

# SUMMIT ACADEMY OIC COURSE CATALOG 2020-21



**SUMMIT**  
ACADEMY OIC

MAIN CAMPUS  
935 OLSON MEMORIAL HWY  
MINNEAPOLIS, MN 55405

EXTENTION CAMPUS  
NORTH STAR INNOVATION CENTER  
1256 PENN AVE N  
MINNEAPOLIS, MN 55411

PHONE: 612-377-0150  
FAX: 612-377-0156  
WEB: [WWW.SAOIC.ORG](http://WWW.SAOIC.ORG)



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## About Summit Academy OIC

### History

Born out of the civil rights movement and led by Reverend Dr. Leon Howard Sullivan, the Opportunities Industrialization Centers (OIC) were established in 1964 in response to the lack of employment and job training programs in African American communities. Since 1967, Summit Academy OIC (and its predecessor, Twin Cities OIC) has been part of a national network of Opportunities Industrialization Centers, working to equip individuals with the education, skills and networks required to overcome barriers to economic opportunity, and advocating for economic, social and political justice for all people.

### Mission

We exist to assist individuals in developing their ability to earn and to become contributing citizens in their community.

### Vision

SAOIC will be the premier job training and placement school in the professions in which we train.

## The Spirit of Summit

**LEADERSHIP.** We strive to be and to create the community leaders necessary to achieve equity in employment. We establish bold visions that challenge systemic injustice. We take risks and reframe challenges as opportunities. We identify solutions and take positive action. We act urgently, strategically, and resourcefully to achieve our mission.

**TRANSFORMATION.** We believe in exceptional human potential. We provide high-quality, in-demand training, individualized support, and career services that are life-changing for our students, their families, and their communities. We seek to transform social services, workforce training, recruitment, and employment systems to improve equal access to jobs and economic stability.

**TENACITY.** We do not accept defeat. We challenge cynicism, despair, despondency, and the status quo. Our campus community is dedicated to working alongside our students to overcome barriers to success. We have faith in one another and in our students. We believe in positive change and actively work to achieve it.

**LEGACY.** We honor the legacy of civil rights leader Reverend Dr. Leon Sullivan: we support economic, social, and political justice, including equal work opportunities for all people. We believe that true empowerment comes from providing individuals with the training and opportunities they need to improve their own lives and communities. We work with purpose and determination to ensure that each day, Summit Academy OIC and our community are better than the day before.

**RESPECT.** Every individual has a unique story. We value the strengths, experiences, and perspectives of our students and others. We recognize that our collective impact as a campus community is made stronger by our diversity and our networks. We are committed to strong partnerships with community organizations, organized labor, government, and employers to ensure our students' success.

**RESULTS.** We do not make excuses. Our students' success matters more than anything else. We constantly evaluate and seek to improve our effectiveness, measure our success, and tailor services to meet our students' needs.



## Steps to Enroll: Items for All Students

1. View online information session: <https://www.saoic.org/admissions-gettingstarted/>
2. Complete the Summit Academy OIC (SAOIC) application of admission.
3. Bring a valid State ID, driver's license, or other government issued ID with you to testing and meetings with enrollment staff.
4. Pass the entrance exam.
  - Requirements vary per specific program.
  - SAOIC may connect those who did not pass entrance exams with tutoring opportunities
5. Enrollment staff will provide information regarding any additional program specific requirements.\*\*

### Additional Requirements for Career Technical Education Students:

- Students are required to have earned a high school diploma or GED which must be made available if requested.
- Complete a Free Application for Federal Student Aid (FAFSA) to determine your eligibility at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (3 business days prior to your financial aid appointment).
- Attend a financial aid appointment. Call 612-377-0150 to schedule.

### Ability to Benefit Students:

- Students who are currently, or have been, enrolled in SAOIC's GED program, but do not yet possess a High School diploma or GED credential may be admitted as an "ability to benefit" (ATB) student under the guidance of the Department of Education's DCL GEN-16-09.
- Students will be accepted upon meeting all other admissions requirements and passing the Accuplacer ATB entrance exam.

### Learning Environment and Course Hours:

- Courses will be offered online or in-person, at Summit Academy OIC's discretion.
- Online courses require access to a computer and Internet. Work is generally submitted online.
- Hours in class are generally scheduled from 8:30 am to 2:50 pm. Students should not engage in external employment during scheduled class hours.
- See individual programs for specifics.

\*\* Prospective students with criminal backgrounds, applying for the healthcare or information technology programs, may have deferred enrollment options and/or limited employment opportunities.

## Consumer Information

### Upon request, the school will provide the following:

- Information on financial assistance available to student enrolled in the school.
- Information on the school.
- Information about a student's rights under Family Educational Rights and Privacy Act (FERPA).
- Notice about the availability of the institution's annual campus security report to include:
  - Campus crime statistics,
  - School policies concerning campus security and the relationship with State and local police,
  - Emergency response and evacuation procedures,
- The institution's completion or graduation rates.

### This information can be requested through:

- <http://www.saoic.org/admissions/consumer-information/>
- In writing:
  - Attn: Consumer Information
  - Summit Academy OIC
  - 935 Olson Memorial Hwy.
  - Minneapolis, MN 55405
- In person at the front desk



Summit Academy OIC is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education, 1450 Energy Park Dr. Suite #350, St. Paul, MN 55108



Summit Academy OIC is accredited by the Commission of the Council on Occupational Education (COE)  
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350.  
Phone: 770-396-3898 | Fax 770-396-3790 | [www.council.org](http://www.council.org)

Summit Academy OIC's (SAOIC) construction department offers classroom space, a fully-equipped carpentry shop, an outdoor carpentry yard, and an electrician lab. For our healthcare programs, SAOIC is equipped with large classrooms and a computer lab. The information technology (IT) program offers fully equipped classrooms, including the use of computers and other technology. SAOIC also offers academic and general use computer resource rooms as well as a dining facility.

