# Programs Offered at Northwest Technical College

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</tr>
</tbody>
</table>

* Denotes programs offered on campus and through distance education.

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Program course descriptions are available on our website at www.NTCmn.edu.

Click on programs to find courses; click on course title for course descriptions.

Northwest Technical College is a member of the Minnesota State Colleges and Universities, an agency which serves technical college, community college, and state university campuses across Minnesota. Northwest Technical College reserves the right to change any of the contents published in this catalog without notice. Information herein shall not be regarded as contractual.
The Northwest Technical College calendar is established to communicate to college constituents the courses and activities that the college plans to provide. The college calendar, along with the services provided in support of these courses and activities, is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, interruption of utility services, acts of God, epidemic or pandemic illnesses, civil disorder, and war. In the event of such occurrences, the college will attempt to accommodate its learners. It does not however, guarantee that courses of instruction, extra- or co-curricular activities, or other college programs or events will be completed or rescheduled or that college services will be provided. Any refunds that may be due to eligible learners will be made in accordance with Minnesota State Colleges and Universities.

Northwest Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No persons shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to political affiliation, age, race, creed, color, handicap (disability), marital status, sex, national origin, ancestry, sexual orientation, arrest or conviction record, religion, pregnancy, parental status, status in regard to public assistance, service to the armed forces, or other protected status in employment and in education programs. Inquiries regarding the education opportunities or equal employment policies of Affirmative Action should be directed to the:

Office of Civil Rights
U.S. Department of Education
111 N. Canal Street, Suite 1053
Chicago, IL 60606-7024
Telephone: 312-886-8434
Fax: 312-353-4888; TDD: 312-353-2540
Email: www.OGR_Chicago@edu.gov

U.S. Department of Education
Office of Civil Rights
Customer Service Team
Mary E. Switzer Building
330 C. Street, SW
Washington, DC 20202
Telephone: 1-800-421-3481
Fax: 202-205-8662; TDD: 877-521-2172
Email: www.OCR@edu.gov

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Information contained in this catalog is periodically updated from time to time without notice. None of the information contained in this catalog should be regarded as contractual in nature. Data contained in this catalog is thought to accurately reflect information available at the time of publication (August 2007). However, Northwest Technical College reserves the right to make substantial changes in curricula, course content and goals, procedures, policies, program requirements, and tuition rates/costs at any time deemed necessary between editions. All revisions will take priority over the contents of this edition.

If you use a TTY, you can call us using the Minnesota Relay Service at (651) 297-5353 or 1-800-627-3529 and ask them to place a call to Northwest Technical College. Upon request this information will be made available in alternate formats.

Check www.NTCmn.edu for updates
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Every effort has been made to ensure the accuracy of the material contained within this catalog as of the date of publication. However all policies, procedures, academic schedules, program information, and fees are subject to change at any time by appropriate action of the faculty, the University/College administration, the Minnesota State Colleges and Universities Board of Trustees or the Minnesota Legislature without prior notification. The provisions of this catalog do not constitute a contract between the learner and the University/College. The information in this catalog is for use as an academic planning tool and is subject to change at any time. Upon printing of this catalog, all previous issues are revoked.
**Welcome to Northwest Technical College**

It is no coincidence that situated at the headwaters of the greatest river in the United States, knowledge and influence from faculty, learners and programs at Northwest Technical College flow regionally and nationally to change and shape lives and futures. The spirit and legacy of the original native peoples, as well as those early settlers in northern Minnesota, continue at NTC with a respect for tradition and the natural world, while creating new opportunities for each other and for our region, state and nation.

The ultimate goal of Northwest Technical College is to prepare learners of all ages to be skilled, resourceful and imaginative leaders who will effectively address the challenges of life in a technological society, a pluralistic nation and a multicultural world. The College serves traditional and distant learners, the employed seeking more skills, persons in career transitions and groups or businesses. We provide over 40 technological, training and general education programs using on-campus, off-campus and telecommunications facilities. Because we partner collaboratively with business, government and education, our graduates better meet changing industry and society needs. Program graduates are awarded Certificates, Diplomas, Associate in Applied Science and Associate in Science Degrees.

Finally, the academic and co-curricular culture at NTC is unique because the resources of the world class Bemidji State University are integrated through cooperative programming unlike anywhere in the country. This means that all the recreational, leadership, health, athletic, housing and other activities one finds at a 4-year university are available to you!

This joint vision and spirit of collaboration encourage the full, open, and civil discussion of ideas, an appreciation of commonality and difference, and a rich knowledge of self and others needed to meet the highest tests of democratic citizenship. Such an education seeks to liberate each person's fullest intellectual and human potential and assists in the unfolding of creative and useful lives.

COME JOIN US, Please!!!

**Charles P. Giammona**

Provost
MISSION
Northwest Technical College integrates the value of work with the educational experience to develop resourceful lifelong learners with knowledge, skills and attitudes to secure rewarding careers and satisfying lives in an increasingly technologically focused, globally interdependent, multicultural society.

NTC HISTORY
Northwest Technical College (NTC) possesses a rich history of growth and change, having evolved from a post-secondary vocational institution to a technical college and now into a new model of higher education.

From its beginnings in 1965 with only 99 enrollees, NTC has grown, today boasting an enrollment over 1,000 learners. In addition, program offerings have expanded from just 2 to over 40 programs offered today in the divisional areas of business, health, and industrial technology careers.

A unique partnership between Northwest Technical College and Bemidji State University gives NTC learners the option to take advantage of Bemidji State’s campus life services and activities, such as residence hall living, meal plans, health services and use of recreational facilities, all of which are a short 10 minutes from the NTC campus. It is the only such partnership between a two-year and a four-year higher education institution in Minnesota. NTC learners can have the best of both worlds – a taste of university life and a focused, technology-based education from NTC that can get them on the road to their career in two years or less.

Step inside Northwest Technical College and you’ll enter a unique 21st century learning environment, where technology is the foundation of all instruction and academic programs present a global perspective. It’s a place where learners of all ages and backgrounds can start a new career or advance in their chosen professions. NTC is culturally rich, with inspiring artwork a warm, inviting feel. Cultural diversity is respected and learners become part of a close community of classmates, faculty and staff.
Accrediation

The College is accredited by the Higher Learning Commission, North Central Association of Colleges and Schools (NCA); 30 North LaSalle Street, Suite 2400; Chicago, IL 60602-0504; phone: 1-800-621-7440.

PROGRAM:
Dental Assisting

PROGRAM ACCREDITATION/APPROVAL:
Commission on Dental Accreditation of ADA
211 East Chicago Avenue
Chicago, IL 60611-2678
(312) 440-4653
www.ada.org

PROGRAM:
Practical Nursing

PROGRAM ACCREDITATION/APPROVAL:
MN Board of Nursing
2829 University Ave. S.E.
St. Paul, MN 55414-3253
(612) 617-2270
www.nursingboard.state.mn.org

“I came to NTC from Colorado because nursing programs there had a waiting list. But NTC was highly recommended, and I can see why. I like the friendly and helpful instructors; they teach real-life skills.” — Zelalem
**Campus Visits and Tours**

We highly encourage you to visit our campus and see NTC for yourself. While you are here, you may:

- Enjoy a tour of the campus
- Meet with an advisor regarding a particular program/major
- Learn the steps of the application process
- Evaluate your course work in available for transfer learners. Please bring a copy of your transcripts to the visit.
- Speak with someone from financial aid
- Attend a class in your area of interest
- See the facilities you have access to at Bemidji State University, including the residence halls and the Gillett-Fitness Recreation Center

* At least one week’s advance notice is required to customize your visit.

Contact us today to set up a visit:
- Phone 218.333.6645 or 800.942.6324 ext. 6645
- Register online at http://www.ntcmn.edu/campus_tours/

**Admission – Apply Online at www.ntcmn.edu**

Persons 16 years or older may enroll on a space-available basis, without regard to race, color, creed, gender, national origin, marital status, sexual preference, limited English proficiency, age, religion, disability, or status with regard to public assistance. Northwest Technical College will admit individuals in an equitable manner, as evidenced by the college’s Affirmative Action Policy. Enrollment capacity in all program majors will be determined by the Academic Dean based on input from the program faculty. Acceptance to the college does not guarantee admission to a specific program or to college-level courses.

Applicants should have graduated from high school or successfully completed the GED examination. Applicants lacking this background should contact the Learning Services Director, at 218-333-6650, for details about the Ability to Benefit assessment.

Individuals on academic suspension from a college or university in the MnSCU system shall not be admitted during the term of that suspension unless they demonstrate potential for being successful in the particular program to which they apply.

Individuals not accepted for admission to the College may file a written appeal with the Dean of Academic Affairs.

An admission application may be obtained from any of the technical college campuses in the state, at most high schools, and online at the college’s web site. Applicants must provide a completed application, application fee, and high school diploma or transcript or GED. High school transcripts may be waived if the applicant has an AA, AS, AAS, degree or higher. While college transcripts are not need for admission to NTC, they are needed for financial aid and credit transfer purposes. Applicants must take the Accuplacer assessment, or receive a waiver, before they are able to register for classes. (Note: Scores on the assessment have no bearing on whether or not the applicant is admitted to the college but are used as an advising tool for accurate course placement.)

Applicants will be given admission priority for programs based on the order in which they complete the admission process, including a waiver from, or completion of, the Accuplacer assessment.

**Ability to Benefit**

In order to receive financial aid, federal and state regulations require individuals who do not have a high school diploma or GED to pass an independently administered ability to benefit assessment approved by the Department of Education. Individuals who pass this assessment will be eligible for financial aid. Contact the Learning Services Director, at 218-333-6650 for more information.

**College Readiness Assessment**

All accepted individuals will complete a college readiness assessment before they register for classes, in accordance with MnSCU policy 3.3, unless waived in accordance with the criteria listed in this policy. Scores on the assessment will be used as an advising tool to place learners into appropriate courses. College readiness courses must be successfully completed prior to graduation. Learners needing college readiness courses must enroll in a minimum of one college readiness course per semester until all are completed. These courses are prerequisite to many technical and general education courses.

Northwest Technical College will provide opportunities for assessment with Accuplacer. Individuals who have been assessed elsewhere may have those scores sent from the assessing institution to Northwest Technical College Admissions Office (see acceptable assessment instruments below). Scores must be received by the Admissions Office prior to registering for classes.

**Retake:** Learners who do not pass one or more parts of the Accuplacer at NTC may retake the assessment for a fee of $10.00. Learners may have a second retake three months after the first assessment for an additional fee of $10.00. During this time, learners are encouraged to study the areas in which low scores were received.

**Waiving the Assessment:**

Learners who have met any of the following requirements may have a full or partial exemption from the assessment.

- A previously earned bachelor’s degree
- A grade of “C” or higher in applicable college level course work taken at an accredited college or university
- A grade of “B” or higher in applicable college readiness course work taken at an accredited college or university within the last 3 years
- An ACT score of 24 or higher on the mathematics, English, or reading components
- A 3 or higher on appropriate Advanced Placement (AP) tests administered by the College Board. AP Writing exempts from Writing and Reading assessments; any AP Math exempts from math assessment.
- An appropriate assessment taken at another college within the last 3 years

Learners requesting a waiver must contact NTC admissions or the Learning Services Director at 218-333-6645 or 218-333-6650.

**Assessment at Other Locations:** Learners may have assessment results from another college submitted. Only results from the following assessments will be accepted.

1. ACCUPLACER
2. DIALS
3. COMPANION
4. ASSET
5. COMPASS
Admissions

IMMUNIZATION RECORD REQUIREMENT
In conformance with M.S. 135A.14 (2000 revision) Northwest Technical College requires that an immunization record be submitted from the following applicants:

- persons born after 1956 who did not graduate from a Minnesota high school in 1997 or later; and
- persons registered for more than one class for a full semester.

The immunization record submitted must indicate the month and year the person was immunized against measles, rubella and mumps, after having attained the age of 12 months. The immunization record must also indicate the month and year the person was immunized against diphtheria and tetanus within ten years of first registration at the institution.

Learners registered for non-credit, corporate credit or distance education courses only are exempt from submitting the required immunization record unless the course requires on-campus lab, internship, clinical or other on-campus contact for the purpose of completing coursework.

Time Requirement: All immunization records must be submitted within 45 days of the beginning of their first semester of attendance.

Medical Exceptions: An immunization record is not required if the person submits to the admissions office a statement signed by a physician that shows:

1. the person did not receive an immunization for medical reasons;
2. the person has experienced the natural disease against which the immunization protects; or
3. a laboratory has confirmed the presence of adequate immunity.

Additional Exception: Persons who submit a notarized statement that they have not been immunized as required because of conscientiously held beliefs are exempted from this requirement. Northwest Technical College will submit the notarized statement to the Commissioner of Health.

Immunization Record Files: Northwest Technical College will maintain an immunization record for all individuals, less exceptions as stated, for at least one year from the time of original filing. Immunization records will be maintained in a separate medical records file. The Department of Health and the local Board of Health, in whose jurisdiction the institution is located, may inspect immunization records.

Additional Immunization Requirements: Persons in certain majors may be required to submit additional immunization records besides those indicated within this policy.

REGISTRATION
All new learners seeking a certificate, diploma, or degree at the College are required to attend a session prior to registering for courses. The purpose of the session is to provide learners with the information they need to register for courses. Sessions are scheduled throughout the year.

COLLEGE SUCCESS DAY
All new learners attend College Success Day, held the weekday before the semester begins. The purpose of College Success Day is to familiarize individuals with college policies and procedures, support services, campus life opportunities and other resources that benefit and support learners.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)
The Post-Secondary Enrollment Options Act (MN Statute 1999, 124D.09). “Promotes rigorous academic pursuits and provides a wider variety of options to high school pupils by encouraging and enabling secondary pupils to enroll full-time or part-time in non-sectarian courses or programs in eligible post-secondary institutions.”

Northwest Technical College complies with the PSEO Act by facilitating accessibility of college courses to college-ready high school learners.

Eligible Minnesota high school juniors and seniors may enroll in College courses as part of their full-time high school enrollment. High school juniors must be in the upper 1/3 of their class or score at or above the 70th percentile on a nationally standardized, norm-referenced test and seniors must be in the upper 1/2 of their class or score at or above the 50th percentile on a nationally standardized, norm-referenced test to be eligible for admission. All PSEO learners must pass the Accuplacer placement tests.

Learners apply by submitting the PSEO state form, the MnSCU application, an official high school transcript that designates class rank, and approved basic skills assessment results. Learners not meeting admission requirements may appeal by providing a letter of recommendation from their high school and meeting with the PSEO counselor.

NTC will evaluate learner eligibility, admit learners to the college on a provisional basis, register learners for courses on a space-available basis, inform the learner of the support services available at the College, and monitor satisfactory academic progress. Continued participation requires satisfactory academic progress. Participation in the program requires the approval of the parent or legal guardian and the College.

NTC will offer to PSEO learners only courses that are approved through the curriculum process. PSEO learners are not eligible to take college readiness courses. Courses delivered as part of the PSEO program must meet MnSCU policy, college rigor, and NTC academic standards.

SERVICE MEMBERS OPPORTUNITY COLLEGES (SOC)
Northwest Technical College is a member of Service Members Opportunity Colleges, a consortium of over 1500 colleges and universities that provide college-level educational opportunities for service members and their families.

VETERANS BENEFITS
The majors offered by Northwest Technical College are approved by the Minnesota State Approving Agency for veterans and their dependents eligible for educational benefits under Chapters 30, 31, 32, and 35 of the Veterans Readjustment Act of 1977. Under the new GI Bill, Chapter 1606 (educational assistance program), Reserve and National Guard personnel may be eligible for educational benefits. Learners should contact the Veterans Certifying Official or their local Veterans Administration Office to obtain applications and determine eligibility and entitlement.

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Tuition

TUITION AND FEES
Tuition for a Minnesota resident or non-resident is set annually by the Board of Trustees of the Minnesota State Colleges and Universities and charged on a per credit basis. The college Provost will consult with the college’s Campus Government on proposals to change the tuition rate prior to submitting the proposal to the Board.

All applicable tuition and fee charges are billed to the learner and are payable on or before the first of the academic term. Tuition not paid or deferred by no later than five business days after the start of classes will result in cancellation of registration pursuant to MnSCU Policy 5.12 and NTC Policy 1100-1-02.

Pursuant to Minnesota Statute 135A.51 and 135A.52, any Minnesota resident 62 years or older may attend classes without payment of tuition or activity fee when space is available after all tuition paying learners have been accommodated; however, an administrative fee will be charged unless the learner is auditing the course or the course is a non-credit course. Persons seeking to register under this policy may register during the add/drop period after the first day of class.

CANCELLATION OF REGISTRATION DUE TO NON-PAYMENT
The College is dedicated to providing access to its courses to learners who in return fulfill their financial obligations. In accordance with Policy 5.12 of the Minnesota State Colleges and Universities, registration will be cancelled for learners who have not met one of the following conditions by no later than five business days after the first day of classes in any semester:

- NTC’s Financial Aid Office has received the results of the learner’s financial aid application (FAFSA - Free Application for Federal Student Aid), OR
- NTC’s Business Office has received a down-payment of $300 or 15% of tuition and fees due for the semester and an approved payment plan, OR
- The learner has submitted a Third Party Billing Authorization to NTC’s Business Office.

