NORTHLAND COMMUNITY & TECHNICAL COLLEGE

Program: Associate Accounting (AAS)
(72 Credits)

X East Grand Forks ______ Thief River Falls

Program Learner Outcomes

1. **Student will** complete accounting simulations using appropriate software such as: integrated accounting software, spreadsheets, and other business software applications.
2. **Student will** analyze and apply accounting concepts to service and merchandising organizations.
3. **Student will** apply current accounting principles to cost and managerial accounting practices.
4. **Student will** integrate basic business law concepts to the practice of entry-level accounting.
5. **Student will** prepare and process payroll records and reports in compliance with state and federal requirements.
6. **Student will** prepare financial statements according to Generally Accepted Accounting Principles.
7. **Student will** perform financial statements analysis to measure liquidity, solvency and profitability.
8. **Student will** demonstrate knowledge of accounting issues for corporate entities.
9. **Student will** interpret the Internal Revenue Code for individual and partnership tax returns.
10. **Student will** analyze and apply accounting concepts for governmental and non-profit organizations.
11. **Student will** apply effective professional communication skills in written documents, oral discussions, and class presentations.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

11/15/06 Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Accounting (Diploma)
(64 Credits)

X East Grand Forks

Program Learner Outcomes

1. Student will demonstrate application of a variety of business software programs including integrated accounting software.
2. Student will analyze and apply accounting theory to service and merchandising organizations.
3. Student will analyze and apply managerial and cost accounting principles.
4. Student will apply business laws to the business environment.
5. Student will prepare and process payroll records and reports in compliance with state and federal requirements.
6. Student will prepare and analyze financial statements in accordance with Generally Accepted Accounting Principles.
7. Student will analyze and apply accounting theory to the corporate organization.
8. Student will apply the Internal Revenue Code as it relates to individual, partnership, and corporation income taxes.
9. Student will apply accounting theory to governmental and nonprofit organizations in compliance with Generally Accepted Accounting Principles.
10. Student will demonstrate effective written and oral business communication skills.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

11/15/06  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Accounting Clerk (Diploma)  
(33 Credits)

X East Grand Forks  _____ Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate application of a variety of business software programs including integrated accounting software.
2. **Student will** apply appropriate accounting theories to service and merchandising organizations.
3. **Student will** prepare and process payroll records and reports in compliance with state and federal requirements.
4. **Student will** prepare financial statements in accordance with Generally Accepted Accounting Principles.
5. **Student will** apply the Internal Revenue Code as it relates to individual, partnership, and corporation income taxes.
6. **Student will** demonstrate effective written and oral business communication skills.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

11/15/06  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Accounting Clerk – Microcomputer Applications
Emphasis (Diploma)
(48 Credits)

**X** East Grand Forks  _____ Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate application of a variety of business software programs including integrated accounting software.
2. **Student will** apply appropriate accounting theories to service and merchandising organizations.
3. **Student will** prepare and process payroll records and reports in compliance with state and federal requirements.
4. **Student will** prepare financial statements in accordance with Generally Accepted Accounting Principles.
5. **Student will** apply the Internal Revenue Code as it relates to individual, partnership, and corporation income taxes.
6. **Student will** demonstrate effective written and oral business communication skills.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

11/15/06  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Administrative Assistant (AAS)  
(65 Credits)

X East Grand Forks       X Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate professional workplace habits including punctuality, etiquette, dress, attitude, and manners appropriate for Administrative Assistants.
2. **Student will** utilize appropriate computer software efficiently and accurately to perform office tasks required in a business setting.
3. **Student will** use proper keyboarding and machine transcription techniques efficiently and accurately.
4. **Student will** demonstrate ergonomic principles and safe practices when using computer technology.
5. **Student will** apply standard organizational skills to the management of projects, daily schedules, work priorities, and multiple tasks.
6. **Student will** demonstrate critical-thinking and problem-solving skills independently or within team situations.
7. **Student will** apply the principles of Standard English and vocabulary to written and oral communications.
8. **Student will** demonstrate interpersonal skills through effective listening, written and oral communications in diverse situations.
9. **Student will** create and use standard electronic and manual filing systems.
10. **Student will** record and analyze business transactions and financial documents related to the accounting cycle.
11. **Student will** analyze and apply accounting principles and concepts to service and merchandising businesses using cash basis or accrual basis accounting.
12. **Student will** solve technical problems regularly faced Administrative Assistants using appropriate mathematical and/or scientific techniques.
13. **Student will** demonstrate professional customer service.

10/10/06  Program Learner Outcomes approved by Program Director & the *Academic Affairs Standards Council*

11/15/06  Program Learner Outcomes approved by Program’s Advisory Board
Program: Administrative Support (Diploma)  
(32 Credits)

X East Grand Forks        X Thief River Falls

Program Learner Outcomes

1. Student will demonstrate professional workplace habits including punctuality, etiquette, dress, attitude, and manners appropriate for administrative support personnel.
2. Student will utilize appropriate computer software efficiently and accurately to perform office tasks required in a business setting.
3. Student will use proper keyboarding techniques efficiently and accurately.
4. Student will demonstrate ergonomic principles and safe practices when using computer technology.
5. Student will apply standard organizational skills to the management of projects, daily schedules, work priorities, and multiple tasks.
6. Student will demonstrate critical-thinking and problem-solving skills independently or within team situations.
7. Student will apply principles of Standard English and vocabulary to written and oral communications.
8. Student will demonstrate interpersonal skills through effective listening, written and oral communications in diverse situations.
9. Student will record and analyze business transactions and all financial documents related to the accounting cycle.
10. Student will create and use standard electronic and manual filing systems.
11. Student will record and analyze business transactions and financial documents related to the accounting cycle.

Student will demonstrate professional customer service.

10/10/06        Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

11/15/06        Program Learner Outcomes approved by Program’s Advisory Board
Program: Administrative Support – Bookkeeping Emphasis  
(Diploma) (49 Credits)

X East Grand Forks  
X Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate professional workplace habits including punctuality, etiquette, dress, attitude, and manners appropriate for administrative support personnel.
2. **Student will** utilize appropriate computer software efficiently and accurately to perform office tasks required in a business setting.
3. **Student will** use proper keyboarding techniques efficiently and accurately.
4. **Student will** demonstrate ergonomic principles and safe practices when using computer technology.
5. **Student will** apply standard organizational skills to the management of projects, daily schedules, work priorities, and multiple tasks.
6. **Student will** demonstrate critical-thinking and problem-solving skills independently or within team situations.
7. **Student will** apply principles of Standard English and vocabulary to written and oral communications.
8. **Student will** demonstrate interpersonal skills through effective listening, written and oral communications in diverse situations.
9. **Students will** create and use standard electronic and manual filing systems.
10. **Student will** record and analyze business transactions and financial documents related to the accounting cycle.
11. **Student will** analyze and apply accounting principles and concepts to service and merchandising businesses using cash basis or accrual basis accounting.
12. **Student will** apply appropriate payroll laws while performing a variety of payroll functions.

13. **Student will** demonstrate professional customer service.

**10/10/06**  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

**11/15/06**  Program Learner Outcomes approved by Program’s Advisory Board
Program: Administrative Support – Microcomputer Emphasis
(Diploma) (49 Credits)

East Grand Forks    Thief River Falls

Program Learner Outcomes

1. Student will demonstrate professional workplace habits including punctuality, etiquette, dress, attitude, and manners appropriate for administrative support personnel.
2. Student will utilize appropriate computer software efficiently and accurately to perform office tasks required in a business setting.
3. Student will use proper keyboarding and machine transcription techniques efficiently and accurately.
4. Student will demonstrate ergonomic principles and safe practices when using computer technology.
5. Student will apply standard organizational skills to the management of projects, daily schedules, work priorities, and multiple tasks.
6. Student will demonstrate critical-thinking and problem-solving skills, independently or within team situations.
7. Student will apply the principles of Standard English and vocabulary to written and oral communications.
8. Student will demonstrate interpersonal skills through effective listening, written and oral communications in diverse situations.
9. Student will create and use standard electronic and manual filing systems.
10. Student will record and analyze business transactions and financial documents related to the accounting cycle.
11. Student will use a variety of file transfer options and install a variety of software.
12. Student will demonstrate professional customer service.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council
11/15/06 Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

Program: Administrative Support Software Specialist (AAS)
(64 Credits)

_____ East Grand Forks       X Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate professional workplace habits including punctuality, etiquette, dress, attitude, and manners appropriate for Administrative Support Software Specialists.
2. **Student will** utilize appropriate computer software efficiently and accurately to perform office tasks required in a business setting.
3. **Student will** use proper keyboarding and machine transcription techniques efficiently and accurately.
4. **Student will** demonstrate ergonomic principles and safe practices when using computer technology.
5. **Student will** apply standard organizational skills to the management of projects, daily schedules, work priorities, and multiple tasks.
6. **Student will** demonstrate critical-thinking and problem-solving skills independently or within team situations.
7. **Student will** apply the principles of Standard English and vocabulary to written and oral communications.
8. **Student will** demonstrate interpersonal skills through effective listening, written and oral communications in diverse situations.
9. **Student will** analyze and apply accounting principles and concepts to service and merchandising businesses using cash basis or accrual basis accounting.
10. **Student will** solve technical problems regularly faced by Administrative Support staff using appropriate mathematical and/or scientific techniques.
11. **Student will** evaluate, install and test computer software and hardware.
12. **Student will** provide technical assistance and training to users on proper operation and maintenance of computer software and hardware.

