA certifications. As the complexity and size of the network grows, associated concepts such as advanced routing protocols, enterprise switching, and network performance are introduced.

CST 243 *CISCO CCNA III* (5 credits)
Exploration / LAN Switching and Wireless. Semester three of four where students continue the in-depth analyzes of networking. In class we continue troubleshooting common network problems at Layers 1, 2, 3, and 7 using a layered model approach. Emphasis is placed on Layer 2 switching as it relates to Layer 3 routing. Also we interpret network diagrams. Perform and verify initial switch configuration tasks including remote access management. Configure, verify, and troubleshoot VLANs, interVLAN routing, VTP, trunking on Cisco switches, Spanning Tree Protocol, and rapid-STP operation. The concept of VoIP (Voice over Internet Protocol) is introduced and discussed in the access, distribution, and core networking layers as it relates to switching and interVLAN routing. Students also learn to manage IOS configuration files locally and on the network for Cisco switches just as we did with router IOS configs.

CST 244 *CISCO CCNA IV* (5 credits)
Consolidates many of the concepts in semesters one, two, and three as well as introduces elements of network design, equipment selection and configuration, and LAN and WAN addressing. An integrated case study presents critical thinking scenarios to help students develop skills such as analyzing business objectives, determining technical requirements and constraints, planning timelines and resources, and preparing and delivering customer presentations. An introduction is also given on Border Gateway Protocol (BGP), Multprotocol Label Switching (MPLS), as well as IPv6 as it relates to changes from IPv4 at layers 2, 3, 4, IPSec, and transition strategies in being used today to handle the changes on the Internet from IPv4 to IPv6. At the conclusion to this final semester of internetworking, with time permitting, students will be given an exam preparation presentation with self-study time in class to prepare for the industry recognized certification, the CCNA.

CST 245 *CISCO DISCOVERY III* (3 credits)
Consolidates many of the concepts and introduces elements of network design, equipment
selection and configuration, and LAN and WAN addressing. An integrated case study presents critical thinking scenarios to help students develop skills such as analyzing business objectives, determining technical requirements and constraints, planning timelines and resources, and preparing and delivering customer presentations.

CST 256 *INFORMATION SECURITY II* (3 credits)
Students will use the lessons learned in semester one to build, analyze, and maintain such projects as an IDS using SNORT®, firewalls guarding network perimeters, and system baseline analyzers such as NESSUS. All phases of attack scenarios are covered including reconnaissance, scanning, gaining access using applications, OS attacks, and network attacks. Denial of Service attacks and maintaining access using Trojans, Backdoors, and Rootkits are covered. The students will then learn how black hat hackers use various tools to cover their tracks as well as research new threats emerging every day. Students will be given tools and knowledge shared across organizations today including the Computer Security Institute (CSI), EC-Counsel, and government agencies such as InfraGuard (FBI), CERT, and the National Science Foundation CSSIA to assist organizations nationally in the preparations against cyber attacks against the free world.

CST 259 *LINUX SERVER ADMINISTRATION* (3 credits)
Web servers, Mail, and other business applications are introduced through the world of Linux. In this course, students are introduced to Linux servers with a focus on system administration skills. Topics include installation, file and directory management, command execution, input/output redirection and pipes, shell scripts, network services, security, troubleshooting and the X Window system.

CST 264 *MS ACTIVE DIRECTORY/EXCHANGE* (4 credits)

Students will gain experience in understanding, designing, and working with Active Directory for Microsoft networks. Through hands on exercises students learn how to plan for deployment, develop security strategies, work with group policies and user profiles, configure access control and resource sharing, monitor performance, and administer Active Directory. Scripting using PowerShell will be also be utilized. Prerequisites: MS Server Administration

CST 265 *NETWORK MANAGEMENT* (2 credits)
Exclusive hands-on exploration of Microsoft provided management tools such as System Center. Students will apply skills from previous networking and server courses to manage and monitor a local area network as well as the virtual components.

CST 267 *IP CONVERGENCE* (2 credits)
Comprehensive, in depth study of convergence issues taking place in Information Technology today. QoS and VLANs play an integral role for local area network administrators as businesses continue to converge voice, video, and data networks to cut costs and increase productivity.

CST 268 *MS EXCHANGE SERVER* (4 credits)
This course provides students with hands-on experience installing, configuring, and managing Microsoft Exchange messaging. Students will learn how Exchange Server 2007 and Active Directory work together. They will configure mailbox server roles, manage recipient objects, e-mail and address lists, client access, and messaging transport. Students will also learn to manage availability, perform backup and recovery, and maintain the message system with the utilization of PowerShell. Unified Messaging is also introduced.

EC 100 *INTRO TO TELEPHONY*(3 credits)
Study the history of telecommunication from 1844 to today. Explain regulatory milestones. Understand the components of the telephone and telephone line. Study the basic telephone local loop and tests that are performed. Describe types of circuits to connect phone switches. Overview of data network infrastructure, new telephone terms – ILEC, CLEC, ISP, etc. Define modulation schemes and describe analog to digital conversion. Overview of data communications basics, OSI Model. Define Telecom Network Physical Infrastructure. Explain how voice networks operate, the evolution from analog to digital, an overview of the transition from circuit to packet switching. Introduction and identification of the components of the Outside Plant.

EC 105 *TRANSMISSION MEDIA* (3 credits)
Covers fundamental principles for cable installation and splicing. Topics include cable construction, (Fiber, Copper, Coax) basics of transmission media, color coding, cable closures and splicing of cable. The student will learn procedures in installing cable TV and telephone drop wire to customers' homes; including proper grounding techniques, safety, connector installation. Students are apply knowledge to structured cabling procedures. Trouble shooting and maintenance of cable systems and customer drops are discussed. Define copper cable transmission medium. Define fiber optic transmission medium. Define wireless transmission medium.

EC 110 *INTRO TO TELEPHONY/VoIP* (3 credits)
This course integrates basic knowledge and history of telephony up to today's advance VoIP technology. Special emphasis is given to SCADA applications as they relate to telephonic technology.

EC 112 *ELECTRONICS THEORY* (4 credits)
Introduction to the components of electronics, both passive and active. Subjects studied include power supplies, solid state components, frequency, resistance, capacitance, modulation, wave theory, testing devices, and electronic systems. Exploration of regulated power supplies, audio amplifiers, IF amplifiers, oscillators and antenna design. Extensive troubleshooting will also be studied. An AM/FM radio receiver is analyzed as an example of an electronic one way communication system.

EC 120 *TELEVISION HEAD-END TECHNOLOGY* (2 credits)
Integrating the complex world of integrated systems including cable, satellite, Internet delivery and other technologies are studied from the perspective of the television head-end where it all comes together.

EC 121 *DC/AC CIRCUIT* (3 credits)
Direct current (DC) theory and the fundamentals of series and parallel DC circuits. An introduction to the concept of electricity and its behavior with respect to conductors and resistance devices. The study of alternating current (AC) circuits begins with the generation of a sine wave and review of trigonometric functions and continues through resonance and filter circuits.

EC 140 *DIGITAL FUNDAMENTALS* (2 credits)
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

EC 142 *INDUSTRIAL POWER ELECTRONICS* (3 credits)
This course will introduce JFET's and MOSFET transistor operation and circuit configurations. Students will gain practical experience in working with power control devices (thyristors) and control circuits, including: rectifiers, inverters, and PWM.

EC 151 *ELECTRONICS LAB I* (5 credits)
Experience with soldering, hand tools, components, color code, Ohm's law, and reading circuit diagrams. Work with ohmmeters, ammeters, voltmeters, power supplies and other devices included. This lab examines AC/DC circuit characteristics, including capacitance and inductance. Construction of a digital multi-meter is taught.

EC 157 *ELECTRONICS LAB II* (5 credits)
Continuation of EC 151. Semiconductors and integrated circuit devices are discussed. Emphasis is placed on troubleshooting of audio and RF amplifier circuits, push pull amplifiers, discrete components, operational amplifiers, and basic digital circuits. An AM/FM radio is built. Other electronic projects are constructed in addition to creating a printed circuit board.

EC 161 *ELECTRONICS MATH* (2 credits)
General review of electronic mathematics. Logarithms and trigonometric functions, use of an electronic calculator, and the solution of electronic problems are introduced.

EC 162 *ELECTRONICS MATHEMATICS/DIGITAL* (2 credits)
General review of electronic mathematics. Algebra functions are used to solve formulas, trigonometry is used in AC circuit analysis, and logarithms are used to analyze decibel gain and loss. The use of an electronic calculator and the solution of electronic problems are introduced. Introduction to binary notation and numbering systems including octal and hexadecimal. Emphasis is also placed on logic gates, truth tables, flip flops, counters, and basic computer architecture.

EC 167 *IT ESSENTIALS* (3 credits)
Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. Students learn to

assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. This course helps students prepare for the CompTIA A+ certification.

EC 210 *INTRODUCTION TO VoIP* (3 credits)
Explain the fundaments necessary to understand VoIP, understand gateways and their capabilities, describe how phone calls are mode of VoIP networks. Understand components, standards and architectures. Identify and explain key components, jargon, buzzwords, plus the main standards and protocols. Compare and contrast the many flavors of VoIP, implementation and architecture choices. Understand packetized voice, how it happens. Learn about codecs and compression, know the factors affecting sound quality. Examine carrier's IP network technologies and the important topic of using MPLS to implement Differentiated Services for Quality of Service (QoS). Discover Session Initiated Protocol, what it is, how it works, how it fits in with soft-switches, call managers, and trace the establishment of a IP phone call step by step.

EC 211 *WIRELESS COMMUNICATIONS* (3 credits)
Studies the current state of advanced digital wireless technologies including cellular radio and technologies provided through the 802 Wireless Standards. Course includes an understanding of the principles of radio and multiple access technologies such as Time Division Multiple Access (TDMA) and Code Division Multiple Access (CDMA). Frequency reuse in cellular networks, cellular system architecture and operation, Third Generation (3G) and Fourth Generation (4G) cellular technologies, high-speed wireless data and Internet access, Broadband Wireless access, Fixed and Mobile Wireless Access (WiFi), WiMAX and WLANs. The students focus their studies on the Wireless Industry and how it pertains to telephony. Provides fundamental concepts from the basis of wireless communications. This course is designed to discuss and analyze the convergence of voice and data industries. Explain spectrum analysis – licensed and unlicensed use.

EC 234 *INTRODUCTION TO DATA TRANSMISSION* (3 credits)
This course provides an introduction to data communications. Topics include overview of transmission systems, standards, protocols, software applications, communication hardware. The study of Ethernet LAN and WAN switch and router connectivity. Covers the theory, configuration, and analysis of voice, video and data converged networks, types of protocols, network engineering and troubleshooting converged networks. Explain the Transmission Control Protocol/Internet Protocol (TCP/IP) that are used today in the converged networks. Identify protocols used to make VoIP work. Develop an understanding of today's transmission network. Describe the current telecommunication network transmission infrastructure, its current capabilities and how it has evolved.

EC 246 *CO TRANSPORT* (3 credits)
Define Access and Core Networks, OSP and PSTN. Identify CPE architecture. Examination of the central office (CO) equipment is the major area of study. CO peripheral equipment, multiplexing, and switching equipment. Learn to identify, describe and locate major components of the DMS-100 switching system. Explain call processing, trouble shooting procedures, fault locating and card replacement. Perform routine tasks on Nortel DMS 100, IP switches from Altigen, Avaya, Cisco and Mitel. Define digital switching, DS1, DS3, SONET OC 12. Define ATM protocol, Ethernet protocol, relationship between TCP and IP – carrier grade. Relate OSI layers to end-to-end voice communications. Define Signaling - Common Channel Signaling, Signal System 7, In-band and Out-of-band.