Summit Academy OIC has two locations. The main campus at 935 Olson Memorial Hwy, Minneapolis MN 55405, houses the healthcare and construction departments, and the extension campus, located in the North Star Innovation Center at 1256 Penn Ave N, Minneapolis MN 55411, which houses the information technology department.

## Tuition & Financial Aid for Career Technical Education Students

**Tuition Rate:** \$235.00 per credit

Tuition is charged to the student's account at the beginning of each term.

**Tuition includes:** use of books, activities and lab fees.

### Financial Aid

Federal and state student aid is available for students enrolled in eligible programs at approved schools.

SAOIC participates in five financial aid programs:

- The Federal Pell Grant program,
- Federal Supplemental Educational Opportunity Grant (FSEOG),
- The Minnesota State Grant program,
- The Federal Work-Study program, and
- The Minnesota State Work-Study program.

*Both federal and state grants are financial aid that does not have to be repaid. The grant amounts are based on need, cost of attendance and enrollment status. The work-study program allows students to earn money for educational expenses while enrolled in school.*

**The following is a list of some of the eligibility requirements for federal and state financial aid:**

- Students must be a U.S. citizen or eligible non-citizen with a valid social security number;
- Students must have a high school diploma, General Education Development (GED) certificate or qualify for ability to benefit (ATB); and
- Male students must have registered for the selective services (federal programs only).

**To apply for federal and/or state financial aid, students must submit a completed Free Application for Federal Student Aid (FAFSA), which can be found online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and be prepared to know/provide the following:**

- Social Security Number,
- Alien Registration Card or Passport/Visa (for eligible non-citizens), and
- Current year tax forms.

## Summit Academy OIC Refund Policy

**Refund Policy/Buyer's Right to Cancel:** *This refund policy applies to all Career Technical Education programs.*

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your enrollment within five days of being accepted into the school or program. A contract or enrollment agreement will be presumed effective on the date of that the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you have been accepted into the school or program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. You will be provided a prorated tuition, fees, and other charges refund minus a 25%, up to \$100, if you give notice of your withdrawal after your program has begun, but before 75% of the program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, or other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Written notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the institution. If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

There is a tuition cost to attend SAOIC and all candidates planning to attend must agree to complete all necessary paperwork for tuition expenses.

### **Student Return of Financial Aid Funds Policy**

In accordance with federal and state regulations, when a financial aid recipient withdraws from all classes during a quarter, Summit Academy OIC must determine the withdrawal date and amount of grants and/or assistance that the student earned. If the student received more financial aid than they earned, the unearned funds must be returned by the school and/or the student to the appropriate aid program.

### **Types of Withdrawal**

*Official Withdrawal:* A student is considered officially withdrawn if a school official is notified by the student of their intent to withdraw. If a student completes a withdrawal, the withdrawal date is the date the student submits a completed form to the office. If a student sends written notification of intent to withdraw, the withdrawal date is the date the letter is received via postal, electronic, or fax mail. The date of determination is the date the student provides official notification or begins the withdrawal process, whichever is earlier.

*Termination (Unofficial Withdrawal):* If a student fails to attend without providing official notification, the withdrawal date will be the last date of attendance. This date will be determined by the admissions counselor. The withdrawal date is the date that is reported as the last date of attendance by a faculty member on a class roster, grade roster/sheet, or other documented source, e.g., grade book. Documentation of the last date of attendance will be maintained in the student's academic file. The date that Summit Academy OIC becomes aware that the student has stopped attending will be the date of determination. This date will be identified no later than 30 days after the end of a quarter.

### **Calculation of Title IV Funds**

The amount of Title IV federal aid grants earned by the student is determined on a pro-rata basis up to the end of 60% of the quarter. For example, if the student completed 30% of a quarter, 30% of the aid originally scheduled to be received would have been earned. Once a student has completed more than 60% of a quarter, all awarded aid has been earned.

Work Study funds are not included in the calculation.

### **Calculation of Non-Title IV Funds**

The amount of State program funding is calculated in compliance with the Minnesota Office of Higher Education requirements. All refunds to state programs are calculated using the Minnesota Office of Higher Education Refund Calculation Worksheet, Appendix 13, of the Minnesota State Grant manual. The Minnesota State Grant refund policy is aligned with Minnesota Statutes Chapter 136A.827.

### **Post-Withdrawal Disbursements**

If any eligible student receives less Federal Student Aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. The amount of a Post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV Aid. The student will be notified in writing if any post-withdrawal disbursements are made.

## Return of Unearned Funds

If the total amount of Title IV and State grant and/or assistance that was earned as of the withdrawal date is less than the amount that was disbursed to the student, the difference between the two amounts will be returned to the appropriate program(s) and no further disbursements will be made.

If a student has received excess funds, the institution must return a portion of the excess equal to the lesser of:

- The student's institutional charges multiplied by the unearned percentage of funds, or
- The entire amount of the excess funds.
- The funds will be returned in the order below as prescribed by federal regulations, within 45 days from the date of determination that a student withdrew:
  - Federal Pell Grants, then
  - Federal Supplemental Educational Opportunity Grants (FSEOG).