13. **Student will** troubleshoot software and/or hardware problems.

14. **Student will** analyze and install appropriate anti-virus software.

15. **Student will** demonstrate professional customer service.

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**10/10/06**  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

**11/15/06**  Program Learner Outcomes approved by Program’s Advisory Board
Program: Architectural Technology & Design (AAS)
(69 Credits)

_____ East Grand Forks     X Thief River Falls

Program Learner Outcomes

1. **Student will** read, review, and interpret construction documents.
2. **Student will** complete a set of construction drawings using computer-aided drawing software.
3. **Student will** use detailing and sketching techniques to solve a variety of architectural problems.
4. **Student will** use appropriate reference material and code checklist to analyze applicable building codes, zoning ordinances, and accessibility requirements.
5. **Student will** use a preliminary sheet index list to determine drawings necessary to complete a project in correct sequential order.
6. **Student will** use various methods of documentation to determine team member effectiveness.
7. **Student will** schedule appropriate use of time using drawing sheet index and preliminary deadline dates.
8. **Student will** use timesheet to document professional use of work time.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____ Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Architectural Technology & Design (Diploma)
(64 Credits)

_____ East Grand Forks    X Thief River Falls

Program Learner Outcomes

1. **Student will** read, review, and interpret construction documents.
2. **Student will** complete a set of construction drawings using computer-aided drawing software.
3. **Student will** use detailing and sketching techniques to solve a variety of architectural problems.
4. **Student will** use appropriate reference material and code checklist to analyze applicable building codes, zoning ordinances, and accessibility requirements.
5. **Student will** use a preliminary sheet index list to determine drawings necessary to complete a project in correct sequential order.
6. **Student will** use various methods of documentation to determine team member effectiveness.
7. **Student will** schedule appropriate use of time using drawing sheet index and preliminary deadline dates.
8. **Student will** use timesheet to document professional use of work time.
9. **Student will** be able to manipulate computer estimating software for simple buildings.
10. **Student will** customize AutoCAD software to adapt to various office situations.
11. **Student will** expand skills using latest 3D capable software preferred by industry.

10/10/06    Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____    Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Architectural Technology & Design (Certificate)  
(30 Credits)

_____ East Grand Forks       X Thief River Falls

Program Learner Outcomes

1. Student will read, review, and interpret construction documents.
2. Student will complete a restrictive set of construction drawings using computer-aided drawing software.
3. Student will use appropriate reference material and code checklist to analyze applicable building codes, zoning ordinances, and accessibility requirements.
4. Student will use a preliminary sheet index list to determine drawings necessary to complete a basic project in correct sequential order.
5. Student will schedule appropriate use of time using drawing sheet index and preliminary deadline dates.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board
Program: Auto Body Collision Technology (AAS)
(72 Credits)

_____ East Grand Forks         X Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate professionalism including punctuality, attitudes, and workmanship expected in the Auto Body Collision industry.
2. **Student will** exhibit safety practices and procedures at all times.
3. **Student will** apply theory of metal straightening to a variety of shop projects.
4. **Student will** safely and properly operate Mig welding equipment.
5. **Student will** apply theory of automotive refinishing processes to shop projects according to industry standards.
6. **Student will** properly and safely operate and troubleshoot diagnostic equipment.
7. **Student will** perform vehicle structural component repair to industry standards.
8. **Student will** display managerial, organizational and customer service skills necessary to effectively manage a collision repair facility.
9. **Student will** exhibit effective written and verbal communication skills.

10/10/06      Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____      Program Learner Outcomes approved by Program’s Advisory Board
Program: Auto Body Collision Technology (Diploma)  
(66 Credits)

_____ East Grand Forks     X Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate professionalism including punctuality, attitudes, and workmanship expected in the Auto Body Collision industry.
2. **Student will** exhibit safety practices and procedures at all times.
3. **Student will** apply theory of metal straightening to a variety of shop projects.
4. **Student will** safely and properly operate Mig welding equipment.
5. **Student will** apply theory of automotive refinishing processes to shop projects according to industry standards.
6. **Student will** properly and safely operate and troubleshoot diagnostic equipment.
7. **Student will** perform vehicle structural component repair to industry standards.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board
Program: Automotive Service Technology (AAS)  
(72 Credits)

X East Grand Forks    X Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate professional workplace habits including punctuality, attitudes, behaviors, and craftsmanship expected of the automotive industry.
2. **Student will** apply theory of vehicle operating systems.
3. **Student will** diagnose vehicle operating systems.
4. **Student will** repair vehicle operating systems.
5. **Student will** interpret service information.
6. **Student will** demonstrate standard safety practices and procedures in the classroom and lab as required by the automotive industry.
7. **Student will** demonstrate the ability to use critical thinking to solve problems.
8. **Student will** perform basic computer functions and operate basic computer software programs currently being used by the automotive industry.

10/10/06  
Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board
Program: Automotive Service Technology (Diploma)  
(64 Credits)  

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\text{X} & \text{East Grand Forks} & \text{X} & \text{Thief River Falls} \\
\end{array}\]

Program Learner Outcomes

1. **Student will** demonstrate professional workplace habits including punctuality, attitudes, behaviors, and craftsmanship expected of the automotive industry.
2. **Student will** perform repairs and maintenance proficiently and efficiently to a variety of vehicle operating systems.
3. **Student will** diagnose vehicle operating systems for automotive repair and maintenance.
4. **Student will** repair vehicle operating systems within the standard practice of the automotive industry.
5. **Student will** interpret service information.
6. The **student will** demonstrate standard safety practices and procedures in the classroom and lab as required by the automotive industry.
7. **Student will** demonstrate the ability to use critical thinking to solve problems.
8. **Student will** perform basic computer functions and operate basic computer software programs currently being used by the automotive industry.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

______  Program Learner Outcomes approved by Program’s Advisory Board
Program: Aviation Maintenance Technology (AAS)
(103 Credits)

_____ East Grand Forks    X Thief River Falls

Program Learner Outcomes

1. The student will successfully pass the required FAA testing required of an Airframe and Power plant Mechanic.
2. The student will utilize appropriate technology as it pertains to the aviation industry.
3. The student will interpret various FAA Regulations that apply to maintenance in the aviation industry.
4. The student will apply appropriate safety work habits and procedures.
5. The student will apply principles of troubleshooting for various aircraft maintenance tasks.
6. The student will demonstrate the proper use of hand tools appropriate to the industry.
7. The student will use technical information provided by various aircraft manufactures to perform aircraft maintenance.
8. The student will document various maintenance tasks according to the FAA Regulations.
9. The student will read and interpret technical information found in the aircraft records.
10. The student will demonstrate the necessary skills to properly maintain an aircraft in an airworthy condition.

Rev 4/12/07-removed #11

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____ Program Learner Outcomes approved by Program’s Advisory Board
Program: Aviation Maintenance Technology (Diploma)
(88 Credits)

_____ East Grand Forks  X Thief River Falls

Program Learner Outcomes

1. The student will successfully pass the required FAA testing required of an Airframe and Power plant Mechanic.
2. The student will utilize appropriate technology as it pertains to the aviation industry.
3. The student will interpret various FAA Regulations that apply to maintenance in the aviation industry.
4. The student will apply appropriate safety work habits and procedures.
5. The student will apply principles of troubleshooting for various aircraft maintenance tasks.
6. The student will demonstrate the proper use of hand tools appropriate to the industry.
7. The student will use technical information provided by various aircraft manufactures to perform aircraft maintenance.
8. The student will document various maintenance tasks according to the FAA Regulations.
9. The student will read and interpret technical information found in the aircraft records.
10. The student will demonstrate the necessary skills to properly maintain an aircraft in an airworthy condition.

