

*Programs
of
Study*

MCEC

MINNESOTA CORRECTIONAL EDUCATION CENTER

2010-2012
ADULT FACILITIES

Educational Philosophy

The Minnesota Correctional Education Center will provide relevant and well-conceived programming delivered by highly qualified and dedicated staff that are licensed or credentialed in their instructional area. We will strive to ensure that offender students receive a solid educational foundation and then build on that foundation by providing knowledge and skills required to obtain gainful employment upon release.

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Minnesota Correctional Education Center Mission and Vision 2009-2011

DOC Mission

To hold offenders accountable and offer opportunities for change while restoring justice for victims and contributing to a safer Minnesota.

MCEC Mission

To provide eligible incarcerated offenders with educational opportunities that will prepare them for successful re-entry into society.

MCEC Vision

Correctional education will provide the pathway to achieve an enhanced quality of life and improved economic stability.

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MCEC Education Values

Accountability

We value educational effectiveness and fiscal responsibility while answering to students, staff, academic partners, the legislature and the public.

Civility

We value educating for social and civic responsibility.

Equity/Diversity

We value freedom from bias, and respect the individuality and dignity of all people.

Innovation

We value vision and creativity while recognizing the challenge of accessing new technology.

Integrity

We value integrity in all aspects of the delivery of educational services.

Partnerships

We value collaborative relationships with organizations who partner with us in the delivery of quality education.

Staff

We value the commitment, contributions and expertise of all staff.

Workforce Development

We value education for employment and technical training to enhance and impact economic development.



MINNESOTA CORRECTIONAL EDUCATION CENTER

Adult Facilities

MCF-Faribault
Males
Capacity — 2,005
Student Population: 436



MCF-FRB
1101 Linden Lane
Faribault, MN 55021
Phone: 507-334-0700

MCF-Lino Lakes
Males
Capacity — 1,310
Student Population: 196



MCF-LL
7525 Fourth Avenue
Lino Lakes, MN 55014
Phone: 651-717-6100

MCF-Oak Park Heights
Males
Capacity — 438
Student Population: 72



MCF-OPH
5329 Osgood Ave. N
Stillwater, MN 55082
Phone: 651-779-1400

MCF-Rush City
Males
Capacity — 988
Student Population: 237



MCF-RC
7600 525th Street
Rush City, MN 55069
Phone: 320-358-0400

MCF-Saint Cloud
Males
Capacity — 1,010
Student Population: 432



MCF-SCL
2305 Minnesota Blvd SE
St. Cloud, MN 56304
Phone: 320-240-3000

MCF-Shakopee
Females
Capacity — 641
Student Population: 223



MCF-SHK
1010 West 6th Avenue
Shakopee, MN 55379
Phone: 952-496-4440

MCF-Stillwater
Males
Capacity — 1,473
Student Population: 437



MCF-STW
970 Pickett Street
Bayport, MN 55003
Phone: 651-779-2700

MCF-Willow River/Moose Lake
Males
Capacity — 1,168
Student Population: 291



MCF-WR/ML
1000 Lake Shore Drive
Moose Lake, MN 55767
Phone: 218-485-5000

At a Glance

Enrollment: 2,324 students

Student Body Profile:

Men.....	93%
Women	7%
Total	100%

Distribution of enrollees by age:

0-18.....	3%
19-24.....	25%
25-44.....	57%
45-59.....	14%
60 and older.....	1%
Total	100%

Distribution of enrollees by program:

ABE (Literacy, ESL, GED and HS diploma).....	59%
Life Skills.....	21%
Career Technical.....	12%
Other.....	8%
Total	100%

Awards

GED and high school diplomas, post-secondary diplomas and certificates, critical thinking skills certificates, parenting/family skills certificates, National Adult Education Honor Society Recognition.

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EDUCATIONAL PROGRAMMING

Educational Programming

General Education	FRB	LL	ML	OPH	RC	SCL	SHK	STW	WR
Adult Diploma Program	X	X	X	X	X	X	X	X	X
Art			X	X	X	X	X	X	
Cognitive Skills	X		X	X	X	X	X	X	X
English Language Learners	X	X	X	X	X	X	X	X	
Fatheread	X	X							
GED Diploma Testing	X	X	X	X	X	X	X	X	X
Healthy Education Lifestyles Project		X			X				
Literacy	X	X	X	X	X	X	X	X	X
Music						X			
Parenting and Family Skills	X	X	X	X	X	X	X	X	X
Reading is Fundamental (RIF)	X	X	X	X	X	X	X	X	X
Special Education	X	X	X	X	X	X	X	X	X
Title One Services						X			
Post-Secondary:									
AA Degree On-site Courses	X					X	X	X	
AA Degree Correspondence Courses	X	X	X	X	X	X			
Post-Secondary Enrollment Options	X					X			
Career/Technical:									
Barbering License Preparation			X			X			
Business Management	X								
Cabinetmaking	X		X					X	
Carpentry	X								
Computer Careers Application Specialist	X	X	X		X			X	
Computer Careers Support Specialist	X						X	X	
Computer Network Cabling		X							
Construction Career Exploration									
Cosmetology License Preparation							X		
Drywall Installation	X								
Floor Covering	X								
Masonry						X			
Mechanical Design and Drafting	X								
Print Production			X						
Painting & Decorating					X				
Welding								X	
Re-Entry:									
Birth Certificate	X	X	X	X	X	X	X	X	
Employment & Career Counseling	X	X	X	X	X	X	X	X	
Housing Assistance	X	X	X	X	X	X	X	X	
Personal Finance Education	X	X	X	X	X	X	X	X	
Social Security Card	X	X	X	X	X	X	X	X	
State of Minnesota Identification	X	X	X		X	X	X	X	
Transition Resource Center	X	X	X	X	X	X	X	X	

Faribault (FRB) • Lino Lakes (LL) • Moose Lake (ML) • Oak Park Heights (OPH) • Rush City (RC)
 • Shakopee (SHK) • St. Cloud (SCL) • Stillwater (STW) • Willow River (WR)

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ACADEMIC PROGRAMS

Academic Programs

The Minnesota Department of Corrections abides by an education mandate requiring offenders who do not have a GED or high school diploma to participate in Adult Basic Education programming.

Adult Basic Education

Adult Basic Education (ABE) provides adults with educational opportunities to acquire and improve literacy skills necessary to become self-sufficient and able to participate as productive workers, family members and citizens. Listed below are four program areas offered within ABE.

– ESL (English as a Second Language):

Instruction is provided for those whose native language is not English. ESL classes help students develop speaking, listening, reading, writing and grammar skills necessary to communicate effectively in English within their workplaces, communities, and families.

Locations: All

– Literacy/Basic Skills:

Instruction is provided for students who are at beginning and intermediate adult literacy functioning levels. The focus is on reading, writing, work-related math and other functional literacy skills.

Locations: All

– GED (General Educational Development):

GED instruction is available for eligible adults who lack a high school diploma or GED. The GED includes a set of five tests: Math, Reading, Writing, Social Studies and Science.

Locations: All

– Diploma Programs

Instruction is provided for eligible adults leading to a high school diploma from a sponsoring Minnesota school district.

Location: SCL

College Correspondence Classes

Earn credit hours toward an AA, BS, BA or other degree program. Offenders are responsible for accessing correspondence course information, completing all registration and application forms, and paying tuition, book and other related expenses. It is a DOC requirement that offenders enrolled in correspondence courses complete a *Correspondence Course Approval* form, available through the education department.

Locations: All

Academic Programs

Post-Secondary Enrollment Options (PSEO)

Post-Secondary Enrollment Options (PSEO) offer offenders the opportunity to take courses from eligible post-secondary institutions. Students must meet the admissions requirements of the post-secondary institution. High school credit is earned and colleges or universities may accept completed coursework through PSEO as transfer college credits (subject to specific college or university credit transfer policies). Eligible students must be 21 or younger.

Locations:..... SCL, FRB

Special Education

If an offender previously received special education services, he/she may continue to qualify for special education intervention. Once identified as a student with an educational disability, the special education staff gathers educational records and completes an evaluation to determine ongoing eligibility and current special education needs. Using a team process, an updated Individual Education Plan (IEP) is developed. The IEP identifies services and adaptations that will help the student attain his/her educational goals. Eligible students must be 21 or younger.

Locations:..... All

Title One Services

Title One activities focus on reading, math and writing remediation. These services are offered to age-eligible students who were working toward their high school diploma but have not yet passed the required Minnesota graduation assessments.

Location:..... SCL



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ENRICHMENT PROGRAMS

Enrichment Programs

Art

The Art program is designed for offenders who wish to express their creativity through an artistic medium. Participants learn a variety of techniques in drawing and painting.

Locations: OPH, RC, SCL, SHK, STW

Computer Learning Center

The Computer Learning Center offers students opportunities to work independently on various skills using a variety of educational software. Each facility housing a Computer Learning Center offers its own menu of learning options. Among the offerings are programs that help develop keyboarding (typing) and beginning level word processing skills, and programs that assist students attempting to increase their math and/or reading literacy levels.

Locations: FRB, LL, ML, SCL, SHK

Critical Thinking Skills

The goals for the participants in this program include learning to appreciate differences in others, understanding how attitudes and knowledge affect decisions, gaining skills designed to positively shape attitudes and control emotions, and making a commitment to never repeat as a criminal offender. Students must have a desire to learn and be willing to participate.

Locations: All

Healthy Education Lifestyle Project (HELP)

The Healthy Educational Lifestyles Project is a demonstration project of the Council on Crime and Justice. HELP has two components: Health Education and Case Advocacy. HELP staff conduct five-week health education courses on topics that include Hepatitis C, immunizations, HIV and violence prevention. HELP Case advocates offer case advocacy services to class participants who are within three months of release. Case advocates work with facility staff to assist offenders with housing, employment and health management. HELP is funded by the Eliminating Health Disparities Initiative of the Minnesota Department of Health.

Locations: LL, RC

Fatheread

Fatheread is a program that features an instructional approach designed to empower and train parents to become literacy role models for their children. The curriculum teaches parents how reading children's books offers a new way to look at their own personal development while improving communication with their children. This curriculum offers two theme-based book suggestions containing themes of child development and empowerment. Each suggested book contains lesson plans with ideas on how to share the book with a child, how to help children develop writing skills, and creative ideas on how to carry out the theme of the book.

Locations: FRB, LL

Enrichment Programs

Music

A variety of musical instruction is available through the Music programs. Lessons are offered for experienced and beginning students in piano, guitar, drums, brass, and woodwinds. Experienced students form “combos” and rehearse and perform for graduation ceremonies and summer outdoor concerts. Classes in recording techniques, music history and music theory are also offered.

Location:..... SCL

Parenting/Family Skills

Facilities work with contracted community organizations and individuals to provide parenting/family skills to offenders. Topics include teaching incarcerated parents how to guide and nurture their children, reducing parental stress that can lead to child abuse and neglect, improving the relationships between offenders and their children, and helping released parents utilize positive resources available in their community

Locations:..... All

Reading is Fundamental (RIF)

Founded in 1966, RIF is the oldest and largest children’s and family nonprofit literacy organization in the United States. RIF’s highest priority is reaching under-served children from birth to age 8 in order to promote enthusiasm for reading. Participating offenders communicate with their children in selecting the books the children will receive throughout the year. Each child receives at least three books. The RIF program pays for 75 percent of the book costs, with the DOC contributing the remaining 25 percent.

Locations:..... All

Transforming Lives Network (TLN)

TLN is a distance learning initiative, operated by the Correctional Education Association, which provides interactive instructional programming for the nation’s correctional facilities. Specific programs for incarcerated adults and juveniles include GED preparation and personal growth programs. In addition, higher education curriculum is provided through a partnership with College of the Air, a satellite service of the Milwaukee Area Technical College.

Locations:..... FRB, LL, ML, OPH, RC, SCL, STW

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CAREER TECHNICAL PROGRAMS

Career Technical Programs

FACILITY PATHWAYS

The *Facility Pathways* chart provides an “at a glance” view of vocational opportunities available through the Minnesota Correctional Education Center. Current programs available at each facility are listed under the career clusters heading.