The President or designee may grant short-term tuition and fee payment deferrals in cases where, due to exceptional circumstances, a learner needs additional time to arrange third-party financing or otherwise satisfy a tuition and fee balance due. Deferrals must document the reason for and time duration of the deferral and must be signed by the President or designee.

RESIDENCY
Northwest Technical College does not differentiate tuition rates based on state residency, as approved by the MnSCU Board of Trustees; however, residents of the reciprocity states of North Dakota, South Dakota, and Wisconsin, as well as the Canadian province of Manitoba, will be charged tuition at the reciprocity rate. Residents of these states and/or province are required to complete reciprocity forms.

“When I was looking at EMT programs, I chose NTC because I was able to focus on EMT classes and not other classes that I wasn’t interested in. Plus, I was really impressed with the school and how much more personal it is than other colleges.” — Scott
## Tuition and Fees

### 2007-2008 Academic Year

* Various fees will be assessed depending on enrollment status.

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Application Fee</td>
<td>$20.00 (one time)</td>
</tr>
<tr>
<td>Tuition</td>
<td>$146.50 per credit</td>
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<tr>
<td><strong>Tuition - Special Program</strong></td>
<td></td>
</tr>
<tr>
<td>Automotive Service Technology</td>
<td>$156.50 per credit</td>
</tr>
<tr>
<td>Construction Electricity</td>
<td>$156.50 per credit</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>$156.88 per credit</td>
</tr>
<tr>
<td>High Performance Engine Machinist</td>
<td>$162.45 per credit</td>
</tr>
<tr>
<td>Industrial Model Making</td>
<td>$156.88 per credit</td>
</tr>
<tr>
<td>Residential Plumbing/HVAC</td>
<td>$156.50 per credit</td>
</tr>
<tr>
<td>Nursing</td>
<td>$156.88 per credit</td>
</tr>
<tr>
<td>Bldg 1108 Metal Fabrication Course</td>
<td>$156.50 per credit</td>
</tr>
<tr>
<td><strong>Tuition: Distance Education/Online</strong></td>
<td>$199.00 per credit</td>
</tr>
<tr>
<td><strong>Senior Citizens Administration Fee</strong></td>
<td>$12.00 per credit</td>
</tr>
<tr>
<td>Learner Activity Fee</td>
<td>$1.50 per credit</td>
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<tr>
<td>Learner Association Fee</td>
<td>$0.31 per credit</td>
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<tr>
<td>Late Fee</td>
<td></td>
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<tr>
<td>0-6 credits</td>
<td>$15.00</td>
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<tr>
<td>7+ credits</td>
<td>$30.00</td>
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<tr>
<td>Parking Fee</td>
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<tr>
<td>$1.50 per credit</td>
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<tr>
<td>(Max. 15 credits/$22.50 semester)</td>
<td></td>
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<tr>
<td>Professional Liability Insurance Fee</td>
<td>$9.75/year</td>
</tr>
<tr>
<td></td>
<td>Dental Assisting, Childcare, Young Child Education, Massage Therapist, Nursing Assistant, Learners and Nursing.</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$7.00 per credit</td>
</tr>
<tr>
<td>Credit by Examination and</td>
<td></td>
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<tr>
<td>Credit for Experiential Learning</td>
<td>$25.00 - $50.00</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td></td>
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<tr>
<td>$2.00/official transcript</td>
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</tbody>
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### Application Fee
All learners entering the College will be assessed a one-time, non-refundable application fee.

### Learner Activity Fee
A learner activity fee will be charged to learners. The activity fee is allocated to co-curricular activities.

### Learner Association Fee
All learners will be assessed a fee which is passed on to the Minnesota State College Student Association for college membership dues. This fee will be assessed on a per credit basis.

### Late Payment Fee
Late payment fees will be assessed on the 21st day of each semester to any learner who has not paid tuition, when no proof of financial aid or other funding is provided. The fee is based on the number of credits for which a learner is registered.

### Parking Fee
Parked fees will be assessed on a per credit basis. The proceeds from this fee are used to upgrade and maintain the college parking facilities. Learners not using the college lots can request that the fee be waived.

### Professional Liability Insurance Fee
Professional liability fees will be assessed to learners enrolling in courses requiring clinical/internship experience. This fee is used to purchase professional liability insurance on the learner’s behalf.

### Technology Fee
Northwest Technical College will assess on a per-credit basis a technology fee. Proceeds from this fee will be used to support the personnel, hardware, software, and technical infrastructure of the College.

### Credit by Examination Fee
When a learner wishes to test out of a course through credit by examination, a test out fee will be assessed. The fee will be based on the lab/lecture content of the course.

### Transcript Fee
A processing fee will be assessed any time a learner requests an official transcript.
PAYMENT

All tuition and fees are due the first day of class unless financial aid is pending or the learner has set up a payment plan with FACTS Tuition Management. FACTS payment plan information is available on the Northwest Technical College (NTC) website. Click on MyNTC for e-cashier link.

Learners who have not paid their tuition by the 5th day of the semester will be automatically dropped from all classes unless one of the following conditions is met: you have applied for financial aid and NTC has received the results, or a $300 down payment or 15% of tuition and fees has been made, or you have submitted a 3rd Party Billing Authorization to the Business Office.

If a balance is still owed after financial aid or a down payment has been applied, a fee statement is mailed. Late fees are applied after the 21st day of the term. At the end of each semester, persons with a balance are referred to collection activity. In addition, no person with an outstanding account will be allowed to register for the following semester’s classes.

DEFERMENT/PAYMENT PLAN

In accordance with MnSCU policy 5.12, Northwest Technical College has the ability to grant deferrals and payment plans to learners demonstrating the need for such arrangements.

A deferment is defined as an agreement between the college and the learner to delay payment until financial aid which is sufficient to cover all learner charges arrives at the College. Financial aid for this purpose is described as grants, loans, scholarships or third party authorizations. Deferrals may be granted from authorized representatives of the financial aid or business offices to learners with approved federal, state or other financial aid.

Payment plan information is available in the business office only. Payment plans allow tuition payments to be divided throughout the months of each semester and are administered by FACTS Tuition Management. There is a $25 enrollment fee for this program. Learners may sign up for FACTS on the Northwest Technical College web site. Non-compliance with the established plan will result in the learner’s account becoming delinquent and college receivable procedures being implemented. All payment plans must be paid in full prior to registering for any future terms. Delinquent accounts may also lead to other college sanctions including non-release of college transcripts.

TUITION REFUND

Tuition will be refunded to learners who cancel their registration at the College through a formal withdrawal process and in accordance with MnSCU policy.

The following refund schedule is for learners who do an official complete withdrawal from the College. To constitute a complete withdrawal, a learner must withdraw from all courses for which he/she is registered in the term.

Fall and spring terms and other terms at least 10 weeks in length
- 1st through 5th class day of term 100%
- 6th through 10th class day of the term 75%
- 11th through 15th class day of the term 50%
- 16th through 20th class day of the term 0%

Summer session and other terms at least 3 but less than 10 weeks in length
- 1st through 5th class day of the term 100%
- 6th through 10th class day of the term 50%
- After 10th class day of the term 0%

Class terms less than 3 weeks in length
- 1st class day of the term 100%
- 2nd class day of the term 50%
- After the 2nd class day of the term 0%

Courses that start after the sixth instructional day of the term and courses that are less than three weeks in length will have a 100% refund of tuition if the learner withdraws prior to the start of the second class period. There is no refund after the start of the second class period.

LEARNERS CALLED TO ACTIVE MILITARY DUTY WHILE ENROLLED

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

a. The learner may be given a full refund of tuition. Learners receiving financial aid who choose this option should be made aware that they will be responsible for repayment of all financial aid already received.

b. The learners may be given a grade of Incomplete (I) in a course and complete it upon release from active duty. Course completion may be accomplished by independent study or by retaking the course without payment of tuition. Under federal financial aid policies a course that is retaken this way may not be counted toward a learner’s enrollment load. Learners receiving financial aid who choose this option should be made aware that they will be liable for any required repayment of state or federal financial aid funds already received (Return of Title IV Funds policy).

c. If in the instructor’s judgment the learner has completed sufficient course work to earn a grade of C or better, the learner may be given credit for completion of a course.
Financial Aid

Financial Aid Process

- Apply for your Personal Identification Number, and one parent for dependent learners at www.pin.ed.gov.
- File a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov using school code 005759 and the appropriate tax/income information.
- Complete a Northwest Technical College Institutional Financial Aid Application.
- Submit documents to Northwest Technical College as requested, including all prior college transcripts.
- Summer learners will be required to file an additional Summer Supplement which is available in March.

Important Financial Aid Eligibility Facts

- Learners must be enrolled in an eligible program pursuing a degree, diploma or certificate from Northwest Technical College.
- Financial Aid is available for courses that are required for a learner’s program only. Classes that are recommended or that are prerequisites to their program are not aid eligible. College readiness courses and prerequisites are eligible for financial aid.
- Learners must maintain at least half-time enrollment status to receive loans, work study or child care assistance.
- Learners may not receive more financial aid, including loans, than the established institutional budget.
- Learners receiving outside agency funding may have their work study or loan eligibility reduced.
- Learners must have a high school diploma, GED, or a passing score on an Ability to Benefit assessment.
- Eligibility is determined on the 6th day of each term by the enrollment status. Enrollment status is defined as follows for all programs except Minnesota State Grant (Minnesota State Grant defines full-time as 15 credits.)

Note: The enrollment definitions below also apply to the summer term.

- Full Time = 12 or more credits
- 3/4 Time = 9-11 credits
- 1/2 Time = 6-8 credits
- Less-than-half-time = 1-5 credits

- Learners who withdraw from a course prior to the first day of the course and for which financial aid has already been received will be subject to a recalculation of aid and possible repayment.
- Transfer learners may be subject to lower loan limits, and mid-year transfers will have limited grant eligibility.
- Learners must reapply for aid every year. Each FAFSA process covers three terms, beginning with fall and ending with summer.
- For learners eligible for the Minnesota State Grant, the FAFSA must be received by the Federal Aid Processing Center within the first 30 days of the semester.
- For late applicants, NTC must have received the results of the FAFSA before the end of any semester for which aid is desired. In addition, loans may not be processed once a learner is no longer in attendance and/or not making satisfactory progress.

Types of Aid Available at NTC

The following financial aid programs are available to assist learners, provided the learner is eligible and funds remain available.

Grants
- Federal Pell Grant
- Minnesota State Grant
- Federal Educational Opportunity Grant (SEOG)
- Minnesota Post Secondary Child Care Grant

Employment
- Minnesota State Work Study
- Federal Work Study

Loans
- Federal Direct Subsidized & Unsubsidized Loans
- Federal Direct Parent Loans for Undergraduate Students (PLUS)
- Minnesota Student Educational Loan Fund (SELF)

Disbursement of Financial Aid

Learners who have received an award letter by the first day of the semester may be allowed to charge books and defer their tuition and fees, provided there is enough aid available to cover all institutional expenses incurred. Financial aid that exceeds institutional charges will be made available to learners by the 16th day of each semester, dates to be announced. Grants will be applied to learners’ accounts first. Overage checks will then be processed twice per week by the Business Office and disbursed in the bookstore. Learners must provide a picture I.D. to claim a check.

Satisfactory Academic Progress Policy for Financial Aid

Effective Fall Semester (August 27, 2007)
Northwest Technical College-Bemidji and MnSCU Board Policy 2.9, in compliance with Federal and State regulation, requires that all learners maintain satisfactory academic progress toward the completion of a degree, diploma, or certificate in order to receive financial aid. Programs covered by this policy include Federal and State work-study, loans, grants and possible scholarships. The standards used in this policy must include all periods of enrollment, whether or not a learner received financial aid.

I. Grade Point Average Requirement

(Quantitative Measure)
All learners are required to maintain a minimum 2.0 (C) cumulative grade point average beginning with the first term of attendance. (Note: A 2.0 GPA is required to graduate). Grades of A, B, C, D, and F are included in the GPA calculation.

II. Percentage Completion & Maximum Time Frame Requirement

(Quantitative Measure)
The college uses cumulative credits completed, divided by credits attempted, to measure completion percentage. To remain eligible for financial aid, a learner is required to progress toward the completion of an academic program by successfully completing 67% of all credits attempted. Courses for which a learner receives a letter grade of A, B, C, D, P are included in the calculation of cumulative credit completion percentage as courses successfully completed. Courses for which a learner receives a letter grade of F, I, IP, N, NC, NP, NR, and W will be treated as credits attempted but not successfully completed. Blank (“Z”) grades will be treated as credits attempted but not successfully completed.

The maximum allowable time frame for a learner to complete an academic program is 150% of the published credit length of the program of record. For example, if your program is 65 credits in length, you would only be eligible to be paid financial aid for up to 98 attempted credits (65 X 1.5 = 97.50). All cumulative credits attempted will be counted toward the maximum allowable time frame, even though a period of time may have elapsed between enrollments.

NOTE: If at any point it is determined that a learner will not be able to finish the required courses to graduate from their program within the 150% time frame, financial aid eligibility will be terminated immediately.

III. Evaluation Period

Financial Aid Satisfactory Academic Progress will be evaluated three times each year after Fall, Spring, and Summer Semester grades are recorded.
IV. FAILURE TO MEET STANDARDS
A. Maximum Time Frame (150%) Requirement
   If a learner has reached a point where it is clear that he/she will not be able to graduate within the maximum time frame, he/she becomes ineligible for future aid.
B. Qualitative (GPA) or Quantitative (67% completion) Percentage
   1. A learner who fails to meet the cumulative GPA or percent completion measures at the time of evaluation, will be placed on financial aid probation immediately. Learners will be eligible for financial aid during this probationary term.
   2. A learner who fails to meet the term and cumulative GPA or percent completion at the end of the probationary period, will have financial aid eligibility suspended immediately.
   3. At the conclusion of the probationary period, a learner, who meets the term GPA or percent completion measures for which they were placed on probation but has failed to meet the cumulative standards, will be placed on continued probation until such time as the learner has met the cumulative GPA and percent completion standards. Learners will be eligible for financial aid while on continued probationary status. If the learner fails to meet the institution’s qualitative or quantitative standards for the courses in which he/she was enrolled during the probationary period, the institution shall suspend the learner from financial aid eligibility immediately upon completion of the review.
   4. Also, if the institution determines that it is not possible for the learner to raise his/her GPA or percent completion to meet the institution’s standards before the learner would reach the end of the program for which he/she is receiving financial aid, the institution shall suspend the learner from financial aid eligibility immediately upon completion of the evaluation.
C. Suspension of Learners for Extraordinary Circumstances
   Any learner may be immediately suspended from financial aid eligibility in the event of extraordinary circumstances, including but not limited to previously suspended and reinstated learners whose academic performance falls below acceptable standards during a subsequent term of enrollment; learners who register for courses, receive financial aid, and do not attend any classes; and learners whose attendance patterns appear to abuse the receipt of financial aid.

V. NOTIFICATION
Learners will be notified in writing any time they are placed on probation or suspension status.

VI. APPEAL PROCESS
A learner who fails to meet the satisfactory academic progress standards may appeal to re-establish eligibility by completing a Petition for Reinstatement of Financial Aid. This form is available from the Financial Aid Office. The petition may be based on undue hardship, death of a relative, injury or illness; or extenuating circumstances as determined by the institution. Petitions must be supported with appropriate documentation and verification and will be reviewed on a case-by-case basis.

When considering a petition, a learner’s prior academic history, test scores, and potential for successful completion of the academic program will be considered. The Director of Financial Aid or a designee will approve or deny appeals as they are submitted. Results of an appeal will be sent to the learner in writing. Any learner whose petition is denied may appeal the denial to the Financial Aid Review Committee.

VII. REINSTATEMENT OF FINANCIAL AID
The approval of a Petition for Reinstatement for Financial Aid places a learner on a trial semester with the Financial Aid Office. An approved petition will state the terms of the trial semester and the specific conditions that apply. During this trial semester a learner is eligible to receive financial aid. At the conclusion of the trial semester, if the learner has not met cumulative satisfactory academic progress minimum standards but has met the condition of the approved petition, the learner will automatically have the trial semester suspended. However, suspension of financial aid eligibility will occur immediately if NTCC determines that it is not possible for a learner to raise their GPA or course completion percentage to meet the institution’s standards before reaching the maximum time frame allowed in the program for which the learner is receiving financial aid.

Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a learner’s financial aid eligibility. Learners may have their financial aid eligibility reinstated by agreement meeting the cumulative GPA and percent completion requirements. If a learner who is not meeting satisfactory academic progress has a late grade recorded or receives a grade change at any time during the academic term, the learner should contact the Financial Aid Office to check his/her financial aid eligibility.