EC 249 *ADVANCED OSP* (3 credits)
Installation and repair of outside plant technologies, copper, fiber, coax, able to analyze problems in outside plant systems ad make effective repairs utilizing copper slices and fiber fusion splicers. Students understand Fiber to the home (FTTH) concepts and terminology, comprehend terminology and acronyms. The locating of underground cable and fault location, reading staking sheets and telecommunication maps and diagrams. Identify and comprehend required steps in testing OSP. Discuss residential services, call features, customer service skills. Prerequisite:

EC 251 *ELECTRONICS LABORATORY III* (4 credits)
Hands-on lab supports for the following classes: EC-210, EC-211, EC-221, and EC-234. This lab serves as a real world environment for the students and staff to apply the theories studied. Understand proper safety techniques, comprehend FCC and industry standards. Properly identify test equipment and tools. Properly install 66 and 110 blocks, design, install, test and troubleshoot structured cabling systems. Install, test and troubleshoot telecommunications systems. Properly install, operate and maintain traditional phone systems, Nortel DMS 100 and Altigen 3.5

EC 257 *ELECTRONICS LABORATORY IV* (4 credits)
Exercise proper safety techniques. Design, engineer, central office relocation. Properly identify the typical test equipment used by technicians in the telecom industry. Properly install, test, and troubleshoot a phone lines to the customer's premises; a structured cabling system; multi-line phones; VoIP system – Mitel, Altigen, Avaya, Cisco; TDM voice systems – Nortel, Altigen. Successfully conduct fiber and copper cable splicing, install fiber trays and prep pedestals.

EC 290 *INTERNSHIP* (6 credits)
Work in a position related to the telecommunications industry.

ECM 101 *ELECTRICAL FUNDAMENTALS* (4 credits)
AC/DC electricity and its characteristics. A study of the basic components used in various electrical systems.

ECM 103 *DESIGNING ELECTRICAL SYSTEMS* (3 credits)
Basic wiring systems used in commercial and industrial fields as well as related code construction regulations. Calculation of motor branch circuits, feeder circuits, feeder taps, feeder and branch circuit protection is introduced. Motor overload protection and wiring methods are discussed. Equipment design and the use of electrical equipment are explored.

ECM 121 *ELECTRICAL DRAWING* (4 credits)
Electrical blueprints. Current flow through circuits are studied using wiring diagrams and cable overlays. Work continues on wiring projects in ECM 151 and ECM 157.

ECM 122 *RESIDENTIAL BLUEPRINT AND CODE* (3 credits)
Home electrical systems using state and national wiring codes and regulations.

ECM 149 *BASIC CONDUIT BENDING* (2 credits)
Formulas used in conduit bending. Application of the formulas is used with electrical metallic tubing (EMT) hand benders. Then the different types of conduit bends are installed on practice surfaces.

ECM 151 *BASIC ELECTRICAL LAB* (5 credits)
AC/DC electricity behavior. Practical applications of AC/DC electricity are studied. Experiments to prove the theories of electricity are utilized. A practical wiring lab is developed. Basic wiring systems within the lab and in the MTI construction sites are completed.

ECM 157 *WIRING LAB* (4 credits)

Continuation of ECM 151. Basic wiring practices and methods used in residential settings are introduced. Also studied are different electrical heat and basic control systems for motors. Lab wiring and new residential wiring are completed. Systems studied in ECM 122 are utilized in lab. Safe electrical practices in the electrical industry are taught.

ECM 172 *FIRST AID/CPR* (0.5 credit)
Practice and certification in first aid and CPR.

ECM 202 *MOTOR THEORY AND MAINTENANCE* (2 credits)
A practical hands-on course using ammeters, voltmeters, wattmeters, and multimeters in testing and troubleshooting electric motors, components, and wiring systems. A study of single and three-phase AC motors, their construction features and operating characteristics. This lecture/lab class emphasizes electric motor terminology, identification of motor types, enclosures, mounts, motor selection, connections, maintenance, testing and troubleshooting.

ECM 211 *POWER DISTRIBUTION* (1.5 credits)
High voltage systems, transformers and their connections. The relationship between the primary and secondary sides of transformers are studied along with equipment selection and utilization.

ECM 221 *COMMERCIAL BLUEPRINT READING* (2.5 credits)
Continuation of ECM 122. Commercial and industrial installations are presented along with code-related regulations.

ECM 231 *ELECTRONIC CIRCUITS* (3 credits)
Electronic circuits and the operation of electronic components. Diodes, SCRs, triacs, JFETs, MOSFETs, UJTs, and industrial electronic devices are studied. Electronic controls are introduced.

ECM 241 *FIBER OPTICS* (1 credit)
Fiber optics used in many applications. Selection of fiber optic cable, installation, splicing, termination and testing are taught.

ECM 251 *COMMERCIAL AND INDUSTRIAL WIRING LAB* (4 credits)
Continuation of ECM 149. Practical wiring applications of commercial and industrial are presented. All types of conduit bending are taught including hydraulic bending. An advanced level of industrial conduit bending is demonstrated.

ECM 252 *INDUSTRIAL CONTROLS* (3 credits)
Mechanical and electromagnetic control systems for AC/DC systems. Pilot devices, starting equipment, and relays used in control systems are introduced.

ECM 253 *ADVANCED CONTROL SYSTEMS* (2.5 credits)
Continuation of ECM 252. Applications of control devices are reviewed. Photoelectric controls, logic modules, sequential motor starting, troubleshooting, acceleration, and deceleration methods are studied.

ECM 255 *CONTROL LAB I* (1.5 credits)
Experimental use of apparatus studied in ECM 252 and ECM 202. Projects range from basic circuitry to advanced circuits utilizing timing devices.

ECM 257 *ADVANCED CONTROL LAB II* (2 credits)
Continuation of ECM 255. Higher level experiments and practical applications of advanced industrial control circuitry are presented utilizing lab experiments and control equipment studied in ECM 253.

ECM 259 *PROGRAMMABLE LOGIC CONTROLS* (3 credits)
Programmable logic control systems for the control of electrical components and equipment. Projects using solid state devices in commercial and industrial applications are completed.

ECM 260 *DATA CABLING* (3 credits)
Identification of transmission mediums (UTP, STP, COAX, FIBER, etc.). Voice and data information systems are reviewed. ANSI/EIA/TIA standards; the proper terminate, splicing, and testing of Category 5 and fiber optic cable are studied.

ECM 261 *ADV. PROGRAMMABLE LOGIC CONTROLS* (3.5 credits)
Continuation of ECM 259. More capabilities and applications of solid state control systems are integrated with text and lab projects. Logic networks solving typical industrial control problems are developed and programmed into a variety of controllers.

ECN 201 *PRINCIPLES OF ECONOMICS (MACRO)* (3 credits)
Introduction to economic concepts and theories. Principles and tools used to evaluate economic, political, and social problems. Specific topics include: market economy; aggregate supply and demand; public and private sector finance; national income and output; inflation; unemployment; monetary policy; fiscal policy; and commercial banking.

ENGL 098 *GRAMMAR/USAGE REVIEW* (2 credits)
Review in the basics of written communications. Emphasis on grammar, sentence clarity and paragraph structure. Final grade assigned is (P) Pass or (NC) No Credit. Placement test scores determine assignment.

ENGL 101 *COMPOSITION I* (3 credits)
Intensive academic writing practice in communication. This course is designed to help the student produce clear, effective writing. Standard English grammar, usage, and punctuation, in connection with writing structure, are reviewed. Expository essays and a research paper are included as course assignments. Prerequisite: ENGL 098 or qualifying placement score.

ENGL 201 *TECHNICAL WRITING* (3 credits)
Introduction to professional and technical writing. This course includes a review of correct mechanics, grammar, and sentence construction. Students will be assisted with developing strategies for writing collaboratively. Skills emphasis will be placed a variety of documents including definition, instruction, summary, abstract, transmittal letter, job application portfolio, and a formal research report with an accompanying oral presentation. Prerequisite: ENGL 098 or qualifying placement score.

EN 101 *ENERGY ESSENTIALS* (3credits)
Provides an introduction to the many opportunities within the energy career field and provides a skill foundation for additional program specific training. The course will include elements from several MTI energy related programs including: Propane and Natural Gas; Power Line Construction and Maintenance; Heating and Cooling Technology; and Wind Turbine Technology.

EN 102 *ELECTRICAL ESSENTIALS* (3 credits)
Introductory course that provides the basic principles and theories of direct and alternating current including the study of the many basic components used in electrical systems. This course provides a foundation for further program specific electrical or electronics courses.

EN 103 *COMMUNICATION/INFORMATION ESSENTIALS* (3 credits)
Provides an introduction to the many opportunities within the communications and information technology career fields and provides a skill foundation for additional program specific training. The course will include elements from several MTI communications and information technology related programs including: Automation Controls/SCADA; Computer Systems Technology; Satellite Communications; and Telecommunications.

ENGL 202 *TECHNICAL COMMUNICATIONS* (3 credits)
Designed with the understanding that communication needs to include both oral and written practical applications. The course emphasizes preparation for effective response to business, industrial, and governmental communication needs.

FBM 111 *FUNDAMENTALS OF FARM BUSINESS MANAGEMENT* (5 credits)
Overview of the Farm Business Management program. Students will be introduced to goal setting, self and business assessment, and business projections to provide the fundamentals for personal and business management progress. Current issues affecting business management are an integral part of this course. Students will apply various financial instruments used in acquiring capital for use in business and will investigate ways in which both earnings and financial progress can be measured.

FBM 121 *FARM/RANCH DATA MANAGEMENT* (5 credits)
Basic farm business management concepts. Students will study the farm management planning cycle and develop and understanding of its relationship to family and farm business goal setting, cash and enterprise accounting principles, and tax planning.

FBM 131 *IMPLEMENTING THE SYSTEM MANAGEMENT DATA* (5 credits)
Builds on the fundamentals of farm business management. The student will complete a farm business financial and enterprise analysis. Sound financial record keeping is an integral component.

FBM 141 *PREPARATION FOR FARM BUSINESS DATA ANALYSIS* (5 credits)
A step-by-step procedure to close out a complete year of farm business records. This course will emphasize tax planning, completing inputs to livestock and crop enterprises, and emphasize cash and liabilities accuracy.

FBM 151 *INTERPRETING AND USING SYSTEM DATA* (5 credits)
A view of the farm business and its various components. This course introduces a number of vehicles such as balance sheets, farm personal and managerial inventories, enterprise reports, and historical data.

FBM 161 *MANAGING AND MODIFYING FARM SYSTEM DATA* (5 credits)
Refinement of the farm business data system. This course assists students in applying year end procedures for farm business analysis. Students improve accuracy in the following: farm enterprise analysis, tax planning and filing, and cash and liabilities checks.

FBM 171 *INTERPRETING TRENDS IN BUSINESS PLANNING* (5 credits)
Examines the whole farm, enterprise, balance sheet, and inventory trends. Current analysis data is compared to historical data in making future farm business planning decisions. Financial ratios are used to indicate the farm financial structure.

FBM 181 *INTERPRETING AND EVALUATION OF FINANCIAL DATA* (5 credits)
Expands on preparation and evaluation of the farm business analysis. The course provides continued guidance and perfection of business record closeout procedures, tax implications of management decisions, and continues to monitor farm business and family goals.

FBM 191 *INTEGRATING INFORMATION FOR FINANCIAL PLANNING* (5 credits)
Uses farm system information to develop a farm financial plan. Interpretation and analysis of the farm system data will enhance the reliability of the farm plan. The comprehensive farm plan will integrate historical trends, farm and personal goals, and financial and enterprise performance of the farm business.