Rev 4/12/07-removed #11

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board
Program:  Cardiovascular Technology – Invasive (AAS)
(72 Credits)

X East Grand Forks  _____Thief River Falls

Program Learner Outcomes

1. **Student will** perform Cardiovascular Technologist job duties safely with competency and proficiency.
2. **Student will** apply safety and infection control practices within the standards of the healthcare industry.
3. **Student will** demonstrate organizational and technical skills necessary to perform required duties of a cardiovascular technologist.
4. **Student will** use critical thinking and problem-solving skills to organize clinical information.
5. **Student will** demonstrate professional characteristics, behaviors, attitudes, and ethical standards within the scope of cardiovascular technology practices.
6. **Student will** communicate effectively and appropriately with medical professionals, team-members, patients and patient families with respect for diversity of culture, age, and gender.
7. **Student will** apply knowledge of basic science to the practice of Cardiovascular Technology.
8. **Student will** apply principles and practices of radiation as it pertains to the cardiovascular technologist.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Carpentry – Residential (Diploma)
(34 Credits)

X East Grand Forks _____ Thief River Falls

Program Learner Outcomes

1. Student will demonstrate professional workplace habits including punctuality, attitudes, behaviors, and craftsmanship expected in the construction industry.
2. Student will demonstrate proper safety practices and procedures at all time in the classroom, shop, and building sites.
3. Student will demonstrate appropriate framing skills efficiently.
4. Student will perform proper interior and exterior finishing techniques to a variety of construction projects.
5. Student will perform accurate estimating/print reading functions to a variety of building projects.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____ Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Clinical Laboratory Technology (CLT/MLT) (AAS)
(72 Credits)

X East Grand Forks        _____ Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate organizational and technical skills necessary to perform testing in the clinical laboratory.
2. **Student will** apply safety and infection control practices within the standards of the clinical laboratory profession.
3. **Student will** apply knowledge of quality assurance and quality control practices within the clinical laboratory.
4. **Student will** correlate pathological conditions of the human body to laboratory testing to accurately reflect the patient diagnosis.
5. **Student will** operate, maintain, and troubleshoot laboratory equipment.
6. **Student will** exhibit professional characteristics, behaviors, and attitudes within the scope of clinical laboratory practice.
7. **Student will** perform job duties within existing ethical and legal parameters of the clinical laboratory practice.
8. **Student will** communicate effectively with all healthcare providers and patients with respect for diversity of culture, age and gender.
9. **Student will** apply principles of basic science to the practice of clinical laboratory science.

_____ Program Learner Outcomes submitted to Academic Affairs & Standards Council

_____ Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Cisco Networking (Certificate)
(12 Credits)

X East Grand Forks  __ Thief River Falls

Program Learner Outcomes

1. **Students will** demonstrate an understanding of essential network communication protocols.
2. **Students will** properly design, illustrate and build computer networks.
3. **Students will** configure and maintain routers and switches.
4. **Students will** demonstrate an understanding of network topologies and the use of hardware and test equipment in a variety of computer networking situations.
5. **Students will** use networking terminology expected with the computer industry.
6. **Students will** employ trouble-shooting, critical thinking and problem-solving skills properly to a variety of networking situations.
7. **Students will** demonstrate effective oral and written communications with all clients and customers with respect for diversity of culture, age and gender.
8. **Students will** demonstrate professional workplace habits including punctuality, attitudes, behaviors, and craftsmanship expected of the computer industry.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board
Program: Computer Modeling & Animation (Diploma)  
(32 Credits)

__ East Grand Forks     X Thief River Falls

Program Learner Outcomes

1. Student will work efficiently as a team member to create and analyze complex models.
2. Student will manipulate and color correct two-dimensional photographs.
3. Student will prepare preliminary presentation animations.
4. Student will create and manipulate short video movies.
5. Student will create complex models from simple objects.
6. Student will create short animations in two- and three-dimensional environments.
7. Student will complete an architectural walk-through of an existing home.

10/10/06  
Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

______  
Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Computer Service/Networking (AAS)  
(66 Credits)

X East Grand Forks  X Thief River Falls

Program Learner Outcomes

1. **Student will** properly design, build, and maintain computer networks.
2. **Student will** properly configure, install, and maintain computer networking hardware.
3. **Student will** recommend, install, and configure appropriate operating systems.
4. **Student will** evaluate and recommend appropriate software for a variety of computer service/networking situations.
5. **Student will** properly troubleshoot and maintain software.
6. **Student will** properly recommend fault-tolerance and security methods for critical information systems.
7. **Student will** demonstrate professional oral and written communications skills required an Information Technology Professional.
8. **Student will** demonstrate professional workplace habits including punctuality, attitudes, behaviors, and craftsmanship expected of the computer industry.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

______  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Construction Electricity (Diploma)
(74 credits)

X East Grand Forks     X Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate proper safety practices and procedures at all times in the classroom, shop, and building sites as required by the construction electricity industry.

2. **Student will** interpret the National Electrical Code accurately.

3. **Student will** learn principles to install and control electrical systems properly and efficiently in Residential, Commercial, and Industrial buildings.

4. **Student will** calculate electrical quantities correctly.

5. **Student will** interpret a variety of blueprint designs accurately.

6. **Student will** demonstrate professional workplace habits including punctuality, attitudes, behaviors, and craftsmanship expected of the construction industry.

7. **Student will** demonstrate effective oral and written communications with all clients and customers with respect for diversity of culture, age and gender.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

______ Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Cosmetology (Diploma)  
(56 credits)

_____ East Grand Forks  X Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate appropriate procedures proficiently to professional Cosmetology, Esthetician and Nail Care Skills.
2. **Student will** apply applicable laws, rules, regulations, and statues appropriate to the Cosmetology profession.
3. **Student will** exhibit professional characteristics, behaviors, and attitudes within the scope of the Cosmetology Industry.
4. **Student will** accurately compute, identify and label all chemistry products and formulas necessary to perform Cosmetology services.
5. **Student will** demonstrate proper safety and sanitation procedures appropriately to the use of equipment and supplies in accordance to Minnesota State Laws and Rules.
6. **Student will** perform professional receptionist duties required in a typical salon setting.
7. **Student will** perform appropriate dispensary duties required in a typical salon setting.
8. **Student will** demonstrate organized work and time management skills appropriate to the economy of time, motion, materials, and product use.
9. **Student will** create effective professional communication documents appropriate to the field of Cosmetology.
10. **Student will** communicate professionally and effectively with all clients and salon professionals with respect for diversity of culture, age and gender.
11. **Student will** demonstrate ability to use a variety of technologies appropriate to the field of Cosmetology.
12. **Student will** perform tasks and duties within ethical and legal parameters expected of a professional Cosmetologist.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board
Program: Cosmetology – Esthetist (Certificate)
(21 credits)

_____ East Grand Forks  X Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate appropriate procedures proficiently to professional skin care skills.

2. **Student will** apply applicable laws, rules, regulations and statutes appropriate to the skin care profession.

3. **Student will** exhibit professional characteristics, behaviors and attitudes within the scope of the skin care industry.

4. **Student will** accurately compute, identify, and label all chemistry products and formulas necessary to perform skin care services.

5. **Student will** demonstrate proper safety and sanitation procedures appropriate to the use of equipment and supplies in accordance to Minnesota State Laws and Rules.

6. **Student will** perform professional receptionist duties required in a typical salon setting.

7. **Student will** perform appropriate dispensary duties required in a typical salon setting.

8. **Student will** demonstrate organized work and time management skills appropriate to economy of time, motion, materials, and product use.

9. **Student will** create effective professional communication documents appropriate to the field of skin care.

10. **Student will** communicate professionally, effectively with all clients and salon professionals with the respect for diversity of culture, age and gender.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____ Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Cosmetology – Manicurist (Certificate)  

(13 credits)

_____ East Grand Forks  X Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate appropriate procedures proficiently to professional nail care skills.
2. **Student will** apply applicable laws, rules, regulations and statutes appropriate to the manicuring profession.
3. **Student will** exhibit professional characteristics, behaviors, and attitudes within the scope of the Manicuring Industry.
4. **Student will** accurately compute, identify, and label all chemistry products and formulas necessary to perform Nail Care Services.
5. **Student will** demonstrate proper safety and sanitation procedures appropriate to the use of equipment and supplies in accordance to Minnesota State Laws and Rules.
6. **Student will** perform professional receptionist duties required in a typical salon setting.
7. **Student will** perform appropriate dispensary duties required in a typical salon setting.
8. **Student will** demonstrate organized work and time management skills appropriate to the economy of time, motion, materials, and product use.
9. **Student will** create effective professional communication documents appropriate to the field of manicuring.
10. **Student will** communicate professionally and effectively with all clients and salon professionals with respect for diversity of culture, age and gender.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Criminal Justice (AS)
(64 credits)

____ East Grand Forks       X Thief River Falls

Program Learner Outcomes

1. **Student will** describe the various municipal, county, state and federal law enforcement agencies, and the modern principles of police organization and administration that govern them.