Career Clusters

	Construction	Manufacturing	Information Technology	Business and Administrative Services	Human Services	Scientific/ Technical
Faribault	<ul style="list-style-type: none"> • Carpentry • Cabinetmaking • Drywall • Floor Covering 		<ul style="list-style-type: none"> • Computer Careers-Support Specialist 	<ul style="list-style-type: none"> • Business Management 		<ul style="list-style-type: none"> • Mechanical Design and Drafting
Lino Lakes			<ul style="list-style-type: none"> • Computer Careers-Application Specialist 			<ul style="list-style-type: none"> • Computer Network Cabling
Moose Lake		<ul style="list-style-type: none"> • OnTrack Print Production 	<ul style="list-style-type: none"> • Computer Careers-Application Specialist 		<ul style="list-style-type: none"> • Barbering 	
Rush City	<ul style="list-style-type: none"> • Painting and Decorating 		<ul style="list-style-type: none"> • Computer Careers-Application Specialist 			
Shakopee				<ul style="list-style-type: none"> • Office Support 	<ul style="list-style-type: none"> • Cosmetology 	
St. Cloud	<ul style="list-style-type: none"> • Masonry 				<ul style="list-style-type: none"> • Barbering 	
Stillwater	<ul style="list-style-type: none"> • Cabinetmaking 	<ul style="list-style-type: none"> • Welding 	<ul style="list-style-type: none"> • Computer Careers-Application Specialist • Computer Careers-Support Specialist 			

Career Technical Programs

BARBERING LICENSE PREPARATION

Program Focus:

This program provides instruction for students to develop the fundamental knowledge, skills and attitudes required for a successful career in barbering. The program uses a state-approved curriculum to ensure the content will prepare students to meet industry-level standards to obtain an entry-level position as a licensed barber.

Number of credit hours: 51

Locations:..... ML, SCL

Program Prerequisites:

- High School Diploma or GED

Students must complete all required courses plus 1500 hours of practice to be eligible to take the state board examination for licensure.

Program Courses:

BARB 1010 Introduction to Barbering

4 Credit Hours

This course will cover maintaining a clean work area, preventing the spread of disease, and meeting the sanitary requirements of Minnesota statutes and sanitary rules and regulations.

BARB 1015 Basic Lab I – Perm Rods

3 Credit Hours

This course will introduce students to the uses and benefits that are derived from permanent waving of the hair.

BARB 1020 Basic Lab II – Colors and Straighteners

3 Credit Hours

This course will introduce students to the use of colors and straighteners.

BARB 1025 Basic Fundamentals of Barbering Services – Haircutting

4 Credit Hours

This course will teach the general principles of haircutting to include edging, siding, and top-ping.

BARB 1030 Survey Lab I – Shaving

3 Credit Hours

This course will introduce students to shaving the head, face and neck.

BARB 1035 Survey Lab II – Shampooing & Tonic

3 Credit Hours

This course covers the correct ways to cleanse the scalp and hair, as well as how to alleviate scalp disorders.

Career Technical Programs

BARB 1040 Anatomy and Physiology in Barbering

2 Credit Hours

This course introduces students to the study of the muscles, bones, nerves and cells of the head, face and neck.

BARB 1045 Chemical Services – Cosmetic Chemistry

2 Credit Hours

This course will introduce students to products and ingredients that will benefit their clients.

BARB 1050 Intermediate Lab I – Specialized Haircutting

3 Credit Hours

This course develops the skills required for cutting course, fine and curly hair.

BARB 1055 Intermediate Lab II – Facials and Scalp Massage

3 Credit Hours

This course will provide students with basic understanding of the benefits of facials and scalp massage, which are both aesthetically and cosmetically beneficial to the client.

BARB 1060 Business Management in Barbering

2 Credit Hours

This course is designed to create an awareness of the skills necessary in running a business.

BARB 1065 Advanced Technology – Hair Fashions

2 Credit Hours

Students will be introduced to the techniques used to complete an advanced hairstyle.

BARB 1070 Advanced Lab I – Hair Styling

4 Credit Hours

Students will practice the art of hair styling in a lab environment.

BARB 1075 Advanced Lab II – Advanced Hair Styling

4 Credit Hours

Students will practice more advanced styles in a lab environment.

BARB 1080 Open Lab I – Hairpieces

4 Credit Hours

This course will introduce students to the techniques of fitting men's hairpieces.

BARB 1085 Open Lab II – Skin, Hair and Diseases

4 Credit Hours

This course will introduce students to skin, hair and disease concepts.

BARB 1090 Career Management and Job Seeking

1 Credit Hour

This course will introduce students to skills related to a career in barbering. Students will also improve their job seeking and job interview skills.

Career Technical Programs

BUSINESS MANAGEMENT

Program Focus:

This program is designed to assist individuals in learning the business skills needed to operate or manage a small business. Topics include business planning, record keeping, marketing concepts, computer operations, business law and accounting. Students will learn how to plan, organize and manage a business. Curriculum focuses on skills and knowledge related to supervision of people, management theory, and models of decision-making.

Employment Fundamentals Certificate	21 Credit Hours
Business Management Diploma	41 Credit Hours

Employment Fundamentals Certificate

The Employment Fundamentals certificate program teaches skills that will enable students to successfully perform duties in entry-level positions in the retail, sales, bookkeeping and marketing fields.

Location: FRB

Program Prerequisites:

- High School Diploma or GED

Program Courses:

BSMG 1010 Business Math Principles

3 Credit Hours

This course includes a brief review of basic arithmetic as a foundation for course concepts including the various calculation of interest rates, discounts, depreciation, consumer loans, mortgages, insurance, taxes, stocks and bonds, financial statements, annuities, present and future value, inventory valuations, E-Commerce, and the use of the metric system.

BSMG 1020 Business Recordkeeping I

3 Credit Hours

This is an introductory course in fundamental bookkeeping concepts, which includes the analyzing, interpreting and recording of transactions, creation of applicable financial statements, understanding cash control systems, and the recording of year end adjusting and closing entries for a service business.

BSMG 1030 Business Recordkeeping II

3 Credit Hours

This course builds on concepts presented in Business Recordkeeping I, with a focus on accounting procedures for partnerships. Concepts and issues related to the use of special journals, subsidiary ledgers, preparation of payroll records and year-end recording of adjusting and closing entries for a partnership will be included.

Career Technical Programs

BSMG 1040 Business Recordkeeping III

3 Credit Hours

This course builds on concepts presented in Business Recordkeeping I and II. The course will cover accounting for plant assets and depreciation, inventory, notes and interest, corporate financial statements and end-of-fiscal period entries for a corporation.

BSMG 1050 Marketing in Business

3 Credit Hours

This course covers the basic marketing concepts in a business environment. Students will develop a marketing approach in a variety of business settings. The course includes discussion on the marketing mix, the four “P’s” of marketing, channels of distribution, target marketing, ethics, social responsibility and the impact of the Internet.

BSMG 1060 Principles of Sales

3 Credit Hours

This course covers the basics of sales promotion including the use of personal selling, the types of promotional tools available, and effective use of those tools. Emphasis is placed on determining and describing features and benefits of products as well as the process of closing a sale. Students will stage a mock sales presentation as part of the course work.

BSMG 1070 Ethics and Business

3 Credit Hours

This course examines the meaning and relevance of business ethics to today’s organizations. Topics covered will include ethical theory, ethics and cultural diversity, ethics in government, and business and professional codes of ethics.

Business Management Diploma

The Business Management diploma program teaches skill development in organizing and utilizing company resources – and attaining business goals. This program also helps students with personal and family financial planning and organization. Program instruction emphasizes skills related to marketing, basic record keeping, financial management, supervision, tax preparation, human resource management, retailing, business ethics and sales.

Location: FRB

Program Prerequisites:

- High School Diploma or GED
- Employment Fundamentals Certificate

Program Courses:

BSMG 2010 Law for Business

3 Credit Hours

This course is an introduction to the principles of law as they apply to citizens and businesses. Topics include ethics, the court system, contracts, torts, negotiable instruments, agency and employment, bailments, business organizations, sales and insurance, product liability, consumer protection and real property.

Career Technical Programs

BSMG 2020 Business Finance

3 Credit Hours

This course provides students with the basic concepts of financial analysis. Topics covered include interest rates, taxes, security markets, time value of money, risk analysis, use of debt financing, use of equity financing, overview of the Federal Reserve System, and forecasting financial results.

BSMG 2030 Income Tax

3 Credit Hours

This course applies current tax laws in preparing individual tax returns, supporting forms and schedules as it pertains to an individual, sole proprietorship, partnership, and small corporations.

Prerequisite: BSMG 1040

BSMG 2040 Human Resource Management

3 Credit Hours

This course studies the manager's role in working effectively with the human resources of the organization. Topics covered include identifying organizational needs, job analysis and design, employee recruitment, selection, training, personnel planning, and employee/management relations.

BSMG 2050 Retail Management

3 Credit Hours

This course introduces students to the basic principles of managing a retail business. The course covers strategic planning, the legal environment, and the retailer's role in the marketing channel, location strategies, and applications of successful marketing strategies. Students also study the buying and merchandising functions of a retail store.

BSMG 2060 Supervisory Management

3 Credit Hours

This course looks at people as an asset in the business setting with an emphasis on developing interpersonal skills to deal effectively with employees on the job. The course provides students with an effective approach to understanding and dealing with time management, communication, management by objective, making decisions, handling discipline, problem solving, motivation, and training.

BSMG 2070 Developing a Business Plan

2 Credit Hours

This course reviews the abilities needed to be a successful entrepreneur, examines and selects a business opportunity, assesses the resources needed, and develops and creates a business plan for a formal presentation.

Career Technical Programs

CABINETMAKING

Program Focus:

This program focuses on the basic fundamentals of cabinetry and furniture construction. Skill areas include use of hand and power tools, lamination, and the design of kitchen cabinets and furniture. Students who complete a diploma and demonstrate aptitude may be recommended for enrollment in the advanced cabinetmaking certificate program, where they will design and build kitchen cabinets for resale. The program is designed to provide students with the skills needed to enter a first year apprenticeship or to explore other opportunities in the cabinetry field.

Basic Cabinetry Certificate.....	18 Credit Hours
Cabinetmaking Diploma.....	30 Credit Hours
Advanced Cabinetmaking Certificate.....	15 Credit Hours

Basic Cabinetry Certificate

Students in the Basic Cabinetry certificate program learn entry-level skills in the cabinetmaking field and are prepared to enter the diploma program upon completion.

Locations:..... FRB, STW

Program Prerequisites:

- High School Diploma or GED

Program Courses:

CABT 1010 Construction Math

2 Credit Hours

This course is designed to teach students mathematical calculations related to the field of cabinetmaking.

CABT 1020 Hand Tools

2 Credit Hours

This course will introduce the beginning student to shop safety, identification, and use and care of hand tools.

CABT 1030 Basic Jointery

2 Credit Hours

This course is designed to introduce students to layout tools and skills related to creating woodworking joints.

CABT 1040 Identifying Materials

2 Credit Hours

This course is designed to introduce students to the various wood species. Students will become familiar with abrasives, adhesives, and clamping devices.

CABT 1050 Introduction to Machines and Power Tools

4 Credit Hours

This course introduces students to woodworking machines, power tools, and accessories. Proper application and safe use are also covered in this course.

Career Technical Programs

CABT 1060 Casework Construction

4 Credit Hours

This course will introduce students to the fundamentals of cabinet construction. Shop drawings, cabinet layouts, and basic construction techniques will be covered.

CABT 1070 Drafting and Blueprint Reading

2 Credit Hours

This course teaches basic drafting knowledge and residential blueprint reading.

Cabinetmaking Diploma

Students in the Cabinetmaking Diploma program will develop more advanced skills in the design and construction of cabinets and furniture.

Locations Offered:..... FRB, STW

Program Prerequisites:

- High School Diploma or GED
- Basic Cabinetry Certificate

Program Courses:

CABT 2010 Laminating

2 Credit Hours

This course introduces students to materials, hand tools, and procedures related to the application of laminate.