FBM 201 *STRATEGIES IN FARM SYSTEM DATA MANAGEMENT* (5 credits)
Long-term strategies to maintain and enhance the farm business and personal future financial goals. The student will complete the year by preparing for an accurate, usable business analysis.

FBM 211 *REFINING FARM SYSTEM MANAGEMENT* (5 credits)
Development and implementation of a comprehensive farm business strategic plan. The student will use the components of the Farm Business Management program to develop and support a farm business strategic plan.

FBM 221 *EXAMINATION OF THE CONTEXT OF SYSTEM MANAGEMENT* (5 credits)
Assists in the preparation of improved farm system management procedures. Students in the course will evaluate several years of an improved farm system analysis.

HV 101 *ELECTRICAL FUNDAMENTALS* (3 credits)
Basics of electricity. Direct current (DC), alternating current (AC), electrical laws and symbols, circuit fundamentals, and the use of test equipment is taught. Electrical fundamentals related to heating, ventilation, air conditioning and refrigeration systems is emphasized. Projects are assigned using computer simulation programs and laboratory trainers.

HV 102 *SHEET METAL TECHNOLOGY AND BLUEPRINT READING* (2 credits)
Basic sheet metal and fittings. The use of sheet metal hand tools and equipment is taught. Procedures for duct layout and sheet metal terminology is reviewed. Reading blueprints for residential and commercial buildings is taught.

HV 111 *HEATING FUNDAMENTALS* (3 credits)
Basic theories of heating. Typical heating equipment and appliances are reviewed. Maintenance procedures of gas, fuel oil and electric furnaces are studied. Projects include using computer simulation programs and lab trainers.

HV 121 *AIR CONDITIONING AND REFRIGERATION FUNDAMENTALS* (4 credits)
Introduces the basic theories of air conditioning and refrigeration. The proper operation and function of components in a cooling system are identified. Projects use computer simulation programs and lab trainers.

HV 122 *SHEET METAL LAB* (2 credits)
Use, maintenance and operating adjustments of sheet metal shop equipment. Pattern layout, fabrication, use of hand tools, and assembly procedures are covered. Each forced air component covered in HV 102 is demonstrated.

HV 132 *HEATING AND REFRIGERATION THEORY* (4 credits)
Continuation of HV 121. More detailed information about heating and refrigeration cycles is taught. Also covered are controls, new refrigerants, refrigerant recovery and recycling. A refrigerant certification test is administered.

HV 142 *HV CONTROLS AND HEAT PUMPS* (3 credits)
Heat pump application and theory. Controls covered include low voltage, temperature, low/high and oil.

HV 151 *AIR CONDITIONING/HEATING/REFRIGERATION LAB I* (5 credits)
Introduction to lab trainers and equipment including heating and cooling equipment used in residential buildings. Projects use computer simulation programs.

HV 152 *AIR CONDITIONING/HEATING/REFRIGERATION LAB II* (4 credits)
Maintenance, troubleshooting and installation of gas, fuel oil and electric furnaces, air conditioning and refrigeration equipment. Projects use computer simulation programs and lab trainers.

HV 170 *SCADA FOR HVAC* (1.5 credits)
Electronic components as they relate to the heating/cooling industry, data cabling, and the basic operation of computers and related hardware.

HV 202 *COMMERCIAL REFRIGERATION* (4 credits)
Commercial refrigeration systems. Low, medium and high temperature refrigeration equipment and computerized rack systems are studied. The reading and drawing of commercial electrical schematics is introduced.

HV 211 *DOMESTIC HEATING AND COOLING* (3 credits)
Advanced heating theory and air conditioning systems. Gas, fuel oil and electric furnace systems are studied. Theories of residential air conditioning systems are introduced. Maintenance, installation and troubleshooting of each type of system are studied. The reading and drawing of residential electrical schematics is introduced.

HV 221 *PLANNING AND ESTIMATING* (3 credits)
Calculations of heat loss and heat gain on residential/commercial buildings and on refrigeration equipment. Computer software calculation programs are used to determine heat loss and gain.

HV 231 *HEAT PUMPS* (2 credits)
Application and design of heat pumps. The efficiency of heat pumps is compared to alternative systems. Maintenance, installation and troubleshooting procedures are taught.

HV 232 *COMMERCIAL AIR CONDITIONING* (3 credits)
Operation of large, commercial air conditioning systems. Included are controls, pressure devices and safety regulations.

HV 251 *AIR CONDITIONING/HEATING/REFRIGERATION LAB III* (3 credits)
Maintenance, installation and troubleshooting of air conditioning, heating and refrigeration systems.

HV 252 *AIR CONDITIONING/HEATING/REFRIGERATION LAB IV* (5 credits)
Continuation of HV 251. Maintenance, installation and troubleshooting of heat pump, air conditioning, heating and refrigeration systems.

HV 259 *DDC TEMPERATURE CONTROL* (4 credits)
Application and Design of basic DDC Control Systems. Direct Digital Controls and Building Automation Systems will be introduced. Installation, programming and check out of a basic controls system will be studied.

HV 290 *INTERNSHIP* (5 credits)
Work in a position related to the heating and cooling industry.

MA 100 *FIRST AID/CPR* (1 credit)
Basic first aid and cardiopulmonary resuscitation for the health care professional. Completion results in CPR certification. Note: CPR Certification by the American Heart Association required for graduation.

MA 101 *MEDICAL TERMINOLOGY* (3 credits)
Vocabulary and terms used in the medical professions. Meanings of root words, prefixes, and suffixes are studied. Proficiency is gained in analyzing medical words and in understanding of how the word elements relate and apply to medicine.

MA 103 *ANATOMY/PHYSIOLOGY* (4 credits)
Basic anatomy and physiology of the human body. Systems studied include integumentary, musculo-skeletal, nervous, circulatory, lymphatic, respiratory, urinary, digestive, endocrine and reproductive.

MA 111 *MEDICAL OFFICE PROCEDURES* (3 credits)
Material, situations and work in a medical front office. Examples, explanations and illustrations from the medical office are utilized. The perspective of the medical assistant is emphasized. Communication skills, recording patient histories, office accounting, secretarial, reception and other clerical skills are stressed.

MA 112 *LABORATORY PROCEDURES I* (4 credits)
Continuation of ML 101. An emphasis is placed on the laboratory procedures that Medical Assistants perform. These include work with hematology (hemoglobin, hematocrit, white and red cell counts, indices, platelet count, erythrocite sedimentation rate) and urinalysis/body fluids. Modern automated instrumentation is utilized. Prerequisite: ML 101 and ML 102.

MA 113 *LABORATORY PROCEDURES II* (4 credits)
An emphasis on laboratory procedures includes chemistry, basic immunology and serology, and microbiology. Automated instrumentation and POL point-of-care equipment are used. Prerequisite: ML 101 and ML 102.

MA 160 *PATHOPHYSIOLOGY* (3 credits)

Pathology of diseases. Special emphasis is placed on the etiology, signs, symptoms, diagnoses and treatment options for diseases and conditions of the human body. Prerequisite: MA 103.

MA 210 *PHARMACOLOGY AND ADMINISTRATION OF MEDICINES* (3 credits)
Identification of the classification and uses of medicines, vaccines, etc. Included are the correct procedures for administration of these materials. Prerequisites: MA 101, MA 103, MA 115, MA 160.

MA 162 *MEDICAL LAW AND ETHICS* (2 credits)
Ethical principles and legal regulations governing a medical practice.

MA 220 *EXAMINATION ROOM TECHNIQUES I* (4 credits)
Clinical office competencies and skills required of the medical assistant. Course work includes aseptic technology, assessment and procedures, preparation and administration of medications, vital signs assessment, recording and assisting with physical examinations, performance of disinfection and sterilization and charting techniques. Prerequisite: MA 101, MA 103, MA 115, MA 160.

MA 221 *EXAMINATION ROOM TECHNIQUES II* (3 credits)
A continuation of clinical procedures performed in a medical office. Course work includes assisting with specific physical exams, instrument recognition, ear and eye procedures, catheterization, dressing applications, preparation of surgical trays and patient education. Prerequisite: MA 101, MA 103, MA 115, MA 160.

MA 240 *CARDIAC MONITORING AND CARE* (2 credits)
General knowledge of electrocardiography. Special emphasis is placed on equipment used, procedures performed, and education of patients. Prerequisite: MA 101, MA 103, MA 115, MA 160.

MA 250 *CLINICAL EXTERNSHIP* (6 credits)
Experience in medical facilities and organizations. Work is performed under the direct supervision of licensed medical personnel.

MA 281 *MEDICAL TRANSCRIPTION* (3 credits)
Transcription of medical terms and cases. Reports are generated including the first stage of treatment through discharge.

MATH 090 *BASIC MATHEMATICS* (2 credits)
Review of basic mathematics. A study of fractions, decimals, and percentages is completed. Final grade assigned is (P) Pass or (NC) No Credit. Test scores determine placement.

MATH 091 *BASIC ALGEBRA* (2 credits)
Preparatory course for *Intermediate Algebra*. Students will learn about solving equations, exponents and polynomials, graphs and systems of equations, factoring and quadratic equations. Final grade assigned is (P) Pass or (NC) No Credit. Test scores determine placement.

MATH 101 *INTERMEDIATE ALGEBRA* (3 credits)
Preparatory course for *College Algebra*. This course introduces the basic properties of real numbers, polynomials, and equations. Assignments will include factoring polynomials, linear and quadratic equations, exponents and radicals, functions, logarithms, and rational expressions. Prerequisite: MATH 091 or qualifying test score.

MATH 104 *TECHNICAL MATH* (3 credits)
Designed for the student with a strong algebraic foundation. This course also includes the study of geometry, trigonometry, and statistics. Extensive use of problem-solving and critical thinking skills are required. Test scores determine placement.

ML 101 *MEDICAL LABORATORY FUNDAMENTALS* (4 credits)
Introduction to medical laboratory work with specific reference to the role, ethics, conduct, certification, education, employment, and fundamental knowledge and skills related to medical laboratory personnel. Basic mathematics review and lab related math such as the metric system, temperature conversions, concentration units, dilutions, ratios and statistics used in quality control are covered. Included in this course is laboratory safety to include physical, chemical and biological hazards, laboratory safety, barriers and isolation techniques. Students are instructed in the collection and preparation of specimens to include venipunctures and capillary sticks, reporting of laboratory results, and quality assurance methods.

ML 105 *LABORATORY INSTRUMENTATION*(2 credits)
Basic design of advanced laboratory automation equipment. Course material include laboratory glassware, balances and scales, pipetting, spectrophotometry, turbidmetry, nephelometry, ion selective electrodes, electrophoresis, chromatography, and advanced quality assurance.

ML 111 *HEMOSTASIS* (2 credits)
Theory and practical application of coagulation tests including capillary fragility, clotting time, bleeding times, prothrombin times, partial thromboplastin times, and fibrinogen assays.

ML 112 *HEMATOLOGY* (6 credits)
Anatomy, physiology and related pathology of the circulatory system with specific reference to the formation, function and identification of blood cells. Major emphasis is on the related theory and performance of hematological procedures such as sample identification, collection and preparation; manual and automated leukocyte and erythrocyte counts; hemoglobin and hematocrit measurements; WBC differential; leukocyte and erythrocyte morphology; RBC indices; erythrocyte sedimentation rate; platelet count; reticulocyte count; and eosinophil count. An introduction to cell counts of other body fluids such as spinal fluid, transudates and exudates is covered. Automated hematological equipment is included. Specific methodologies in common use in medical laboratories and quality control standards are followed.