2. **Student will** demonstrate an understanding of theory, law, policy, and practice as it relates to juvenile delinquency and deviant behavior.

3. **Student will** conduct criminal investigations from the preliminary stage through disposition utilizing proper interview and interrogation techniques according to industry standards.

4. **Student will** demonstrate technical skills in communication, observation, investigation, evaluation, and basic safety assistance in various law enforcement situations.

5. **Student will** demonstrate tactical skills, weapon safety, defensive and arrest tactics, vehicle operation, crisis management and force options in various law enforcement scenarios.

6. **Student will** write accurate and complete police reports using appropriate grammar, punctuation, and spelling according to industry standards.

7. **Student will** demonstrate an understanding of the principles, authority and Constitutional limitations and laws of the federal and state governments which apply to arrest, search and seizure.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____ Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Early Childhood & Paraprofessional (AS)
(64 Credits)

X East Grand Forks        X Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate an accurate understanding of child development from a multi-cultural perspective from birth to age eight.
2. **Student will** demonstrate appropriate professionalism in the early childhood field through implementation of professional behaviors in daily work with families, children, co-workers, and community.
3. **Student will** identify ways to meet each child’s individual needs and ways to plan culturally relevant activities to nurture cognitive, physical, social, and emotional development.
4. **Student will** create and consistently maintain an appropriate, safe, healthy learning environment for children.
5. **Student will** create and implement diverse activities including creative, open-ended art, music and movement, science, math, stories, and literature.
6. **Student will** incorporate developmentally appropriate guidance strategies.
7. **Student will** demonstrate effective oral and written communications with all clients, agencies, and early childhood partners with respect for diversity of culture, age and gender.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____ Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Electronics Technology (Diploma)  
(36 credits)

_____ East Grand Forks          X Thief River Falls

Program Learner Outcomes

1. **Student will** use Microsoft Office Programs efficiently and proficiently.
2. **Student will** analyze and measure the parameters of series, parallel, and series parallel resistive circuits.
3. **Student will** analyze and measure the series and parallel R, L, and C circuits.
4. **Student will** solder, desolder, and assemble electronic circuitry efficiently and proficiently.
5. **Student will** analyze and measure the parameters of solid state circuits.
6. **Student will** use micro-controller systems efficiently and proficiently.
7. **Student will** use PLC ladder logic programming efficiently and proficiently.
8. **Student will** interpret an electronic schematic diagram accurately.
9. **Student will** describe a basic robotic system accurately.
10. **Students will** analyze and verify the operation of basic combinational logic circuits.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board
Program: Farm Operations & Management (Diploma)
(40 credits)

X East Grand Forks ______ Thief River Falls

Program Learner Outcomes

1. Student will demonstrate effective oral and written communications with respect for diversity of culture, age and gender in business situations.

2. Student will create and maintain accurate computerized business records for farming operations.

3. Student will maintain internal relationships.

4. Student will exercise ethical and legal guidelines to resolve business issues.

5. Student will integrate technological applications appropriate to current business needs.

6. Student will apply principles of Farm Business management to a farm operation.

7. Student will develop an effective estate plan.

8. Student will utilize technical skills in the farm business.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

______ Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program:  Fire Technology (AAS)
(72 Credits)

X East Grand Forks  _____ Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate professional firefighting skills as outlined in the National Fire Protection Association standards.
2. **Student will** execute Emergency Medical Technician-Basic skills as identified by the Department of Transportation.
3. **Student will** organize fire prevention and fire education activities as outlined by National Fire Protection Associations standards.
4. **Student will** demonstrate effective, professional internal and external (written and oral) communication skills required of the firefighting industry.
5. **Student will** perform rescue operation skills as outlined in National Fire Protection Association standards.
6. **Student will** execute hazardous materials response skills safely as outlined in National Fire Protection Association standards.
7. **Student will** use appropriate emergency management skills in a variety of firefighting situations.
8. **Student will** operate and maintain fire apparatus and fire equipment properly as outlined in the National Fire Protection Association standards.
9. **Student will** demonstrate professional characteristics, behaviors, and attitudes as expected in the firefighting field.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Fire Protection Technician (Diploma)
(54 credits)

X East Grand Forks _______ Thief River Falls

Program Learner Outcomes

1. Student will demonstrate professional firefighting skills as outlined in the National Fire Protection Association standards.
2. Student will Execute Emergency Medical Technician-Basic skills as identified by Department of Transportation.
3. Student will organize fire prevention and fire education activities as outlined by National Fire Protection Associations standards.
4. Student will demonstrate effective, professional internal and external communication skills (written and oral) required of the firefighting industry.
5. Student will perform rescue operation skills as outlined in National Fire Protection Association standards.
6. Student will execute hazardous materials response skills as outlined in National Fire Protection Association standards.
7. Student will use proper emergency management skills in firefighting situations.
8. Student will operate and maintain fire apparatus and fire equipment properly as outlined in the National Fire Protection Association standards.
9. Student will demonstrate professional characteristics, behaviors, and attitudes as expected in the firefighting field.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

______ Program Learner Outcomes approved by Program's Advisory Board

April 2006; October 2006
Program: Fire Suppression Technician (Certificate)  
(36 credits)  
East Grand Forks  
Thief River Falls

Program Learner Outcomes

1. **Student will** perform professional firefighting skills as outlined in the National Fire Protection Association standards.
2. **Student will** Execute Emergency Medical Technician-Basic skills as identified by Department of Transportation.
3. **Student will** demonstrate effective, professional internal and external (written and oral) communication skills required of the firefighting industry.
4. **Student will** execute hazardous materials response skills safely as outlined in National Fire Protection Association standards.
5. **Student will** use appropriate emergency management skills in firefighting situations.
6. **Student will** operate and maintain fire apparatus and fire equipment properly as outlined in the National Fire Protection Association standards.
7. **Student will** demonstrate professional characteristics, behaviors, and attitudes as expected in the firefighting field.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

Program Learner Outcomes approved by Program’s Advisory Board
Program: Fire Service Preparation (Certificate)
(18 credits)

X East Grand Forks >>>> Thief River Falls

Program Learner Outcomes

1. **Student will** perform professional firefighting skills as outlined in the National Fire Protection Association standards.
2. **Student will** Execute Emergency Medical Technician-Basic skills as identified by Department of Transportation.
3. **Student will** demonstrate effective, professional internal and external (written and oral) communication skills required of the firefighting industry.
4. **Student will** operate and maintain fire apparatus and fire equipment properly as outlined in the National Fire Protection Association standards.
5. **Student will** demonstrate professional characteristics, behaviors, and attitudes as expected in the firefighting field.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____ Program Learner Outcomes approved by Program’s Advisory Board
Program: Health & Fitness Specialist (AS)
(64 credits)

_____ East Grand Forks       X Thief River Falls

Program Learner Outcomes

1. Student will design safe and effective exercise/fitness programs for various populations.
2. Student will conduct individual exercise programs and health education for various populations.
3. Student will conduct fitness testing utilizing various components of fitness and proper testing equipment.
4. Student will demonstrate proper strength training mechanics.
5. Student will demonstrate proper instructional/spotting techniques.
6. Student will meet eligibility requirements for the ACE (American Council on Exercise) Health/Fitness Instructor or ACSM (American College of Sports Medicine) Personal Trainer national certification exam.
7. Student will demonstrate legal and ethical responsibilities in health/fitness testing and instruction.
8. Student will demonstrate professional characteristics, behaviors, and attitudes as expected in the health and fitness field.
9. Student will demonstrate effective oral and written communications with all clients/customers with respect for diversity of culture, age and gender.

10/10/06       Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____       Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
NORTHLAND COMMUNITY
& TECHNICAL COLLEGE

Program: Health & Fitness Specialist (Diploma)
(32 credits)

_____ East Grand Forks     X Thief River Falls

Program Learner Outcomes

1. **Student will** design safe and effective exercise/fitness programs for various populations.
2. **Student will** conduct individual exercise programs and health education for various populations.
3. **Student will** conduct fitness testing utilizing various components of fitness and proper testing equipment.
4. **Student will** demonstrate proper strength training mechanics.
5. **Student will** demonstrate proper instructional/spotting techniques.
6. **Student will** meet eligibility requirements for the ACE (American Council on Exercise) Health/Fitness Instructor or ACSM (American College of Sports Medicine) Personal Trainer national certification exam.
7. **Student will** demonstrate professional characteristics, behaviors, and attitudes as expected in the health and fitness field.
8. **Student will** demonstrate effective oral and written communications with all clients/customers with respect for diversity of culture, age and gender.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board
Program: Heating, Ventilation & Air Conditioning (AAS)  
(64 credits)  

X East Grand Forks       ____ Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate appropriate safety practices and procedures at all times in the classroom, shop, and building sites as required by the construction industry.
2. **Student will** demonstrate effective oral and written communications with all clients and customers with respect for diversity of culture, age and gender.
3. **Student will** draw and interpret symbols and blueprints accurately for residential and commercial HVAC projects.
4. **Student will** apply proper design and installation techniques to residential and commercial HVAC ductwork systems.
5. **Student will** estimate cost and site management accurately for HVAC construction projects.
6. **Student will** demonstrate professional workplace habits including punctuality, attitudes, behaviors, and craftsmanship expected of the construction industry.
7. **Student will** perform required tasks and duties within existing ethical and legal parameters of the construction industry.