CABT 2020 Cabinet and Furniture Design and Layout

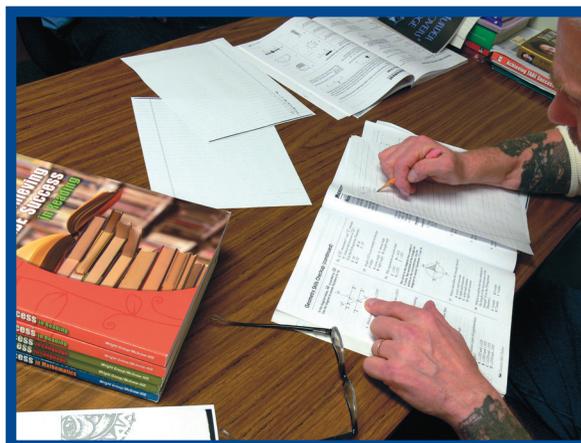
5 Credit Hours

This course covers advanced construction methods related to designing furniture and cabinet layout.

CABT 2030 Cabinet and Furniture Construction

5 Credit Hours

This course teaches more advanced cabinet and furniture construction techniques.



Career Technical Programs

Advanced Cabinetmaking Certificate

Students in the Advanced Cabinetmaking certificate program have demonstrated superior skills and aptitude in this field. Their instructor has recommended them for this program in which they will build kitchen cabinets and custom furniture.

Locations:..... FRB, STW

Program Prerequisites:

- High School Diploma or GED
- Cabinetmaking Diploma

Program Courses:

CABT 3010 Advanced Cabinet and Furniture Construction

3 Credit Hours

This course teaches specialized cabinet and furniture construction techniques.

CABT 3020 Cabinet Hardware

2 Credit Hours

This course introduces students to identification and application of cabinet hardware.

CABT 3030 Advanced Cabinet and Furniture I

5 Credit Hours

This course covers advanced blueprint reading and cost estimating. Students will complete an assigned cabinet or furniture project.

CABT 3040 Advanced Cabinet and Furniture II

5 Credit Hours

In this course, students will construct, with instructor approval, a cabinet or furniture project of their choice.



Career Technical Programs

CARPENTRY

Program Focus:

This 15 credit hours, three-month certificate program covers framing, roofing, installation of windows, doors and siding, safety, math applications, and job-seeking.

Number of credit hours: 15

Location: FRB

Program Prerequisites:

- High School Diploma or GED

Program Courses:

CARP 1010 Carpentry Safety

2 Credit Hours

This course covers tool recognition of hand and power tools. Each student will use these tools to do skill projects. Safety tests must be passed on all equipment.

CARP 1020 Residential Blueprint Reading

2 Credit Hours

This course will cover basic house plans. Instruction is provided on how to draw plans, how symbol representations are used, use of a drafting scale, and math (addition and subtraction of whole numbers and fractions).

CARP 1030 Framing Square Technology

2 Credit Hours

Students will use hand and power tools in this course as they learn techniques in the areas of layout, framing, siding, shingling, and trim work.

Prerequisite: CARP 1010

CARP 1040 House Design & Estimating

3 Credit Hours

This course puts into play what is learned in CARP 1030. A basic floor, section, and elevation plan will be drawn from copies. Then, a set of house plans will be drawn using specific windows, doors, roof design and materials. Cost estimating, along with door and window schedules, will be included.

Prerequisite: CARP 102

CARP 1050 Advanced Carpentry Theory

2 Credit Hours

In this course, an 8' x 8' pod will be constructed using precut material. A floor, interior and exterior walls, windows, doors and siding will make up this pod. Layout, fastening techniques, bracing, and leveling will also be included.

Prerequisites: CARP 1010, CARP 1030

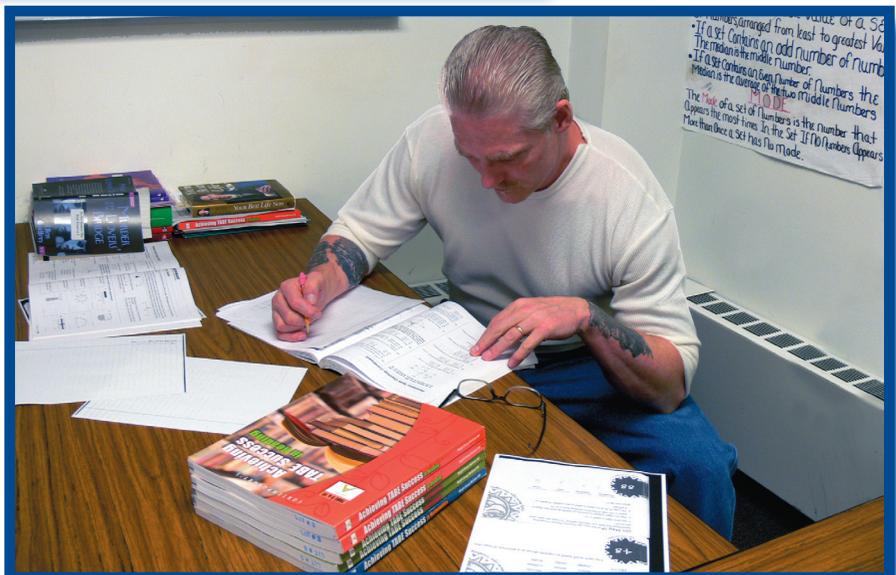
Career Technical Programs

CARP 1060 Basic Construction, Remodeling and Job Site Experience

4 Credit Hours

This is the final course of the program. It includes building a small structure. This pod will include wall framing, soffit work, and shingling layout. This course will include completing a capstone project (an advanced skill) in the carpentry field. Skills taught during the entire program are tested in this course.

Prerequisites: CARP 1010, CARP 1030, CARP 1040



Career Technical Programs

COMPUTER CAREERS

Program Focus:

This program provides instruction for students to develop the knowledge and skills required to meet the increasing occupational – and personal – demand for computer aptitude. This program exposes students to basic tools and principles involved in operating a computer, selected software applications, network technologies, and software/hardware maintenance.

Computer Literacy Certificate	9 Credit Hours
Computer Literacy 2 Certificate	11 Credit Hours
Microsoft Office Specialist Certificate	12 Credit Hours
A+ Certification Preparation Certificate.....	9 Credit Hours
Desktop Publishing Certificate	12 Credit Hours
Help Desk Certificate	33 Credit Hours
Net+ Certification Preparation.....	14 Credit Hours

Computer Literacy Certificate

The Computer Literacy Certificate program equips students with the knowledge and practical skills needed to use a computer and perform basic word processing. Students will receive instruction in basic computer concepts, Microsoft Office™ applications, keyboarding and navigating the Windows desktop.

Locations:..... FRB, LL, ML, RC, STW

Program Prerequisites:

- High School Diploma or GED

Program Courses:

COMP 1010 Skill Building

2 Credit Hours

This introductory-level course introduces students to the latest Microsoft Windows™ operating system and alphanumeric keyboarding techniques. Basic concepts such as the desktop, files, windows, directory structures, touch keyboarding styles, and typing within applications will be covered.

COMP 1020 Computer Concepts

3 Credit Hours

This introductory-level course introduces students to what a personal computer is and what it does. The beginning concepts of the Windows desktop operating environment are included along with the basics of networking, information systems, and the properties of emerging technology now available. The course will serve as a foundation for all other courses taught in the Computer Careers program.

Career Technical Programs

COMP 1030 Microsoft Office Applications

4 Credit Hours

This course introduces students to applications contained within the Microsoft Office Suite™, including Excel™, Access™, PowerPoint™ and Word™. Basic tasks will be taught and mastered, and students will also be introduced to more complex Microsoft Office™ functions. Interactivity between applications is covered to teach efficiency and potential as mastery of the separate applications is achieved.

Prerequisites: COMP 1010, COMP 1020 (Can be taken concurrently)

Computer Literacy 2 Certificate

This program is designed to provide students with an expanded view of computer technology. The program includes an introduction to Linux and Macintosh operating systems as well as continued exposure to Windows. It introduces students to industry standards for application design using traditional methods of logic and design planning, a broad overview of computer technologies that go beyond the desktop to include the systems that drive telephone service, global positioning, wireless communication, and other key services for the modern world. Finally, students will write a term paper on an emerging technology.

Location: STW

Program Prerequisites:

- High School Diploma or GED
- Computer Literacy Certificate

Program Courses:

COMP 2110 Desktop Operating Systems

3 Credit Hours

This course is designed to give students a basic understanding of the history, theory, types, and basic functions of operating systems. General concepts such as installation, setup, and basic functionalities are discussed, along with practical hands-on activities, to give users the capabilities to navigate today's most popular operating systems.

COMP 2120 Business Data Communications

3 Credit Hours

This course provides an introduction to data communications. Topics include basic data communications concepts, communications equipment, media and terminals, data transmission and the various protocols used in communications. Increasingly complex networking topologies and applications are discussed along with current Internet constructs.

COMP 2130 Programming Logic and Design

3 Credit Hours

Although no actual hands-on programming occurs, this class is designed as an introduction to the concepts related to programming such arrays, looping, algorithms, collections, and statements. Students will learn common references among languages, pseudo-code, and be introduced to modeling languages and flow charts to learn to structure a problem into a programmable format.

Career Technical Programs

COMP 2140 Emerging Technologies

2 Credit Hours

Emerging Technologies is a very broad term used to define an area of technological advancement that our world undergoes on a daily basis. This course is designed to enable and encourage students to seek out new technologies, to study and research the subject, and become knowledgeable of what is on the cutting edge of design.

Microsoft Office Specialist (MOS) Certificate

Students will utilize Microsoft-approved curriculum to learn the skills required to efficiently and accurately utilize Microsoft Word™, Excel™, PowerPoint™ and Access™. This program will prepare students for Microsoft certification exams at the specialist and expert levels. Microsoft Office certification is industry recognized proof of skill proficiency and software knowledge.

Locations:..... FRB, LL, ML, RC, STW

Program Prerequisites:

- High School Diploma or GED
- Computer Literacy certificate

Program Courses:

COMP 2010 Microsoft Word™

3 Credit Hours

This course is designed to introduce students to the fundamentals of word processing applications and increase their knowledge of the system until they are prepared to create, modify, and exhibit various types of documents created in Microsoft Word™.

COMP 2020 Microsoft Excel™

3 Credit Hours

This course serves as a basis for the fundamentals of spreadsheet applications and progresses to incorporate increasingly complex uses of spreadsheets. Topics include creating, accessing, and printing spreadsheets, formulas, creating charts, using templates and workbooks, and integrating spreadsheets into other office applications.

COMP 2030 Microsoft Access™

3 Credit Hours

This course presents the fundamental concepts of relational databases with the emphasis on database applications. Topics presented include: relational database concepts, basic tables, queries, forms and subforms, sorting data, and producing customized reports.

COMP 2040 Microsoft Office PowerPoint™

3 Credit Hours

This course is designed to present the fundamental concepts of presentation graphics and displays for professional presentations. Students will learn concepts of slide shows, animation, audio, and other visual displays that help in creating an attractive and informative presentation.

Career Technical Programs

A+ Certification Preparation Certificate

This program is designed to provide participants with the skills and knowledge necessary to set up, maintain, and service a computer. Students will receive instruction on personal computer assembly and repair and basic network installation. In addition, they will learn to install and troubleshoot a Windows operating system.

Locations:..... FRB, STW

Program Prerequisites:

- High School Diploma or GED
- Computer Literacy certificate

Program Courses:

COMP 2210 Windows Operating System Technology

3 Credit Hours

This course introduces students to topics connected to the Windows Operating System environment. Students will learn skills related to customizing and configuring their own desktop environment and how to perform common workstation tasks.

COMP 2220 PC Maintenance

4 Credit Hours

In this course, students are introduced to the internal workings of a typical PC and how to troubleshoot/diagnose problems, and access an upgrade. Hands-on practice will be extensively applied using power supplies, motherboards, memory, hard and floppy disk drives, CD-ROMS, sound cards, modems, and networking equipment.

COMP 2230 Introduction to Networking

2 Credit Hours

This course will provide students with not only an introduction to essential concepts of local and wide area networks and the implementation of protocols, office networking, and troubleshooting techniques. In this course, students will come to a firm understanding of the LAN/WAN computer network as well as where the future technologies are leading us in the networking field.



Career Technical Programs

Desktop Publishing Certificate

This certificate is designed to provide participants with the skills and knowledge necessary to facilitate design, set up, and publication of layouts for web and print publication. Students will receive instruction on graphic manipulation, page layout, animation, basic HTML, and the basic concepts of color theory, text attributes, vector and raster graphics, and standard file setup for both electronic and print publication.