VIII. ADDITIONAL ELEMENTS
A. Treatment of grades: Courses for which a learner receives a letter grade of A, B, C, D, or P are included in the calculation of cumulative credit percentage as courses successfully completed. Courses for which a learner receives a letter grade of F, I, IP, NC, NP, N, W, or Z will be treated as credits attempted but not successfully completed.
B. Academic Amnesty/GPA Adjustment for Returning Learners: Academic Amnesty and Grade Point Average (GPA) Adjustment are not available for financial aid recipients. All attempted credits are counted in financial aid satisfactory academic progress.
C. Audited Courses: Audited courses will not be funded by financial aid and are not included in any financial aid satisfactory academic progress measurements.
D. Consortium Credits: Credits for which financial aid is received under a consortium agreement will be included in cumulative GPA, completion percentage, and maximum time frame calculations.
E. College Readiness/Remedial/Developmental Credits: All remedial/developmental courses are included when determining satisfactory academic progress for GPA and percent completion. Up to 30 remedial credits shall be omitted when determining maximum time frame.
F. Repeated Credits: Upon submission of the repeat form to the Registrar, only the highest repeated grade will be counted toward the cumulative GPA measurement. All credits, original and the repeated, are included in determining the 67% completion requirement and maximum time frame.
G. Transfer Credits: Transfer credits accepted by the institution and applied toward a learner’s degree, diploma, or certificate requirements to graduate will count toward the maximum time frame calculation.
H. Withdrawals: Credits for which a grade of “W” is received are considered attempted credits but not successfully completed credits. A grade of “W” does not impact GPA but does negatively impact the cumulative credit percentage and counts toward the maximum time frame.

RETURN OF TITLE IV FUNDS POLICY
Repayment requirements for learners who cease attending all of their classes: Financial aid recipients who withdraw or cease attending all of their classes prior to 60% of the term being completed (including courses with a grade of “I” for non-attendance), are subject to the federal rules for the Return of Title IV Funds for any federal aid not earned. The percentage of unearned aid is equal to the number of calendar days remaining in the term divided by the total number of calendar days in the term. The calculation of Title IV funds unearned has no relationship to the learner’s incurred institutional charges as determined by the college’s refund schedule for students that officially withdraw from a term. The Registrar’s Office is the college’s designated office to accept notification of official withdrawals. In the event that the last date of attendance cannot be determined, the mid-point (50%) of the semester will be used. The Business Office will determine the repayment based upon federal and state procedures, the last date of attendance, type of aid awarded, and charges for tuition and fees. The repayment amount is considered unearned aid that a learner was not eligible to receive because of not completing the term, necessitating the repayment of funds. The college may have an obligation to return funds to an aid program that was previously applied to the learner’s account. The learner may have an obligation to repay funds that were paid directly to him/her. If the college returns funds that were applied to the student’s account, a balance due the college by the learner will result. Federal student aid may not cover all unpaid institutional charges due to the
**Registration**

college upon withdrawal. Failure to repay will prevent future registration at the college and initiate delinquent collection procedures, which will adversely affect the learner’s credit rating. A learner may contact the Business Office to receive an estimation of the required financial aid repayment, if any.

**ACTUAL SAMPLE WITHDRAWAL CASE:**
1. Learner received $1970 Federal Direct Loan and $2025 Federal Pell Grant.
2. Learner completed only 27% of the semester.
3. Learner was required to repay $2535 of the $3995 total aid received.

**LEARNER CREDIT LOAD**
A full-time learner is defined by Northwest Technical College as one who has enrolled for a minimum of 12 credits per semester. The maximum number of credits that an individual is allowed to take in any one semester is 20. A learner may petition to take more than this amount if he/she meets criteria related to academic progress, an overall GPA of at least 2.5, and the recommendation of his or her advisor.

**AUDITING COURSES**
Learners intending to audit a course are required to register for the course on a space available basis. Learners must indicate their intention to audit at the time of registration. Auditing learners may not need to meet regular course requirements but should confer with the instructor as to their privileges and responsibilities in the course. A learner who first enrolls for audit status may change to credit status during the first six (6) days of the semester and will then be charged tuition for the course instead of the audit fee. Courses audited are not included in determining the total credits earned toward a major or the cumulative grade point average. Upon completion of the course, an entry is made on the learner’s permanent record along with other classes. “AU” equals audit.

**ADVANCED STANDING**
Advanced standing refers to credit granted and transcripted by Northwest Technical College for previously gained knowledge and skills that are equivalent to coursework at the College. Such credit may be granted through various means: direct transfer of courses of equivalent nature that were completed at other accredited institutions of higher education; by examination; by College Board programs - i.e., Advanced Placement (AP); College-Level Examination Program (CLEP), and International Baccalaureate (IB); experiential learning, military or other course work that is transcripted and completed in an AS degree to a MnSCU university where a program articulation agreement does not exist or to any other MnSCU institution, courses shall be reviewed on a course-by-course basis under conditions of MnSCU Board Policy 3.21

3. The Associate in Science Degree

**CURRENCY OF CREDITS**
Due to the rate of change of technological skill requirements, a learner may be required to validate coursework that was completed more than five (5) years prior to expected graduation date. Such validation requires the approval of both the advisor and the division chair. Only courses with grades of C or better may be validated. The division may require that learners repeat such courses or take additional coursework.

**MINNESOTA TRANSFER CURRICULUM**
Northwest Technical College will implement the Minnesota General Education Transfer Curriculum as appropriate to the Associate in Applied Science and Associate in Science degrees. Northwest Technical College will inform individuals about transferring the Minnesota General Education Transfer Curriculum and shall provide for appeals of transfer decisions. (See the college web site for more information).

Transfer of the AAS Degree or Courses within the Degree:
1. Associate in Applied Science Degree:
The following components, as a minimum, shall be accepted for transfer to MnSCU institutions:
   (a) General Education courses selected from the Minnesota General Education Transfer Curriculum or other general education courses comparable or equivalent to specific courses offered at Northwest Technical College;
   (b) Any occupational course comparable or equivalent to a specific course offered at Northwest Technical College;
   (c) Elective credits up to 16 semester credits selected from occupational courses; and
   (d) Additional elective credits if they contribute to an educationally coherent program.

2. The Articulated Associate in Applied Science Degree
The AAS degree may be articulated to link to a specific baccalaureate degree program. To be designated as an articulated degree program, a formal written agreement must exist between the collaborating institutions. Learners who complete an articulated AAS degree have completed a minimum of two years of an articulated program and, therefore, all credits earned within the articulated program, transfer in full to the collaborating MnSCU state university, in partial fulfillment of requirements for a baccalaureate degree. If a learner wishes to transfer courses completed in an AAS degree to a MnSCU university where a program articulation agreement does not exist or to any other MnSCU institution, courses shall be reviewed on a course-by-course basis under conditions of MnSCU Board Policy 3.21

3. The Associate in Science Degree
The Associate in Science (AS) degree is an articulated degree program designed to link to a specific baccalaureate degree program. To be designated as an articulated degree program, a formal written agreement must exist between the collaborating institutions. Learners who complete an AS degree have completed the first two years of an articulated program and, therefore, all credits earned within the articulated program transfer in full to the collaborating MnSCU university, in partial fulfillment of requirements for a specific baccalaureate degree. If a learner wishes to transfer courses completed in an AS degree to a MnSCU university where a program articulation agreement does not exist or to any other MnSCU institution, courses shall be reviewed on a course-by-course basis under the conditions of Part 3 subparts 1, 2, 3 and 5 of this policy.

**CURRENCY OF CREDITS**
Due to the rate of change of technological skill requirements, a learner may be required to validate coursework that was completed more than five (5) years prior to expected graduation date. Such validation requires the approval of both the advisor and the division chair. Only courses with grades of C or better may be validated. The division may require that learners repeat such courses or take additional coursework.

**CREDIT TRANSFER**
Northwest Technical College grants transfer credit for an individual enrolled in a college major based on the following criteria:
- The sending institution must be regionally accredited at the higher education level.
- The course work to be transferred must be comparable in nature, content, and level to course offered in the declared major.
- The course grade must be at least a “C”.
- Pass (P) credits cannot be used to transfer to a technical area.
- Transfer of technical credits shall be allowed for courses that have been completed within five years prior to the transfer application; and
- Official transcripts must be on file.

Individuals must request that their credits be evaluated for transfer by completing a transfer of credit worksheet. Enrolled learners who change majors must have their transfer credits re-evaluated. The results of credit transfer evaluations may be appealed.
CREDIT VIA COLLEGE BOARD PROGRAMS:

ADVANCED PLACEMENT (AP), CREDIT BY EXAMINATION PROGRAM (CLEP), INTERNATIONAL BACCALAUREATE (IB)

Entering learners who have taken the College Board examinations may receive credit at Northwest Technical College. Credit may be granted for specific courses or electives. Scores must be submitted to the Admissions Office.

To be recognized for credit, AP scores must be 3 or above; CLEP scores must be 50 or above. IB credit will be individually analyzed by the transfer specialist. Credits will be awarded pursuant to MnSCU policies 3.15, 3.16, and 3.33, and Minnesota Statue 120B.131, Section 16, Subd3.

CREDIT BY EXAMINATION

An enrolled learner with a declared major may challenge a technical course through an examination for credit. Credits earned through a successful challenge via examination will be transcripted and billed at the current tuition rate. The college will:

- Charge an examination fee based on lecture/lab credits to be paid prior to taking of the examination. If the challenge is successful, the fee will be subtracted from the tuition due for the cost of the credits.
- Transcript successful challenges upon payment of tuition costs for the course minus the examination fee.

Credits earned through challenge examination do not apply toward full-time status for financial aid. Learners can not repeat an unsuccessful challenge and cannot challenge a course which already appears on the learner’s transcript.

CREDIT FOR EXPERIENTIAL LEARNING

The college recognizes that individuals acquire substantial learning from experiences other than formal education. As a result, the college will award credit for experimental learning under the following circumstances:

- The petitioner provides evidence of the mastery of a minimum of 80% of the learning outcomes of a particular course at an equivalent level of achievement as documented in a specific portfolio format. This evidence will include all required elements. To prepare the portfolio, the learner may be required to enroll in a one time only planning course.
- An experienced instructor of the course in question analyzes the portfolio and verifies equivalency. The decision of the instructor is final.
- A maximum of 25% of the total program credits will be awarded for experiential learning.

The college will provide assistance to the petitioner in how to prepare the portfolio and in selecting the kinds of documentation that would be acceptable. The petitioner will pay tuition for the credits awarded prior to them being transcripted. Transcripted credits will count toward academic awards, however, no grade will be assigned and the credits will not count in grade point average calculations.

TECHNICAL PREPARATION (TECH PREP) AGREEMENTS

Northwest Technical College will work in partnership with affiliated technical preparation (Tech Prep) consortium(s) and the consortium member high schools to explore and develop ways to help prepare high school learners to transition into postsecondary technological education.

Credits earned through advanced standing agreements made with the member high schools will be transcripted when the following requirements have been met:

- A certificate of advanced standing or other official notification by the high school is received by the NTC Registrar indicating that the learner earned an A or B in the eligible course and received the recommendation of the instructor (both are required to receive the certificate), AND
- The learner has enrolled in and successfully completed 12 credits at Northwest Technical College, AND
- The learner has passed with at least a C an NTC course for which the Tech Prep course is a prerequisite. If the course is not a prerequisite to any other NTC course, the credits will be transcripted upon the successful completion of the 12 credits.
Academic Progress

ACADEMIC POLICIES AND PROCEDURES
Northwest Technical College (NTC) publishes current information regarding academic policies and procedures yearly. Please refer to the Campus Handbook online at www.NTCmn.edu or contact Co-Curricular Services for detailed information on grading, attendance, graduation requirements, and academic or financial policies. Information is also available on the college Web site: www.NTCmn.edu.

SATISFACTORY ACADEMIC PROGRESS
NTC will require learners to maintain satisfactory academic progress as measured by Grade Point Average (GPA) and percent of courses completed.

Individual program majors may have additional requirements for satisfactory academic progress.

The college will place a learner on academic probation if he/she:

- has attempted 8 cumulative credits or more and has failed to complete 67% of the credits attempted and/or has less than a 1.75 cumulative GPA.
- has attempted 24 cumulative credits or more and has less than a 2.00 cumulative GPA.
- has fallen below 67% completion of all credits attempted at NTC (cumulative).

The following stipulations are placed on learners in their probationary semester:

- Learners on academic probation are ineligible to request an incomplete grade during the probationary term.
- During the probationary term, learners must achieve a 2.00 term GPA; learners who do not meet this requirement will be placed on academic suspension. Learners who meet this requirement but whose cumulative GPA is still below the requirement will remain on academic probation until the cumulative GPA requirement is met.
- Learners must complete an Academic Improvement Plan with their advisor at the beginning of the semester.

The college will cancel the registration of learners placed on academic suspension. The duration of academic suspension is as follows:

1. First instance: one semester
2. Second instance: one year
3. Third instance generally leads to permanent termination.

Learners wishing to appeal academic suspension must follow the academic appeals process. Learners placed on academic suspension may not be eligible for financial aid, even if their academic appeal is successful and they are reinstated. Reinstituted learners who wish to appeal termination of financial aid must follow the financial aid appeal process.

GRADING
The College uses letter grades to document learner academic achievement.

Letter grades to document learner academic achievement are as follows:

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Failing

* Pass/No Pass grade may be given subject to college policy.
** A learner “auditing” a course will pay the normal tuition rate.
*** Learners may request of the instructor that they be assigned a grade of Incomplete (I). The instructor must approve such a request in writing. An Incomplete (I) grade must be removed by completing course requirements by the end of the next semester of regular program offerings. Any “I” not removed will be changed to “F.”

PASS/NO PASS GRADE OPTION
Learners may enroll in certain courses on a Pass/No Pass basis. Credits recorded as P/NP are not included in the computation of the learner’s grade point average, but a limited number of pass credits count toward graduation.

The option to register on a Pass/No Pass basis may be exercised through the drop/add deadline of the semester. The Pass/No Pass registrant is obligated to complete all course requirements and to take all examinations. A Pass grade is awarded for performance equivalent to a C or above. The following restrictions apply to Pass/No Pass registration:

1. Learners may accumulate no more than 9 semester credits for graduation under the P/NP grading option.
2. Learners may take no more than 1 class per semester on a P/NP basis.
3. Learners who are on Academic Probation will not be allowed to register for any course on a P/NP basis.
4. Prerequisite courses may not be taken on a P/NP basis.
5. No classes taken initially for a letter grade maybe repeated on a P/NP basis.

It is the learner’s responsibility to consult with his/her instructor and/or advisor prior to choosing the P/NP option for a given course to discuss possible ramifications, such as the impact on potential for transfer and license/certification requirements.

INCOMPLETE GRADES
Northwest Technical College does not encourage incomplete grade. However, instructors may assign a grade of Incomplete (I) under the following conditions:

- A request stating the circumstances must be made in writing to the instructor no later than one week prior to the end of the semester.
- An Incomplete (I) grade will be granted only at the discretion of the instructor for emergency circumstances.

To remove the Incomplete (I) grade, course requirements must be completed by the end of the next semester of regular program offerings. Any “I” not removed by that time will be changed to an “F.” Learners may not request an incomplete if they are on probation or if they have an unfinished Incomplete from a previous semester.

REPEATING COURSES
In order to successfully complete a course as defined by program requirements, a learner may repeat a course. The highest grade will be used to compute the learner’s GPA if the learner submits a completed course repeat form to the registrar. Coursesa that are repeated and not counted in a GPA calculation shall be denoted by being placed in parentheses [ () ]. Repeats that are counted shall be denoted by slash marks [ // ].

GRADE POINT AVERAGE
Academic progress will be evaluated in terms of grade point average. The following system will be used to establish a learner’s grade point average and will be the only grades included in the GPA calculation:

- A = 4 grade points per credit
- B = 3 grade points per credit
- C = 2 grade points per credit
- D = 1 grade points per credit
- F = 0 grade points per credit

A grade point average (GPA) is determined by the sum of all grade points divided by total credits attempted, except those credits that carry grades other than the usual A - F grades.
Academic Progress

GPA ADJUSTMENT FOR RETURNING LEARNERS
Returning learners who have less than a 2.00 cumulative GPA may petition for an adjustment of the GPA under the following conditions:

1. A minimum of two (2) years absence from the college
2. Completion of one semester of full-time (12 credits) attendance with at least a 2.00 GPA for the semester.

The GPA may be adjusted to a 2.00 level at the time the above criteria have been satisfied by disallowing sufficient previous course work in which low grades have been earned. This may result in reduced total semester credits earned toward graduation. A notation of “Academic Forgiveness Invoked” will appear on the transcript.

PROGRAM INTERRUPTION
Northwest Technical College’s calendar, along with the services provided in support of these courses and activities, is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, interruption of utility services, acts of God, epidemic or pandemic illnesses, civil disorder, and war. In the event of such occurrences, Northwest Technical College will attempt to accommodate its learners. It does not however, guarantee that courses of instruction, extra- or co-curricular activities, or other college programs or events will be completed or rescheduled or that college services will be provided. Any refunds that may be due to eligible learners will be made in accordance with Minnesota State Colleges and Universities policy.

CATALOG USE
A learner working toward a certificate, diploma or degree will follow the approved program curriculum at the time of acceptance in a major. Learners who have maintained continuous enrollment may elect to follow a new approved program curriculum that is adopted during their enrollment. Learners who have not attended for more than one academic year from withdrawal or last date of attendance prior to registration must meet the program requirements in effect at the time of their current registration.