10/10/06  
Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  
Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Liberal Arts (AA)  
(64 credits)

X East Grand Forks          X Thief River Falls

Program Learner Outcomes

1. **Students will** use proper written and oral communication effectively in a variety of communication situations.

2. **Students will** solve a variety of problems and evaluate arguments using appropriate critical thinking skills.

3. **Students will** use a body of scientific knowledge to investigate relationships between unique natural systems, draw valid conclusions about them, and effectively communicate those conclusions to others.

4. **Students will** use mathematical thought and the ability to conceptualize and apply mathematical logic to problem-solving.

5. **Students will** evaluate appropriate social institutions and processes across a wide range of historical periods and cultures.

6. **Students will** evaluate a variety of human responses to cultural conditions.

7. **Students will** analyze human diversity and the varied human condition.

8. **Students will** analyze cultural and global diversity issues, including their roles and responsibilities within a global society.

9. **Students will** apply appropriate civic and moral principles to a variety of civic and moral problem-solving situations.

10. **Students will** evaluate humanity's impact on and responsibilities to the physical world.

11. **Students will** assess, analyze, and develop personal goals towards optimal health and wellness throughout their lives.

12. **Students will** retrieve appropriate information using all methods available.

_____ Program Learner Outcomes submitted to Academic Affairs & Standards Council

April 2006; October 2006
Program: Mass Communication (AS)
(64 credits)

_____ East Grand Forks     X Thief River Falls

Program Learner Outcomes

1. **Student will** manipulate common radio/TV studio equipment to while presenting an informative and entertaining broadcast.
2. **Student will** cite and abide by rules set forth of the Federal Communications Commission while operating a radio/TV station control room.
3. **Student will** broadcast live from sporting events and other “outside the studio” locations using appropriate broadcast equipment.
4. **Student will** locate and synthesize on-air materials to be communicated verbally, clearly, responsibly, and concisely.
5. **Student will** write and present appropriate news broadcasts on the air using information gained through in-person or telephone interviews.
6. **Student will** write and produce radio/TV commercials, public service announcements, promotional pieces, news items, and features using the appropriate grammar, spelling, and mechanics of Standard English.
7. **Student will** demonstrate the physical and mental characteristics of a good vocal performance, and employ a professionally-trained on-air delivery style.
8. **Student will** demonstrate smooth reading through practice, teacher evaluation and self-evaluations.
9. **Student will** categorize recorded musical selections, compile music in a computerized automated-assist program and arrange musical selections into a smooth, well-executed radio program.
10. **Student will** make sales calls that includes the principles of radio advertising.
11. **Student will** identify resources for life-long learning to adequately prepare for future employment in the broadcast field.

12. **Student will** create a professional demonstration tape and an effective resume.

13. **Student will** utilize non linear editing systems to edit video/audio suitable for broadcast or other industry use.

10/10/06                  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____                     Program Learner Outcomes approved by Program’s Advisory Board
Program: Massage Therapist (Diploma)
(34 credits)

___ East Grand Forks  ___ Thief River Falls

Program Learner Outcomes

1. **Student will** perform appropriate therapeutic massage techniques for a massage session to a diverse client population.
2. **Student will** assess the client's current physical conditions and develop a treatment plan.
3. **Student will** demonstrate proper use of massage therapy equipment and materials to ensure client safety.
4. **Student will** develop successful and ethical therapeutic relationships with a variety of clients, peers and other professionals.
5. **Student will** complete the National Certification Board for Therapeutic Massage and Bodywork examination.
6. **Student will** prepare a business plan and demonstrate the ability to legally and financially operate a massage practice.
7. **Student will** demonstrate and apply proper hygienic habits for a health, clean massage environment.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Medical Assisting (AAS)
(64 credits)

X East Grand Forks  _____ Thief River Falls

Program Learner Outcomes

1. Student will communicate effectively with clients, families, physicians, and colleagues based upon respect for the innate dignity and worth of each person.

2. Student will apply knowledge of basic science to medical assisting tasks.

3. Student will perform entry-level clinical tasks safely and accurately in a structured health care settings.

4. Student will perform entry-level office management and administrative tasks in an ambulatory care setting.

5. Student will practice tasks and duties within existing ethical and legal parameters of the medical assisting profession.

6. Student will demonstrate professional characteristics, behaviors, and attitudes within the medical assisting scope of practice.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

Program: Medical Assisting (Diploma)
(48 credits)

X East Grand Forks _______ Thief River Falls

Program Learner Outcomes

1. **Student will** communicate effectively with clients, families, physicians, and colleagues based upon respect for the innate dignity and worth of each person.
2. **Student will** apply basic science to medical assisting tasks.
3. **Student will** perform entry-level clinical tasks safely and accurately in a structured health care setting.
4. **Student will** perform entry-level office management and administrative tasks in an ambulatory care setting.
5. **Student will** practice tasks and duties within existing ethical and legal parameters of the medical assisting profession.
6. **Student will** demonstrate professional characteristics, behaviors, and attitudes within the medical assisting scope of practice.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

______  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Medical Administrative Secretary Technology (AAS)  
(68 credits)  

X East Grand Forks   X Thief River Falls  

Program Learner Outcomes  

1. **Student will** demonstrate professional business communication in writing and speaking.  
2. **Student will** use correct medical terminology in all healthcare applications.  
3. **Student will** utilize appropriate technologies for healthcare applications.  
4. **Student will** prepare and manage records according to healthcare standards.  
5. **Student will** demonstrate professional workplace habits including punctuality, attitudes, and behaviors expected of the medical administrative secretary profession.  
6. **Student will** perform diagnosis and procedure codings accurately and properly.  
7. **Student will** apply correct principles of bookkeeping and insurance procedures to medical administrative secretary tasks.  
8. **Student will** provide optimal, professional services expected by patients and employers while performing required administrative duties.  
9. **Student will** demonstrate critical thinking and problem-solving skills to a variety of medical administrative secretary situations.  
10. **Student will** explain social behaviors and interactions between individuals, groups and institutions.  

10/10/06       Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council  

_____         Program Learner Outcomes approved by Program’s Advisory Board  

April 2006; October 2006
Program: Medical Secretary Technology (Diploma)  
(35 credits)

X East Grand Forks  _____ Thief River Falls

Program Learner Outcomes

1. Student will demonstrate professional business communication in writing and speaking.
2. Student will use correct medical terminology in all healthcare applications.
3. Student will utilize appropriate technologies for health care applications.
4. Student will prepare and manage records according to healthcare standards.
5. Student will demonstrate professional workplace habits including punctuality, attitudes, and behaviors expected of the medical administrative secretary profession.
6. Student will perform diagnosis and procedure coding accurately and properly.
7. Student will apply correct principles of bookkeeping and insurance procedures to medical secretary tasks.
8. Student will provide optimal, professional services expected by patients and employers while performing required administrative duties.
9. Student will demonstrate critical thinking and problem-solving skills to a variety of medical administrative secretary situations.
10. Student will explain social behaviors and interactions between individuals, groups and institutions.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Medical Coding & Insurance (Certificate)
(24 credits)

X East Grand Forks ______ Thief River Falls

Program Learner Outcomes

1. Student will demonstrate professional business communication in writing and speaking.
2. Student will use correct medical terminology in all healthcare applications.
3. Student will utilize appropriate technologies for healthcare applications.
4. Student will interpret healthcare records accurately.
5. Student will prepare and manage records according to healthcare standards.
6. Student will demonstrate professional workplace habits including punctuality, attitudes, and behaviors expected of the medical administrative secretary profession.
7. Student will perform diagnosis and procedure codings accurately and properly.
8. Student will apply correct principles of bookkeeping and insurance procedures to medical administrative secretary tasks.
9. Student will provide optimal, professional services expected by patients and employers while performing required medical coding and insurance duties.
10. Student will demonstrate critical thinking and problem-solving skills to a variety of medical coding and insurance secretary situations.
11. Student will explain social behaviors and interactions between individuals, groups and institutions.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____ Program Learner Outcomes approved by Program's Advisory Board