Location: ML, STW

Program Prerequisites:

- High School Diploma or GED
- Computer Literacy certificate

Program Courses:

COMP 2310 Adobe Creative Suite™

3 Credit Hours

This course fosters basic proficiency in three of Adobe's most powerful graphic design tools – Illustrator™, Photoshop™, and InDesign™. Students learn through hands-on project development in step-by-step tutorials that build confidence with the tools, concepts, and aesthetic standards required for both electronic and print publication.

COMP 2320 Macromedia MX Suite™

3 Credit Hours

This course fosters basic proficiency in three of Macromedia's most powerful WEB design tools – Dreamweaver™, Flash™, and Fireworks™. Students learn through hands-on project development in step-by-step tutorials, building a multi-page web site with animations, links, stylesheets, button objects and more.

COMP 2330 Microsoft Publisher™

3 Credit Hours

This course features instruction on graphic layout for print and the WEB using the Microsoft Publisher™ application. These skills, partnered with Microsoft Office Suite™ proficiency, create a powerful combination because of the ease of integration. Students will learn to design brochures, newsletters, banners, web pages, custom logos and more.

COMP 2340 HTML Web Page Development

3 Credit Hours

This introductory class will give students a firm foundation in the basics of HTML by emphasizing tags, page structure, tables, hyperlinks, and all of the primary building blocks and industry standards for professional web page development.

Career Technical Programs

Help Desk Certificate

This certificate is designed to give students a comprehensive view of the challenges faced by a professional Help Desk support specialist. These challenges include hardware and software troubleshooting techniques, user support skills, application problem diagnosis, and Help Desk operational, staffing and data management concerns.

Locations:..... FRB, STW

Program Prerequisites:

- High School Diploma or GED
- Computer Literacy Certificate
- A+ Certification Preparation Certificate
- Microsoft Office Specialist Certificate

Program Courses:

COMP 3010 Help Desk

3 Credit Hours

This course introduces students to the essential concepts in planning and running an effective help desk. These concepts include the structure of the help desk, support management, strategies, and help desk tools.

Net+ Certification Preparation Certificate

This certificate is designed to provide students with the basic skills in network design, installation, administration and troubleshooting that helps to prepare students for industry network certifications. This diploma emphasizes practical knowledge and features hands-on lab work.

Location: STW

Program Prerequisites:

- High School Diploma or GED
- Computer Literacy certificate
- A+ Certification Preparation Certificate

Program Courses:

COMP 3110 Network Technology and Installation

4 Credit Hours

This course builds on concepts introduced in many previous courses which provide students with not only an introduction to essential concepts of Local Area Networks (LAN), but to the implementation of network protocols, office networking, and troubleshooting techniques. In this course, students will come to a firm understanding of the LAN/WAN computer network as well as where future technologies are leading us in the network world. This course helps prepare students for certification testing.

Career Technical Programs

COMP 3120 TCP/IP

3 Credit Hours

This course is mostly based on the functions and capabilities of the TCP/IP suite. Because TCP/IP is not solely limited to the Microsoft platform, it is important to focus on the protocol as it applies across all platforms (i.e., Linux and Apple). It is the largest communications protocol in use today and has been adapted by nearly all standards agencies worldwide and as the internet protocol of choice for large and small networks alike. This course helps prepare students for certification testing.

COMP 3130 Systems Analysis and Design

4 Credit Hours

This course covers the concepts of system analysis and design from the microcomputer end-user standpoint. New system planning, documentation, feasibility, data collection and analysis, system integration, and implementation are covered. Students will be required to design a system solution to a given problem and make a presentation of the system. This course helps prepare students for certification testing.

COMP 3140 MIS/E-commerce

3 Credit Hours

This course is designed to build upon the concepts learned in Business Data Communications, Microsoft Office Applications, and introduce students to the world of electronic commerce. Discussed are databases, organization, structure, and the planning of electronic commerce applications. Also introduced are topics relating to business security, ethics, and marketing on the web.



Career Technical Programs

COMPUTER NETWORK CABLING

Program Focus:

This program provides a general introduction and foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The program is designed to provide students with the knowledge and skills necessary to become entry-level technicians in the telecommunications and network cabling industry.

Number of credit hours: 13

Location: LL

Program Prerequisites:

- High School Diploma or GED

Program Courses:

CNWC 1010 Introduction to Telecommunications

3 Credit Hours

This course will help prepare students to enter the world of telecommunications. Students will be introduced to the basic telecommunication systems and the physical layer components that are present in this field. Students will learn the history and function of various systems. Introductions to cabling, safety, tools, testing and troubleshooting, and future technologies will also be covered.

CNWC 1020 Introduction to Network Cabling

3 Credit Hours

This course is designed to provide students with the knowledge and skills necessary to become entry-level technicians in the network cabling industry. The focus of this course is on tool use and construction techniques, the characteristics of various industry standards, and troubleshooting and repair.

Prerequisite: CNWC 1010

CNWC 1030 Introduction to Fiber Optics

2 Credit Hours

This course is designed to provide students with entry-level theoretical and hands-on knowledge of fiber optics. The course focuses on fiber optic theory, tool use, construction techniques, understanding the characteristics of various fiber optic components, troubleshooting, and repair.

Prerequisite: CNWC 1020

Career Technical Programs

CNWC 1040 Networking Essentials Plus

3 Credit Hours

This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LAN), wide area networks (WAN), and the Internet. It provides an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols for LANs. It covers LAN user concepts and the basic functions of system administration and operation. This course helps prepare students for certification testing.

Prerequisite: CNWC 1030

CNWC 1050 Business Communications

2 Credit Hours

This course will cover the development of oral communications skills with a focus on the types of oral communications utilized by business and industry. Topics include: one-to-one communications, small and large group communication, development and delivery of presentations to groups, introductions, dictation, business telephone skills, and effective meeting structure including traditional and TQM style of meeting.



Career Technical Programs

COSMETOLOGY LICENSE PREPARATION

Program Focus:

This program provides instruction for students to develop the fundamental knowledge, skills and attitudes required for a successful career in cosmetology or a related career field. The program uses a state-approved curriculum to ensure the content will prepare students to meet industry-level standards to obtain an entry-level position as a licensed cosmetologist. The Cosmetology program consists of 1,550 hours. The first 480 hours involve classroom training, with the remaining 1,070 hours spent on practical instruction in a salon setting or “clinic floor.”

Number of credit hours: 58

Location: SHK

Program Prerequisites:

- High School Diploma or GED

Students must complete all required courses and pass both a written test and a practical test to earn the license.

Program Courses:

COSM 1010 Pre-clinic Introduction

4 Credit Hours

This course is designed to introduce students to effective communication steps, professionalism, and life skills.

COSM 1015 Body Systems and Diseases

4 Credit Hours

This course covers in-depth levels of anatomy and physiology, and infection control including bacteria, viruses, and parasites.

COSM 1020 Pre-clinic Hair Care I

4 Credit Hours

In this course, students will learn properties of hair and scalp, trichology, and principles of hair design (techniques demonstrated on mannequin heads).

COSM 1025 Pre-clinic Hair Care II

4 Credit Hours

This course focuses on preclinical preparation in areas of product chemistry; scientific brushing, shampooing and conditioning; and tool introduction.

COSM 1030 Pre-clinic Nail Care

3 Credit Hours

This course details the specific area of manicuring and pedicuring. The areas of study are nail diseases and disorders, implement usage and disinfections.

COSM 1035 Pre-clinic Chemical Control

3 Credit Hours

This course involves an in-depth look at safety and sanitation in the salon, Material Safety Data Sheets, personal protective equipment, and biohazard procedures.

Career Technical Programs

COSM 1040 Pre-clinic Hair Color

4 Credit Hours

Students will take an in-depth look at the color wheel, stages of decolorization, the level system, porosity, elasticity and texture as it relates to chemical exposure. Students will learn effective consultation steps as well as industry standard application guidelines.

COSM 1045 Advanced Hair Care

3 Credit Hours

This course will outline steps to color correction, chemical texture service techniques, texturizing techniques, as well as an introduction to waxing/hair removal

COSM 1050 Clinic I – Nails

3 Credit Hours

Students will apply all that is learned in COSM 1030 to procedural steps to nail services including massage, artificial nail enhancements, and polish techniques.

COSM 1055 Clinic II – Skin

4 Credit Hours

Students will learn the histology of skin, to include skin care products and facial manipulations. An introduction to the phases of hair growth and hair removal methods used in the cosmetology industry is also covered.

COSM 1060 Clinic III – Advanced Skin

4 Credit Hours

Students take a look at the risks associated with sun exposure and skin cancer, skin care consultations, and advanced treatments available within the cosmetology industry.

COSM 1065 Clinic IV – Hair Shaping and Styling

4 Credit Hours

This in-depth segment covers a multitude of topics including ergonomics, sectioning of hair, elevations and cutting angles, body positioning, and texturizing techniques. Students will apply all that is learned in this segment into basic cutting and styling techniques.

COSM 1070 Clinic V – Advanced Hair and License Prep

3 Credit Hours

This class covers the braiding and extension generation, along with wigs and hair enhancements for client needs. Educational videos and guest speakers will be used in addition to lecture. Students begin preparation for the state license exam through review of textbook and Minnesota Laws and Rules.

COSM 1075 Cosmetic Chemistry and Make-up Applications

4 Credit Hours

Students will learn corrective/special effects make-up techniques using techniques like contouring and highlighting.

COSM 1080 Skin Analysis and Massage

4 Credit Hours

Students learn anatomy and skin disorders, skin types and treatment, along with the benefits of massage manipulations.

Career Technical Programs

COSM 1085 Salon Operations

3 Credit Hours

This behind-the-scenes preparatory class will focus students on topics like teamwork, ethics, life skills, business/salon options, and resume writing and interviewing.



Career Technical Programs

DRYWALL

Program Focus:

This program covers all phases of drywall, from installing and taping to a variety of finishes. Also included are tool safety, blueprint reading, metal stud framing, and suspended ceiling installation.

Number of credit hours: 15

Location: FRB

Program Prerequisites:

- High School Diploma or GED

Program Courses:

DRYW 1010 Introduction to Commercial Interiors

4 Credit Hours

This course is primarily classroom activity. The main focus is to develop basic job safety and commercial interiors construction knowledge and responsibilities.

DRYW 1020 Blueprint Reading and Estimating

2 Credit Hours

This course consists of both classroom and hands-on activities. The main focus is to provide students with basic blueprint reading skills.

DRYW 1030 Installation, Taping, and Finishing

3 Credit Hours

This course will consist of lab and classroom activities. The main focus is to develop basic knowledge and skills for hanging, taping, and finishing commercial interiors.

DRYW 1040 Commercial Wall Systems

3 Credit Hours

This course includes classroom activities and hands-on assignments. The main focus is to develop entry-level drywall and metal framing skills.

DRYW 1050 Advanced Finishing

3 Credit Hours

This course includes classroom and hands-on activities. The main focus is to develop and understand basic drywall finishing practices.

Career Technical Programs

FLOOR COVERING

Program Focus:

This program provides instruction in five basic types of floor installation: vinyl, laminate, ceramic tile, carpet, and hardwood flooring. Upon completion, students will have the skills needed for entry-level positions in the flooring industry.

Number of credit hours: 14

Location: FRB

Program Prerequisites:

- High School Diploma or GED

Program Courses:

FLCV 1010 Introduction to Floor Covering

1 Credit Hour

This course covers safety, introduction to floor coverings, types of floor systems, and sub-flooring.

FLCV 1020 Basic Laminate Installation

1 Credit Hour

This course covers basic to intermediate laminate flooring installation techniques. Emphasis will be on product identification and product installation systems.

FLCV 1030 Basic Ceramic Installation

1 Credit Hour

This course covers basic to intermediate ceramic tile installation techniques. Emphasis will be on product identification and product installation systems.

FLCV 1040 Basic Hardwood Installation

1 Credit Hour

This course covers basic to intermediate hardwood flooring installation techniques. Emphasis will be on product identification and product installation systems.