Course changes and substitutions made by NTC are considered a part of the program.

RESIDENCE CREDITS
Residence credits are credit hours earned from Northwest Technical College. To be eligible for a degree or diploma, a learner must earn 15 semester credits or 1/3 of the credits required for graduation at the granting institution, whichever is greater. All credits earned at Northwest Technical College, including Distance and Corporate credits, credit by examination, (test outs/challenged credits) and credit for experiential learning will accrue toward residence credits. For accreditation reasons, programs may require a limited number of key or capstone courses to be completed in residence.

ACADEMIC ADVISEMENT
It is the NTC’s philosophy that academic advisement is essential to the growth and development of each individual learner. Each learner will be assigned a faculty advisor who will assist the learner with scheduling and academic issues. It is the intent of NTC to provide the learner with personally relevant information and instructional assistance. Advisors review mid-term grades with their advisees.

ACADEMIC PROGRAM ASSESSMENT
All academic programs will develop and implement plans for assessing effectiveness. These plans will include assessment of all approved Learning Outcomes for the program to provide evidence of learning at the occupational entry-level and/or at the level deemed appropriate for graduates of technical college programs. The results of these assessments shall be used by the program faculty to plan strategies for continuous quality improvement.

In addition to assessing learner progress, NTC works in other ways to assess the quality of learners’ experiences, both inside and outside the classroom. As a result, learners will be asked to participate in a variety of surveys and other assessments, such as course surveys, satisfaction surveys, comment cards, and focus groups. NTC will use the feedback from these assessments to determine ways to improve.

GRADUATION
Northwest Technical College grants certificates, diplomas, Associate in Applied Science degrees, and Associate in Science degrees for completion of program majors in accordance with all requirements listed below:

- Minimum cumulative GPA of 2.0
- All coursework required for the program major(s) successfully completed according to established criteria. The actual graduation date will be within the semester in which all coursework, transfer credits and related materials required for program completion are finalized.
- Application for Degree completed and submitted one semester prior to graduation.
- Programs may have additional graduation requirements. These requirements are published and available from program faculty and advisors. Any additional requirements for graduation are specifically outlined for each program major. It is the learner’s responsibility to understand and meet graduation requirements.
- Learners must be approved for graduation by their advisor and the registrar.

Learners who have a cumulative GPA of 3.5 or higher will be designated as graduating with honors.

GRADUATION APPEALS
Appeals pertaining to graduation requirements must be submitted on the College’s Appeals form the semester prior to graduation. The appeals will be reviewed by the campus Academic Appeals Committee.

COMMENCEMENT
Northwest Technical College’s commencement ceremony is held at the end of spring semester. In order to qualify for participation in the ceremony, a learner must be in good academic and financial standing and be able to complete all remaining courses for his or her program by the following September 1.

PLACEMENT
Northwest Technical College assists graduates with placement services for one year following graduation or until they secure their first job in related employment, whichever occurs first. Services include a variety of resources to assist in career planning and job search and notification of job openings within their field of study. All job openings for graduates are on the college website.

NTC does not accept responsibility for securing employment. Learners have the primary responsibility for preparing their employment applications, employment history, and related information and for obtaining employment in training related fields. The College provides services and resources which may assist learners in securing employment. Learners are advised that their academic performance, interview skills, and willingness to accept entry level employment are crucial to their acceptability to potential employers.
Learner Information & Services

CO-CURRICULAR SERVICES
Northwest Technical College is sincerely interested in the success of its learners, placing emphasis upon the learners’ growth and independence through participation in co-curricular opportunities. Visit the Co-Curricular Services/Counseling Office for more information on these opportunities.

CAMPUS LIFE AT NORTHWEST TECHNICAL COLLEGE
NTC believes that a college education is more than what you learn in your classes. Campus activities provide opportunities to develop leadership skills, to cultivate civic responsibility, to promote service to society and to facilitate interactions with fellow learners and faculty and staff outside the classroom setting. You are encouraged to join any of the following organizations and/or, if you have an idea for a new organization, we encourage you to contact the Co-Curricular Services Office.

- **Campus Government**: Campus Government serves to represent the learners enrolled at NTC. Membership is elected from each program area. Officers of the organization are elected by the majority vote of the enrolled learners. Campus Government aids other learner organizations, establishes the protocols for campus sponsored activities, promotes good conduct and allocates funds for many worthwhile projects. The Campus Government belongs to the Minnesota State College Student Senate Association. The NTC Campus Government was named the “Student Senate of the Year” by the MSCSSA for the 2004-2005 academic year.

- **Phi Theta Kappa**: A national honor society for learners in two-year colleges, Phi Theta Kappa’s purpose is to provide leadership opportunities, to recognize and encourage scholarship, and to foster opportunities for fellowship. To be eligible, learners must be enrolled in an AAS or AS program, have completed at least 12 credits, and have at least a 3.5 GPA. NTC’s chapter of PTK is Beta Nu Tau.

OPPORTUNITIES IN PARTNERSHIP WITH BEMIDJI STATE UNIVERSITY
Northwest Technical College (NTC) is closely aligned with Bemidji State University (BSU). Learners enrolled at NTC have the unique opportunity to participate in many of the activities, services, and facilities at BSU. The close relationship of the two institutions serves to enhance the learning experience for learners at both institutions and increases the educational opportunities available. Learners at NTC can take advantage of the following opportunities at BSU:

- The American Indian Resource Center
- The BSU Library
- The Gillett Recreation-Fitness Center at a reduced rate
- Health Services at a reduced rate
- Housing in the residence halls
- Intramural Sports
  - *Learners need to be a member of the Gillett-Recreation Fitness Center to participate*
- Meal plan options
- Selected courses
- Access to sporting events, concerts, theater & other cultural events
  - *Appropriate fees apply to some of these opportunities*

COUNSELING AND GUIDANCE
To assist learners with academic, career, and personal concerns, a licensed counselor is available on campus. Visit the Co-curricular Services/Counseling Office to utilize this service and/or to get more information regarding:

- Career counseling
- Personal counseling
- Chemical dependency counseling/referral
- Enrollment status
- Learner rights and responsibilities
- Satisfactory academic progress

“I worked as a waitress for many years but always dreamed of opening a children’s book store. With a Sales & Marketing degree from NTC and the experience I’m getting by working at NTC’s book store, I’m well on my way to making my dream come true.” — Devonna
LEARNING ENRICHMENT CENTER (LEC)
The LEC houses the library, which is a media-based resource center that connects the learner with multiple electronic media subscriptions. Study areas, a small group study room, and career search resources are also located in the LEC. Counseling services are also an integral part of the LEC, with the Counseling Office located just adjacent to the Library.

Learners can access learning services, such as disability services; tutoring; services for individuals for whom English is not their first language; and testing services, including college readiness testing, test proctoring for online courses, and industry test administration.

TUTORING
Tutoring is available to all NTC learners in the Learning Enrichment Center. Lab assistants and/or peer tutors may assist learners with understanding their coursework. Tutoring is available from specially trained staff in the areas of:

- College readiness coursework
- General studies/general education coursework
- Technical coursework
- English as a Second Language Support (ESL)

LEARNERS WITH DISABILITIES
Learners with disabilities attending NTC are guaranteed equal access to college programs, activities, and facilities with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and MnSCU policies. In accordance with ADA and Section 504, learners desiring accommodations must self-identify as having a disability, provide acceptable documentation of the disability, and request accommodations.

Accommodations are provided after learners develop an Accommodation Plan with the Learning Services Director. All information related to a learner’s disability will be located in the Learning Services Center Director’s office, and will be strictly confidential. Issues related to this information will be discussed on a need-to-know basis.

The procedure for accessing reasonable accommodations is as follows:

1. The learner must initiate the accommodation process by contacting the Learning Services Director, self-identifying as a learner with a disability, and requesting accommodations.
2. At the time accommodations are requested the learner must submit current documentation verifying eligibility for disability services.
3. Documentation submitted by the learner must contain the following components:
   - Identification of the nature and severity of the disability
   - Description of diagnostic criteria and/or diagnostic tests used to determine disability.
   - Specific information regarding the manner in which the disability affects the individual
   - Description of the current course of treatment, if any, including medications and side effects.
   - Prognosis for the disability, including duration or expected duration of impairment, and permanent or long-term impact
   - Names, titles, professional credentials, license number, addresses, phone numbers of evaluators, dates of testing and diagnostic reports.
4. Documentation will be reviewed by the Learning Services Director. The learner and Director will discuss the documentation and determine possible reasonable accommodations. Full consideration will be given to accommodations requested by the learner, but the final decision as to accommodations used will be determined by the Learning Services Director.
5. The Accommodations Plan will be completed, and pertinent instructors will be notified regarding accommodations requested for their classes.
6. Accommodations Plans will be reviewed at the beginning of each semester and adjusted as needed.

MULTICULTURAL LEARNER SERVICES
An advisor acts as a liaison for multicultural learners as needed with various agencies serving the multicultural community. Close contact is maintained with such agencies as the Bureau of Indian Affairs, Minnesota Chippewa Tribe, State Indian Scholarship, MET (Motivation, Education and Training), and other appropriate agencies.

ENGLISH SECOND LANGUAGE (ESL)
Lack of English skills is not a barrier to admission and participation in programs at Northwest Technical College. NTC recognizes English as a Second Language (ESL) as speaking, reading, writing or understanding the English language such that those skills may affect an individual’s ability to communicate.

Northwest Technical College shall have an identified support services plan for enrolled learners who meet conditions of ESL. Individuals may qualify as ESL learners under one or more of the following conditions:

- Was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant.
- Is a Native American or Alaska native and comes from an environment where a language other than English has had significant impact on such individual’s level of English language proficiency.
- Is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant.

The Learning Services Director will work with ESL learners to develop a Personal Education Plan.

Learners with disabilities are encouraged to contact the Learning Services Director as early in the semester as possible to develop and/or adjust their Accommodations Plan.
## Learner Information & Services

### NORTHWEST OUTFITTERS BOOKSTORE

The Bookstore is located inside the main entrance of the College. All Financial Aid and student payroll checks are disbursed in the Bookstore, upon showing a picture ID. Tuition and all other financial obligations are paid at the Bookstore. However, the Bookstore does not cash checks. There is an ATM located in the Community Commons for your convenience.

The Bookstore accepts cash, checks, Visa, MasterCard and Discover credit cards. Learners who have completed a Financial Aid file with sufficient aid to cover tuition and fees are allowed to charge textbooks to their Financial Aid account. This period of charging textbooks begins a week before the semester and continues for the first week of each semester.

The Bookstore stocks textbooks and supplies for all on-campus courses offered by NTC. The Bookstore stocks textbooks & supplies for all on-campus courses offered by NTC. Northwest Outfitters also offer office and classroom supplies laptop computers, computer software and a nice selection of NTC clothing & gifts. A used book buy back.

Parking permits are available in the Bookstore and learners are required to update their permits each semester.

### HOURS

The Bookstore is open Monday through Friday 8:00 a.m. to 4:00 p.m.

In addition to regular hours, additional hours will be posted during the first week of Fall & Spring Semester.

### CONTACT INFORMATION

Dorothy Cheney  
Bookstore Manager  
Phone: 218-333-6616  
Fax: 218-333-6696
**FREQUENTLY ASKED QUESTIONS**

**What kind of persons can use distance education?** Support for all learners, employers and community members are part of our distance programs.

**Why are adult learners attracted to distance education?** Distance education is increasingly popular because of its convenience and flexibility. It eliminates the major barrier that keeps many from advancing their education for employment – fitting campus-based classes into their busy schedules.

**Is distance education about technology?** Distance education is about learning, not technology. Technology helps people to further their education – people who are geographically distant from the college or those whose schedules don’t permit them to take a traditional classroom-based course. Many distance learners start courses with only basic technology skills. As needed, learners access tutorials, prep courses, and technical support. Many self-proclaimed novices report that within a short time they are able to get comfortable with the technology.

**Is travel required for any distance education courses?** Courses offered are primarily online. Depending on the program of study chosen, a learner may be required to attend a lab location or clinical site but learners and faculty work together to determine suitable locations within Minnesota or surrounding region.

**Will I feel like I am part of a college community?** Distance education offers a superb opportunity to meet and really get to know others. Contrary to what many people assume, distance learners in a quality program do not feel isolated from each other. Faculty and program advisors use many means to develop a strong sense of community. There are numerous ways online learning supports and connects you to a learning community. Online courses introduce you to many new people who will fast become an important part of your learning. You will have opportunities to learn independently and to participate in teams, enhancing your learning while expanding your network.

**Is distance education as good as traditional college learning?** Despite the conventional wisdom that a classroom is the best place to learn, research has consistently shown that distance learning can be as effective, and in some cases, more effective than classroom-based programs.

**Is distance education easier than traditional classroom learning?** If anything, distance education can be more challenging because it puts more responsibility on the learner. In a classroom-based course, having to show up for class is a motivator. It’s up to distance learners, on the other hand, to pace themselves and follow through the course.

**How much does a distance education course cost?** Distance education courses are subject to some additional fees than traditional on-campus offerings; however, generally distance learners are saved from many of the housing, travel and transportation, and childcare costs that traditional on-campus learners have. The costs of tuition and fees vary by the number of credits in the course or program.

Programs range from certificates to Associate in Applied Science degrees. When you inquire with us, we will provide you with more exact tuition and fee costs, as well as specific equipment, supply or book costs so you can review the financial impact of participating in a distance education course or an entire program.
NTC Program/Major

Accounting Clerk
Diploma - 33 Credits

Description
This major provides the knowledge and skills necessary to perform routine calculating, journalizing, posting, and verifying duties to maintain accounting records, prepare payroll reports, and state and federal tax returns. Both manual and computerized accounting concepts and applications are included.

Employment Opportunities
An estimated 21,000 persons are employed in this large occupation in Minnesota. Most employees are concentrated in large urban areas, but accounting opportunities are available in almost every town. Accountants are employed by businesses, industry, and government agencies. These businesses include public accounting firms, banks, hospitals, school districts, private business of every type, and non-profit governmental agencies. Many accountants are self-employed. Accountants may enter as junior accountants and staff auditors and may advance to section supervisor or partner. Accountants working for industry start as trainees and with managerial skills, may advance to management positions such as office manager or controller.

Associate Accounting
AAS - 72 Credits

Description
This major provides the knowledge and skills necessary to examine, analyze, interpret, and correct accounting data for the purpose of financial statements, budgets, forecast accounting reports, payroll reports, and state and federal income tax returns. Computerized accounting concepts are included in this area of study.

Employment Opportunities
An estimated 21,000 persons are employed in this large occupation in Minnesota. Most employees are concentrated in large urban areas, but accounting opportunities are available in almost every town. Accountants are employed by businesses, industry, and government agencies. These businesses include public accounting firms, banks, hospitals, school districts, private business of every type, and non-profit governmental agencies. Many accountants are self-employed. Accountants may enter as junior accountants and staff auditors and may advance to section supervisor or partner. Accountants working for industry start as trainees and with managerial skills, may advance to management positions such as office manager or controller.
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### Administrative Assistant

**AAS - 70 Credits**

**Description**

This major is designed to prepare learners for employment as administrative assistants. Administrative assistants' responsibilities may include processing incoming and outgoing mail, communicating through electronic mail, scheduling, keyboarding documents and forms, transcribing business documents and forms, transcribing business documents from machine dictation, filing and retrieving records, handling telephone calls, and making travel arrangements. In addition, they may be given more challenging tasks such as composing and dictating letters, recording meeting minutes, collecting data and performing research, generating reports, maintaining budgets and other bookkeeping applications, and applying supervisory responsibilities. Learners in this major will also perform advanced microcomputer applications that will include file transfer options; malicious program items; management techniques; networking and security; data communications; and software evaluation, selection, and installation procedures. This major requires strong verbal, listening, and writing skills; interpersonal and supervisory skills; ability to keep confidences; knowledge of records management; and knowledge of a variety of software application programs and integrated electronic office systems.

**Employment Opportunities**

Graduates of this major may find employment in a wide variety of business, educational, and governmental offices - possibly in management positions or with supervisory responsibilities. The shortage of experienced office employees and the increase in demand anticipated by the U.S. Department of Labor make this an excellent career choice.

#### Course List

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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<tbody>
<tr>
<td>ACCT1100</td>
<td>Prin of Bookkeeping</td>
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<td>ACCT1108</td>
<td>Busn Math/Calculators</td>
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<td>MKTG1120</td>
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<td>PHIL1201</td>
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### Administrative Support - Bemidji & Redby Campus

**Diploma - 35 Credits**

**Description**

This major is designed to prepare learners for performing a full range of office tasks. Administrative assistants process incoming and outgoing mail, keyboard documents and forms, transcribe business documents from machine dictation, file and retrieve records, handle telephone calls, and make travel arrangements. In addition, the administrative assistant uses microcomputers along with a variety of software application programs to perform document processing and file management tasks, as well as create informational marketing pieces. This major requires strong skills in communications, telephone techniques, computer usage, and human relations.