April 2006; October 2006
Program: Medical Transcription (Certificate)
(28 credits)

X East Grand Forks  _____ Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate professional business communication in writing and speaking.
2. **Student will** use correct medical terminology in all healthcare applications.
3. **Student will** utilize appropriate technologies for healthcare applications.
4. **Students will** prepare and manage records according to healthcare standards.
5. **Student will** demonstrate professional workplace habits including punctuality, attitudes, and behaviors expected of the medical administrative secretary profession.
6. **Student will** perform diagnosis and procedure codings accurately and properly.
7. **Student will** provide optimal, professional services expected by employers while performing required medical transcription duties.
8. **Student will** demonstrate critical thinking and problem-solving skills to a variety of medical administrative secretary situations.
9. **Student will** explain social behaviors and interactions between individuals, groups and institutions.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board
Program: Occupational Therapy Assistant (AAS)  
(72 credits)  

X East Grand Forks        _____ Thief River Falls  

Program Learner Outcomes  

1. **Student will** perform entry-level competencies based on occupational therapy practice standards.  
2. **Student will** implement professional occupation-based interventions in collaboration with consumers, families and other service providers.  
3. **Student will** perform entry-level practice competencies safely and proficiently in traditional and emerging areas of practice.  
4. **Student will** communicate effectively and professionally with consumers, families and other service providers.  
5. **Student will** demonstrate ethical and professional behavior while displaying respect for diversity of culture, age and gender.  

10/10/06    Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council  
            _____ Program Learner Outcomes approved by Program’s Advisory Board  

April 2006; October 2006
Program: Paramedicine (AAS)
(72 credits)

X East Grand Forks  _____ Thief River Falls

Program Learner Outcomes

1. Student will complete all assigned tasks and duties in a manner consistent with the roles and responsibilities of a Paramedic within an EMS system.

2. Student will demonstrate professional behaviors and attitudes expected by employers and the paramedicine profession.

3. Student will complete all assigned tasks and duties within the expected legal and ethical parameters of a professional paramedic.

4. Student will demonstrate entry-level competencies of assessment and management of diverse patients.

5. Student will apply the basic concepts of development, pathophysiology, and pharmacology to assess and manage diverse patients.

6. Student will safely manage the scene of an emergency, demonstrating behaviors conducive to effective teamwork.

7. Student will communicate effectively with all healthcare providers and patients with respect for diversity of culture, age and gender.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board
Program: Pharmacy Technology (AAS)  
(60 credits)

X East Grand Forks   X Thief River Falls

Program Learner Outcomes

1. **Student will** complete all assigned tasks and duties according policies and procedures governing hospital, retail, and industrial pharmacy.

2. **Student will** perform proficiently and professionally as a Pharmacy Technician in hospital, retail, and industrial environments.

3. **Student will** prepare and interpret pharmacy orders accurately and proficiently.

4. **Student will** apply principles of basic sciences to the practice of pharmacy technology.

6. **Student will** communicate effectively with patients, physicians, and colleagues based upon respect for the dignity and worth of each person.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Pharmacy Technology (Diploma)
(36 credits)

X East Grand Forks    X Thief River Falls

Program Learner Outcomes

1. **Students will** complete all assigned tasks and duties according to policies and procedures governing hospital, retail, and industrial pharmacy.
2. **Students will** perform proficiently and professionally as a Pharmacy Technician in hospital, retail, and industrial environments.
3. **Students will** prepare and interpret pharmacy orders accurately and proficiently.
4. **Students will** exhibit work ethic characteristics of professionalism, responsibility, and dependability.
5. **Students will** apply principles of basic sciences to the practice of pharmacy technology.
6. **Students will** communicate effectively with patients, physicians, and colleagues based upon respect for the dignity and worth of each person.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

Program: Phlebotomy (Certificate)  
(12 credits)

X East Grand Forks  _____ Thief River Falls

Program Learner Outcomes

1. Student will practice safety and infection control at all times in the collection and processing of biological specimens for analysis.
2. Student will collect and process biological specimens properly for analysis using established procedures including patient identification.
3. Student will perform point of care testing appropriate to lab policies and procedures, including troubleshooting unexpected results and instrument malfunction.
4. Student will maintain proper records for quality assurance and quality control.
5. Student will communicate professionally and maintain ethical standards with all healthcare professionals, patients and the public with respect for diversity of culture, age and gender.
6. Student will use appropriate collection devices in a variety of phlebotomy situations.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board
Program:  Plumbing Technology (Diploma)  
(36 credits)  
X East Grand Forks        _____ Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate appropriate safety practices and procedures at all times in the classroom, shop, and building sites as required by the plumbing industry.

2. **Student will** demonstrate professional workplace habits including punctuality, attitudes, behaviors, and craftsmanship expected of the plumbing industry.

3. **Student will** draw and interpret symbols and blueprints accurately for a variety of residential and commercial plumbing projects.

4. **Student will** apply appropriate professional design and installation techniques to residential and commercial plumbing systems.

5. **Student will** estimate accurately cost and site management required for a variety of plumbing construction projects.

6. **Student will** demonstrate effective oral and written communications with all clients and customers with respect for diversity of culture, age and gender.

10/10/06     Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board
Program: Practical Nursing (AAS)
(63 credits)

X East Grand Forks

Thief River Falls

Program Learner Outcomes

1. **Student will** provide safe holistic individualized nursing care to diverse patient populations.
2. **Student will** demonstrate competence with patient care equipment and technology.
3. **Student will** apply safety and infection control measures to patient care.
4. **Student will** perform medication administration safely and accurately.
5. **Student will** demonstrate critical thinking/problem solving skills through prioritized patient care.
6. **Student will** demonstrate effective and respectful communication skills.
7. **Student will** demonstrate accountability for legal and ethical parameters for the Practical Nurse.
8. **Student will** demonstrate competence consistent with the entry-level Practical Nursing.
9. **Student will** incorporate a broad arts and science knowledge base into nursing care.

*Indicates outcome specific only to the AASPN.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

11/14/06 Program Learner Outcomes approved by Program’s Advisory Board
Program: Practical Nursing (Diploma)
(50 credits)

_____ East Grand Forks       X  Thief River Falls

Program Learner Outcomes

1. Student will provide safe holistic individualized nursing care to diverse patient populations.
2. Student will demonstrate competence with patient care equipment and technology.
3. Student will apply safety and infection control measures to patient care.
4. Student will perform medication administration safely and accurately.
5. Student will demonstrate critical thinking/problem solving skills through prioritized patient care.
6. Student will demonstrate effective and respectful communication skills.
7. Student will demonstrate accountability for legal and ethical parameters for the Practical Nurse.
8. Student will demonstrate competence consistent with the entry-level Practical Nurse.
*9. Student will incorporate a broad arts and science knowledge base into nursing care.

*Indicates outcome specific only to the AASPN.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

11/14/06 Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Registered Nursing (AS)  
(64 credits)

X East Grand Forks       X Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate proficiency in providing nursing interventions to the client and significant others throughout the health illness continuum.
2. **Student will** demonstrate warmth, kindness and compassion in assisting the patient with health care.
3. **Student will** maintain and promote goal directed interactions.
4. **Student will** communicate data for a group of clients to provide continuity of care.
5. **Student will** develop and implement an individualized teaching plan in order to restore, maintain and promote health.
6. **Student will** accurately assess, collect, and contribute to client data based on physiological, developmental, socio-cultural, psychological and spiritual needs.
7. **Student will** interpret client data and plan holistic nursing care.
8. **Student will** participate with client and significant others and member of the nursing team to implement individualized care plans which address a client’s needs and strengths.
9. **Student will** demonstrate organization in the delivery of standard nursing care by using time and resources effectively and efficiently.
10. **Student will** evaluate effectiveness of nursing interventions by evaluating client outcomes.
11. **Student will** assume responsibility for self development and self direction.
12. **Student will** demonstrate professional behaviors.

April 2006; October 2006
13. **Student will** maintain accountability for own nursing care and delegated nursing activities to assure adherence to ethical and legal standards.