Both the school's portion and the student's portion of unearned aid returned to programs will be charged back to the student's account, as provided for in federal regulations.

The return of Title IV funds is separate from the school's tuition refund policy. Students are not required to pay any outstanding tuition balance resulting from a withdrawal calculation.

The following provides an example of the treatment of a withdrawal from SAOIC tuition refund, and return of Title IV and State funds.

### Example of a Refund of Tuition and Return of Financial Aid

Example of Return of Title IV Aid Calculation

Step 1:	Federal aid awarded	
	Pell Grant	1,000
	SEOG Grant	250
	Total aid	1,250
Step 2:	Percentage of Title IV aid earned:	40%
Step 3:	Amount of Title IV aid earned: $(\$1,000 + \$250) \times .4 =$	500
Step 4:	Amount of Title IV aid to be returned: $\$1,250 - \$500 =$	750
Step 5:	Amount of Unearned Title IV Aid Due from the School	750

## Credit Transfer Policy

**FROM OTHER SCHOOLS:** Summit Academy OIC will accept the transfer of credits from other institutions if the following condition are met: Student must meet all admissions requirements; course credits for transfer must be from an accredited post-secondary institution as recognized by the U.S. Department of Education's Office of Postsecondary Education (OPE) and listed in the Database of Accredited Postsecondary Institutions and Programs (DAPIP) which can be found at <https://ope.ed.gov/dapip/#/home> or documentation from an accrediting agency recognized by the OPE; generally earned within the previous 5 years with a grade of "C" or better; and must be similar in content and credits to SAOIC courses.

**SAOIC students must have an official transcript from the previous school brought or sent to our Registrar's office by the Thursday of the first week of class.** The student must also submit course descriptions and number of hours per credit directly to our registrar. Unofficial transcripts can be used to evaluate the transferability of courses prior to requesting an official transcript, however, credits will not be added until an official transcript is received. To be eligible for a certificate, a student must earn a minimum of 1/3 of required credits directly from SAOIC.

**CREDIT TRANSFERS TO OTHER SCHOOLS:** The number of credits which may be transferred is determined by the receiving institution. It is not determined by SAOIC.

## Formal Complaint / Grievance Procedure

Summit Academy OIC is committed to a learning environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in a professional atmosphere that promotes individual development and growth, without discrimination or harassment. A student who wishes to file a formal complaint or grievance with SAOIC due to a violation of this right may do so following the steps below to ensure that any issues are properly addressed. A grievance is defined as a cause for distress, significant enough to be considered as grounds for a formal complaint, against a perceived injustice or unfair act.

1. Speak with the staff person directly involved if you have a grievance or disagreement with programs, personnel or student treatment to see if the issue can be addressed.
2. Speak to the staff person's supervisor or department manager if you do not feel comfortable speaking to the involved staff person or if the issue is not addressed. (The student advisor will be a back-up contact to the department manager, if the manager is unavailable, and will notify the appropriate party.)
3. Discuss the issue with the director of student services if you feel it has not been addressed by the staff person's supervisor or the manager of the department.
4. Complete a Formal Complaint/Grievance form and submit to the director of student services, or to the Chief Administrative Officer if the director of student services is not appropriate, for review by the Grievance Committee. A written response indicating the Formal Complaint/Grievance form has been received, and what the next steps in the process are, will be made in writing within 5 business days.
5. When the Grievance Committee has reached a resolution it will be delivered to the student. If the student does not agree with the resolution, they may escalate their formal complaint/grievance to the following:
  - a. The Chief Administrative Officer, then
  - b. The Chief Executive Officer, and finally,
  - c. The SAOIC Board of Directors.
6. Grievances may also be escalated to the level of the our accrediting body, the Council on Occupational Education and/or the Minnesota Office of Higher Education:
  - *Council on Occupational Education*, 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350. Telephone: 770-396-3898 / FAX: 770-396-3790, [www.council.org](http://www.council.org).
  - *Minnesota Office of Higher Education*, 1450 Energy Park Dr. Suite #350, St. Paul, MN 55108. Telephone: 651-642-0533 [www.ohe.state.mn.us](http://www.ohe.state.mn.us)

# 2020-21 Academic Calendar

July 2020						
WK	Mo	Tu	We	Th	Fr	
1	29	30	1	2	3	4
2	6	7	8	9	10	
3	13	14	15	16	17	
4	20	21	22	23	24	
5	27	28	29	30	31	
October						
WK	Mo	Tu	We	Th	Fr	
4				1	2	
5	5	6	7	8	9	
6	12	13	14	15	16	
7	19	20	21	22	23	
8	26	27	28	29	30	
January 2021						
WK	Mo	Tu	We	Th	Fr	
6					1	
7	4	5	6	7	8	
8	11	12	13	14	15	
9	18	19	20	21	22	
10	25	26	27	28	29	
April						
WK	Mo	Tu	We	Th	Fr	
9				1	2	
	Spring Break					
10	12	13	14	15	16	
1	19	20	21	22	23	
2	26	27	28	29	30	

August						
WK	Mo	Tu	We	Th	Fr	
6	3	4	5	6	7	
7	10	11	12	13	14	
8	17	18	19	20	21	
9	24	25	26	27	28	
10	31					
November						
WK	Mo	Tu	We	Th	Fr	
9	2	3	4	5	6	
10	9	10	11	12	13	
1	16	17	18	19	20	
2	23	24	25	26	27	
3	30					
February						
WK	Mo	Tu	We	Th	Fr	
1	1	2	3	4	5	
2	8	9	10	11	12	
3	15	16	17	18	19	
4	22	23	24	25	26	
May						
WK	Mo	Tu	We	Th	Fr	
3	3	4	5	6	7	
4	10	11	12	13	14	
5	17	18	19	20	21	
6	24	25	26	27	28	
7	31					