ML 121 *URINALYSIS/BODY FLUIDS* (3 credits)
Anatomy, physiology, and related to pathology of the urinary system. Major emphasis is on the related theory and performance of physical, chemical and microscopic analysis of urine as well as collection, preservation, and proper reporting of analysis. Certain renal function tests and occult blood are covered. Emphasis is placed on anatomy, physiology and related pathology of body fluids to include feces, semen, seminal fluid, synovial fluid, serous fluid, spinal fluid, and the collection, preparation, preservation, and analysis of those fluids.

ML 141 *BASIC CHEMISTRY* (4 credits)
General and biological chemistry with applications specific to the medical laboratory. The student will become familiar with chemical terminology, the atomic structure, ionic and molecular compounds, organic chemistry, and acid and base balance. The biochemistry of carbohydrates, lipids, proteins, enzymes and hormones are presented and their relationship to the medical laboratory is studied. *Prerequisite: A grade of C or higher in this course is required before enrolling in ML 230.*

ML 171 *IMMUNOLOGY/SEROLOGY* (3 credits)
Basic genetics, immunology and serology. The student will acquire an understanding of the immune system including antigen/antibody reactions, origin, stimulation, body response and rejection. A study of the immunoglobulins, complement and classifications of immunity, precipitation and agglutination reactions is included. Serological tests include the related theory and performance of procedures to include hepatitis, rubella, and Epstein-Barr virus, AIDS, CRP, RA, FANA, cold agglutinins, pregnancy, streptococcal diseases and autoimmune diseases. Immunoassay principles and practical applications are covered. *Prerequisite: A grade of C or higher in this course is required before enrolling in ML 272.*

ML 214 *PRACTICAL CLINICAL HEMATOLOGY* (4 credits)
Hematology which includes hemoglobin, hematocrit, leukocyte count; WBC differential; sed rate; erythrocyte count; platelet count; reticulocyte count; eosinophil count; clotting time; bleeding time; prothrombin time; activated partial thromboplastin time; preparation of bone marrow smears. Experience is gained through obtaining blood samples to include venipuncture, capillary puncture, and arterial blood gases. Additional hematological procedures may be performed at the option of the affiliated laboratory. This course is included in the clinical practicum semester.

ML 224 *PRACTICAL CLINICAL URINALYSIS/BODY FLUIDS* (3 credits)
Urinalysis which includes physical and chemical tests; microscopic identification of formed elements; collection and preparation of 24-hour samples for quantitative tests; pregnancy tests; renal function tests of urine, feces and spinal fluid, and other body fluids. Additional urinalysis procedures may be performed at the option of the affiliated laboratory. This course is included in the clinical practicum semester

ML 230 *CLINICAL CHEMISTRY* (4 credits)
Basic clinical chemistry and diagnostic analysis. Included are analytical chemical procedures such as identification, collection, handling, standardization and quality control, carbohydrate tests, renal function tests, proteins including electrophoresis, electrolytes, enzymes, liver function tests, therapeutic drug monitoring, endocrinology, and toxicology. Automated instrumentation is emphasized.

ML 234 *PRACTICAL CLINICAL CHEMISTRY/IMMUNOASSAY* (6 credits)
Clinical chemistry which includes specimen procurement, quantitative measurement, and clinical significance of glucose, urea, nitrogen, proteins, triglycerides, cardiac markers, toxicology, therapeutic drug monitoring, bilirubin, cholesterol, electrolytes, enzymes, creatinine, uric acid, calcium, phosphorous, thyroid function test, iron, TIBC, pH and blood gases. Additional chemical procedures may be performed at the option of the affiliated laboratory. This course is included in the clinical practicum semester.

ML 240 *MICROBIOLOGY* (6 credits)
Classification, identification and pathology of disease-causing organisms such as bacteria, fungus, yeasts, viruses, rickettsiae and parasites. Major emphasis is on the related theory and performance of microbiological procedures such as sterilization, collection and preparation of specimens, culturing methods, media preparation, staining techniques, antibiotic sensitivity testing and identification of commonly cultured bacteria.

ML 244 *PRACTICAL CLINICAL MICROBIOLOGY/SEROLOGY* (5 credits)
Microbiology includes collecting, setting up, plating, incubating, transporting and transferring microbiological cultures; identification of organisms involving common techniques such as gram stain, special stains, biochemical tests, coagulase and catalase tests and antibiotic susceptibility tests. Serological procedures might include RPR, streptococcus antigens and antibodies, infectious mono tests, RA, pregnancy, HIV, hepatitis, FANA, RSO, influenza A and B, and C-RP tests. Preparation of samples for parasitology, mycology, and virology study are included at the option of the affiliated laboratory. This course is included in the clinical practicum semester.

ML 272 *IMMUNOHEMATOLOGY/BLOOD BANKING* (3 credits)
Basic immunohematological aspects of blood factors and their relationship to blood transfusion and disease states. Topics include the history, identification, inheritance of blood factors and antigen-antibody relationships involving detection of blood factors. Major emphasis is on the related theory and performance of immunohematological procedures such as ABO grouping, Rh typing, identification of blood factors, direct coombs, antibody screening and identification, compatibility testing, transfusion of blood and blood components, selection, collection, storage of donor blood and quality assurance.

ML 274 *PRACTICAL CLINICAL IMMUNOHEMATOLOGY* (4 credits)
Immunohematology: which includes blood banking, ABO grouping, Rh typing, direct and indirect coombs testing, antibody screening and compatibility testing. Selection of blood donors, collection of blood for transfusion, storage of blood and blood components and quality control are included. Additional blood banking procedures may be included at the option of the affiliated medical laboratory. This course is included in the clinical practicum semester.

MOP 103 *MEDICAL OFFICE ADMINISTRATION* (3 credits)
Explanations and illustrations of procedures, situations and tasks in a typical medical office. Units on patient health information, records management, telephone skills, communication skills, and general office management are covered.

MOP 160 *CPT/ICD-9 CODING* (3 credits)
An overview of health coding systems. CPT-4 procedural coding and ICD-9 diagnostic coding is presented.

MOP 205 *COMPUTERS IN THE MEDICAL OFFICE* (3 credits)
Develops the ability to operate and maintain the computer efficiently. Using specialized programs, students will learn about billing office processes, handling patient records and transactions (new patients, immunizations records, insurance information, etc.), processing payments, correspondence and other computer-related tasks.

MOP 206 *TRANSCRIPTION I* (4 credits)
Transcription of medical terms and cases. Reports are generated including the first stage of treatment through discharge.

MOP 208 *TRANSCRIPTION II* (4 credits)
Continued development of medical transcription skills. Prerequisite: MOP 206.

MOP 210 *MEDICAL INSURANCE & BILLING* (3 credits)
An overview of processing medical insurance claims. Special topics may include Medicare, various types of insurances, refilling, resubmitting, etc. Coding skills attained in MOP 160 will be used.

MOP 212 *ELECTRONIC MEDICAL RECORDS* (3 credits)
Documentation of all procedures performed on patients. The new EMR technology replaces the old patient "chart." Students will become familiar with software and its capabilities including communication with pharmacies, physicians, hospitals, other care providers, and patients.

MOP 220 *PHARMACOLOGY BASICS* (2 credits)
Identification of the classifications of medicines.

MOP 260 *ADVANCED CODING* (2 credits)
A continuation of MOP 160.

MOP 290 *CLINICAL INTERNSHIP*(8 credits)
On-the-job work experience. The student works at a medical facility off-campus. Prerequisite: The student must meet department criteria to be eligible for internship.

NG 100 *ELECTRICAL CIRCUITS AND TESTING* (2 credits)
Understanding of electricity and electronics. Topics include electrical terms, ohms law, AC and DC circuits, electromagnetic induction, reading circuit diagrams, electrical components, test procedures, troubleshooting, and safety.

NG 101 *GAS APPLIANCE SERVICE AND CONTROLS* (3 credits)
Basics of gas appliance repair. Focus is on gas furnaces, water heaters, and dryers in residential and commercial settings. Troubleshooting procedures are utilized to identify problems. Safety and regulations are emphasized.

NG 102 *GAS OPERATIONS AND MAINTENANCE* (5 credits)
Properties of propane, natural gas and butane applications. Combustion characteristics of propane, natural gas and butane are explored. Standards related to handling, transmission, and storage of gases are reviewed. Certified employee training program (CETP) is incorporated.

NG 103 *GAS INSTALLATION LAB I* (5 credits)
Appliance operation and troubleshooting Meters and regulators are presented. Repair and installation of gas piping are discussed. Other subjects include plastic pipe fusion, carbon monoxide, and gas leak investigations.

NG 105 *MEASUREMENT AND CONTROL* (5 credits)
Storage, delivery, and metering of gas services. Topics are calculating gas flow, meter repair and testing, regulator sizing and repair, regulator and relief inspections, vault inspection and maintenance, valve inspection and maintenance, pressure instrumentation, odorization and system uprating.

NG 106 *GAS MAPPING AND MATHEMATICS* (2 credits)
Reading maps and locating service installations. Included are calculations common to the gas industry for cost estimating price comparisons, sizing gas piping systems, load calculations, and determining degree days.

NG 110 *GAS OPERATIONS & MAINTENANCE LAB* (4 credits)
Lab activities and applications related to NG 102.

NG 172 *FIRST AID/CPR* (0.5 credit)
Practice and certification in first aid and CPR.

OPRV 105 *SERVICE CENTER FUNDAMENTALS* (3 credits)
Introduction to the basic principles and working environment of a service center. Topics to be explored include: the proper use and care of hand and basic power tools, the use of precision measuring tools, test equipment and special tools, safe and proper use of lifting equipment and large shop tools such as hydraulic presses and tire equipment, as well as general shop safety, the language and vocabulary related to the ATV and motorcycle service industry, customer service, and writing of work orders.

OPRV 106 *ADVANCED SERVICE CENTER FUNDAMENTALS* (3 credits)
Explore topics of time management, team orientation, and prioritization of projects. Basic interpersonal relationships between customers and co-workers, as well as, expanding on topics covered in OPRV 105. Course to be considered and advanced service management class. Pre-Requisite: OPRV 105

OPRV 107 *SERVICE FUNDAMENTALS LAB* (2 credits)
This lab will be based on the theories and text explored in OPRV 105 and 106. Also included will be drive train, wheel and tire service utilizing lasted professional equipment. Students will learn to write work orders, evaluate flat rate pricing guides, provide quality customer service, and estimate service pricing.

OPRV 120 *BASIC ENGINE THEORY & OPERATION* (2 credits)
Introduction to the basic design and operating principles and components of the internal combustion engine. Topics to be explored include: valve train design and component identification, ignition and fuel system identification and design, similarities and differences between 2 and 4 stroke cycle engines, similarities and differences between air cooled and water cooled engines, component failure identification.

OPRV 121 *BASIC ENGINE LAB* (2 credits)
This lab will be based on Briggs and Stratton single cylinder over head valve engines. Students will disassemble, measure components, grind valves and seats, and in general rebuild the engine.

OPRV 124 *ATV & SNOWMOBILE SYSTEMS* (2 credits)
A general study of topics which make snowmobile and ATV service unique in the industry. Topics to be explored: 2 and 4 wheel drive systems, ski and track systems, air induction, cooling systems, skis and steering components.

OPRV 125 *ATV & SNOWMOBILE SYSTEMS LAB* (3 credits)
Students will utilize information from lecture OPRV124 to complete disassembly, repair, and reassembly of sub-systems and components of ATV's and Snowmobiles, as well as, determine root failures of components.

OPRV 130 *ELECTRICAL/ELECTRONIC SYSTEMS* (2 credits)
General electrical theory and the principles of DC current operating in ATV, motorcycles, snowmobiles, and outdoor power equipment. Topics to explored include: current flow, Ohms law, voltage, amperage, circuit types, test equipment, symbols used in electrical diagrams, and reading and understanding electrical diagrams in technical publications.