FLCV 1050 Resilient/Vinyl Installation I

2 Credit Hours

This course covers basic to intermediate vinyl composition tile installation techniques. Sub-floor preparation will be performed. Emphasis will be on product identification and product installation systems.

FLCV 1060 Resilient/Vinyl Installation II

3 Credit Hours

This course covers beginning vinyl installation techniques. Pattern scribing method of vinyl installation will be performed. Emphasis will be placed on product identification and product installation.

Career Technical Programs

FLCV 1070 Carpet Installation I

2 Credit Hours

This course covers the introduction to cut-pile carpet installation procedures, including seaming and patching.

FLCV 1080 Carpet Installation II

3 Credit Hours

This course covers more advanced installation procedures for carpet installation, including Berber seaming and patching.



Career Technical Programs

MASONRY

Program Focus:

This program focuses on learning the basic fundamentals of brick and block work. Skill areas include scaffold construction, planning and leveling walls, laying to the line, arch building, fire place construction, chimney layout and design, garden wall layout, and designing different types of masonry walls. In addition, the history of the masonry trade and mortar types will be explored. Graduates of this program will have skills and expertise that will enable them to explore employment in the masonry industry.

Basic Blocklaying Certificate.....	14 Credit Hours
Basic Bricklaying Certificate.....	16 Credit Hours
Masonry Diploma.....	47 Credit Hours

Basic Blocklaying Certificate

Students in the Basic Blocklaying certificate program learn to lay block to the line, build leads, estimate jobs, plumb and square walls, and lay out first course of blueprints.

Location: SCL

Program Prerequisites:

- High School Diploma or GED

Program Courses:

MASN 1010 Introduction to Masonry

2 Credit Hours

This course is designed to introduce students to the various safety measures, tools, and procedures they will encounter in the masonry trade.

MASN 1020 Hand and Power Tools

2 Credit Hours

This course is designed to teach students the basic use of hand and power tools in the masonry trade.

MASN 1030 Introduction of Blocklaying and Blockleads

3 Credit Hours

Students will study the manufacturing process of block and concentrate on techniques for laying concrete block. Emphasis is placed on block corners and laying block to a line with proper mortar joints. Students will also study the essentials of bonding.

MASN 1040 Mortar Mixing and Spreading Application and Technique

2 Credit Hours

This course is designed to introduce students to the correct procedures of mixing mortar and applying it correctly to masonry units.

Career Technical Programs

MASN 1050 Introduction to Bricklaying, Brick Corner and Wall

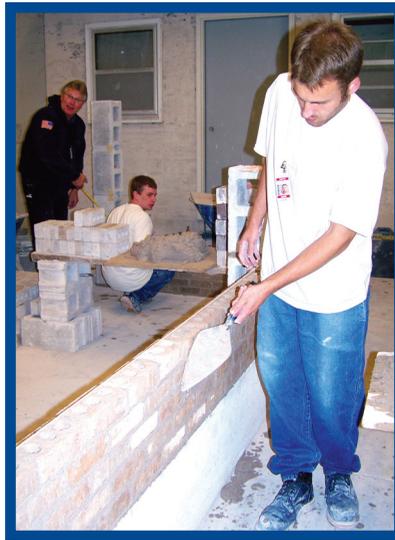
2 Credit Hours

This course is designed to introduce students to the fundamentals of laying brick to the line, building leads and corners, and laying out a brick foundation or wall to industry standards according to building codes.

MASN 1060 Brick Leads

3 Credit Hours

This course covers correct procedure for leveling, plumbing and squaring brick leads and corners using several different sizes of brick.



Career Technical Programs

Basic Bricklaying Certificate

Students in the Basic Bricklaying program learn how to lay to the line, build brick leads, plumb and square walls, cut brick using chisel and power saws, and build brick piers and pattern bonds.

Location: SCL

Program Prerequisites:

- High School Diploma or GED
- Basic Blocklaying Certificate

Program Courses:

MASN 1110 Brick Piers

2 Credit Hours

This course is designed to introduce students to the correct procedures for building brick piers to square, plum, level and a given height.

MASN 1120 Pointing and Cleaning Brick/Block

2 Credit Hours

This course introduces students to diagnosing problems that would require tuck-pointing. The cleaning of brickwork is also covered.

MASN 1130 Pattern Bonds

2 Credit Hours

This course teaches students different ways to position brick in the wall to create patterns that are used for structural and decorative purposes.

MASN 1140 Steps and Buttresses, Brick Sidewalks and Patios

3 Credit Hours

This course covers the fundamentals of building brick steps, buttresses, sidewalks and patios.

MASN 1150 House Veneering

3 Credit Hours

This course is designed to introduce students to the fundamentals of laying out the height and length of windows and doors of a house that is to be veneered with brick. The procedures for erecting a scaffold are also covered.

MASN 1160 Fireplaces

4 Credit Hours

This course is designed to introduce students to the fundamentals of designing and building single, double, and heat -circulating fireplaces. Building codes are also covered in regard to construction and inspection standards.

Career Technical Programs

Masonry Diploma

Students in the Masonry diploma program learn how to build brick arches, fireplace layout and design, chimney layout and design, stone work, stone veneering, plan reading and foundation technology. Course curriculum includes lecture and “hands on” lab work.

Location: SCL

Program Prerequisites:

- High School Diploma or GED
- Basic Blocklaying Certificate
- Basic Bricklaying Certificate

Program Courses:

MASN 2010 Brick Arch Constructions

3 Credit Hours

This course covers five basic styles of arches, the building of templates, and the actual construction of the arch.

MASN 2020 Stone Work Application and Stone Veneer

4 Credit Hours

This course is designed to instruct students in the ways of stone patterns, stone cutting, and the various uses of stone construction throughout the industry.

MASN 2030 Building Layout and Foundation Technology

2 Credit Hours

This course will introduce students to advanced building layouts and foundation technology for use in masonry.

MASN 2040 Plan Reading and Drawing

2 Credit Hours

This course is designed to introduce students to basic plan reading and drawing with its application as used in the bricklaying trade.

MASN 2050 Specific Application in Brick and Block

6 Credit Hours

This course is designed to enhance student skills and knowledge in order to become more proficient in specialized areas of the curriculum. Specialized lab content will be different from – and more challenging than – what is available in earlier course offerings. Students will have the ability to focus their effort, with instructor approval, in activities that meet their individual needs. Students and instructor will sign a “specialized lab training agreement.”

Career Technical Programs

MECHANICAL DRAFTING AND DESIGN TECHNOLOGY

Program Focus:

This program provides quality education for employment as an entry-level drafter. The program is designed to offer the core courses needed to prove employability. The program includes instruction in engineering graphics, AutoCAD and design. Compliance with ANSI Standards is practiced throughout the program.

CAD Operator Certificate 13 Credit Hours
Mechanical Drafting and Design Technology Diploma..... 40 Credit Hours

CAD Operator Certificate

This program will enable the employee to place the engineered drawing onto the computer for their employers. The second semester program will help the holder do more of the decision-making process for their employer.

Location: FRB

Program Prerequisites:

- High School Diploma or GED

Program Courses:

MDDT 1010 CAD I

3 Credit Hours

This course covers the equipment, software, input methods, output methods, and Windows requirements common to many CAD (Computer Aided Drafting) systems. Also covered will be editing methods and procedures specific to AutoCAD software.

MDDT 1020 Engineering Drawing I

3 Credit Hours

This course introduces the beginning drafting student to the fundamentals of engineering graphics: lettering, line work, use of manual drafting equipment, geometric construction, and orthographic projection.

MDDT 1030 Engineering Drawing II

4 Credit Hours

This course introduces students to advanced concepts of engineering graphics, focusing on auxiliary views, sections and conventions. ANSI Y14.5M-1994 dimensioning standards are presented and practiced. Studies of thread, fastener, and spring applications are also covered.

Prerequisite: MDDT 1020

MDDT 1040 CAD II

3 Credit Hours

This course covers CAD processes of entity creation, parameters setting, editing, dimensioning, and date manipulation. Display and layering principles will be included.

Prerequisite: MDDT 1010

Career Technical Programs

Mechanical Drafting and Design Technology Diploma

This program will enable the employee to place the engineered drawing onto the computer for their employers. The second semester program will help the holder do more of the decision-making process for their employer.

Location: FRB

Program Prerequisites:

- High School Diploma or GED
- CAD Operator Certificate

Program Courses:

MDDT 2010 Technical Math I

3 Credit Hours

This course covers common mathematical problems that a drafter/designer would encounter in a work related setting. Areas covered include complex fractions, measurements and algebra.

MDDT 2020 Technical Math II

2 Credit Hours

This course covers additional mathematical concepts in machine technology not covered in Technical Math I, including geometry, trigonometry and compound angles.

MDDT 2030 Engineering Drawing III

4 Credit Hours

This course is an introduction to Descriptive Geometry concepts, sheet metal patterns and developments, and the fundamentals of electronic drafting. Fluid power drafting and design are included.

Prerequisite: MDDT 1130

MDDT 2040 Materials and Manufacturing Processes

3 Credit Hours

This course explains how industrial parts are made, cast, forged, extruded and machined. Advantages and disadvantages of each process will be examined. Material characteristics and properties are investigated. Plastics technology, welding, and the static and strength of materials are discussed.

MDDT 2050 Working Drawings

3 Credit Hours

Working drawings will be produced using various sizes of drafting media. Detail and assembly drawings are developed with accuracy emphasized in the areas of mating part design, fits, bill of materials, surface finishes, and annotation. Cam and gear design are also included.

Career Technical Programs

MDDT 2060 Geometric Dimensioning and Tolerancing

3 Credit Hours

Geometric dimensioning and tolerancing are the sole focus of this course. Students will study and practice the application of advanced dimensioning techniques using the 24 concepts associated with this dimensioning technique.

MDDT 2070 Tool and Die Design

4 Credit Hours

This is a capstone course. Utilization of knowledge gained in previous courses will be necessary for the successful completion of a die design. All components, purchased and designed, make up the complete set of die drawings. Students will design all components of a die set. Studies will also include vendor selection, purchased part drawings, reworked purchase part drawings and assembly drawings.

MDDT 2080 Advanced CAD

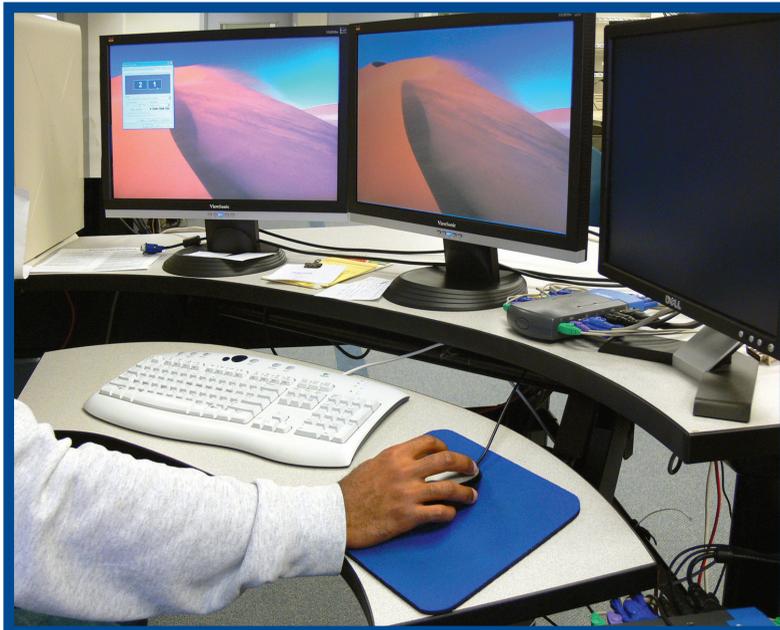
3 Credit Hours

This course concentrates on the study of advanced CAD techniques. Axonometric projections, 3D wire frames, surfacing, and solid modeling are covered.

MDDT 2090 Technical Illustration

2 Credit Hours

The focuses of this course are perspective and pictorial representations. Included are 2D oblique, cavalier, cabinet, and axonometric representations. 3D representations include exploded assemblies. Students will complete a Capstone Project to include a sectioned solid model in assembly.