September						
WK	Mo	Tu	We	Th	Fr	
10		1	2	3	4	
1	7	8	9	10	11	
2	14	15	16	17	18	
3	21	22	23	24	25	
4	28	29	30			
December						
WK	Mo	Tu	We	Th	Fr	
3		1	2	3	4	
4	7	8	9	10	11	
5	14	15	16	17	18	
	21	22	23	24	25	
6	Winter Break					
March						
WK	Mo	Tu	We	Th	Fr	
5	1	2	3	4	5	
6	8	9	10	11	12	
7	15	16	17	18	19	
8	22	23	24	25	26	
9	29	30	31			
June						
WK	Mo	Tu	We	Th	Fr	
7		1	2	3	4	
8	7	8	9	10	11	
9	14	15	16	17	18	
10	21	22	23	24	25	
1	28	29	30			

## Important Dates 2020-21

Jun 30	Quarter begins	Oct 16	Staff Development, no school	Jan 18	Martin Luther King Day
Jul 3	Independence Day (obs.)	Nov 16	Quarter begins	Feb 15	Staff Development, no school
Jul 4	Independence Day	Nov 26-27	Thanksgiving break	Apr 6-10	Spring Break
Aug 21	Staff Development, no school	Dec 24-31	Winter Break	Apr 19	Quarter begins
Sep 7	Labor Day	Jan 1	New Year's Day	May 7	Staff Development, no school
Sep 8	Quarter begins	Feb 1	Quarter Begins	May 31	Memorial Day

# General Education Development (GED) Program\*

## GED Program

The GED Program offers participants without a High School Diploma or GED a structured pathway to obtain a GED and thus become eligible for postsecondary construction, healthcare and information technology programs at Summit Academy OIC. Through focused and accelerated instruction, the GED programming is aligned to College and Career Readiness Standards (CCRS) in Adult Basic Education, and is designed to build and strengthen the academic foundation needed to pass the GED 2014 Test. Students will enter the program as adult basic education students and will focus exclusively on GED preparation for the first 10 week quarter of the program. The four focus areas for the GED are: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. Upon successful completion of the first quarter, and having met entrance test requirements, students will be eligible to take post-secondary courses, all the while continuing preparation to pass the GED.

Course hours are from 10:00 am – 2:00 pm Monday through Friday. Attendance is mandatory during the entire scheduled day. In order to participate in courses, students must have a computer and reliable Internet access.

### Objectives:

Summit Academy OIC follows state and national standards of education in the delivery of CCRS curriculum aligned to the GED indicators. This program will: Educate students to pass all four GED subjects (mathematical reasoning, reasoning through language arts, social studies, science) with a score of 145+; Prepare students to transition to a vocational program matching their skills and interests; and develop students' work readiness skills to transition from academia to career.

## GED Faculty

All classes are taught by highly experienced professionals.

First	Last	Education Completed	Total Years of Industry Experience	Conferring Institution
Krista	Paterson	Master's Degree	11	University of Minnesota
Megan	Le Lay	Master's Degree	5	Northern Arizona University
Seygbai	Kai	Master's Degree	2	University of Minnesota

\* This program is not accredited by the Council on Occupational Education and does not qualify for Title IV financial aid assistance.

## Construction Department

The construction department courses are offered at the main campus.

Construction department programs are designed to provide students with job readiness skills in construction trades through classroom and hands-on training completed in two 10-week phases: Phase I (general industry training) and Phase II (hands-on training). Training is administered by instructors with working construction industry experience. Course hours are from 8:30 am – 2:50 pm Monday through Friday. Attendance is mandatory during the entire scheduled day. In order to participate in courses, students must have a computer and reliable Internet access.

### **Carpentry:**

The Carpentry program focuses on skills necessary to become an entry-level carpenter, either with a union or a non-union employer. Items include floor and wall framing, metal studs, sheathing, sheet rocking, trim work, and roofing. The program ensures that students will have a solid foundation in construction math and basic blueprint reading. Students will be able to identify the most important hand and power tools and learn how to use them safely. They will also be exposed to the variety of building materials and understand their applications. Phase 1 of the program is approximately 80% classroom learning, while Phase II is approximately 80% hands-on.

### **Objectives:**

Upon completion of the program, students will be able to: Understand and apply the materials and process in designing a building; Identify and use various tools and equipment in the construction field; Identify information found in building codes and zoning ordinances; Read plans for a single family residence; Perform basic math necessary on a work site, including reading a tape measure; Understand all required safety measures and identify safety hazards on a work site; Follow prints and frame a house and its foundation; and Reflect the positive attitude expected in the workforce.

### **Electrician:**

The Electrician program provides students with hands-on training in the electrical field. During Phase I, students learn the basics of commercial and residential construction. In Phase II, students will learn electrical safety, hand/power tools, print reading, basic electricity, electrical math and the specific skills of the electrical trade through hands-on projects. In order to be eligible to join the International Brotherhood of Electrical Workers union upon completion of Summit Academy OIC's training, the union also requires completion of an Algebra course with a 'C' grade or higher, as documented on a high school or other transcript. Alternately, the National Joint Apprenticeship and Training Committee (NJATC) for the Electrical Industry course, which is offered online, may be completed. Students are responsible for the cost of the course and exam if the NJATC course is chosen.