OPRV 140 *MULTI-CYLINDER 2 & 4 CYCLE ENGINES* (2 credits)
General theory, design and operation of multi-cylinder engines as they relate to ATV's, motorcycles, and snowmobiles. Topics to include: Repair and maintenance of metric engines as well as American V-twin engines, precision measuring of root components and failure analysis.

OPRV 141 *MULTI-CYLINDER 2 & 4 CYCLE ENGINES LAB* (2 credits)
Students will explore the physical components of multi-cylinder engines, utilizing shop equipment to perform basic repairs and rebuild of metric and American V-Twin engines. Cooling systems and fuel systems diagnosis to be discussed.

OPRV 142 *ADVANCED MULTI-CYLINDER 2 & 4 CYCLE ENGINES* (2 credits)
Continuation of topics covered in OPRV 140. Special attention given to precision engine building and customization. This class will be the technical basis for the OPRV 143 Lab. Students will utilize printed technical data and parts manuals as well as internet based information to prepare for projects lab.

OPRV 143 *ADVANCED MULTI-CYLINDER 2 & 4 CYCLE ENGINE LAB* (5 credits)
In this project lab, students will be responsible for diagnosing failures, estimating cost of repairs, acquiring technical data and parts list for repairs, as well as, performing repairs on products supplied to MTI from industry. Secondary component of this lab will involve diagnosis test out on various ATV's, motorcycles, and outdoor power equipment.

OPRV 185 *INTERNSHIP* (4 credits)
Paid on-the-job training (OJT). Work 12 weeks in a service or shop environment.

OPRV 186 *INTERNSHIP II* (3 credits)
Paid on-the-job training (OJT). Work 4 weeks in a service or shop environment.

OPRV 187 *INTERNSHIP III* (3 credits)
Paid on-the-job training (OJT). Work 4 weeks in a service or shop environment.

OPRV 208 *INTRO TO FABRICATION & CUSTOM FINISHES* (3 credits)
Basic fabrication and design techniques utilized in the custom motorcycle industry. Basic repair and restoration techniques of chassis elements of motorcycles and ATVs. Topics to be explored include metallurgy and principles of metalworking; gas welding and cutting; MIG and TIG welding; proper use of turning lathe, shear, English wheel, drill press, and basic metal forming techniques. Advanced topics include CAD and use of CNC metal cutting, basic parts design and layout.

OPRV 209 *ADVANCED FABRICATION AND CUSTOM FINISHES* (3 credits)
A continuation of techniques and principles learned in OPRV 208. Students will design and fabricate components and projects utilizing skills already learned and using proper equipment. Focus will be on detail, quality, functionality and craftsmanship with special emphasis on safety.

OPRV 235 *INTRO TO FUEL INJECTION & ELECTRONIC CONTROL SYSTEMS* (5 credits)
Operating principles and characteristics of modern motorcycle fuel injection and engine control systems. Electronic diagnostic procedures and fundamental fuel system troubleshooting and fuel mapping are core elements of this class. Advanced study of open and closed loop engine control and management systems, concentrating on diagnostic testing procedures and theory of operation. Dyno testing and electronic fuel mapping will be discussed in detail. Continuation of OPRV 130 *Electrical/Electronic Systems*.

OPRV 236 *ADVANCED FUEL INJECTION AND ELECTRONIC CONTROL SYSTEMS*(4 credits)
A continuation of techniques and principles learned in OPRV 236. Students will learn intricate details of fuel mapping and how variations in inputs determine the final performance of an engine. A detail-oriented approach to power tuning and fuel management and diagnostic procedures utilized in industry will be the focus. Extensive lab time and a firm understanding of electrical and electronic theory required.

OPRV 260 *MARINE TECHNOLOGY* (3 credits)
Introduction to all elements of the marine industry. Primary emphasis on personal watercraft and inboard/outboard technologies utilized on lakes and inland waterways. Topics covered include safety and protocol in the service environment, basic watercraft and boat design, marine electrical theory, engine and drive system design and theory.

OPRV 261 *MARINE TECHNOLOGY LAB* (2 credits)
Hands-on lab projects discussed in OPRV 260 Marine Technology. Safety practices in the service environment and on the water are covered in detail. Service techniques and practices, lubrication and fuel system diagnosis, electrical system diagnosis, and drive system repair are explored.

OPRV 262 *ADVANCED MARINE TECHNOLOGY AND DIAGNOSTICS* (3 credits)
A continuation of techniques and principles learned in OPRV 260.

OPRV 263 *ADVANCED MARINE TECHNOLOGY AND DIAGNOSTICS LAB* (3 credits)
A continuation of practical applications of the theories and principles students have acquired throughout OPRV 260 and OPRV 261. Students will dedicate more time to diagnosing electrical and fuel system faults, complete component failure analysis exercises and documentation of actual operating fault conditions in an approved test setting. Proper documentation and job pricing strategies will be explored.

OPRV 280 *SUCCESSFUL SERVICE MANAGEMENT* (3 credits)
Utilization of industry software and service management practices for evaluation of lab performance. Exercises related to service information dispensed in classroom sessions will be completed.

OSHA 100 *OSHA 10 TRAINING* (1 credit)
An overview of OSHA (Occupational Safety and Health Administration) standards focusing on hazard recognition and injury and illness prevention. Upon successful completion the student will receive OSHA 10 certification.

PL 111 *CHARACTERISTICS OF DC/AC* (3 credits)
Basic electricity as it applies to high voltage lines. The student learns to apply Ohm's Law for DC circuits. The student learns basic generation and the effects of inductance and capacitance in the AC circuit.

PL 112 *ELECTRICAL CIRCUITS/METERING* (3 credits)
Application of electrical formulas to practical circuits. Problems such as series and parallel circuits, solving for inductive and capacitive reactance, impedance, apparent, real, and reactive power, and power factor are common. Transformer, regulator, capacitor and metering applications are covered in detail in this course.

PL 141 *POWER GRID DESIGN* (3 credits)
Fundamental theory of high voltage power grid systems. The generating systems, transmission, subtransmission, distribution, and service are studied. SCADA technology will also be introduced.

PL 151 *CONSTRUCTION OF UNDERGROUND LINES* (2 credits)
Basic theory and design for the installation and construction of a high voltage underground system. Installing and constructing an actual underground system will be part of a lab project.

PL 152 *CONSTRUCTION OF OVERHEAD LINES* (4 credits)

Basic theory and design for the installation and construction of a high voltage overhead system. Installing and constructing an actual overhead system will be part of a lab project.

PL 154 *MAINTENANCE OF UNDERGROUND LINES* (2 credits)
System protection, sectionalizing and grounding procedures, and basic fault procedures on underground low and high voltage lines.

PL 155 *MAINTENANCE OF OVERHEAD LINES* (4 credits)
Fundamental operation and maintenance of overhead distribution and transmission lines. Hands-on application will be utilized by operating and maintaining the lines built in PL 141 and PL 151.

PL 171 *UTILITY SAFETY I* (2 credits)
OSHA, APPA, and NESC rules, procedures, and codes applied to the design and construction of overhead and underground lines.

PL 172 *UTILITY SAFETY II* (2 credits)
Continuation of PL 171. Specific OSHA, APPA, and NESC rules that apply to operating and maintaining overhead and underground lines. Includes hands-on procedures and pole top rescue.

PL 173 *FIRST AID/CPR* (0.5 credit)
Practice and certification in first aid and CPR.

PL 142 *POWER GRID DESIGN II* (3 credits)
Continuation of PL 141.

PSYC 101 *GENERAL PSYCHOLOGY* (3 credits)
A psychology-based look at the personal adjustment and choices made by individuals in response to the world around them. Focuses on the individual's interpretation of social input and the influence of interpretations on social interaction. Designed to aid the student in understanding how the thoughts, feelings, and behavior of individuals are influenced by the actual, imagined, or implied presence of others.

RAD 111 *INTRODUCTION TO RAD TECH AND ETHICS* (3 credits)
This course serves as an introduction to the field of Radiologic Technology. It includes an introduction to basic nursing, terminology, radiation protection, law, ethics, and imaging equipment. Special emphasis is placed on ethical codes, confidentiality, patient rights, and humanistic health care.

RAD 112 *RADIATION PHYSICS I* (2 credits)
This course provides a description of the basic physical principles of measurement, energy, atomic structure, electricity, magnetism, and their application to radiation production.

RAD 113 *RADIOGRAPHIC EXPOSURE AND TECHNIQUE* (4 credits)
This course is designed to create a foundation for understanding the principles of radiographic technique and quality. Included is an overview of how the X-ray machine produces x-radiation. Emphasis is on radiographic image quality through presentation of prime exposure factors, solving technical problems, and making adjustments to correct those problems.

RAD 114 *RADIOGRAPHIC PROCEDURES I* (4 credits)
This course will provide the student with the knowledge necessary to perform radiographic procedures relative to the upper and lower extremities. Emphasis will be placed on radiographic terms, detailed anatomy, positioning, manipulation of equipment and accessories, and related patient care.

RAD 121 *IMAGING EQUIPMENT* (2 credits)
This course will provide the student with knowledge of the equipment routinely used to produce radiographic images. It includes the discussion of various imaging modalities and recording media including fixed and portable radiographic equipment. It also includes discussion of the basic physical principles behind CT and MRI. **Prerequisites:** All previous technical courses

RAD 122 *RADIATION PHYSICS II* (2 credits)
This course is a follow-up to RAD 112 focusing primarily on review prior to the student's participation in the registry examination. It reinforces the basic physical principles of measurement, energy, atomic structure, electricity, magnetism, and their application to radiation production. Students also study x-ray production, scatter radiation, and x-ray circuitry. **Prerequisites:** All previous technical courses

RAD 123 *RADIATION BIOLOGY AND PROTECTION* (3 credits)
This course is a study of the principles of cell radiation interaction. Students will study factors affecting cell response to acute and chronic doses of radiation. Principles of radiation protection and responsibility of the radiographer to patients, personnel, and the public are presented. Maximum permissible dose and regulatory policy are also discussed. **Prerequisites:** MA 101, MA 103, All previous technical courses

RAD 124 *RADIOGRAPHIC PROCEDURES II* (4 credits)
This course will provide the student with the knowledge necessary to perform radiographic procedures relative to the vertebral column, ribs, sternum, and cranium. Emphasis will be placed on radiographic terms, detailed anatomy, positioning, manipulation of equipment and accessories, and related patient care. **Prerequisites:** MA 101, MA 103, All previous technical courses

RAD 125 *IMAGE CRITIQUE I* (2 credits)
This course provides students with the knowledge needed to evaluate radiographic examinations and to identify and recognize diagnostic quality. Coursework will concentrate on the study of the guidelines for image analysis of the upper and lower extremities. **Prerequisites:** MA 101, MA 103, All previous technical courses

RAD 131 *INTRODUCTION TO CLINICAL RADIOLOGY* (2 credits)
This course is a laboratory course that will introduce the student to the clinical aspect of their training. Instruction will parallel that of RAD 111 and include many competencies necessary for clinical success. Students will be introduced to the clinical setting under close and direct supervision. **Prerequisites:** MA 101, MA 103, All previous technical courses

RAD 132 *TOPICS IN RADIOLOGY* (2 credits)
This course includes preparation and presentation of scientific papers and exhibits. **Prerequisites:** CIS 105, MA 101, MA 103, All previous technical courses

RAD 133 *DIGITAL IMAGING* (2 credits)