Career Technical Programs

OFFICE SUPPORT

Program Focus:

There is a great demand for office support personnel in manufacturing companies, governmental agencies, clinics, small businesses, corporations and other workplaces. This program teaches basic office support knowledge and skills, including keyboarding, Windows XP™ operating system use, Microsoft Office™ applications, search techniques, managing disks and information, office documentation, and applying basic business math principles. Graduates of this program can confidently seek employment in a business office.

Number of credit hours: 33

Location: SHK

Program Prerequisites:

- High School Diploma or GED

Program Courses:

CPLT 1000 Computer Keyboarding

2 Credit Hours

This course involves the development of basic keyboarding techniques and skills using the computer. Emphasis will be on learning the ‘touch’ method of typing the alphabetic keys and numeric keypad. The keyboarding goal will be the attainment of a minimum rate of 20 NWAM on alphabetic copy (NWAM are determined by subtracting 2 for each error from the gross words per minute).

CPLT 1005 Skill Building and Document Processing

3 Credit Hours

Students will improve alphabetic, numeric, and symbol keyboarding techniques and skills using a computer. This course will emphasize building speed and accuracy and will also cover business reports, interoffice memorandums, and business letters with envelopes.

Prerequisites: CPLT 1000 (Computer Keyboarding) or a qualifying keyboarding assessment test

ENGL 1010 Business English

3 Credit Hours

The majority of the time in this course will be spent on the spelling, grammar, punctuation, proofreading, and editing skills needed for success in the work world. Students will then apply these skills to produce a few short documents using correct English with appropriate formatting.

MATH 1005 Business Mathematics

2 Credit Hours

This course includes practical applications of mathematical operations including: problem solving with ratio, proportion and percent, banking, basic equation solving, purchasing, pricing, payroll, simple and compound interest, taxes, investments, and descriptive statistics.

Prerequisites: Qualifying score on CPT math assessment test OR MATH 900.

Career Technical Programs

CCIS 1031 Microsoft Access™

4 Credit Hours

This course covers the basic functions of a database management package on the micro-computer as applied to business applications. Students will learn how to create a database, maintain records in a table, query a database and print a report.

Prerequisites: CPLT 1000 (Computer Keyboarding) or a qualifying keyboarding assessment test

CCIS 1035 Word™ for Windows I

3 Credit Hours

This word processing course will include the creation, editing, and formatting of business documents. Students will also learn features including merging, sorting, and creating headers/footers and footnotes.

Prerequisites: CPLT 1000 (Computer Keyboarding) or a qualifying keyboarding assessment test

CCIS 1041 Microsoft Power Point™

4 Credit Hours

This course is for personnel responsible for creating presentations in a business environment. Using the many features of the software, students will learn to produce slides, which include diagrams, clip art, charts, and graphs. Students will import data from word processing and spreadsheet software to prepare professional presentations.

Prerequisites:CPLT 1000 (Computer Keyboarding) or a qualifying keyboarding assessment test

CCIS 1045 Word™ for Windows II

3 Credit Hours

This course is a continuation of Word™ for Windows I with emphasis placed on advanced Word features including the use and creation of styles, columns, macros, tables, charts, forms and graphic objects.

Prerequisites: CCIS 1035 (Word™ for Windows I)

CCIS 1080 Microsoft Office™

3 Credit Hours

This course offers a hands-on introduction to popular office software programs. Students will be provided with a Windows overview, the basics of word processing, spreadsheets, databases and presentations.

Prerequisites: CPLT 1000 (Computer Keyboarding) or a qualifying keyboarding assessment test

CCIS 1310 Microsoft Publisher™

3 Credit Hours

Microsoft Publisher™ is a popular desktop publishing program that uses the Windows operating system. Students will learn to plan, design, and create publications such as brochures, flyers, and newsletters. Publisher™ also has web capabilities and graphics tools that make it easy to create multiple-page websites. Students will then publish professional-looking websites with attractive backgrounds, useful navigation bars, and links.

Prerequisites:CPLT 1000 (Computer Keyboarding) or a qualifying keyboarding assessment test

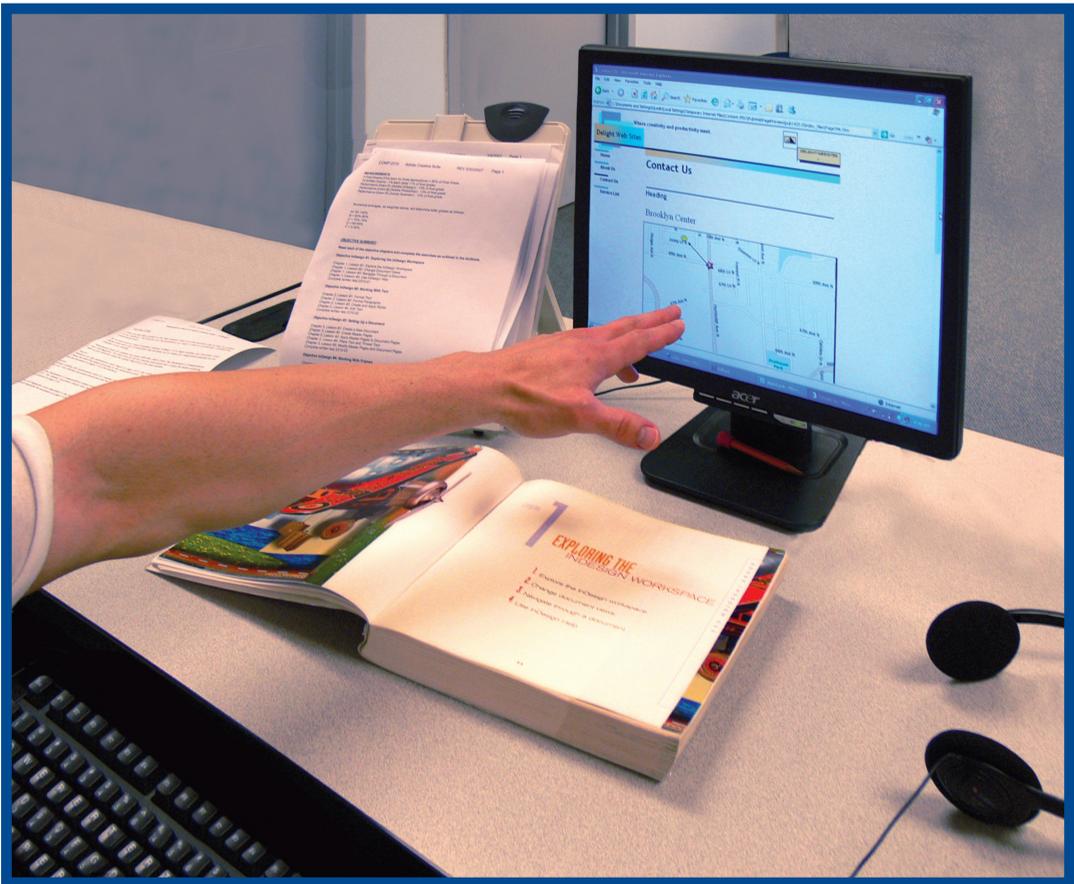
Career Technical Programs

ACCT 1125 Microsoft Excel™

3 Credit Hours

This course is designed to give students knowledge and skills related to the use of a spreadsheet in business. Students will learn basic data manipulation and printing skills including formulas, what-if analysis, charts, sorts and extraction.

Prerequisite: CPLT 1000 (Computer Keyboarding) or a qualifying keyboarding assessment test



Career Technical Programs

PAINTING AND DECORATING

Program Focus:

This program focuses on learning fundamental skills and knowledge related to the painting and decorating trade. The curriculum includes instruction in scaffold construction; brush, roller, and spray techniques; drywall finishing; wood finishing and blueprint reading. Graduates of this program can confidently seek employment in the building trade – painting and decorating field, working on industrial structures and in commercial buildings. Graduates may also consider applying for apprenticeship training with the painter's union, manufacturing companies, governmental agencies, clinics, small businesses or corporations.

Principles of Painting Certificate 15 Credit Hours
Painting and Decorating Diploma 32 Credit Hours
Location: RC

Program Prerequisites:

- High School Diploma or GED
- Principles of Painting

Students must complete the six required certificate program courses and three elective credit hours to earn the Painting and Decorating Certificate

Program Courses:

PTDC 1010 Introduction to Painting

3 Credit Hours

This course will provide students with an overview of the painting and decorating industry and the tools of the trade, basic surface preparation methods, and application of coatings.

PTDC 1020 Spray Painting I

2 Credit Hours

This course will introduce students to the use and maintenance of conventional spray equipment using compressed air to atomize the paint.

PTDC 1030 Drywall Finishing

3 Credit Hours

This course will introduce students to the use of drywall finishing tools and the preparation of the gypsum surfaces to receive textures and coatings.

PTDC 1040 Blueprint Reading

1 Credit Hour

This course will introduce students to reading and understanding blueprints as they pertain to the painting and decorating industry.

PTDC 1050 Wood Finishing

2 Credit Hours

This course will introduce students to surface preparation methods and coating application techniques for wood to be finished.

Career Technical Programs

PTDC 1060 Ladders and Scaffolding

1 Credit Hour

This course covers the safe use and construction of ladders and scaffolding.

Elective Courses:

PTDC 1110 Introduction to Painting II

3 Credit Hours

This course will introduce students to generic coatings and their recommended applications.

PTDC 1120 Abrasive Blasting

1 Credit Hour

This course will introduce students to the operation and maintenance of abrasive blast equipment.

PTDC 1130 Wall Coverings

1 Credit Hour

This course develops the skills required to remove and apply different wall coverings.

PTDC 1140 Decorative Finishing

2 Credit Hours

This course will provide students with basic understanding of the use and application of decorative (faux) finishes.

PTDC 1150 Spray Painting II

3 Credit Hours

This course will introduce students to the use and maintenance of airless spray equipment.

PTDC 1160 Work Readiness Skills

1 Credit Hour

Students in this course develop the skills necessary to obtain employment and gain awareness of the skills and attributes employers seek in a new employee.

Career Technical Programs

Painting and Decorating Diploma

Students must complete the Principles of Painting certificate, the three required diploma program courses, and five elective credit hours to earn the Painting and Decorating diploma.*

Location: RC

Program Prerequisites:

- High School Diploma or GED
- Principles of Painting Certificate

Program Courses:

PTDC 2010 Finishing Masonry Surfaces

2 Credit Hours

This course will introduce students to surface preparation methods and the application of finish coatings to plaster and masonry surfaces.

PTDC 2020 Finishing Metal Surfaces

2 Credit Hours

This course will introduce students to surface preparation methods and the application of finish coatings to metal surfaces.

PTDC 2030 Production Painting

8 Credit Hours

This course will introduce students to advanced new construction and job site production painting.



*Elective Courses: See page 51

Career Technical Programs

PRINT PRODUCTION

Program Focus:

This program teaches students the skills needed to work in any capacity of the production process of the printing industry. Course work in Print Production will enable the student to develop efficiency as an offset press operator. Skills a student will acquire include a working knowledge of press make-ready and computer applications for pre-press. This includes image setting with Adobe Photoshop™, editing of Adobe Illustrator™ graphic files, and page assembly with Adobe InDesign™.

Number of credit hours: 13

Location: ML

Program Prerequisites:

- High School Diploma or GED

MINNCOR Job Requirement

To receive the OnTrack Print Production certificate, the student must obtain a printing-related job in industry and hold that position for a minimum of 12 months. Upon meeting this requirement, the student is awarded the certificate and is qualified for an OnTrack Print Production tutor position.

Program Courses:

PPRO 1010 Terminology and Safety

1 Credit Hour

This course covers first-aid, environmental health, accident prevention and terminology related to the printing and publishing industries. It will also cover information about the business of printing which will include company organization, business costs, job tickets, and copyrights.

PPRO 1020 Math for Printing

1 Credit Hour

This course provides instruction in the basic principles of mathematics. Topics include whole numbers, fractions, decimals, applications of percents, conversions, and simple statistical measures.

PPRO 1030 Introduction to Small Press

3 Credit Hours

This course covers the study of feeding, dampening, inking, impression, and deliver systems of the duplicator offset press. Safety and technical data of the duplicators will be covered.

PPRO 1040 Introduction to Large Press

3 Credit Hours

This course covers technical data and operating instructions for single and multi-color presses.