### **Objectives:**

Upon completion of the program, students will be able to: Recognize appropriate Personal Protection Equipment (PPE) and safety equipment; Identify and demonstrate proper use of electrical tools and materials; Identify different electrical systems; Install breakers, fuses, outlets, switches and common electrical service equipment; Measure resistance, voltage and ampacity in a simple AC circuit; and demonstrate meter-base and service panel installation and wiring techniques.

## Carpentry (30 Credits)

Course ID	Credits	Course Name	Course Description
CPP100A2	3	Hand and Power Tools	Exposure to hand and power tools used in construction, including circular saws , reciprocating saws, saber saws, cordless and power drills, table saws, etc.
CPP100B*	3	Building Materials	Become familiar with types of lumber and plywood and proper uses for each. Introduction to builder's hardware and fasteners and the application of each.

## Carpentry (Continued)

Course ID	Credits	Course Name	Course Description
CPP101	3	Introduction to Carpentry/Safety	Overview and working knowledge of construction standards, practices, career outlook, apprenticeships and job-site safety; Opportunity to obtain OSHA 10 certification. This course may also include a personal development component.
CPP100D*	3	Print Reading	An introduction to construction drawings, designed to help understand and interpret contract documents (also known as prints and specs) that are used in building construction. A basic understanding of how contract documents are created, organized and presented in a logical sequence is provided. The basic shapes and types of residential construction, and factors that influence building design are reviewed. Orthographic conventions of plans, elevations, sections, and details are covered. Construction methods will also be discussed to help visualize a 3D project on 2D prints. Ability to read and understand a set of contract documents will be demonstrated by preparing a bid proposal for a small residence as the final project.
CPPMATH100*	3	Carpentry Math	Learn basic addition, subtraction, multiplication, division, fractions, decimals and percentages. Understand geometry and algebraic formulas for specific construction applications.
CPP235	14	Framing and Special Projects	Learn residential and commercial framing and practices including rough and finish carpentry. The special project component is designed to challenge students with a higher degree of difficulty in finish carpentry execution.
WORK100AA	1	Career Development	Learn interpersonal communication skills, office etiquette, critical thinking, financial management, goal setting, career research and problem solving. Utilize resume writing and interview skills specific to the construction field.

## Electrician (30 Credits)

Course ID	Credits	Course Name	Course Description
CPP100A2	3	Hand and Power Tools	Exposure to hand and power tools used in construction, including circular saws , reciprocating saws, saber saws, cordless and power drills, table saws, etc.
CPP100B*	3	Building Materials	Become familiar with types of lumber and plywood and proper uses for each. Introduction to builder's hardware and fasteners and the application of each.
CPP101	3	Introduction to Carpentry/Safety	Overview and working knowledge of construction standards, practices, career outlook, apprenticeships and job-site safety; Opportunity to obtain OSHA 10 certification. This course may also include a personal development component.

\* A comprehensive exam may be administered as a pass/fail option to earn credits if student previously completed course but did not earn a passing grade.

## Electrician (Continued)

Course ID	Credits	Course Name	Course Description
CPP100D*	3	Print Reading	An introduction to construction drawings, designed to help understand and interpret contract documents (also known as prints and specs) that are used in building construction. A basic understanding of how contract documents are created, organized and presented in a logical sequence is provided. The basic shapes and types of residential construction, and factors that influence building design are reviewed. Orthographic conventions of plans, elevations, sections, and details are covered. Construction methods will also be discussed to help visualize a 3D project on 2D prints. Ability to read and understand a set of contract documents will be demonstrated by preparing a bid proposal for a small residence as the final project.
CPPMATH100	3	Carpentry Math	Learn basic addition, subtraction, multiplication, division, fractions, decimals and percentages. Understand geometry and algebraic formulas for specific construction applications.
WORK100AA	1	Career Development	Learn interpersonal communication skills, office etiquette, critical thinking, financial management, goal setting, career research and problem solving. Utilize resume writing and interview skills specific to the construction field.

\* A comprehensive exam may be administered as a pass/fail option to earn credits if student previously completed course but did not earn a passing grade.

## Construction Faculty

All classes are taught by highly experienced professionals with technical and practical expertise.

First	Last	Education Completed	Total Years of Industry Experience	Conferring Institution
Clay	Langer	Certificate	40	Saint Paul College
Spencer	Sanders	High School	40	
John	Gannon	Master's Degree	36	Bethel University
Barry	Stranz	CDEI	48	International Distance Education Cert. Ctr.
Beth	Halverson	Associate's Degree	26	Alexandria Technical & Community College
Phyllis	Carter	Associate's Degree	21	North Hennepin Community College
Ricardo	Chatmon	Certificate	20	Twin Cities OIC
Michael	Knighten	Associate's Degree	20	Minneapolis Community College
Mike	DeBoer	Associate's Degree	19	Anoka Ramsey Community College
Sayphet	Phabmisay	Associate's Degree	15	Century College
Willie	Lloyd	Associate's Degree	10	Delaware Technical Community College
Niyah	Wesley	Associate's Degree	5	Century College
LaDonna	Britt	Certificate	2	Summit Academy OIC
Shamieka	Marshall	Associate's Degree	1	University of Phoenix

## Healthcare Department

The Healthcare Department programs are offered at the main campus.

The Medical Administrative Assistant works in a medical office and performs clerical duties to keep the office operating in an organized and efficient manner. They provide customer service, answer phone calls, schedule medical appointments, keep files up-to-date, and also do some light billing and coding.