**10/10/06**  
Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

**11/14/06**  
Program Learner Outcomes approved by Program’s Advisory Board
Program: Radiologic Technology (AAS)
(89 credits)

X East Grand Forks  _____ Thief River Falls

Program Learner Outcomes

1. **Student will** communicate effectively with all healthcare providers and patients with respect for diversity of culture, age and gender.
2. **Student will** perform routine radiographic procedures required for an entry-level Radiologic Technologist as recognized by the ARRT guidelines.
3. **Student will** exercise independent judgment in areas of exposure factor manipulations involving all technical factors and equipment functions for procedures routinely performed in the clinical setting.
4. **Student will** evaluate radiographs for appropriate anatomy, positioning and image quality.
5. **Student will** complete all assigned tasks and duties within the legal and ethical parameters for healthcare professionals as outlined by the ASRT.
6. **Student will** properly operate, maintain, and troubleshoot radiographic equipment.
7. **Student will** apply concepts of ALARA in the protection of patients, self, and others in the radiological setting.
8. **Student will** apply safety and infection control measures to patient care at all times in the classroom, lab, and clinic or hospital setting.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Respiratory Care Practitioner (AAS)  
(66 credits)

X East Grand Forks  ____ Thief River Falls

Program Learner Outcomes

1. **Student will** communicate effectively with patients, families, physicians, and colleagues based upon respect for the dignity and work of each person.

2. **Student will** apply principles of basic sciences to the required duties and skills in the practice of respiratory care.

3. **Student will** perform safely and accurately entry-level clinical tasks in a structured health care setting.

4. **Student will** perform job duties within existing ethical and legal parameters for healthcare professionals.

5. **Student will** exhibit professional characteristics, behaviors, and attitudes appropriate to scope of practice for respiratory care practitioners.

6. **Student will** perform accurate and efficient patient assessments according to policies and procedures required of respiratory care practitioner professionals.

7. **Student will** accurately interpret and integrate patient data.

8. **Student will** apply safety and infection control measures to patient care at all times in the classroom, lab, and clinic or hospital setting.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

4/25/06 Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Respiratory Therapist (AAS)  
(78 credits)

X East Grand Forks  _____ Thief River Falls

Program Learner Outcomes

1. **Student will** communicate effectively with patients, families, physicians, and colleagues based upon respect for the dignity and work of each person.

2. **Student will** apply principles of basic sciences to the required duties and skills in the practice of respiratory care.

3. **Student will** perform safely and accurately, entry-level clinical tasks in a structured health care setting.

4. **Student will** perform job duties within existing ethical and legal parameter for healthcare professionals.

5. **Student will** exhibit professional characteristics, behaviors, and attitudes appropriate to scope of practice for respiratory care practitioners.

6. **Student will** perform accurate and efficient patient assessments according to policies and procedures required of respiratory care practitioner professionals.

7. **Student will** accurately interpret and integrate patient data.

8. **Student will** apply safety and infection control measures to patient care at all times in the classroom, lab, and clinic or hospital setting.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

4/25/06  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Sales, Marketing & Management (AAS)  
(70 credits)

X East Grand Forks  
______ Thief River Falls

Program Learner Outcomes

1. **Student will** apply effective and professional communication strategies for various audiences and contexts.
2. **Student will** select and apply appropriate technology to meet business objectives.
3. **Student will** apply fundamental sales techniques to a variety of sales, marketing and management projects.
4. **Student will** demonstrate essential elements of business management.
5. **Student will** apply fundamental marketing techniques to a variety of sales, marketing and management projects.
6. **Student will** exhibit professional characteristics, behaviors, and attitudes appropriate to the sales, marketing and management industry.
7. **Student will** select and apply appropriate technology to meet business objectives.
8. **Student will** apply fundamental sales techniques to a variety of sales, marketing and management projects.
9. **Student will** demonstrate interpersonal skills through effective listening, written and oral communications in diverse situations, and self-evaluation.
10. **Student will** select and apply appropriate technology to meet business objectives.
11. **Student will** apply fundamental sales techniques to a variety of sales, marketing and management projects.
12. **Student will** apply principles of bookkeeping and mathematical processes to a variety of sales, marketing, and management projects.
13. **Student will** apply critical thinking and problem-solving skills in a variety of business situations and projects.

14. **Student will** complete assigned tasks and duties with regard to the economic, financial, social, legal, and cultural factors that affect the business environment.

15. **Student will** complete assigned tasks and duties within the legal and ethical standards of the business industry.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

______ Program Learner Outcomes approved by Program’s Advisory Board
Program: Surgical Technology (AAS)
(71 credits)

X East Grand Forks
_____ Thief River Falls

Program Learner Outcomes

1. **Student will** perform skills necessary to safely fulfill the role of the Surgical Technologist, including infection control practices.
2. **Student will** select, prepare, and maintain instrumentation, equipment and supplies in the clinical setting.
3. **Student will** demonstrate professional behaviors consistent to the profession and employer expectations, utilizing ethical and legal considerations relevant to the role of the surgical technologist.
4. **Student will** evaluate clinical information using problem solving and critical thinking skills relevant to the surgical technologist position.
5. **Student will** communicate effectively with patients, physicians, and colleagues based upon respect for the dignity and worth of each person.
6. **Student will** exhibit behaviors conducive to effective teamwork.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____ Program Learner Outcomes approved by Program’s Advisory Board
Program: Production Welding (Certificate)
(16 credits)

_____ East Grand Forks    X Thief River Falls

Program Learner Outcomes

1. **Student will** demonstrate proper safety practices and procedures at all times in the classroom, shop, and job sites as required by the welding industry.
2. **Student will** use basic math and measuring techniques to solve common welding shop problems.
3. **Student will** student will interpret symbols and blueprints accurately for a variety of welding projects.
4. **Student will** define common acronyms used in the welding industry.
5. **Student will** identify and select the proper filler metal dependant on base metal to be welded.
6. **Student will** troubleshoot and solve common problems involved with everyday use of a welding machine.
7. **Student will** pass guided bend tests on multiple thicknesses of steel per industry standards.
8. **Student will** utilize manual, semi-automatic, and automatic equipment for cutting and welding.
9. **Student will** demonstrate effective oral and written communications with all clients and customers with respect for diversity of culture, age and gender.
10. **Student will** demonstrate professional workplace habits including punctuality, attitudes, behaviors, and craftsmanship expected of the welding industry.

10/10/06    Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____    Program Learner Outcomes approved by Program’s Advisory Board
Program Learner Outcomes

1. **Student will** demonstrate proper safety practices and procedures at all times in the classroom, shop, and job sites as required by the welding industry.

2. **Student will** use basic math and measuring techniques to solve common welding shop problems.

3. **Student will** interpret symbols and blueprints accurately for a variety of welding projects.

4. **Student will** define common acronyms used in the welding industry.

5. **Student will** identify and select the proper filler metal dependant on base metal to be welded.

6. **Student will** troubleshoot and solve common problems involved with everyday use of a welding machine.

7. **Student will** pass guided bend tests on multiple thicknesses of steel per industry standards.

8. **Student will** utilize manual, semi-automatic, and automatic equipment for cutting and welding.

9. **Student will** demonstrate effective oral and written communications with all clients and customers with respect for diversity of culture, age and gender.

10. **Student will** fabricate several different welding projects to demonstrate expected skills required by industry standards.

11. **Student will** demonstrate professional workplace habits including punctuality, attitudes, behaviors, and craftsmanship expected of the welding industry.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board
Program: Welding Technology (Diploma)
(36 credits)

X East Grand Forks _______ Thief River Falls

Program Learner Outcomes

1. **Student will** apply principles of basic welding fundamentals, welding symbols, blueprints, and welding metallurgy to a variety of welding projects.

2. **Students will** perform a variety of welding processes using appropriate equipment and setup procedures for the following processes: shielded metal arc welding (SMAW), gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), flux cored arc welding (FCAW), oxyfuel welding, oxyacetylene cutting, and plasma cutting.

3. **Student will** perform appropriate and professional welds in all positions on a variety of metal thicknesses to meet visual standards as set by the American Welding Society with the following processes: SMAW, GMAW, GTAW, FCAW, OAW.

4. **Student will** interpret and execute a welding procedure to specification.

5. **Student will** weld and mechanically test the weld to the standards of the American Welding Society Structural Steel Code D1.1-00 with the following processes: SMAW, GMAW, FCAW.

6. **Student will** identify and use appropriate basic metal shop and fabrication tools to complete a variety of projects and weldments.

7. **Student will** apply principles of basic fabrication procedures to a variety of welding projects.

8. **Student will** demonstrate proper safety procedures at all times in the classroom, shop, and internship settings appropriate to the welding industry.