Prerequisite:PPRO 1030

Career Technical Programs

PPRO 1050 Intro to Computers/Pre-Press

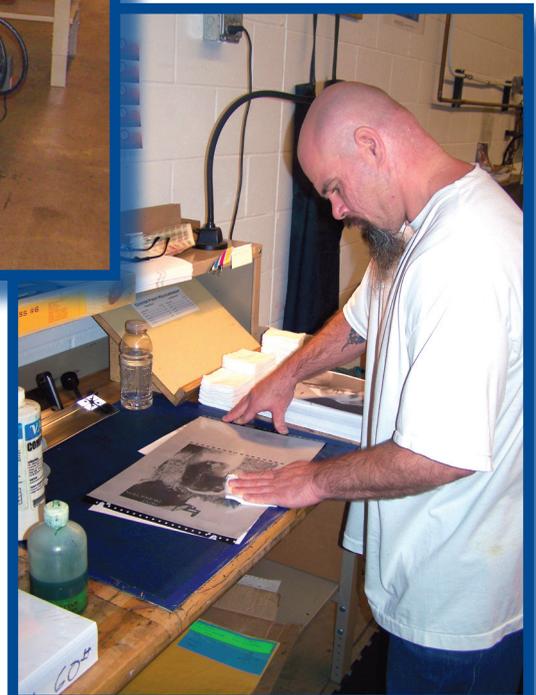
3 Credit Hours

This is an introductory course to basic Macintosh operating system functions, using several software products including Adobe InDesign™, Illustrator™ and Photoshop™. Students will become familiar with file management, menu commands, and manipulation. Students will learn to input and edit text, operate on a desktop screen, use typographical tools, and create various projects that emphasize page design.

PPRO 1060 Bindery and Finishing Procedure

2 Credit Hours

This course covers finishing procedures, padding, collating, paper handling, saddle/stitching, paper drilling, trimming, and packaging. The use of folders is covered.



Career Technical Programs

WELDING

Program Focus:

The Welding program is designed to produce students who have the skills required for entry-level positions in the welding industry, equipped with the ability to advance in this career field. Students in this program are given instruction on each of the machines and processes, providing them with a comprehensive and well-rounded skill set and knowledge level in welding.

Welding Level 1 Certificate	30 Credit Hours
Welding Level 2 Certificate	32 Credit Hours
Welding Level 3 Certificate	30 Credit Hours
Welding Diploma	97 Credit Hours

Welding Level 1 Certificate

The Level 1 certificate program is designed to provide students with a foundation in the welding trades. Students will learn basic safety information and procedures, proper use of shop equipment, cutting processes, and the basics of oxyacetylene fusion welding and brazing. Students will also learn how to use each of the three most common welding processes in the industry today: SMAW, GMAW and GTAW.

Location: STW

Program Prerequisites:

- High School Diploma or GED

Program Courses:

WELD 1010 Program Courses: Safety

3 Credit Hours

This course will teach students what personal protection is required to safely use all shop and welding equipment.

WELD 1015 Oxyacetylene Hand Torch

1 Credit Hour

This course teaches students how to cut sheet metal and plate steel using the hand-cutting torch.

WELD 1020 Propylene Auto Torch

1 Credit Hour

This course teaches students how to prepare plate steel for multi-pass weldments.

WELD 1025 Plasma – Hand Held

1 Credit Hour

This course teaches students how to cut sheet metal using the plasma hand torch.

WELD 1030 Plasma – Electric Eye

1 Credit Hour

This course teaches students how to utilize the electronic eye in cutting sheet metal.

Career Technical Programs

WELD 1035 Carbon Arc Cutting

1 Credit Hour

This course teaches students how to utilize the carbon arc cutting process in industry field-work.

WELD 1040 Flat E6011, E6013, E7018 – Mild Steel

6 Credit Hours

This course teaches students how to use the three most common electrodes on the four most basic welding joints used in the industry in the flat position.

WELD 1045 Short Arc Flat – Mild Steel

2 Credit Hours

This course teaches students how to properly set the welder to achieve the “short arc” characteristic and perform industry standard weldments in the flat position.

WELD 1050 Spray Arc Flat – Mild Steel

2 Credit Hours

This course teaches students how to properly set the welder to achieve the “spray arc” characteristic and perform industry standard weldments in the flat position.

WELD 1055 Pulsed Arc Flat – Mild Steel

2 Credit Hours

This course teaches students how to properly set the welder to achieve the “pulsed arc” function and perform industry standard weldments in the flat position.

WELD 1060 Dual Shield Flat – Mild Steel

2 Credit Hours

This course teaches students how to properly set the welder to run “flux core” or “metal core” wire and perform industrial standard weldments in the flat position.

WELD 1065 Fusion Welding & Brazing Flat – Mild Steel

2 Credit Hours

This course teaches students how to successfully use the oxyacetylene torch to both fusion weld and braze weld on mild steel in the flat position.

WELD 1070 Flat – Mild Steel, Stainless Steel, Aluminum

6 Credit Hours

This course teaches students how to use the GTAW process on mild steel, stainless steel, and aluminum in the flat position and meet industry standards.

Career Technical Programs

Welding Level 2 Certificate

The Level 2 certificate program will allow students to use skills learned in Level 1 to advance to the next degree of difficulty in performing industry standard weldments. Students will weld using the SMAW, GMAW, and GTAW processes, and will learn to weld in the horizontal and vertical positions.

Location: STW

Program Prerequisites:

- High School Diploma or GED
- Welding Level 1 Certificate

Program Courses:

WELD 1110A Horizontal E6011, E6013, E7018

6 Credit Hours

These courses teach students how to use the three most common electrodes on the four most basic welding joints used in the industry in the horizontal position.

WELD 1110B Vertical E6011, E6013, E7018

6 Credit Hours

These courses teach students how to use the three most common electrodes on the four most basic welding joints used in the industry in the vertical position.

WELD 1120 Short Arc, Horizontal & Vertical – Mild Steel

2 Credit Hours

This course teaches students how to properly set the welder to achieve the “short arc” characteristic and perform industry standard weldments in the horizontal and vertical position.

WELD 1125 Spray Arc, Horizontal & Vertical – Mild Steel

2 Credit Hours

This course teaches students how to properly set the welder to achieve the “spray arc” characteristic and perform industry standard weldments in the horizontal and vertical position.

WELD 1125 Pulsed Arc, Horizontal & Vertical – Mild Steel

2 Credit Hours

This course teaches students how to properly set the welder to achieve the “pulsed arc” characteristic and perform industry standard weldments in the horizontal and vertical position.

WELD 1135 Dual Shield, Horizontal – Mild Steel

2 Credit Hours

This course teaches students how to properly set the welder to run “flux core” or “metal core” wire and perform industry standard weldments in the horizontal and vertical.

WELD 1140A Horizontal – Mild Steel, Stainless Steel, and Aluminum

6 Credit Hours

This course teaches students how to use the GTAW process on mild steel, stainless steel, and aluminum in the horizontal position and meet industry standards.

Career Technical Programs

WELD 1140B Vertical – Mild Steel, Stainless Steel, and Aluminum

6 Credit Hours

This course teaches students how to use the GTAW process on mild steel, stainless steel, and aluminum in the vertical position and meet industry standards.

Welding Level 3 Certificate

The Level 3 certificate program will allow students to use the skills learned in Level 2 to advance to the next degree of difficulty in performing industry standard weldments. Students will weld using the SMAW, GMAW, and GTAW processes, and learn to weld in the overhead position.

Location: STW

Program Prerequisites:

- High School Diploma or GED
- Welding Level 1 and 2 Certificates

Program Courses:

WELD 1210 Overhead E6011, E6013, E7018

6 Credit Hours

This course teaches students how to use the three most common electrodes on the four most basic welding joints used in the industry in the overhead position.

WELD 1215 Bend Test, D1.1

2 Credit Hours

This course will give students the skills required to perform a certified vertical weldment on the plate steel, according to the D1.1 Structural Code.

WELD 1220 Pipe Bend Test, 6G

2 Credit Hours

This course will give students the skills required to perform a certified 6G Pipe weldment on the mild steel pipe, according to the D1.1 Structural Code.

WELD 1220 Short Arc, Overhead – Mild Steel

2 Credit Hours

This course teaches students how to properly set the welder to achieve the “short arc” characteristic and perform industry standard weldments in the overhead position.

WELD 1230 Pulsed Arc, Overhead – Mild Steel

2 Credit Hours

This course teaches students how to properly set the welder to achieve the “pulsed arc” characteristic and perform industry standard weldments in the overhead position.

WELD 1235 Short Arc – Stainless Steel

2 Credit Hours

This course teaches students show to properly set the welder to achieve the “short arc” function and perform industry standard weldments in the overhead position.

Career Technical Programs

WELD 1240 Flux Core – Stainless Steel

2 Credit Hours

This course teaches students how to properly set the welder to achieve the “flux core” wire and perform industry standard weldments in the overhead position.

WELD 1245 Aluminum

2 Credit Hours

This course teaches students how to properly set the welder to run the “short arc or pulsed arc” function, and perform industry standard weldments in the overhead position.

WELD 1250 Flux Core Bend Test

2 Credit Hours

This course will give students the skills required to perform a certified vertical weldment on plate steel, according to the D1.1 Structural Code.

WELD 1255 6G Pipe Test

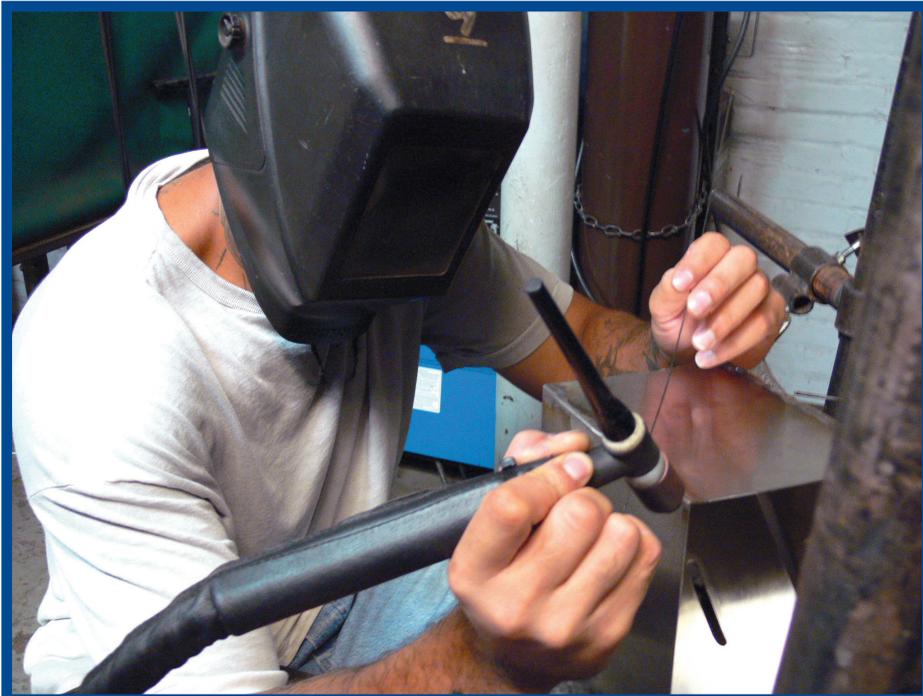
2 Credit Hours

This course will give students the skills required to perform a certified 6G Pipe weldment on steel pipe, according to the D1.1 Structural Code.

WELD 1260 Overhead – Mild Steel, Stainless Steel, Aluminum

6 Credit Hours

This course teaches students how to use the GTAW process on mild steel, stainless steel, and aluminum in the overhead position and meet industry standards.



Career Technical Programs

WELDING DIPLOMA

Students must have completed Welding Level 1, 2, and 3 Certificates in addition to completing the remaining 7 Credit Hours of required courses and the MINNCOR job requirement to earn the Welding Diploma.

The Welding Diploma program will provide students with basic math and blueprint reading skills needed in fabrication. Today's welder must be proficient in these areas in order to obtain the more lucrative welding positions. Students will put all of the skills of welding, math, and blueprint reading into practice by fabricating a project that is assigned by the instructor.