Course hours are from 8:30 am – 2:50 pm Monday through Friday. Attendance is mandatory during the entire scheduled day. In order to participate in courses, students must have a computer and reliable Internet access.

### Objectives

Upon completion of the program, students will: Show keyboarding and computer skills necessary to perform duties in a medical administrative role; Display effective and professional written communication skills; Understand key legal and ethical guidelines that dictate behaviors in a clinical setting; demonstrate knowledge of medical terminology and how it is applied in the healthcare field; Recognize and understand human anatomy and body systems; Develop competency in telephone techniques, customer service, scheduling, medical records management and communications; Gain a basic understanding of the health insurance industry including its history, programs, and terminology; Build fundamental skills of diagnostic and procedural coding necessary for insurance billing and claims processing; Develop interpersonal communication skills, critical thinking, and goal setting; and Exhibit basic office etiquette.

### Medical Administrative Assistant (2 Quarters, 30 Credits)

Course ID	Credits	Course Name	Course Description
AAWP 150	3	Microsoft Office 1	Students will develop basic alphabetic and numeric keyboarding techniques and skills. Students are introduced to the Microsoft Office Suite, including Word, Outlook, Excel, PowerPoint, and Publisher.
AAWP 250	3	Microsoft Office 2	Students will develop basic Microsoft PowerPoint techniques to create slide presentations. They will also explore Microsoft Outlook as an email application; including a calendar, task manager, contact manager, and web browsing.
ENG 150	3	Business English and Technical Writing	This course is designed to enhance students' ability to read and write documents and reports effectively. Emphasis will be on writing style, outlining, proofreading and editing, parts of speech, mechanics, composition, organization, and reading comprehension. Students will be expected to write daily, and to incorporate learned strategies and techniques into their documents and reports, as well as to exhibit understanding of material read.
HLTH 180	4	Medical Terminology and Body Systems I	Students will learn how to decipher medical terms using the standard prefix-root-suffix method which allows students to continually add new medical terms to their vocabulary. A human body systems approach, based on human anatomy and physiology, is used. The student will also learn how to interpret and use medical abbreviations and symbols commonly used on forms and medical records in the field. Correct pronunciation and spelling are emphasized and used in grading of student's assignments and exams.

## Medical Administrative Assistant (Continued)

Course ID	Credits	Course Name	Course Description
HLTH 185	3	Medical Terminology and Body Systems II	Building on the knowledge obtained in HLTH 180, students will further develop their recognition and understanding of medical terms and their use in the medical field. Students will learn to decipher more medical terms using the standard prefix-root-suffix method which allows students to continually add new medical terms to their vocabulary. The same human body systems approach, based on human anatomy and physiology, will be used.
MEDAA 110	2	Legal and Ethical Principles for the Medical Office Professional	This course emphasizes key legal and ethical principles that guide the work of the Medical Administrative Assistant (MAA). Students will learn about policies, confidentiality & privacy, the Health Insurance Portability and Accountability Act (HIPAA), liability, proper legal documentation, and cultural issues that can influence the legal and ethical responsibilities of an MAA.
MEDAA 120	3	Medical Office Procedures and Management	Students will become familiar with the key functions and procedures necessary to operate a medical office environment effectively. Emphasis is placed on learning proper telephone techniques, customer service, scheduling, medical records management, medical managerial responsibilities, and communication. Students also learn the importance of HIPAA guidelines in a medical office environment.
MEDAA 130	1	Introduction to Insurance	An overview of the health insurance industry including history, programs, and insurance terminology. Students will learn rules, government regulations, and third-party payor requirements regarding the reimbursement and revenue cycle.
MEDAA 231	2	Professional Communication in the Workplace	Participants will learn to communicate professionally in all facets of the medical office environment. Focus is placed on the importance of perception and personality as it relates to verbal and non-verbal communication. Students will also learn effective communication and conflict-resolution strategies to help guide them in providing exceptional customer service.
MEDAA 240	5	Medical Billing and Coding for Reimbursement	An introduction to diagnostic coding as well as procedural coding necessary for insurance billing and claims processing. Students will learn ICD-10, CPT, and HCPCS coding systems, to ensure that all diagnoses (conditions), services (e.g., office visit), and procedures (e.g., surgery, x-rays) documented in patient records are coded accurately for reimbursement, research, and statistical purposes.

## Medical Administrative Assistant (Continued)

Course ID	Credits	Course Name	Course Description
WORK100AA	1	Career Development	Learn interpersonal communication skills, office etiquette, critical thinking, goal setting, career research and problem solving. Learn how to set up file systems and become familiar with business dress as well as resume writing and interviewing skills.

## Healthcare Faculty

All classes are taught by highly experienced professionals with technical and practical expertise.

First	Last	Education Completed	Total Years of Industry Experience	Conferring Institution
Brian	Trewartha	Master's Degree	20	St. Cloud State University
Ann-Marie	Landin	Bachelor's Degree	18	St. Mary's University - Minneapolis
James	Plaisance	Master's Degree	15	University of Minnesota
Hassan	Isse	Master's Degree	8	University of Madras, Chennai India
Shamieka	Marshall	Associate's Degree	1	University of Phoenix

## Information Technology Department

The Information Technology (IT) Department programs, offered at the Extension Campus - North Star Innovation Center, are designed to provide students with entry-level skills in the IT field through classroom and hands-on training completed in two 10-week quarters. Students in Phase II will have the opportunity to complete an externship in which students will receive work-based training with an employer partner.

Course hours are from 8:30 am – 3:50 pm Monday through Friday. Attendance is mandatory during the entire scheduled day. In order to participate in courses, students must have a computer (ideally Windows-based) and reliable Internet access.