**Employment Opportunities**

In Minnesota and nationally, a large number of job openings exist for experienced secretaries. Temporary or part-time work is available during peak business periods. Demand for secretaries will be stimulated by the increasing use of information and the trend of secretaries handle more administrative responsibilities such as budgeting, scheduling, and office management, which are not easily automated.

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Automotive Service Technician
AAS - 72 Credits

Description
The Automotive Service Technician is a person working in an exciting and rapidly changing industry. Learners in this program will receive training in the many service and diagnostic procedures necessary to maintain our nation on wheels. Learners are trained in modern laboratories equipped with current service and testing equipment. Learners entering this program should have good mechanical aptitude, good communication skills, and the ability to read and comprehend service literature. Graduates of this program will have a variety of opportunities that will range from drive line technician, driveability technician, alignment and suspension specialist, transmission specialist, service advisors, and managers. Opportunities for advancement may include factory and dealer representatives, management, and self-employment.

Employment Opportunities
A career in the exciting automotive service industry holds many rewards. Among these are the continued satisfaction from the occupation you are engaged in, plus a sound financial future. Our graduates have found employment positions as service technicians, alignment and brake specialists, air conditioning and heating specialists, and shop owners. Learners have the opportunity to work part-time in an automotive field while attending school. With 40,000 auto dealers, 120,000 independent garages, 200,000 service stations and service centers in the U.S., the job and advancement opportunities are plentiful for the trained auto technician.

Course # | Course Title | Crds
--- | --- | ---
AMAC2240 | Cylin Head Porting | 2
AMST1016 | Brakes | 4
AMST1102 | Trans Electronics | 3
AMST1104 | Power Train Systems | 4
AMST1106 | Engine Theory | 2
AMST1108 | Engine Service | 3
AMST1110 | Start/Charge Systems | 3
AMST1113 | Heating Ventilation A/C | 4
AMST1114 | Align & Suspension I | 2
AMST1116 | Align & Suspension II | 2
AMST1212 | Auto Transmission/axle | 5
AMST2000 | Intro to Transportation | 2
AMST2202 | Fuel/Exhaust Analysis | 2
AMST2204 | Tune-up/Eng Cond | 2
AMST2206 | Body Elec/Mechanical | 3
AMST2214 | Engine Performance I | 2
AMST2218 | Engine Performance II | 3
AMST2226 | Sup Inflatable Restrain | 2
AMST2230 | Auto-Diesel/Diesel Perf | 3
AMST2232 | Super/Turbo Charger | 2
ENGL1111 | College Writing | 3
IT2100 | Impact of Technology-BSU | 2
MATH1110 | College Algebra | 3
PHIL1201 | Ethics | 3
PSYC1105 | General Psychology | 3
SSCI1104 | General Education Electives | 3
Total Credits: | | 72

Automotive Service Technology
Diploma - 68 Credits

Description
The Automotive Service Technician is a person working in an exciting and rapidly changing industry. Learners in this program will receive training in the many service and diagnostic procedures necessary to maintain our nation on wheels. Learners are trained in modern laboratories equipped with current service and testing equipment. Learners entering this program should have good mechanical aptitude, good communication skills, and the ability to read and comprehend service literature. Graduates of this program will have a variety of opportunities that will range from drive line technician, driveability technician, alignment and suspension specialist, transmission specialist, service advisors, and managers. Opportunities for advancement may include factory and dealer representatives, management, and self-employment.

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AMST1110 | Start/Charge Systems | 3
AMST1113 | Heating Ventilation A/C | 4
AMST1114 | Align & Suspension I | 2
AMST1116 | Align & Suspension II | 2
AMST1212 | Auto Transmission/axle | 5
AMST2000 | Intro to Transportation | 2
AMST2202 | Fuel/Exhaust Analysis | 2
AMST2204 | Tune-up/Eng Cond | 2
AMST2206 | Body Elec/Mechanical | 3
AMST2214 | Engine Performance I | 2
AMST2218 | Engine Performance II | 3
AMST2226 | Sup Inflatable Restrain | 2
AMST2230 | Auto-Diesel/Diesel Perf | 3
AMST2232 | Super/Turbo Charger | 2
COMM1102 | Applied Communications | 3
OPTR1104 | Intro to Computer Tech | 3
SSCI1104 | Human Relations | 3
Total Credits: | | 68

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Business Microcomputer Applications
Certificate - 16 Credits

Description
This certificate is designed to provide the learner with microcomputer application skills required to perform job tasks using word processing and database management applications. The program emphasizes computer and technical math skills in addition to some accounting knowledge and allows the learner to enter the work force in a short period of time.

Employment Opportunities
Every organization that uses microcomputers has a need for formally trained workers in the area of computer application skills together with technical math skills. This program is a good career choice for learners who need to get into the job market in a shorter period of time.

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<td>CPT1106</td>
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Carpentry - Residential
Diploma - 35 Credits

Description
This program prepares the learner with skills and knowledge for a career in residential carpentry. Technical and general studies courses provide the learner with a mix of technical and general education, theory and hands-on learning experiences. The learner progresses from basic skills to those required of a carpenter. General areas of study include building codes, blueprint reading, estimating, site layout, concrete, framing, interior and exterior finish, cabinet construction and installation, and decks. The Carpentry-Residential program provides graduates with skills required of a carpenter in a variety of building construction settings common in both rural and metropolitan area.

<table>
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<tr>
<th>Course #</th>
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<tbody>
<tr>
<td>BLDG1100</td>
<td>Plans &amp; Specifications</td>
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<td>BLDG1102</td>
<td>Construction Safety</td>
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<td>BLDG1106</td>
<td>Construction Codes</td>
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<td>BLDG1108</td>
<td>Metal Fabrication</td>
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<td>BLDG1120</td>
<td>Construction Estimating I</td>
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<td>CARP1114</td>
<td>Theory of Carpentry</td>
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<td>CARP1116</td>
<td>Framing Sustain Design I</td>
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<td>CARP1118</td>
<td>Roofing Systems Design</td>
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<td>CARP1120</td>
<td>Foundation/Footing Design</td>
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<td>CARP1122</td>
<td>Interior Enviro Design</td>
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<td>CARP1124</td>
<td>Exterior Enviro Design</td>
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<td>CARP1126</td>
<td>Comm Design/Install Tech</td>
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<td>HPER1410</td>
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</table>
Northwest Technical College reserves the right to change any of the contents published in this catalog without notice.

Upon printing of this catalog, all previous issues are revoked.

NTC Program/Major

Child Care and Education
AAS - 64 Credits

Description
Child care is the third largest industry in the State of Minnesota; there are more than 30,000 child care providers, more than there are elementary school teachers, or employees in legal services, business services, or health insurance. The importance of high quality early care education is becoming more widely recognized within the private and business sectors, resulting in an increasing demand for professional child care providers. This program prepares graduates to provide a safe, healthy, developmentally and culturally appropriate learning environment for children birth through age eight.

Because children learn primarily through play, the program prepares learners to develop hands-on, developmentally and culturally appropriate activities to assist children to grow cognitively, socially, emotionally, physically, and creatively. Learners develop skills for building positive relationships and communication with children, families, and co-workers. Courses in parent and professional relations, health, safety, nutrition, child development, positive guidance, developmentally and culturally appropriate environment, special needs, abuse and neglect, family dynamics, infant-toddler, school age, and observing and assessing prepare learners to work in a variety of child care settings: family, group family, center base, infant-toddler, pre-school, and school-age care, and as educational paraprofessionals providing teaching and clerical support for classroom teachers. The program meets requirements for Teacher/Assistant Teacher as specified by Minnesota Department of Human Services Rules 9502 and 9503. Additional work experience may be required for teacher positions in licensed child care centers. While this program is designed for those who wish to enter the workforce immediately, many of the courses transfer to Bemidji State University, should graduates choose to continue their education and attain a four year early childhood education degree to teach infants through third graders. Please refer to the BSU brochure for more information about the unique partnership between BSU and NTC.

Employment Opportunities
Graduates may choose to specialize in these areas: infant-toddler, preschool, school-age, children with special needs, family child care, nanny or administration. Individuals completing the AAS program may obtain employment in one of the following areas as well: Food Program Representative and Child Care Resource and Referral Agent.

<table>
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<td>Child Dvlp &amp; Learning</td>
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<tr>
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<td>Devprtnly Appropriate Env</td>
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<tr>
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<td>Observing &amp; Assessing</td>
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Child Care and Education - Level II
Certificate - 25 Credits

Description
The program meets requirements for Assistant Teacher/Aide as specified by Minnesota Department fo Human Services Rules 9502 and 9503. Additional work experience may be required for assistant teacher positions in licensed child care centers.

Employment Opportunities
The Child Care and Education program recognizes the diversity of the field and offers learners the opportunity to select an area of emphasis based on the work setting or age-level of children. Learners may choose to specialize in these areas: infant-toddler, preschool, school-age, children with special needs, family child care, nanny or administration. Individuals completing the AAS program may obtain employment in one of the following areas as well: Food Program Representative and Child Care Resource and Referral Agent.

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</table>
Employment criteria. In addition to private practices, dental assistants may work as clinical assistants and many states require specialized credentials as an employee. Surgeons (e.g., orthodontists, oral/maxillofacial surgeons) employ dental assistants. The majority of graduates are employed by general dentists. Additionally, dental specialists (e.g., orthodontists, oral/maxillofacial surgeons) employ dental assistants. The majority of dental assistants are employed by general dentists. Employment Opportunities

Employment Opportunities:

The Construction Electricity program major prepares each graduate to enter employment as an apprentice who ultimately can earn a master electrician's license. After completion of this comprehensive program, the construction electrician can assemble, install, and test wiring used in the electrical systems that provide heat, light, and power to residential and commercial buildings.

Diploma - 74 Credits

Description:

The Construction Electricity diploma program is designed to prepare the learner to build, install, maintain and repair electrical systems that provide heat, light, or power for residential, commercial and industrial structures. Technical and general studies courses provide learners with a mix of theory and hands on application in classroom, lab settings and at job sites. This comprehensive program includes maintenance of electrical equipment, wiring methods, blueprint reading, material selection, programmable controllers, and National Electric Code.

Employment Opportunities:

The Construction Electricity program major prepares each graduate to enter employment as an apprentice who ultimately can earn a master electrician's license. After completion of this comprehensive program, the construction electrician can assemble, install, and test wiring used in the electrical systems that provide heat, light, and power to residential and commercial buildings.

Diploma - 43 Credits

Description:

The Dental Assisting program provides knowledge necessary for the dental assistant to assist in performing general clinical assisting and support functions, intraoral clinical procedures, business office procedures and laboratory tasks. The curriculum includes content in general studies; biomedical, dental, and clinical sciences; clinical practice; and additional intraoral clinical functions. Certain biomedical and dental science courses offered in the curriculum are common to both Dental Assisting and Dental Hygiene majors. Graduates are eligible to write the Dental Assisting National Board Certification Exam and the Minnesota State Board of Dentistry Registration Exam.

Employment Opportunities:

The demand for dental care will continue to grow. Due to the success of preventive dentistry in reducing the incidence of dental disease, the growing older population will retain their teeth longer, and will be even more aware of the importance of regular dental care. Dentists will need to employ more dental assistants than ever before to meet the increased demand for dental care. There are more than 200,000 active dental assistants in the U.S. today. According to the Occupational Outlook Handbook, published by the U.S. Department of Labor’s Bureau of Labor Statistics, careers requiring a specialized diploma are projected to add significant numbers of employment opportunities. Most areas of the country are currently reporting shortages of dental assistants. The majority of dental assistants are employed by general dentists. Additionally, dental specialists (e.g., orthodontists, oral/maxillofacial surgeons) employ dental assistants. The majority of graduates are employed as clinical assistants and many states require specialized credentials as an employment criteria. In addition to private practices, dental assistants may seek employment with public health/government clinics, military dental services, dental schools, allied dental education programs, retail/wholesale dental industry, insurance and consulting companies. Since many dentists employ two or three dental assistants, employment opportunities in this field are excellent. There is a great deal of stability and employment security for individuals that are interested in becoming a dental assistant.
### NTC Program/Major

#### Fire Service Technology

**Certificate - 18 Credits**

**Description**
This program will provide an opportunity for individuals to obtain basic instruction in firefighting, emergency medical care and rescue. Successful completion of this program meets the minimum entry level requirements of the majority of career, volunteer, and paid on-call fire departments around the country.

**Employment Opportunities**
Nationwide demand exists for learners wanting to become career, volunteer or paid on-call firefighters. Typically, job titles will be as a starting firefighter with a municipal fire department, but in some cases industry or other governmental institutions will hire graduates with these skill sets.

<table>
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<th>Course Title</th>
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#### Forest Technology

**Certificate - 30 Credits**

**Description**
Forest Technology is an intensive, one year, certificate program designed to prepare learners for a career in forestry and natural resource management as a forestry technician. Forestry technicians work in the field to help to manage our nation’s forests conducting forest inventory, timber cruising, insect and disease surveys, timber sale administration, reforestation, and forest fire fighting. Learners can obtain their wild fire fighting certification that allows them to become a member of an interagency firefighting team that can be deployed nationally on forest fires or other emergencies. Instruction includes cutting edge technology in GPS and Geographic Information Systems. Technical courses provide learners with a mix of classroom instruction and hands-on lab exercises in beautiful forest environments. Several field trips are conducted throughout the year. This program is designed to serve as a “career ladder” to professional programs and continuing education. Individualized instruction and assistance is a corner stone of this program in helping learners adjust to the demands of higher education.

**Employment Opportunities**
Forestry technicians are employed in a variety of natural resource jobs with the U.S. Forest Service and other government agencies, self governing tribes, and private industry. Employment opportunities in forestry and fire control are expected to increase dramatically in the next 5 years with many government natural resource agencies projected to lose a significant part of their professional work force through retirement.

<table>
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<tr>
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</table>
General Business - Bemidji & Redby Campus
Certificate - 16 Credits

Description
This certificate program is twofold. First, the program is designed to prepare learners with fundamental occupational skills needed for employment in today’s workplace. Fundamental skills include the ability to perform basic computer software applications, the ability to effectively communicate both verbally and written, the ability to perform basic math calculations and to have fundamental math knowledge, and the ability to build and maintain good relationships with others. Also, this certificate program can assist in career exploration for jobs in the business arena such as sales and marketing, general or medical administrative support, computers, and accounting.

Employment Opportunities
In Minnesota and nationally, employers looking to fill entry-level positions need workers who have the fundamental occupational skills to meet or exceed workplace demands.

High Performance Engine Machinist
AAS - 72 Credits

Description
This program offers an excellent career option for learners interested in an automotive background but do not want to be an auto mechanic. Learners explore all aspects of engine rebuilding and the program has expanded into high performance engine rebuilding with the introduction of a new flowbench and engine balancer. In the past several years, new and updated equipment has been acquired so learners are trained on the same equipment that they will find in industry. Hands on lab experience combined with classroom theory on machining make this program an excellent choice for those interested in advancing in the area of high performance engine rebuilding. Fewer than 10 High Performance Engine Machinist programs exist nationwide - placement potential is unlimited.

Employment Opportunities
Past graduates from this program have received jobs nationwide indicating placement potential is high. Graduates should be willing to relocate to reach full employment opportunity. The job outlook for this career choice looks great for the future with more power being required from smaller engines and dissimilar engine materials, increasing job security with the number of multi-skills performed. Many graduates go to work in High Performance Engine businesses. Others have even started their own High Performance Engine business.

Course # | Course Title | Crds
---------|--------------|------
AMAC1102  | Intro to Auto Machining  | 3
AMAC1104  | Auto Machine Shop Equip  | 3
AMAC1106  | Lower Eng Reconditioning| 3
AMAC1108  | Lower Engine Machining   | 6
AMAC2202  | Theory Cyl Head Recond  | 3
AMAC2204  | Cylinder Head Machining  | 6
AMAC2206  | Advanced Engines         | 4
AMAC2208  | Parts, Sales, and Mgmt   | 2
AMAC2218  | Line Boring & Honing     | 2
AMAC2228  | Simulated Machine Shop   | 3
AMAC2230  | Engine Balancing         | 2
AMAC2240  | Cooling Head Porting     | 2
AMAC2260  | O.N.C Block Machining    | 3
AMST1222  | Engine Performance I     | 4
AMST1226  | Electrical/Electronics I | 4
ENGL1111  | College Writing I        | 3
IT2100    | Impact of Technology-BSU | 2
MATH1110  | College Algebra          | 3
PSYC1105  | General Psychology       | 3
SPCH1110  | Intro to Public Speaking | 3
Electives |                           | 2
Total Credits: |                       | 72

Electives 2
General Education Electives 6
Total Credits: 72
## NTC Program Major

### High Performance Engine Machinist Diploma - 64 Credits

**Description**
This program offers an excellent career option for learners interested in an automotive background but do not want to be an auto mechanic. Learners explore all aspects of engine rebuilding and the program has expanded into high performance engine rebuilding with the introduction of a new flowbench and engine balance. In the past several years, new and updated equipment has been acquired so learners are trained on the same equipment that they will find in industry. Hands on lab experience combined with classroom theory on machining make this program an excellent choice for those interested in advancing in the area of high performance engine rebuilding. Fewer than 10 High Performance Engine Machinist programs exist nationwide - placement potential is unlimited.