Location: STW

Program Prerequisites:

- High School Diploma or GED
- Welding Level 1, 2 and 3 Certificates

MINNCOR Job Requirement

To receive the Welding diploma, students must obtain a welding-related job in industry and hold that position for a minimum of three months. Upon meeting this requirement, students are awarded the diploma and are qualified for Welding Careers tutor positions.

Program Courses:

WELD 2010 Math Applications

1 Credit Hour

This course will give students the basic math skills related to welding, including metric conversion.

WELD 2020 Blueprint Reading

3 Credit Hours

This course will give students the basic in reading welding symbols and interpreting drawings and blueprints.

WELD 2030 Shop Application Projects

3 Credit Hours

This course ties everything together by fabricating a weldment assigned by the welding instructor.

MCEC

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ADVISORY COMMITTEES

Advisory Committees

The following programs have advisory committees comprised of business, industry, labor unions, state and local government, and/or trade associations:

- Barbering/Cosmetology
- Computer Careers
- Construction Careers
- Masonry
- Print Production
- Welding



MCEC

MINNESOTA CORRECTIONAL EDUCATION CENTER

MINNCOR ON-THE-JOB TRAINING



MINNCOR On-the-Job Training

MINNCOR Industries operations, located within the facilities, provide incarcerated offenders with the opportunity to learn specific trade skills and gain valuable work experience in several industry trades. This work experience and on-the-job training qualify and prepare offenders for competitive employment, at a livable wage, after release. MINNCOR's programs provide offenders with the chance to develop a sound work ethic, while fostering self-confidence and pride in their abilities.

WWW.MINNCOR.COM

MINNCOR On-the-Job Training

Bindery

Location: ML

Program Description

Commercial bindery and finishing operation serving the print media and packaging industry

Skills Learned

Understanding of commercial bindery, automated equipment, micro tolerance cutting, commercial knitting, and point-of-purchase displays

Equipment Used

Duplo stitcher trimmer, autostapling folder with right-angle capabilities, micro tolerance cutter, automated and hand collating, fugitive and permanent gluing

Chemical Bottling

Location: FRB

Program Description

The commercial packaging and bottling of cleaning supplies

Skills Learned

Understanding of commercial mixing equipment and measurements & safe handling of chemical products and mixing in proper proportions

Equipment Used

Chemical-filling stations, Knight LLC Index Corp. Lightnin Mixer with 300-gallon tank, Lightnin Mixer with 600-gallon tank; Graco Pump, Sandiper Pump, and custom-built carie compressor

MINNCOR On-the-Job Training

Laundry

Location: FRB

Program Description

Commercial laundry operation specializing in institutional laundry

Skills Learned

Sorting, weighing, chemicals and chemical formulation, washing formulas, laundry batch processing equipment, washing machine operation, various types of dryers and safety elements of their operation

Equipment Used

8-module continuous batch washer, conventional washer/extractors, commercial gas/steam dryers, ironers, folders, miscellaneous finishing equipment

Metal Products

Location: STW

Program Description

Manufacturing a wide variety of metal products including docks and piers, correctional furniture, DOT truck parts, picnic tables, and other state park products

Skills Learned

Machining, fabrication, tool and die making, welding, painting, assembling, use of various measuring tools, computer-aided design and drafting, quality control and material management, machine repair and maintenance, the safety elements of operating machinery and equipment

Equipment Used

Shears, laser cutter, punch presses, press brakes, presses, powder and liquid-painting systems, MIG and TIG welding, manual and CNC lathes and mills, punches and tube benders; Laser punch, plasma cutter, saws, drills, notchers and tube cutters

MINNCOR On-the-Job Training

Printing

Location: ML

Program Description

Print shop utilizing a variety of printing presses, cutters, plate making and work flow software

Skills Learned

Plate making, stripping, some typesetting, paper cutting, printing press operation, graphic design and layout, collating paper, and minor machine maintenance

Equipment Used

Heidelberg 19" x 25" perfecting press, A.B. Dick 9800 presses with T-51 Color Heads, Century True two color presses, Presstek Computer to Plate System, Stahl B-20 Folder with Right Angle, Macintosh and PC computers, Euro computerized paper cutter, business card slitter, shrink wrapping machine

Sewn Products

Location: ML, SHK

Program Description

Manufacturing various types of clothing including shirts, underwear, sweat pants, sweat shirts, pants, jackets, towels, bed sheets, blankets, etc.

Skills Learned

Material layout, material cutting, pattern design, sewing machine operation, folder operation, machine set-up, machine maintenance and repair, and machine tooling

Equipment Used

Material-cutting software, sewing machines of varied types, material-cutting equipment, single needles, multi-needles, sergers, bar tackers, button tackers, button holers, and merrow sergers

MINNCOR On-the-Job Training

Upholstery

Location: STW

Program Description

Manufacturing, assembly and upholstering new chairs and couches; reupholstering old seating products and cushions

Skills Learned

Material cutting, pattern making, machine set-up, sewing machine operation, adhesives, structural support, fabric knowledge, and upholstering

Equipment Used

Consews, Juki commercial, single needle, double needle, walking foot, edge banding, circle knife, fabric saw, button machine, cushion stuffer, serger, and steamer

Warehousing

Location: Various facilities

Program Description

Movement of goods for shipping and receiving, including shrink-wrapping and handling of pallets, loading and unloading of materials, quality control and clerical invoicing

Skills Learned

Load/unload trucks manually or with forklifts or pallet jacks, move goods, shrink wrapping, banding, labeling, recording paperwork, move boxes, pallets, roll verification, assist other warehouse loading dock workers, and sort, collate, and prepare materials for input

Equipment Used

Forklifts, pallet jacks, power tools, and nail guns

MINNCOR On-the-Job Training

Wood Manufacturing

Location: FRB

Program Description

Manufacture various wood products including casework, beds, chairs, dressers, institutional furniture, library furniture, and tables

Skills Learned

Wide variety of wood manufacturing equipment, basic measuring, reading blueprints, tenoners, staining techniques, sanders, molders, planers

Equipment Used

Edge banders, beam saw, table saw, routers, drills, laminating press, finishing equipment

Other Opportunities

Location: Various facilities

Program Description

Sub-contracted work through outside companies can vary greatly. Sub-contract projects include general assembly of electrical cabling, reworking products, sorting and weighing, quality inspection and testing, collating and mailing, and sorting and packaging of Mylar balloons

Skills Learned

Movement of goods for shipping and receiving, including shrink-wrapping and handling of pallets, loading and unloading of materials, quality control and clerical invoicing

Equipment Used

Forklifts, pallet jacks, power tools, and nail guns

MINNCOR On-the-Job Training

Forklift Certification

Location: Various facilities

Program Description

Forklift training involves an instructional video, workbook assignments, group discussions, and on-the-job training. Participants may receive a certificate from the Minnesota Safety Council. This is a comprehensive training course for anyone, regardless of experience level and includes safety techniques and proper operating habits.

Skills Learned

Movement of goods for shipping and receiving, including shrink-wrapping and handling of pallets, loading and unloading of materials, and safe forklift driving and cornering

Equipment Used

Forklifts and pallet jacks



MCEC

MINNESOTA CORRECTIONAL EDUCATION CENTER

OFFENDER RE-ENTRY SERVICES

Offender Re-entry Services

Introduction to Offender Re-entry Services

The Minnesota Department of Corrections (DOC) offers a range of transitional programming to offenders during confinement and in the community. Many of these resources are organized under the Minnesota Comprehensive Offender Re-entry Plan (MCORP), a collaborative effort involving the DOC and other state agencies, county agencies, faith groups, community organizations, and private citizens.

Staffing

Under MCORP, the DOC has committed specific staff positions at most facilities to assure integrity and continuity of re-entry services. All facilities with a significant number of releases have an assigned transition program coordinator to facilitate re-entry resources. These coordinators are managed and supported by a central re-entry team.

Resource Centers

Each DOC facility maintains a re-entry center that includes written and electronic directories of community resources statewide, job search assistance, family reunification information, housing information, etc. Access to these centers is available to all general population offenders.

Resource Fairs

Transition resource fairs are held annually at most facilities. Community resource organizations and agencies from around the state are invited to participate as exhibitors. Exhibitors typically are government agencies, trade unions, faith-based groups, community nonprofits, and volunteer groups. They represent resources in a variety of offender need areas such as housing, employment, family support, personal finance, and mental health. Staff and offenders are invited to attend and meet with exhibitors throughout the day.

Prerelease Classes

A three-day curriculum of prerelease classes and activities is offered at all DOC facilities. The curriculum covers housing, employment, personal identification (ID) documents, health, transportation, family issues, living under supervision, and personal finance management. A prerelease handbook is also available at www.doc.state.mn.us/publications/documents/prereleasehandbook.pdf.

Child Support

To provide accurate and efficient child support information to DOC staff, counties, the Department of Human Services (DHS), offenders, and their families, the DOC has established a child support staff position. This staff works primarily with newly-admitted offenders but is available to provide information and assistance to staff and offenders at all DOC facilities and at all stages of confinement.

Offender Re-entry Services

Personal ID Documents

Possession of personal ID documents is critical to every newly-released offender. Most offenders do not have these documents when they are admitted to the DOC.

To assure that as many offenders as possible have ID at release, DOC staff work with newly-admitted offenders to apply for two critical ID documents – a birth certificate and social security card. Application mailing costs are covered by the DOC, and fees for birth certificate applications are paid with offender phone revenues. Once these documents are obtained, they are retained in the offender's file until the day of release.

Initial attempts to obtain social security card or birth certificate may not be successful. As part of individual release planning and prerelease classes, efforts to obtain these documents are renewed.

The DOC and the Department of Public Safety (DPS) have partnered to provide photo ID equipment at most DOC facilities, allowing offenders to secure state photo ID cards or driver license renewals close to their release date. Staff from various local DPS driver services offices come to the facilities as needed and provide this service. The ID card or driver license is then mailed to the facility for retention until the offenders's release.

Health Services

Discharge Planning

The DOC Health Services Unit provides speciality release and reintegration services related to medical, mental health, chemical dependency, and sex offender needs.

Medical staff identify soon-to-be-released offenders with unique medical care needs and refer them to the medical release planner for continuing medical care. Behavioral health staff offer release planning services to severely mentally ill offenders and as a component of the chemical dependency and sex offender treatment programs. Continued clinical services form the foundation for a comprehensive behavioral health reintegration plan. Also included in the plan are placement in specialized housing, work or education involvement, and family/friends participation in the offender's community reintegration. All planning is in conjunction with the requirements of correctional supervision.

Health Care Coverage

Many offenders do not have health care coverage in the community for themselves or their families. To address this issue, the DHS has provided training to all DOC facility caseworkers on applying for state-subsidized health care plans for low-income individuals and families. Written application information is provided to offenders. Upon request, staff assist offenders in applying for health care coverage.

The DHS has also developed policy to provide consistency in the way county workers process applications.

Workforce Development MINNCOR Programs

EMPLOY

EMPLOY Program

MINNCOR, the DOC's prison industry program, created EMPLOY in 2006. Eligible participants have either worked in a MINNCOR shop for six months or longer or completed a vocational education program. EMPLOY provides employment readiness, job search techniques, and resume enhancement to offenders prior to release. A major focus of EMPLOY is to provide relevant, solid job leads for releasing offenders. In an effort to break through employment barriers, EMPLOY actively seeks relationships with employers willing to hire individuals with criminal records.

A job retention specialist meets with participants within the first two weeks of release to deliver the participant's personal portfolio, review the contents, and provide contacts to community resources. Subsequent meetings are scheduled at one month, six months and a final meeting at one year.



OnTrack Program

OnTrack is a program for workers who want to gain career technical certification and on-the-job-training in an industry. This program is a collaborative effort of MCEC and MINNCOR Industries. Industries involved in this collaboration are Printing, Welding, and Cabinetmaking. This program exists in order to prepare soon-to-be-released offenders to meet private industry's job-readiness criteria for their employees. The goal is to recruit eligible candidates from DOC facilities, then educate, train and eventually connect them to meaningful employment upon release. Candidates are selected through an application and interview process. Participants are required to meet and maintain performance standards and are expected to work in the corresponding MINNCOR factories upon completion of the MCEC portion of the program.

*Upon the subject of education, ...
I can only say that I view it as the
most important subject which we
as a people may be engaged in.
~ Abraham Lincoln*



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