This course will introduce students to the fundamental concepts, terminology, and applications of digital imaging as it relates to radiologic technology. Digital image acquisition, display, and archiving are discussed. **Prerequisites:** All previous technical courses

RAD 134 *RADIOGRAPHIC PROCEDURES III* (4 credits)
This course will provide the student with the knowledge necessary to perform radiographic procedures relative to the chest, abdomen, urinary system, and digestive system. Emphasis will be placed on radiographic terms, detailed anatomy, positioning, manipulation of equipment and accessories, and related patient care. Portable radiography will be introduced. **Prerequisites:** MA 101, MA 103, All previous technical courses

RAD 135 *IMAGE CRITIQUE II* (2 credits)
This course provides students with the knowledge needed to evaluate radiographic examinations, and to identify and recognize diagnostic quality. Coursework will concentrate on the study of the chest, abdomen, cranium, digestive system and spine. **Prerequisites:** MA 101, MA 103, All previous technical courses

RAD 136 *RADIOGRAPHIC PATHOLOGY* (3 credits)
This course will provide the student with the concept of disease and its effects on the human body. The relationship of pathology and diseases to various radiographic procedures and radiographs will be discussed. **Prerequisites:** MA 101, MA 103, All previous technical courses

RAD 137 *SECTIONAL ANATOMY* (3 credits)
This class provides students with the tools for understanding anatomy in three dimensions. Students will be able to visualize anatomical appearance and relationships in a planar section following completion of this material. Concentration will be on cranial, thoracic, abdominal, and pelvic structures. This is a self paced course with intermittent class times as indicated. **Prerequisites:** MA 101, MA 103, All technical courses

RAD 211 *CLINICAL RADIOLOGY I* (11 credits)
(36 hours clinical experience per week for approximately 18 weeks) - This is the student's first clinical experience in performing as an actual part of the health care team. The student will begin to employ techniques and skills learned in RAD 114, 124, 134. The student will be required to prove competency in prescribed examinations. **Prerequisites:** All technical courses

RAD 212 *REGISTRY REVIEW I* (1 credit)
This course is designed to utilize a structured series of mock registry exams administered over the course of 3 semesters to assist the student in preparing for the real exam to be taken after graduation. This series of tests asks questions in a fashion similar to that of the actual registry exam. The student is able to locate areas of study that need improvement. **Prerequisite:** All technical courses.

RAD 221 *CLINICAL RADIOLOGY II* (11 credits)
(36 hours clinical experience per week for approximately 18 weeks) - This clinical course is a continuation of RAD 211. The students will refine skills learned in the previous clinical course, while expanding their expertise with additional procedures. The student will be expected to become more independent in performing imaging procedures. Additional competencies will be required in prescribed examinations. **Prerequisites:** All technical courses

RAD 222 *REGISTRY REVIEW II* (1 credit)
This clinical course is a continuation of RAD 212. It is designed to utilize a structured series of mock registry exams administered over the course of 3 semesters to assist the student in preparing for the real exam to be taken after graduation. This series of tests asks questions in a fashion similar to that of the actual registry exam. The student is able to locate areas of study that need improvement. **Prerequisite:** All technical courses

RAD 231 *CLINICAL RADIOLOGY III* (11 credits)
(36 hours clinical experience per week for approximately 13 weeks) This course is a continuation of RAD 221 and provides the student the opportunity to exercise independent judgment and discretion in the technical performance of medical imaging procedures. Students are expected to complete all required competencies in this rotation. The final section of clinical education ensures that the student is ready for employment. **Prerequisites:** All technical courses

RAD 232 *REGISTRY REVIEW III* (1 credit)
This clinical course is a continuation of RAD 222. It is designed to utilize a structured series of mock registry exams administered over the course of 3 semesters to assist the student in preparing for the real exam to be taken after graduation. This series of tests asks questions in a fashion similar to that of the actual registry exam. The student is able to locate areas of study that need improvement. **Prerequisite:** All technical courses

RTH 200 *INTRODUCTION INTO RADIATION THERAPY* (2 credits)
This course is an exploration of the foundation of radiation therapy practices and the variety of roles for the professional in the delivery of health care. Principles of practice, professional responsibilities, medical law and ethics will be addressed along with program expectations. Topics revisited will include body mechanics, patient handling skills and infection control.

RTH 201 *NURSING AND PATIENT CARE ISSUES* (2 credits)
This course will focus on the role of the radiation therapist in overall disease management. It will prepare students to work directly with patients in a health care setting and covers assessment, examination and monitoring of patients, symptom management and the management of oncologic emergencies. Patient issues such as pain control, nutritional counseling, patient education, death and dying will be explored. Chemotherapeutic drugs will be introduced and discussed.

RTH 202 *RADIATION THERAPY PHYSICS I* (3 credits)
This course applies the concepts of radiation oncology physics as it is practiced in the clinic. Interactions of ionizing radiation, measurement of ionizing radiation, nuclear transformation and the quality of X-ray beams are discussed. This course will also provide the student with an understanding of the different types of radiation treatment units and their operating principles. This course also contains a review of mathematics, basic principles of physics, atomic structure, electro-magnetic and particulate radiation.

RTH 203 *RADIATION THERAPY PHYSICS II: TREATMENT PLANNING AND DOSIMETRY* (3 credits)
This course will explore the concepts of radiation physics as it applies to the practice of radiation therapy. Scatter radiation analysis, isodose curves, patient contouring, dosimetric calculations, treatment planning procedures and electron beam therapy are introduced.

RTH 205 *CLINICAL RADIATION ONCOLOGY*(4 credits)
This course will explore cancer: its detection, diagnosis and prognosis. The management of neoplastic disease and its mechanism of spreading through a multidisciplinary approach will be discussed. Rationale for treatment techniques such as beam type, dose fractionation, volume, simulation, beam modification devices, field arrangements, dose limiting critical structures as well as surgical and chemotherapeutic considerations are presented.

RTH 206 *SIMULATION AND MEDICAL IMAGING* (3 credits)

This course introduces simulation equipment and techniques. Topics include patient immobilization, localization, simulation, documentation, patient positioning, treatment delivery parameters, prescriptions, and patient care. Imaging techniques specific to radiation therapy will also be discussed. A lab component is included in this course.

RTH 207 *RADIATION BIOLOGY* (1 credit)
This course covers the biological effects of ionizing radiation in living tissue, including specific cell and tissue radiosensitivity, radiation syndromes and related effects, as well as basic biological mechanisms that bring about somatic and genetic effects.

RTH 209 *RADIATION THERAPY TOPICS* (2 credits)
This course will explore various radiation therapy topics such as quality control programs and protocols for the radiation therapy department, various radiation therapy operational issues and CQI project development, evaluation and assessment techniques. Billing and reimbursement issues will also be presented. This course will also provide the student with the basic concepts of radiation sources, detection and measurement, shielding and room design, source handling, surveys and personnel monitoring, and maximum permissible dose. Local, state and federal regulations will be discussed. Prerequisites: Radiation Therapy Physics I & II.

RTH 210 *CLINICAL PRACTICUM I* (10 credits)
The clinical practicum serves as an orientation to radiation therapy where students are given an opportunity to develop technical and patient care skills and knowledge through structured rotations and assignments in the radiation therapy department. Treatment competencies and related objectives will be used to measure clinical outcomes. Students are required to be at their respective clinical sites for approximately 40 hours per week during the 2nd and 3rd semesters for a total of 1200 hours.

RTH 211 *MODERN RADIATION THERAPY RESEARCH* (3 credits)
This course is designed to discuss the emerging technologies that are taking place in the world of radiation therapy. Topics such as brachytherapy, intensity modulated radiation therapy, and image guided radiation therapy will be discussed and researched by the student. The student will be expected to write a scientific paper for this course.

RTH 212 *REGISTRY REVIEW I* (1 credit)
This course explores quality control programs and protocols for the radiation therapy department. Additional focus will be placed on various radiation therapy operational issues and CQI project development, evaluation and assessment techniques. Billing and reimbursement issues will also be presented.

RTH 213 *CLINICAL PRACTICUM II* (8 credits)
A continuation of RTH 210. Students are required to be at their respective clinical sites for approximately 40 hours per week during the 2nd and 3rd semesters for a total of 1200 hours.

RTH 214 *REGISTRY REVIEW II* (1 credit)
This course is designed to prepare students for the required national certification exam. Mock board exams will be given along with group and one-on-one discussions.

RTH 215 *SECTIONAL ANATOMY* (3 credits)
This online course provides the students with the tools for understanding anatomy in three dimensions using a variety of current imaging modalities such as CT, MRI, PET/CT, and ultrasound. Students will be able to visualize anatomical appearance and relationships in a planar section following completion of this material. Areas of study include an introduction to aid students in the understanding of terminology and planes, chest, abdomen, male and female pelvis, head, neck and spine.

SC 264 *PRINCIPLES OF SATELLITE & WIRELESS COMMUNICATIONS* (3 credits)
Advanced study in the satellite field by exposing them to the developments which have occurred in the satellite industry to this point. Students will study the construction and components of a satellite, stabilization and orbits of a spacecraft, communication systems on board a spacecraft, and requirements of the earth station for control of the satellite.

SC 265 *SATELLITE COMMUNICATIONS LAB I* (4 credits)
Experience with video and audio distribution equipment and antennae. A modern earth station is used as laboratory. All lab activities are designed to put lecture materials into practice.

SC 266 *EARTH STATION RECEIVER SYSTEMS (RX)* (4 credits)
Audio/visual equipment used to receive satellite signals. Systems and circuits are used to keep signals at commercial broadcast quality. Various types of reception and troubleshooting techniques are presented.

SC 274 *EARTH STATION TRANSMITTER SYSTEMS (TX)* (4 credits)
Audio/visual equipment used to transmit satellite signals. Signals are received from various sources, simplified to basic bandwidth, and prepared for re-transmission on another medium. The use of high-powered transmitting equipment is presented.

SC 275 *SATELLITE COMMUNICATIONS LAB II* (3 credits)
Assignments as technicians for a variety of satellite transmission activities, both stationary and mobile. MTI Teleport tasks are performed. All lab activities are designed to put lecture materials into practice.

SC 276 *TELEPORT REGULATIONS* (3 credits)
Regulations governing satellite systems, time access, FCC rules and regulations including satellite ownership, G/T ratios, cost and availability of services, OSHA safety guidelines, and FCC monitoring.

SC 290 *INTERNSHIP* (4 credits)
Work in a position related to the satellite communications industry.

SD 120 *INTRO TO INDUSTRIAL MOTOR CONTROLS* (3 credits)
Mechanical and electromagnetic control systems for both AC and DC systems will be studied. Ladder logic diagrams, starting and relay equipment used in control systems will be introduced.

SD 140 *INTRO TO SCADA* (4 credits)
This course is a comprehensive study of basic electronic circuits and the operation of their electronic components being used in the SCADA industry. The student will become familiar with solid-state electronic components and their relationship to mechanical motor controls. This course provides hands-on experience with soldering, electronic components, color code, Ohm's law, and reading circuit diagrams. The student will also learn to troubleshoot solid state switching devices, methods of installation, replacement, repair, and diagnosis of equipment.

SD 141 *INTRO TO SCADA II* (4 credits)
This course is a comprehensive study of more complex electronic circuits and the operation of their electronic components. The student will become familiar with the individual stages of an AM/FM radio receiver, antenna design, binary notation and numbering systems and the basic theory of FET, MOSFET's, and operational amplifiers.

SD 159 *PROGRAMMABLE LOGIC CONTROLS* (3 credits)
Programmable logic control systems for the control of electrical components and equipment. Projects using solid state devices in commercial and industrial applications are completed.