**Employment Opportunities**
Past graduates from this program have received jobs nationwide indicating placement potential is high. Graduates should be willing to relocate to reach full employment opportunity. The job outlook for this career choice looks great for the future with more power being required from smaller engines and dissimilar engine materials, increasing job security with the number of multi-skills performed. Many learners go to work in High Performance Engine businesses. Others have even started their own High Performance Engine business.

### Individualized Occupational Preparation AAS - 64 Credits

**Description**
The Individualized Occupational Preparation Program is tailor-made for each individual. This flexible program provides an opportunity to custom design a program that meets unique and specific occupational goals. Learners work with a counselor to develop a program plan of courses that meets stated occupational goals. IOP allows learners to upgrade work-related skills and knowledge or to prepare for new occupations. This degree can be completed on-campus, online, or in any combination. Transfer courses may also be accepted toward the requirements of this degree.

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<td>SPOCH1110</td>
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### Individualized Occupational Preparation Diploma - 30 Credits

**Description**
The Individualized Occupational Preparation Program is tailor-made for each individual. This flexible program provides an opportunity to custom design a program that meets unique and specific occupational goals. Learners work with a counselor to develop a program plan of courses that meets stated occupational goals. IOP allows learners to upgrade work-related skills and knowledge or to prepare for new occupations. This degree can be completed on-campus, online, or in any combination. Transfer courses may also be accepted toward the requirements of this degree. Notice: This program is NOT eligible for Financial Aid.

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Individualized Occupational Preparation Certificate - 16 Credits

Description
The Individualized Occupational Preparation Program is tailor-made for each individual. This flexible program provides an opportunity to custom design a program that meets unique and specific occupational goals. Learners work with a counselor to develop a program plan of courses that meets stated occupational goals. IOP allows learners to upgrade work-related skills and knowledge or to prepare for new occupations. This degree can be completed on-campus, online, or in any combination. Transfer courses may also be accepted toward the requirements of this degree. Notice: This program is NOT eligible for Financial Aid.

Course # | Course Title | Crds
---|---|---
COMM1102 | Applied Communications | 3
CPTTR1104 | Intro to Computer Tech | 3
Electives | | 10
Total Credits: | | 16

Industrial Model Making
AAS - 64 Credits

Description
This program is designed to provide learners with the technical skills needed to create and produce three-dimensional scale models for a variety of disciplines, including Prototypes, Product Design, Architectural, Engineering, Special Effects, and other specialized areas of the model making profession. This AAS program in Industrial Model Making is unique. Currently, Bemidji State University’s Industrial Technology major includes a model making area of specialization, and a Prototype Engineering major is in the development stages. The planned articulation of NTC’s AAS degree in Industrial Model Making with the proposed BSU Prototype Engineering major will allow learners an opportunity to enter this field through a career ladder approach.

Employment Opportunities
Graduates of this program will be employable in a broad variety of industries. Graduates of the Industrial Technology baccalaureate degree program at Bemidji State University who have included the model making area of specialization within their coursework have found employment at Compaq, Hasbro Toys, Motorola, Fiskars, Zoyes East, Inc., Coleman and Associates, RTC Industries, Inc., General Pattern, Reed Prototype & Models, and Johnson Controls.

Course # | Course Title | Crds
---|---|---
CPTTR1104 | Intro to Computer Tech | 3
ENGL1111 | College Writing I | 3
IT1410 | Communication Technology | 3
IT1460 | Technical Graphics | 3
IT2100 | Impact of Technology-BSU | 2
IT2608 | Cptr-Controlled Machining | 3
MATH1110 | College Algebra | 3
MODL1130 | Modeling Communications | 2
MODL1150 | Print Reading/Sketching | 2
MODL1170 | Molding/Casting | 3
MODL1180 | Model Finishing | 2
MODL2210 | Model Processes I | 3
MODL2215 | Model Processes II | 3
MODL2220 | Model Processes III | 3
MODL2224 | Special Effects | 2
MODL2230 | Rapid Prototyping | 2
MODL2235 | Model Management | 2
MODL2245 | New Product Development | 2
MODL2250 | 3D Solid Modeling | 3
MODL2290 | Culmination Project | 3
PHIL1201 | Ethics | 3
SPCH1110 | Intro Public Speaking | 3
General Education Electives | | 3
Total Credits: | | 64
Management Certificate - 18 Credits

Description
This program is designed to prepare learners to succeed in the marketplace of the 21st century. This major is designed to provide learners with the essential skills necessary for a variety of careers in the sales, marketing, and management fields. Curriculum includes instruction in the following areas: sales, marketing, research, customer service, telemarketing, and small business planning. Emphasis is placed on developing skills in management decision-making, interpersonal and communication skills, problem solving, and technology skills. Particular emphasis is placed on applying these skills through the use of computer technology.

Employment Opportunities
There are many employment opportunities for learners seeking a career in the sales, marketing, and management field. Approximately, one out of every five people work in this fast-paced and dynamic field. Learners may find diverse employment opportunities in retail, wholesale, production, or service related enterprises. Graduates in this program have careers that include sales representatives, managers, business owners, food brokers, buyers, merchandisers, and customer service representatives.

Course # Course Title Crds
CPTG1104 Intro to Computer Tech 3
MKTG1120 Supervisory Leadership 3
MKTG2220 Human Resource Mgmt 3
MKTG1110 Small Business Mgmt 3
SUPL1110 Budget & Financial Mgmt 3
Total Credits: 18

Marketing - Certificate 18 Credits

Description
This program is designed to prepare learners to succeed in the marketplace of the 21st century. This major is designed to provide learners with the essential skills necessary for a variety of careers in the sales, marketing, and management fields. Curriculum includes instruction in the following areas: sales, marketing, research, customer service, telemarketing, and small business planning. Emphasis is placed on developing skills in management decision-making, interpersonal and communication skills, problem solving, and technology skills. Particular emphasis is placed on applying these skills through the use of computer technology.

Employment Opportunities
There are many employment opportunities for learners seeking a career in the sales, marketing, and management field. Approximately, one out of every five people work in this fast-paced and dynamic field. Learners may find diverse employment opportunities in retail, wholesale, production, or service related enterprises. Graduates in this program have careers that include sales representatives, managers, business owners, food brokers, buyers, merchandisers, and customer service representatives.

Course # Course Title Crds
CPTG1104 Intro to Computer Tech 3
MKTG1100 Principles of Marketing 3
MKTG1106 Principles of Sales 3
MKTG1116 Advertising 3
MKTG2230 Marketing Research 3
MKTG2232 Marketing Management 3
Total Credits: 18

Massage Therapy Diploma - 34 Credits

Description
A growing consumer population is learning the benefits of massage therapy as a means of supporting health and wellbeing. Additionally, recent research findings and a greater acceptance of massage by the medical community have resulted in growth in this field. A wide variety of specialty areas and diverse career options exist in massage therapy. Individuals can earn an AAS degree by completing the 67 credit programs which includes Eastern massage theory and techniques, along with an opportunity to specialize in one of three massage specialty areas including orthopedics massage, infant massage or geriatric massage.

Employment Opportunities
Massage therapists have a wide variety of employment opportunities including working with the general or special populations. Employment opportunities include either a private practice setting or employee hire. Common employment sites include health clubs/fitness centers, spas/salons, nursing homes, medical clinics, hospitals, chiropractic offices, resort areas, cruise ships, etc.
Massage Therapy
AAS - 67 Credits

Description
A growing consumer population is learning the benefits of massage therapy as a means of supporting health and wellbeing. Additionally, recent research findings and a greater acceptance of massage by the medical community have resulted in growth in this field. A wide variety of specialty areas and diverse career options exist in massage therapy. Individuals can earn an AAS degree by completing the 67 credit programs which includes Eastern massage theory and techniques, along with an opportunity to specialize in one of three massage specialty areas including orthopedics massage, infant massage or geriatric massage.

Employment Opportunities
Massage therapists have a wide variety of employment opportunities including working with the general or special populations. Employment opportunities include either a private practice setting or employee hire. Common employment sites include health clubs/fitness centers, spas/salons, nursing homes, medical clinics, hospitals, chiropractic offices, resort areas, cruise ships, etc.

Course # | Course Title                        | Crds |
---------|-------------------------------------|------|
BIOL1004 | Intro Anatomy & Phys                | 3    |
BIOL2252 | Anatomy & Phys I                    | 3    |
BIOL2254 | Anatomy & Phys II                   | 3    |
CPT1000  | Computer Fundamentals               | 1    |
ENGL1111 | College Writing I                   | 2    |
HLTH1116 | Medical Terminology                 | 2    |
HLTH1114 | Cultural Diversity                 | 2    |
HPR1410  | First Aid / CPR                     | 1    |
PHIL1201 | Ethics                              | 3    |
PSYC2201 | Develop Psychology                  | 3    |
THPY1116 | Massage Thry/Ethics                 | 2    |
THPY1117 | Massage Thry Tech                   | 3    |
THPY1119 | Kinesiology                         | 4    |
THPY1122 | Connect Tissue Massage              | 2    |
THPY1130 | Advanced Massage                    | 2    |
THPY1134 | Deep Tissue                         | 3    |
THPY1138 | Integrative Massage                 | 3    |
THPY1142 | Student Clinic                      | 3    |
THPY1144 | Certification Prep                  | 2    |
THPY1150 | Business Development                | 2    |
THPY1154 | Massage Pathophys                   | 3    |
THPY1156 | Body Awareness/Movement             | 1    |
THPY2000 | East Theory/Reflexology             | 2    |
THPY2010 | Medical Massage                     | 2    |
THPY2020 | AIM Specialty/Sports                | 4    |
THPY2022 | AIM Specialty/Infant                | 4    |
THPY2024 | AIM Specialty/Geriatric             | 4    |
THPY2030 | Certification Prep II               | 1    |
THPY2040 | Adv Learner Clinic                  | 3    |
THSP1090 | Interpersonal Comm                  | 2    |

Total Credits: 67

Massage Therapy Nursing: Swedish Massage Certificate - 19 Credits

Description
This program will provide an additional skill set for learners in the NTC nursing programs as well as licensed nurses in the workforce. As a result, it will improve employment opportunity for nurses and serve to improve the quality of care for their patients. The integration of therapeutic massage into contemporary nursing practice is based on positive research findings, improved patient care outcomes and growing consumer demand. This certificate program for Nurses/Nursing learners does NOT prepare learners to sit for the National Certification exam in 'Therapeutic Massage'. Prerequisite: Nursing I (PNSG1202) must be complete prior to taking any of the THPY courses.

Employment Opportunities
Graduates can incorporate their massage skills in direct care positions in various traditional nursing settings such as hospitals, long term care, hospice, wellness centers, etc.

Course # | Course Title                        | Crds |
---------|-------------------------------------|------|
BIOL2252 | Anatomy & Phys I                    | 3    |
BIOL2254 | Anatomy & Phys II                   | 3    |
HPR1410  | First Aid / CPR                     | 1    |
THPY1116 | Massage Thry/Ethics                 | 2    |
THPY1117 | Massage Thry Tech                   | 3    |
THPY1142 | Student Clinic                      | 3    |
THPY1154 | Massage Pathophys                   | 3    |
THPY1156 | Body Awareness/Movement             | 1    |

Total Credits: 19
Northwest Technical College reserves the right to change any of the contents published in this catalog without notice.

Upon printing of this catalog, all previous issues are revoked.

### NTC Program Major

#### Medical Administrative Secretary Technology

**AAS - 68 Credits**

**Description**
Medical secretaries are highly trained office specialists who are responsible for the coordination of the day-to-day medical office functions such as patient appointment scheduling, telephone communications, medical record maintenance, medical transcription, and patient billing processes. Successful medical secretaries have excellent communication skills and exhibit a high degree of professionalism in their work. Emphasis areas available in the medical secretary major include medical insurance/coding and medical transcription.

**Employment Opportunities**
Graduates of the medical secretary, medical administrative secretary and emphasis area programs have employment opportunities in a variety of health care settings including, but not limited to, hospitals, clinics, insurance companies, government agencies, public health, home health agencies, long-term care facilities, and dental offices.

#### Course Listings

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#### Medical Coding

**Certificate - 20 Credits**

**Description**
The Medical Coding certificate program prepares learners in many of the procedures associated with billing for medical services. Learners receive training in medical billing processes including patient account management, diagnosis and procedure coding. The program focuses on coding procedures for the medical office. A thorough understanding of medical terminology, human anatomy & physiology, and human disease condition is necessary for anyone working on this field. Medical coding involves using internationally recognized coding systems to classify procedures and diagnoses related to medical treatment. These codes provide information that is used in insurance claims processing. Graduates of the program may be eligible to take one of the national coding certification exams.

**Employment Opportunities**
Graduates of this program have employment opportunities in a variety of health care settings including, but not limited to: hospitals, clinics, insurance companies, government agencies, public health, home health agencies, long-term care facilities, and dental offices.

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#### Medical Insurance

**Certificate - 18 Credits**

**Description**
The Medical Insurance certificate program prepares learners in many of the procedures associated with billing for medical services. Learners receive training in medical billing processes including patient account management, and medical insurance claim processing. The program focuses on insurance procedures for the medical office. Thorough understanding of medical terminology, human anatomy & physiology and human disease conditions is necessary for anyone working in this field. Learners will examine many different types of insurance programs, profit and nonprofit third-party payers, works compensation package and disability coverage.

**Employment Opportunities**
Graduates of this program have employment opportunities in a variety of health care settings including, but not limited to: hospitals, clinics, insurance companies, government agencies, public health, home health agencies, long-term care facilities, and dental offices.

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### Medical Secretary Technology
**Diploma - 34 Credits**

**Description**
Medical secretaries are highly trained office specialists who are responsible for the coordination of the day-to-day medical office functions of patient appointment scheduling, telephone communications, medical record maintenance, medical transcription, and patient billing processes. Successful medical secretaries have excellent communication skills and exhibit a high degree of professionalism in their work. Emphasis areas available in the medical secretary major include medical insurance/coding and medical transcription.

**Employment Opportunities**
Graduates of the medical secretary, medical administrative secretary and emphasis area programs have employment opportunities in a variety of health care settings including, but not limited to, hospitals, clinics, insurance companies, government agencies, public health, home health agencies, long-term care facilities, and dental offices.

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**Total Credits:** 34

### Medical Transcription
**Certificate - 29 Credits**

**Description**
A medical transcriptionist is a medical language specialist who prepares a variety of medical reports and documents for inclusion in patients’ medical records. Medical transcriptionists must have a vast knowledge of the medical field and its associated terminology as well as a high degree of computer and written communication skills. Graduates of this program may be eligible to write the national exam for certified medical transcriptionists.

**Employment Opportunities**
Graduates of the medical secretary, medical administrative secretary and emphasis area programs have employment opportunities in a variety of health care settings including, but not limited to, hospitals, clinics, insurance companies, government agencies, public health, home health agencies, long-term care facilities, and dental offices.

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**Total Credits:** 29
### Nursing
#### AS - 64 Credits

**Description**
The AS in Nursing (ASN) program is a “mobility program” which allows the Licensed Practical Nurse (LPN) to advance their knowledge and skill for licensure and practice as a registered nurse (RN). This program is approved by the MnSCU system and Minnesota Board of Nursing. The program offers full-time and may offer limited part-time options. Learners may apply for admission to either the campus-based program (which will use a combination of on-campus and internet-based courses) or to the on-line program which has some on-campus requirements. All learners will experience supervised clinical opportunities in caring for individuals in a variety of health care settings such as hospitals, long term care facilities, mental health, and other community settings. To obtain an AS degree in nursing, the learner must successfully complete all required courses. After successful program completion, graduates apply to take the National Council Licensure Examination for the Registered Nurse (NCLEX-RN) to become a RN. The learner is taught the use of the nursing process at the registered nursing scope of practice for the maintenance of health and prevention of illness, for the observation and nursing care of persons experiencing changes in health status, and in the administration of prescribed medication and treatments. The successful RN possesses excellent communication skills required to educate clients and/or staff and consult with physicians and other members of the interdisciplinary health care team. The RN must possess sound clinical judgment, ethical decision-making, and abilities essential to safe and effective nursing practice as part of a health care team. The experienced RN delegates tasks to other personnel, assumes leadership and management roles, and supervises other team members. The program prepares interested students for future continued education in the nursing field and articulates into Bemidji State University’s Baccalaureate Degree completion program.

### Employment Opportunities
Employment opportunities nationwide have experienced a major expansion in recent years with the high demand expected to continue. Graduates are employed in acute-care hospitals, state hospitals, long-term care facilities including nursing homes and rehabilitation facilities, clinics and physicians’ offices, group homes and child care centers, home health care and public health agencies, armed services, school nursing, industries, and private homes. See www.livesick.org for additional information including wage ranges, employment outlook, and the latest information on the state and national nursing shortage.