9. **Student will** demonstrate effective and professional written and oral communication.
10. **Student will** complete all assigned tasks and duties within the legal and ethical parameters of the welding industry.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____ Program Learner Outcomes approved by Program’s Advisory Board
NORTHLAND COMMUNITY
& TECHNICAL COLLEGE

Program: Farm Business Management (Diploma)
(60 credits)

_____ East Grand Forks       X Thief River Falls

Program Learner Outcomes

1. **Student will** apply appropriate principles of financial concepts as it relates to personal entrepreneurship.
2. **Student will** identify business and personal goals for the improvement of self and professional enterprise.
3. **Student will** implement principles of business planning concepts to own business.
4. **Student will** utilize new and emerging technologies in a variety of aspects within the profession.
5. **Student will** demonstrate effective decision-making skills in ways to improve or maintain entrepreneurship.
6. **Student will** apply principles of global and civic responsibility to a variety of business decisions.
7. **Student will** practice safety procedures as applicable to his/her farm business.
8. **Student will** exhibit professional characteristics, behaviors, and attitudes within the scope of production agriculture.
9. **Student will** use appropriate technologies to facilitate effective communication as it relates to farming operations.
10. **Student will** use effective oral and written communication skills in a variety of business-related activities.
11. **Student will** complete assigned tasks and duties within the legal and ethical parameters expected within production agriculture.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Advanced Farm Business Management (Certificate)
(30 credits)

_____ East Grand Forks    X Thief River Falls

Program Learner Outcomes

1. **Student will** apply appropriate principles of financial concepts as it relates to personal entrepreneurship.
2. **Student will** identify business and personal goals for the improvement of self and professional enterprise.
3. **Student will** implement principles of business planning concepts to their business.
4. **Student will** utilize new and emerging technologies in a variety of aspects within the profession.
5. **Student will** demonstrate effective decision-making skills in ways to improve or maintain entrepreneurship.
6. **Student will** apply principles of global and civic responsibility to a variety of business decisions.
7. **Student will** practice safety procedures as applicable to his/her farm business.
8. **Student will** exhibit professional characteristics, behaviors, and attitudes within the scope of production agriculture.
9. **Student will** use appropriate technologies to facilitate effective communication as it relates to farming operations.
10. **Student will** use effective oral and written communication skills in a variety of business-related activities.
11. **Student will** complete assigned tasks and duties within the legal and ethical parameters expected within production agriculture.

10/10/06       Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____       Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Agricultural Commodities Marketing (Certificate)  
(25 credits)

_____ East Grand Forks  
X Thief River Falls

Program Learner Outcomes

1. **Student will** apply principles of commodity marketing to their farm operation.
2. **Student will** identify appropriate marketing goals to enhance their farm business.
3. **Student will** implement appropriate marketing plan concepts to enhance farm profits.
4. **Student will** develop professional marketing plans using appropriate marketing tools.
5. **Student will** utilize new and emerging technology in a variety of aspects related to marketing their farm commodities.
6. **Student will** apply principles of global and civic responsibilities to a variety of marketing decisions regarding their farm.
7. **Student will** practice safety procedures as applicable to their farm business.
8. **Student will** exhibit professional characteristics, behaviors, and attitudes within the scope of the farming industry.
9. **Student will** use appropriate technologies to facilitate effective communication as it relates to farming operations.
10. **Student will** use effective oral and written communication skills in a variety of business-related activities.

10/10/06  
Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Advanced Agricultural Commodities Marketing (Certificate)
(15 credits)

_____ East Grand Forks       X Thief River Falls

Program Learner Outcomes

1. **Student will** apply principles of commodity marketing to their farm operation.
2. **Student will** identify appropriate marketing goals to enhance their farm business.
3. **Student will** implement appropriate marketing plan concepts to enhance farm profits.
4. **Student will** develop professional marketing plans using appropriate marketing tools.
5. **Student will** utilize new and emerging technology in a variety of aspects related to marketing their farm commodities.
6. **Student will** apply principles of global and civic responsibilities to a variety of marketing decisions regarding their farm.
7. **Student will** practice safety procedures as applicable to their farm business.
8. **Student will** exhibit professional characteristics, behaviors, and attitudes within the scope of the farming industry.
9. **Student will** use appropriate technologies to facilitate effective communication as it relates to farming operations.
10. **Student will** use effective oral and written communication skills in a variety of business-related activities.

10/10/06   Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____ Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

Program: Small Business Management (Diploma)
(39 cr.)

_____ East Grand Forks   X Thief River Falls

Program Learner Outcomes

1. **Student will** apply appropriate financial concepts as it relates to their business.
2. **Student will** identify business and personal goals for the improvement of self and the profession.
3. **Student will** implement a professional written business plan for their business activities using appropriate Standards of English.
4. **Student will** implement business planning concepts to their entrepreneurship.
5. **Student will** utilize new and emerging technologies in a variety of aspects related to their business.
6. **Student will** demonstrate effective decision-making skills in ways to improve or maintain their entrepreneurship.
7. **Student will** apply principles of global and civic responsibility to a variety of business decisions.
8. **Student will** create an effective marketing plan appropriate to their business.
9. **Student will** practice proper safety procedures as applicable to their business.
10. **Student will** exhibit professional characteristics, behaviors, and attitudes within the scope of the profession.
11. **Student will** use appropriate technologies to facilitate effective communication as it relates to the profession.
12. **Student will** demonstrate effective oral and written communication skills in a variety of business-related activities.
13. **Student will** complete assigned tasks and duties within the legal and ethical parameters expected of the business/industry.

10/10/06       Program Learner Outcomes approved by Program Director & the *Academic Affairs Standards Council*

_______       Program Learner Outcomes approved by Program’s Advisory Board
Program: Specialty Crops Management (Diploma)  
(46 credits)

_____ East Grand Forks       X Thief River Falls

Program Learner Outcomes

1. Student will identify the costs of producing each crop produced on their farm.
2. Student will calculate the potential returns of each crop produced on their farm.
3. Student will utilize a work plan for each production period at their place of business.
4. Student will implement a marketing plan to enhance profits of their entrepreneurship.
5. Student will identify major insect pests and diseases and create a plan for chemical and cultural control for each disease or pest problem on their farm.
6. Student will identify their business and personal goals for the improvement of self and the business.
7. Student will identify appropriate Worker Protection Standards, laws, and regulations applicable to the operation of their business.
8. Student will utilize new and emerging technology in a variety of aspects related to marketing their farm commodities.
9. Student will apply principles of global and civic responsibilities to a variety of marketing decisions on their farm.
10. Student will practice proper safety procedures as applicable to their farm business.
11. Student will exhibit professional characteristics, behaviors, and attitudes within the scope of the farm business.
12. Student will use appropriate technologies to facilitate effective communication as it relates to their farming operation.
13. Student will demonstrate effective oral and written communication skills in a variety of business-related activities.
14. **Student will** complete assigned tasks and duties within the legal and ethical parameters expected of the farming industry.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

 _____ Program Learner Outcomes approved by Program’s Advisory Board
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

Program: Precision Agriculture (Certificate) (15 credits)

_____ East Grand Forks    X Thief River Falls

Program Learner Outcomes

1. Student will apply a Precision Agriculture plan to their business.
2. Student will implement precision agricultural practices into their farming operations.
3. Student will identify business and personal goals for the improvement of self and their business.
4. Student will implement principles of Precision Agriculture as it relates to their business.
5. Student will utilize new and emerging technologies in a variety of aspects available to business and industry.
6. Student will apply principles of global and civic responsibility to a variety of business decisions.
7. Student will utilize appropriate Geographic Information Systems to their business.
8. Student will practice proper safety procedures as applicable to their business and industry standards.
9. Student will exhibit professional characteristics, behaviors, and attitudes within the scope of the profession.
10. Student will use appropriate technologies to facilitate effective communication as it relates to the profession.
11. Student will demonstrate effective oral and written communication skills in a variety of business-related activities.
12. Student will complete assigned tasks and duties within the legal and ethical parameters expected of the farming industry.

10/10/06  Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____  Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006
Program: Current Issues in Farm Business Management (Certificate) (10 credits)

___ East Grand Forks    X Thief River Falls

Program Learner Outcomes

1. **Student will** apply appropriate principles of financial concepts as it relates to personal entrepreneurship.
2. **Student will** identify business and personal goals for the improvement of self and professional enterprise.
3. **Student will** implement principles of business planning concepts to their business.
4. **Student will** utilize new and emerging technologies in a variety of aspects within the profession.
5. **Student will** demonstrate effective decision-making skills in ways to improve or maintain entrepreneurship.
6. **Student will** apply principles of global and civic responsibility to a variety of business decisions.
7. **Student will** practice safety procedures as applicable to his/her farm business.
8. **Student will** exhibit professional characteristics, behaviors, and attitudes within the scope of production agriculture.
9. **Student will** use appropriate technologies to facilitate effective communication as it relates to farming operations.
10. **Student will** use effective oral and written communication skills in a variety of business-related activities.
11. **Student will** complete assigned tasks and duties within the legal and ethical parameters expected within production agriculture.

10/10/06 Program Learner Outcomes approved by Program Director & the Academic Affairs Standards Council

_____ Program Learner Outcomes approved by Program’s Advisory Board

April 2006; October 2006