SD 160 *INDUSTRIAL WIRING* (3 credits)
This course will teach the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include grounding, raceways, three phase systems, transformers (three-phase and single-phase), wire sizing, over current protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

SD 170 *BASIC HEATING/COOLING FOR SCADA* (2 credits)
Students are instructed on how to identify Heating and Cooling equipment, how to setup & repair different applications, and how to recognize different Residential/Commercial Air Conditioning equipment

SD 205 *PROCESS CONTROLS* (3 credits)
Emphasis is placed on the study of the concepts and language of controls to guide the technician on how to analyze and design control systems. Terminology, concepts, principles, procedures and computations used in the controls field are studied, including all phases of sensors and outputs.

SD 210 *BUS STRUCTURES* (1 credit)
The basic study of various industrial communications protocols and standards being utilized in industry. It will include the basic study of bus structures as they relate to industrial control systems. Emphasis will be placed on Industrial Ethernet, Profibus, Fieldbus, Modbus, DeviceNet, Data Highway, Hart, DNP3, and ASI.

SD 220 *WIRELESS COMMUNICATIONS* (3 credits)
Fundamentals relating to basic electronics circuits will be covered in this course. The study of radio frequency communications begins with AM through FM. Basic microwave and satellite communication links will be studied.

SD 225 *INTRO TO SCADA SOFTWARE* (2 credits)
SCADA software featuring the CITECT graphic software will be studied. Proper interfacing to PCs, RTUs, and PLCs will be covered to allow the proper operation of control circuits and for the collection of data in the system.

SD 230 *INTRODUCTION TO VISUAL BASIC* (3 credits)
This course is designed to provide the programmer with the tools needed to create Visual Basic applications that conform to well-adopted Windows standards.

SD 235 *VB NET FOR SCADA* (2 credits)
Continuation of SD 230. Applies Visual Basic to the access of various database programs such as Microsoft Access, Excel and Word.

SD 255 *SPECIAL TOPICS* (1 credit)
The advanced study of any particular topic that may interest the student. Time will be spent on SCADA topics of the student's choice, research into a particular area, small projects and class presentations.

SD 270 *SCADA TESTING & CONTROL LAB* (7 credits)
Breakthroughs in communications and microprocessor technologies have made it possible for industry to automate control systems and aid in the collection of management data. Using RTUs and PLCs students will learn what components are used and how these systems work. Laboratory work will provide the student with the experiences in the identification, selection, and programming of equipment needed to make a fully operational SCADA system.

SD 280 *DATA CABLING LAB* (2 credits)
Covers the study of data cabling in local area networks. The student will learn the method for labeling, identifying, documenting, and testing needed to install a telecommunications infrastructure.

SLPA 100 *FIRST AID/CPR* (0.5 credits)
Practice and certification in first aid and CPR.

SLPA 101 *SPEECH-LANGUAGE PATHOLOGY ASSISTANT: AN INTRODUCTION* (2 credits)
Overview of the field of speech-language pathology, professional standards, legal and ethical issues and scope of responsibilities of the speech-language pathologist and the speech-language pathology assistant in health care and educational settings.

SLPA 102 *CLINICAL OBSERVATION I* (1 credit)
Beginning clinical observation of practices and procedures required in speech-language pathology. Observation sites will be educational. Combination of on-site observation and in-class participation. Eight hours of observation required.

SLPA 103 *CAREER SEMINAR* (1 credit)
Promotion of professional growth opportunities. Students will explore tools and concepts necessary during the job seeking process and examine professional development as a new employee.

SLPA 105 *SPEECH AND LANGUAGE DEVELOPMENT* (3 credits)
Study of normal speech and language development. Topics will include communication development and differentiation of normal from disordered communication. Hearing development, literacy development, and language diversity will also be addressed.

SLPA 106 *INTRODUCTION TO PHONETICS* (3 credits)
Study of the articulatory foundations of the description and classification of speech sounds. Introduces the International Phonetic Alphabet (IPA), physiological properties of the speech mechanism, methods of transcription, and dialectal variations. Emphasis will be on student's auditory discrimination necessary for recording normal and disordered articulatory production.

SLPA 111 *INTRODUCTION TO COMMUNICATION DISORDERS AND TREATMENT* (3 credits)

An overview of communication disorders, including classification, assessment, and remediation of speech, language, literacy, swallowing, and hearing disorders in children and adults. Addresses the role of the speech-language pathologist and audiologist in educational and medical settings. Examines multicultural and multilingual diversity, developmental disabilities, and collaboration with educators.

SLPA 112 *CHILD GROWTH AND DEVELOPMENT* (3 credits)
Developmental stages of children from conception through adolescence. Covers major theories of development and their application to parenting, teaching and other interactions with children. Introduces basic methods of observing and recording behavior.

SLPA 120 *VOICE AND DICTION FOR EFFECTIVE COMMUNICATION* (3 credits)
Basic speech and voice production. Anatomy and physiology related to respiration (breathing/loudness), phonation (sound/pitch), resonation, and articulation (diction/clarity). Practice in improving vocal skills for effective communication.

SLPA 200 *INTRODUCTION TO AUDIOLOGY AND AURAL REHABILITATION* (2 credits)
Introduction to audiology, audiograms, hearing screening, and review of hearing assessments. Introduction to aural rehabilitation, hearing aids, and hearing assistive technologies (HAT), including troubleshooting and daily checks of hearing aids.

SLPA 201 *CLINICAL MANAGEMENT AND PROCEDURES* (4 credits)
Organizational and functional skills required in the speech-language pathology workplace. Includes interdisciplinary and supervisory relationships, client and public interaction, safety issues, technical writing, data collection, record keeping, computer applications, multicultural issues, and behavior management.

SLPA 202 *CLINICAL OBSERVATION II* (2 credits)
Continued clinical observation of practices and procedures required in speech-language pathology. Observation sites will be educational. Combination of on-site observation and in-class participation in preparation for clinical fieldwork. Sixteen hours of observation required.

SLPA 210 *ALTERNATIVE AND AUGMENTATIVE COMMUNICATION* (2 credits)
Introduction to common forms of augmentative and alternative communication, including manual communication, communication boards, and electronic or computer-based communication.

SLPA 211 *SCREENING PROCESSES* (2 credits)
Screening tools and processes used for speech, language and hearing screening. Administration of screening tests and completion of protocols.

SLPA 220 *SPEECH DISORDERS AND INTERVENTION* (3 credits)
This course focuses on therapy techniques to implement articulation and phonological therapy. Session planning, reporting progress and organization of therapy interaction are introduced. Cueing, reinforcement, feedback and choosing materials are covered. This course also reviews therapy approaches for neuromotor speech disorders, fluency, and voice disorders.

SLPA 230 *LANGUAGE DISORDERS AND INTERVENTION* (3 credits)
This course explores language intervention approaches. Students are introduced to therapy techniques appropriate for treating language delays and acquired disorders with toddler, preschool, and school-aged populations. Addresses intervention for culturally and linguistically diverse children, as well as intervention for students with learning and developmental disabilities.

SLPA 240 *CLINICAL FIELDWORK* (6 credits)
This course is a six-week, full- time field placement under the supervision of a speech-language pathologist certified by the American Speech Language Hearing Association. The field placement allows the student to practice the knowledge and skills related to speech and language interventions. Students will have an opportunity to request fieldwork site placements based on their areas of interest, strengths, and goals for employment. A minimum of 100 hours of supervised fieldwork is required.

SOC 110 *INDUSTRIAL RELATIONS* (3 credits)
Development of skills for establishing working and personal relationships. Human relations in the workplace, employability skills, communication challenges, ethics, developing a professional presence, and a focus on the "real" world of work will be discussed.

SPCM 101 *FUNDAMENTALS OF SPEECH* (3 credits)
Intensive practice of oral presentations. The material lays the foundation for a study of speech principles and provides exercises in guiding students through preparation and delivery. The course will include units on informative, persuasive (research), and special occasion presentations using a variety of visual aids.

SSS 100 *STUDENT SUCCESS* (1 credit)
Provides a foundation for gaining the knowledge, skills, and attitudes necessary for college success. Students will learn to make a successful transition to higher education by setting up a pattern of success that will last the rest of their lives. Students will define goals and develop thinking skills, learning strategies, and personal qualities essential to both academic and career success.

TRAN 100 *INDUSTRIAL TRANSPORTATION/CDL* (1 credit)
Instruction in commercial transportation. Opportunities are provided for obtaining a Class A commercial drivers license. Arrangements are made for taking the test(s) required by the state. A Class A CDL is a requirement for graduation from several programs. Any student enrolled in this course will be subject to random drug screening as required by the US Department of Transportation. A valid South Dakota driver's license is required in order to complete the CDL training course. Please note: Students are required to show proof of a valid Class A CDL by the end of the 10th day of the semester in order to drop this class.

WTT 100 *TURBINE SAFETY AND FIRST AID* (1 credit)
Students are introduced to the correct climbing techniques in accordance with OSHA and standard industry practices. The students will learn the definition of "100% tie off," understand tower rescue, and receive their OSHA 10 hour certification and first aid/CPR certification.

WTT 101 *INTRO TO WIND TECHNOLOGY* (2 credits)
An over view of major and minor components in the construction of a wind turbine. This includes the function of the bottom control cabinet, top control cabinet, and hub control panel or hydraulic system. The different types of generators, gearboxes, and gear reduction drives used in yawing the nacelle and pitching of the blades are explained. Students will also study the characteristics of different types of air foils when dealing with blade designs.

WTT 102 *BASIC TURBINE MECHANICS* (4 credits)
Students are given an in-depth look at the tools and the types of mechanical systems that are typically encountered on a wind turbine. Students will learn the safe usage of large tools as well as their proper use. They will gain an understanding of documenting gear, shaft, and bearing failure concepts as well as what to look for when performing general inspections.

WTT 105 *DC/AC TURBINE CIRCUITS* (4 credits)
Direct current (DC) theory and the fundamentals of series and parallel DC circuits. An introduction to the concept of electricity and its behavior with respect to conductors and resistance devices. The study of alternating current (AC) circuits begins with the generation of a sine wave and review of trigonometric functions and continues through resonance and filter circuits. In-depth look at inductors and capacitors and how they effect and AC and DC circuit differently.

WTT 107 *PITCH SYSTEMS (HYDRAULICS)* (4 credits)
Industry relevant skills including how to operate, install, analyze performance, and design basic hydraulic systems. Fundamentals of hydraulic systems used in industrial and wind turbine applications are presented.

WTT 108 *INTERMEDIATE HYDRAULICS* (4 credits)
Students will learn industry relevant skills related to accumulators, DCVs, cylinder types, check valves, and remote pressure control. Operation, installation, and performance analysis.

WTT 112 *ELECTRONICS THEORY I* (4 credits)
Introduction to the components of electronics, both passive and active. Subjects studied include power supplies, solid state components, frequency, resistance, capacitance, modulation, wave theory, testing devices and electronic systems as they are used in the control of a wind turbine.

WTT 120 *INDUSTRIAL MOTOR CONTROLS* (4 credit)
Fundamentals of motor controls, including start stop stations, time delay circuits, sequence starting, synchronized starting, auto starting via pressure switch, etc. are taught. Students will use the knowledge they obtain to efficiently negotiate the different control devices as well as implement the information received from schematic reading.

WTT 190 *INTERNSHIP* (6 credits)
The wind turbine internship will give students the opportunity to apply skills developed during the first two semesters of the Wind Turbine Technology program.

WTT 200 *TURBINE ECONOMICS* (3 credits)
Introduction to the economics of community-scale wind power projects. Wind energy projects are highly sensitive to many factors, particularly wind speed, and capacity. This course will provide an overview of costs, revenues, turbine sizes, etc.