### Prerequisites/Admission Requirements
1. **General College Admission Requirements**
   - Official high school transcript or GED
   - Immunization forms
   - Assessment or Assessment waiver (see #2 below)
   - Transcripts from other colleges you have previously attended are not required for admission; however, if you plan to request credit transfer or to apply for financial aid, you must submit official copies of your transcripts from those colleges.
   - Accuplacer testing in math, reading, and writing or waiver. College readiness courses must be completed before entering any ASN courses. Waivers may be granted in some cases (see the NTC Policy 3100-1-01 “College Readiness Assessment”).
   - Consent to Disclose/Allied Health Division Student Data complete and on file (e.g., immunizations).
   - BCA Background Study upon program entry and annually thereafter.
   - CPR Certification for Healthcare Providers current and maintained throughout program.
   - Cumulative GPA of 2.75 or higher; applicants on academic probation or suspension will not be eligible for admission.
   - Biology (Anatomy & Physiology or Advanced Physiology) within past 7 years with earned grade of C or higher.
   - Chemistry with a lab within past 7 years with earned grade of C or higher (1 year equivalent of high school or 1 semester college level).

   See Competitive Admission Scoring Rubric (pdf) for more information on applicant selection/acceptance process.

### Prospective Students
If you wish to apply to the online program, go to www.distance.minnesota.edu. If you wish to apply to the campus program, go to www.ntcmn.edu. If you wish to apply for both programs, follow each of the above processes.

### Gen Eds Prerequisite to Required RNSG Courses

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</tr>
<tr>
<td>SPOH1120</td>
<td>Interpersonal Comm</td>
<td>2</td>
</tr>
<tr>
<td>SELECT ONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH1110</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>MATH1110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SELECT ONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM1100</td>
<td>Intro to Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>PSYC1105</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SELECT ONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL1201</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL2210</td>
<td>Morals/Medicine</td>
<td>3</td>
</tr>
</tbody>
</table>

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### ASN Program
### Competitive Admission Scoring Rubric

When applicants have met all of the program admission requirements, they will be considered for ASN program admission. All transcripts will be reviewed and individual scores will be assigned according to the scoring system below.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Point System</th>
<th>Example of an Applicant's Assigned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative PN program GPA:</td>
<td>2.75 (min) - 4.0 (max)</td>
<td>3.25 (GPA of 3.25)</td>
</tr>
<tr>
<td>Point-for-point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I:</td>
<td>0 = not completed</td>
<td>0.5 (transcript shows a “D” and course was later repeated successfully)</td>
</tr>
<tr>
<td>Full point given for completion with grade of “C” or higher on first attempt and partial credit for repeated courses.</td>
<td>0.5 = completed but repeated</td>
<td></td>
</tr>
<tr>
<td>1 = completed first attempt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy &amp; Physiology II:</td>
<td>0 = not completed</td>
<td>1 (transcript showing successful completion on first attempt)</td>
</tr>
<tr>
<td>0.5 = completed but repeated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 = completed first attempt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microbiology:</td>
<td>0 = not completed</td>
<td>1 (transcript showing successful completion)</td>
</tr>
<tr>
<td>0.5 = completed but repeated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 = completed first attempt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred Elective Completed:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Algebra or Intro to Chemistry:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Half point for completion of each preferred elective with grade of “C” or higher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required General Education Credits Completed:</td>
<td>0 (min) - 3 (max)</td>
<td>1.5 (15 general education credits completed ÷ 10)</td>
</tr>
<tr>
<td>(# of Gen Ed credits ÷ 10) with grade of “C” or higher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NTC PN Graduates or those who have earned at least 12 credits towards ASN at NTC: add one point</td>
<td>0 = Not an NTC PN graduate nor a current learner</td>
<td>1 (NTC Graduate)</td>
</tr>
<tr>
<td>1 = NTC PN graduate or a non-NTC PN grad with at least 12 NTC credits earned toward ASN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMISSION SCORE</td>
<td>12 point maximum</td>
<td>8.25 Total</td>
</tr>
</tbody>
</table>

Revised 5/9/2007
**Practical Nursing Diploma - 53 Credits**

**Description**
The Practical Nursing program prepares the learner to practice within the scope of practical nursing under the supervision of a registered nurse. The learner is taught to use the nursing process at the practical nurse level in the maintenance of health and prevention of illness, the observation and nursing care of persons experiencing changes in health status, and how to administer prescribed medication and treatments. On-campus Practical Nursing programming offers full-time and part-time completion options. Distance Practical Nursing programming offers a part-time completion option with some on-campus requirements. Learners may choose to complete the PN program using a combination of on-campus and distance learning courses. The learner will receive supervised learning experience in caring for individuals in a variety of health care settings, such as hospitals, long term care facilities, and physician clinic settings to name a few examples. To obtain the associate of applied science degree in practical nursing the learner must successfully complete all required courses. After successful completion of the program, graduates are eligible to apply to take the National Council Licensure Examination for the Practical Nurse. The successful LPN possesses excellent communication skills and abilities essential to safe and effective nursing practice as part of a health care team. The program prepares interested learners for future continued education in the nursing field. The Minnesota Board of Nursing officially approves the Practical Nursing Program.

**Employment Opportunities**
Employment opportunities have experienced a major expansion in recent years. Graduates are currently employed in acute-care hospitals, state hospitals, long-term care facilities including nursing homes and rehabilitation hospitals, clinics and physicians’ offices, group homes and child care centers, health care and public health agencies, armed services, school nursing, industry and private homes. See www.iseek.org for more employment information, including wage ranges.

**Course #** | **Course Title** | **Crds**
--- | --- | ---
BIOL221 | Microbiology | 3
BIOL2252 | Anatomy & Phys I | 3
BIOL2254 | Anatomy & Phys II | 3
ENGL1111 | College Writing | 3
PNSG1200 | Concepts of Nursing | 2
PNSG1202 | Nursing I | 4
PNSG1204 | Nursing I Skills | 3
PNSG1208 | Maternal Child Health | 2
PNSG1210 | Nursing Ii | 5
PNSG1212 | Nursing II Skills | 1
PNSG1214 | Nursing Pharmacology | 2
PNSG1216 | PN Clinical I | 5
PNSG1220 | Psychosocial Nursing | 3
PNSG1222 | Nursing III | 4
PNSG1226 | PN Clinical II | 4
PNSG1234 | Nursing Roles | 1
PNSG1236 | Practicum | 2
PSYC2201 | Develop Psychology | 3
Total Credits: 53

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**Practical Nursing AAS - 63 Credits**

**Description**
The Practical Nursing program prepares the learner to practice within the scope of practical nursing under the supervision of a registered nurse. The learner is taught to use the nursing process at the practical nurse level in the maintenance of health and prevention of illness, the observation and nursing care of persons experiencing changes in health status, and how to administer prescribed medication and treatments. The learner will receive supervised learning experience in caring for individuals in a variety of health care settings, such as hospitals, long term care facilities, and physician clinic settings to name a few examples. The successful PN possesses excellent communication skills and abilities essential to safe and effective nursing practice as part of a health care team. The program prepares interested learners for future continued education in the nursing field. The Minnesota Board of Nursing officially approves the Practical Nursing Program. After successful completion of the program, graduates are eligible to apply to take the National Council Licensure Examination for the Practical Nurse. On-campus Practical Nursing programming offers full-time and part-time completion options. Learners may choose to complete the PN program using a combination of on-campus and distance learning courses.

**Employment Opportunities**
Employment opportunities have experienced a major expansion in recent years. Graduates are currently employed in acute-care hospitals, state hospitals, long-term care facilities including nursing homes and rehabilitation hospitals, clinics and physicians’ offices, group homes and child care centers, health care and public health agencies, armed services, school nursing, industry and private homes. See www.iseek.org for more employment information, including wage ranges.

**Course #** | **Course Title** | **Crds**
--- | --- | ---
BIOL221 | Microbiology | 3
BIOL2252 | Anatomy & Phys I | 3
BIOL2254 | Anatomy & Phys II | 3
ENGL1111 | College Writing | 3
PNSG1200 | Concepts of Nursing | 2
PNSG1202 | Nursing I | 4
PNSG1204 | Nursing I Skills | 3
PNSG1208 | Maternal Child Health | 2
PNSG1210 | Nursing II | 5
PNSG1212 | Nursing II Skills | 1
PNSG1214 | Nursing Pharmacology | 2
PNSG1216 | PN Clinical I | 5
PNSG1220 | Psychosocial Nursing | 3
PNSG1222 | Nursing III | 4
PNSG1226 | PN Clinical II | 4
PNSG1234 | Nursing Roles | 1
PNSG1236 | Practicum | 2
PSYC2201 | Develop Psychology | 3
Total Credits: 63

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Upon printing of this catalog, all previous issues are revoked.
## Pre-Construction Technology

**Bemidji & Redby Campus**  
**Certificate - 19 Credits**

**Description**  
This certificate program delivers courses which provide foundational concepts and competencies in construction site safety, print reading and protocol. Computational skills, technical vocabulary, and tools and materials essential for occupational programs in and apprenticeship preparation for carpentry, residential plumbing/HVAC and construction electricity.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLDG1100</td>
<td>Plans &amp; Specifications</td>
<td>2</td>
</tr>
<tr>
<td>BLDG1102</td>
<td>Construction Safety</td>
<td>1</td>
</tr>
<tr>
<td>BLDG1106</td>
<td>Construction Codes</td>
<td>1</td>
</tr>
<tr>
<td>BLDG1108</td>
<td>Metal Fabrication</td>
<td>2</td>
</tr>
<tr>
<td>BLDG1120</td>
<td>Construction Estimating I</td>
<td>2</td>
</tr>
<tr>
<td>HPER1410</td>
<td>First Aid / CPR</td>
<td>1</td>
</tr>
<tr>
<td>MATH1100</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Total Credits:</td>
<td>19</td>
</tr>
</tbody>
</table>

## Residential Plumbing/HVAC

**Diploma - 72 Credits**

**Description**  
The Residential Plumbing/HVAC Technology program prepares the learner to begin their career in the plumbing and heating professions. Coursework provides the learner with a technical understanding and skills development. Coursework integrates theory and practical experience. Throughout the Residential Plumbing/HVAC program, the learner develops skills in piping/ductwork procedures, designing plumbing and HVAC systems, plumbing and HVAC systems installations, blueprint reading and sketching. The successful graduate is eligible for documented hours towards state apprenticeship requirements and employment in an advanced apprenticeship level in a variety of businesses found in rural and metropolitan areas.

**Employment Opportunities**  
There are a variety of career opportunities for graduates of the Residential Plumbing/HVAC Technology program. Graduates have the option of working for a commercial or residential plumbing/HVAC contractor as they complete their apprenticeship training. The plumbing and heating trades offers challenging and interesting work for those with the desire to work as designers, installers, and troubleshooters. The future opportunity for private business ownership also exists.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLDG1100</td>
<td>Plans &amp; Specifications</td>
<td>2</td>
</tr>
<tr>
<td>BLDG1102</td>
<td>Construction Safety</td>
<td>1</td>
</tr>
<tr>
<td>BLDG1106</td>
<td>Construction Codes</td>
<td>1</td>
</tr>
<tr>
<td>BLDG1108</td>
<td>Metal Fabrication</td>
<td>2</td>
</tr>
<tr>
<td>BLDG1120</td>
<td>Construction Estimating I</td>
<td>2</td>
</tr>
<tr>
<td>HPER1410</td>
<td>First Aid / CPR</td>
<td>1</td>
</tr>
<tr>
<td>MATH1100</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PLHE1000</td>
<td>Intro to Plbg/HVAC</td>
<td>2</td>
</tr>
<tr>
<td>PLHE1005</td>
<td>PLBG Repair/Serv Tech</td>
<td>3</td>
</tr>
<tr>
<td>PLHE1015</td>
<td>Plumbing Tech Drawings</td>
<td>3</td>
</tr>
<tr>
<td>PLHE1035</td>
<td>Hydronic Heating Systems</td>
<td>2</td>
</tr>
<tr>
<td>PLHE1045</td>
<td>Piping Sys Fab II</td>
<td>3</td>
</tr>
<tr>
<td>PLHE1047</td>
<td>PLBG Design/Install II</td>
<td>3</td>
</tr>
<tr>
<td>PLHE1055</td>
<td>PLBG Code Interpret</td>
<td>3</td>
</tr>
<tr>
<td>PLHE1085</td>
<td>Piping Sys Fabrication I</td>
<td>3</td>
</tr>
<tr>
<td>PLHE1091</td>
<td>PLBG Design/Install I</td>
<td>3</td>
</tr>
<tr>
<td>PLHE1093</td>
<td>PLBG Field Internship</td>
<td>3</td>
</tr>
<tr>
<td>PLHE2005</td>
<td>HVAC Repair and Service</td>
<td>3</td>
</tr>
<tr>
<td>PLHE2016</td>
<td>HVAC Technical Drawings</td>
<td>3</td>
</tr>
<tr>
<td>PLHE2025</td>
<td>HVAC Systems Calc</td>
<td>3</td>
</tr>
<tr>
<td>PLHE2035</td>
<td>HVAC Ducting Fab I</td>
<td>2</td>
</tr>
<tr>
<td>PLHE2045</td>
<td>HVAC Ducting Fab II</td>
<td>3</td>
</tr>
<tr>
<td>PLHE2055</td>
<td>HVAC Gas/Fuels Code</td>
<td>2</td>
</tr>
<tr>
<td>PLHE2060</td>
<td>HVAC Design/Install II</td>
<td>3</td>
</tr>
<tr>
<td>PLHE2075</td>
<td>Forced Air Gas/Oil/Elec Sys</td>
<td>3</td>
</tr>
<tr>
<td>PLHE2086</td>
<td>HVAC Field Intern</td>
<td>3</td>
</tr>
<tr>
<td>PLHE2096</td>
<td>HVAC Field Intern</td>
<td>3</td>
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<td></td>
<td>Electives</td>
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<tr>
<td></td>
<td>Total Credits:</td>
<td>72</td>
</tr>
</tbody>
</table>

## Sales

**Certificate - 18 Credits**

**Description**  
This program is designed to prepare learners to succeed in the marketplace of the 21st century. This major is designed to provide learners with the essential skills necessary for a variety of careers in the sales, marketing, and management fields. Curriculum includes instruction in the following areas: sales, marketing, research, customer service, telemarketing, and small business planning. Emphasis is placed on developing skills in management decision-making, interpersonal and communication skills, problem solving, and technology skills. Particular emphasis is placed on applying these skills through the use of computer technology.

**Employment Opportunities**  
There are many employment opportunities for learners seeking a career in the sales, marketing, and management field. Approximately, one out of every five people work in this fast-paced and dynamic field. Learners may find diverse employment opportunities in retail, wholesale, production, or service related enterprises. Graduates in this program have careers that include sales representatives, managers, business owners, food brokers, buyers, merchandisers, and customer service representatives.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTR1104</td>
<td>Intro to Computer Tech</td>
<td>3</td>
</tr>
<tr>
<td>MKTG1100</td>
<td>Prin of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG1106</td>
<td>Principles of Sales</td>
<td>3</td>
</tr>
<tr>
<td>MKTG1108</td>
<td>Customer Relations Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>MKTG1112</td>
<td>Retailing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG2204</td>
<td>Applied Sales Techniques</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credits:</td>
<td>18</td>
</tr>
</tbody>
</table>
Sales and Marketing Diploma - 32 Credits

Description
This program prepares graduates to enter a Sales and Marketing career. Positions are available in marketing, merchandising, selling, retailing, and service businesses. This major includes courses in computer technology, selling strategies, customer service, telemarketing, and retailing and marketing concepts.

Employment Opportunities
A career in Sales and Marketing offers many opportunities. The number of positions is growing and every industry needs capable sales employees. Individuals may start as a management trainee, assistant manager, customer service representative, sales associate, route salesperson, independent sales representative, or account executive.

Course # | Course Title | Crds
---|---|---
ACCT1108 | Busn Math/Calculators | 3
ADMS1116 | Business Communications | 3
CPTR1104 | Intro to Computer Tech | 3
MKTG1100 | Prin of Marketing | 3
MKTG1106 | Principles of Sales | 3
MKTG1108 | Customer Relations Mgmt | 3
MKTG1112 | Retailing | 3
MKTG1116 | Advertising | 3
MKTG1120 | Supervisory Leadership | 3
MKTG2204 | Applied Sales Techniques | 3
Electives | | 2
Total Credits: | | 32

Sales, Marketing, and Management AAS - 70 Credits

Description
This program is designed to prepare learners to succeed in the marketplace of the 21st century. This major is designed to provide learners with the essential skills necessary for a variety of careers in the sales, marketing, and management fields. Curriculum includes instruction in the following areas: sales, marketing, research, customer service, telemarketing, and small business planning. Emphasis is placed on developing skills in management decision-making, interpersonal and communication skills, problem solving, and technology skills. Particular emphasis is placed on applying these skills through the use of computer technology.

Employment Opportunities
There are many employment opportunities for learners seeking a career in the sales, marketing, and management field. Approximately, one out of every five people work in this fast-paced and dynamic field. Learners may find diverse employment opportunities in retail, wholesale, production, or service related enterprises. Graduates in this program have careers that include sales representatives, managers, business owners, food brokers, buyers, merchandisers, and customer service representatives.