### Objectives:

Upon completion of one of the IT programs, students will: Become well-rounded individuals to begin careers in the technology industry, primarily in entry-level service desk roles; Obtain foundational skill in both hardware and software; Apply soft business skills to communicate effectively both in writing and verbally to external and internal customers; Identify and analyze user needs as well as provide IT solutions in a clear and concise manner; Collaborate with others to accomplish tasks such as creating and modifying “how to” documentation in a consistent manner; Understand change management and service management, as well as best practices and standards related to the IT field; and Employ theory-to-practice through an IT work-based training experience.

### Application Development

An Application Developer assists in development, testing, implementation, and support of computer programs and queries through the use of a programming language called Java. They are able to identify, analyze, and troubleshoot issues both independently and within a team setting. They can also document procedures used within a system, including creating flowcharts. Developers can apply effective communication skills, both written and orally, for a variety of stakeholders, as well as model an agile, growth mindset for continuous learning.

### Cybersecurity

An entry-level position in cybersecurity is important in protecting network systems by managing firewalls, monitoring passive and active threats, and helping deploy security policies. This position is vital in providing technical support to staff within a company to ensure overall safety measures are intact. They need to be able to communicate to staff through phone, email, or face-to-face interactions.

### Service Desk Technician

A Service Desk Technician is responsible for providing resolutions to external and internal customers through expert problem identification, analysis and appropriate troubleshooting. They receive trouble tickets via email, ticketing system, or telephone, and are responsive and effective in creating tickets, resolving tickets and/or coordinating escalation for resolution. A Service Desk Technician must have the ability to communicate effectively with both technical staff and end users, providing exceptional customer service.

## Application Development

(30 Credits)

Course ID	Credits	Course Name	Course Description
AAWP 100	2	Microsoft Office and Typing	Students will have the ability to create, edit, and navigate the toolbars across multiple Microsoft Office applications. Training will focus on creating and constructing worksheets using basic formula and functions in Microsoft Excel, including inserting charts. Additionally, students will improve their touch-typing skills.

# Application Development

## (Continued)

Course ID	Credits	Course Name	Course Description
ITAGM 100	2	Agile Methodologies I	Provide students an understanding of the basic concepts of how to do work using the agile methodology. This includes understanding the “Agile Manifesto” and differentiating from other methodologies. It also includes explaining Scrum elements and how one can participate based on role.
ITAGM 200	2	Agile Methodologies II	A continuation of Agile Methodologies I, building on basic concepts. Students will produce a project based on Agile planning, process mapping, user stories, and retrospective.
ITCOM 100	2	Professional Communications	Provides a fundamental understanding of the elements and the transactional nature of communication, including the use of effective and professional online communication channels. In addition, the professional development component of this course focuses on the principles of time management and goal-setting; resume writing and interview skills; and self-assessment.
ITCUS 200	2	Customer Service Communications	Develops core customer service skills by identifying key components of customer service, customer communication, work styles, and preferred communication methods. Continues Communications and English curriculum, including technical writing.
ITENG 117	2	Business English	Grammar essentials and mechanics, including paragraphing, punctuation, and spelling are covered in this course. Students will advance their writing skills appropriate to their audience and develop self-assessment skills.
ITEXT 202	3	Work Based Training – Application Development	Immersive learning environment involving real-life application of systems through embedding students with an IT employer specific to cybersecurity. Increase productivity, promote employee retention, and provide a supportive learning environment. Students will refine specific software and skills they will use during employment.
ITFND 100	2	IT Foundations I	This course gives students a general understanding of various IT concepts, including hardware & software concepts and Internet concepts.
ITFND 200	2	IT Foundations II	Students will continue to learn the general foundations of IT, including understanding concepts around networking, databases, and information systems. This course also prepares students to take the TestOut IT Fundamentals Pro Exam and the CompTIA IT Fundamentals Exam.
ITJAV 100	5	Java Programming I	Students will be able to write, compile, and execute Java programs. They will also learn about loops, arrays, and object-oriented thinking.

## Application Development

### (Continued)

Course ID	Credits	Course Name	Course Description
ITJAV 200	5	Java Programming II	Students will advance their base knowledge on the Java programming language, culminating in a capstone project
WORK100AA	1	Career Development	Demonstrates career-based knowledge and learn to research careers and companies; understand the use of social media as part of the career-seeking process; understand interview skills and techniques that are applicable to various situations. Create work readiness documents including resumes, reference lists, thank-you letters, cover letters and more.

## Cybersecurity

### (30 Credits)

Course ID	Credits	Course Name	Course Description
AAWP 100	2	Microsoft Office and Typing	Students will have the ability to create, edit, and navigate the toolbars across multiple Microsoft Office applications. Training will focus on creating and constructing worksheets using basic formula and functions in Microsoft Excel, including inserting charts. Additionally, students will improve their touch-typing skills.
ITCYB 100	2	Introduction to Cybersecurity	The course addresses a wide range of cybersecurity concerns including evaluations of malware and current cybersecurity threats, wireless and cloud vulnerabilities, network protection models and network firewall features.
<b>ITENG 117</b>	2	Business English	Grammar essentials and mechanics, including paragraphing, punctuation, and spelling are covered in this course. Students will advance their writing skills appropriate to their audience and develop self-assessment skills.
ITCUS 200	2	Customer Service Communications	Develops core customer service skills by identifying key components of customer service, customer communication, work styles, and preferred communication methods. Continues Communications and English curriculum, including technical writing.
ITEXT 203	3	Work Based Training - Cybersecurity	Immersive learning environment involving real-life application of systems through embedding students with an IT employer specific to cybersecurity. Increase productivity, promote employee retention, and provide a supportive learning environment. Students will refine specific software and skills they will use during employment.