WTT 213 *ELECTRONICS THEORY II* (4 credits)
Exploration of regulated power supplies, audio amplifiers, IF amplifiers, oscillators and antenna design. Extensive troubleshooting is utilized. Compact disk theory and troubleshooting will also be studied. An AM/FM radio receiver is analyzed as an example of an electronic one-way communication system.

WTT 214 *THEORY OF POWER GENERATION* (4 credits)
The theory of generators and typical uses. Students will gain an understanding of generator construction and the operational theories which can be applied toward generator troubleshooting. Construction, function, and logic of power regulators and power converters is discussed.

WTT 215 *ADVANCED MOTOR CONTROLS* (4 credits)
Applications of control devices are reviewed. Photoelectric controls, logic modules, sequential motor starting, troubleshooting, acceleration, and deceleration methods are studied.

WTT 216 *MAINTENANCE OF UNDERGROUND LINES* (4 credits)
System protection, sectionalizing and grounding procedures, and basic fault procedures on underground low and high voltage lines.

WTT 225 *UTILITY SAFETY* (2 credits)
Specific OSHA, APPA, and NESC rules that apply to operating and maintaining overhead and underground lines.

Faculty

(Year of Appointment in parentheses)

ALBERTZ, KELVIN (2000)
Computer Systems Technology
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

BENJAMIN, MICHAEL (2007)
Telecommunications
B.S., University of Management and Technology

BUHLER, CAREY C., M.D. (2000)
Medical Director, Radiologic Technology
B.S., University of South Dakota
M.D., University of South Dakota
Residency, Pediatric Radiology, Boston Children's Hospital
Residency, Radiologic Pathology, Armed Forces Institute of Pathology

CARLSON, ROGER (1990)
Agriculture Technology
B.S., South Dakota State University
Graduate Studies: South Dakota State University

CASE, LINDA (2001)
General Education (Communications)
M.A., Northern State University
B.S., Iowa State University

CHRISTENSEN, LORI (2010)
Farm Business Management
M.Ed., South Dakota State University
B.S., South Dakota State University

CLARK, KAREN (2004)
General Education (Communications)
M.A., Northern State University
M.Ed., South Dakota State University
B.A., Dakota Wesleyan University

CRAIN, JEFFREY (2009)
Wind Turbine Technology
B.S., Embry-Riddle Aeronautical University
A.A.S., Community College of the Air Force

DEFRIES, DANNY (2010)
Wind Turbine Technology
M.Ed., Naval Postgraduate College
B.S., University of South Dakota-Springfield

DEROUCHEY, ROGER (1979)
Farm Business Management
B.S., South Dakota State University
Diploma, Lake Area Technical Institute
Graduate Studies: South Dakota State University, University of Minnesota, Dakota State University

DONAHUE, KERRY (1999)
Electrical Construction and Maintenance
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

EDDY, STACEY (2009)
Wind Turbine Technology
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

FELTMAN, DENNIS (1998)
Electrical Construction and Maintenance
Diploma, Mitchell Technical School
Undergraduate Studies: South Dakota State University

FERGEN, DAN (2000)
Electronics/Automation Controls/SCADA
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

FLYNN, DEBORAH, MA, CCC-SLP (2010)
Speech-Language Pathology Assistant
M.A., University of South Dakota
B.S., South Dakota State University

FREEMAN, PAULA, RT (R), (T) (2005)
Certificate, University of Minnesota School of Radiation Therapy
Certificate, Sioux Valley School of Radiologic Technology
Undergraduate Studies: South Dakota State University

FREY, SHAWN (2010)
Culinary Academy of South Dakota
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

FUERST, DOUGLAS (1998)
Electrical Construction and Maintenance
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

GARTON, DAVID JR. (1978)
Accounting/Computers
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

GIBLIN, DEBRA (2002)
Office Technology Specialist
M.A., University of South Dakota
B.S., University of South Dakota

GRACE, JIM (1991)
Satellite Communications
A.A.S, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

HENDRIX, PATTY (2002)
Culinary Academy of South Dakota
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

HERRMANN, LISA, M. Ed., RT (R), (T) (2006)
Radiologic Technology
M.Ed., South Dakota State University
B.H.S., Washburn University
Certificate, Sioux Valley School of Radiologic Technology

HOEFFNER, DAN (2003)
Propane and Natural Gas Technologies
Undergraduate Studies: South Dakota State University

HOFFMAN, CORINNE, RN, BSN, CMA (1995)
Medical Assistant
B.S.N., South Dakota State University

JACOBSON, KURT (2010)
Outdoor Power and Recreational Vehicle Technology
A.A., Alexandria Technical College

Undergraduate Studies: South Dakota State University

JARDING, KAREN (2009)
General Education (Math)
M.Ed., Dakota Wesleyan University
B.A., Dakota Wesleyan University

JUHNKE, JASON (2010)
Heating & Cooling Technology
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

KOUPAL, DAVID (2010)
Agricultural Technology
B.S., South Dakota State University
A.A.S., Mitchell Technical Institute

LORENZEN, KIM, M.D./PATHOLOGIST (1988)
Medical Director, Medical Laboratory Technology
B.S., University of South Dakota
M.D., University of South Dakota School of Medicine
Residency, Pathology, University of Nebraska
Fellowship, Forensic Pathology, Southwestern Institute of Forensic Sciences, Dallas, TX

MAHONEY, JIM (2004)
Architectural Design & Building Construction
B.S., Dakota State University

MALTSBERGER, DARIN (2008)
Outdoor Power & Recreational Vehicle Technology
A.A.S., Danville Community College
Undergraduate Studies: South Dakota State University

MARGALLO II, LUCIO, M.D., F.A.C.I.P. (1999)
Medical Director, Medical Assistant
Pre-Med, University of St. Thomas, Manila, Philippines
M.D., University of St. Thomas, Manila, Philippines
Residency, General and Surgical Medicine, Iriga City, Philippines
Clinical Assistant Professor, University of South Dakota
Assistant Professor, University of St. Anthony, Iriga City, Philippines

MATHERS, TONY (2000)
Commercial Driving
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

MESSER, LEANNE, BSRT(R); CDT (2000)
Radiologic Technology
B.S., South Dakota State University
A.A.S., Mitchell Technical Institute
Diploma, Methodist Hospital School of Radiology Technology
Undergraduate Studies: South Dakota State University

MILLER, LAURA (2004)
Accounting/Business Management
M.A., University of Phoenix
B.S., Dakota State University

MUNSEN, MARK (1997)
Architectural Design and Building Construction
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

MUNSEN, TAMARA (2002)
Office Technology Specialist
M.S., Dakota State University
B.A., Dakota Wesleyan University

NELSON, TOM (1997)
Electrical Construction & Maintenance
B.S.E.E., South Dakota School of Mines & Technology
Graduate Studies: South Dakota State University

NEPPL, GREG (2008)
Architectural Design & Building Construction
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

NICOLAUS, JANET (1986)
Office Technology Specialist
M.A., Northern State University
B.A., University of South Dakota
A.A., South Dakota State University

NICOLAUS, JIM (1996)
Outreach Trainer
A.A.S., National College of Business
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

ODENS, KELLY, MS, MLT(ASCP) (2005)
Medical Laboratory Technology
M.S., Southwest State University
B.S., National American University
A.A.S., Mitchell Technical Institute

OSBORNE, TOM (2009)
Power Line Construction & Maintenance
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

PETERSON, MICHAEL, M.D./ONCOLOGIST
Medical Director, Radiation Therapy
B.S., Cornell University
M.D., Cornell University Medical College
Residency, Northwestern Memorial Hospital, Chicago Radiation Oncology, University of Pennsylvania Health System

PFAFF, KELLY (2010)
Electrical Construction & Maintenance
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

PIETZ, CALVIN (1979)
Farm Business Management
B.S., South Dakota State University
Graduate Studies: South Dakota State University, University of Minnesota

PUETZ, MICHAEL (1998)
Power Line Construction & Maintenance
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

RAKE, PATRICK (2010)
Power Line Construction & Maintenance
A.A.S., Dawson Community College

RUSSELL, ANNIKA (2008)
Accounting/Business Management
M.A., University of Nebraska-Lincoln
B.A., Dakota Wesleyan University

RUSSELL, TONY (1994)
Automation Controls/SCADA
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

SCHAFFER, ERIC, BSRT(R), (CT) (2000)

Radiologic Technology
B.S., University of South Dakota
Diploma, Queen of Peace School of Diagnostic Imaging

SCHUMACHER, JENNIFER (2000)
Computer Systems Technology
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

SMITH, LYNNE, M.Ed., MT(ASCP) (2002)
Medical Laboratory Technology
M.Ed., South Dakota State University
B.S., South Dakota State University

SOUKUP, PATRICK (2009)
Electrical Construction & Maintenance
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

STARR, H. JEAN (1992)
General Education (Math)
M.Ed., Northern State University
B.A., Northern State University

STAHL, DUANE (2006)
Power Line Construction & Maintenance
Undergraduate Studies: South Dakota State University

SUTERA, DON (2010)
Agricultural Technology
B.S., South Dakota State University

SWARTOUT, RUTHIE WILSON (2004)
General Education (Psychology/Sociology)
M.S., South Dakota State University
B.S., State University of New York - Buffalo

THURY, RON (2002)
Heating and Cooling Technology
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

VERSTEEG, DAVID (1985)
Satellite Communications/Telecommunications
B.A., University of Sioux Falls
A.A.S., Mitchell Technical Institute

WAGNER, JIM (1998)
Culinary Academy of South Dakota
B.F.A., University of South Dakota
Diploma, Mitchell Technical Institute

WEISSER, SHIRLYCE, MLT(ASCP) (2009)
Medical Office Professional
A.A.S., Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

WESTBERG, RANDY (2008)
Power Line Construction & Maintenance
Diploma, Mitchell Technical Institute
Undergraduate Studies: South Dakota State University

Administration

VON WALD, GREG
President
M.A., Iowa State University; M.A., Naval War College

HOFFMAN, MICHAEL
Vice-President for Administrative Services
A.S., Watertown Business University

MUCK, DAN
Vice-President for Technology & Information Systems
Diploma, Mitchell Technical Institute

WIESE, VICKI
Vice-President for Academic Affairs
M.Ed., South Dakota State University

Staff

BROOKBANK, JULIE
Director of Marketing & Public Information
M.A., University of Nebraska

DEUTER, CLAYTON
Director of Admissions
B.S., South Dakota State University

FOSSUM, SCOTT
Dean of Enrollment
Ed.S., University of South Dakota

GREENWAY, DOUG
Director of Corporate Education
M.S., Dakota State University

GREENWAY, JANET
Registrar
B.A., Dakota Wesleyan University

GRODE-HANKS, CAROL
Coordinator of Instruction Design and Campus Management Systems
M.Ed., South Dakota State University

HART-SCHUTTE, JULIE
Learning Services Coordinator
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HEEMSTRA, JOHN
Outreach Coordinator
M.Ed., South Dakota State University

KOBERNUSZ, BOB
Director of Interactive Services

B.S., Northern State University

LENTZ, HEATHER
Executive Director, MTI Foundation
B.S., South Dakota State University

MURPHY, JILL
Retention Coordinator
M.A., University of South Dakota

NEPPL, AMANDA
Career Services Coordinator
B.S., Southwest Minnesota State University

SMITH, MARLA
Institutional Research Coordinator
B.A., Brigham Young University

UECKER, GRANT
Financial Aid Coordinator
B.A., Dakota Wesleyan University

UTZ, DAVE
Admissions Representative
A.G.S., Montgomery College

WINDLE, KRISTEN
Admissions Coordinator
B.A., Dakota Wesleyan University