Course # | Course Title | Crds
---|---|---
ACCT1100 | Prin of Bookkeeping | 3
ACCT1108 | Busn Math/Calculators | 3
ACCT1120 | Business Law | 3
ADMS1116 | Business Communications | 3
CPTR1104 | Intro to Computer Tech | 3
ECON2204 | Markets & Resource Alloc | 3
ENGL1111 | College Writing I | 3
MKTG1100 | Prin of Marketing | 3
MKTG1106 | Principles of Sales | 3
MKTG1108 | Customer Relations Mgmt | 3
MKTG1112 | Retailing | 3
MKTG1116 | Advertising | 3
MKTG1120 | Supervisory Leadership | 3
MKTG2200 | Prin of Management | 3
MKTG2204 | Applied Sales Techniques | 3
MKTG2230 | Marketing Research | 3
MKTG2252 | Marketing Management | 3
MKTG2236 | Small Business Mgmt | 3
PHIL1201 | Ethics | 3
PSYC1105 | General Psychology | 3
SPCH1110 | Intro Public Speaking | 3
Electives | | 4
General Education Electives | | 3
Total Credits: | | 70
Supervisory Leadership
Diploma - 31 Credits

Description
The Supervisory Leadership diploma leads directly into the 64 credit Supervisory Management AAS degree at NTC. It is designed to provide learners with an introduction to a career in supervision. Learners will have the opportunity to improve their skills in leadership, customer service issues, fiscal finance & budget concerns, communications, conducting effective meetings, and the ability to implement quality systems.

Articulation Agreement(s)
Bemidji State University
- 31 credits transfer toward a B.A.S. degree in Technology Management
- 16 credits transfer toward a B.S. degree in Business Administration

Employment Opportunities
If you have an AAS, Diploma or Certificate in a technical field and are looking for an opportunity to:
- Improve your professional qualifications
- Apply for a promotion, but lack the degree requirements
- Assume a leadership role with your employer
- Prepare yourself for new career opportunities
- Complete a certificate, AAS or 4-year degree

Then this is the program for you.

Supervisory Management
AAS - 64 Credits

Description
The Supervisory Management Program is designed to provide learners with skills necessary to be successful in a position of supervision. Learners will have the opportunity to improve their skills in leadership, human resource policies, customer service issues, fiscal finance & budget concerns, communications, team building, managing priorities, project management, conducting effective meetings, ability to implement quality systems along with a variety of general business concepts.

Articulation Agreement(s)
Bemidji State University
- 64 credits transfer toward a B.A.S. degree in Technology Management
- Up to 43 credits transfer toward a B.S. degree in Business Administration

Employment Opportunities
If you have an AAS, Diploma or Certificate in a technical field and are looking for an opportunity to:
- Improve your professional qualifications
- Apply for a promotion, but lack the degree requirements
- Assume a leadership role with your employer
- Prepare yourself for new career opportunities
- Complete a certificate, AAS or 4-year degree

Then this is the program for you.
### Undercar Technician Certificate - 18 Credits

**Description**
The Undercar Technician is a person working in an exciting and rapidly changing industry. Learners in this program will receive training in the many service and diagnostic procedures necessary to maintain our nation on wheels. Learners are trained in modern laboratories equipped with current service and testing equipment. Learners entering this program should have good mechanical aptitude, good communication skills and the ability to read and comprehend service literature. Graduates of this program will have a variety of opportunities that will range from service technician, drive line technician, tire technician, fast lube technician, alignment and brake specialists.

### Employment Opportunities
A career in the exciting automotive service industry holds many rewards. Among these is the continued satisfaction from the occupation you are engaged in, plus a sound financial future. Our graduates have found employment positions as service technicians, alignment and brake specialists. Learners have the opportunity to work part-time in an automotive field while attending school. With 40,000 auto dealers, 120,000 independent garages, 200,000 service stations and service centers in the U.S., job and advancement opportunities are plentiful for the trained auto technician.

### Course # | Course Title | Crds
---|---|---
AMST1016 | Brakes | 4
AMST1104 | Power Train Systems | 4
AMST1114 | Align & Suspension I | 2
AMST1116 | Align & Suspension II | 2
AMST2000 | Intro to Transportation | 2
CPTTR1104 | Intro to Computer Tech | 3
HPER1410 | First Aid / CPR | 1

**Total Credits:** 18

### Young Child Education AS - 64 Credits

**Description**
Graduates of the Young Child Education program are prepared to enter the workforce as teachers in child care facilities or educational paraprofessionals, or continue their education at Bemidji State University. Please refer to NTC’s BSU partnership flyer for more information about the unique partnership between BSU and NTC. The Young Child Education program provides a unique opportunity for learners to complete an Associate in Science Degree at NTC, then transfer to BSU to earn a four year teaching degree in early childhood education. Virtually all NTC credits transfer to BSU, allowing graduates to quickly finish their education and seek employment teaching infants through third graders. This program prepares graduates to provide a safe, healthy, developmentally and culturally appropriate learning environment for children birth through age eight and develop skills for building positive relations and communications with children, families, and co-workers. Courses in parent and professional relations, health safety, nutrition, child development, positive guidance, developmentally and culturally appropriate environment, special needs, family dynamics, and infant-toddler prepare learners to work in a variety of child care settings: family, group family, center base, infant-toddler, pre-school, and school-age care and as educational paraprofessionals providing teaching and clerical support for classroom support for classroom teachers. The program meets requirements for Teacher/Assistant Teacher as specified by Minnesota Department of Human Services Rules 9502 and 9503. Additional work experience may be required for teacher positions in licensed child care centers.

### Employment Opportunities
The Child Care and Education program recognizes the diversity of the field and offers learners the opportunity to select an area of emphasis based on the work setting or age-level of children. Learners may choose to specialize in these areas: infant-toddler, preschool, school-age, children with special needs, family child care, nanny or administration. Individuals completing the AAS program may obtain employment in one of the following areas as well: Food Program Representative and Child Care Resource and Referral Agent.

### Course # | Course Title | Crds
---|---|---
CDEV1102 | Parent & Prof Relations | 3
CDEV1104 | Child Dvlp & Learning | 3
CDEV1108 | Dev/ptrnty Appropriate Env | 2
CDEV1114 | Society/Family Dynamics | 3
CDEV1116 | Relations & Mgmt | 3
CDEV1128 | Health, Safety, Nutrition | 2
CDEV1130 | Special Needs | 3
CDEV1132 | Special Needs Lab | 1
CDEV2208 | Infant/Toddler Lrn Exp | 4
CDEV2286 | Internship | 4
ED3100 | Fdns Publ Sch Ed | 3
ED3110 | Educational Psychology | 3
ENGL1111 | College Writing I | 3
HLTH1000 | Health & Wellness | 2
PHIL1201 | Ethics | 3
PSY1110 | General Psychology | 3
THSP1090 | Interpersonal Comm | 2
General Education Electives | 17

**Total Credits:** 64

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GENERAL EDUCATION

A technical education is comprised of both technical and general components. General education assists in your development as a person and citizen and complements your technical education. While technical education prepares you to achieve success within a chosen career area, general education prepares you for life within and outside the workplace. Your education is structured to provide life and career skills, to enrich your personal life and to develop a well-rounded perspective of the world, all of which enhance your ability to become an active, independent and responsible citizen.

The three areas of General Education at Northwest Technical College are defined as follows:

College Readiness:
Instruction in basic academic knowledge, skills, and attitudes needed to successfully complete certain courses required as part of a continuous program or needed to meet future career and personal goals. These courses contain pre-college level content and do not apply to program completion requirements. Course numbers begin with 0 and are generally non-transferable.

Applied General Education:
Instruction in knowledge, skills, and attitudes, which supports the content of a diploma or certificate program. This instruction contains applied, college-level content in the categories of communication, math, natural science, social science, and career literacy. These courses are applied to program content or to the workplace skills to engage in personal and professional development and learn leadership theories and skills; to value diversity and appreciate cultural differences; to communicate more effectively; and to engender a lifetime of learning. Individual courses within this area most often do not transfer to a four-year institution and are not part of the Minnesota Transfer Curriculum.

Liberal Arts General Education:
Instruction in knowledge and skills designed to impact common knowledge, intellectual concepts, and attitudes. This instruction is viewed as a way to broaden perceptions, encourage the development of pluralistic values, and better participate in social, technological, and cultural environments. General Education courses contain college-level content in the areas of communications, social science, humanities, math, and natural science. These courses may be applied toward the transferable general education requirements of an Associate in Applied Science and Associate of Science degrees.

GENERAL EDUCATION GOALS

Northwest Technical College has adopted the following goals as the basis for the General Education requirements. Toward the accomplishment of the General Education goals, program major requirements of more than 15 credits must include a General Education component. Course requirements are established for each major. (NOTE: College Readiness courses do not fulfill this requirement.)

College Readiness Education:
Through these courses, learners gain and apply a foundational level of knowledge and skill in areas of basic communications, basic computation, and reading comprehension that allow full participation in college and society.

General Education:
General education provides the following:

- **Effective communication/interaction skills**, include development of active reading skills, clear and concise writing skills, active listening skills, and clear and well-organized speaking skills to communicate effectively in a variety of situations. Social interaction skills include personal awareness, diversity awareness and teamwork. Mastery of these skills enables one to better communicate in society and to acquire critical knowledge for understanding and working with others.

- **Critical thinking and active learning skills**, include development of active reading, problem solving and inquiry skills to be aware of new thoughts and diverse views as well as to recognize and adapt to change, as well as the development of an enhanced appreciation for the value of knowledge and a greater understanding of the need for life-long learning. Mastery of these skills gives you the personal knowledge to effectively deal with the complexities and diversity in your personal and work environments and to insure the continued intellectual growth necessary for rewarding and effective living.

- **Computation and career success skills**, include the development of mathematical application skills as applied in career and the use of concepts in mathematics and/or the natural sciences. The development of career readiness, professional responsibility and job seeking and keeping skills will enable you to obtain and advance in your career area. Mastery of these skills enables you to not only gain satisfying employment but also to advance within your chosen career field.

- **Technology** includes the development of technology skills that enhance learning and build the ability to communicate, to handle information and to apply computer application and critical evaluation skills. Mastery of these skills helps you understand and appreciate the role of technology in social change, enabling you to respond to technology in enlightened ways.

- **Global appreciation and civic responsibility skills**, include the development of skills that enable one to participate in civic activities, make informed, ethical decisions, and appreciate diversity in a globally interdependent world. Mastery of these skills broadens perspectives of the world and builds understanding of one’s role and responsibility within that world.

- **Self-development** includes the development of self and will enable you better understanding of oneself in relation to others in the world of work through personal assessment, goal setting, and values clarification and application. Mastery of these skills gives the student the personal knowledge needed to effectively deal with the complexities and diversity in personal and work environments and to insure the continued intellectual growth necessary for rewarding and effective living.
### General Education Credit Requirements

<table>
<thead>
<tr>
<th>Total Program Credits</th>
<th>Minimum Requirement</th>
<th>Minimum Category Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Liberal Arts Gen Ed</td>
<td></td>
</tr>
<tr>
<td>AS Degree</td>
<td>30 credits</td>
<td>6 categories</td>
</tr>
<tr>
<td>AAS Degree</td>
<td>25% of credits</td>
<td>4 categories</td>
</tr>
<tr>
<td>Diploma 55-73 or more</td>
<td>9</td>
<td>3 categories</td>
</tr>
<tr>
<td>Diploma 37-54</td>
<td>6</td>
<td>2 categories</td>
</tr>
<tr>
<td>Diploma 32-36</td>
<td>3</td>
<td>1 categories</td>
</tr>
<tr>
<td>Certificate 16-32</td>
<td>3</td>
<td>1 categories</td>
</tr>
<tr>
<td>Certificate 15 or fewer</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**General Education for Diploma and Certificate programs**

NTC requires that each Diploma or Certificate program include a minimum number of **Applied General Education** (also known as General Studies) credits. Applied General Education courses are aligned with NTC’s six General Learning Outcomes and are **NOT** intended to be individually transferable to/from other institutions. General Learning Outcomes are outcomes that the college intends for all its learners to develop during their time at Northwest Technical College through courses as well as through participation in co-curricular activities.

**NTC’s General Learning Outcomes:**
- **GLO #1:** Effective Communication
- **GLO #2:** Critical Thinking and Active Learning
- **GLO #3:** Computation and Career Success
- **GLO #4:** Technology Skills
- **GLO #5:** Global Appreciation/Civic Responsibility
- **GLO #6:** Self-Development

The following applied General Education courses address the indicated General Learning Outcomes:

- COMM1102 Applied Communications #1, #2
- COMM2250 Technical Communications #1
- SSCI1104 Human Relations #2, #6
- GTEC1104 College Success Skills #2, #6
- MATH1100 Technical Math #3
- CRLT1102 Contemporary Career Search #3
- CPTR1000 Computer Fundamentals #4
- CPTR1104 Introduction to Computers #4
- GTEC1108 Info Retrieval – 21st Century #4
- GTEC1110 Campus Government [restricted to Campus Government members] #5, #6
- HPER1410 First Aid/CPR #6
- BIOL1131 Nutrition #6
General Information

Liberal Arts General Education for Associate Degree programs

NTC requires that each Associate Degree program includes a minimum number of Liberal Arts General Education credits. The Liberal Arts General Education courses listed below are identified by the Minnesota Transfer Curriculum (MnTC) goal(s) that they address and are typically accepted as individually transferable to/from other institutions. (NOTE: transfer of credits is determined by the receiving institution.) The following Liberal Arts General Education courses are delivered through Bemidji State University at NTC or through the college’s online course offerings.

**MnTC Goal**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>MnTC Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH1110</td>
<td>Cultural Anthropology</td>
<td>#5, #8</td>
</tr>
<tr>
<td>BIOL2221</td>
<td>Microbiology</td>
<td>#3</td>
</tr>
<tr>
<td>BIOL2252</td>
<td>Anatomy &amp; Physiology I</td>
<td>#3</td>
</tr>
<tr>
<td>BIOL2254</td>
<td>Anatomy &amp; Physiology II</td>
<td>#3</td>
</tr>
<tr>
<td>BIOL2296</td>
<td>Advanced Physiology</td>
<td>#4</td>
</tr>
<tr>
<td>CHEM1100</td>
<td>Introduction to Chemistry</td>
<td>#4</td>
</tr>
<tr>
<td>ECON2202</td>
<td>Macroeconomics</td>
<td>#5, #8</td>
</tr>
<tr>
<td>ECON2204</td>
<td>Markets/Resource Allocation</td>
<td>#5, #8</td>
</tr>
<tr>
<td>ENGL1111</td>
<td>College Writing I</td>
<td>#1</td>
</tr>
<tr>
<td>HLTH1000</td>
<td>Health and Wellness</td>
<td>#9, #10</td>
</tr>
<tr>
<td>MATH1100</td>
<td>College Algebra</td>
<td>#4</td>
</tr>
<tr>
<td>PHIL1201</td>
<td>Introduction to Ethics</td>
<td>#2, #9</td>
</tr>
<tr>
<td>PHIL2210</td>
<td>Morals and Medicine</td>
<td>#6, #9</td>
</tr>
<tr>
<td>PSYC1105</td>
<td>General Psychology</td>
<td>#5</td>
</tr>
<tr>
<td>PSYC2201</td>
<td>Developmental Psychology</td>
<td>#5</td>
</tr>
<tr>
<td>PSYC2220</td>
<td>Abnormal Psychology</td>
<td>#6</td>
</tr>
<tr>
<td>SOCI1101</td>
<td>Introduction to Sociology</td>
<td>#5</td>
</tr>
<tr>
<td>SPCH1110</td>
<td>Interpersonal Communication</td>
<td>#1, #2</td>
</tr>
<tr>
<td>SPCH1114</td>
<td>Introduction to Public Speaking</td>
<td>#1</td>
</tr>
</tbody>
</table>

Additional Liberal Arts General Education courses can be taken at Bemidji State University. See your advisor for guidance in selecting appropriate courses.

**Minnesota Transfer Curriculum Goals:**

http://www.mntransfer.org/mntc/mntc.htm

#1: Communication

#2: Critical Thinking

#3: Natural Sciences

#4: Math & Logic

#5: History & Social Science

#6: Humanities & Fine Arts

#7: Human Diversity

#8: Global Perspectives

#9: Ethical & Civic Responsibility

#10: People & Environment

In addition, several Liberal Arts General Education courses apply to NTC’s General Learning Outcomes as well:

**NTC’s General Learning Outcomes**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>NTC’s General Learning Outcomes</th>
</tr>
</thead>
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<td>ANTH1110</td>
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<tr>
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<td>GLO #2</td>
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<tr>
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<td>PHIL1201</td>
<td>Introduction to Ethics</td>
<td>GLO #2, #5</td>
</tr>
<tr>
<td>PSYC1105</td>
<td>Intro to Psychology</td>
<td>GLO #2</td>
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<td>SPCH1110</td>
<td>Interpersonal Communication</td>
<td>GLO #1, #2</td>
</tr>
<tr>
<td>SPCH1114</td>
<td>Introduction to Public Speaking</td>
<td>GLO #1</td>
</tr>
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</table>