## Cybersecurity (Continued)

Course ID	Credits	Course Name	Course Description
ITINF 200	5	Cybersecurity Infrastructure Configuration	This course provides the student with a general understanding of how to install, configure, and manage firewalls for defense of enterprise network architecture. Students will learn the theory and configuration steps for setting up the security, networking, threat prevention, logging, and reporting features of next generation firewall technologies.
ITNET 100	3	Networking Fundamentals	This course provides the student with an understanding of the fundamental tenants of networking and covers the general concepts involved in maintaining a secure network computing environment. Upon successful completion of this course, students will be able to examine and describe general networking fundamentals, and implement basic networking configuration techniques.
ITNET 120	3	Network Security Essentials	Students will learn the nature and scope of today's cybersecurity challenges, strategies for network defense, as well as detailed information about next-generation cybersecurity solutions. Students will also deploy a variety of security methodologies as well as technologies and concepts used for implementing a secure network environment
ITLAB 100	3	Computer Lab	This hands-on course gives students the opportunity to practice the tech skills taught in the IT Fundamentals I classroom. Skills include a general understanding of: hardware and peripherals; mobile devices; networking; and troubleshooting hardware and network connectivity issues.
ITPRE 200	4	Cybersecurity Prevention	This course provides the student with advanced information for how to install, configure, and manage firewalls for defense of enterprise network architecture. Students will learn the theory and extended configuration features necessary for setting up traffic handling, advanced content/user identification, quality of service, global protect, monitoring/reporting and high availability of next generation firewall technologies.
WORK 100AA	1	Career Development	Demonstrates career-based knowledge and learn to research careers and companies; understand the use of social media as part of the career-seeking process; understand interview skills and techniques that are applicable to various situations. Create work readiness documents including resumes, reference lists, thank-you letters, cover letters and more.

# Service Desk Technician

(30 Credits)

Course ID	Credits	Course Name	Course Description
ITLAB 100	3	Computer Lab	This hands-on course gives students the opportunity to practice the tech skills taught in the IT Fundamentals I classroom. Skills include a general understanding of: hardware and peripherals; mobile devices; networking; and troubleshooting hardware and network connectivity issues.
IT 100	4	IT Fundamentals I	Gives an overview of common entry-level IT workplace skills. Skills include a general understanding of: hardware and peripherals; mobile devices; networking; and troubleshooting hardware and network connectivity issues.
ITCOM 100	2	Professional Communications	Provides a fundamental understanding of the elements and the transactional nature of communication, including the use of effective and professional online communication channels. In addition, the professional development component of this course focuses on the principles of time management and goal-setting; resume writing and interview skills; and self-assessment.
ITIL 100	2	ITIL Essentials	ITIL v4 enables students to understand IT Service Management through a Service Value System (SVS), which provides a holistic end-to-end picture of what it really means to contribute to business value. It also integrates concepts from models such as Lean IT, Agile and DevOps.
ITAPL 200	1	A+ Prep	Provides preparation for the A+ certification exam begun in IT Fundamentals I (IT 100). Self-directed learning culminates in attempting the A+ exam.
ITAPP 200	2	Applied IT	Provides a hands-on approach to the tasks associated with the installation and management of virtualization technologies, server implementations, and network services. The course content is taught in a lab-based environment which provides a student-centered learning experience that integrates the concepts taught in the Fundamentals-I and Fundamentals-II courses.
ITCSP 200	2	Computer Science Principles	Develops familiarity with and knowledge around foundational concepts of computer science, including programming and app development.
ITCSP 200	2	Computer Science Principles	Develops familiarity with and knowledge around foundational concepts of computer science, including programming and app development.
ITNET 200	2	Introduction to Networking	Examines logical and physical aspects of networking design and networking hardware systems through practical examples and case studies of LAN, WAN, MAN and SAN design. It also explores aspects of security and risk management of networking and data communications.

## Service Desk Technician

(Continued)

Course ID	Credits	Course Name	Course Description
ITEXT 200	3	Work Based Training - Service Desk	Immersive learning environment involving real-life application of systems through embedding students with an IT employer specific to the service desk or network operation center. Increase productivity, promote employee retention, and provide a supportive learning environment. Students will refine specific software and skills they will use during employment.
WORK 100AA	1	Career Development	Demonstrates career-based knowledge and learn to research careers and companies; understand the use of social media as part of the career-seeking process; understand interview skills and techniques that are applicable to various situations. Create work readiness documents including resumes, reference lists, thank-you letters, cover letters and more.

## Information Technology Faculty

All classes are taught by highly experienced professionals with technical and practical expertise.

First	Last	Education Completed	Total Years of Industry Experience	Conferring Institution
Howard	Ray	Associate's Degree	48	Control Data Institute
Richard	Grieman	Master's Degree	36	Carlson School of Management
Brian	Schwahn	Associate's Degree	31	Chippewa Valley Comm. & Technical College
Jason	Sandifer	Bachelor's Degree	13	Vanguard University
Joel	Christensen	Doctoral Degree	10	Capella University
Mohamed	Hassan	Master's Degree	10	University of St. Thomas
Karen	Kjos	Bachelor's Degree	4	Iowa State University
Shamieka	Marshall	Associate's Degree	1	University of Phoenix